CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • NOVEMBER 2, 2026

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

: **2026-2080:** City Council Meeting Minutes - October 19, 2026
City Council Meeting Minutes - October 19, 2026 - draft.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

: **2026-2109:** Mayor's Report - November 2, 2026
S2 Recommendations on Funding Advocacy for Charles Town_October 2026.pdf

6. COMMITTEE REPORTS

: **2026-2103:** Personnel Committee Meeting - October 21, 2026

: **2026-2081:** Finance Committee Meeting Minutes - October 27, 2026
FinanceCommitteeReport_27_Octber_2026_rmt.pdf

7. CITY MANAGER REPORT

: **2026-2082:** City Manager's Report - November 2, 2026
Council - November 2, 2026.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2026-2083:** Community Grant Policy Review
Revised Community Funding Policy_v3_Council.pdf

: **2026-2084:** Updated Opioid Fund Resolution
2025-005 - Resolution Allocating Opioid Funds to Police Social Work Program.pdf
Updated Grant Funds Resolution.pdf

: **2026-2085:** City Service Fee on New Construction Discussion - Possible Executive Session
Developer_Fee_Council_Packet.pdf
FINAL_REPORT.pdf

Subdivision_Proffers.pdf
W_Va_Code_8-13-13.pdf
Ranson_City_Service_fee_1.pdf

10. NEW BUSINESS

: **2026-2088:** ANNX2026-01 : Perry Property/Hill Farm Annexation Request - First Read
1. Staff Report.pdf
2._Application.pdf
3._Signed_Petition.pdf
4._Property_Survey.pdf
5._Legal_Description.pdf
Perry_Annexation_Ordinance.pdf

: **2026-2086:** Vacant Structure Appeal - W. Washington Street
Letter to City of CT 10.12.26.pdf
2026-003 - Article 1759 Vacant Buildings - signed.pdf

: **2026-2087:** Vacant Structure Appeal - 130 E. North Street
Appeal 130 E North Indep Fire Co.pdf

: **2026-2100:** License Plate Readers (LPR) and Flock Cameras Discussion
26-10-29 FINAL Camera Policy.pdf

: **2026-2101:** Appointments to the Building Code Appeals Board
Board of Appeals Members.pdf
Printz Application.pdf
Kidwell Application.pdf
Gary Hite Application.pdf
Cozens Application.pdf

: **2026-2104:** Resolution and Support for the Shenandoah VALOR Act
2026-009 - Resolution Supporting the Expansion of the Shenandoah Velley Battlefields National Historic District to Include Jefferson County, West Virginia.pdf

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: **2026-2102:** Payment of Bills - November 2, 2026
GEN FUND COUNCIL REPORT 2026-11-02.pdf
CAPITAL RESERVE COUNCIL REPORT 2026-11-02.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, Monday, November 16, 2026, at 7:00PM

: **2026-2105:** Good Neighbor Letter to Governor Morrisey
Letter to Governor Morissey - Good Neighbor Data Center Guardrails.pdf

: **2026-2106:** City of Charles Town Police Department Monthly Statistical Report - September
September 2026 CTPD Stats.pdf

: **2026-2107:** Ordinance Committee Report - October 15, 2026

City of Charles Town Ordinance Committee Report - October 15 2026.pdf

: **2026-2108:** Charles Town Utility Board (CTUB) Minutes
2026.09.09 UB MINUTES .pdf
2026.09.23 UB MINUTES .pdf
2026.10.07 UB MINUTES.pdf
2026.10.14 UB MINUTES.pdf

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

https://www.charlestownwv.us/government/agendas_minutes.php

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/02/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2080: City Council Meeting Minutes - October 19, 2026

ATTACHMENTS:

- City Council Meeting Minutes - October 19, 2026 - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • October 19, 2026

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Micheal George	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Nate Hartman	Councilmember	Present	
Alden Roth	Councilmember	Present	
Julie Smith	Councilmember	Present	
Andie Sugrue	Councilmember	Present	

Ms. Alissa Meeks, Assistant City Manager; Ms. Stephanie Grove, City Attorney; Ms. Lori Nice, Finance Director; Mr. James Newman, City Planner; Mr. Stephen Galleher, Operations Director; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2026-2038: City Council Meeting Minutes - October 5, 2026

There being no corrections or changes Mayor George declared the minutes approved.

3. PUBLIC COMMENT

Mr. Kennard spoke about drug issues within the city, especially around the hotels and would like to see the city come up with some solutions.

4. WARD REPORTS

Ward 1

Mr. Kratovil had nothing to report.

Ms. Ricketts reported that forty-one trees were planted at Jefferson Memorial Park on Saturday, October 17, 2026.

Ward 2

Mr. Hynes reported that ground has been broken on the Augustine Trail Phase 2 project.

DRAFT

Mr. Tester reported that he attended the dedication ceremony honoring the Funkhouser and Fithian Families for their commitment to restoring and preserving Happy Retreat and the Ordinance Committee meeting.

Ward 3

Mr. Hartman had nothing to report.

Mr. Roth had nothing to report.

Ward 4

Ms. Smith reported that she attended the production of "Clue" at The Old Opera House.

Ms. Sugrue reported that the next Walks About Nothing with take place on October 21, 2026.

5. MAYOR'S REPORT

Mayor George reported that he attended The Old Opera House production of "Clue" and reviewed his upcoming schedule.

6. COMMITTEE REPORTS

2026-2039: Board of Parks and Recreation Commission Meeting - October 8, 2026

Mr. Roth reported on the Board of Parks and Recreation Commission meeting.

2026-2042: Ordinance Committee Meeting - October 15, 2026

Mr. Tester gave an oral report on the Ordinance Committee meeting.

7. CITY MANAGER REPORT

2026-2043: City Manager's Report - October 19, 2025

Ms. Meeks reviewed the City Manager's Report.

8. POLICE CHIEF REPORT

Chief Kutcher reviewed the September Statistical Report. He reported that there were eight applicants at the October 17, 2026, patrolman testing date and promotional testing for the captain and lieutenant positions was conducted.

9. UNFINISHED BUSINESS

2026-2044: Community Grant Policy Review

Mr. Hynes moved to remove this agenda item from the Table. Mr. Tester seconded the motion, and there were no objections. Mayor George declared the item removed from the Table.

After making some changes to the policy it was decided that the final draft will be brought back to Council at the November 2, 2026, meeting for final approval.

DRAFT

2026-2045: Cloud Data Storage Discussion

Mr. Hynes moved to remove this agenda item from the Table. Mr. Hartman seconded the motion, and there were no objections. Mayor George declared the item removed from the Table.

Mr. Kratovil moved to approve the Motorola contract with the cloud storage feature. Mr. Hynes seconded the motion, and it passed by a 5-4 vote.

RESULT:	**APPROVED [5-4]**
MOVER:	James Kratovil
SECONDER:	Jeff Hynes
AYES:	George, Kratovil, Hynes, Tester, Smith
NAYS:	Ricketts, Hartman, Roth, Sugrue

2026-2054: Good Neighbor Data Center Guidelines

Mayor George asked if there were any objections to him signing the letter and sending it to Governor Morrisey. There were no objections.

2026-2055: Depot Land Memorandum of Understanding (MOU) with Charles Town Parks and Recreation Commission

Mayor George moved to Table this agenda item. Mr. Hartman seconded the motion, and it passed by a 7-2 vote.

RESULT:	**TABLED [7-2]**
MOVER:	Micheal George
SECONDER:	Nathanael Hartman
AYES:	George, Kratovil, Hynes, Tester, Hartman, Sugrue, Smith
NAYS:	Ricketts, Roth

10. NEW BUSINESS

2026-2008: TXA2026-01 - Flood Control Ordinance - First Read

Mr. Hartman moved to approve the first reading of the Flood Control Ordinance. Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Nathanael Hartman
SECONDER:	Jeff Hynes
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Sugrue, Smith

2026-1989: Walkability Improvement Grant - Updates

Mayor George moved to approve the Walkability Improvement Grant with the following changes:

- Increase the payment cap from $5,000 to $7,000.
- Allow for corner lots to access up to $14,000.
- Permit both brick and concrete as acceptable materials.
- Added in brick sidewalk standards.

Ms. Smith seconded the motion, and it passed by a 7-2 vote.

RESULT:	**APPROVED [7-2]**
MOVER:	Micheal George
SECONDER:	Julie Smith
AYES:	George, Kratovil, Ricketts, Tester, Roth, Sugrue, Smith
NAYS:	Hynes, Hartman

2026-2009: Facade Improvement Grant - Updates

Ms. Sugrue moved to approve the Facade Improvement Grant with the following changes:

- Increase the payment cap from $5,000 to $7,000.
- Remove the reference to "sign removal, installation, or repair" from the list of eligible projects and only keep "sign repair".
- Add "installation of new signage" to the list of ineligible projects.
- Remove grant approval or denial from the Historic Landmark Commission to the Zoning Administrator and remove the requirement for public notice.

