CITY OF CHARLES TOWN

CITY COUNCIL

AGENDA • JANUARY 17, 2023

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

: **2023-131:** City Council Meeting Minutes - January 3, 2023
City Council Meeting Minutes - January 3, 2023 - draft.docx

: **2023-136**: City Council Special Meeting Minutes - January 9, 2023
Special Meeting January 9 2023.docx

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

: **2023-129:** Jefferson County Mayors' Meeting

6. COMMITTEE REPORTS

: **2023-116:** Personnel Committee (Possible Executive Session)

: **2023-117:** Finance Committee
FinanceCommitteeReport_10Jan2023.pdf

: **2023-118:** Infrastructure Committee
InfrastructureCommitteeReport_01122023.pdf

: **2023-119:** Vacant Properties Board
Vacant Properties Meeting Minutes January 12, 2023.docx

7. CITY MANAGER REPORT

: **2023-130:** Committee Attendance

8. POLICE CHIEF REPORT

: **2023-137:** Charles Town Police Department - December 2022 Monthly Statistics
December Monthly Stats..pdf

9. UNFINISHED BUSINESS

: **2023-121:** Public Hearing in Consideration of an Ordinance Authorizing and Directing the

Mayor to Execute an Agreement Rescinding, Canceling, and Nullifying, as Between the Parties to such Agreement, those certain Conditions of Annexation Dated the 30th Day of January 2007, Entered by and Between Rolfe G. Hayes and Ahmad H. Abdul-Baki, as Owners of the Subject Real Property, and the City of Charles Town, and Releasing the Parties to such Agreement from any Executory Obligations, Covenants, or Duties Under the Conditions of Annexation.

: **2022-218:** Second Reading and Final Consideration of an Ordinance Authorizing and Directing the Mayor to Execute an Agreement Rescinding, Canceling, and Nullifying, as Between the Parties to such Agreement, those certain Conditions of Annexation Dated the 30th Day of January 2007, Entered by and Between Rolfe G. Hayes and Ahmad H. Abdul-Baki, as Owners of the Subject Real Property, and the City of Charles Town, and Releasing the Parties to such Agreement from any Executory Obligations, Covenants, or Duties Under the Conditions of Annexation.
Ordinance re Rescission of COA Hayes Property.pdf
Conditions of Annexation.pdf
hayes concept-drawing.png

: **2023-120:** Developer Fee Implementation - Staff Update

10. NEW BUSINESS

: **2023-127:** FY2023 General Fund Budget Revision #2 - FY23 COLA, 457 Employer Benefit, Miscellaneous Adjustments
FY2023 General Fund Budget Revision #2.pdf
FY2023 General Fund Revision #2 State Worksheet 1-17-23 .pdf
GF Budget Resolution Revision #2 - Council January 17, 2023.doc

: **2023-128:** FY2023 Capital Reserve Budget Revision #2 - Police Department Vehicle Request
FY2023_Capital_Reserve_Fund_Budget_Revision__2 1.17.2023.pdf

: **2023-124:** SLD 2016-01 Norborne Glebe – Phase 6 – Bond Reduction Request Approval.
1. Staff Report.pdf
2. KH Memo.pdf
3. Bond_Request_Application Performance.pdf
4. Bond_Request_Application Land Disturbance.pdf
5. Estimates.xlsx

: **2023-125:** Charles Town Planning Commission Appointment - New 3-year Term Expiring 12/31/2025
Ann Paonessa Planning Commission Application.pdf

: **2023-126:** Charles Town Board of Zoning Appeals Appointments - 3 New 3-year Terms expiring 12/31/25
James Thomas BZA application.pdf
Wysong CHARLES TOWN BOARDS AND COMMISSIONS Application 12062022.pdf

: **2023-122:** Community Development Department - Departmental Overview Presentation
CDD overview for City Council January 17, 2023 pdf.pdf

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: Payment of Bills - January 17, 2023
CAPITAL RESERVE COUNCIL REPORT 2023 1 17.pdf
GENERAL FUND COUNCIL REPORT 2023 1 17.pdf
PARKS & REC COUNCIL REPORT 2023 01 17.pdf
SALES TAX COUNCIL REPORT 2023 01 17.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING February 6, 2023, 7:00 PM

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: 01/17/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-131: City Council Meeting Minutes - January 3, 2023

ATTACHMENTS:

- City Council Meeting Minutes - January 3, 2023 - draft.docx

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • January 3, 2023

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	Remote	
Elizabeth Ricketts	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Jean Petti	Councilmember	Present	
Julie Philabaum	Councilmember	Present	
Micheal George	Councilmember	Absent	
Rikki Twyford	Councilmember	Present	

Mr. John Barkley, City Manager; Chief Chris Kutcher; and Ms. Alissa Meeks, Community Development Director were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2022-238: City Council Meeting Minutes - December 19, 2022

The following changes will be made to the December 19, 2022, City Council Meeting minutes:

> Public Comment: Second Paragraph, Mr. George Rutherford's comment: capitalize the "p" in "Advancement of Colored **People** (NAACP); add "**and representing the Jefferson County Black History Preservation Society**" after (NAACP); and change the word "interned" too "**interred**".

Mayor Trainor asked if there were any objections to approving the minutes as amended. Hearing none he declared the minutes approved.

3. PUBLIC COMMENT

There was no public comment.

4. WARD REPORTS

Ward 1

Ms. Ricketts reported that she attended the West Virginia Department of Transportation call concerning the Augustine Trail project and the Greenstreet, Greenjob, and Greentown Grant Program webinar. She also reported that there has

been a strong sewage smell at Evitts Run Park, and she intends to inquire about its source and cause at the next Charles Town Utility Board meeting.

Mr. Kratovil stated that he hoped everyone had a Merry Christmas and a Happy New Year and reported that the vacant house recently damaged by a tree will be discussed at the next Vacant Properties Meeting.

Ward 2

Mr. Hynes offered his condolences to the family of Jefferson County Sheriff's Office Captain David Colbert on his recent passing.

Mr. Tester offered his condolences to the family of Captain Colbert. He also happily reported that his grandchild, who was born before Christmas with serious medical issues, is thriving and is expected to able to come home from the hospital in the near future.

Ward 3

Ms. Petti requested an agenda item be included at the next regular scheduled Council meeting, January 17, 2023, on the status of the City's permitting, building inspection, and code compliance processes and status.

Ms. Philabaum hoped that everyone had a wonderful holiday season and is looking forward to an exciting new year in downtown Charles Town.

Ward 4

Ms. Twyford reported the following:

- She thanked everyone who participated in the Christmas Light Contest this year and cannot wait to see even more lights next year.
- That there was a great deal of illegal fireworks displays in the City on New Year's Eve. She believes that the City has more work to do on the Fireworks Ordinance.
- That trash collection in the City is not always consistent with scheduled pickup dates and in some cases trash is left at the curb for pickup for several days.

5. MAYOR'S REPORT

Mayor Trainor read a letter from Lieutenant Manning of the Charles Town Police Department thanking the City Council for the generous Christmas bonus. Mayor Trainor also provided a brief update on the Augustine Ave Trail and reported that the State Auditor will hold several Municipal Budget Preparation Regional Workshops in the coming months, the one in Martinsburg, WV on February 22, 2023, might be the most convenient for those interested in attending from Charles Town.

2022-229: Tree City USA Application

Mayor Trainor reported that he signed and sent to the Charles Town Tree Board, the City's application for the 2022 Tree City USA Certification.

2022-230: Swearing of Oath - Patrolman Jarrett Day

Mayor Trainor administered the Oath of Office to Mr. Jarrett Day, Charles Town Police Department's (CTPD) newest Patrolman.

6. COMMITTEE REPORTS

There were no committee reports.

7. CITY MANAGER REPORT

Mr. Barkley requested approval of Resolution 2023-001, supporting Charles Town's application for the Land & Water Conservation Fund Resources grant in support of the Jefferson Memorial Pool Upgrade Project.

Mayor Trainor asked if there was any objection to approving the resolution; there being no objections Mayor Trainor declared the resolution approved.

Mr. Barkley also reported the following:

- That he is currently working on a feasibility study Request for Proposal (RFP) for the renovation of City Hall, which will include an assessment of the City's current and future overall facility needs.
- That the City of Charles Town and American Public University are working on an agreement for tuition discounts for City employees.
- That he is waiting for guidance from the City's legal counsel regarding the implementation of the recent Council approved Developer Fee schedule.
- That he is reviewing WV State code governing the May 2023 City Council elections.
- That Todd Wilt, Operations Director, is working with Potomac Energy to install 4-6 streetlights in the Crosswind's Community.
- That the West Virginia Municipal League is holding its Midwinter Conference on February 13 & 14, 2023.

8. POLICE CHIEF REPORT

Chief Kutcher reported that today was CTPD's new administrative assistant, Sarah Smith's first day and that there are three open police officer positions at the CTPD.

9. UNFINISHED BUSINESS

There was no unfinished business.

10. NEW BUSINESS

2022-231: Vehicle Request - Charles Town Police Department

Ms. Petti moved to authorize staff to proceed with the acquisition of the three police vehicles as requested by Chief Kutcher and to initiate the appropriate budgetary revisions for City Council approval. Mr. Tester seconded the motion, and it passed unanimously.

Mr. Kratovil, who was attending remotely, was not available to cast a vote.

RESULT:	**APPROVED**
MOVER:	Jean Petti
SECONDER:	Kevin Tester
AYES:	Ricketts, Tester, Hynes, Petti, Philabaum, Twyford
ABSENT:	Kratovil, George

2022-232: Historic Landmarks Commission – Appointment

Mayor Trainor administered the Oath of Office to Amanda Updike for the 3-year term on the Historic Landmark Commission serving until December 31, 2025.

11. REFERRALS TO COMMITTEES/COMMISSIONS

2022-233: 520 W. Congress Street Property - Referral to Parks & Recreation Commission

Mr. Tester moved to refer this item to the Parks & Recreation Commission; Ms. Twyford seconded the motion.

Ms. Petti moved to table this item. Mr. Hynes seconded the motion, and it passed unanimously.

Only the vote to table the item is reflected in the table below.

RESULT:	**APPROVED**
MOVER:	Jean Petti
SECONDER:	Jeff Hynes
AYES:	Ricketts, Tester, Hynes, Petti, Philabaum, Twyford
ABSENT:	Kratovil, George

12. APPROVAL OF BILLS

2022-237: Payment of Bills - January 3, 2023

Ms. Petti recused herself from the payment of the bills.

Mayor Trainor asked if there was any objection to approving the bills for payment. There being no objections, Mayor Trainor declared the bills approved for payment.

13. ADJOURNMENT

Mayor Trainor reminded the Council about the Special Council meeting scheduled for Tuesday, Jan 10, 2023, at 7:00PM to interview candidates for the Charles Town Utility Board of Directors seat whose term had expired on December 31, 2022. Due to multiple councilmembers' scheduling conflicts, the Council agreed to reschedule the Special Council meeting to Monday, January 9, at 6:00 PM.

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

14. INFORMATION ONLY - NEXT MEETING January 17, 2023, 7:00 PM

2022-234: Signed Resolution 2022-010

NOTICE: THE PUBLIC MAY LISTEN TO THIS MEETING BY CALLING (301) 715-8592 AND ENTERING THE MEETING ID (857 3815 6650) AND PASSCODE (588045).

NOTICE: THE PUBLIC MAY VIEW OR PARTICIPATE IN THIS MEETING BYACCESSING THE FOLLOWING ZOOM LINK:(HTTPS://US02WEB.ZOOM.US/J/85738156650?PWD=UTDKM1QXNHIVDNLCAXHQQLDBRZJZDZ09) AND ENTERING THE PASSCODE (588045).

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/17/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-136: City Council Special Meeting Minutes - January 9, 2023

ATTACHMENTS:

- Special Meeting January 9 2023.docx

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • January 9, 2023

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

101 East Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Bob Trainor	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Jean Petti	Councilmember	Present	
Julie Philabaum	Councilmember	Present	
Micheal George	Councilmember	Present	
Rikki Twyford	Councilmember	Present	

Mr. John Barkley, City Manager, was also in attendance.

2. NEW BUISNESS

2022-245: Interviews for Director Position - Charles Town Utility Board of Directors (CTUB)

The City Council conducted interviews with three candidates nominated from the Ranson Utility District for the open seat on the Charles Town Utility Board of Directors. After the interviews were conducted, the Mayor asked the Council if the intent was to vote on a candidate at tonight's meeting and opened the floor for a motion to nominate a candidate.

Councilwoman Petti made a motion to open nominations for all three candidates. The Mayor asked if there were any objections. Being none, Councilman Hynes made a motion to enter into executive session to deliberate. Seconded by Councilman George. The Council voted unanimously to enter executive session.

Mayor Trainor declared the Council out of executive session.

Mayor Keith Pierson received 8 of the 9 votes (Ms. Philabaum voted for Mr. McDaniel), and was declared to have received the majority of the votes necessary and was appointed to the Charles Town Utility Board of Directors.

3. ADJOURNMENT

Mayor Trainor asked if there was any other business to come before the Council. Hearing none, Mayor Trainor declared the meeting adjourned.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/17/23
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-129: Jefferson County Mayors' Meeting

Mayor Trainor will offer a verbal report related to his attendance at the Jefferson County Mayors' Meeting.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/17/23
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-116: Personnel Committee (Possible Executive Session)

Committee members will offer a verbal report from the January 9 meeting. The Committee may also recommend a brief executive session to update the full Council regarding several personnel matters. The Committee expects no action related to the executive session.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/17/23
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-117: Finance Committee

The Finance Committee offers the attached report from the January 10 meeting.

ATTACHMENTS:

- FinanceCommitteeReport_10Jan2023.pdf

City of Charles Town Finance Committee Report
10 January 2023 Meeting – Corrected Copy
Drafted by: Bob Trainor - Chairman

Call to Order ooa 12:00PM

1. **Persons present:** Finance Committee Members Mr. Jeff Hynes and Mr. Bob Trainor; Charles Town City Manager Mr. John Barkley, Charles Town Accounting Manager, Ms. Breanna Andrews; and Charles Town Community Development Director, Ms. Alissa Meeks

2. Unfinished Business

2.1: Update Banking Signature Cards – Staff is still awaiting updated signature cards from the financial institutions.

3. New Business

3.1 FY2023 General Fund Revision #2 – COLA & 457 Benefit application

Staff presented the Committee with the proposal for revision 2 to the FY2023 General Fund budget. After discussion, the Committee approved increasing the revenue line by $100K and reallocating approximately $100K within the City's departments.

Recommendations to the City Council: Review and approve the proposed revision

3.2 FY2023 Capital Reserve Revision #2 – PD Vehicles

Staff presented the Committee with the proposed revision 2 to the Charles Town Police Department's (CTPD) FY2023 Capital Reserve budget, increasing it by $163.8K with funds from the Capital Reserve Fund. The additional funds will cover the purchase of three additional police vehicles in FY2023 (two from the FY2024 proposed Capital budget to avoid FY2024 cost increases and one as a replacement for a wrecked police vehicle that was recently totaled by the insurance adjuster) and to cover additional costs associated with the original FY2023 vehicle purchase. After discussion, the Committee approved increasing the CTPD Capital Reserve budget by $163.8K

Recommendations to the City Council: Review and approve the proposed revision

3.3 2024 Municipal Budget Preparation Updates & WVSAO Workshop

Staff presented the Committee with the calendar of events (timeline) for the FY2024 Charles Town budget preparation. The calendar of events is included as attachment (1)

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

3.4 Account Balances as of December 31, 2022

Staff presented the Committee with the City's account balances as of December 31, 2022, attachment (2)

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

3.5 Grant Funding Recap – Matching Obligations

Staff briefed the Committee concerning current grant-fund matching obligations. After discussion, the Committee agreed to work with staff to develop a more complete snapshot of the City's current grant-match obligations as well as proposed City-sponsored projects. We anticipate completing a working draft by the next scheduled Finance Committee meeting.

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

3.5 City Capital Improvement Plan for FY24-FY29 (5-year Plan)

The Committee discussed the importance of developing a Capital Improvement Plan (CIP) for Charles Town. Mr. Barkley agreed to begin the CIP development process with a goal of having a working Charles Town CIP for FY2024.

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

4. Information Items

There are no information items.

5. Tabled Items

There are no information items.

6. Pending Items

There are no pending items.

7. The meeting was adjourned ooa 2:33PM

Calendar of Events

January

Regional workshops are conducted during January and February by the State Auditor to assist entities with preparation of the Levy Estimate-Budget.

Obtain the following data necessary to prepare the Levy Estimate – Budget for the coming fiscal year:

- Actual revenues and expenditures for last fiscal year
- Budgeted revenues and expenditures for current fiscal year
- Actual revenues and expenditures through December 31st of the current fiscal year
- Projected revenues for coming fiscal year
- Projected expenditures for coming fiscal year (See March 2)

February

Regional workshops are conducted by the State Auditor during January and February to assist entities with preparation of the Levy Estimate – Budget.

Budget Documents
Budget documents will be distributed no later than the first week in February.

Special Excess Levies
If you have a special excess levy, a notice of election, sample ballot, and certified canvass of votes must be on file with the State Auditor before the rate for a special excess levy may be approved. *W. Va. Code § 11-8-16 and 17*

Bond Debt Levy
The Municipal Bond Commission shall render to each levying body having outstanding bonds a statement showing the amount to be raised by levy to pay the interest and principal on the outstanding bonds. *W. Va. Code § 13-3-6*

Calendar of Events

March

March 2:
Department heads should file a detailed request for appropriation with the levying body, finance committee, finance director, recorder, or city clerk.

March 3: Certificates of Valuation & Rolled Back Value Forms
The county assessor is required to certify the assessed value of real and personal property and the clerk is to certify the assessed value of public utility properties no later than March 3. *W. Va. Code § 11-3-6, §11-8-6e*

Public Hearings:
Council's Notice of Public Hearing regarding regular levy rates when rate results in a tax increase of more than 1% plus a percentage to be dedicated to the assessor.

- At least seven (7) days prior to the date of each hearing, one (1) notice must be placed outside the section of the newspaper reserved for legal notices and classified advertisements, in a newspaper of general circulation.
- Also publish as a legal advertisement one (1) time each week for two (2) successive weeks in two (2) newspapers of opposite politics, where available (Class II-O legal advertisement). The publication area is in the county.
- Class IV Towns are not required to publish the notice of tax increase in the newspaper; however, the notice must be posted in four (4) prominent areas of the Town, including Town Hall.

March 7 – March 28: Budget Meetings:
W. Va. Code § 11-8-9 requires the governing body to hold a meeting or meetings between March 7 and March 28 to ascertain the fiscal condition of the municipality, and make an itemized statement which makes up what is commonly referred to as the Levy Estimate – Budget Document. *W. Va. Code § 11-8-9*

EACH DEPARTMENT HEAD/ELECTED OFFICIAL SHOULD RECEIVE A COPY OF THEIR DETAILED REQUEST FOR APPROPRIATION OUTLINING THE AMOUNT COUNCIL HAS APPROVED FOR THE OPERATION OF THEIR OFFICE IMMEDIATELY AFTER THE COUNCIL ADOPTS THE BUDGET.

March 29 (Prior To):
The Levy Estimate – Budget should be submitted to the State Auditor's Local Government Services office for review prior to March 29.

Calendar of Events

April

Third Tuesday in April: State Auditor's approval and laying of the property tax levy rates

All levy estimates –budgets must be finally approved by the State Auditor's office no later than the 3rd Tuesday in April. Council will reconvene on the 3rd Tuesday in April to hear and consider any objections made orally or in writing by the prosecutor, State Auditor or his representative, of by any taxpayer of the county. Council shall consider the proposed original estimate and the proposed rates of levy and if the objections are well taken, council should correct the estimate and levy. "No such estimate and levy, however, shall be entered until the same shall have first been approved, in writing by the State Auditor." The recorder enters the estimate and levy, the order of the council's approval, and the written approval of the State Auditor in the proper record book. *W. Va. Code § 11-8-10a*

Within 3 days after the 3rd Tuesday: Recorder to forward order to the State Auditor

Within three days the recorder will prepare, certify and forward the Levy Order & Rate Sheet to the State Auditor. The State Auditor's office reviews each order and certifies the property tax levy rates to the county assessor who immediately extends the taxes in the land and personal property books. The land and personal property books are then turned over to the sheriff not later than **June 7** so that tax statements may be prepared and the collection process may begin. *W. Va. Code § 11-8-11*

June

June 7: Property books; time for completing; extension of levies;
Assessor turns property books over to sheriff so that the tax statements may be printed. *W. Va. Code § 11-3-19*

June 10: Final Budget Revision for current fiscal year:
The State Auditor must be in receipt of the final budget revision for the current fiscal year by June 15. This deadline date should better assure sufficient time to review, approve and return the request to the municipality before fiscal year end.

City of Charles Town Bank and Investment Accounts
As of December 31, 2022

Revised: January 9 , 2023

Account	Fund	September 30, 2022 Account Balance	December 31, 2022 Account Balance	Near-Term Expenditures	UNRESTRICTED FUNDS Unencumbered Balance	RESTRICTED FUNDS Unencumbered Balance	Comments
Charles Town Building Commission	Bldg Commission	$ 175,320	$ 164,134	$ -	$ -	$ 164,134	Near-term expenditures (i.e. debt service) are paid from the BC fund and directly reimbursed through monthly lease payments from General Fund. Other funds restricted to BC purposes.
Residual Fund	Residual	$ 615,550	$ 620,121	$ -	$ 620,121	$ -	Savings account/emergency fund for the city. No planned expenditures.
Sales Tax	Sales Tax	$ 2,125,472	$ 2,560,064	$ 300,000	$ 2,260,064	$ -	$1 million committed to debt service (CWH and Annex reimb) and general operating costs for fiscal year 2023 - $700k already transferred.
Federal Equitable Fund	Investigative	$ 58,663	$ 93,052	$ -	$ -	$ 93,052	Funds restricted for limited police activities per DOJ guidelines.
General Fund	General	$ 3,909,296	$ 4,675,030	$ 3,175,030		$ 1,500,000	BALANCE AS OF 1/9/2023 TO REFLECT ARPA XFR DATED 1/6/23 General fund for operations; assumes complete draw down in near-term. $1.5 million ARPA funding held in General Fund for grant matching
Coal Severance Tax Revenue Fund	Coal Severance	$ 102,823	$ 112,026	$ -	$ -	$ 112,026	Special revenue fund used for select projects; saving for longer-term park project.
CWH Landlord, LLC	CWH Landlord	$ 631,161	$ 630,401	$ 125,000	$ 505,401	$ -	Unrestricted revenues from the sale of federal historic tax credits; near-term expenditures are to begin design of city hall renovations.
American Rescue Plan Account	ARPA Fund	$ 1,338,724	$ 8,733	$ -	$ 8,733	$ -	Funds from the 2021 American Rescue Plan Act; both tranches have been transferred to the General Fund as of 01/06/2023 to execute the Standard Allowance Revenue Loss Replacement election Council made in April 2022. Balance is banking interest generated since account inception.
Housing Rehab Program	CDBG	$ 63,287	$ 63,342	$ -	$ -	$ 63,342	Funds restricted to housing rehab services.
Investigation Account - CTPD	Investigative	$ 128,882	$ 36,009	$ -	$ -	$ 36,009	Funds for police use -- Federal Equitable Recorded unde separate line hence ~$92K difference
Employees Fund CTPD	Employees Fund	$ 960	$ 961	$ -	$ -	$ 961	Funds for police use
Capital Reserve Fund	Capital Reserve	$ 2,225,898	$ 2,299,201	$ 801,826	$ 1,497,375	$ -	Near term funding for capital projects approved in FY23 CIP budget (minus capital expenses already paid, and repaving expenses paid from other account).
Summit Broker Buster - Repaving	Capital Reserve	$ 832,480	$ 868,121		$ -	$ 868,121	Savings account for future road resurfacing projects; all street improvements budgeted for FY2023 have been paid
EPA/RLF Fund	Capital Reserve	$ 51,734	$ 53,037	$ -	$ 53,037	$ -	EPA project completed but account remains open because it is a depository for federal overtime funds for drug task force (those funds later transferred to GRF) and is used to manage cash flow for reimbursable grants.
Board of Park & Recreation	Parks & Rec	$ 56,218	$ 73,440	$ 73,440	$ -	$ -	Operating account for the city's parks programs
Board of Park & Recreation - CIP	Parks & Rec	$ 2,336	$ 2,938		$ -	$ 2,938	Account dedicated to Parks & Rec Donations/Contributions for future Parks CIP (tennis courts, pool, etc.)
Debt Service Reserve (B.C.)	Bldg Commission	$ 47,712	$ 47,718	$ -	$ 47,718	$ -	Established in 2010 at the same time the Building Commission established the Sinking Fund for a 1999 bond issuance. Bond has been repaid, funds to be consolidated with Repaving fund.
1999 Series Revenue Bond Interest & Sinking Fund (B.C)	Bldg Commission	$ 304,814	$ 304,852	$ -	$ 304,852	$ -	Account includes original deposit of $52k to establish fund and additional deposits from street fees and interest earnings. Now that bond is paid, funds are "unrestricted" and can be combined with the Repaving fund.
Board of Trustees Police Pension Relief Fund	Police Pension	$ 61,337	$ 54,515	$ 54,515	$ -	$ -	Funds used to support pension beneficiaries (includes regular contributions from the general fund to this account and accident report pymts).

City of Charles Town Bank and Investment Accounts
As of December 31, 2022

Revised: January 9 , 2023

Account	Fund	September 30, 2022 Account Balance	December 31, 2022 Account Balance	Near-Term Expenditures	UNRESTRICTED FUNDS Unencumbered Balance	RESTRICTED FUNDS Unencumbered Balance	Comments
Bond Escrow Fund	Bond Escrow	$ 182,160	$ 182,413	$ -	$ -	$ 182,413	Account is used to deposit funds from developers and held until projects are completed. Current funds are for the Samuel Street Station and Tate Manor projects.
Total Bank Accounts		***$ 12,914,826***	***$ 12,850,108***	**$ 4,529,811**	**$ 5,297,302**	**$ 3,022,995**	
					$ -		
Fidelity Police Pension Fund #6846	Police Pension	*$ 442,132*	$ 456,363	$ -	$ -	$ 456,363	Investment fund for restricted use; future pension payments
Fidelity City Residual Fund #9959	Residual	*$ 612,629*	$ 660,553	$ -	$ 660,553	$ -	Investment fund for budget stabilization.
					$ -		
Total Bank Accounts plus two Investment Accounts		***$ 13,969,587***	***$ 13,967,025***	**$ 4,529,811**	**$ 5,957,855**	**$ 3,479,359**	

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/17/23
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-118: Infrastructure Committee

The Infrastructure Committee offers the included report from the January 12 meeting.

ATTACHMENTS:

- InfrastructureCommitteeReport_01122023.pdf

City of Charles Town Infrastructure Committee Report
12 January 2023 6:00PM Meeting at City Hall

I. CALL TO ORDER ooa 6:07pm

II. PERSONS IN ATTENDANCE

Councilmembers Jim Kratovil, Elizabeth Ricketts, Julie Philabaum; City Manager John Barkley

III. UNFINISHED BUSINESS

IV. NEW BUSINESS

2023-107: Update on Augustine Avenue Trail and Liberty Street

Augustine - Most of the trail is designed to be in the city right of way, but staff is working to reach the remaining property owner to obtain a written agreement. Congressionally directed funding will be more than what is required for the first phase, so there is additional funding to expand the project and allow for this trail to connect to other existing trails or for mid-block crossing to Craig Hill Estate and/or Washington's Landing, or to improve the streetscape leading up to the trail in front of the Hilldale Shopping Center. Groundbreaking could be as soon as March.

Liberty – Based on the estimates from Greenway Engineering, $370,000 in congressionally directed funding was obtained to help cover the City's portion of this project. Staff will need to continue to work with the county to get their buy in for their portion of the project.

Recommendation to council: *Direct Sustainable Strategies to pursue the Green Street, Green Jobs, Green Towns Grant Program from the Chesapeake Bay Trust to obtain funding for additional engineering costs.*

2023-109: Request For Proposal (RFP) for Street Repaving

Staff recommends including Cherry Tree Lane (was slated for FY22), Eagle Avenue (slated for FY24), George Street Extension (not included in the NPR – is this a city road?), Mildred Street (slated for FY24), Morgan Street (slated for FY24), and Shutter Street (slated for FY24) in addition to the 23 other roads slated for FY23. This will be approximately 726,625 sq ft of road maintenance.

Recommendation to council: *Direct Staff to create and send out an RFP for repair of the 23 slated FY23 roads including the additional 6 roads recommended by staff.*

2023-110: Smart Growth America Champions Institute Update

Councilwoman Ricketts has submitted her Complete Streets conceptual project for review by the Smart Growth America Champion's Institute. Her project's focus is on the area leading up to Augustine Ave trail to update the streetscape. She will continue to update the committee each month.

Recommendation to council: *None at this time*

2023-111: Next Steps for North Charles Street

John Barkley will be following up with our Main Street partners to see if renderings can be made based on the survey results.

Recommendation to council: *None at this time*

V. ADJOURNMENT ooa 7:13 PM

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/17/23
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-119: Vacant Properties Board

The Vacant Properties Board offers the included report from the January 12 meeting.

ATTACHMENTS:

- Vacant Properties Meeting Minutes January 12, 2023.docx

CITY OF CHARLES TOWN

VACANT PROPERTIES BOARD

MINUTES • January 12, 2023

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

101 East Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

The meeting was called to order at 3:10 PM.

2. APPROVAL OF MINUTES

3. UNFINISHED BUSINESS

2022-235: Review of Running List of Vacant Properties

Staff provided updates on the status of the properties at 100 West St., 219 West Liberty St., 114 S. Lawrence St., and 307 E. Washington St.

4. NEW BUSINESS

2022-236: Staff Updates:

The staff is working with the owner of the former theater at 114 S. Lawrence on a timeline to clean the inside of the structure and restore the utilities to bring the property up to code compliance. The building has been secured.

The property at 219 W Liberty is vacant and is now voluntarily registered in the vacant properties program. Staff will confirm that fees have been paid and generate a letter to collect any overdue fees.

We have reached out to the owner of 307 E. Washington regarding the condition of the structure and have not received a response. A follow up letter will be sent to the registered owner to inform the owner of involuntarily vacant property registration.

100 West St. has been secured and is in the process of clean-up. The property is currently on the market.

5. ADJOURNMENT

The meeting adjourned at 4:14 PM.

6. 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: 01/17/23
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-130: Committee Attendance

City Manager Barkley and Councilor Philabaum will discuss this item with the City Council.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/17/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-137: Charles Town Police Department - December 2022 Monthly Statistics

ATTACHMENTS:

- December Monthly Stats..pdf

Charles Town Police Department
Monthly Stat Report

December 2022

911 Hangup	
Abandoned Vehicle	2
Aggressive Animal	
Alarm	25
Animal Complaint	
BOLO	1
Breaking and Entering	2
Breaking and Entering Veh	
Building Check	5
Burglary	
Capias Service	11
Child Abuse/Neglect	
Code Enforcement	2
Court/Bailiff Duty	2
Destruction of Property	2
Directed Patrol	159
Disabled Vehicle	5
Disturbance	36
Dog Loose	
Domestic Battery	3
Drug Activity	3
DUI	1
EMS Assist	7
Fingerprinting	10
Fire Assist	1
Fireworks Complaint	1
Follow Up	16
Found Property	2
FPO Violation	
Funeral Escort	1
Gunshots Heard	2
Harassment	1
Hardcopy Check	1
Illegal Dumping	1
Information	1
Injured Animal	2
Intoxicated Person	2
Juvenile Complaint	1

Missing Child	
Motorist Assist	5
MVA w/ Entrapment	
MVA Hit and Run	2
MVA No Injury	16
MVA Into Structure	
MVA w/ Injury	2
Open Door	
Out of Car (Investigation/Meeting/Court)	7
Overdose	1
Overdose-Death	
Panhandling	8
Parking Complaint	3
Protection Order Service	
Public Assist (In Person Contact)	17
Public Service (Phone Contact)	75
Reckless Driver	1
Road Patrol	
Sexual Assault	
Shoplifting	
Special Event/Detail	2
Stolen Vehicle	1
Suspicious Activity	5
Suspicious Mail	
Suspicious Person	2
Suspicious Vehicle	5
Swear to Complaints	
Theft	
Traffic Hazzard	7
Transport	1
Trespassing	4
Unattended Death	1
VIN Verification	1
Walk-In	
Warrant Service	7
Welfare Check	22
Wires Down	
Total calls of service	**503**

Assists/Back-Ups:				
	Ranson	9	Sheriffs Dept.	6
	Harpers Ferry		State Police	3
	Shepherdstown		Other (not including CTPD)	1
			Total Assists	**19**

	Male	Female	Caucasian	African American	Hispanic	Asian	Other/ Unknown	Total
Defendants:	14	2	8	7	1			16
Total Charges	31	2	21	11	1			33
Citations:								172
- Moving								68
- Nonmoving								94
- Criminal								9
- S Ticket (Parking)								1
Stops	98	57	126	20	8	1	0	155
Warnings:								69
Stops	42	27	60	3	2	3	1	69
Total	**154**	86	**194**	**30**	**11**	**4**	**1**	
Incident Report								39
Parking								99
- Citations								2
-Warnings								

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

December 2022

	Male	Female	Caucasian	African American	Hispanic	Asian	Unknown
PART I OFFENSE							
Burglary							
Grand Larceny							
Malicious Assault							
Malicious Wounding							
Attempted Murder 1st Degree							
Murder 1st Degree							
Petit Larceny	1		1				
Robbery - Attempted							
Robbery							
Robbery 2nd Degree							
Sexual Assault 1st Degree							
Shoplifting							
Shoplifting 2nd Offense							
Shoplifting 3rd Offense							
Strangulation							
TOTAL	1	0	1	0	0	0	0
PART II OFFENSE							
Assault							
Attempted Disarm of Police Officer							
Attempted to Defeat Drug/Alcohol Screening Test							
Battery							
Battery on School Employee							
Breaking and Entering	1		1				
Capias Served	2	1	2	1			
Child Abuse Resulting in Injury							
Child Neglect Creating Risk of Injury	4		4				
Computer Fraud							
Conspiracy	1		1				
Conspiracy to Distribute MDMA							
Conspiracy to Breaking and Entering							
Conspiracy to Possess w/Intent to Deliver Acid/LSD							
Conspiracy to Commit Petit Larceny							
Criminal Invasion of Privacy							
Cultivation of Marijuana							
Deadly Weapon on School Property							
Delivery of Controlled Substance							
Destruction of Property	1		1				
Disorderly Conduct							
Disruption of School							
Distribution of Crack Cocaine							
Disturbing the Peace							
Domestic Assault							
Domestic Battery	4		3	1			
Domestic Battery 2nd Offense	1			1			
Domestic Battery 3rd Offense							
Driving Revoked for DUI							
Driving Revoked for DUI 2nd							
Driving Revoked for DUI 3rd							
Driving Revoked Non DUI Admin							
DUI							
DUI 2nd							
DUI 3rd							
DUI Aggravated							
DUI Causing Bodily Injury							
DUI - Drugs	1			1			

Charles Town Police Department

Monthly Stat Report

Charges by Offense/Gender/Race

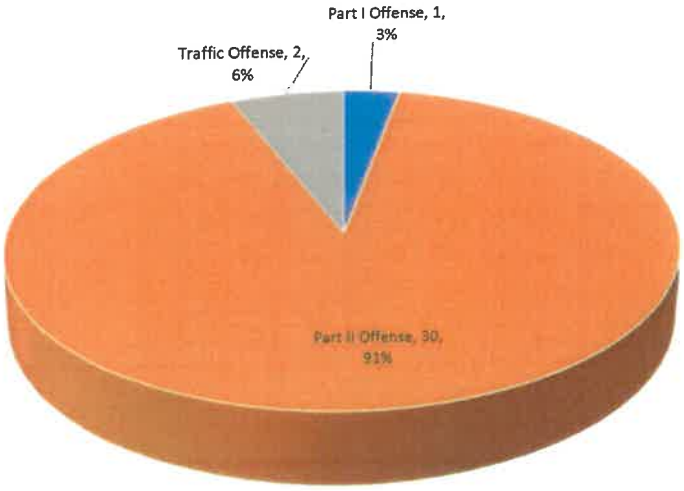
DUI - Drugs 2nd Offense							
DUI w/ Minor							
Entering w/out Breaking-Auto							
Failure to Register for Child Abuse Registry							
False Alarm of Fire							
False Reporting of an Emergency							
Felon in Possession of Firearm							
Fingerprint Refusal							
Fleeing on Foot	1			1			
Fleeing in Vehicle							
FPO Violation							
Fraudulent Schemes	2		2				
Fugitive From Justice							
Incest							
Interfering with Emergency Communication	1		1				
Interlock Violation							
Littering							
Non-Consensual Disclosure of Private Intimate Images							
Obstructing an Officer							
Obtain Money, Property, Services by False Pretense	2		2				
Open Container							
Open Container in Vehicle							
Pedistrian in Roadway							
Pimping							
Possession Deadly Weapon by Minor							
Possession of Alcohol Under 21							
Possession of Cocaine	1			1			
Possession of Gabapentin							
Possession of Heroin							
Possession of Marijuana	3	1	1	2	1		
Possession of Morphine							
Possession of Oxycodone w/out Prescription							
Possession of Stolen Property							
Possession of Vape Product under 18							
Possession w/ Intent to Deliver Cocaine							
Possession w/ Intent to Deliver Fentanyl							
Possession w/ Intent to Deliver Marijuana							
Possession w/ Intent to Deliver MDMA (Molly)							
Probation Violation	1			1			
Prohibited Person in Poss of Firearm							
Prostitution							
Prostitution 2nd Offense							
Providing Alcohol to Under 21							
Public Intoxication							
Reckless Driving							
Resisting Arrest							
Sexual Abuse 1st Degree							
Sexual Assault 2nd Degree							
Threats of Terroristic Acts							
Transfer Receive Stolen Property							
Trespassing							
Unlawful Possession/Tranport into WV Fentanyl							
Underage Possession of Firearm (Federal Warrant)							
Uttering	2		2				
Violation of Protection Order							
TOTAL	**28**	**2**	**20**	**9**	**1**	**0**	**0**

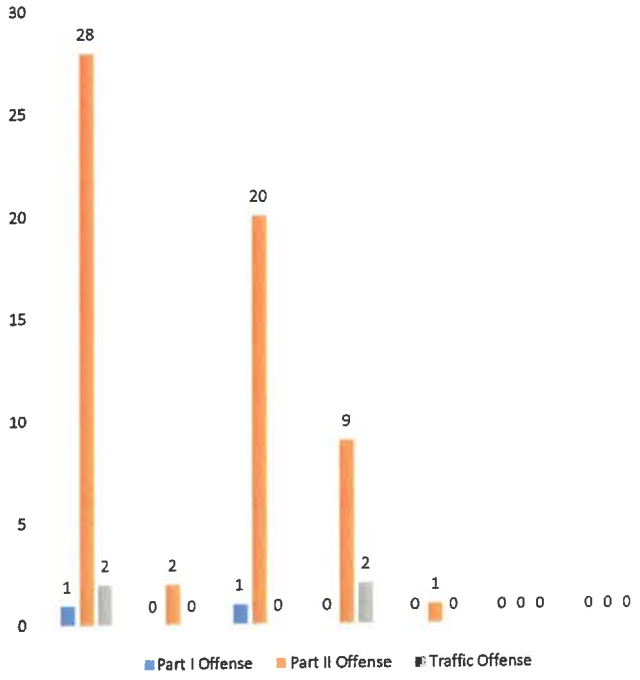
Charles Town Police Department

Monthly Stat Report

Charges by Offense/Gender/Race

TRAFFIC OFFENSE							
Cell Phone Violation							
Child Safety Restraint Violation							
Defective Equipment							
Driving Suspended							
Driving Suspended 2nd Offense							
Driving Suspended 3rd Offense							
Driving Too Fast for Conditions							
Exp/No MVI							
Expired/No Operators							
Expired/No Registration							
Fail to Keep Right							
Fail to Maintain Control							
Fail to Obey Traffic Control Device	1			1			
Fail to Obtain WV Operators							
Fail to Report Accident							
Failure to Update Address on License							
Following to Closely							
Improper Backing							
Improper Registration							
Leaving the Scene of Accident Causing Serious Bodily Injury	1			1			
Left of Center							
No Insurance/No Proof of Insurance							
No Motorcycle Endorsement							
No Parking Violation							
No Seatbelt							
No White Bicycle Light							
Passing on Right							
Red Light Violation							
Speeding							
Striking Unattended Vehicle							
TOTAL	2	0	0	2	0	0	0
TOTAL CHARGES	**31**	**2**	**21**	**11**	**1**	**0**	**0**





Charles Town Police Department

SRO Monthly Report

Washington High School & Charles Town Middle School 2022-2023 /December 2022

INVOLVEMENTS:					
Alcohol Related	0	Fire/Shelter Drills	0	SRO Use of Force	0
Battery on School Employee	0	Found Property	0	Suspensions	7
Citizen Assist	0	Incident Reports	2	Threats	1
Directed Patrols	0	Juvenile Petitions	0	Tobacco Related	3
Disturbance	5	Marijuana Possession	0	Trespassing	0
Evacuations	0	Parental Contacts	4	Vandalism/Theft	0
Extra Curricular Activities	4	Parking Complaints	2	Vehicle Accident	0
Fights	2	Reckless Driver	0	Welfare Check	1
Fire Department Assist	0	Social Media Related	2	***Total Involvements***	***33***

Officer Notes/Misc. Information:	SRO Present for 14 School Days w/ Holidays + Time off

YOUTH SERVICES:	
Total Classes Taught:	0
Students in Class:	0
Topics Taught:	N/A
One on One Contacts:	4
Total Students Served:	4

Charles Town Police Department

Total Traffic Citation Report, by Violation

Violation	Description	Total
17A-10-3a	Improper Use Of Antique Registration	1
17A-3-16	Expired Registration	48
17A-9-2	No Or Expired Registration	12
17A-9-3	Improper Registration	1
17B-2-1	No Operators	1
17B-2-12	Expired Operators	2
17B-2-3a	GDL License Violations	1
17B-4-3(a)	Driving Suspended/2nd/3rd	1
17B-4-3a	Driving Suspended or Revoked	3
17C-13-3	Parking Violation	2
17C-14-5	Passengers In Seat With Operator >3	1
17C-15-49	Seatbelts Required	2
17C-16-9	No Or Expired MVI	23
17C-3-4	Fail To Obey Traffic Control Device	6
17C-3-5	Fail To Obey Traffic Light	22
17C-4-4	Duty Upon Striking Unattended Vehicle	1
17C-6-1(e)	Speeding 2nd Or 3rd Offenses	1
17C-6-1a	Failure To Maintain Control	1
17C-6-1b	Speeding	28
17C-9-3	Fail To Yield-Thru Highway	1
17D-2A-3	No Insurance	1
17D-2A-4	No Proof Of Insurance	4
CTPD171.07	Failure To Appear For Trial (CAPIAS)	3
CTPD521.06(a)	Public Intoxication	1
CTPD530.02(f)	Solicit Money Or Other	2
CTPD531.03	Possession Of Marijuana <15gms	3
Report Totals		**172**

Report Includes:
All dates of issue between `00:00:00 12/01/22` and `23:59:59 12/31/22`, All agencies matching `CTPD`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

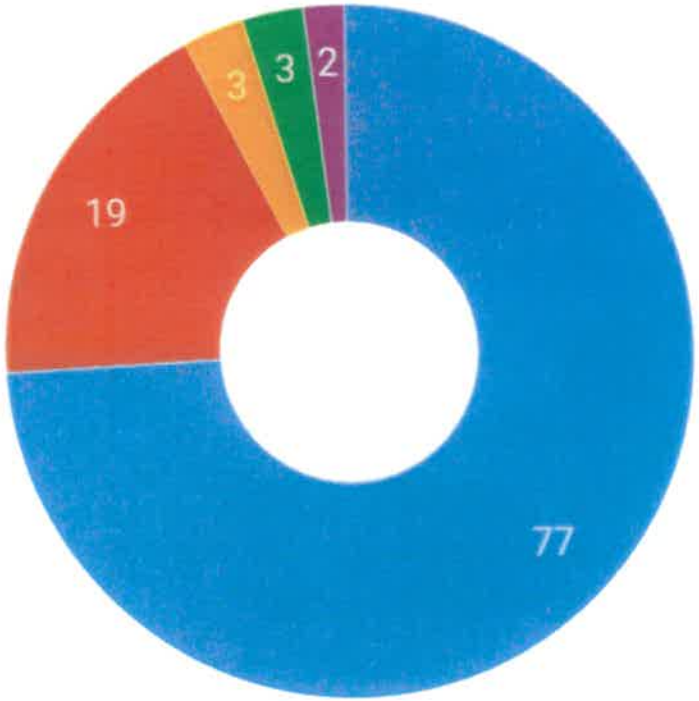
Charles Town Police Department

Total Traffic Warning Report, by Violation

Violation	Description	Total
17A-3-15	Improper Display Of Registration	8
17A-3-16	Expired Registration	17
17A-9-2	No Or Expired Registration	1
17A-9-3	Improper Registration	1
17B-2-13	Operators Fail To Change Address	1
17B-2-1a(b)	Failure To Obtain WV Operator's	1
17C-15-1	Unsafe-Improperly Equipped Vehicle	1
17C-16-9	No Or Expired MVI	3
17C-3-4	Fail To Obey Traffic Control Device	7
17C-3-5	Fail To Obey Traffic Light	10
17C-3-5(c)	Right on Red	1
17C-4-5	Duty Upon Striking Highway Fixture	1
17C-6-1a	Failure To Maintain Control	5
17C-6-1b	Speeding	7
17C-7-4	Passing On Right-Off Road	1
17C-7-6	Left of Center	1
17C-9-1	Fail Yield At Intersection	1
17C-9-3	Fail To Yield-Thru Highway	1
61-6-26	Panhandling	1
	Report Totals:	**69**

Report Includes:
All dates between `00:00:00 12/01/22` and `23:59:59 12/31/22`, All agencies matching `CTPD`, All issuing officers, All areas, All violations

City of Charles Town - Tickets By Status (Dec. 2022)

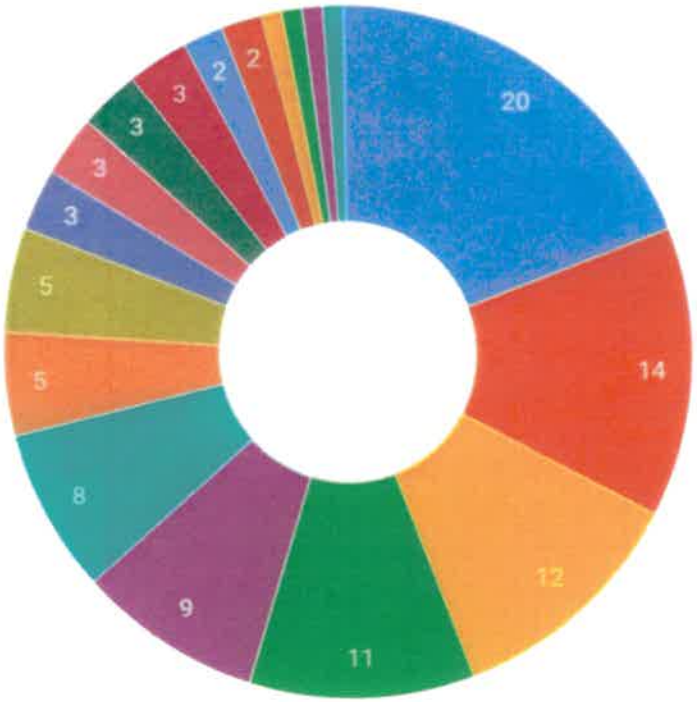


Paid
Issued
Dismissed
Partial Payment
Warning

UPSAFETY
a T2SYSTEMS company

Data as of 1/8/2023 12:00:00 AM

City of Charles Town - Tickets By Location (Dec. 2022)



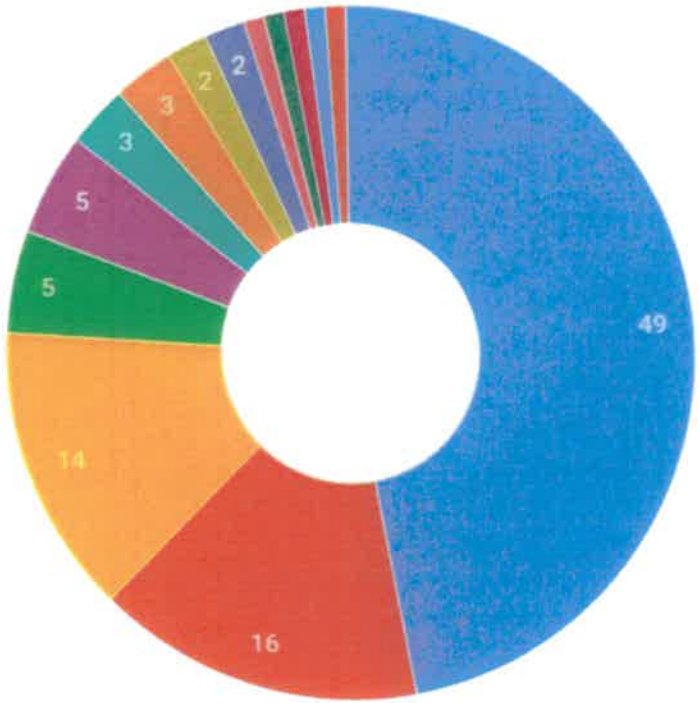
- 100 BLOCK WEST WASHINGTON STREET
- LIBERTY STREET PARKING LOT
- 100 BLOCK NORTH LAWRENCE STREET
- LAWRENCE STREET PARKING LOT
- 200 BLOCK WEST LIBERTY STREET
- 100 BLOCK NORTH CHARLES STREET
- 200 BLOCK NORTH CHARLES STREET
- 100 BLOCK WEST CONGRESS STREET
- 100 BLOCK WEST LIBERTY STREET
- 100 BLOCK SOUTH CHARLES STREET
- 100 BLOCK SOUTH SAMUEL STREET
- CROSSWINDS DRIVE
- 100 BLOCK EAST LIBERTY STREET
- 200 BLOCK WEST CONGRESS STREET
- 100 BLOCK EAST CONGRESS STREET
- CHARLES STREET PARKING LOT

▲ 1/2 ▼

UPSAFETY®
a T2SYSTEMS company

Data as of 1/8/2023 12:00:00 AM

City of Charles Town - Tickets By Violation (Dec. 2022)



- Expired Meter
- Exceed 2 Hour Free Parking
- Permit Parking Only/Pay by App Violation (Liberty Street Lot)
- Improper Manner of Parking
- Loading/Unloading Zone Violation
- Wrong Direction
- Yellow/Red Painted Curbs or Streets Violation
- Parked on Sidewalk
- Fire Hydrant Violation
- Accessible Parking Violation
- Blocking Public or Private Driveway
- Designated No Parking Zone Violation
- Parking between sidewalk and curb
- Ten Minute Take Away Parking

UPSAFETY®
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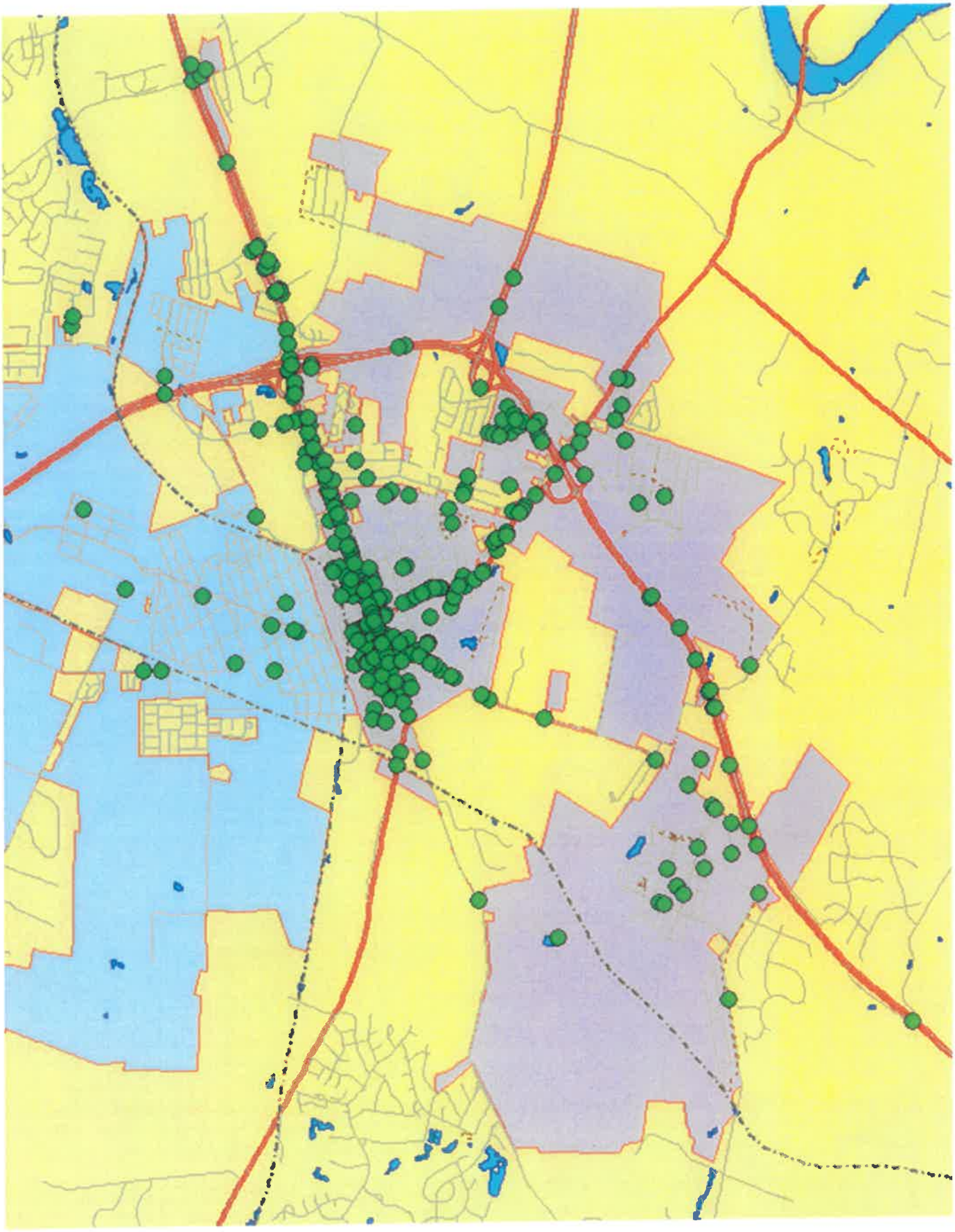
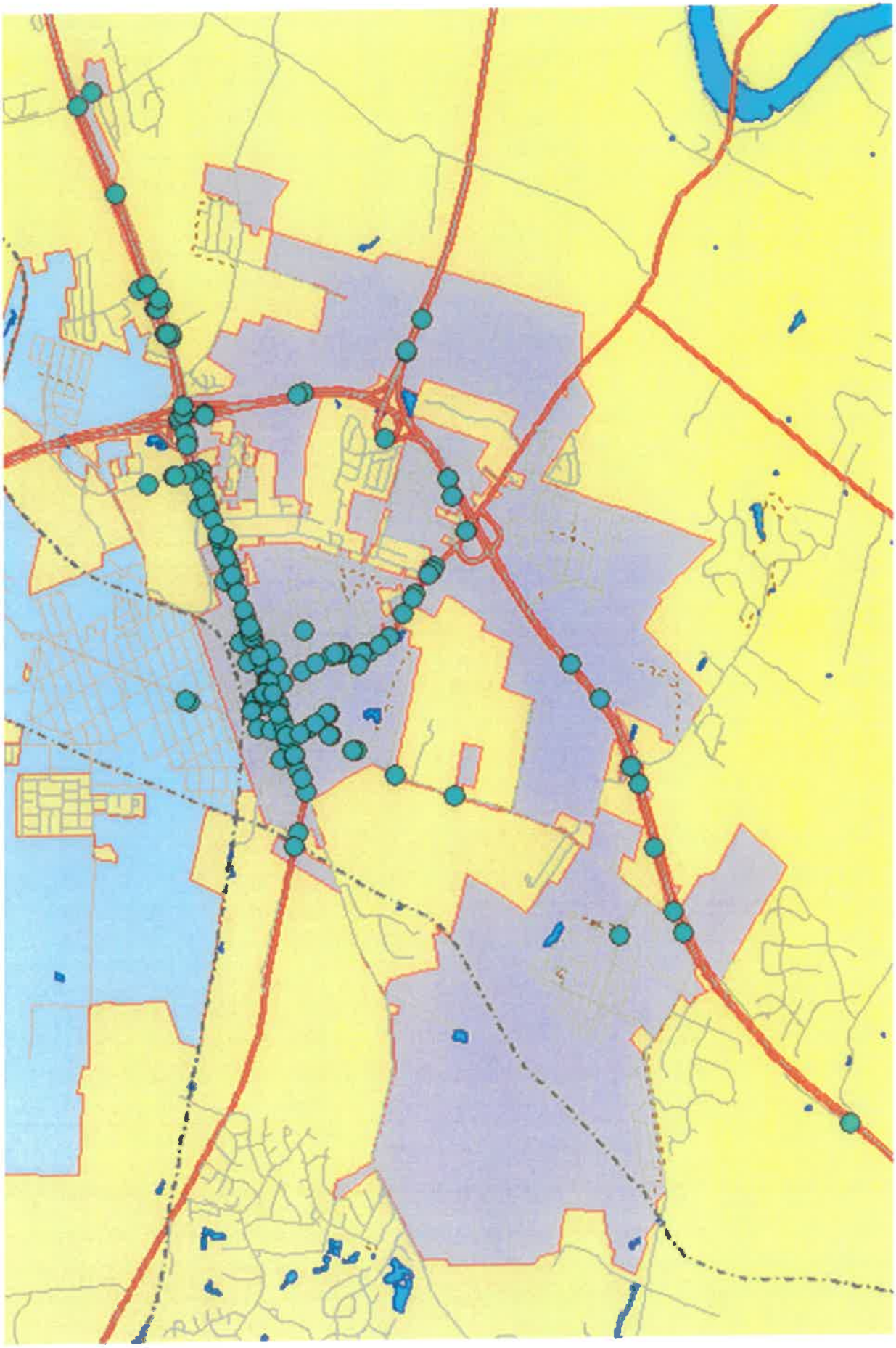
Data as of 1/8/2023 12:00:00 AM



December 2022 – All CTPD Calls



December 2022 – All CTPD Traffic Stops

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/17/23
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-121: Public Hearing in Consideration of an Ordinance Authorizing and Directing the Mayor to Execute an Agreement Rescinding, Canceling, and Nullifying, as Between the Parties to such Agreement, those certain Conditions of Annexation Dated the 30th Day of January 2007, Entered by and Between Rolfe G. Hayes and Ahmad H. Abdul-Baki, as Owners of the Subject Real Property, and the City of Charles Town, and Releasing the Parties to such Agreement from any Executory Obligations, Covenants, or Duties Under the Conditions of Annexation.