Mr. Roth seconded the motion, and it passed by an 8-1 vote.

RESULT:	**APPROVED [8-1]**
MOVER:	Andie Sugrue
SECONDER:	Alden Roth
AYES:	George, Kratovil, Ricketts, Tester, Hartman, Roth, Sugrue, Smith
NAYS:	Hynes

2026-2046: Updated Opioid Fund Resolution

Mr. Hartman moved to Table this agenda item. Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**TABLED [UNANIMOUS]**
MOVER:	Nathanael Hartman
SECONDER:	Jeff Hynes
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Sugrue, Smith

2026-2047: City Service Fee on New Construction Discussion - Possible Executive Session

Mr. George moved to Table this agenda item. Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**TABLED [UNANIMOUS]**
MOVER:	Micheal George
SECONDER:	Jeff Hynes
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Sugrue, Smith

DRAFT

2026-2048: FY2027 General Fund Budget Revision #3

Mr. Hynes moved to approve the FY2027 General Fund Budget Revision #3. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Kevin Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Sugrue, Smith

2026-2049: FY2027 Capital Fund Budget Revision #2

Mr. Hynes moved to approve the FY2027 Capital Fund Budget Revision #2. Mr. Hartman seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Nathanael Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Sugrue, Smith

2026-2050: Vacant Structure Building Registry Appeal - Vacant Structures Code Exemption Procedures Policy

Ms. Sugrue moved to approve the Vacant Structures Code Exemption Procedures Policy as presented. Mr. Hartman seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Andie Sugrue
SECONDER:	Nathanael Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Sugrue, Smith

2026-2052: Greenway Engineering Study - Watershed 3 Next Steps

Mr. Hynes moved to approve moving forward with Watershed 3 as recommended by the Infrastructure Committee and directed the Operations Manager to request proposals from Greenway Engineering for all the other watersheds. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Kevin Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Sugrue, Smith

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

12. APPROVAL OF BILLS

2026-2051: Payment of Bills - October 19, 2026

Mr. Kratovil moved to approve the bills for payment. Mr. Tester seconded the motion, and hearing no objections, Mayor George declared the bills paid.

13. ADJOURNMENT

Mayor George asked if there was any other business to come before the council. Hearing none, he adjourned the meeting.

14. INFORMATION ONLY - NEXT MEETING, Monday, November 2, 2026, at 7:00PM

2026-2061: An Ordinance to Approve the July 2026 Replacement Pages to the Codified Ordinance

2026-2062: Oath of Office - Thomas Mitchell Board of Parks and Recreation Commission

2026-2063: Infrastructure Committee Report - October 1, 2026

2026-2064: 2026-008 Resolution on Transmission Line Projects

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DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/02/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2109: Mayor's Report - November 2, 2026

ATTACHMENTS:

- S2 Recommendations on Funding Advocacy for Charles Town_October 2026.pdf

RECOMMENDATIONS FOR RESOURCE ADVOCACY FOR CHARLES TOWN

October 2026

This memorandum follows up a meeting that Matt Ward of Sustainable Strategies DC had with Mayor Micheal George, City Manager Alissa Meeks, and Director of Operations Steve Gallaher on October 23, to discuss the status of funding efforts, and strategies and next step actions for funding advocacy for the City of Charles Town:

1.) **Time for a "Resource Roadmap" to match key projects & priorities to funding opportunities:** S2 works with its retainer clients to refresh the "Resource Roadmap" documents that set out top priorities for funding, match those priorities to funding opportunities, and puts forth strategies and actions for pursuing the top opportunities. We created/updated the last Charles Town Resource Roadmap in summer 2022, which was four city managers and three interim city managers ago, before the election of the current Mayor and several councilmembers. More importantly, many of the top priorities in the 2022 Roadmap have been funded, we have new federal and state officials, and many other ideas have been presented as priorities. It would be very valuable to update the Charles Town Roadmap to guide our 2027 efforts. The Roadmap should be integrated with the City's strategic plan and capital improvement plan. I would be happy to prepare materials to support a Roadmap workshop with the Mayor, Council, key staff and key stakeholders.

2.) **CTUB Projects:** Over the years that S2 has supported the City, we never have put focus on CTUB projects as previous CTUB leadership did not call for our services. Many City officials have conveyed the need to find funding for CTUB projects including stormwater projects. The Mayor has suggested that S2 meets with CTUB Director Paul Mantello to consider whether to set up an arrangement for S2 funding services, which we would welcome.

3.) **Status on current projects underway and pending:**

   a. EPA Thriving Communities for Clean Parks ($350,000) – This project is now well on track with this project, with City contracts executed with a planning/engineering consultant (Stromberg-Garrigan Associates with Alpha Associates), and with the Blue Ridge Watershed Coalition, the West Virginia Rivers Coalition, and the African American Community Association of Jefferson County. We are on track to create a Green Infrastructure Master Plan building off Greenway Engineering's stormwater analyses, to design and engineer specific stormwater facilities, to conduct water quality monitoring in the Evitts Run Creek, to conduct community outreach and engagement on this revitalization plan, to conduct community education/job fair activities, and to create a funding roadmap for implementation of the plan.

   b. Perry Annexation – With a unanimous vote by the Planning Commission to recommend annexation to City Council, and the team at Geoffrey Ferrell Associates underway with preparing for a November 10-17, this effort is well underway. I will work with Mr. Ferrell and Alissa to get a specific scheduling email out to City officials for their participation.

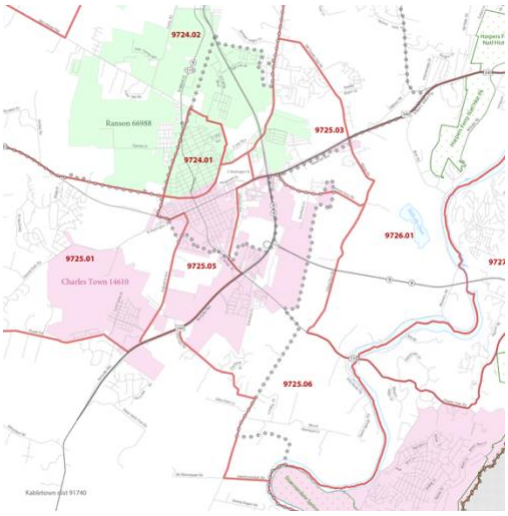
   c. Augustine Trail – Phases 2 and 2.5 (in front of Perry Pond, and from Page Jackson to Huntfield/Washington High/Spruce Hill/Spruce Hill North) are fully funded and now under construction. However, the very high bids for those phases exhausted the funding. We have worked with our engineers and planners to confirm that we would need about $179,000 to complete the Augustine Train spokes through Perry Fields, up Mount Parvo, across W. Washington Street to connect with existing trails in Evitts Run Park, and then from the footbridge across the creek on its Skatepark side up to the existing nature trail along the creek.

These segments are nearly complete with full design, engineering and permitting. With $76,000 in City match already budgeted and pledged but not spent on the Augustine Trail (as part of the TAP Grant originally allocated to Liberty Street but transferred to Augustine Trail), that means we need $103,000 in additional WVDOH resources. I have provided the Mayor and Manager with a draft letter to send to WVDOH officials asking for these resources.

d. WVDOT TAP Grant for Mordington Sidewalks Design ($150,000) – This proposed grant is now pending with WV Division of Highways, and the letter mentioned in Item c above contains a request for that to be awarded too.

e. Congress & Lawrence/Wright-Denny Sidewalks & Crosswalks – This project is out for construction bid now.

f. U.S. Treasury/Governor Morrissey Opportunity Zone 2.0 Nominations – The Office of the WV Governor should have made his designation of 52 Census tracts in the state that will become Opportunity Zone 2.0 tracts, which brings very substantial investment incentives for housing and commercial development projects. The two people running this initiative for the Governor's office have left the state, and the state has not posted its choices, so I am working to find out the picks now. Charles Town nominated these tracts, which were the only eligible under U.S. Treasury/statutory rules:



- **Tract 9725.05**, which encompasses downtown Charles Town along with Charles Town's Depot District economic investment area, Hollywood Casino & Races, the Hilldale Shopping Center & West End Revitalization investment areas, and the targeted growth corridor along Augustine Avenue/Old Route 340 and Route 9 southeast of downtown.
- **Tract 9725.06**, which covers east of downtown through the area to the southeast.

g. FY2027 congressional earmarks: Both Senator Capito and Senator Justice selected and prioritized $750,000 for the "Charles Town Innovate" fund to upgrade buildings for technology businesses, and $562,000 for Police Department technology and equipment. The Senate is stalemated on FY27 appropriations primarily over War funding, but I talked with Senator Capito's team on 10/27 and we hope and expect the lists of Senate earmarks that make it into the actual draft legislation to be released by Thanksgiving or the end of the month. Whether Congress enacts the bills this year in what is surely to be a wave election at some level, and with a complete stalemate on Department of War funding, or whether instead it bumps into early 2027 and the next Congress, remains to be seen.

h. Webb-Blessing House: The $100,000 earmark we secured for the Webb-Blessing House project should be moving forward at long last, with the African American Community Association working to bring in reuse/feasibility study planners, historic preservation/Black history experts, and restoration contractors to make small but needed improvements.

i. Happy Retreat partnership with WVU: West Virginia University President Michael Benson has brought an entire team of WVU professors, staff, institutes, and students into a handful of collaborative partnerships with the Friends of Happy Retreat, including: (a) WVU's Public History Department is designing interpretive signage, exhibits and displays for the interior of the Mansion, which may lead to further such work for exterior interpretive signage; (b) WVU's Tourism & Hospitality Program will be conducting a project in Spring 2027 semester to create

a business plan for how Happy Retreat can be used for wedding and hospitality events to provide sustainable revenue; (c) WVU will be working with FOHR on photography, film, and oral history projects; (d) we have the opportunity for the WVU School of Design and Community Development to design a parks, recreation, and amenity plan for the Happy Retreat grounds, if City Parks & Recreation would like to invite that.

j. Jefferson County Courthouse – new federal legislation – Resolution: As folks know, the Jefferson County Commission has conveyed an interest in having the Jefferson County Museum taking over the Jefferson County Courthouse, to move the museum into that National Historic Landmark. While the Old Charles Town Library/Jefferson County Museum may not have sufficient capacity to fund and operate the Courthouse, it has partnered with the Shenandoah Valley Battlefield Foundation, run by former Charles Town resident Keven Walker, to conduct that effort. That Foundation has funded the preservation and conversion of many regional historic courthouses. See www.shenandoahatwar.org/about-us. Congressman Riley Moore, Senator Jim Justice, and Senator Shelley Moore Capito have introduced the "Shenandoah Valley Access, Legacy, and Outdoor Recreation Act" (Shenandoah VALOR Act) (H.R. 10581 / S. 5169) together with the Virginia congressional delegation, to enable sites in Jefferson, Berkeley, and Morgan Counties be part of the Shenandoah Battlefield National Historic District, and for WV sites to get congressional and Department of Interior, National Heritage Area office funding for both the foundation to manage sites, and for capital project funding. As we discussed it would be good if a member of the City Council would consider drafting and introducing a resolution supporting this legislation and highlighting the opportunities at the Jefferson County Courthouse. I would be happy to help draft such a resolution.

k. WV Legislature annexation: There are legislative proposals in the West Virginia legislature, led primarily by the House and Senate representatives for Jefferson County, which are calling to (a) restrict the ability for annexation by municipalities by the petition method; and (b) allow landowners to secede / de-annex from municipalities. It continues to be confusing why county and state legislators oppose smart and effective annexations, as all annexed properties and developments within municipal boundaries will continue to pay the same amount of taxes, impact fees and other payments to the County, while reducing the burden on the county for providing public services. It would be prudent and valuable for Charles Town leadership to reach out to your fellow four municipalities (and the West Virginia Municipal League) about organizing better messaging on this, and definitely worthwhile for municipal leaders to meet directly with your state legislators to discuss and try to reach some level of mutual understanding. This has been done, but perhaps not proactively enough, as these proposed bills are going to be coming back in a very strong way in the 2027 legislative session.

4.) Projects not funded: The following projects that S2 was working on with and for the City were not successful in securing funding, and need to be put back on the list if they remain priorities:

a. HEPMPO U.S. DOT BUILD 2026 grant for planning and engineering the "Panhandle REC Trail". The U.S. DOT has made very clear that they will not be funding any bicycle path infrastructure, and so I have encouraged HEPMPO to seek the funding from the WVDOT instead.
b. Happy Retreat exterior grounds upgrade – did not get selected by the WV delegation for FY27 earmarking.

5.) **Funding Opportunities to Consider / Key Projects:** While it may be difficult to confirm the City's top funding priorities for the coming year without more engagement with City officials and the creation of a Resource Roadmap, here are items that have been raised by many people as potential priorities, along with some funding opportunities that could potentially fund various projects:

a. FY28 earmarks – with City delegation visit to Washington DC in March 2027 or so.
b. Funding for a new public works yard.
c. Land and Water Conservation Fund grants for next round for park projects – CLEAN Parks implementation, Depot District (or whatever it be called) upgrades.
d. Happy Retreat Mansion & Carriage House restoration, interpretive exhibits and signage, exterior grounds upgrades
e. Charles Washington Law Office restoration and reuse
f. Next round of U.S. DOT BUILD, next round of WVDOT TAP Grants – North Charles Street Upgrades? East Washington gateway (for BUILD)? MLK-Summit Point construction (although the WVDOT will probably fund that)? Wayfinding signage?
g. Stormwater infrastructure funding to implement Greenway or CLEAN Parks projects
h. Sewer/Water/Lead Pipe infrastructure upgrades
i. Funding to support development of Thomassen Ford for the right kind of project
j. USDA Community Facilities or Rural Business Development Grants ($50k-$100k), best way to see what projects compete is to view attached spreadsheet of USDA projects awarded in West Virginia over past five years.
k. Variety of Department of Justice grants for police (crisis intervention, mental health resources, officer health)
l. National Endowment for the Arts (Art Alley, Musuem/Library, Old Opera House, Happy Retreat)
m. Chesapeake Bay Trust – CLEAN Parks, Stormwater, Tree Board
n. Many others – City prioritizes a project, we will find the funds

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/02/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2103: Personnel Committee Meeting - October 21, 2026

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/02/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2081: Finance Committee Meeting Minutes - October 27, 2026

ATTACHMENTS:

- FinanceCommitteeReport_27_Octber_2026_rmt.pdf

Drafted by: Jeff Hynes - Chair

Call to Order 12:18PM

1. **Persons present:** Finance Committee Members: Councilman Nate Hartman, Councilman Kevin Tester, Councilman Jeff Hynes; Interim City Manager Alissa Meeks, Finance Director Lori Nice, City Attorney Stephanie Grove, Accounting Clerk Kristy Grove

2. Unfinished Business

2026-2067: CIP/Budget Preparation

Staff reports that research into options from our current software provider, Tyler, do not include the modules we need. The solution from ClearGov is more robust, offers transparency and more functionality. The upfront set-up cost would be $13,000 - $20,000 in CAPEX spending with a $17,000 - $22,000 annual operating cost. The committee supports this approach and has asked staff to work with ClearGov to bring a presentation to Council so we can decide on whether we want to move forward with this solution.

Recommendations to the City Council: None, information only

2026-2068: Financial Policy Update

Brown & Edwards, a CFP Firm, has been awarded the contract at a cost of $34,000 ($16,000 less than our Do Not Exceed of $50,000). Visits with staff are set for mid-November and a meeting with the Finance Committee will be held sometime after that.

Recommendations to the City Council: None, information only

2026-2069: TIF District Discussion

No update is expected until early 2028. We have requested staff keep the committee up to date on the status of collecting assessment data for the proposed district.

Recommendations to the City Council: None, information only

3. New Business

2026-2070: License Fee Waiver Request – Possible Executive Session

No requests.

Recommendations to the City Council: None, information only

2026-2071: B&O Fee Waiver Request – Possible Executive Session

Committee entered executive session at 1:26pm to discuss one request from acct# 7984.

The committee returned to regular session at 1:30pm and voted unanimously to waive all but $50.00 of the fees.

Recommendations to the City Council: None, information only

2026-2071: Salary Study Discussion

This discussion is ongoing. Staff are working with Paypoint HR to correct errors in the data provided, clarify a number of questions, and to create actual 25-year step schedules.

Recommendations to the City Council: None, information only

4. Finance Director Report

2026-1887: HDL Report

The remaining HdL credit is down to just $3,325.38 and is expected to be fully repaid soon.

Staff provided more updates on the HdL proposal to provide administrative services support to the city (Please see the attachment provided). The annual cost of these services is currently projected at just under $50,000 annually and will cover the work of more than one FTE. This work would include activities we are currently unable to do due to staffing constraints and compares favorably to total compensation (benefits and employment taxes) to hire additional people. The committee had several questions that Staff is answering. Depending on the outcome of those responses, the committee would recommend Staff work with HdL to draft a contract for review and approval.

Recommendations to the City Council: None, information only

2026-1888: August 2026 General Fund Budget Update

Everything is on track at this point in the year.

Recommendations to the City Council: None, information only

2026-1889: August 2026 Capital Fund Budget Update

Everything is on track at this point in the year.