Proposed Motion: Motion to Open the Public Hearing

After the public has been heard, a motion to close the public hearing will be needed.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/17/23
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2022-218: Second Reading and Final Consideration of an Ordinance Authorizing and Directing the Mayor to Execute an Agreement Rescinding, Canceling, and Nullifying, as Between the Parties to such Agreement, those certain Conditions of Annexation Dated the 30th Day of January 2007, Entered by and Between Rolfe G. Hayes and Ahmad H. Abdul-Baki, as Owners of the Subject Real Property, and the City of Charles Town, and Releasing the Parties to such Agreement from any Executory Obligations, Covenants, or Duties Under the Conditions of Annexation.

The Mayor's Select Committee for the Conditions of Annexation Agreement - Hayes Property asks the City Council to consider the included Ordinance on Second Reading for final adoption and enactment.

Proposed Motion:

Motion to adopt on Second Reading and Enact an Ordinance Authorizing and Directing the Mayor to Execute an Agreement Rescinding, Canceling, and Nullifying, as Between the Parties to such Agreement, those certain Conditions of Annexation Dated the 30th Day of January 2007, Entered by and Between Rolfe G. Hayes and Ahmad H. Abdul-Baki, as Owners of the Subject Real Property, and the City of Charles Town, and Releasing the Parties to such Agreement from any Executory Obligations, Covenants, or Duties Under the Conditions of Annexation.

ATTACHMENTS:

- Ordinance re Rescission of COA Hayes Property.pdf
- Conditions of Annexation.pdf
- hayes concept-drawing.png

CITY OF CHARLES TOWN
WEST VIRGINIA

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT RESCINDING, CANCELING, AND NULLIFYING, AS BETWEEN THE PARTIES TO SUCH AGREEMENT, THOSE CERTAIN CONDITIONS OF ANNEXATION DATED THE 30th DAY OF JANUARY, 2007, ENTERED BY AND BETWEEN ROLFE G. HAYES AND AHMAD H. ABDUL-BAKI, AS OWNERS OF THE SUBJECT REAL PROPERTY, AND THE CITY OF CHARLES TOWN, AND RELEASING THE PARTIES TO SUCH AGREEMENT FROM ANY EXECUTORY OBLIGATIONS, COVENANTS, OR DUTIES UNDER THE CONDITIONS OF ANNEXATION.

WHEREAS, pursuant to (i) an Ordinance duly approved upon second reading and adopted by the Common Council of the City of Charles Town at a regular meeting held on October 16, 2006 (the "Annexation Ordinance"), and (ii) an Order entered by the County Commission of Jefferson County, West Virginia, on November 30, 2006 (the "Annexation Order"), the City of Charles Town annexed within its corporate limits four (4) parcels of land containing an aggregate of 268.8668 acres, more or less, being two parcels then owned by Rolfe G. Hayes ("Hayes") containing, respectively, 198.1519 acres, more or less, and 10.9440 acres, more or less, a parcel then owned by Ahmad H. Abdul-Baki ("Abdul-Baki") containing 4.6209 acres, more or less, and a portion of the Route 340 Bypass containing approximately 55.15 acres, more or less (collectively, the "Annexed Property");

WHEREAS, pursuant to a Resolution duly adopted by the Common Council of the City of Charles Town at the aforesaid meeting held on October 16, 2006, the City of Charles Town accepted and approved the annexation of the Annexed Property and thereby agreed with Hayes and Abdul-Baki to the provisions of those certain Conditions of Annexation thereafter executed by Hayes, Abdul-Baki, and the then Mayor, and dated the 30th day of January (the "Conditions of Annexation");

WHEREAS, the Conditions of Annexation contemplated a specific development project that required rezoning particular portions of the Annexed Property, respectively, to General Commercial, Neighborhood Residential, and Residential Multi-Family districts, and other modifications to the zoning regulations in order to permit construction of a hospital and related medical uses and professional uses in the General Commercial district and innovative residential units in the residential districts;

WHEREAS, the Conditions of Annexation required that the final development design of the development project be in general conformance with an Annexation Concept Plan attached to the Conditions of Annexation (the "Concept Plan");

WHEREAS, the Conditions of Annexation further contemplated that, in order to facilitate the construction of a new hospital and medical office facility on the Annexed Property, approximately thirty (30) acres of land would be donated to West Virginia University Hospitals –

East for construction of a hospital and related medical uses and professional offices;

WHEREAS, subsequent to execution of the Conditions of Annexation, the intended purchaser and developer of the parcels owned by Hayes and Abdul-Baki withdrew from the contemplated transaction and development;

WHEREAS, in 2012, Abdul-Baki conveyed to third parties his parcel of 4.6209 acres, more or less;

WHEREAS, Hayes died in 2014 and his parcels containing, respectively, 198.1519 acres, more or less, and 10.9440 acres, more or less, came to be held by Roscoe A. Hayes, Alice M. Spickler and Donald L. Spickler, Co-Trustees of the Alice M. Spickler Living Trust, and Joseph R. Gallo (collectively, the "Hayes Property Owners");

WHEREAS, in 2020, the Hayes Property Owners subdivided the parcel of 198.1519 acres, more or less, and conveyed therefrom a parcel of 27.8213 acres, more or less, to a third party;

WHEREAS, the Hayes Property Owners continue to hold the parcel of 10.9440 acres, more or less, and the remainder of the parcel that originally contained 198.1519 acres, more or less (collectively, the "Hayes Property Owners' Property"), which property has not been further developed;

WHEREAS, in recognition that the Conditions of Annexation contemplated a specific development project and that it now and in the future would and will be impractical, if not impossible, to develop the specific development project contemplated, particularly in general conformance with the Concept Plan as required by the Conditions of Annexation, due to changed circumstances and for various reasons including, without limitation, that portions of the Annexed Property intended to be included in the development project are now owned by third parties and that construction of a hospital on the Annexed Property is no longer contemplated, the Hayes Property Owners have requested that the City of Charles Town agree to rescind, cancel, and nullify the Conditions of Annexation as between the Hayes Property Owners and the City of Charles Town and that the Hayes Property Owners and the City of Charles Town mutually release the other from any and all executory covenants and obligations thereunder; *provided that*, it is the intent and desire of the Hayes Property Owners that Paragraph V of the Conditions of Annexation, pertaining to provision of water and sanitary sewer service to the Annexed Property by the Charles Town Utility Board, shall remain in full effect ("Paragraph V Provision");

WHEREAS, the Hayes Property Owners have expressed that the existence of the Conditions of Annexation and the uncertainty of their effect have frustrated the efforts of the Hayes Property Owners to market and sell the Hayes Property Owners' Property, which has prevented development of such real property; and

WHEREAS, West Virginia University Hospitals – East has expressed its objection to rescission,

cancellation, and nullification of the Conditions of Annexation on the basis of an alleged right to donation of thirty (30) acres of land or the value thereof;

NOW, THE COUNCIL OF THE CITY OF CHARLES TOWN FINDS AND DECLARES, that the Conditions of Annexation contemplated a specific development project;

FURTHER FINDS AND DECLARES, that it now and in the future would and will be impractical, if not impossible, to develop the specific development project contemplated, particularly in general conformance with the Concept Plan as required by the Conditions of Annexation;

FURTHER FINDS AND DECLARES, that certain covenants and obligations of each of the Hayes Property Owners and the City of Charles Town to the other under the Conditions of Annexation remain unperformed and executory and, accordingly, the Conditions of Annexation are unenforceable by either the Hayes Property Owners or the City of Charles Town;

FURTHER FINDS AND DECLARES, that the best interests of the City of Charles Town would not be served by the City of Charles Town performing and satisfying its unperformed and executory covenants and obligations to the Hayes Property Owners under the Conditions of Annexation for the sole purpose of positioning the City of Charles Town to enforce the Conditions of Annexation against the Hayes Property Owners;

FURTHER FINDS AND DECLARES, that leaving the Conditions of Annexation in effect between the Hayes Property Owners and the City of Charles Town serves no current or contemplated future purpose of the City of Charles Town;

FURTHER FINDS AND DECLARES, that it is in the best interests of the City of Charles Town to agree to rescind, cancel, and nullify the Conditions of Annexation as between the Hayes Property Owners and the City of Charles Town, with mutual releases of their respective executory covenants and obligations thereunder, excepting only the Paragraph V Provision; and

FURTHER FINDS AND DECLARES, that, in light of the continuing applicability of the Conditions of Annexation to the 4.6209 acre, more or less, parcel and the 27.8213 acre, more or less, parcel conveyed to third parties, as discussed above, each of the current owners of such parcels should be offered the opportunity to enter a separate agreement rescinding, canceling, and nullifying the Conditions of Annexation as between such owner and the City of Charles Town, with mutual releases of their respective executory covenants and obligations thereunder;

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that the Mayor of the City of Charles Town be, and hereby is, authorized and directed to execute and enter on behalf of the City of Charles Town an agreement with the Hayes Property Owners in the form of that attached as EXHIBIT A that rescinds, cancels, and nullifies the Conditions of Annexation as between the Hayes Property Owners and the City of Charles Town, with mutual releases of their respective executory covenants and obligations thereunder, excepting only the Paragraph V Provision (the "Hayes Property Owners Nullification Agreement");

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that, in the event the current owner(s) of the 4.6209 acre, more or less, parcel and/or the current owner(s) of the 27.8213 acre, more or less, parcel conveyed to third parties, as discussed above, so elect, the Mayor of the City of Charles Town be, and hereby is, authorized and directed to execute and enter on behalf of the City of Charles Town an agreement with such persons in the form of that attached as EXHIBIT A, but with such persons substituted for the Hayes Property Owners therein and with Subsections 1(a), 2(a), and 3(b)(i) deleted therefrom (each, a "Third Party Nullification Agreement");

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that this Ordinance does not and shall not be deemed to, and neither the Hayes Property Owners Nullification Agreement nor any Third Party Nullification Agreement shall or shall be interpreted to, de-annex or otherwise affect the annexation of the Annexed Property, which Annexed Property shall remain annexed within the corporate limits of the City of Charles Town;

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that this Ordinance does not and shall not be deemed to, and neither the Hayes Property Owners Nullification Agreement nor any Third Party Nullification Agreement shall or shall be interpreted to, undo, reverse, change, or affect the current zoning of the Annexed Property as reflected on the Charles Town Zoning Map except that, pursuant to Section 3(b)(i) of the Hayes Property Owners Nullification Agreement, the Hayes Property Owners shall seek a change in the zoning classification of the Hayes Property Owners' Property to the Urban Reserve District by zoning amendment, for which purposes the prior rezoning of the Hayes Property Owners' Property pursuant to the Conditions of Annexation shall be considered revoked, annulled, void, and of no effect for all purposes;

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that this Ordinance does not and shall not be deemed to, and neither the Hayes Property Owners Nullification Agreement nor any Third Party Nullification Agreement shall or shall be interpreted to, undo, cancel, reverse, or otherwise make or render ineffective any other act heretofore performed by any party pursuant to the Conditions of Annexation;

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that this Ordinance and the Hayes Property Owners Nullification Agreement to be entered hereunder are intended to, and shall be deemed to, result in only the release of the executory covenants and obligations of the Hayes Property Owners and their successors and assigns to or in favor of the City of Charles Town under the Conditions of Annexation, and this Ordinance is not intended to and shall not be deemed to, and the Hayes Property Owners Nullification Agreement shall not purport to or be interpreted to, release or otherwise affect any right that West Virginia University Hospitals – East may assert or claim; and

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that this Ordinance and any Third Party Nullification Agreement to be entered hereunder are intended

to, and shall be deemed to, result in only the release of the executory covenants and obligations of the subject third parties and their successors and assigns to or in favor of the City of Charles Town under the Conditions of Annexation, and this Ordinance is not intended to and shall not be deemed to, and no Third Party Nullification Agreement shall purport to or be interpreted to, release or otherwise affect any right that West Virginia University Hospitals – East may assert or claim.

This Ordinance shall take effect upon enactment.

First Reading: _____, 20___

Public Hearing: _____, 20___

Passed on Second Reading: _____, 20___

Enacted this _____ day of _____, 20___

CITY OF CHARLES TOWN

_____
Robert M. Trainor
Mayor

Attest:

_____
John C. Barkley
City Clerk

EXHIBIT A
NULLIFICATION AGREEMENT

NULLIFICATION AGREEMENT

This **NULLIFICATION AGREEMENT** (this "Agreement"), dated the ___th day of _____, 20__, is entered into by and between the CITY OF CHARLES TOWN, a West Virginia municipal corporation, party of the first part (the "City"), and ROSCOE A. HAYES, ALICE M. SPICKLER AND DONALD L. SPICKLER, CO-TRUSTEES OF THE ALICE M. SPICKLER LIVING TRUST, AND JOSEPH R. GALLO, parties of the second part. The party of the first part and the parties of the second part are sometimes referred to herein collectively as the "Parties," or individually as a "Party."

RECITALS

WHEREAS, in 2006, the City annexed within its corporate limits four (4) parcels of land (the "Annexed Property") including two parcels then owned by Rolfe G. Hayes ("Hayes") containing, respectively, 198.1519 acres, more or less, and 10.9440 acres, more or less, and a parcel then owned by Ahmad H. Abdul-Baki ("Abdul-Baki") containing 4.6209 acres, more or less;

WHEREAS, pursuant to a Resolution duly adopted by the City's Common Council, the City accepted and approved said annexation and thereby agreed with Hayes and Abdul-Baki to the provisions of those certain Conditions of Annexation thereafter executed by Hayes, Abdul-Baki, and the then Mayor of the City, and dated the 30th day of January (the "Conditions of Annexation");

WHEREAS, the Conditions of Annexation contemplated a specific development project and required that the final development design of the development project be in general conformance with an Annexation Concept Plan attached to the Conditions of Annexation;

WHEREAS, subsequent to execution of the Conditions of Annexation, the intended purchaser and developer of the parcels owned by Hayes and Abdul-Baki withdrew from the contemplated transaction and development;

WHEREAS, in 2012, Abdul-Baki conveyed to Richard Smith and Erin Smith his parcel of 4.6209 acres, more or less;

WHEREAS, Richard Smith and Erin Smith continue to hold said parcel of 4.6209 acres, more or less;

WHEREAS, Hayes died in 2014 and his parcels containing, respectively, 198.1519 acres, more or less, and 10.9440 acres, more or less, came to be held by Roscoe A. Hayes, Alice M. Spickler and Donald L. Spickler, Co-Trustees of the Alice M. Spickler Living Trust, and Joseph R. Gallo (collectively, the "Hayes Property Owners");

WHEREAS, in 2020, the Hayes Property Owners subdivided the parcel of 198.1519 acres, more or

less, and conveyed therefrom a parcel of 27.8213 acres, more or less, to Brad Bishop;

WHEREAS, Brad Bishop continues to hold said parcel of 27.8213 acres, more or less;

WHEREAS, the Hayes Property Owners continue to hold the parcel of 10.9440 acres, more or less, and the remainder of the parcel that originally contained 198.1519 acres, more or less;

WHEREAS, various provisions of the Conditions of Annexation currently remain unperformed and executory on the part of each of the Parties, the Parties accordingly agree that the Conditions of Annexation are unenforceable by either Party, and the Hayes Property Owners dispute the enforceability of the Conditions of Annexation in any event; and

WHEREAS, the Parties mutually desire to rescind, cancel, and nullify the Conditions of Annexation as between the Parties and that the Parties mutually release the other from any and all executory covenants and obligations under the Conditions of Annexation, except as expressly provided otherwise herein;

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

SECTION 1 -- NULLIFICATION

The Conditions of Annexation shall be, and hereby are, fully and completely rescinded, canceled, and nullified as between the Parties.

(a) Notwithstanding the foregoing Section 1, Paragraph V of the Conditions of Annexation, which pertains to water and sewer service to the subject property, shall remain in full force and effect such that the Hayes Property Owners' parcel of 10.9440 acres, more or less, and the remainder of the parcel that originally contained 198.1519 acres, more or less, shall be served by the Charles Town Utility Board and otherwise in accordance with said Paragraph V.

SECTION 2 -- MUTUAL RELEASE

Each of the Parties shall, and hereby does, for and on behalf of itself and its heirs, personal representatives, attorneys, successors, and assigns, fully, finally, and completely release, remise, acquit, and forever discharge the other Party, and all their respective trustees, officers, managers, employees, agents, representatives, insurers, heirs, devisees, personal representatives, successors, and assigns, if any, of and from any and all executory obligations, covenants, and duties under the provisions of the Conditions of Annexation.

(a) Notwithstanding the foregoing Section 2, the obligations of the Hayes Property Owners under Paragraph V of the Conditions of Annexation shall remain in full force and effect.

SECTION 3 -- LIMITED EFFECT OF AGREEMENT

This Agreement is not intended to, does not, and shall not be deemed or interpreted to:

(a) De-annex or otherwise affect the annexation of the Annexed Property, which Annexed Property shall remain annexed within the corporate limits of the City of Charles Town;

(b) Undo, reverse, change, or affect the current zoning of the Annexed Property as reflected on the Charles Town Zoning Map;

(i) Notwithstanding the foregoing Subsection 3(b), the Parties agree that the Hayes Property Owners shall, by petition, pursuant to the process and subject to all required actions provided in Section 1321.12 of the Charles Town Zoning Ordinance, seek a change in the zoning classification of the parcel of 10.9440 acres, more or less, and the remainder of the parcel that originally contained 198.1519 acres, more or less, now owned by the Hayes Property Owners from the Neighborhood Residential and General Commercial zoning districts to the Urban Reserve zoning district, in recognition that such land would be placed in the Urban Reserve zoning district upon annexation under the current Charles Town Zoning Ordinance;

(c) Undo, cancel, reverse, or otherwise make or render ineffective any other act heretofore performed by any Party pursuant to the Conditions of Annexation; or

(d) Release any executory covenants or obligations of the parties of the second part or their successors and assigns to any third party under the Conditions of Annexation that may subsequently be determined to be legally enforceable, if any, or release or otherwise affect rights of any such third party under the Conditions of Annexation that may subsequently be determined to be legally enforceable, if any, it being understood that this Agreement results in only the City's release of the executory covenants and obligations of the parties of the second part and their successors and assigns to or in favor of the City under the Conditions of Annexation.

SECTION 4 -- ENTIRE AGREEMENT

This Agreement contains the entire understanding of the Parties hereto in respect to the subject matter contained herein. There are no restrictions, promises, representations, warranties, covenants, or undertakings, other than those expressly set forth or referred to herein. This Agreement supersedes all prior agreements and understandings between the Parties with

respect to such subject matter.

SECTION 5 -- AMENDMENT

To the fullest extent provided by applicable Law, this Agreement may only be amended, modified, and supplemented by mutual consent of the Parties hereto with respect to any of the terms contained herein, in such manner as may be agreed upon in writing by such Parties.

SECTION 6 -- SEVERABILITY

If any provision of this Agreement is terminated or held by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the remainder of this Agreement will remain in full force and effect.

SECTION 7 -- SUCCESSORS AND ASSIGNS

This Agreement shall inure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators, successors, and assigns.

SECTION 8 -- COUNTERPARTS & FACSIMILES

This Agreement may be executed by the Parties hereto in any number of separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts together shall constitute but one and the same instrument. Signed counterparts of this Agreement may be delivered by facsimile or electronically transmitted image, and such facsimile or electronically transmitted image counterparts and signatures shall be deemed to be, and fully effective and enforceable as, originals for all purposes.

SECTION 9 -- CHOICE OF LAW

This Agreement shall be governed by and construed in accordance with the internal laws of the State of West Virginia, without giving effect to any choice or conflict of law provision or rule that would cause the application of laws of any jurisdiction other than those of the State of West Virginia.

[remainder of page intentionally blank – signature page follows]

IN WITNESS WHEREOF, the Parties hereto have executed this Nullification Agreement, intending it effective the day and year first above written.

CITY OF CHARLES TOWN

Attest:

_____

Robert M. Trainor
Mayor

_____

John C. Barkley
City Clerk

STATE OF WEST VIRGINIA;
COUNTY OF BERKELEY, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by Robert M. Trainor, in his capacity as Mayor of the City of Charles Town, a West Virginia municipal corporation.

(AFFIX NOTARIAL SEAL)

_____

NOTARY PUBLIC

My commission expires: _____.

_____
ROSCOE A. HAYES

STATE OF WEST VIRGINIA;
COUNTY OF BERKELEY, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by Roscoe A. Hayes.

(AFFIX NOTARIAL SEAL)

_____
NOTARY PUBLIC

My commission expires: _____.

_____
ALICE M. SPICKLER, Co-Trustee

_____
DONALD L. SPICKLER, Co-Trustee

STATE OF WEST VIRGINIA;
COUNTY OF BERKELEY, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by Alice M. Spickler and Donald L. Spickler, Co-Trustees of the Alice M. Spickler Living Trust.

(AFFIX NOTARIAL SEAL)

_____
NOTARY PUBLIC

My commission expires: _____.

_____
JOSEPH R. GALLO

STATE OF WEST VIRGINIA;
COUNTY OF BERKELEY, to-wit:

The foregoing instrument was acknowledged before me this _____ day of , 20___, by Joseph R. Gallo.

(AFFIX NOTARIAL SEAL)

_____
NOTARY PUBLIC

My commission expires: _____.

This document was prepared by Michael J. Funk, Esq., Steptoe & Johnson PLLC, 1250 Edwin Miller Blvd., Martinsburg, WV, 25404.

HAYES PROPERTY
CONDITIONS OF ANNEXATION

Rolfe G. Hayes and Ahmad H. Abdul-Baki (collectively the "Owners"), owners of the land identified on the tax map of Jefferson County, West Virginia as Parcels 6, 6.2 and 6.3 in the Charles Town District (the "Property") hereby agree to the following conditions of annexation, contingent upon approval by the City of Charles Town (the "City") of the annexation of the Property into the municipal boundaries of the City of Charles Town. These conditions of annexation are contingent upon and shall not be binding unless and until the Property is annexed into the municipal boundaries of the City of Charles Town and the City of Charles Town approves the zoning classifications with clarifications and additions specified in paragraph I.B below.

I. PLANNING & ZONING COMPLIANCE

A. Comprehensive Plan

The final development design shall be in general conformance with Exhibit 1 - Hayes Property Annexation Concept Plan dated August 15, 2006 and prepared by EDSA (the "Annexation Concept Plan").

B. Urban Zoning

Upon annexation, the City shall zone the Property Neighborhood Residential (NR), General Commercial (GC), and Residential Multi-Family (RM), as generally depicted on Exhibit 1, in accordance with the City of Charles Town Zoning Ordinance with the clarifications and additions specified below.

To permit construction of a hospital and related uses in the General Commercial (GC) District and innovative residential units in the Residential Multi-Family (RM) and Neighborhood Residential (NR) districts, the City shall approve the following clarifications and additions to the zoning regulations as they apply to the Property:

1. **General Commercial (GC) District –**

   a. Hospital and related medical uses and professional offices shall be a permitted use.

   b. One or more hospital buildings of up to eight stories and up to one hundred twenty feet in height shall be permitted. Height shall be measured from the mid point along the main roof plane between the ridge and the gutter line (eave) to the average grade measured at the four corners of the building footprint.

c. Medical and professional office buildings of up to four stories and up to fifty-five feet in height shall be permitted. Height shall be measured from the mid point along the main roof plane between the ridge and the gutter line (eave) to the average grade measured at the four corners of the building footprint.

2. **Neighborhood Residential (NR) District –**

a. Residential units of four stories and up to fifty-five feet in height and residential units of three stories and up to forty-five feet in height shall be permitted. Height shall be measured from the mid point along the main roof plane between the ridge and the gutter line (eave) to the average grade measured at the four corners of the building footprint.

b. The minimum lot width for townhomes shall be sixteen feet.

c. The minimum lot area for townhomes shall be 1,000 square feet for rear load integral garage townhomes, provided that for each such 1,000 square foot lot there shall be 1,000 square feet of community open space provided within walking distance in excess of the minimum open space required under the zoning ordinance.

d. No more than twenty-five percent of the dwelling units constructed on the Property shall be rear load integral garage townhomes.

d. The minimum lot area for townhomes other than rear load integral garage townhomes shall be 1,600 square feet.

e. There shall be no minimum lot area for townhome blocks.

f. The minimum front yard setback shall be twenty-five feet from edge of pavement.

g. The minimum rear yard setback shall be five feet for rear load integral garage townhomes.

h. Encroachment within the front yard setback shall be permitted up to 30%.

i. The maximum impermeable site coverage per lot shall be 100% for rear load integral garage townhomes.

j. The minimum street pavement width for two travel lanes, excluding on-street parking, shall be twenty-two feet.

k. Townhome portions of the development shall be permitted to have an area of less than five acres.

l. Townhome portions of the development shall be permitted at a maximum density of sixteen dwelling units per acre.

m. Alleys may provide lot access and satisfy road frontage requirements when lots served by those alleys front on open space.

3. **Residential Multi-Family (RM) District** –

a. Residential units of four stories and up to fifty-five feet in height shall be permitted. Height shall be measured from the mid point along the main roof plane between the ridge and the gutter line (eave) to the average grade measured at the four corners of the building footprint.

b. The minimum lot width per dwelling unit shall be sixteen feet.

c. There shall be no minimum lot area for residential multi-family blocks.

d. The maximum impermeable site coverage shall be 100% for individual condominium units.

e. The minimum street pavement width for two travel lanes, excluding on-street parking, shall be twenty-two feet.

f. Alleys may provide lot access and satisfy road frontage requirements when lots served by those alleys front on open space.

g. Gross density shall be permitted up to twenty dwelling units per acre.

Any other clarifications, additions or modifications to the zoning regulations that may be required to develop the Property in accordance with the Annexation Concept Plan and to yield 950 residential units shall be reviewed by the City of Charles Town.

C. Contiguous Location

The subject property is contiguous to existing corporate limits of the City of Charles Town by the following connections:

From the North – By Augustine Avenue and Route 340
From the South – By Route 340 and Norborne Glebe
From the East – By Route 340 and Norborne Glebe
From the West – By Augustine Avenue (Old Route 340) and Huntfield

D. Transportation Planning

For the purpose of providing transportation facilities, the following dedications of right-of-way and construction of transportation improvements, which are consistent with City standards and transportation plans, shall be provided at a time approved by the City Planning Commission:

1. **U.S. Route 340/Future Route 51 (New Vinton Lane) Intersection:**

   a. Design and construct a traffic signal;

   b. Dedicate required on-site right-of-way, design and construct a northbound left turn lane;

   c. Dedicate required on-site right-of-way, design and construct a southbound right turn lane;

   d. Dedicate required on-site right-of-way, design and construct a westbound right turn lane.