Recommendations to the City Council: None, information only

2026-1890: August 2026 P&R Budget Update

Director Nice informed the committee that the budget has been updated to include tracking of Green Parks Initiative funding ($350,000). This money is typically drawn down upon submission of qualified expenses to the grant provider and should normally require no up-front payment and subsequent reimbursement. In theory a future vendor COULD demand payment prior to receipt of draw down and necessitate funding and reimbursement, but that is less likely.

Recommendations to the City Council: None, information only

2026-1891: August 2026 Account Balance Update

Everything is on track at this point in the year.

Recommendations to the City Council: None, information only

Meeting adjourned at 1:31PM

Next Scheduled Finance Committee meeting November 10, 2026, 12:00PM.

HdL Credit Worksheet
September 30, 2026

Beginning Credit Balance	$	49,750.00
Less: October 2024 15% Refund	$	6,089.36
Less: November 2024 15% Refund	$	730.26
Less: December 2024 15% Refund	$	1,903.23
Less: January 2025 15% Refund	$	1,820.96
Less: February 2025 15% Refund	$	1,389.66
Less: March 2025 15% Refund	$	3,727.09
Less: April & May 2025 15% Refund	$	3,381.38
Less: June 2025 15% Refund	$	1,106.74
Less: July 2025 15% Refund	$	3,307.60
Less: August 2025 15% Refund	$	95.13
Less: September 2025 15% Refund	$	58.68
Less: October 2025 15% Refund	$	670.41
Less: November 2025 15% Refund	$	374.42
Less: December 2025 15% Refund	$	1,347.68
Less: January 2026 15% Refund	$	2,788.31
Less: February 2026 15% Refund	$	168.24
Less: March 2026 15% Refund	$	1,688.17
Less:April 2026 15% Refund	$	37.50
Less:May 2026 15% Refund	$	8,415.68
Less:June 2026 15% Refund	$	3,002.68
Less:July2026 15% Refund	$	987.97
Less:August 2026 15% Refund	$	313.38
Less:September 2026 15% Refund	$	3,020.12
Remaining Credit Balance	**$**	**3,325.38**

City of Charles Town
101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
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HDL Administrative Services

Overview

HDL will provide administrative support, tax and license administration, auditing, collections, and customer service across multiple city revenue programs. These services will expand the City's collection capabilities, improve compliance, and provide access to resources and technology beyond what the City could reasonably maintain in-house.

1. Business and Occupation (B&O) Tax and Business License Administration

- **Annual Mailings and Collections:** Administer annual business license and B&O tax return mailings, collect payments, and coordinate information with the City.
- **HDL Flex File Website:** Provide an online platform that mirrors the City's web pages and allows businesses to:
  - Pay online.
  - Renew business licenses.
  - File B&O tax returns.
- **License Compliance:** Follow current City Business license renewal policies and coordinate with Zoning when new businesses within the City limits are opening.
- **State Threshold Requirements:** Implement the new State policies regarding the $2,500 threshold for business licenses and B&O taxes.
- **Delinquent Account Follow-Up:** Make up to six collection attempts for delinquent accounts. Accounts with no response after the sixth attempt will be referred to the collections department, at which point the 50% collection fee will apply.
- **Auditing and Accuracy:** Review B&O tax filings and business licenses for accuracy and compliance.
- **Business Visits:** Conduct in-person visits to businesses within City limits as needed.
- **Contractor Reviews:** Regularly review general contractor subcontractors to identify potential unreported business activity and improve compliance.
- **Existing Enforcement Procedures:** Incorporate the City's current collection process, including assessments and subpoenas, into the delinquent account follow-up process.
- **Legal Enforcement Support:** Assist the City with filing injunctions through the Jefferson County Circuit Court when necessary.

2. Hotel/Motel Tax Administration

- **Monthly Tax Administration:** Administer monthly hotel/motel tax returns and payments.
- **Online Payments:** Provide online filing and payment through HDL Flex File.
- **Auditing:** Review returns for accuracy and compliance to help ensure the City receives the revenue due.

3. Short-Term Rental Tax Administration

- **Monthly Tax Administration:** Administer monthly short-term rental tax returns and payments through the online platform.
- **Online Payments:** Provide a convenient online payment process for short-term rental operations.
- **Compliance Auditing:** Crosscheck City addresses against publicly available short-term rental websites to identify potential unregistered or noncompliant rentals.
- **Code Enforcement Coordination:** Coordinate with the City's Code Enforcement Officer regarding rental registration and compliance.

4. Utility Tax Administration

- **Monthly Administration:** Administer monthly utility tax returns and payments.
- **Online Payments:** Use HDL Flex File to provide an online filing and payment option.
- **Accuracy Reviews:** Check returns for accuracy and compliance.

5. Court Payment Plan Collections

- **Existing Delinquent Balances:** The City currently has more than $100,000 in delinquent court payment plans.
- **Skip Tracing Resources:** HDL can use skip tracing resources to help locate individuals who have moved without leaving a forwarding address.
- **Expanded Collection Capabilities:** Provide collection resources and processes beyond what the City currently has available.
- **Improved Recovery Potential:** Support efforts to recover outstanding court-related balances and improve collection follow-through.

6. Customer Service and Technology

- **Business-Friendly Approach:** HDL emphasizes customer service and educating taxpayers and businesses about their obligations.
- **Centralized Database:** HDL's database can generate reports and queries to support City operations.
- **Revenue Reporting:** Generate reports to monitor payments, collections, and other revenue activity.
- **Community Outreach:** Use the database to identify businesses for targeted notifications. For example, the City could notify businesses that paving work is scheduled on their street on a specific date.
- **FOIA Assistance:** Provide assistance with Freedom of Information Act requests.

7. Financial Considerations

Estimated HDL Cost:

- **Current Quote:** Approximately $47,000 annually.
- **Additional Services:** The current quote is expected to increase because short-term rental administration and court payment plan collections have not been calculated.
- **Software Savings:** the City anticipates savings of approximately $7,000 annually in software cost.
- **Payment Processing Fees:** Pass credit card processing fees on to the customer.

Cost of an In-House Collections Clerk:

- **Estimated Annual Salary and Benefits:** Approximately $80,000.
- This cost would cover one employee and would not provide the full range of technology, auditing, skip-tracing, administrative support, and collection resources available through HDL.

8. Overall Benefits to the City

- **Expanded Revenue Collection:** Improve the City's ability to identify delinquent accounts, enforce compliance, and collect taxes and fees owed.
- **Increased Compliance:** Strengthen oversight of businesses, contractors, hotel/motel operators, and short-term rental operators.
- **Improved Court Collections:** Addresses more than $100,000 in delinquent court payment plans through additional collection resources.
- **Greater Efficiency:** Reduce administrative demands on City staff through outsourced processing, reporting, and follow up.
- **Enhanced Customer Service:** Offer convenient online services while maintaining a business-friendly approach.
- **Technology and Reporting:** Access a centralized database and reporting capabilities to support both revenue collection and community outreach.
- **Potential Cost Savings:** Reduce software expenses and avoid the cost of hiring a full-time collections clerk while gaining a broader range of services.

Conclusion

HDL offers the city an opportunity to expand administrative capacity, strengthen revenue collection and compliance, and improve customer service across multiple revenue programs. Although the final contract costs will exceed the current $47,000 quote if additional services are included, the anticipated software savings and cost of an in-house collections clerk provide important financial comparisons. HDL’s broader resources and technology may provide the City with substantially greater capabilities than a single additional employee could provide.

Prepared for: Charles Town, WV

Tax & Fee Administration Services

October 2026

HdL Companies

SUBMITTED BY
HdL Companies
120 S. State College Blvd., Suite 200
Brea, CA 92821
hdlcompanies.com

CONTACT
Jason Portt
T: 678.371.1252
E: jportt@hdlcompanies.com

Thank you for the opportunity to present this proposal for HdL's Services:

- HdL Business & Occupation (B&O) Tax and Business License Administration Services
- HdL Hotel/Motel (Lodging) Tax Administration and Rolling Audit Services
- HdL Short-Term Rental Administration Services
- HdL Short-Term Rental Identification & Monitoring Services
- HdL Utility Tax Administration Services
- HdL Court Payment Plan Collection Services
- HdL B&O Tax Discovery/Compliance Services

Please be advised that we maintain a busy implementation schedule throughout the year. Your position in the implementation schedule will be determined when a signed agreement is received. Implementation typically takes 60 to 90 days from project kickoff to go-live.

This proposal is valid if signed by **December 31, 2026.** Should you have any questions, please contact me at 678.371.1252 or by email at jportt@hdlcompanies.com.