2. **Augustine Avenue/Future Route 51 (New Vinton Lane) Intersection:**

   a. Dedicate required on-site right-of-way, design and construct a southbound left turn lane;

   b. Dedicate required on-site right-of-way, design and construct a right turn lane from northbound Augustine Avenue onto eastbound Future Route 51 (New Vinton Lane).

3. **Future Route 51 (New Vinton Lane) - on site:**

   a. Dedicate required on-site right-of-way, design and construct a half section (two lanes) of a 4-lane divided roadway from Augustine Avenue to the intersection of Rte. 340;

   b. Dedicate required on-site right-of-way, design and construct an additional half section (two additional lanes) of a 4-lane divided roadway from the intersection of the North-South Commercial Boulevard to the intersection of Route 340.

4. **North-South Commercial Boulevard**:

   a. Dedicate required on-site right-of-way, design and construct a half section (two lanes) of a 4-lane divided roadway system running north-south within the site.

   b. Dedicate required on-site right-of-way, design and construct an additional half-section (two additional lanes) of a 4-lane divided roadway system running north-south within the site.

   c. Design and construct a left turn lane from the northbound North-South Commercial Boulevard onto westbound Future Route 51 (New Vinton Lane).

II. ECONOMIC GROWTH

To facilitate the construction of a new hospital and medical office facility on the Property, approximately thirty (30) acres of land shall be donated to the West Virginia University Hospitals - East ("WVUH-E") for construction of a hospital and related medical uses and professional offices. This donation shall be made on April 30, 2007 or upon approval by the City of the Schematic Plan for development of the Property, which ever is later.

In addition, approximately fourteen (14) acres of land will be developed for commercial and retail uses to support the hospital and medical offices. Together, these non-residential development areas within the Property are expected to provide significant economic development benefits to the Charles Town and Jefferson County areas.

III. WORKFORCE HOUSING

The proposed development of the Property as a mixed-use community will provide for a variety of dwelling types at modest market rate prices to serve the entire community. Seven percent (7%) of the units shall sell for no more than $220,446 (measured in 2006 dollars which shall be escalated annually in accordance with changes in the Consumer Price Index), based on the City's current calculation of Workforce Housing sales prices. These units shall be made available to the Charles Town Housing Opportunity Board (the "CTHOB") or to a designated agency authorized to offer housing for sale to qualified purchasers under the following conditions: (i) the location and type of units to be made available to the CTHOB shall be determined and designated by the Owners or assigns in their sole discretion, (ii) at least seven (7) units will be designated for every ninety (90) market rate units sold subject to the following conditions, (iii) at least seven (7) units to be made available to the CTHOB will be designated prior to the 90th, 180th, 270th, 360th, 550th, 640th, 730th, and 820th occupancy permits, and six (6) units will be designated prior to the 910th occupancy permit, (iv) the Owners may designate all units to be provided at any time at their sole discretion, (v) if more than seven (7) units are designated for any ninety (90) market rate units, then the minimum number of units to be designated for each succeeding group of ninety (90) market rate units will be reduced proportionately until the total number of units designated equals sixty-seven (67), at which time this condition of annexation will have been fully performed, (vi) a construction schedule estimating the completion date of each designated unit will be provided by the builder upon the start of construction of the unit, (vii) the CTHOB shall be responsible for satisfying all requirements of its program regarding the solicitation, qualification, and financing of its qualified purchasers and the placement of a qualified purchaser at settlement upon completion of any designated unit, (viii) any designated unit that is completed and ready for settlement for which a qualified purchaser is not present for settlement will be available for unrestricted sale by the Builder, and (ix) designated units made available for unrestricted sale due to lack of a qualified purchaser present for settlement shall continue to be counted toward the seven percent (7%) of units in satisfaction of this condition of annexation. The Owners or their assigns are currently working with City staff to further clarify the process by which workforce housing will be provided and administered.

IV. PROTECTION OF RESOURCES

A. **Floodplain**. No development, other than grading and the installation of storm water management and utilities, shall occur within floodplain limits on the portion of the Property located within the 100-year floodplain along Evitts Run.

B. **Existing Dwelling**. The existing structure commonly known as the "manor house" on the portion of the Property identified as tax map Parcel 6.3 shall be retained in some location upon the Property. The ultimate use of the manor house will be decided by the Owners or their assigns in their sole discretion. The uses may be, but are not limited to, a private residence, commercial or retail.

V. MUNICIPAL INFRASTRUCTURE AND SERVICES

The Property shall be served by the Charles Town Water & Sewer Departments and shall comply with the existing rules and regulations of the City of Charles Town Utility Board and any State regulatory agencies. The prevailing water and sewer capacity improvement fees, as approved by the Public Service Commission of West Virginia, will be paid as a condition of building permit issuance.

VI. FISCAL IMPACT

The following contributions shall be paid as a condition of building permit issuance:

A. **Capital Improvement Fee** of $948 per each residential unit, to be subject to review and adjustment once every three (3) years in accordance with changes in the Consumer Price Index from the base year 2006. Workforce Housing units shall be exempt from these fees.

B. **Non-Capital Fee** of $1,500 per each residential unit during the first five years of development following approval of the first record plat for residential units, $2,650 per each residential unit during the sixth through tenth years of development following approval of the first record plat for residential units, and $4,400 per each residential unit during the eleventh through twentieth years of development following approval of the first record plat for residential units. Workforce Housing units shall be exempt from these fees.

C. **School Impact Fees** - Any legally valid and applicable Jefferson County School Impact Fee in the amount established by the Jefferson County Commission.

The Owners agree that these conditions of annexation shall be binding on the Owners and their assigns and that a breach or default on the part of the Owners or their assigns may, at the option

of the City, result in enforcement by the City of Charles Town either through injunctive relief in the Circuit Court of Jefferson County or through the denial of schematic plan approvals, site plan approvals, record plat approvals, building permits or use and occupancy permits for the Property.

For purposes of these conditions of annexation, an assignee of the Owners shall mean any person or group of persons acting in concert who, as defined in Chapter 36B of the West Virginia Code: (i) as part of a common promotional plan, offers to dispose of his or its interest in a unit not previously disposed of; or (ii) reserves or succeeds to any special declarant right.

Further, the Owners agree that if the Annexation Concept Plan is amended so as to significantly increase the demand for governmental services generated by the development of the Property, the Owners or their assigns shall provide additional conditions of annexation or altered conditions of annexation to offset the impact generated by these changes on the demand for governmental services.

Dated this 30 day of January, 2007.

CITY OF CHARLES TOWN:

Mayor

ATTEST:

City Clerk

Ahmad H. Abdul-Baki

STATE OF:
COUNTY OF Jefferson, to wit:

I, the undersigned Notary Public, in and for the jurisdiction aforesaid, do hereby certify that Ahmad H. Abdul-Baki, whose name is signed to the writing above, has appeared before me and personally acknowledged the same before me in my jurisdiction aforesaid.

GIVEN under my hand and seal this 26 day of January, 2007.

Notary Public

My commission expires: April 25, 2012

OFFICIAL SEAL
NOTARY PUBLIC - STATE OF WV
EDNA M. KING
ROUTE 2, BOX 42K
CHARLES TOWN, WV 25414
My Commission Expires April 25, 2012

OWNERS:

Rolfe G. Hayes

STATE OF:
COUNTY OF Jefferson, to wit:

I, the undersigned Notary Public, in and for the jurisdiction aforesaid, do hereby certify that Rolfe G. Hayes, whose name is signed to the writing above, has appeared before me and personally acknowledged the same before me in my jurisdiction aforesaid.

GIVEN under my hand and seal this 21 day of November, 2006.

Notary Public

My commission expires: April 25th, 2012

OFFICIAL SEAL
NOTARY PUBLIC - STATE OF WV
EDNA M. KING
ROUTE 2, BOX 42K
CHARLES TOWN, WV 25414
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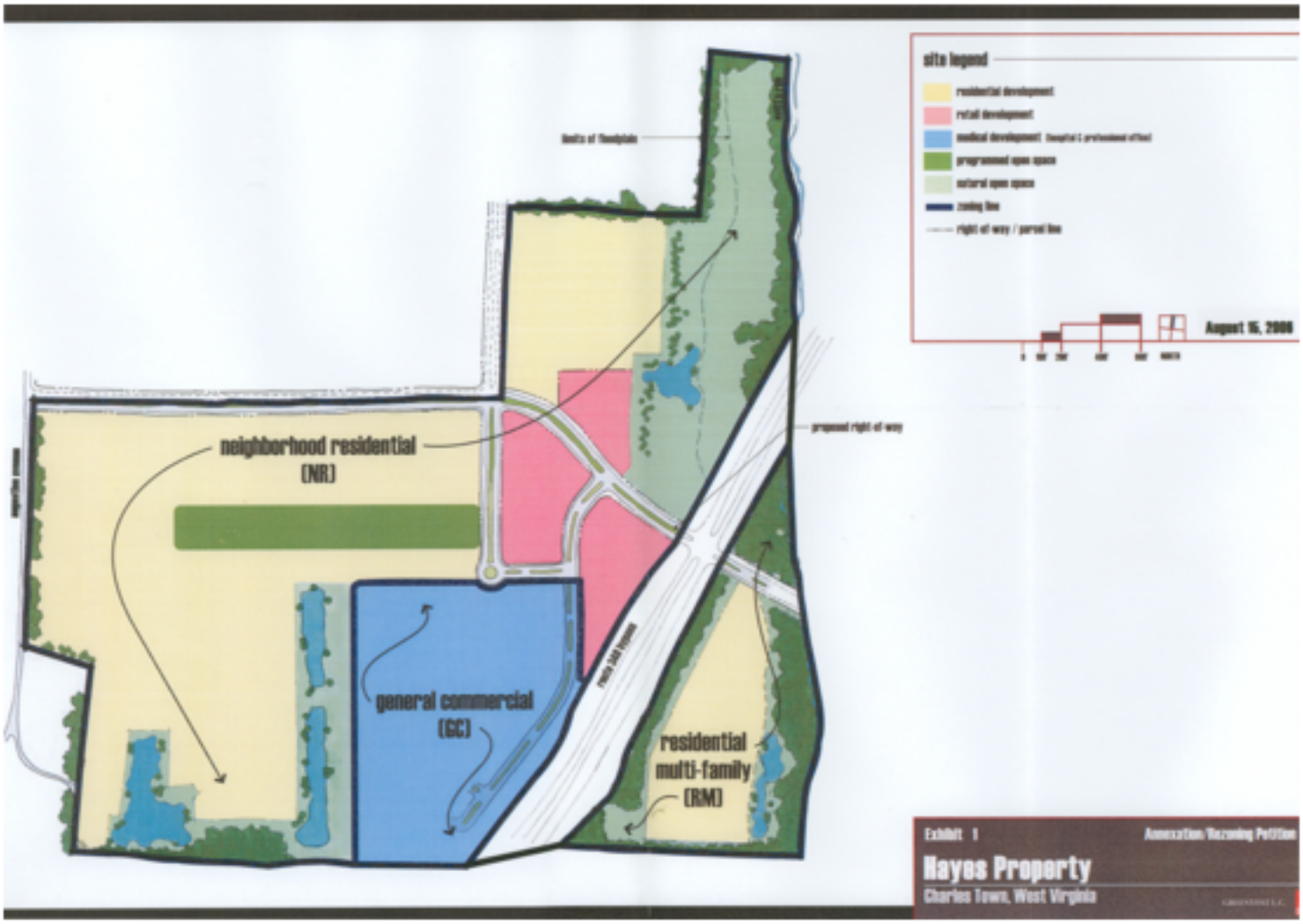
site legend
residential development
retail development
medical development
programmed open space
natural open space
zoning line
right of way / parcel line
August 15, 2008
neighborhood residential
(NR)
general commercial
(GC)
residential
multi-family
(RM)
proposed right-of-way
Exhibit 1
Annexation/Rezoning Petition
Hayes Property
Charles Town, West Virginia

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/17/23
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-120: Developer Fee Implementation - Staff Update

Staff along with legal counsel will be present to discuss implementation of the approved developer fees as authorized at the October 17, 2022 City Council meeting. City Council members should also receive, separately from this packet, an attorney/client privileged memo for review prior to the Council meeting.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/17/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-127: FY2023 General Fund Budget Revision #2 - FY23 COLA, 457 Employer Benefit, Miscellaneous Adjustments

During FY2023 budget season (March 2022), the total 5.8% COLA expense and total 457 deferred compensation employer match benefit expense was allocated to Contingencies 699. This revision addresses these expenses by redistributing to the correct department. Also included is: a proposed increased to building permit fee revenue; reallocate unencumbered economic development budget of $3K to Planning & Zoning to cover Downtown Coordinator's travel/training costs; increase to audit costs expense budget due to single audit requirement and expected CPA review/compilation cost increase; and bank charges to properly account for online credit card processing fees.

Proposed Motion:
Move to approve the proposed FY23 budget revisions to the general fund budget for submission to the WV State Auditor

ATTACHMENTS:
- FY2023 General Fund Budget Revision #2.pdf
- FY2023 General Fund Revision #2 State Worksheet 1-17-23 .pdf
- GF Budget Resolution Revision #2 - Council January 17, 2023.doc

the city of Charles Town, WV

FY 23 GENERAL FUND BUDGET Balances thru 12/31/2022
Proposed Revision #2 - City Council Meeting 01/17/2023
Distribute FY2023 Contingency items: COLA, 457 Benefit
Increase Building Permit Fee Revenue
Single Audit Costs, Online CC Processing Fees

	REVENUES	FY22 Revised	FY22 Thru June 30,2022	FY23 Approved 9/19/22	FY23 Proposed	Balances Thru Dec 31, 2022	
1	Carryover	$ 419,851	$ 419,851	$ 2,226,685	$ 2,226,685	$ 2,226,685	$1,010,022 of Carryover is unencumbered ARPA Revenue Funds from FY22 tranche transfer that must be allocated/expensed/budgeted to department 975 (General Government). True carryover is $1,216,663, $716,663 higher than anticipated - $634,233 higher collections in B&O is a large chunk of excess carryover.
2	Taxes Ad Valorem	$ 1,246,119	$ 1,235,279	$ 1,305,380	$ 1,305,380	$ 790,474	FY2022 Reduced Levy Rate of 12.30 for Class I property; FY2023 Levy rate of 11.83 for Class I property.
3	Supplemental Taxes	$ 25,000	$ 26,220	$ 25,000	$ 25,000	$ 17,466	
4	Tax Loss Restoration	$ -	$ 890	$ -	$ -	$ 297	
5	Interest as Penalty - Ad Valorem	$ 9,500	$ 8,708	$ 9,500	$ 9,500	$ 5,317	
6	Gas & Oil Severance Tax	$ 11,000	$ 37,998	$ 12,000	$ 12,000	$ -	Distributed in October of the following fiscal year
7	Utility Tax	$ 250,000	$ 246,464	$ 250,000	$ 250,000	$ 97,539	
8	B&O Tax	$ 750,000	$ 1,384,233	$ 1,100,000	$ 1,100,000	$ 75,014	Increased to reflect new contractor payments for Washington Landing ($350k) expected during FY23. Not recurring after that date. New developments, like TJP, came online in FY22. - $287,584 as of 1/12/2023
9	Liquor Tax	$ 10,000	$ 23,477	$ 10,000	$ 10,000	$ 5,743	State law change substantially reduced collections in FY20 (i.e. only establishments in city boundaries)
10	Animal Control Tax	$ 1,800	$ 1,617	$ 1,800	$ 1,800	$ 1,517	
11	Hotel/Motel Tax	$ 135,000	$ 183,960	$ 125,000	$ 125,000	$ 83,909	Collections tracked higher in FY21 and continuing into FY22 due to repayment plan with local Hotel.
12	Court Cost Fees	$ 300,000	$ 244,667	$ 250,000	$ 250,000	$ 118,043	Declining trend reflected in FY23 estimate
13	Parking Violations	$ 20,000	$ 37,590	$ 30,000	$ 30,000	$ 14,620	Revised based on new program details and current year performance.
14	Business Licenses	$ 25,000	$ 21,387	$ 20,000	$ 20,000	$ 20,120	Concerning trend down (compliance or number of businesses?)
15	Building Permits	$ 200,000	$ 248,671	$ 50,000	$ 150,000	$ 119,277	Building activity increasing/expected to remain strong; FY22 includes major subdivision/residential developments, as well as general home improvements and new home builds related to housing market.
16	Franchise Tax	$ 65,000	$ 79,800	$ 80,000	$ 80,000	$ 18,726	Second cable franchisee expected to enter the market in FY22
17	Interstate/International Registration Plan	$ 55,000	$ 69,604	$ 60,000	$ 60,000	$ 33,559	
18	Emergency Service Fees	$ 1,500	$ 1,672	$ 1,600	$ 1,600	$ 564	Revenue from utility bills for EMS (5 cents)
19	Parks & Rec Fees	$ 1,500	$ 1,672	$ 1,600	$ 1,600	$ 564	Revenue from utility bills for parks and recreation (5 cents)
20	Parking Meters	$ 70,000	$ 43,227	$ 50,000	$ 50,000	$ 29,052	Based on new program details - including permits;
21	Rent and Concession Revenue	$ 60,000	$ 56,988	$ 60,000	$ 60,000	$ 22,906	CTUB rental of 661 space ($30k total); CW Hall and Rouss Hall rentals (approximately $10K); and increased to reflect collections from "sales percentages" built into existing leases
22	Zoning Fees	$ 5,000	$ 26,410	$ 7,500	$ 7,500	$ 3,440	$200 in Vacant Structure Registry Fees
23	Street Fees	$ 100,000	$ 130,434	$ 125,000	$ 125,000	$ 43,985	Revenue from utility bills for street improvements ($4 per month); pending fee decision from Council
24	State Gov't Grants	$ 6,000	$ 5,940	$ 6,000	$ 6,000	$ 2,970	Could be substantially higher with aggressive strategy for ARPA funds
26	Federal Grants	$ 15,000	$ -	$ 15,000	$ 15,000	$ -	Could be substantially higher with aggressive strategy for ARPA funds
27	Contributions from Other Funds (Sales Tax)	$ 1,557,615	$ 1,557,615	$ 1,000,000	$ 1,000,000	$ 700,000	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets); Propose revising down the contribution by $400,000 due to excess carryover, and allowing Sales Tax Fund to build reserves until needed in future.

28	Contributions from Other Funds (ARPA Grant)	$ 1,332,522	$ 1,332,522	$ 1,332,522	$ 1,332,522	$ 1,332,523	With Council's election to take the standard revenue loss allowance of up to $10 million for the City's full ARPA award of $2.67 million, this line item is to capture the second tranche transfer to General Fund. Previous tranche funding was used to payout community grant awards approved at June 2022 meeting, excess funds held in General Government services expense line item until funding is encumbered. - 2nd tranche funding XFRD in January 2023
29	Transfers from Rainy Day Fund	$ -	$ -	$ -	$ -		
30	Special Events	$ -	$ -	$ -	$ -	$ 14,826	Carshow, Special Activity Permits, Christmas,
31	Gaming Income	$ 250,000	$ 260,183	$ 225,000	$ 225,000	$ 105,803	Revised down slightly to reflect current collections and recent trends
32	Interest Income - Operating Acct	$ 3,000	$ 10,768	$ 10,000	$ 10,000	$ 11,750	
33	Misc. Reimbursements	$ 100,000	$ 97,836	$ 100,000	$ 100,000	$ 61,018	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; etc.;
34	Insurance Claims	$ -	$ 3,248	$ -	$ -		
35	Refunds and Rebates	$ -	$ 3,844	$ -	$ -	$ 100	
36	Filing Fees	$ -	$ -	$ -	$ -		
37	Video Lottery	$ 650,000	$ 782,893	$ 625,000	$ 625,000	$ 301,680	Revised down slightly to reflect current collections and recent trends
38	Miscellaneous Rev	$ 35,000	$ 50,334	$ 35,000	$ 35,000	$ 6,105	Special permit fees; CW event revenue, miscellaneous revenue; sale of assets, etc.
39	**Total Revenues**	**$ 7,710,407**	**$ 8,636,004**	**$ 9,149,587**	**$ 9,249,587**	**$ 6,265,591**	
40							
42	**DEPARTMENT LINE ITEMS**		**FY22**	**FY23**			**NOTES AND EXPLANATIONS**
43	**Economic Development - 402**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
44	Training	$ -	$ -	$ -	$ -	$ -	
45	Travel	$ -	$ -	$ -	$ -	$ -	
46	Professional Services	$ 3,000	$ -	$ 3,000	$ -	$ -	Allocate unspent Economic Development funds to P&Z for DownTown Coord. Travel
47	**Total Economic Development**	**$ 3,000**	**$ -**	**$ 3,000**	**$ -**	**$ -**	
48							
49	**Federal Grants - 403**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
53	Professional Services	$ -	$ -	$ -	$ -	$ -	Expenses included in city hall budget for grant writing services.
54	Departmental Supplies	$ -	$ -	$ -	$ -	$ -	
55	**Total Federal Grants**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
56							
57	**Mayor's Office - 409**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	
58	Salary	$ 12,500	$ 12,500	$ 12,500	$ 12,500	$ 6,250	
59	FICA	$ 1,000	$ 956	$ 1,000	$ 1,000	$ 478	
60	Telephone	$ 800	$ -	$ -	$ -	$ -	
61	Travel	$ 1,500	$ 1,681	$ 2,000	$ 2,000	$ 611	WVML Participation, etc.
62	Training & Education	$ 1,000	$ 570	$ 1,000	$ 1,000	$ 34	WVML Participation, etc.
63	Advertising/Legal Publications	$ -	$ -	$ -	$ -	$ -	
64	Insurance & Bonds	$ 500	$ 911	$ 500	$ 500	$ 489	
65	Departmental Supplies	$ 200	$ 2,109	$ 200	$ 200	$ -	
66	Contracted Services	$ -	$ -	$ -	$ -	$ -	
67	Contributions	$ 2,000	$ -	$ 2,000	$ 2,000	$ -	Funding for Mayor's Community Sponsorship Program

	DEPARTMENT LINE ITEMS		FY22	FY23			NOTES AND EXPLANATIONS
68	**Total Mayor's Office**	**$ 19,500**	**$ 18,728**	**$ 19,200**	**$ 19,200**	**$ 7,862**	
69							
70	**Council - 410**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
71	Salaries	$ 32,200	$ 33,967	$ 34,800	$ 34,800	$ 17,400	Two seats remain at $2400, other six at $5000
72	FICA	$ 2,600	$ 2,598	$ 2,700	$ 2,700	$ 1,331	
73	Travel	$ 500	$ 462	$ 3,000	$ 3,000	$ 1,444	More interest in training and travel from current Council
74	Advertising/Legal Publications	$ -	$ -	$ -	$ -	$ -	
75	Training & Education	$ 2,000	$ 3,125	$ 3,000	$ 3,000	$ 28	More interest in training and travel from current Council
76	Professional Services	$ -	$ -	$ -	$ -	$ -	
77	Insurance & Bonds	$ 3,200	$ 2,376	$ 3,200	$ 3,200	$ 1,361	Travelers insurance;
78	Departmental Supplies	$ 500	$ 1,017	$ 1,000	$ 1,000	$ 426	
79	**Total Council**	**$ 41,000**	**$ 43,545**	**$ 47,700**	**$ 47,700**	**$ 21,990**	
80							
81	**City Manager - 412**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
82	Salaries	$ 175,000	$ 141,128	$ 185,800	$ 195,530	$ 86,392	DISTRIBUTING FY2023 COLA OF 5.8% PREVIOUSLY CAPTURED IN CONTINGENCIES LINE ITEM - City Manager, Executive Assistant (40% of time supporting Court Clerk - but full cost reflected in CM account); and City Hall Intern ($25K?); Salary of $115k originally budgeted for new CM, actual salary is $136k.
83	FICA	$ 12,300	$ 10,705	$ 14,500	$ 14,500	$ 5,570	Additional $2k proposed for tax expenses related to salaries increase
84	Group Insurance	$ 12,000	$ 7,706	$ 12,000	$ 12,000	$ 2,001	
85	Retirement	$ 15,700	$ 14,525	$ 15,100	$ 15,100	$ 6,465	
86	OPEB	$ 4,300	$ 731	$ 2,000	$ 2,500	$ 793	DISTRIBUTING FY2023 457 MATCH UP TO 3% BENEFIT
87	Telephone	$ 300	$ 330	$ 500	$ 500	$ -	
88	Travel	$ 2,000	$ 4,138	$ 1,500	$ 1,500	$ 5,000	Relocation Expenses for CM Barkley
89	Advertising and Postage	$ 300	$ 2,244	$ 300	$ 300	$ -	
90	Training & Education	$ 1,500	$ 438	$ 1,500	$ 1,500	$ -	WV Municipal League
91	Dues & Subscriptions	$ 1,500	$ 1,194	$ 1,500	$ 1,500	$ 79	ICMA and WVML fees
92	Professional Services	$ 250	$ 524	$ 250	$ 250	$ -	
93	Insurance & Bonds	$ 13,000	$ 13,722	$ 15,000	$ 15,000	$ 6,936	
94	Contracted Services	$ -	$ 25	$ -	$ -	$ -	
95	Departmental Supplies	$ 750	$ 169	$ 500	$ 500	$ 307	
96	Auto Supplies	$ 100	$ 70	$ 100	$ 100	$ -	
97	**Total City Manager**	**$ 239,000**	**$ 197,648**	**$ 250,550**	**$ 260,780**	**$ 113,544**	
98							
99	**Treasurer - 413**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
100	Salaries	$ 140,783	$ 138,793	$ 151,500	$ 160,300	$ 82,093	DISTRIBUTING FY2023 COLA OF 5.8% PREVIOUSLY CAPTURED IN CONTINGENCIES LINE ITEM - Accounting Manager and two (2) Accounting Clerks
101	FICA	$ 10,600	$ 10,536	$ 11,600	$ 11,600	$ 6,554	
102	Group Insurance	$ 13,000	$ 20,522	$ 20,000	$ 20,000	$ 10,241	
103	Retirement	$ 13,800	$ 14,208	$ 13,600	$ 13,600	$ 7,579	
104	OPEB Other	$ 2,200	$ 2,207	$ 10,000	$ 12,000	$ 1,631	DISTRIBUTING FY2023 457 MATCH UP TO 3% BENEFIT
105	Special Emergency Pay	$ -	$ -	$ -	$ -	$ -	