Tax and Fee Services

Service	Compensation
B&O Tax and Business License Administration (approx. 1,200 accounts)	$15.00 per processed account + CPI
Hotel/Motel (Lodging) Tax Administration (includes rolling audits; approx. 3–5 establishments)	$1,000.00/hotel/year + CPI
Short-Term Rental Administration	$15.00 per processed account + CPI
Short-Term Rental Identification & Monitoring	$5,000 + CPI
Utility Tax Administration (approx. 25–30 active accounts)	$15.00 per processed account + CPI
Court Payment Plan Collections	$15.00 per processed account + CPI
B&O Tax Discovery/Compliance	40% contingency of newly discovered revenue
Implementation Fee	$15,000 (waived if all services are signed by December 31, 2026)

Estimated Annual Cost

Service	Basis	Estimated Annual Cost
Hotel/Motel (Lodging) Tax Administration, audits included	$1,000/hotel/yr x approx. 3-5 hotels	$3,000 - $5,000 + CPI
B&O Tax and Business License Administration	$15/processed account x 2 processings/yr ($30/account/yr) x approx. 1,200 accounts	$36,000 + CPI
Utility Tax Administration	$15/processed account x approx. 25-30 accounts	$375 - $450 + CPI
Short-Term Rental Identification & Monitoring	flat annual	$5,000 + CPI
Short-Term Rental Administration	$15/processed account	To be determined once account counts are confirmed
Court Payment Plan Collections	$15/processed account	To be determined once account counts are confirmed
Estimated Annual Recurring Total (items with counts)		**$44,375 - $46,450 + CPI**
B&O Tax Discovery/Compliance	40% contingency on newly discovered revenue	Contingency only
Implementation Fee	one-time	$15,000 (waived if all services are signed by December 31, 2026)

Estimates are based on approximate account counts provided by the City and will be finalized once exact counts are confirmed.

Payment transactions are subject to typical payment processing and return payment fees. HdL supports both agency-funded (fees paid by City) and convenience fee (fees paid by taxpayer) models. Consistent with the City's stated preference, this proposal assumes a convenience fee model, under which card and payment service fees are passed through to the customer and are not charged to the City. Three (3) year agreement term. ***The rates listed above are based on all services being selected. Any adjustments to the selection of services would result in a new price proposal.***

HDL B&O TAX AND BUSINESS LICENSE ADMINISTRATION SERVICES
General Scope of Services

Business & Occupation (B&O) Tax and Business License Administration

The B&O Tax and Business License Administration Service provides a turnkey approach for local governments that need assistance with administering B&O taxes and business licenses. Our team of experts can manage all or parts of the business tax operations conducted by the City. When combined with the Compliance Management services, the City receives the benefit of increased revenues and superior customer service, while reducing internal costs and gaining efficiencies.

HdL will transfer the City's existing databases as they relate to B&O tax and business license into HdL's internal administration tools, including a load of the City's available historical account data. HdL will serve as the system of record for the City's B&O tax and business license registry, will maintain the data, and will provide access to and copies of data or reports at the City's request. While access to online systems will be available for the City to use at their discretion, the City will not be required to use or maintain any software in-house for managing the B&O tax and business license registry.

Renewal Processing – Send active B&O tax and business license accounts a renewal notice within 45 days of the renewal period ending. Renewal and filing mailings will be aligned with the City's current collection periods (May and December). Accounts will receive all applicable forms necessary to complete the renewal process.

New Account Processing – HdL will process any new business license applications and B&O tax registrations and complete the new account registration process in a timely fashion. HdL will also facilitate intra-City departmental approvals such as zoning, code compliance, fire inspection, and other regulatory-related functions.

New Business Concierge – HdL will serve as a single point of contact for new businesses, guiding them through the City's business license and B&O tax requirements, assisting with the completion of required forms, and coordinating any required City departmental approvals so that new businesses can open with confidence.

Delinquent Account Processing – HdL will endeavor to collect delinquent accounts through a series of City-approved processing methods. This will include at minimum two follow-up delinquent notices and up to two telephone calls. Delinquent accounts will be collected with full penalties as allowed by the Municipal code or through current City practices. Accounts that remain delinquent will be processed through the City-approved processes established in HdL's collections component of the Compliance Management Program.

On-Line Filing & Payment Processing – HdL registers a City-approved domain name which will serve as the starting point for all web-based activities. This City specific site is designed to look and feel like the City's own web pages and ensures a level of continuity between the business community, the City, and HdL.

With HdL Flex File, businesses can choose to file their new business registration, renew their license, file B&O tax returns, and make payments via our on-line filing portal. In addition to filing and paying for taxes, businesses can obtain copies of applications, general support and FAQs, schedule appointments and request copies of their tax registration all with the click of a button. Our on-line services underscore HdL's commitment to excellence in customer service and education by continually improving the registration and payment experience for the business community.

Payment Posting/Processing – HdL will process all payments received in an expedited manner. Accounts will be updated daily with payment information and revenues to be disbursed to the City net applicable fees at an interval to be agreed to during the project planning phase. Disbursements typically occur monthly but can be remitted as often as weekly depending on volumes and City needs. HdL's payment acceptance process accepts the following payment types:

- Check / Money Order / Cashier's Check
- E-Check
- Debit Cards
- Credit Cards (Visa, Mastercard, Discover, & American Express)
- Check by Phone

HdL currently utilizes multiple payment gateway providers for on-line payment acceptance. HdL will work with the City to determine which provider, rate structures, and card types meet the City's needs. HdL can also utilize the same provider and process used by the City's current on-line functionality.

Business Support Center – HdL will provide businesses with multiple support options for registering, renewing, making payments and for general inquiries. A toll-free number will be provided to businesses in order to access one of our license specialists Monday-Friday 8:00am to 5:00pm Pacific. Businesses will also have access to support via e-mail, fax, and via the Business Support Center On-Line. HdL constantly monitors quality control points to ensure courteous customer service, minimal hold times under 2 minutes, and the return of voice messages the same business day.

Walk-In Support – Taxpayers who visit City Hall in person will be assisted at the City's counter by City staff. HdL supports the City's counter through its call center, providing City staff and walk-in taxpayers with phone and online assistance, including access to HdL's online portal and a direct connection to an HdL license specialist by phone. HdL services are delivered remotely; HdL does not provide on-site staff.

Monthly Reports – HdL will provide the City with monthly reports demonstrating account activity, payments and disbursements, delinquencies, and filing trends. During service implementation HdL will work with the City to identify reporting requirements and frequency/method of delivery and will supplement our standard reports with custom reports as needed to meet the City's requirements.

Public Records Requests – HdL will assist the City in responding to public records requests, including requests made under the West Virginia Freedom of Information Act, related to B&O tax and business license records maintained by HdL, providing requested data and documentation to the City in a timely manner and in accordance with applicable confidentiality requirements.

HOTEL/MOTEL (LODGING) TAX ADMINISTRATION
General Scope of Services

Ongoing Administration and Rolling Audits

HdL's hotel tax administration (HTA) service goes beyond scheduled cyclical audits, providing compliance monitoring of each return as it is filed while unburdening the City from the day-to-day administration of the HTA revenue program. Continual monitoring of returns is the optimal way to increase compliance while maintaining positive relations with the City's lodging providers.

For the City of Charles Town, HdL's HTA service includes both (1) the ongoing, day-to-day administration of the City's hotel/motel tax and (2) a rolling program of compliance audits under which each lodging establishment in the City is audited on a rolling three-to-five-year cycle. Both components are included in the annual per-hotel fee.

The program is education focused, ensuring that lodging providers are clear on reporting requirements and methodology. HdL's tax administration professionals are available as needed to support both the City's team and the City's lodging providers. The City is kept up to date, with 24x7 online access to HdL's client portal containing real time access to registration and filing data, and management reporting. HdL's HTA administration service incorporates all of the following:

Tax Registration Database Management – HdL will transfer the City's existing databases as they relate to HTA into HdL's internal administration tools. HdL will maintain the data, software, online filing portal for lodging providers, and online client portal for the City.

Return Processing – HdL will process HTA filings within 5 days of submission. Accounts will receive all applicable forms necessary to complete the filing process.

New Account Processing – HdL will process any new HTA registrations for lodging establishments that change hands or newly offered properties.

Payment Posting / Processing – HdL will process all payments made for new and existing lodging providers. Accounts will be updated with payment information and revenues will be remitted to the City net HdL's fees on no less than a monthly basis.

On-Line Filing & Payment Processing – With input from the City, HdL crafts a customized website and domain for the City's taxpayers to submit online forms, returns, and payments along with other customer support related items.

Compliance Monitoring & Rolling Lodging Provider Audits – HdL will ensure accurate filings of HTA returns by consistently monitoring returns and educating lodging providers on filing requirements. HdL will also conduct rolling compliance audits of each lodging establishment in the City, scheduled as mutually agreed to by the City and HdL, ensuring every establishment is audited at least once every three to five years. Each lodging provider audit includes the following steps:

- **Audit Notification and Scheduling –** Lodging establishments selected under the approved audit schedule are notified in writing of a scheduled compliance audit. A detailed description of the requirements and relevant documentation required for the audit is provided 2 weeks in advance of the proposed audit date, and every effort is made to accommodate rescheduling requests.