42	DEPARTMENT LINE ITEMS		FY22	FY23			NOTES AND EXPLANATIONS
106	Telephone	$ 100	$ -	$ 100	$ 100	$ -	
107	Travel	$ 1,000	$ -	$ 1,000	$ 1,000	$ -	
108	Advertising/Legal Publications	$ 1,500	$ 1,172	$ 1,000	$ 1,000	$ 626	
109	Training & Education	$ 1,500	$ 288	$ 6,000	$ 6,000	$ 1,585	Leadership Jefferson, GFOA training, graduate studies
110	Dues & Subscriptions	$ 200	$ 191	$ 300	$ 300	$ 255	
111	Professional Services	$ 1,500	$ 1,151	$ 1,500	$ 1,500	$ 1,900	CWH Trial Balance Prep Services, Police Pension Annual Report Services
112	Audit Costs	$ 65,000	$ 64,200	$ 33,000	$ 40,000	$ -	SINGLE AUDIT COST INCREASE, COMPILATION COST INCREASE EXPECTED
113	Insurance & Bonds	$ 15,000	$ 10,872	$ 14,000	$ 14,000	$ 5,924	
114	Contracted Services	$ -	$ -	$ -	$ -	$ -	
115	Departmental Supplies	$ 1,500	$ 1,295	$ 1,500	$ 1,500	$ 371	
116	Auto Supplies	$ -	$ -	$ 100	$ 100	$ -	
117	**Total Treasurer**	**$ 267,683**	**$ 265,434**	**$ 265,200**	**$ 283,000**	**$ 118,759**	
118							
119	**Court Clerk - 415**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
120	Salaries	$ 58,000	$ 51,261	$ 54,600	$ 57,767	$ 27,746	DISTRIBUTING FY2023 COLA OF 5.8% PREVIOUSLY CAPTURED IN CONTINGENCIES LINE ITEM - Municipal Court Clerk position
121	FICA	$ 4,100	$ 3,892	$ 4,200	$ 4,200	$ 2,123	
122	Group Insurance	$ 10,700	$ 11,120	$ 10,700	$ 10,700	$ 5,061	
123	Retirement	$ 5,300	$ 5,245	$ 4,900	$ 4,900	$ 2,453	
124	OPEB	$ 2,000	$ 894	$ 1,500	$ 3,000	$ 772	DISTRIBUTING FY2023 457 MATCH UP TO 3% BENEFIT
125	Special Emergency Pay	$ -	$ -	$ -	$ -	$ -	
126	Travel	$ 1,500	$ 268	$ 1,500	$ 1,500	$ -	Court clerk training
127	Advertising and Postage	$ 500	$ 440	$ 700	$ 700	$ 465	
128	Training & Education	$ 500	$ 555	$ 750	$ 750	$ 540	State and National Court Clerk's Association
129	Dues & Subscriptions	$ 100	$ -	$ 100	$ 100	$ -	Election and Municipal Clerk membership dues
130	Professional Services	$ 100	$ -	$ 100	$ 100	$ -	
131	Insurance & Bonds	$ 3,000	$ 4,479	$ 4,000	$ 4,000	$ 2,235	
132	Contracted Services	$ 250	$ 25	$ -	$ -	$ 25	
133	Departmental Supplies	$ 750	$ 423	$ 1,000	$ 1,000	$ 163	
134	**Total Court Clerk**	**$ 86,800**	**$ 78,602**	**$ 84,050**	**$ 88,717**	**$ 41,584**	
135							
136	**Police Judges - 416**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
137	Salaries	$ 21,900	$ 18,662	$ 32,000	$ 32,000	$ 12,662	Two Municipal Court judges; two magistrates; two prosecuting attorneys; and extra $1k for special judge
138	FICA	$ 1,700	$ 1,428	$ 2,400	$ 2,400	$ 969	
142	Special Emergency Pay	$ -	$ -	$ -	$ -	$ -	
143	Travel	$ 500	$ -	$ 500	$ 500	$ -	WV State mandated annual training for magistrates
144	Training & Education	$ 500	$ -	$ 500	$ 500	$ -	WV State mandated annual training for magistrates
145	Dues and Subscriptions	$ 100	$ -	$ 100	$ 100	$ -	
146	Professional Services	$ 2,100	$ 1,558	$ 2,100	$ 2,100	$ -	Reduced because professional services now in salaries line item.
147	Insurance	$ 1,000	$ 1,607	$ 1,200	$ 1,200	$ 1,251	
148	Special Emergency Expense	$ -	$ -	$ -	$ -	$ -	
149	Departmental Supplies	$ -	$ -	$ -	$ -	$ -	
150	**Total Police Judges**	**$ 27,800**	**$ 23,254**	**$ 38,800**	**$ 38,800**	**$ 14,882**	

42	DEPARTMENT LINE ITEMS		FY22	FY23			NOTES AND EXPLANATIONS
151							
152	**City Attorney - 417**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
153	Professional Services	$ 225,000	$ 212,494	$ 200,000	$ 200,000	$ 71,893	Cost for outside legal counsel thru November 2022
154	**Total Attorney**	**$ 225,000**	**$ 212,494**	**$ 200,000**	**$ 200,000**	**$ 71,893**	
155							
156	**Regional Dev Authority - 435**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
157	Dues & Subscriptions	$ 2,000	$ 1,946	$ 3,600	$ 3,600	$ 3,524	Fee increasing in FY23 per Region 9
158	**Total Regional Dev. Authority**	**$ 2,000**	**$ 1,946**	**$ 3,600**	**$ 3,600**	**$ 3,524**	
159							
160	**Building Inspections - 436**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
161	Salaries	$ 35,389	$ 35,086	$ 34,900	$ 34,900	$ 17,572	Part-time Building Code Inspector - retired as of 12/29/2022; residual funding could be rolled over to P&Z salary
162	FICA	$ 2,700	$ 2,664	$ 2,700	$ 2,700	$ 1,344	
163	Group Insurance	$ 400	$ 62	$ 400	$ 400	$ 54	
164	Retirement	$ 3,500	$ 3,599	$ 3,140	$ 3,140	$ 1,560	
165	Telephone	$ 1,100	$ 344	$ 1,000	$ 1,000	$ -	
166	Travel	$ 500	$ -	$ 500	$ 500	$ -	
167	R&M to Auto	$ 500	$ -	$ 500	$ 500	$ -	
168	Advertising	$ -	$ -	$ -	$ -	$ -	
169	Training & Education	$ 500	$ -	$ 500	$ 500	$ -	Training to maintain licensing/accreditation; conference registrations
170	Dues & Subscriptions	$ 500	$ -	$ 6,500	$ 6,500	$ -	WV Building Officials annual dues; Adobe subscription; MyPermit Now licensing fees (new in FY23), etc.
171	Professional Services	$ 500	$ -	$ 500	$ 500	$ -	
172	Insurance & Bonds	$ 3,000	$ 2,747	$ 3,000	$ 3,000	$ 1,365	
173	Departmental Supplies	$ 500	$ -	$ 500	$ 500	$ -	
174	Auto Supplies	$ 500	$ -	$ 500	$ 500	$ -	Gas, oil, tires
175	Uniform	$ -	$ -	$ -	$ -	$ -	
176	**Total Building Inspections**	**$ 49,589**	**$ 44,502**	**$ 54,640**	**$ 54,640**	**$ 21,895**	
177							
178	**Planning & Zoning - 437**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
179	Salaries	$ 202,800	$ 175,930	$ 277,200	$ 292,475	$ 98,505	DISTRIBUTING FY2023 COLA OF 5.8% PREVIOUSLY CAPTURED IN CONTINGENCIES LINE ITEM - Permits Technician (Vacant as of 12/31/2022); Code/Building Inspector; Econonmic Development/Downtown Coordinator; Community Development Director and City Planner
180	FICA	$ 15,200	$ 13,220	$ 21,200	$ 21,200	$ 7,536	Additional $2k proposed for tax expenses related to salaries increase
181	Group Insurance	$ 13,000	$ 26,131	$ 26,000	$ 26,000	$ 9,517	
182	Retirement	$ 19,800	$ 17,955	$ 24,950	$ 24,950	$ 8,593	Additional $1k proposed for retirement expenses related to salaries increase
183	OPEB	$ 7,000	$ 3,397	$ 7,000	$ 10,000	$ 2,249	DISTRIBUTING FY2023 457 MATCH UP TO 3% BENEFIT

42	DEPARTMENT LINE ITEMS		FY22	FY23			NOTES AND EXPLANATIONS
184	Special Emergency Pay	$ -	$ -	$ -	$ -	$ -	
185	Telephone	$ 300	$ 290	$ 700	$ 700	$ -	
186	Travel	$ 3,000	$ 1,671	$ 2,500	$ 4,000	$ 2,072	State planning conference, Main Street conference; building inspection training - rolling over $1,500 from Economic Development budget for DownTown Coordinator Conference Travel
187	Postage	$ 500	$ 904	$ 750	$ 750	$ 570	
188	Repair and Maintence - Equipment	$ -		$ -	$ -	$ -	
189	Advertising/Legal Publications	$ 3,000	$ 1,026	$ 3,000	$ 3,000	$ 919	
190	Training & Education	$ 2,500	$ 895	$ 2,500	$ 4,000	$ 1,407	State planning conference, Main Street conference; building inspection training - rolling over $1,500 from Economic Development budget for DownTown Coordinator conference travel
191	Dues & Subscriptions	$ 1,500	$ 2,200	$ 1,500	$ 1,500	$ 2,368	APA annual dues; National Trust; Adobe subscriptions; Main Street
192	Professional Services	$ 20,000	$ 2,650	$ 5,000	$ 5,000		
193	Insurance & Bonds	$ 12,000	$ 14,989	$ 15,000	$ 15,000	$ 10,839	
194	Contracted Services	$ 20,000	$ 29,661	$ 15,000	$ 15,000	$ 24,643	Kimley Horn transitional services; Comp plan implementation, VSB demolitions; etc.
195	Contracted Services - City Trees	$ 12,000	$ 6,152	$ 12,000	$ 12,000	$ -	
196	Departmental Supplies	$ 3,500	$ 5,023	$ 4,000	$ 4,000	$ 2,844	
197	**Total Planning and Zoning**	**$ 336,100**	**$ 302,094**	**$ 418,300**	**$ 439,575**	**$ 172,061**	
198	**Total City Bldg Inspection and P&Z**	**$ 385,689**	**$ 346,596**	**$ 472,940**		**$ 193,956**	
199							
200	**Elections - 438**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
201	Advertising	$ -	$ -	$ 750	$ 750	$ -	Elections in spring of 2021 and 2023; includes funding for special charter election in FY23
202	Contracted Services	$ -	$ -	$ 10,000	$ 10,000	$ -	
203	Departmental Supplies	$ -	$ -	$ 10,000	$ 10,000	$ -	
204	**Total Elections**	**$ -**	**$ -**	**$ 20,750**	**$ 20,750**	**$ -**	
205							
206	**City Hall - 440**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
207	Salaries	$ 151,694	$ 154,525	$ 160,100	$ 115,000	$ 74,379	Funds Operations Director - Decreasing to reflect transfer of Special Projects Manager to P&Z filling the Community Development Director positon
208	FICA	$ 12,600	$ 12,179	$ 12,300	$ 12,300	$ 6,455	
209	Group Insurance	$ 12,000	$ 22,361	$ 22,000	$ 22,000	$ 9,228	Additional $10k funding proposed to cover insurance costs for 2 employees
210	Retirement	$ 16,400	$ 15,855	$ 14,500	$ 14,500	$ 7,550	
211	OPEB	$ -	$ 1,788	$ 1,000	$ 5,000	$ 1,981	DISTRIBUTING FY2023 457 MATCH UP TO 3% BENEFIT
212	Telephone	$ 20,500	$ 21,391	$ 22,000	$ 22,000	$ 10,237	Server based phone system
214	Utilities	$ 18,700	$ 20,682	$ 19,000	$ 19,000	$ 5,432	Water, sewer, electric
215	Travel	$ 500	$ 316	$ 500	$ 500	$ 481	
216	R&M Building & Grounds	$ 1,000	$ 1,097	$ 1,500	$ 1,500	$ 2,421	Flooring Repairs
217	R&M Equipment	$ 2,000	$ 878	$ 2,000	$ 2,000	$ -	Equipment rentals required for city hall maintenance
218	R&M Auto	$ 1,000	$ -	$ 1,000	$ 1,000	$ -	Maintenance of city hall vehicles
219	Postage	$ 5,000	$ 2,982	$ 3,500	$ 3,500	$ 1,326	
220	Building & Equipment Rental	$ 263,700	$ 245,810	$ 240,125	$ 240,125	$ 122,113	Annual rent for CH ($120); monthly for CW Hall ($16,667 per month; and CTUB portion of 661 S. George $2,500); another $10k for equipment rental.

42	DEPARTMENT LINE ITEMS		FY22	FY23			NOTES AND EXPLANATIONS
221	Training and Education	$ 500	$ 600	$ 500	$ 500	$ -	
222	Advertising/Legal Publications	$ 3,500	$ 4,900	$ 5,000	$ 5,000	$ 1,529	
223	Dues & Subscriptions	$ 2,500	$ 6,193	$ 4,000	$ 4,000	$ 569	Various publication subscriptions
224	Audit Costs	$ -		$ -	$ -	$ -	Audit fees included in the Treasurer's budget
225	Professional Services	$ 2,000	$ 3,150	$ 2,000	$ 2,000	$ 2,430	
226	Insurance & Bonds	$ 20,000	$ 12,759	$ 15,000	$ 15,000	$ 6,260	Estimate maintained based on additional staff in this budget category
227	Contracted Services	$ 60,000	$ 58,942	$ 70,000	$ 70,000	$ 29,268	Cleaning; grant/consulting services; etc.; $10k Granicus licensing fees (new in FY23)
228	Bank Charges	$ 4,000	$ 15,684	$ 15,000	$ 20,000	$ 10,151	Fees related to acceptance of credit cards and online payments; additional $10k funding proposed to cover charges; LOOKING TO IMPLEMENT PASS THROUGH CHARGES FOR ONLINE PAYMENTS IN FY2024
229	Other Fees/Taxes	$ 1,200	$ 1,694	$ 1,500	$ 1,500	$ 924	
230	Departmental Supplies	$ 12,000	$ 9,029	$ 11,000	$ 11,000	$ 4,355	
231	Other Contributions	$ -	$ -	$ -	$ -	$ -	
232	Special Emergency Expense	$ -	$ 11,180	$ -	$ -	$ 3,870	
233	Auto Supplies	$ -	$ -	$ 500	$ 500	$ -	Oil, Gas
234	**Total City Hall**	**$ 610,794**	**$ 623,996**	**$ 624,025**	**$ 587,925**	**$ 300,960**	
235							
236	**Contributions/Transfers - 444**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
237	Contributions - "But For" Donations	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ -	Annual But-For Donations issued January/February of each year; discuss change in process or funding level?
238	Contributions - Revive Grant	*$ 40,000*	$ 10,000	$ 38,500	$ 38,500	$ -	FIP and REVIVE grant historically funded out of CIP, but expense is moving to FY2023 General Operating budget to reflect ongoing and not capital expenses. Revive Grant & FIP were budgeted together for FY22, breaking out line items to accommodate individual budgets for each program in FY23; FY22 Revive Grant award winers who have not yet received their funding ($18,500 of funding) proposed to rollover so that fund payouts do not impact potential FY23 awardees.
239	*Contributions - Façade Improvement Program*	*$ 40,000*	*$ 11,500*	$ 20,000	$ 20,000	$ 5,377	FIP and REVIVE grant historically funded out of CIP, but expense is moving to FY2023 General Operating budget to reflect ongoing and not capital expenses. Revive Grant & FIP were budgeted together for FY22, breaking out line items to accommodate individual budgets for each program in FY23. *This expense does not factor into carryover, as expense was paid out directly from CIP funds before decision to move expense to Operating budget in FY23.*
240	*Contributions - Homeless Solutions*	*$ 25,000*	*$ -*	$ 25,000	$ 25,000	$ -	Homelessness Solutions historically funded out of CIP, but expense is moving to FY2023 General Operating budget to reflect ongoing and not capital expenses.
241	*Contributions - Sidewalk Improvement Program*	*$ 40,000*	*$ -*	$ 20,000	$ 20,000	$ 5,000	SIP grant historically funded out of CIP, but expense is moving to FY2023 General Operating budget to reflect ongoing and not capital expenses.
242	*Contributions - Nuisance Property Expenses*	*$ 50,000*	*$ 23,993*	$ 50,000	$ 50,000	$ 15,600	Nuisance Property Expenditures historically funded out of CIP, but expense is moving to FY2023 General Operating budget to reflect ongoing and not capital expenses. *This expense does not factor into carryover, as expense was paid out directly from CIP funds before decision to move expense to Operating budget in FY23.*

42	DEPARTMENT LINE ITEMS		FY22	FY23			NOTES AND EXPLANATIONS
243	Contribution - Community ARPA Awards	$ 322,500	$ 322,500			$ -	Council Approved ARPA grant payouts for community grant requests - Currently advertising second round of community grant fundings, will need to do revision once ARPA Community payouts are approved with a solid total $ amount needed to fund said payouts
244	Transfers to Capital Reserve	$ 892,500	$ 1,182,030	$ 742,500	$ 742,500	$ 300,648	FY21 - just street and gaming/lottery transfer. FY22 to date just street and gaming/lottery transfer. FY23 budget transfer includes lottery money (gaming and video) and street fee collections to capital budget (less donations, FIP/Revive, homeless, SIP, nuisance, and parks supplemental).
245	**Total Contributions/Transfers**	**$ 1,470,000**	**$ 1,574,530**	**$ 956,000**	**$ 956,000**	**$ 326,626**	
246							
247	**Parking - 571**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
248	Salaries	$ 33,503	$ 33,011	$ 34,100	$ 34,100	$ 19,222	Parking Attendant Vacancy as of 12/31/2022
249	FICA	$ 2,600	$ 2,504	$ 2,600	$ 2,600	$ 1,470	
250	Group Insurance	$ 12,000	$ 11,026	$ 11,000	$ 11,000	$ 5,014	
251	Retirement	$ 3,300	$ 3,349	$ 3,100	$ 3,100	$ 1,657	
252	OPEB	$ 2,600	$ 894	$ 1,500	$ 1,500	$ 458	
253	Special Emergency Pay		$ -	$ -	$ -	$ -	
254	Utilities	$ 1,000	$ 1,024	$ 1,000	$ 1,000	$ 451	
255	R&M Equipment	$ 3,000	$ -	$ 3,000	$ 3,000	$ -	Additional internal mechanisms in FY21 and maintained funding in FY22; June 30, be able to eliminate after new meters are installed via CIP
256	Advertising/Legal Publication	$ -	$ -	$ -	$ -	$ -	
257	Postage and Printing	$ 100	$ 116	$ 800	$ 800	$ -	New parking brochure;
258	Building & Equipment Rental	$ 1,700	$ 1,700	$ 1,700	$ 1,700	$ 1,700	Rental fee for parking lot at the Legion; confirm final year of payment
259	Insurance & Bonds	$ 3,000	$ 2,614	$ 3,000	$ 3,000	$ 1,333	
260	Contracted Services	$ -		$ 800	$ 800	$ -	
261	Departmental Supplies	$ 4,000	$ 1,866	$ 6,000	$ 6,000	$ 2,012	Parking application software services fee (confirm with Breanna where she is accounting for costs) and other departmental expenses
262	Uniforms	$ 1,000	$ -	$ 500	$ 500	$ -	
263	**Total Parking**	**$ 67,803**	**$ 58,105**	**$ 69,100**	**$ 69,100**	**$ 33,316**	
264							
265	**Contingencies - 699**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
266	Other Contributions	$ 340,014	$ 26,420	$ 539,950	$ 429,433	$ -	Reduction by $113,017 to appropriately allocate the FY2023 COLA and 457 3% match benefit previously recorded in the Contingencies line, as well as increase audit expense line for increased cost (single audit) -- amount reported to SAO is $644,361 as we can't report a surplus or deficit legally, so any overages must be budgeted in Contingencies. . (Notes - Per SAO local government division budgeting guide, Contingencies line item cannot exceed 10% of total budget)
267	**Total Contingencies**	**$ 340,014**	**$ 26,420**	**$ 539,950**	**$ 429,433**	**$ -**	
268							
269	**Police Department - 700**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**

42	DEPARTMENT LINE ITEMS		FY22	FY23			NOTES AND EXPLANATIONS
270	Salaries	$ 1,282,710	$ 1,178,043	$ 1,263,700	$ 1,336,995	$ 625,882	DISTRIBUTING FY2023 COLA OF 5.8% PREVIOUSLY CAPTURED IN CONTINGENCIES LINE ITEM Chief, 14 officers; 1 SRO; and 2 admin staff; includes shift differential; longevity; uniform; and holiday/overtime (all other overtime is in separate line item); does not include additional staffing based on police study yet, those recommendations are captured in contingencies
271	FICA	$ 32,300	$ 29,730	$ 32,500	$ 32,500	$ 16,563	
272	Group Insurance	$ 130,000	$ 128,536	$ 125,000	$ 125,000	$ 53,561	
273	Retirement	$ 140,700	$ 128,644	$ 114,000	$ 114,000	$ 60,496	
274	Police Pension	$ 80,000	$ 57,558	$ 75,000	$ 75,000	$ 29,278	
275	Overtime	$ 141,900	$ 93,297	$ 138,000	$ 138,000	$ 63,088	Includes court/investigations/events/training/etc;
276	OPEB	$ 31,500	$ 13,444	$ 30,000	$ 40,000	$ 17,888	DISTRIBUTING FY2023 457 MATCH UP TO 3% BENEFIT
277	Special Emergency Pay		$ 502	$ -	$ -	$ -	
278	Telephone	$ 40,000	$ 45,955	$ 48,000	$ 48,000	$ 19,799	4 cell phones; in car wifi/CAD; internet; fax; office phones
279	Utilities	$ 36,000	$ 40,453	$ 45,000	$ 45,000	$ 16,724	Electric/power; cable/Comcast; water and sewer, etc.
280	Travel	$ 2,500	$ 4,387	$ 7,500	$ 7,500	$ 1,664	CALEA accreditation, in-service training (16 sworn), Perdmin
281	R&M Building & Grounds	$ 2,500	$ 3,650	$ 2,000	$ 2,000	$ -	
282	R&M Equipment	$ 5,000	$ 275	$ 5,000	$ 5,000	$ -	In-car and body cameras; zebra printers; fire safety; etc.
283	R&M Auto	$ 32,500	$ 32,642	$ 32,500	$ 32,500	$ 20,134	23 +/- vehicles to keep operational; auto service (oil changes, tire rotations, wipers, normal wear and tear), etc.
284	Postage	$ 1,000	$ 925	$ 1,500	$ 1,500	$ 531	Capias letters, parking late/boot notices, error notirces in traffic tickets, certified mail for evidence submission, etc.
285	Building & Equipment Rental	$ 93,800	$ 97,452	$ 97,500	$ 97,500	$ 48,726	Building rent calculated at $7,892 per month (another $2,500 per month is paid by CTUB and accounted for in the city hall budget); balance is for copier, etc.
286	Advertising/Legal Publications	$ 4,000	$ 5,438	$ 10,000	$ 10,000	$ 1,982	Legal notices, asset forfeiture notices; officer vacancy advertising, additional $5k proposed.
287	Training & Education	$ 7,500	$ 16,490	$ 12,000	$ 12,000	$ 6,350	16 in-service hours (16 sworn = 256 hours)+ 8 hours supervisory (6 sworn = 48 hours); CALEA accreditation manager's training; Defense Tactics instructor, baton instructor, new detective crime scene management; tuition reimbursement
288	Dues & Subscriptions	$ 2,000	$ 3,857	$ 2,000	$ 2,000	$ -	WV Chief Association; IACP, Journal, NASRO, NRA (weapons instructor = $600 year);
289	Professional Services	$ 10,000	$ 11,397	$ 7,500	$ 7,500	$ 550	Miscellaneous legal services; hiring assistance for vacancies (physicals, drug tests, psych exams), additional $2.5k proposed; etc.
290	Insurance & Bonds	$ 100,000	$ 100,832	$ 110,000	$ 110,000	$ 51,913	Travelers
291	Contracted Services	$ 40,000	$ 40,094	$ 40,000	$ 40,000	$ 19,813	Alarm monitoring; cleaning; generator; pest control; etc; increased for new facility;
293	Departmental Supplies	$ 25,000	$ 16,737	$ 32,500	$ 32,500	$ 11,541	Office supplies; etc.; additional funds for ammunition (qualification 2 times per year; 9mm, .223, slug, bird shot); etc.; additional $2.5k funding for police hiring testing materials propsed
294	Special Emergency Expense		$ 6,628	$ -	$ -	$ 2,500	
295	Auto Supplies	$ 50,000	$ 59,083	$ 50,000	$ 50,000	$ 28,411	Gas and tires only
296	**Computer Software**	$ -	$ -	$ 23,700	$ 23,700	$ 12,666	Placeholder for CAD maintenace; CALEA and PowerDMS, Guardian, PD website; $2500 for Report Beam (City's share); Police One Academy $1800; $3700 for body camera software licenses(bt)

42	DEPARTMENT LINE ITEMS		FY22	FY23			NOTES AND EXPLANATIONS
297	Uniforms	$ 10,000	$ 11,364	$ 12,000	$ 12,000	$ 5,192	Class A, BDU shirst; collar pins, badges, rank insignia, jackets, bullistic vests, (does not include uniform for any net new positions).
298	**Total Police Dept**	**$ 2,300,910**	**$ 2,127,413**	**$ 2,316,900**	**$ 2,400,195**	**$ 1,115,251**	
299							
300	**Police-Special Duty Crossing Guard - 704**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
301	Salaries	$ 23,000	$ 22,209	$ 23,000	$ 23,000	$ 12,339	Funding for 6 crossing guards; costs reimbursed by BOE semi-annually
302	FICA	$ 1,800	$ 1,699	$ 1,800	$ 1,800	$ 944	
303	Advertising/Legal Publications	$ 100	$ -	$ -	$ -	$ -	
304	Insurance & Bonds	$ 1,500	$ 1,735	$ 1,500	$ 1,500	$ 852	
305	Departmental Supplies	$ 250	$ 45	$ 150	$ 150	$ 92	Stop signs
306	Uniforms	$ 500	$ 61	$ 300	$ 300	$ 125	Reflective jackets and vests
307	**Total Police - Special Duty Crossing Guard**	**$ 27,150**	**$ 25,749**	**$ 26,750**	**$ 26,750**	**$ 14,353**	
308	**Total Police and Crossing Guards**		**$ 2,153,162**	**$ 2,343,650**	**$ 2,426,945**	**$ 1,129,604**	
309							
310	**Dog Warden - 707**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
311	Contributions	$ 1,800	$ 1,617	$ 1,800	$ 1,800	$ -	City passes along the dog tag fees to the County at end of the fiscal year
312	**Total Dog Warden**	**$ 1,800**	**$ 1,617**	**$ 1,800**	**$ 1,800**	**$ -**	
313							
314	**Streets - 750**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
315	Salaries	$ 220,342	$ 202,293	$ 212,300	$ 224,650	$ 118,899	DISTRIBUTING FY2023 COLA OF 5.8% PREVIOUSLY CAPTURED IN CONTINGENCIES LINE ITEM - Includes maintenance supervisor and three crew members
316	FICA	$ 14,600	$ 15,073	$ 16,300	$ 16,300	$ 9,096	
317	Group Insurance	$ 40,000	$ 18,250	$ 35,000	$ 35,000	$ 8,248	
318	Retirement	$ 19,100	$ 20,461	$ 19,100	$ 19,100	$ 10,409	
319	OPEB	$ 8,800	$ 1,887	$ 8,000	$ 8,000	$ 2,177	
320	Special Emergency Pay	$ -		$ -	$ -		
322	Telephone	$ 4,000	$ 2,125	$ 3,500	$ 3,500	$ 475	Field staff equipped with cell phones
323	Utilities	$ 100,000	$ 94,982	$ 100,000	$ 100,000	$ 40,510	Electric (street lights), water, sewer, and internet
324	Travel	$ 1,500	$ -	$ 1,500	$ 1,500	$ -	Maintain certifications; other skill enhancement training as required/proposed
325	R&M Buildings & Grounds	$ 15,000	$ 9,353	$ 15,000	$ 15,000	$ 6,215	General maintenance of city buildings.
326	R&M Equipment	$ 10,000	$ 16,866	$ 15,000	$ 15,000	$ 6,323	Regular maintenance of fleet equipment.
327	R&M Auto	$ 5,000	$ 4,400	$ 7,500	$ 7,500	$ 2,763	Regular maintenance of department vehicles.
328	Building & Equipment Rental	$ 2,000	$ -	$ 2,000	$ 2,000	$ -	Equipment rented as required to maintain various city buildings.
329	Advertising/Legal Publications/Postage	$ 500	$ -	$ 500	$ 500	$ -	Spring and Fall Cleanup. Additional city sponsored projects as required.
330	Training & Education	$ 2,000	$ 1,050	$ 1,000	$ 1,000	$ -	Maintain certifications; other skill enhancement training as required/proposed
331	Dues & Subscriptions	$ 500	$ 188	$ 500	$ 500	$ 5	
332	Professional Services	$ 100		$ 100	$ 100	$ -	
333	Insurance & Bonds	$ 18,000	$ 16,890	$ 19,000	$ 19,000	$ 8,301	
334	Contracted Services	$ 40,000	$ 39,170	$ 50,000	$ 50,000	$ 13,353	4-yr snow average is just over $33,100 (update for last year); recent high of $106,900 in FY14; additional $50k for snow held in reserve in the contingency account (699).
335	Departmental Supplies	$ 15,000	$ 22,272	$ 15,000	$ 15,000	$ 1,647	