- **Compliance Analysis and Audit –** HdL reviews the establishment's financial records, including reported room revenue and any exemptions claimed, to determine compliance with the City's hotel/motel tax.
- **Audit and Compliance Report –** Upon completion of the audit, and prior to additional actions, a compliance report indicating the results of the review, recommended future actions, and supporting documentation is generated and reviewed with the City.
- **Deficiency and Commendation Notification –** Establishments found to have deficiencies are notified of the findings as well as the payment and appeal processes, and HdL educates them on proper future filing procedures. Establishments found compliant are sent a commendation letter thanking them for their compliance.
- **Invoicing and Collections –** Underreported amounts are invoiced through the standard City-approved collections process, and balances are collected and remitted to the City along with supporting documentation.

Reports – HdL's HTA administration service includes a variety of standard reports demonstrating account activity and filing trends. During service implementation HdL will work with the City to identify reporting requirements and frequency/method of delivery and will supplement our standard service with custom reports as needed to meet the City's requirements.

Progress Payments – HdL's HTA administration service, including rolling audits, is billed monthly based on activity completed during the prior month.

Customer Support Center – HdL will provide lodging providers with multiple support options for registering, filing returns, making payments and for general inquiries. A toll-free number will be provided to businesses in order to access one of our tax specialists. Lodging providers will also have access to support via e-mail, fax, and the online Business Support Center.

Annual Audit Plan – During implementation, HdL gathers all the historical data available from the City and leverages internal data sources and expertise to provide an analysis of all lodging providers, along with a recommended rolling audit schedule covering every lodging establishment over a three-to-five-year cycle. This allows HdL to work cooperatively with the City to identify the entities that require attention first. HdL works directly with the City to ensure consensus on the audit schedule for the program.

SHORT-TERM RENTAL ADMINISTRATION
General Scope of Services

The Short-Term Rental (STR) Program provided by HdL takes a unique approach in ensuring compliance and educating lodging providers, including short-term rental hosts (STR Hosts), in hotel/motel (lodging) tax regulations and filing procedures, regulatory permits and licensing, and other City specific goals and objectives. HdL's program involves a modular, customer service centric approach, which reduces City administrative costs and provides the City with assurances of future compliance and reporting practices from the City's short-term rental lodging industry.

HdL's modular approach starts with a detailed analysis of STR listings on a variety of published methods, including Airbnb, HomeAway, VRBO, etc. This process creates a full inventory of short-term rentals within the City's prescribed geographic boundary, including the full name of the owner and the physical address of the unit. Each STR is tracked and updated nightly with valuable data that can include items such as number of nights rented, average occupancy rates, room rates, as well as trend and usage reporting.

Following identification, HdL conducts a targeted education and compliance campaign designed to inform STR Hosts of their obligations to file and remit taxes and other requisite licenses and permits as may be needed. Each lodging provider is provided a full overview of the requirements and how to best comply both in the present and the future. During the registration process, HdL offers a variety of support options to the community including online filing, file-by-phone, email, and registration via standard mail. HdL tax and license specialists are available throughout the process to provide support to the STR community and to assist in the registration process.

Once registered, accounts move into a standard administration process. HdL manages the filing of tax returns and other prerequisites on a quarterly or monthly basis, depending on City requirements. This includes mailing of tax returns, processing of payments, customer support, delinquency follow up, and the development and management of an online portal for registration, filing, payments, and other support related needs.

Charles Town Short-Term Rental Policy Direction

The City's ordinance currently prohibits short-term rentals, while West Virginia state code allows them. HdL's STR administration program is designed to support whichever policy direction City Council selects:

- **Registration and Collection –** Should the City elect to permit short-term rentals, HdL will register STR operators and administer the filing, remittance, and collection of applicable taxes through the standard administration process described above.
- **Enforcement Support –** Should the City maintain its current prohibition, HdL will use back-tax billing of identified STR activity to support the City's enforcement efforts, and will provide documentation and reporting to City staff.

HdL will configure the program to the direction selected by City Council during implementation.

SHORT-TERM RENTAL IDENTIFICATION AND MONITORING
General Scope of Services

HdL compiles a list of all actively posted short-term rentals available from a wide array of sources. Lists are compiled and aggregated to accommodate duplicate listings from various sites. Identification and monitoring data will support either the registration and collection or the enforcement approach described in the Short-Term Rental Administration section of this proposal. During the identification and monitoring process, HdL will:

- Scan over 20 different rental sites, including global aggregators like HomeAway/VRBO, Airbnb, Turnkey.com, and Booking.com, national aggregators like Vacasa and small, local property management firms.
- Match listings to specific parcels using GIS and property tax assessor data.
- Create comparison reports to determine which properties may already be compliant or registered and paying taxes.
- Provide a visual map of all listings within the City.
- Record listing details such as start date, various sites linked to, and other information necessary for documenting evidence of STR activity.
- Continually monitor activity to identify and record new listings and closures to ensure accurate real-time identification and monitoring.

Education, Registration, and Compliance

Using the list of active STR listings, HdL conducts a series of City-approved education-based programs ranging from mailers to direct phone contacts. Each packet contains all the information necessary to obtain registration and comply with local requirements. HdL assists STR hosts throughout the program with information and support with all aspects of becoming compliant. During this program, HdL will:

- Validate listings to ensure proper identification and filter out records that may lead to erroneous contacts.
- Notify non-compliant entities with a series of education-based packets designed to garner compliance.
- Provide a support center for assistance with general questions, support, and assistance with filing and paying returns.
- Provide an online portal with links to FAQs, education packets, and support for registering, filing returns, and making payments online.
- Follow up with non-compliant accounts to obtain registration.
- Work with the City to identify additional requirements and ensure collection of data necessary to enforcement procedures.
- Establish optional implementation items such as amnesty programs, back tax and penalty provisions, and other pre-registration programs.

UTILITY TAX ADMINISTRATION
General Scope of Services

The Utility Tax Administration Service provides a turnkey approach for local governments that need assistance with administering utility taxes. Our team of experts can manage all or parts of the utility tax operations conducted by the City, allowing City staff to focus on core responsibilities while HdL handles day-to-day administration, taxpayer support, and reporting. Compensation is based only on active accounts processed; inactive accounts are not billed.

Registration and Account Setup – HdL will establish and maintain a registry of all utility providers subject to the City's utility tax, including account setup for each active provider, verification of contact and remittance information, and the processing of any new utility tax registrations.

Historical Data Conversion – HdL will convert the City's existing utility tax account and payment history from the City's current systems, Tyler and PSI, into HdL's internal administration tools. Successful conversion will require the City's cooperation, and the cooperation of the City's current vendors as needed, in exporting historical data in a usable format. HdL will validate converted data with City staff prior to go-live. While access to online systems will be available for the City to use at their discretion, the City will not be required to use or maintain any software in-house for managing the utility tax registry.

Filing and Remittance Processing – HdL will process utility tax returns and remittances on the filing schedule established by City ordinance. Returns will be reviewed for completeness and accuracy, and accounts will be updated with filing and payment information. Revenues will be disbursed to the City net applicable fees at an interval to be agreed to during the project planning phase.

On-Line Filing & Payment Processing – Utility providers will have access to HdL's City specific online portal to file returns, make payments, and obtain copies of forms and filing history. HdL accepts the payment types described in the B&O Tax and Business License Administration Services section of this proposal.

Delinquency Notices – HdL will identify late, missing, and underpaid filings and will follow up with delinquent accounts through a series of City-approved notices and telephone contacts. Delinquent accounts will be collected with full penalties as allowed by the Municipal code or through current City practices.

Reporting – HdL will provide the City with standard reports demonstrating account activity, filings, payments, delinquencies, and revenue trends by provider. During service implementation HdL will work with the City to identify reporting requirements and frequency/method of delivery and will supplement our standard reports with custom reports as needed to meet the City's requirements.

Taxpayer Support – HdL will provide utility providers with multiple support options for registering, filing returns, making payments and for general inquiries, including a toll-free number to access one of our tax specialists, e-mail, and the online Business Support Center.

COURT PAYMENT PLAN COLLECTIONS
General Scope of Services

HdL's Court Payment Plan Collections service assists the City with court payment plan accounts that have become delinquent or non-paying. The City will continue to establish and administer its court payment plans; HdL will support the City by pursuing past-due balances on accounts referred by the City. The City currently has approximately $146,000 outstanding across its payment plans, with approximately one to five new plans established each month.

Account Referral and Onboarding – During implementation, HdL will work with the City to establish a process for referring delinquent and non-paying payment plan accounts to HdL, including the information required for each account (contact information, plan terms, payments to date, and balance owed). Referred accounts will be loaded into HdL's internal administration tools and reconciled with City records.