42	DEPARTMENT LINE ITEMS		FY22	FY23			NOTES AND EXPLANATIONS
336	Special Emergency Expense	$ -		$ -	$ -		
337	Auto Supplies	$ 20,000	$ 24,333	$ 20,000	$ 20,000	$ 11,616	Other city vehicle maintenance.
338	Uniforms	$ 9,000	$ 8,400	$ 9,000	$ 9,000	$ 4,554	
339	**Total Streets**	**$ 545,442**	**$ 497,991**	**$ 550,300**	**$ 562,650**	**$ 244,590**	
340							
351	**Visitor's Center - 901**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
352	Utilities	$ 3,000	$ 3,659	$ 3,000	$ 3,000	$ 1,175	Utilities are for Rouss Hall, where Visitors Center is currently located.
353	R&M Building & Grounds	$ -	$ -	$ -	$ -	$ -	
354	Contracted Services	$ 1,000	$ -	$ 1,000	$ 1,000	$ -	
355	Contributions	$ 75,000	$ 85,900	$ 62,500	$ 62,500	$ 47,703	Includes half of hotel/motel collections (FY21 significantly higher than $43k estimate). Another $18k in in-kind services provided as rent space in CW hall (non-cash expense).
356	**Total Visitor's Center**	**$ 79,000**	**$ 89,559**	**$ 66,500**	**$ 66,500**	**$ 48,878**	
357							
358	**Fairs/Festivals - 903**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
364	Postage	$ -	$ -	$ -	$ -	$ -	
365	Travel Expenses	$ -		$ -	$ -	$ -	
366	Printing	$ -	$ -	$ -	$ -	$ -	
367	Bldg & Equip Rental	$ -	$ 986	$ -	$ -	$ -	
368	Advertising/Legal Publications	$ -	$ 1,566	$ -	$ -	$ 687	Advertising Events
369	Contracted Services	$ -	$ 10,830	$ -	$ -	$ 5,603	
370	Departmental Supplies	$ 30,000	$ 13,212	$ 30,000	$ 30,000	$ 12,086	
371	Contributions	$ 2,500	$ 2,700	$ 5,000	$ 5,000	$ 3,300	Car show contribution
372	**Total Fairs/Festivals**	**$ 32,500**	**$ 29,295**	**$ 35,000**	**$ 35,000**	**$ 21,677**	
373							
374	**Transfers - 960**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
375	Transfers Out - Primarily Parks & Rec	$ 117,500	$ 128,400	$ 100,000	$ 100,000	$ 85,203	Beginning in FY20, appropriations includes hotel/motel tax, plus additional money to support parks programming ($37,500 APPROVED supplemental for FY23).
376	**Total Transfers**	**$ 117,500**	**$ 128,400**	**$ 100,000**	**$ 100,000**	**$ 85,203**	
377							
378	**General Government - 975**	**FY22 Revised**	**Thru June 30,2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	**Notes and Explanations**
379	Contributions	$ 1,010,022	$ -	$ 2,342,544	$ 2,342,544	$ -	**Unencumbered ARPA grant funding absorbed by General Fund due to revenue loss allowance. Balance of first tranche transfer, less community grant payouts, will be held in the General Government expense item until encumberance occurs (at the recommendation of WVSAO staff). FY22 unencumbered funding of $1,010,022 plus FY23 second tranche transfer of $1,332,522.**
380	**Total General Government**	**$ 1,010,022**		**$ 2,342,544**	**$ 2,342,544**	**$ -**	
381							
382		**FY22 Revised**	**FY22 Thru June 30, 2022**	**FY23 Approved 9/19/22**	**FY23 Proposed**	**Balances Thru Dec 31, 2022**	

42	DEPARTMENT LINE ITEMS		FY22	FY23			NOTES AND EXPLANATIONS
383	**Total Expenses**	**$ 7,900,407**	**$ 6,371,320.43**	**$ 9,034,659**	**$ 9,034,659**	**$ 2,778,847**	
384							
387	**Surplus or Deficit**	$ (190,000)	$ 2,264,683	$ 114,928	$ 214,928	$ 3,486,744	

LGSD BR (Ver. 2020)

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: FY23
Fund: 1
Revision Number: 2
Pages: 1 of 1

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Clarksburg, WV 26301
Phone: 627-2415 ext. 5114
Fax: 304-340-5090
Email: lgs@wvsao.gov

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: Breanna Andrews
Phone: 304-724-3257
Fax:
Email: bandrews@charlestownwv.us

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
326	Building Permit Fees	50,000	100,000		150,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			100,000		

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	250,550	10,230		260,780
413	Treasurer's Office	265,200	17,800		283,000
415	City Clerk	84,050	4,667		88,717
437	Planning & Zoning	418,300	21,275		439,575
440	City Hall	624,025		36,100	587,925
699	Contingencies*	654,878		10,517	644,361
700	Police Department	2,316,900	83,295		2,400,195
750	Streets and Highways	550,300	12,350		562,650
402	Economic Development	3,000		3,000	
	#N/A				
NET INCREASE/(DECREASE) Expenditures			100,000		

APPROVED BY THE STATE AUDITOR

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

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION – GENERAL FUND

At a regular session of the municipal council, held January 17, 2023, the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the City of Charles Town for the General Fund. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the municipal council does hereby direct the General Fund budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on General Fund Budget Revision #2, a copy of which is entered as part of this record.

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

Elizabeth Ricketts	Yes or No or Absent
James Kratovil	Yes or No or Absent
Jeff Hynes	Yes or No or Absent
Kevin Tester	Yes or No or Absent
Julie Philabaum	Yes or No or Absent
Jean Petti	Yes or No or Absent
Micheal George	Yes or No or Absent
Rikki Twyford	Yes or No or Absent

WHEREUPON, the Presiding Officer, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the City Manager is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/17/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-128: FY2023 Capital Reserve Budget Revision #2 - Police Department Vehicle Request

The Finance Committee has reviewed the Capital Reserve PD vehicle acquisition referral from the January 3, 2023 council meeting and recommends the following revision:

- Increase the Public Safety Vehicle Line by $163,800 - $21,000 for increased vehicle outfitting cost related to the approved FY23 purchased vehicles, plus $142,800 to procure 3 additional PD vehicles - for a revised total of $288,800. Two of the three additional vehicles have been requested to avoid inflated costs and demand shortages during the FY24 budget period, with the third vehicle acquisition being considered a replacement fleet purchase due to a totaled PD vehicle involved in an accident.
- Increase the Capital Reserve revenues by $38,750 to offset the acquisition costs - $20,000 for the insurance payout on the totaled car, and $18,750 for the PD vehicle surplus online auction proceeds.

At this time, the Finance Committee does not recommend including the outfitting costs (totaling $83,615) be included in the revision for the three additional vehicles. The Finance Committee recommends the outfitting costs be discussed at a later date once the $400K COPS equipment grant guidelines are established for usage. Should the Police Department request further Capital funding to cover the outfitting costs on the three vehicles before the COPS grant funding is available, the PD Seizure funds totaling ~$129K should be considered as the funding source.

Proposed Motion:

Move to approve the proposed FY23 budget revisions to the Capital Reserve fund budget as recommended by the Finance Committee.

ATTACHMENTS:

- FY2023_Capital_Reserve_Fund_Budget_Revision__2 1.17.2023.pdf

the city of Charles Town, WV

FY 2023 Capital Reserve Budget
01/17/2023 City Council Revision Request
with balances thru 12-31-2022 V15.0

REVENUES	FY21 ACTUAL	FY22 BUDGET	FY22 ACTUAL	FY23 APPROVED	FY23 Revision Requests	FY23 ACTUAL THRU 12-31-22	NOTES
Carryover	$ -	$ -		$ 873,478	$ 873,478	$ 873,478	In previous years, CIP carryover has not been calculated. Propose to implement carryover to create better records of excess funding, starting with FY23 balance (FY22 Revenues less expenses in Capital Fund)
Developer Fees	$ 8,083	$ -	$ 96,100	*$ 26,720*	*$ 26,720*	$ 26,720	No approved budget, but have collected $26,270 so far in FY2023
Repaving Fees (XFRD from General Fund)	$ 140,348	$ 100,000	$ 129,567	$ 125,000	$ 125,000	$ 43,985	Street Fees Remitted by CTUB then XFRD to Capital Reserve Fund
Lottery / Gaming Revenue (XFRD from General Fund)	$ 781,704	$ 892,500	$ 1,068,975	$ 850,000	$ 850,000	$ 256,664	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)
Grant Revenue - LWCF SKATE PARK	$ 29,092	$ 25,708	$ 49,320	*$ 5,480*	*$ 5,480*	$ 5,480	Still waiting on final 10% of grant award for finished project, requires NPS final approval of project
Grant Revenue RCVBLE - NPS First Free School / Star Lodge	$ 39,891	$ 78,609	$ 78,609	$ -	$ -	$ -	NPS grant for First Free School / Star Lodge Renovations ; work completed, but still waiting on funding
Grant Revenue - WVDOH TAP grant Augustine Avenue	$ -	$ -	$ -	*$ 60,326*	$ -	$ 60,326	
Vehicle Disposal	**$ -**	**$ -**	**$ -**	**$ -**	**$ 18,750**		**PD Vehicle Disposal Revenues to offset vehicle acquisition cost - revised to actual $ received**
Insurance Claim Payout	**$ -**	**$ -**	**$ -**	**$ -**	**$ 20,000**		**PD Vehicle Accident Insurance Claim funding to offset vehicle disposition**
ARPA Revenue designated for Grant Matching	$ -	$ -	$ -	*$ 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.
Interest on Bank Accounts	$ 9,662	$ -	$ 11,100	*$ 5,166*	*$ 5,166*	$ 14,976	
Total Revenues	**$ 1,111,339**	**$ 1,136,817**	**$ 1,463,082**	**$ 1,848,478**	**$ 1,887,228**	**$ 1,281,628**	

DEPARTMENT LINE ITEMS	FY21 ACTUAL	FY22 BUDGET	FY22 ACTUAL	FY23 APPROVED	FY23 Revision Requests	FY23 ACTUAL	FY 23 NOTES AND EXPLANATIONS
General Government							
Technology Upgrades	$ 206,385	$ 100,000	$ 127,592	$ 100,000	$ 100,000	$ 77,075	Staff to develop a more detailed equipment replacement plan and identify embedded license fees to move to operating (i.e. $5,100 for body camera licenses; $10k Granicus; $6k MyPermit for already transferred to General Fund)
Public Arts District	$ -	$ 10,000	$ 6,000	$ 10,000	$ 10,000	$ 4,500	Support for permanent/juried art in the CT Arts District; implementation of wayfinding signs, etc. -- T
General Grant Matching Funds	$ 97,975	$ 70,000	$ 70,000	$ 50,000	$ 50,000	$ -	Matching funds for high priority grants identified by Council
FIP/SIP	$ 11,193	$ 60,000	$ 11,500	$ -	$ -	$ -	Façade and Sidewalk Improvement appropriation moved to General Fund for FY2023
City Hall Vehicles	$ 21,133	$ -	$ -	$ -	$ -	$ -	None for FY23
Economic Development Infrastructure Fund	$ -	$ 25,000	$ -	$ -	$ -	$ -	Proposed economic development incentive fund discontinued for higher priorities
Homelessness Solutions		$ 50,000	$ -	$ -	$ -	$ -	Homelessness Solution appropriation moved to General Fund for FY2023
Totals	*$ 336,686*	*$ 315,000*	*$ 215,092*	*$ 160,000*	*$ 160,000*	*$ 81,575*	

Public Safety							
Vehicles & Outfitting's	**$ 110,790**	**$ 115,000**	**$ 111,386**	**$ 125,000**	**$ 288,800**	**$ 94,517**	**REVISION REQUEST: FY23 Scheduled Capital Purchases of 2 vehicles with inflated cost outfitting's totaling $21,000; procure 3 additional PD vehicles totaling $142,800. Two of the three additional vehicles have been requested as an advance FY24 purchase to avoid future inflation and demand shortages, with the third vehicle acquisition being a replacement vehicle after an accident "totaled" a current PD fleet vehicle .**
Equipment	$ 16,197	$ 34,700	$ 27,285	$ 56,000	$ 56,000	$ 35,152	Body cameras; portable radios; sidearms; rifles; shotguns; tasers; tablets; ROLL OVER FY22 ALOTTMENT FOR BODY CAMS (~$24K bill attached), DUE TO EQUIPMENT SHORTAGE AND SHIPPING DELAYS
Parking Meters	$ -	$ -	$ 3,828	$ 5,000	$ 5,000	$ -	Replace parking meters in the downtown parking district
Totals	*$ 126,987*	*$ 149,700*	*$ 142,499*	*$ 186,000*	*$ 349,800*	*$ 129,669*	
Public Works							
Basic Stormwater Improvements	$ -	$ -	$ 1,336	$ 50,000	$ 50,000	$ -	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
Charles Street Flooding & Arts District Design	$ -	$ -	$ -	$ 75,000	$ 75,000	$ -	Matching funds for green infrastructure grant to begin planning and redesign (confirm grant status)
Streep Paving / Improvements	$ -	$ 100,000	$ 12,400	$ 300,000	$ 300,000	$ 301,834	Rollover FY22 allotment of $87.6k, and appropriate additional funds for increased repaving expense (bill attached, increase due to material and fuel cost inflation)
Sidewalk Improvements - George Street, Higgs/W. Liberty St	$ 16,935		$ 12,716	$ 300,000	$ 300,000	$ 25,731	Complete design for sidewalk to 661; fund half of $500k project (other half from grants); design sidewalks connections at Higgs/W. Liberty
Security Fence / Shop Improvements	$ -	$ -	$ -	$ 25,000	$ 25,000	$ -	Install perimeter fence along Evitts Run
Parking Lot Improvements		$ 25,000	$ 9,775	$ -	$ -	$ -	Repaving and sealing completed in FY22
Equipment Purchases	$ 3,135	$ 75,000	$ 6,155	$ 52,500	$ 52,500	$ -	Leaf vacuum and other truck/equipment
General Infrastructure Improvements	$ -	$ 100,000	$ 14,818	$ -	$ -	$ -	FY22 expense - Brooke Street Sinkhole remediation
Totals	*$ 20,070*	*$ 300,000*	*$ 57,199*	*$ 802,500*	*$ 802,500*	*$ 327,566*	
Parks							
Amenities & Replacements / Park Upgrades	$ -	$ 50,000	$ -	$ 50,000	$ 50,000	$ -	Master planning for parks; plan/design additional tennis/pickleball court; install disc golf; picnic tables; pavilion repair, etc.
Master Park Planning	$ -	$ -	$ -	$ 50,000	$ 50,000	$ -	Undertake formal master planning effort for parks system (Depot District?), including identifying new parks, ball fields, and other needs (tennis, pickleball, disc golf, etc.)
Walking Bridges at Happy Retreat and Evitts Run Park	$ -	$ -	$ -	$ 25,000	$ 25,000	$ -	Plan for bridges over Evitts Run
Pool Renovation	$ 5,970	$ -	$ 3,980	$ -	$ -	$ -	FY21 & FY22 expenses: Pool Renovation Study & Design Options
Totals	*$ 5,970*	*$ 50,000*	*$ 3,980*	*$ 125,000*	*$ 125,000*	*$ - *	
Other Projects							
City Hall Renovations	$ -	$ 100,000	$ -	$ 125,000	$ 125,000	$ -	Planning and design fees for City Hall renovations (none of FY23 appropriation spent on design services yet).
Augustine Avenue Trail Design	$ -	$ -	$ -	$ 25,000	$ 25,000	$ 81,448	Matching funds for Phase II design (ACTIVE GRANT OF $145k, $116k FUNDED THROUGH WVDOH, CITY PORTION $29k)
Augustine Avenue Trail Construction	$ -	$ -	$ -	$ -	$ -	$ -	No funding appropriated as of FY23, must complete design work first
Nuisance Property - Witteried	$ -	$ 75,000	$ 23,993	$ -	$ -	$ -	Nuisance Property appropriation moved to General Fund for FY23

RECENTLY COMPLETED PROJECTS							
Police Staffing		$ 44,243	$ 40,775	$ -	$ -	$ 3,250	Study to evaluate current and future staffing needs completed in FY22
Developer Fee Study		$ 50,000	$ 48,143	$ -	$ -	$ -	Study to update developer fees completed in FY22
First Free School / Star Lodge Renovations	$ 69,391		$ 97,080			$ -	Grant project completed in FY22 - still waiting on funds from NPS
Skate Park	$ 83,893		$ 27,964			$ -	Grant project completed in FY22 - still waiting on final 10% funding release
Paving Analysis	$ 55,872		$ 2,880			$ -	Paving Assessment completed in FY21 and presented in FY22
Liberty Street Stormwater Study - Green Infrastructure	$ 156,008	$ -	$ -	$ -	$ -	$ -	Design work has been completed by Greenway Engineering and construction drawings received in FY21; next step is to pursue grant money and match to install the project
Total CIP	**$ 854,876**	**$ 1,083,943**	**$ 589,604**	**$ 1,423,500**	**$ 1,587,300**	**$ 623,508**	

Surplus	**$ 256,463**	**$ 52,874**	**$ 873,478**	**$ 424,978**	**$ 299,928**	**$ 658,120**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/17/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-124: SLD 2016-01 Norborne Glebe – Phase 6 – Bond Reduction Request

The applicant, Arcadia Land Inc., has submitted a bond reduction request for the Norborne Glebe Subdivision - Phase 6. The applicant is requesting a reduction of the bond amount from $1,266,417.44 to $167,787.52. Upon review of the request, the City Engineer, Kimley-Horn, has determined the bond reduction amount is a reasonable representation of the work completed in the field and indicated in the drawings. Both the City Engineer and City staff have reviewed the bond reduction request and recommends the bond reduction request as proposed be approved. The remaining bond amount will be $167,787.52.

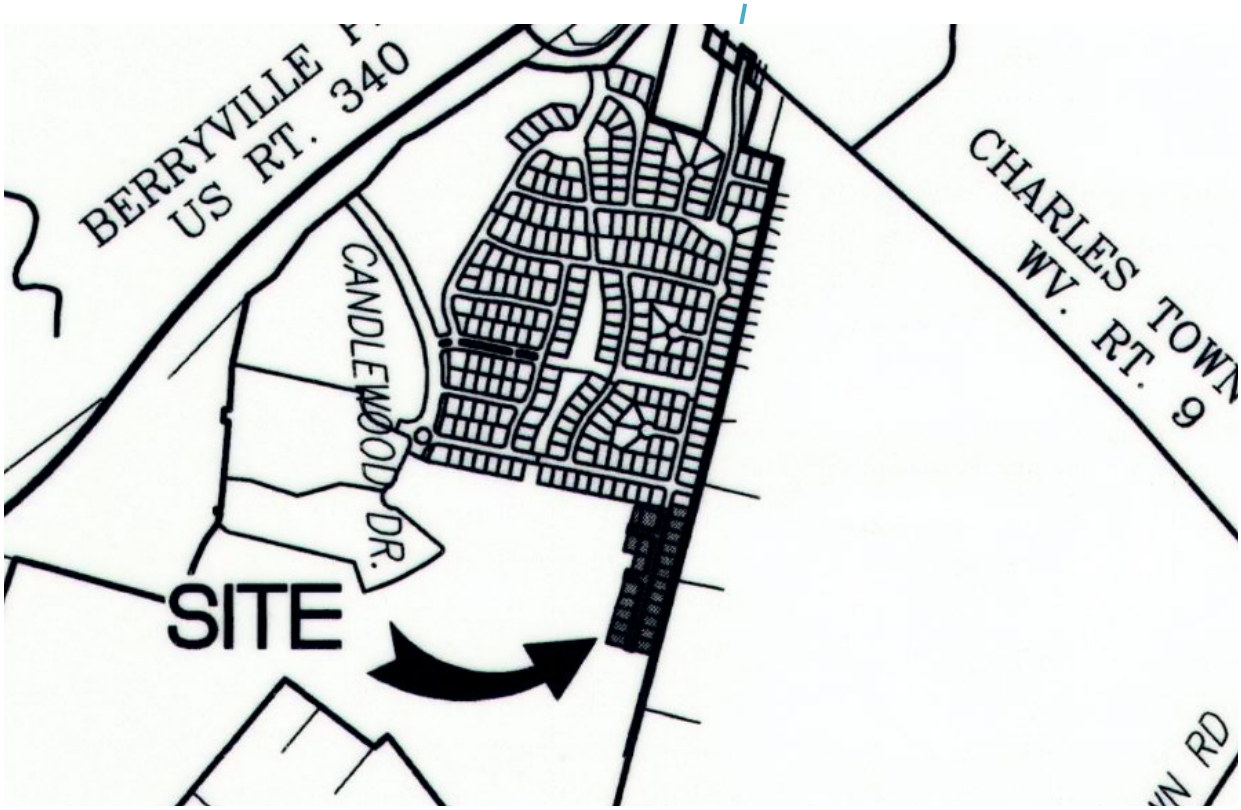
ATTACHMENTS:

- 1. Staff Report.pdf
- 2. KH Memo.pdf
- 3. Bond_Request_Application Performance.pdf
- 4. Bond_Request_Application Land Disturbance.pdf
- 5. Estimates.xlsx

Bond Reduction Request

Date: For the January 17, 2023 City Council meeting
Applicant: Arcadia Land Inc.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond reduction of $1,098,629.92

Norborne Glebe – Phase 6



CURRENT BOND: $1, 266, 417.44

BACKGROUND:
The applicant, Arcadia Land Inc., has submitted a bond reduction request for the Norborne Glebe Subdivision – Phase 6. The applicant is requesting a reduction of the bond amount from $1,266,417.44 to $167,787.52 a reduction of $1,098,629.92. Upon review of the request the City Engineer, Kimley-Horn, has determined that the bond reduction amount is a reasonable representation of the work completed in the field and shown in the as-built drawings.

STAFF RECOMMENDATION:
The City Engineer and City Staff, have reviewed the bond reduction request and recommends the bond reduction request as proposed with this item be approved. The remaining bond amount will be $167,787.52.

PLANNING COMMISSION RECOMMENDATION: At their December 27 2022 meeting, the Planning Commission voted to recommend approval of the Performance Bond and Land Disturbance bonds as presented.

BOND COMMITTEE At their January 9, 2023 meeting, the City's Bond Committee voted to recommend approval of the Performance Bond and Land Disturbance bonds as presented to the Planning Commission.

Kimley»Horn

Memorandum

To: Mr Daniel Murphy
Project Manager
Greenway Engineering
704 Foxcroft Avenue
Martinsburg, WV 25401

From: Mark Phillips, P.E.
Olivia A. Brown

Through: Mr Kyle French
City of Charles town
101 E Washington Street
Charles Town, WV 25414

Date: October 31, 2022

Subject: Norborne Glebe Subdivision Phase 6 Bond Reduction Review

This memorandum summarizes our review of the Bond reduction request for the Norborne Glebe Subdivision Phase 6 Erosion and Sediment Control and the Performance Bond Reduction application (dated October 24, 2022 prepared by Greenway Engineering) for a bond reduction of $1,098,629.92. Using the Final Subdivision/Land Development Plat dated October 28, 2013 we have found the bond reduction request to be commensurate with the current progress of construction on-site.

Thank you for the opportunity to review this Bond Reduction request. In the meantime, please feel free to contact us at 703-870-3631 should you have any questions.

KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager
Associate

Bond Request No._____

Norborne Glebe - Phase 6
Performance Bond Reduction

BOND REQUEST AND REDUCTION

To assist the Subdivision Administrator in the review of a Bond Request Application, the Applicant must utilize this form to supply the City with the information prescribed under Article 1335 and Section 1332 of the Subdivision and Land Development Ordinance. The submission of this form, along with the prescribed information and required fees, shall serve as the Applicant's Bond Request Application as required by Ordinance Article 1335.

1. DATE October 24, 2022

2. APPLICATION TYPE ☐ Bond | Initiation ☒ Bond | Reduction

☐ Bond | Reallocation ☐ Bond | Release**

3. PROJECT NAME Norborne Glebe Subdivision - Phase 6

Address N/A

4. APPLICANT'S NAME* Arcadia Land, Inc. Attn: Gary Endler

Address 108 N. George Street - 2nd Floor Charles Town, WV 25414

Telephone Number (703)-771-8000 Fax Number (___)

Email Address gendler@arcadiacompanies.com

5. PROPERTY OWNER'S NAME Arcadia Land, Inc, Attn: Gary Endler

Address 108 N George Street - 2nd Floor Charles Town, WV 25414

Telephone Number (703)-771-8000 Fax Number (___)

Email Address gendler@arcadiacompanies.com

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

**Requires a Public Hearing and landscaping surety for one year after release

Bond Request No._____

6. DESCRIPTION OF REQUETED INITIATION, REDUCTION, OR RELEASE:

Requesting Bond Amount Reduction for the Performance Bond for Phase 6, Norborne Glebe Subdivision

7. A) CURRENT BOND AMOUNT $1,266,417.44

B) PROPOSED BOND AMOUNT $167,787.52

8. PARCEL INVENTORY: (List all parcels that are part of this application):

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
Phase 6	3-12-209.4	1173	85	NR

9. PARCEL HISTORY: (List all pending or previously approved applications on the subject parcels inventoried above, including previous plat applications if this application is an amendment)

Application No.	Project Name and Phase	Status	Approval Date

10. BOND RELEASE ATTACHMENTS.

The following shall be included with this request:

A. To the extent not previously submitted pursuant to bond reduction request, copies of inspection and test reports if work was inspected and tested by a third-party inspector.

B. Certification that all bonded Improvements, other than Improvements accepted by West Virginia Department of Highways (WVDOH), have been completed in accordance with the approved plans, profiles, and specifications and the requirements of any applicable manual. For Improvements to be accepted for maintenance by WVDOH, such Certification shall state that the Improvements have been installed and inspected in accordance with WVDOH's requirements.

C. A copy of the City-approved As-Built Drawings as required for facilities within public rights-of-way or Easements submitted pursuant to Section 1332.10 of this Ordinance.

Date of As-Builts _____ Prepared By _____

D. A letter from a Professional Engineer or Professional Land Surveyor certifying that property corners and Monuments have been set as required under this Ordinance.

E. Documentation of acceptance by WVDOH for public roadways and rights-of-way, or a maintenance and indemnification agreement and bond approved by the Planning Commission for public roadways that have been completed in accordance with WVDOH standards but which, due to factors other than their quality of construction, are not eligible for acceptance by WVDOH.

F. For private roadways, a letter of acceptance by the entity responsible for maintenance and a Latent Defects Indemnification Agreement and Bond in accordance with this Section.

G. Private Roadway Maintenance Bonds. Before a Performance Agreement and surety for private roadway construction shall be released, a Latent Defects Indemnification Agreement and Bond shall be provided by the applicant/Developer and approved by the Planning Commission. The guarantee provided by such Agreement and Bond must be for a period of two (2) years following the date of performance bond release, and must be in an amount equal to no less than 5% of the original performance bond estimate in accordance with Section 1335.07 (F) of the Subdivision Ordinance.

H. Landscaping Surety. Surety is required to ensure the landscaping shown on the Major S/LD plans is maintained for one (1) year. The one (1) year shall start from the date at which the surety for the site has been released, with the exception of this landscaping surety. The landscaping surety amount shall not be less than $5,000.00 or 10% of the total landscaping cost for the project, which every is greater.

Bond Request No._____

APPLICANT 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 Article 1335 of the S/LD Ordinance.

Signature of Applicant

_____ Date _____

Signature of Property Owner (If different than Applicant)

_____ Date _____

Please submit an original completed Application, 1 digital copy and 1 paper copy of the As-Built Plans (if applicable) to the following:

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

Please also send a copy of the completed Application as well as the As-Builts to the following:

Hatch/Chester Engineers
Attn: Elizabeth Adamowicz
705 Quince Orchard Road, Suite 310
Gaithersburg, MD 20878

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Subdivision Administrator Approval:_____ Date:_____

Engineer Approval:_____ Date:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

Bond Request No._____

Norborne Glebe - Phase 6
Land Disturbance Bond Reduction

BOND REQUEST AND REDUCTION

To assist the Subdivision Administrator in the review of a Bond Request Application, the Applicant must utilize this form to supply the City with the information prescribed under Article 1335 and Section 1332 of the Subdivision and Land Development Ordinance. The submission of this form, along with the prescribed information and required fees, shall serve as the Applicant's Bond Request Application as required by Ordinance Article 1335.

1. DATE October 24, 20 22

2. APPLICATION TYPE ☐ Bond | Initiation ☒ Bond | Reduction

☐ Bond | Reallocation ☐ Bond | Release**

3. PROJECT NAME Norborne Glebe Subdivision - Phase 6

Address N/A

4. APPLICANT'S NAME* Arcadia Land, Inc. Attn: Gary Endler

Address 108 N. George Street - 2nd Floor Charles Town, WV 25414

Telephone Number (703)-771-8000 Fax Number (___)

Email Address gendler@arcadiacompanies.com

5. PROPERTY OWNER'S NAME Arcadia Land, Inc, Attn: Gary Endler

Address 108 N George Street - 2nd Floor Charles Town, WV 25414

Telephone Number (703)-771-8000 Fax Number (___)

Email Address gendler@arcadiacompanies.com

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

**Requires a Public Hearing and landscaping surety for one year after release

Bond Request No._____

6. DESCRIPTION OF REQUETED INITIATION, REDUCTION, OR RELEASE:

Requesting Bond Amount Reduction for the Land Disturbance Bond for Phase 6, Norborne Glebe Subdivision

7. A) CURRENT BOND AMOUNT $1,266,417.44

B) PROPOSED BOND AMOUNT $167,787.52

8. PARCEL INVENTORY: (List all parcels that are part of this application):

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
Phase 6	3-12-209.4	1173	85	NR

9. PARCEL HISTORY: (List all pending or previously approved applications on the subject parcels inventoried above, including previous plat applications if this application is an amendment)

Application No.	Project Name and Phase	Status	Approval Date

Bond Request No._____

10. BOND RELEASE ATTACHMENTS.

The following shall be included with this request:

A. To the extent not previously submitted pursuant to bond reduction request, copies of inspection and test reports if work was inspected and tested by a third-party inspector.

B. Certification that all bonded Improvements, other than Improvements accepted by West Virginia Department of Highways (WVDOH), have been completed in accordance with the approved plans, profiles, and specifications and the requirements of any applicable manual. For Improvements to be accepted for maintenance by WVDOH, such Certification shall state that the Improvements have been installed and inspected in accordance with WVDOH's requirements.

C. A copy of the City-approved As-Built Drawings as required for facilities within public rights-of-way or Easements submitted pursuant to Section 1332.10 of this Ordinance.

Date of As-Builts _____ Prepared By _____

D. A letter from a Professional Engineer or Professional Land Surveyor certifying that property corners and Monuments have been set as required under this Ordinance.

E. Documentation of acceptance by WVDOH for public roadways and rights-of-way, or a maintenance and indemnification agreement and bond approved by the Planning Commission for public roadways that have been completed in accordance with WVDOH standards but which, due to factors other than their quality of construction, are not eligible for acceptance by WVDOH.

F. For private roadways, a letter of acceptance by the entity responsible for maintenance and a Latent Defects Indemnification Agreement and Bond in accordance with this Section.

G. Private Roadway Maintenance Bonds. Before a Performance Agreement and surety for private roadway construction shall be released, a Latent Defects Indemnification Agreement and Bond shall be provided by the applicant/Developer and approved by the Planning Commission. The guarantee provided by such Agreement and Bond must be for a period of two (2) years following the date of performance bond release, and must be in an amount equal to no less than 5% of the original performance bond estimate in accordance with Section 1335.07 (F) of the Subdivision Ordinance.

H. Landscaping Surety. Surety is required to ensure the landscaping shown on the Major S/LD plans is maintained for one (1) year. The one (1) year shall start from the date at which the surety for the site has been released, with the exception of this landscaping surety. The landscaping surety amount shall not be less than $5,000.00 or 10% of the total landscaping cost for the project, which every is greater.

Bond Request No._____

APPLICANT 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 Article 1335 of the S/LD Ordinance.

Signature of Applicant

_____ Date _____

Signature of Property Owner (If different than Applicant)

_____ Date _____

Please submit an original completed Application, 1 digital copy and 1 paper copy of the As-Built Plans (if applicable) to the following:

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

Please also send a copy of the completed Application as well as the As-Builts to the following:

Hatch/Chester Engineers
Attn: Elizabeth Adamowicz
705 Quince Orchard Road, Suite 310
Gaithersburg, MD 20878

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Subdivision Administrator Approval:_____ Date:_____

Engineer Approval:_____ Date:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

City of Charles Town, WV - Community Development

101 East Washington Street, Charles Town, WV 25414 Telephone (304)725-2311

Norborne Glebe Phase 6

Erosion & Sediment Control Bond Estimate

Prepared By:	Eric Gottshall	Client Name:	Arcadia Land, Inc.
Checked By:	Randy Kepler	Client Address:	108 N George St, 2nd Floor
Date:	11/15/2018		Charles Town WV 25414
Rev. Date:	10/19/2022		

GREENWAY ENGINEERING

Item	Quantity	Unit	Unit Price	Cost	% Complete	Balance
A. Mobilization/Demobilization						
1. Mobilization	1	Each	$6,250	$6,250.00	100%	$0.00
		Sub-Total for Mobilization/Demobilization		**$6,250.00**		**$6,250.00**
B. Erosion/Sediment Control						
1. Curb Inlet Protection	16	Each	$176.80	$2,828.80	100%	$0.00
2. Grate Inlet Protection	5	Each	$200.00	$1,000.00	100%	$0.00
3. Rock Check Dam	100	S.Y.	$47.87	$4,787.00	100%	$0.00
4. Outlet Protection (14" Thick) - See Table Below	17	S.Y.	$40.56	$689.52	100%	$0.00
5. Temporary Seeding	71,003	S.Y.	$0.77	$54,672.14	50%	$27,336.07
6. Permanent Sodding	10,011	S.Y.	$3.64	$36,441.66	50%	$18,220.83
7. Silt Fence	1,500	L.F.	$4.78	$7,170.00	100%	$0.00
8. Super Silt Fence	370	L.F.	$11.96	$4,425.20	100%	$0.00
9. Sediment Trap	1.00	Each	$3,500.00	$3,500.00	50%	$1,750.00
10. Stabilized Construction Entrance	1.00	Each	$2,990.00	$2,990.00	100%	$0.00
		Sub-Total for Erosion/Sediment Control		**$115,514.32**		**$47,306.90**
C. Topsoil Replacement						
1. Respread Topsoil (6" Depth)	71,003	S.Y.	$0.92	$65,322.56	100%	$0.00
		Sub-Total for Fine Grading & Topsoil Placement		**$65,322.56**		**$0.00**
D. Total Cost						
1. Sub-Totals:		Mobilization/Demobilization		$6,250.00		$6,250.00
		Erosion/Sediment Control		$115,514.32		$47,306.90
		Fine Grading & Topsoil Replacement		$65,322.56		$0.00
		Grand Sub-Total		***$187,086.87***		***$53,556.90***
		Contingency	10%	$18,708.69		$5,355.69
		TOTAL w/ contingency (E)		$205,795.56		$58,912.59
		Bond Period (P)		5 yrs		5 yrs
		Annual Inflation Factor (I)		1.02%		1.02%
	C = (P*I*E)+E	**Bond Estimate (C)**		**$216,291.13**		
		Bond Remaining				**$61,917.13**

Note: Cost Data taken from the City of Charles Town Current Unit Cost. Inflation factor is applied over the life of the bond, using the equation C=(P)(I)(E)+E; where P=the period of bond (5 years); I=annual inflation factor (1.02% May, 2016 ERN); and E=the estimated cost of construction including the 10% contingency factor; C=the total Bond Estimate.

Areas used in Estimation	S.Y.	S.F.
Disturbed Area	71,003	639,025
R/W Area	10,011	90,103
Building Area	7,552	67,967

Topsoil Depth (Feet)
0.50

Reported Areas	S.Y.	S.F.	*Reported As:*
Temporary Seeding Area	71,003	639,025	= *Total Disturbed Area*
Permanent Sodding Area	10,011	90,103	= *Total Disturbed Area - (R/W Area + Building Area)*
Topsoil Respread Area	53,439	480,955	= *Total Disturbed Area - (R/W Area + Building Area)*

Reported Volumes	C.Y.	C.F.	
Topsoil Respread Volume	8,907	240,478	= *Topsoil Respread Area x Topsoil Depth*

* Price adjusted (x 0.78) based on the given $52.00 / S.Y. (18" Non-Grouted Riprap)

Outlet Protection Calculations

STR. #	Outlet Flow 10yr (cfs)	Flow Velocity (fps)	Pipe Flow Depth (ft)	Pipe Diameter (in)	Top Width (ft)	Length (ft)	Bottom Width (ft)	D50 (in)	Blanket Thickness (in)
611	5.46	5.03	0.89	18	4.50	10	11.50	6.0	14
621	4.48	7.90	0.59	15	3.75	10	11.25	6.0	14

City of Charles Town, WV - Community Development

101 East Washington Street, Charles Town, WV 25414 Telephone (304)725-2311

Norborne Glebe Phase 6

Construction Bond Estimate

Prepared By: Marisa Whitacre
Checked By: Randy Kepler
Date:
Rev. Date: 19-Oct-22

Client Name: Arcadia Land, Inc.
Client Address: 108 N George St, 2nd Floor
Charles Town WV 25414

Item	Quantity	Unit	Unit Price	Cost	% Complete	Balance
A. Mobilization/Demobilization						
1. Mobilization	1	Each	$6,250	$6,250.00	100%	$0.00
Sub-Total for Mobilization/Demobilization				**$6,250.00**		**$0.00**
B. Erosion/Sediment Control						
1. Curb Inlet Protection	16	Each	$176.80	$2,828.80	100%	$0.00
2. Grate Inlet Protection	5	Each	$200.00	$1,000.00	100%	$0.00
3. Rock Check Dam	100	S.Y.	$47.87	$4,787.00	100%	$0.00
4. Outlet Protection (14" Thick) - See Table Below	17	S.Y. *	$40.44	$687.48	100%	$0.00
5. Permanent Seeding	71,003	S.Y. **	$0.77	$54,672.14	50%	$27,336.07
6. Permanent Sodding	10,011	S.Y. ***	$3.64	$36,441.66	50%	$18,220.83
7. Clearing and Grubbing (Light)	14.67	Acre	$6,675.00	$97,922.25	100%	$0.00
8. Silt Fence	1,500	L.F.	$3.25	$4,875.00	100%	$0.00
9. Super Silt Fence	370	L.F.	$5.40	$1,998.00	100%	$0.00
10. Sediment Trap	1.00	Each	$3,500.00	$3,500.00	100%	$0.00
11. Stabilized Construction Entrance	1.00	Each	$2,500.00	$2,500.00	100%	$0.00
12. Tree Protection	0.00	L.F.	$9.00	$0.00	0%	$0.00
Sub-Total for Erosion/Sediment Control				**$211,212.33**		**$45,556.90**
C. Site Excavation & Grading						
1. Topsoil Removal & Storage (6" Depth)	11,834	C.Y.	$1.00	$11,833.80	100%	$0.00
2. Regular Bulk	18,400	C.Y.	$3.86	$71,024.00	100%	$0.00
Sub-Total for Site Excavation & Grading				**$82,857.80**		**$0.00**
D. Fill & Compaction						
1. On Site	4,500	C.Y.	$5.95	$26,775.00	100%	$0.00
Sub-Total for Fill & Compaction				**$26,775.00**		**$0.00**
E. Fine Grading & Topsoil Replacement						
1. Fine Grading	53,439	S.Y.	$1.01	$53,973.84	100%	$0.00
2. Respread Topsoil (6" Depth)	8,907	C.Y.	$1.00	$8,906.57	100%	$0.00
Sub-Total for Fine Grading & Topsoil Placement				**$62,880.41**		**$0.00**
F. Road Construction						
1. Aggregated Subbbase - Type 1 (6" Depth)	37,372	S.Y./ inch	$1.75	$65,401.00	100%	$0.00
2. Base Course (6" Depth)	0	S.Y./ inch	$5.59	$0.00	0%	$0.00
3. Intermediate Course (3" Depth)	18,686	S.Y./ inch	$5.49	$102,586.14	100%	$0.00
4. Top Course (2" Depth)	12,457	S.Y./ inch	$5.49	$68,390.76	100%	$0.00
5. Tack Coat	6,229	S.Y.	$1.10	$6,851.53	100%	$0.00
6. Curb and Gutter	2,726	L.F.	$22.50	$61,335.00	100%	$0.00
7. Curb Cut - CG-12	4	Each	$569.00	$2,276.00	100%	$0.00
8. Striping	0	L.F.	$2.25	$0.00	0%	$0.00
9. Street Name Signs	2	Each	$435.00	$870.00	100%	$0.00
10. Traffic Control Signs	2	Each	$375.00	$750.00	100%	$0.00
11. Street Light	8	Each	$4,285.00	$34,280.00	0%	$34,280.00
Sub-Total for Road Construction				**$342,740.43**		**$34,280.00**
G. Sidewalks						
1. Concrete 4" w/ wwf, no base	1,514	S.Y.	$45.23	$68,498.32	75%	$17,124.58
2. Aggregated Subbbase - Type 1 (4" Depth)	1,514	S.Y.	$7.00	$10,601.11	75%	$2,650.28
3. Bituminous Trail 6' to 10' wide	0	S.Y.	$49.25	$0.00	0%	$0.00
Sub-Total for Sidewalks				**$79,099.43**		**$19,774.86**

H. Storm Sewer (Unit Prices include trench, excavation, bedding, pipe and backfill)

1. Pipe						
a. HDPE						
15"	635	L.F.	$50.25	$31,908.75	100%	$0.00
18"	317	L.F.	$66.00	$20,922.00	100%	$0.00
2. Structures						
a. Type "E"						
Inlet Length						
i. 6'	11	Each	$4,573.00	$50,303.00	100%	$0.00
ii. 8'	2	Each	$4,889.00	$9,778.00	100%	$0.00
b. End Section (ES-1) - 18"	2	Each	$565.00	$1,130.00	100%	$0.00
			Sub-Total for Storm Sewer	**$114,041.75**		**$0.00**

I. Miscellaneous

1. Property Corners	22	Lot	$275.00	$6,050.00	100%	$0.00
2. Retaining walls - RW-3 Gravity	0	L.F.	$378.00	$0.00	0%	$0.00
3. Fencing - 6' Chain Link Fence	0	L.F.	$14.52	$0.00	0%	$0.00
4. Fencing - Board Fence	0	L.F.	$19.35	$0.00	0%	$0.00
4. Tot Lot	0	Each	$16,495.00	$0.00	0%	$0.00
6. AsBuilt - Record Drawings	1	Each	$9,500.00	$9,500.00	0%	$9,500.00
			Sub-Total for Miscellaneous	**$15,550.00**		**$9,500.00**

J. Landscaping

1. 18" Shrubs	0	Ea	$40.00	$0.00	0%	$0.00
2. 24" Shrubs	0	Ea	$70.00	$0.00	0%	$0.00
3. 6'-8'/1-2" caliper tree	45	Ea	$400.00	$18,000.00	0%	$18,000.00
4. 8'-10' (2.5-3") caliper tree	0	Ea	$700.00	$0.00	0%	$0.00
			Sub-Total for Landscaping	**$18,000.00**		**$18,000.00**

K. Total Cost

1. Sub-Totals:	Mobilization/Demobilization	$6,250.00		$0.00
	Erosion/Sediment Control	$211,212.33		$45,556.90
	Site Excavation & Grading	$82,857.80		$0.00
	Fill & Compaction	$26,775.00		$0.00
	Fine Grading & Topsoil Replacement	$62,880.41		$0.00
	Road Construction	$342,740.43		$34,280.00
	Sidewalks	$79,099.43		$19,774.86
	Storm Sewer	$114,041.75		$0.00
	Miscellaneous	$15,550.00		$9,500.00
	Landscaping	$18,000.00		$18,000.00
	Grand Sub-Total	***$959,407.15***		***$127,111.76***
	Contingency 10%	$95,940.72		$12,711.18
	TOTAL w/ contingency (E)	$1,055,347.87		$139,822.93
	Bond Period (P)	5 yrs		5 yrs
	Annual Inflation Factor (I)	4.00%		4.00%
C = (P*I*E)+E	**Bond Estimate (C)**	**$1,266,417.44**		
	Bond Remaining			**$167,787.52**

Areas used in Estimation		
	S.Y.	S.F.
Disturbed Area	71,003	639,025
R/W Area	10,011	90,103
Building Area	7,552	67,967

Topsoil Depth
(Feet)
0.50

Reported Areas	S.Y.	S.F.	*Reported As:*
Clearing and Grubbing Area	71,003	639,025	= *Total Disturbed Area - (R/W Area + Building Area)*
Temporary Seeding Area	71,003	639,025	= *Total Disturbed Area*
Permanent Sodding Area	10,011	90,103	= *Total Disturbed Area*
Topsoil Removal Area	71,003	639,025	= *Total Disturbed Area*
Topsoil Respread & Fine Grading Area	53,439	480,955	= *Total Disturbed Area - (R/W Area + Building Area)*

Reported Volumes	C.Y.	C.F.	
Topsoil Removal Volume	11,834	319,513	= *Topsoil Respread Area x Topsoil Depth*
Topsoil Respread Volume	8,907	240,478	= *Topsoil Respread Area x Topsoil Depth*

Note: Cost Data taken from the City of Charles Town Current Unit Cost. Inflation factor is applied over the life of the bond, using the equation C=(P)(I)(E)+E; where P=the period of bond (5 years); I=annual inflation factor (1.02% May, 2016 ERN); and E=the estimated cost of construction including the 10% contingency factor; C=the total Bond Estimate.

* Price adjusted (x 0.78) based on the given $52.00 / S.Y. (18" Non-Grouted Riprap)

** Temporary Seeding Area = Total Disturbed Area - Right of Way Area

** Permanent Sodding Area = Total Disturbed Area - Right of Way Area - Building Area

Outlet Protection Calculations									
STR. #	Outlet Flow 10yr (cfs)	Flow Velocity (fps)	Pipe Flow Depth (ft)	Pipe Diameter (in)	Top Width (ft)	Length (ft)	Bottom Width (ft)	D50 (in)	Blanket Thickness (in)
611	5.46	5.03	0.89	18	4.50	10	11.50	6.0	14
621	4.48	7.90	0.59	15	3.75	10	11.25	6.0	14

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/17/23
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-125: Charles Town Planning Commission Appointment - New 3-year Term Expiring 12/31/2025

City Council is asked to consider an appointment to a new term on the Charles Town Planning Commission. This is a 3-year term expiring December 31, 2025. This term has been advertised for at least the past 30 days and staff has received the single included application regarding the vacancy.

Proposed Motion:
Motion to appoint **Ann Paonessa** to a 3-year term on the Historic Landmarks Commission serving January 1, 2023 until December 31, 2025.

ATTACHMENTS:
- Ann Paonessa Planning Commission Application.pdf

CHARLES TOWN BOARDS AND COMMISSIONS

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

Board or Commission Applying for: **Date of Application:** 12/15/2022

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

Name: Ann M. Paonessa

Address: 536 S. Mildred St., Charles Town, WV 25414

Email: annpwv@gmail.com

Phone: 304-240-7821

Length of time lived in the City of Charles Town: 26 years

Have you ever been a member of a local government board or commission? yes

If yes, when, where, and in what capacity? See attached resume

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

See attached resume.

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

See attached resume.

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.

ANN M. PAONESSA
536 SOUTH MILDRED STREET
CHARLES TOWN, WEST VIRGINIA 25414
PHONE: 304-240-7821 • EMAIL: ANNPWV@GMAIL.COM

December 15, 2022

Mayor and City Council
City of Charles Town
P.O. Box 14
Charles Town, WV 25414

Dear Honorable Mayor and Council Members:

I am writing to request re-appointment to the City's Planning Commission. I have served on the Planning Commission since 2020, am currently President and previously served as the Commission's Council Representative from 2017 to 2019.

As you are all aware, I served as a Council Member for three terms, during which the City's current zoning ordinance was initially developed, vetted and adopted, along with multiple revisions since. I believe my familiarity with the ordinance - as well as the vision and goals of the City's current *Historically Hip* comprehensive plan - would be beneficial to the City and the work of its Planning Commission.

I would welcome the opportunity to continue serving my community in this capacity. Thank you for your time and consideration.

Sincerely,

Ann M. Paonessa

ANN PAONESSA
536 SOUTH MILDRED STREET
CHARLES TOWN, WEST VIRGINIA 25414
PHONE: 304·240-7821 • EMAIL: ANNPWV@GMAIL.COM

EXPERIENCE:

Office Manager/Legal Assistant, Amore Law, PLLC, Charles Town, WV, September 2015 to present. Office manager for single-attorney consumer protection and bankruptcy law practice. Oversees all financial and administrative operations for the firm, including scheduling, accounts payable/receivable and case management. Also serves as a legal assistant to attorney Aaron Amore, who is a Chapter 7 Bankruptcy Trustee, in the administration of asset and non-asset cases in accordance the rules, regulations and guidelines established by the U.S. Trustee and U.S. Bankruptcy Court.

Managing Member, BAKKA, LLC, Charles Town, WV, June 2004 to present. Managing member of a real estate enterprise that owns and leases commercial property in downtown Charles Town, WV. Oversees day-to-day operations of managing tenants; financial accounting and reporting; and building maintenance and repair. Led a major renovation of the property in 2004-2005 and subsequent renovations in 2007 that resulted in creating high-quality commercial office, retail and restaurant spaces. Obtained certification as a qualified historic rehabilitation from the National Parks Service for the initial renovation project and was awarded the *Vision Award* from the City of Charles Town's Historic Landmarks Commission in 2005.

City Council Member, City of Charles Town, Charles Town, WV, June 2007 to June 2019. Elected to three, four-year terms as a member of the municipal governing body that oversees the management and operations of the City of Charles Town, WV on behalf of its citizens. While in office, served as Mayor Pro Tern for six years; the Personnel Committee for 12 years; the Parks & Recreation Commission for 10 years; ON-TRAC/Main Street WV liaison for six years; municipal representative to the Jefferson County Development Authority for three years; and the Planning Commission for two years.

Office Manager, A-Zone Environmental Services, Inc., Charles Town, WV, September 2013 to August 2015. Served as part-time office manager for a growing environmental consulting and remediation firm. A newly created position, it required the skills of a self-starter to create internal administrative systems and procedures to assist in well-managed growth of the firm's business operations. Duties included accounting and payroll responsibilities; employee time and expense tracking; managing and ensuring compliance with multiple licensing, medical and health and safety regulations; making staff travel arrangements; and general office duties such as filing, correspondence and scheduling.

Event Manager and Editorial Assistant, LMT Communications, Inc., Newtown, CT, June 1998 to June 2002 and May 1991 to May 1994. Originally hired as an editorial assistant for a publishing firm based in Connecticut, assisted in producing the leading U.S. trade magazine in the dental laboratory industry. Position grew to include researching, developing and writing feature articles as well as layout, design and production of the

magazine. After leaving the position and relocating to West Virginia, was re-hired to work out of a home office to lead the development, marketing and coordination of company-sponsored seminars and workshops in various locations throughout the country. Also initiated, developed and coordinated one of the company's annual trade shows with over 150 exhibitors and approximately 1,500 attendees.

Executive Director, Big Brothers Big Sisters of the Eastern Panhandle, Inc., Martinsburg, WV, May 1995 to May, 1998. Management of a non-profit organization that serves at-risk youth through a mentoring program with adult volunteers. Responsible for overseeing case management, fundraising and all administrative operations of the agency.

EDUCATION:

Bachelor of Arts, English, Fordham University, Bronx, NY, May 1990

VOLUNTEER EXPERIENCE:

Vestry Member, Zion Episcopal Church, 2012 to present, Member since 2006
Board Member, Charles Town Now, 2019 to present
Commissioner, Charles Town Planning Commission, 2020 to present
Board Member, Charles Town Board of Zoning Appeals, 2019 to 2020
Treasurer, Washington High School Soccer Boosters, 2015 to 2018
Treasurer, Jefferson County Democratic Executive Committee, 2014 to 2018
Treasurer, Friends of Happy Retreat, Inc., 2005 to 2008
Board Member, City of Charles Town Parks & Recreation Commission, 2005 to 2007

LEISURE ACTIVITES:

Reading; writing; volunteering for various community activities and organizations; playing word games; and watching my children (and pretty much anyone else's children from the amateur to professional levels) play sports.

REFERENCES:

Available upon request.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/17/23
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-126: Charles Town Board of Zoning Appeals Appointments - 3 New 3-year Terms expiring 12/31/25

City Council is asked to consider appointments to new terms on the Charles Town Board of Zoning Appeals. These are 3-year terms effective expiring December 31, 2025. Terms have been advertised for at least the past 30 days and staff has received the included applications regarding the vacancies.

Proposed Motion:

Motion to appoint **Locke Wysong Jr.** to a 3-year term on the Charles Town Board of Zoning Appeals serving January 1, 2023 until December 31, 2025.

Motion to appoint **James Thomas** to a 3-year term on the Charles Town Board of Zoning Appeals serving January 1, 2023 until December 31, 2025.

ATTACHMENTS:

- James Thomas BZA application.pdf
- Wysong CHARLES TOWN BOARDS AND COMMISSIONS Application 12062022.pdf

CHARLES TOWN BOARDS AND COMMISSIONS

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

Board or Commission Applying for: **Date of Application:** DEC 23, 2022

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

Name: JAMES A. THOMAS JR

Address: 534 S. SAMUEL ST., CHARLES TOWN 25414

Email: thomasja47@gmail.com

Phone: 703-475-2080

Length of time lived in the City of Charles Town: 15 years

Have you ever been a member of a local government board or commission? YES

If yes, when, where, and in what capacity? BZA, BOARD MEMBER, 2016-2022
VICE CHAIRMAN 2019 TO PRESENT

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

CHAIRMAN, DISTINGUISHED CITIZEN AWARD, BOY SCOUTS OF AMERICA, 2016 — present.
MEMBER, EDGE HILL CEMETARY BOARD, 2017 - Present

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

INTERESTED IN MAKING SURE CONSTRUCTION WITHIN THE CITY ARE WITHIN REASONABLE GUIDELINES.
SERVED AS ASST SECY FOR HQ OPNS AT TREASURY — WORKED EXTENSIVELY WITH DC BUILDING CODES. - 10 YEARS

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.

CHARLES TOWN BOARDS AND COMMISSIONS

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

Board or Commission Applying for: **Date of Application:** 12/06/2022

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

Name: C. Locke Wysong, Jr.

Address: 124 W. Congress St., Charles Town, WV 25414

Email: lockewysong1wv@yahoo.com

Phone: 304-671-2341

Length of time lived in the City of Charles Town: 50 Years

Have you ever been a member of a local government board or commission? Yes

If yes, when, where, and in what capacity? Charles Town, WV Board of Zoning Appeals - Chairman

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

Jefferson County 4-H Foundation
Jefferson County Extension Services Committee
Jefferson County 4-H Leaders Association
Jefferson County Fair Association
Jefferson County Council on Aging

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

It has been a pleasure for me to serve as a member of the Charles Town Board of Zoning Appeals for the past 22 years. In my current capacity as Chairman, I have conducted meetings in an orderly and professional manner. I also bring an instituional knowledge to the table when discussing different matters before the BZA. In fact, I have found it helpful to inform other board members why decisions were made by previous boards and how those decisions make an impact today.

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: 01/17/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-122: Community Development Department - Departmental Overview Presentation

Staff will provide an update regarding the Community Development Division (CDD), specifics surrounding building permits, inspections, code enforcement and expected processes as new policies and procedures are implemented in 2023. Members of the Community Development Division will be present to provide an overview of the division and answer specific questions related to community development transitions, building code, and other related topics.

ATTACHMENTS:

- CDD overview for City Council January 17, 2023 pdf.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

MAYOR
Robert M. Trainor

CITY COUNCIL
James Kratovil
Elizabeth Ricketts
Kevin Tester
Jeff Hynes
Jean Petti
Julie Philabaum
Michael George
Rikki Twyford

Department of Community Development

Mission, Goals and Objectives

The Community Development Division (CDD) has a duty and obligation to help maintain a high quality of life for Charles Town residents and businesses through sound planning, code enforcement, housing, economic development, and neighborhood services.

The CDD's objective is to promote orderly growth of the community through the development and enforcement of plans and regulations that promote health, safety, and general welfare of its citizens. The CDD collaborates with residents, neighborhoods, and other community stakeholders to overcome barriers to opportunity to support a vibrant community, shared prosperity, and overall community wellbeing.

In addition, the CDD also provides staff support to the Planning Commission, Board of Zoning Appeals, Historic Landmarks Commission, Tree Board, Vacant Structures and the Board of Parks and Recreation.

Community Development Division (CDD) Organizational Framework

Community Development Director – Alissa J. Meeks
Downtown Coordinator and Business Development – Elizabeth (Liz) Cook
Building Official (Inspector) and Code Enforcement – Delaine Englebert
Planner and Zoning Administrator – James Newman
Permits Technician - Vacant

Foundational Summary of CDD: *"Where we are, path forward, expectations for the future."*

As Director of the CDD, on Monday, January 9, 2023 I provided City Council with a detailed email summary on the foundational and historical issues of the division. This email provided complete recognition of the service gaps, insight as to how the City collectively "got to where we are" and highlighted areas of specific concern within our planning and inspections positions.

The points below will reflect the previously distributed email correspondence dated 1/9/23 and outline the present CDD status:

- Positional Turnover and prolonged vacancies – CDD, Inspector, Planner, City Manager, Permits Technician, Code Enforcement.

- Excluding Liz Cook, every member who is now a part of the collective CDD is new as of November 2022.

- The CDD plans to hire a Permits Technician in January 2023 and have the person operational by February 2023.