Notices and Outreach – HdL will contact referred accounts through a series of City-approved communication methods, including mailed notices, telephone calls, and email, to inform them of their outstanding balance, the terms of their payment plan, and their options for bringing the account current. HdL will make every effort to ensure that all communications are kept at a professional level, maintaining a careful balance between collection, tactfulness, and sensitivity.

Payment Processing – HdL will process payments received on referred accounts through mail, online, and phone payment options. Accounts will be updated with payment information, and collected revenues will be remitted to the City net applicable fees at an interval to be agreed to during the project planning phase, along with payment detail the City can use to update its court records.

Reporting – HdL will provide the City with regular reports showing referred accounts, contacts made, payments received, balances outstanding, and any accounts returned to the City.

Customer Support – Individuals with referred accounts will have access to HdL's toll-free support line and online portal for questions about their balances and payment options.

Collection Remedies – Collection remedies will be limited to those permitted by West Virginia law and City ordinance. HdL is currently researching the availability of liens on delinquent court payment plan balances; wage garnishment is likely not permitted. HdL will review available remedies with the City and will pursue only those approved by the City.

HDL B&O TAX DISCOVERY/COMPLIANCE SERVICES
General Scope of Services

HdL offers robust solutions for managing compliance of municipal B&O Taxes and their related functions. HdL is ever mindful of the important role that customer service plays in the successful implementation of a compliance and revenue collection program. Therefore, HdL will make every effort to ensure that all communications with the City's business community are kept at a professional level maintaining a careful balance between compliance, revenue collection, tactfulness, sensitivity, and taxpayer education.

B&O Tax – Revenue Discovery

Enriched Data Portfolio / Lead Identification – Utilizing data provided by the City, as well as the HdL Enriched Data Portfolio (EDP), HdL's team builds an enhanced listing of entities subjected to licensure or taxation including, but not limited to, those businesses physically located in the City, itinerant businesses, and entities participating in the sharing economy such as short-term rentals (STRs), drive sharing services and others. These entities are electronically matched to the existing files of the City using advanced data matching algorithms, allowing HdL staff to identify which entities are compliant and which entities require follow up.

Exception Resolution – Records are reviewed by our skilled team members, filtering out records that may lead to erroneous contacts. This extra step allows staff to find additional revenues not otherwise identifiable through electronic means and assists in reducing potential complaints levied at City staff and management from pursuit of false positives.

Compliance Communication and Outreach – Upon exception resolution, HdL staff initiates contact with the identified entities through a series of City-approved communication methods. HdL makes every effort to simplify the process for taxpayers and utilizes a variety of mediums for communication including mail, telephone, email, and web-site access. Potential non-compliant entities are notified of their options to comply or dispute their non-compliant status. Initial notification packets include everything a business needs to become compliant and multiple methods of resolving their accounts.

Business Support Center – HdL operates a business support and service center where the business community can access expert staff during normal business hours. Businesses calling our toll-free line can expect minimal hold times along with access to a variety of options which include filing support, payment options, resolution of specific tax issues and other services designed to reduce the burden of registering and filing taxes. Our team of experts, including our resident Certified Revenue Officers (CRO), implements a business friendly and education centric approach to supporting the business community in all aspects of the management and compliance process.

Business Support Center – Online – Businesses are encouraged to take advantage of the range of services available on-line, 24 hours a day, seven days a week. With HdL Flex File, businesses can choose to file their new business registration as well as make payments via our on-line filing portal. In addition to filing and paying for taxes, businesses can obtain copies of applications, general support and FAQs, schedule appointments and request copies of their tax registration all with the click of a button. Our on-line services underscore HdL's commitment to excellence in customer service and education by continually improving the registration and payment experience for the business community.

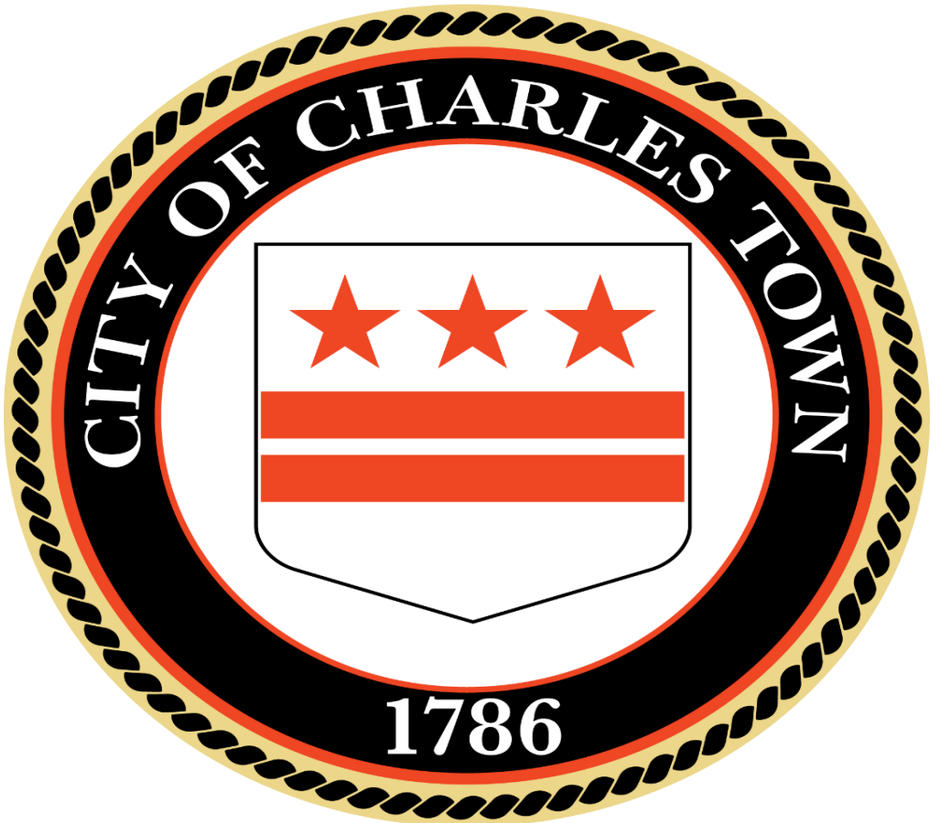
Document Submission / Processing – Whether the taxpayer chooses to respond by mail, email or our online filing website, each application submission is reviewed for completion and accuracy

prior to processing. Any additional documentation needed to complete the approval of a submission, such as a home occupation permit, can also be requested or forwarded to other City departments either as a pre-requisite or as a courtesy to the business. All submissions are filed and stored electronically and made available to the City via standard reporting processes or upon request.

Invoicing – Once an application is approved, invoices are forwarded to the taxpayer indicating detailed tax calculations and balances owed. Taxpayers are provided the opportunity to pay their balances via mail, online, or over the phone services. Taxpayers will also have continued access to our Business Support Center for any questions or disputes arising from the invoice process.

Registry Update – Upon collection of all requirements which may include the payment, application and/or other documentation, HdL will prepare a Registry Update package to include payment as well as copies of all taxpayer correspondence and other relevant information. Data in the City registry file stored in the HdL Prime Software Suite is updated daily with packages from the Compliance Management Services. Once completed, the business will be processed through the standard processes approved through the HdL Operations Management Component.

Pricing – The fee for B&O Tax Discovery/Compliance services is 40% contingency of newly discovered revenue.



FY 2026-2027
General Fund Budget

(Includes 2.7% COLA & 2.5% Merit Salary Increases)