- Permits Processed by Year Summary

  - ❖ Year 2022 787 Permits

    The current My Permit Now software is contracted on a tier level accounting for 1-500 permits. Any overage of 500 permits results in a $10.00 per permit overage fee. In 2022, the City paid $2,870 in overage fees. In 2024, staff contracted to move into a higher tier (500-1000 permits) with a projected permit volume continuation and potential increase.

  - ❖ Year 2021 307 Permits
  - ❖ Year 2020 223 Permits
  - ❖ Year 2019 333 Permits

    - ➢ Note: Permit numbers do not reflect committee applications (i.e., Historic Landmark Commission COAs, FIPs), special event permits, zoning applications, etc.

- Despite all of us being new to these positions and roles, the permit application and inspection backlog has been eliminated. At any point during 2022, an applicant for a permit could potentially expect a 60-day processing timeframe. Previously when a contractor requested an inspection, it could take up to 2 weeks. At present, we are within a week turnaround for all permit applications eliminating the backlog and we provide next-day inspections if they are called in prior to 3PM the prior day. While this has been a great accomplishment in the short two (2) months new staff have been on board, we recognize there is still much work to be done to get this division up to speed and accountable to the public. We expect the permit demand to not only continue, but increase based on the continuation of existing development expansion and the creation of new developments, i.e., Huntfield, Norborne Glebe, Hillside, Springfield, etc.

  - ❖ Note: The City is now able to offer residents the opportunity to have all electrical inspections conducted by our City Building Official (Inspector). Previously, all homeowners and developers were required to apply for a third-party electrical inspection and now we have the staff capability to do this in-house.

- Currently our Building Official is serving in the dual role as inspector and code enforcement. I will be requesting in the 2024 budget process funds to support an independent Code Enforcement officer to reduce the demand that is currently on our Building Official. It is the goal to have this person cross-trained in the inspections process to create a second layer for coverage purposes. By July/August 2023, it is the goal to have an independent Code Enforcement person on staff to address all code enforcement and vacant structures.

- My Government Online/My Permit Online software – All current CDD staff are new to the software used to process building permits; however, in the short 2 months of operation, current staff have discovered this software program can provide enhanced support versus the generic capacity historically used. By expanding software capability, it will drastically streamline the permit process and developers, contractors, homeowners will have the capability of having a complete online process starting with applying for a permit, paying all

fees electronically, receiving issued permits, scheduling inspections. Noting and recognizing some residents prefer hardcopy submissions, we plan to have an online portal set up in our lobby for homeowners to submit an online application with in-house staff guidance and support.

Summary

Over the course of two (2) months, new CDD staff have diligently worked to carry out the mission of our division while recognizing there is a period of transition. The community and Council can expect as we move forward in 2023, staff will continue to build out the division's foundational framework and implement new policies and procedures.

Staff plans to present to the appropriate committees and ultimately City Council a proposed new permit/inspection fee schedule allowing the City's rates and fee calculations to remain consistent with jurisdictional neighbors; working with the City's legal advisor to establish an implementation process for the new developer fee passed by City Council and providing zoning ordinance revisions to correct noted discrepancies.

This season of transition will carry us through hiring one (1) to two (2) more CDD staff, conducting enhanced staff training, corresponding with the software company to build out the My Permit Now program, and continuing to offer guidance and direction to the community. In February, members of the CDD plan to host an in-house meeting and welcome members of the community, developers, and contractors to an open forum and walk them through our new permitting and inspection process. All CDD staff are invested and committed to the effort to provide notable and progressive progress in our community.

Respectfully,

Alissa Meeks

City of Charles Town

Director of Community Development

Jurisdiction: Charles Town, WV | Project Type: Permit

Year: 2022 | Graph: Display

Detailed Results: Year to Date | Detailed Report Month: December

Show Details (Performance Impact) ○ True ◉ False

1 of 1 | Find | Next

MPN Project Volume

December 2022
Generated: 1/4/2023

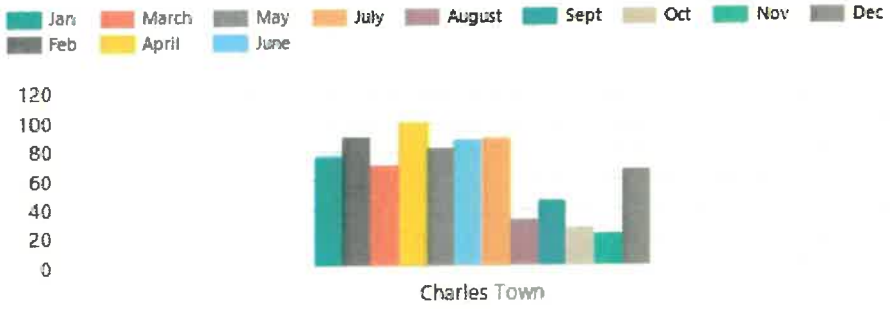
This report counts permit fees that are:

- *Within the selected Date range (based on when th added to a project)*
- *Not considered an "Additional Fee" (only counts fi that are considered "permit fees")*
- *Not within projects that have been voided (voided projects are not counted towards permit volume total)*

Project Numbers hyperlink to the project page

Project Volume Summary

Monthly Project Volume by Jurisdiction



Jurisdiction	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Charles Town, WV	75	90	70	100	82	88	89	32	45	27	22	67
Totals:	**75**	**90**	**70**	**100**	**82**	**88**	**89**	**32**	**45**	**27**	**22**	**67**

City of Charles Town
Inspections and Compliance Administration
101 East Washington St, Charles Town, WV 25414

On-Site Inspection Record

Property Address & Unit Number:	
Site Representative & phone #:	
Historic property? YES ☐ (NO THIRD PARTY) NO ☐	Parent Building Permit:

Schedule Your Inspections
24 Hours a Day, 7 Days a Week
from your Phone
Just Call 304-725-2311

	Inspection Type (IVR Code) Check required inspections	DATE	INITIALS AND BADGE/ ID # APPROVE	DISAPPROVE
Required? ☐	A WALL CHECK MAY BE REQUIRED TO BE APPROVED BY DCRA'S ZONING ADMINISTRATION			
BUILDING Permit #	☐ Footing			
	☐ Foundation			
	☐ Damproofing/ waterproofing			
	☐ Slab			
	☐ Framing			
	-Accessibility			
	☐ Exterior Sheathing			
	☐ House Wrap/ Air Barrier			
	☐ Insulation			
	☐ Final			
	-Accessibility			
	☐ Zoning			
Required? ☐				
Permit #				
Required? ☐				
Permit #				

	Inspection Type (IVR Code) Check required inspections	DATE	INITIALS AND BADGE/ ID # APPROVE	DISAPPROVE
Required? ☐				
PLUMBING Permit #	☐ Ground Work			
	☐ Rough-in			
	-Accessibility			
	☐ Final			
	☐ Gas Line / Gas Test			
Required? ☐				
MECHANICAL Permit #	☐ Rough-in			
	☐ Final			
Required? ☐				
ELECTRICAL Permit #	☐ Ground Work			
	☐ Rough-in			
	☐ Final			
	☐ TPF			
Required? ☐				
C of O Inspections Permit #	☐ Building Final			
	☐ Zoning Use			

VER 1.3 (DECEMBER 2012)

INSPECTOR'S NOTES

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/17/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Payment of Bills - January 17, 2023

ATTACHMENTS:

- CAPITAL RESERVE COUNCIL REPORT 2023 1 17.pdf
- GENERAL FUND COUNCIL REPORT 2023 1 17.pdf
- PARKS & REC COUNCIL REPORT 2023 01 17.pdf
- SALES TAX COUNCIL REPORT 2023 01 17.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
WHITMOYER AUTO GROUP	1/13/23	(3) PPV-2023 CHEVY TAHOES-	CAPITAL RESERVE	PUBLIC SAFETY	47,600.00
	1/13/23	(3) PPV-2023 CHEVY TAHOES-	CAPITAL RESERVE	PUBLIC SAFETY	47,600.00
	1/13/23	(3) PPV-2023 CHEVY TAHOES-	CAPITAL RESERVE	PUBLIC SAFETY	47,600.00
				TOTAL:	142,800.00

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

200	CAPITAL RESERVE	142,800.00
	GRAND TOTAL:	142,800.00

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: CAP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 1/13/2023 THRU 1/13/2023

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
10-42 TACTICAL LLC	1/13/23	200 CTPD TACTICAL PATCH	GENERAL FUND	POLICE DEPARTMENT	550.00
	1/13/23	KNOTT-LEFT HANDED HOLSTER	GENERAL FUND	POLICE DEPARTMENT	200.00
	1/13/23	KNOTT-LEFT HANDED HOLSTER	GENERAL FUND	POLICE DEPARTMENT	22.74
				TOTAL:	772.74
APPLE VALLEY WASTE SERVICE, INC.	1/13/23	TRASH SERVICE DECEMBER 202	GENERAL FUND	NON-DEPARTMENTAL	525.00
	1/13/23	TRASH SERVICE DECEMBER 202	GENERAL FUND	STREETS & HIGHWAYS	660.13
				TOTAL:	1,185.13
B.E.S. TECHNOLOGY, INC.	1/13/23	1/6/23 WEBSITE-AGENDA&MINU	GENERAL FUND	CITY HALL	93.75
				TOTAL:	93.75
BOLAND TRANE SERVICES INC	1/13/23	JAN23 HVAC SERV 661 GEORGE	GENERAL FUND	POLICE DEPARTMENT	457.00
				TOTAL:	457.00
CHARLES TOWN BOARD OF PARKS & REC	1/13/23	DECEMBER 2022 50% HOTEL CO	GENERAL FUND	TRANSFERS	5,612.97
				TOTAL:	5,612.97
CINTAS	1/13/23	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	188.53
	1/13/23	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	188.53
				TOTAL:	377.06
CITY OF CHARLES TOWN -- CAPITAL RESERV	1/13/23	NOVEMBER 2022 REPAVING	GENERAL FUND	TRANSFERS	10,587.45
				TOTAL:	10,587.45
CITY OF CT CAPITAL RESERVE	1/13/23	NOV22 GAMING/LOTTERY XFR	GENERAL FUND	TRANSFERS	79,864.49
	1/13/23	NOV22 GAMING/LOTTERY XFR	GENERAL FUND	TRANSFERS	1,186.33
	1/13/23	NOV22 GAMING/LOTTERY XFR	GENERAL FUND	TRANSFERS	20,098.61
	1/13/23	NOV22 GAMING/LOTTERY XFR	GENERAL FUND	TRANSFERS	28.30
				TOTAL:	101,177.73
E. CLIFTON COOK JR	1/13/23	CITY HALL CLEANING DEC22	GENERAL FUND	CITY HALL	540.00
	1/13/23	CITY HALL CLEANING DEC22	GENERAL FUND	CITY HALL	810.00
	1/13/23	PD CLEANING SERV DECEMBER2	GENERAL FUND	POLICE DEPARTMENT	1,260.00
	1/13/23	PD CLEANING SERV DECEMBER2	GENERAL FUND	POLICE DEPARTMENT	625.00
				TOTAL:	3,235.00
COMCAST CORPORATION	1/13/23	661 XFINITY SER1/7/23-2/6/	GENERAL FUND	POLICE DEPARTMENT	10.47
	1/13/23	661 INTERNET SERV 1/3-2/2/	GENERAL FUND	POLICE DEPARTMENT	305.35
	1/13/23	MAINT SHOP INTERNET 1/7-2/	GENERAL FUND	STREETS & HIGHWAYS	95.30
				TOTAL:	411.12
CHARLES TOWN UTILITY BOARD	1/13/23	661S GEORGE ST SERV11/15-1	GENERAL FUND	NON-DEPARTMENTAL	86.02
	1/13/23	105S GEORGE ST SERV11/15-1	GENERAL FUND	CITY HALL	111.06
	1/13/23	661 WATER DELIVERY 12/9/22	GENERAL FUND	POLICE DEPARTMENT	55.99

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/13/23	FEBRUARY 2023 DENTAL PREMI	GENERAL FUND	STREETS & HIGHWAYS	66.54
				TOTAL:	1,084.58
DOCUMENT SOLUTIONS, INC.	1/13/23	11/18/22- LIZ DRIVER ISSUE	GENERAL FUND	CITY HALL	137.25
				TOTAL:	137.25
FIFTH THIRD BANK	1/13/23	DEC 2022 GAS P-CARD PURCHA	GENERAL FUND	NON-DEPARTMENTAL	5,474.32
	1/13/23	DEC 2022 CORP P-CARD PURCH	GENERAL FUND	NON-DEPARTMENTAL	10,919.66
				TOTAL:	16,393.98
FRONTIER, INC.	1/13/23	PD RINGDOWN 12/22/22-1/21/	GENERAL FUND	POLICE DEPARTMENT	51.14
				TOTAL:	51.14
GRIFFITH ENERGY SERVICES, INC	1/13/23	CITY HALL OIL-10/19&11/18&	GENERAL FUND	CITY HALL	1,490.36
	1/13/23	CITY HALL OIL-10/19&11/18&	GENERAL FUND	CITY HALL	813.91
	1/13/23	CITY HALL OIL-10/19&11/18&	GENERAL FUND	CITY HALL	1,108.69
	1/13/23	CITY HALL OIL-10/19&11/18&	GENERAL FUND	CITY HALL	25.71
	1/13/23	CITY HALL OIL 1/4/23	GENERAL FUND	CITY HALL	1,001.89
				TOTAL:	4,440.56
GUARDIAN	1/13/23	JAN23 VISION PREMIUMS	GENERAL FUND	NON-DEPARTMENTAL	128.12
	1/13/23	JAN23 VISION PREMIUMS	GENERAL FUND	TREASURER'S OFFICE	26.94
	1/13/23	JAN23 VISION PREMIUMS	GENERAL FUND	CITY CLERK'S OFFICE	8.98
	1/13/23	JAN23 VISION PREMIUMS	GENERAL FUND	PLANNING & ZONING	53.88
	1/13/23	JAN23 VISION PREMIUMS	GENERAL FUND	CITY HALL	8.98
	1/13/23	JAN23 VISION PREMIUMS	GENERAL FUND	PARKING	8.98
	1/13/23	JAN23 VISION PREMIUMS	GENERAL FUND	POLICE DEPARTMENT	125.72
	1/13/23	JAN23 VISION PREMIUMS	GENERAL FUND	STREETS & HIGHWAYS	26.94
				TOTAL:	388.54
INTERNATIONAL ASSOCIATION OF CHIEFS OF	1/13/23	IACP RENEWAL 1/1/23-12/31/	GENERAL FUND	POLICE DEPARTMENT	190.00
				TOTAL:	190.00
JEFFERSON COUNTY EMERGENCY COMMUNICATI	1/13/23	CAD MOBILE DATA10/6/22-11/	GENERAL FUND	POLICE DEPARTMENT	479.36
	1/13/23	CAD MOBILE DATA10/6/22-11/	GENERAL FUND	POLICE DEPARTMENT	23.64
	1/13/23	CAD MOBILE DATA10/6/22-11/	GENERAL FUND	POLICE DEPARTMENT	3.34
				TOTAL:	506.34
JEFFERSON COUNTY SOLID WASTE AUTHORITY	1/13/23	DECEMBER2022 WASTE LOADS	GENERAL FUND	STREETS & HIGHWAYS	120.00
				TOTAL:	120.00
JEFFERSON COUNTY CONVENTION & VISITOR'	1/13/23	DECEMBER 2022 50% HOTEL CO	GENERAL FUND	VISITORS CENTER	5,612.97
				TOTAL:	5,612.97
JEFFERSON PUBLISHING COMPANY, INC.	1/13/23	12/28 NPH	GENERAL FUND	PLANNING & ZONING	27.74

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	200.00
SOUTH CENTRAL PLANNING & DEVELOPMENT C	1/13/23	MYPERMITNOW FEES DECEMBER	GENERAL FUND	CITY HALL	490.42
				TOTAL:	490.42
STAPLES ADVANTAGE	1/13/23	1PK WHITE CARDSTOCK	GENERAL FUND	PLANNING & ZONING	63.99
	1/13/23	1 BOX 11X17 COPY PAPER	GENERAL FUND	PLANNING & ZONING	61.12
	1/13/23	KCUPS/COFFEEMATE/CUPS	GENERAL FUND	CITY HALL	162.80
	1/13/23	TOILET PAPER/PAPER TOWELS	GENERAL FUND	CITY HALL	306.07
				TOTAL:	593.98
STEWARTS MENS WEAR	1/13/23	ZECHMAN-UNIFORM PANT HEMME	GENERAL FUND	POLICE DEPARTMENT	61.00
				TOTAL:	61.00
SUSTAINABLE STRATEGIES DC	1/13/23	DECEMBER2022 BASE RETAINER	GENERAL FUND	CITY HALL	2,400.00
				TOTAL:	2,400.00
T-MOBILE	1/13/23	CELL SERV 11/21/22-12/20/2	GENERAL FUND	NON-DEPARTMENTAL	17.72
	1/13/23	CELL SERV 11/21/22-12/20/2	GENERAL FUND	CITY MANAGER'S OFFICE	30.80
	1/13/23	CELL SERV 11/21/22-12/20/2	GENERAL FUND	BUILDING INSPECTION	31.85
	1/13/23	CELL SERV 11/21/22-12/20/2	GENERAL FUND	PLANNING & ZONING	17.72
	1/13/23	CELL SERV 7/21/22-10/20/22	GENERAL FUND	CITY HALL	369.55
	1/13/23	CELL SERV 11/21/22-12/20/2	GENERAL FUND	CITY HALL	148.98
	1/13/23	CELL SERV 7/21/22-10/20/22	GENERAL FUND	POLICE DEPARTMENT	369.56
	1/13/23	CELL SERV 11/21/22-12/20/2	GENERAL FUND	POLICE DEPARTMENT	53.16
	1/13/23	CELL SERV 11/21/22-12/20/2	GENERAL FUND	STREETS & HIGHWAYS	53.16
				TOTAL:	1,092.50
LYLE C TABB & SONS, INC.	1/13/23	BOX RENTAL FEES DEC 2022	GENERAL FUND	STREETS & HIGHWAYS	1,275.00
				TOTAL:	1,275.00
THE JOURNAL,MARTINSBURG	1/13/23	PD 52WK SUBS 1/13/23-1/12/	GENERAL FUND	POLICE DEPARTMENT	208.00
				TOTAL:	208.00
THE WALTER H DRANE CO.,INC.	1/13/23	UPDATE WEBSITE	GENERAL FUND	CITY HALL	0.00
	1/13/23	UPDATE WEBSITE	GENERAL FUND	CITY HALL	286.00
	1/13/23	UPDATE WEBSITE	GENERAL FUND	CITY HALL	30.00
	1/13/23	UPDATE WEBSITE	GENERAL FUND	CITY HALL	42.00
	1/13/23	UPDATE WEBSITE	GENERAL FUND	CITY HALL	19.86
				TOTAL:	377.86
TIAA, FSB	1/13/23	2ND FLOOR PLAT PRINTER	GENERAL FUND	CITY HALL	153.50
	1/13/23	2ND FLOOR PLAT PRINTER	GENERAL FUND	CITY HALL	300.00
	1/13/23	2ND FLOOR PLAT PRINTER	GENERAL FUND	CITY HALL	43.50
				TOTAL:	497.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/13/23	COMMERCIAL PROP 8/1/22-8/1	GENERAL FUND	MAYOR'S OFFICE	34.23
	1/13/23	AUTOMOBILE 8/1/22-8/1/23	GENERAL FUND	CITY COUNCIL	153.97
	1/13/23	PROF LIABILITY 8/1/22-8/1/	GENERAL FUND	CITY COUNCIL	152.18
	1/13/23	UMBRELLA 8/1/22-8/1/23	GENERAL FUND	CITY COUNCIL	48.44
	1/13/23	COMMERCIAL PROP 8/1/22-8/1	GENERAL FUND	CITY COUNCIL	95.31
	1/13/23	AUTOMOBILE 8/1/22-8/1/23	GENERAL FUND	CITY MANAGER'S OFFICE	742.44
	1/13/23	PROF LIABILITY 8/1/22-8/1/	GENERAL FUND	CITY MANAGER'S OFFICE	733.81
	1/13/23	UMBRELLA 8/1/22-8/1/23	GENERAL FUND	CITY MANAGER'S OFFICE	233.56
	1/13/23	COMMERCIAL PROP 8/1/22-8/1	GENERAL FUND	CITY MANAGER'S OFFICE	459.55
	1/13/23	AUTOMOBILE 8/1/22-8/1/23	GENERAL FUND	TREASURER'S OFFICE	670.32
	1/13/23	PROF LIABILITY 8/1/22-8/1/	GENERAL FUND	TREASURER'S OFFICE	662.53
	1/13/23	UMBRELLA 8/1/22-8/1/23	GENERAL FUND	TREASURER'S OFFICE	210.87
	1/13/23	COMMERCIAL PROP 8/1/22-8/1	GENERAL FUND	TREASURER'S OFFICE	414.91
	1/13/23	AUTOMOBILE 8/1/22-8/1/23	GENERAL FUND	CITY CLERK'S OFFICE	241.58
	1/13/23	PROF LIABILITY 8/1/22-8/1/	GENERAL FUND	CITY CLERK'S OFFICE	238.77
	1/13/23	UMBRELLA 8/1/22-8/1/23	GENERAL FUND	CITY CLERK'S OFFICE	76.00
	1/13/23	COMMERCIAL PROP 8/1/22-8/1	GENERAL FUND	CITY CLERK'S OFFICE	149.53
	1/13/23	AUTOMOBILE 8/1/22-8/1/23	GENERAL FUND	POLICE JUDGE'S OFFICE	141.58
	1/13/23	PROF LIABILITY 8/1/22-8/1/	GENERAL FUND	POLICE JUDGE'S OFFICE	139.94
	1/13/23	UMBRELLA 8/1/22-8/1/23	GENERAL FUND	POLICE JUDGE'S OFFICE	44.54
	1/13/23	COMMERCIAL PROP 8/1/22-8/1	GENERAL FUND	POLICE JUDGE'S OFFICE	87.64
	1/13/23	AUTOMOBILE 8/1/22-8/1/23	GENERAL FUND	BUILDING INSPECTION	154.42
	1/13/23	PROF LIABILITY 8/1/22-8/1/	GENERAL FUND	BUILDING INSPECTION	152.62
	1/13/23	UMBRELLA 8/1/22-8/1/23	GENERAL FUND	BUILDING INSPECTION	48.58
	1/13/23	COMMERCIAL PROP 8/1/22-8/1	GENERAL FUND	BUILDING INSPECTION	95.58
	1/13/23	AUTOMOBILE 8/1/22-8/1/23	GENERAL FUND	PLANNING & ZONING	1,226.48
	1/13/23	PROF LIABILITY 8/1/22-8/1/	GENERAL FUND	PLANNING & ZONING	1,212.23
	1/13/23	UMBRELLA 8/1/22-8/1/23	GENERAL FUND	PLANNING & ZONING	385.83
	1/13/23	COMMERCIAL PROP 8/1/22-8/1	GENERAL FUND	PLANNING & ZONING	759.16
	1/13/23	AUTOMOBILE 8/1/22-8/1/23	GENERAL FUND	CITY HALL	708.37
	1/13/23	PROF LIABILITY 8/1/22-8/1/	GENERAL FUND	CITY HALL	700.14
	1/13/23	UMBRELLA 8/1/22-8/1/23	GENERAL FUND	CITY HALL	222.84
	1/13/23	COMMERCIAL PROP 8/1/22-8/1	GENERAL FUND	CITY HALL	438.46
	1/13/23	AUTOMOBILE 8/1/22-8/1/23	GENERAL FUND	PARKING	150.88
	1/13/23	PROF LIABILITY 8/1/22-8/1/	GENERAL FUND	PARKING	149.12
	1/13/23	UMBRELLA 8/1/22-8/1/23	GENERAL FUND	PARKING	47.46
	1/13/23	COMMERCIAL PROP 8/1/22-8/1	GENERAL FUND	PARKING	93.39
	1/13/23	AUTOMOBILE 8/1/22-8/1/23	GENERAL FUND	POLICE DEPARTMENT	5,591.27
	1/13/23	PROF LIABILITY 8/1/22-8/1/	GENERAL FUND	POLICE DEPARTMENT	5,526.33
	1/13/23	UMBRELLA 8/1/22-8/1/23	GENERAL FUND	POLICE DEPARTMENT	1,758.90
	1/13/23	COMMERCIAL PROP 8/1/22-8/1	GENERAL FUND	POLICE DEPARTMENT	3,460.88
	1/13/23	AUTOMOBILE 8/1/22-8/1/23	GENERAL FUND	POLICE-SPECIAL DUTY	101.76
	1/13/23	PROF LIABILITY 8/1/22-8/1/	GENERAL FUND	POLICE-SPECIAL DUTY	100.58
	1/13/23	UMBRELLA 8/1/22-8/1/23	GENERAL FUND	POLICE-SPECIAL DUTY	32.01
	1/13/23	COMMERCIAL PROP 8/1/22-8/1	GENERAL FUND	POLICE-SPECIAL DUTY	62.99

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	375.00
VITAL SIGNS PLUS, INC.	1/13/23	2 ROUND CITY SEAL DOOR SIG	GENERAL FUND	BUILDING INSPECTION	85.00
				TOTAL:	85.00
WASTE MANAGEMENT	1/13/23	34N WATER ST TRASH SER 1/2	GENERAL FUND	STREETS & HIGHWAYS	294.33
				TOTAL:	294.33
WIRELESS NETWORKS GROUP INC	1/13/23	12/31/22-REVIEW SHENTEL RE	GENERAL FUND	CITY HALL	112.50
				TOTAL:	112.50
WVU HEALTH SYSTEM	1/13/23	12/21 DAY-DIAGNOSTIC IMAGI	GENERAL FUND	POLICE DEPARTMENT	195.00
				TOTAL:	195.00

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

001	GENERAL FUND	208,739.46
	GRAND TOTAL:	208,739.46

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: AP1
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: 1/13/2023 THRU 1/13/2023

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
AC & T CO., INC	1/13/23	JMP PORTA POTTY SERV	PARKS & REC	PARKS & REC		265.00
					TOTAL:	265.00
CITY OF CHARLES TOWN GENERAL FUND	1/13/23	10/12&19-P&R BOARD VACANCY	PARKS & REC	PARKS & REC		141.05
	1/13/23	10/12&19-P&R BOARD VACANCY	PARKS & REC	PARKS & REC		141.05
	1/13/23	FY23 ENCOVA INS. P&R	PARKS & REC	PARKS & REC		251.45
	1/13/23	10/22-12/22 JMP TRASH SER	PARKS & REC	PARKS & REC		525.00
	1/13/23	10/22-12/22 JMP TRASH SER	PARKS & REC	PARKS & REC		525.00
	1/13/23	10/22-12/22 JMP TRASH SER	PARKS & REC	PARKS & REC		525.00
	1/13/23	REIM.OCT-NOV22 P&R PCARD P	PARKS & REC	PARKS & REC		32.26
					TOTAL:	2,140.81
CHARLES TOWN UTILITY BOARD	1/13/23	22 WATER ST SERV 11/15-12/	PARKS & REC	PARKS & REC		55.41
					TOTAL:	55.41
FRONTIER, INC	1/13/23	JMP PHONE SERV JANUARY 202	PARKS & REC	PARKS & REC		70.63
					TOTAL:	70.63
POTOMAC EDISON COMPANY, INC	1/13/23	JMP ELECTRIC SERV NOV 2022	PARKS & REC	PARKS & REC		26.26
	1/13/23	JMP ELECTRIC SERV NOV 2022	PARKS & REC	PARKS & REC		248.22
	1/13/23	JMP ELECTRIC SERV NOV 2022	PARKS & REC	PARKS & REC		5.15
	1/13/23	JMP ELECTRIC SERV NOV 2022	PARKS & REC	PARKS & REC		5.21
	1/13/23	JMP ELECTRIC SERV NOV 2022	PARKS & REC	PARKS & REC		5.15
	1/13/23	JMP MEMORIAL 12/3/22-1/5/2	PARKS & REC	PARKS & REC		7.75
					TOTAL:	297.74

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

207	PARKS & REC	2,829.59
	GRAND TOTAL:	2,829.59

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: Include: PARK1
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: 1/13/2023 THRU 1/13/2023

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
CITY OF CHARLES TOWN GENERAL FUND	1/13/23	FY23 BUDGET XFR 2ND HALF	SALES TAX	INVALID DEPARTMENT	300,000.00
				TOTAL:	300,000.00

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

008	SALES TAX	300,000.00
	GRAND TOTAL:	300,000.00

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: ST1
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: 1/13/2023 THRU 1/13/2023

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