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
REVENUES							
300-050 Unassigned Fund Balance (Carryover)	2,208,120		2,208,120	(0)	100%	Estimated carryover balance for fiscal year ending 2026	Increased carryover to reflect actual balance as of 6/30/26
301-010 Taxes - Ad Valorem	2,021,996	275,898	1,130,485	891,511	56%	Property taxes	
301-060 Supplemental Taxes	40,000	4,952	17,637	22,363	44%	Property taxes owed from previous years, but paid in the current fiscal year	
302-000 Interest and Penalty	10,000	1,638	4,185	5,815	42%	Interest and penalties on property taxes	
303-000 Gas & Oil Severance Tax	20,000		-	20,000	0%	5% severance tax on gross receipts at the well head of oil and natural gas	
304-000 Utility Tax (2%)	300,000	948	53,973	246,027	18%	Public utility services taxes	
305-000 Business & Occupation (B&O) Tax	2,056,946	32,553	1,089,131	967,815	53%	B&O taxes as well as estimated receipts from HDL collections service efforts	
306-000 Liquor Tax	25,000		8,176	16,824	33%	Tax on purchase of intoxicating liquors	
307-000 Animal Control Tax	1,600	508	1,129	471	71%	This is donated back to the county each year under Dog Warden	
308-000 Hotel/Motel Tax	175,000	15,331	44,098	130,902	25%	3 traditional hotels (Rodeway Inn, Days Inn, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, Airbnb, Hotel Tonight, Evolve Vacation Rental Network)	
320-000 Court Costs, Fees & Charges	260,000	18,417	54,286	205,714	21%		
321-000 Parking Violation Penalties	40,000	2,670	7,700	32,300	19%		
325-000 Business License Revenue	45,000	5,365	14,055	30,945	31%		
326-000 Building Permit Fees	750,000	60,074	185,089	564,911	25%	Building activity increasing/expected to remain strong through FY2027 with new development projects on the horizon and increases in permit fee structure	
328-000 Franchise Tax	65,000		13,184	51,816	20%	Cable Franchise	
329-000 Rental Registration Fees	1,000		-	1,000	0%		
330-000 International Registration Plan (IRP) Fees	70,000		17,177	52,823	25%	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions	
339-000 Emergency Service Fee	1,700		412	1,288	24%	Revenue from utility bills for EMS (5 cents)	
340-000 Parks & Rec Fee	1,700		412	1,288	24%	Revenue from utility bills for parks and recreation (5 cents)	
342-000 Parking Meter Revenues	50,000	5,312	16,401	33,599	33%	Revenue from parking meters and parking permits including ParkMobile ap	
345-000 Rents & Concessions	60,000	5,730	17,190	42,810	29%	CTUB rental of 661 space ($30,000); CWH tenant rental ($30,000) Rouss Hall tenant rental ($5000)	
353-000 Zoning Fee	20,000	2,273	48,332	(28,332)	242%	Planning Commission zoning application fees	
355-000 Street Improvement Fee	150,000		32,148	117,852	21%	Revenue from utility bills for street improvements ($4 per month)	
365-040 Federal Government Grants	230,700		-	230,700	0%	DOJ/COPS grant for additional police officer. $125,000 across 3 years	Remaining HUD grant funds from FY 2026
366-000 State Government Grants	3,000		-	3,000	0%	Fairs and Festivals grant for WV Fest and Christmas Parade	
367-000 Other Grants	-		-	-		Donations to police department and Tree Board	
369-000 Contributions from Other Funds - Sales Tax ($1,600,000); Housing Rehab ($68,000); Vacant Structures ($24,000); OPIOID ($75,000)	1,767,000	75,000	475,000	1,292,000	27%	Ordinance requires sales tax contribution first pays debt first (payments to BC are rent payments in PD and CH budgets to cover BC debt). Quarterly sales tax distributions are averaging $500,000 or $2,000,000 annually. Housing Rehab supports Code Enforcement nuisance properties contracted services. Vacant Structures supports Code Enforcement vacant structures contracted services. OPIOID supports Police social worker services contracted services.	
376-000 Gaming Income	250,000	18,697	56,694	193,306	23%	Gaming receipts average $19K to $23K per month	
379-000 Gain/Loss - Sale of Fixed Assets	-		250	(250)			
380-000 Interest Income (Operating Acct)	25,000		3,926	21,074	16%	Interest on checking accounts	
381-000 Reimbursements	130,000	3,020	9,282	120,718	7%	SRO reimbursement ($60,000); crossing guards ($40,000); police overtime reimbursements ($10,000); Fuel Refunds ($9600); Pcard Rebate ($6000); Alarm Calls ($2000)	
381-000 Lein Reimbursements	-		-	-			
382-000 Refunds - Overpayments	500	1,981	19,405	(18,905)	3881%		
386-000 Insurance Claims	-		104,484	(104,484)			
392-000 Property Rehabilitation	7,500		100	7,400	1%	Vacant Structures Fees	
387-000 Filing Fees	200		-	200	0%	Filing Fees Revenue - Election in FY 2027. 1% of annual salary per person	
397-000 Video Lottery	700,000	40,981	66,419	633,581	9%	Video lottery receipts average $13.4K to $22.2K per week	
399-000 Misc Revenue	7,500	613	2,077	5,423	28%	Yard waste stickers and fingerprints	
399-010 Misc Revenue - CC Service Fees		1,665	2,719	(2,719)			
399-020 Special Events - WV Fest	15,000		-	15,000	0%	Vendor registration fees and sponsors for WV Fest	
399-030 Special Events - General	1,000	25	125	875	13%	Special activities fees	
399-040 Special Events - CW Hall	15,000		2,200	12,800	15%	CW Hall public rental fees	
399-070 Special Events - Car Show	7,500	9,314	11,414	(3,914)	152%	Car show registration and sponsors	
TOTAL REVENUES	**11,532,962**	**582,965**	**5,717,414**	**5,815,547**	50%		

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
EXPENSES							
ECONOMIC DEVELOPMENT - 402							
402-103 Salaries	83,000	6,105	21,271	61,729	26%	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement	
402-104 FICA	6,600	457	1,612	4,988	24%	FICA @ 7.65%	
402-105 Group Insurance	11,000	885	2,519	8,481	23%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
402-106 Retirement	7,000	549	1,914	5,086	27%	PERS I & II Employer Contribution 8%	
402-109 OPEB	650	50	150	500	23%	RHBT Insurance	Allowance for anticipated retirement insurance increase
402-110 Fringe Benefits	1,800	122	425	1,375	24%	457(b) Deferred Compensation Employer Contribution (3%)	
402-211 Telephone	500	33	67	433	13%	Cell phone	
402-214 Travel	3,000	157	157	2,843	5%	2 National Conferences; airfare, lodging, per-diem	
402-220 Advertising/Legal Publications	500		-	500	0%		
402-221 Training & Education	2,500		690	1,810	28%	Economic Development Certifications	
402-222 Dues & Subscriptions	3,100	51	224	2,876	7%	IEDC Membership (400), Music Subscription ($250); QR Code Subscriptions ($180); Map Ap Subscription ($2100); Imagine AI ($100)	
402-223 Professional Services	3,000	(200)	-	3,000	0%	Engineering services, appraisals, renderings	
402-341 Departmental Supplies	5,000	10	3,187	1,813	64%	Promotional items for events and City marketing and other departmental supplies. Welcome bags for new residents ($1,000)	
TOTAL ECONOMIC DEVELOPMENT	**127,650**	**8,220**	**32,217**	**95,433**	25%		
MAYOR'S OFFICE - 409							
409-101 Salary	12,500	1,000	3,000	9,500	24%	Mayor's Salary	
409-104 FICA Tax Expense	1,000	76	229	771	23%	FICA @ 7.65%	
409-211 Telephone	600	48	95	505	16%	Cell phone	
409-214 Travel Expense	2,000		596	1,404	30%	WV Municipal League conference & other trainings	
409-221 Training & Education	1,000		-	1,000	0%	WV Municipal League conference & other trainings	
409-341 Departmental Supplies	3,000		2,475	526	82%	Ceremonial Keys to the City and Coins	Allowance for purchase of ceremonial coins
409-568 Community Contributions	2,000		-	2,000	0%		
TOTAL MAYOR'S OFFICE	**22,100**	**1,124**	**6,395**	**15,705**	29%		
COUNCIL - 410							
410-101 Salaries	40,000	3,333	10,000	30,000	25%	Eight Council Members at $5,000 annual salary	
410-104 FICA Tax Expense	3,100	255	765	2,335	25%	FICA @ 7.65%	
410-214 Travel Expense	5,000		1,813	3,187	36%	WV Municipal League conference & other trainings	
410-221 Training & Education	4,100	1,103	1,103	2,997	27%	WV Municipal League Conference Registration ($450 per registration) & other trainings	Allowance for participation in Leadership Jefferson program
410-341 Departmental Supplies	1,000		-	1,000	0%		
TOTAL COUNCIL	**53,200**	**4,691**	**13,681**	**39,519**	26%		
CITY MANAGER - 412							
412-103 Salaries	205,000	6,431	87,033	117,967	42%		
412-104 FICA Tax Expense	18,000	530	6,696	11,304	37%	FICA Tax @ 7.65%	
412-105 Group Insurance	23,000	(1,127)	2,572	20,428	11%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
412-106 Retirement	18,000	475	3,445	14,555	19%	PERS I & II Employer Contribution 8%	
412-108 Overtime	2,500	494	494	2,006	20%		
412-109 OPEB	650	(50)	50	600	8%	RHBT Insurance	Allowance for anticipated retirement insurance increase
412-110 Fringe Benefits	6,200	144	1,048	5,152	17%	457(b) Deferred Compensation Employer Contribution (3%)	
412-211 Telephone	550		-	550	0%	Cell phone service	
412-214 Travel Expense	1,500		-	1,500	0%	WVML Trip, City Clerk Election Training	
412-220 Advertising	1,500		-	1,500	0%	Job advertising	
412-221 Training & Education	1,000	300	300	700	30%	WVML Conference, City Clerk Election Training	
412-222 Dues & Subscriptions	1,000		124	876	12%	ICMA and WVML Fees.	
412-223 Professional Services	50,500		-	50,500	0%	Background checks for City Manager candidates.	
412-341 Departmental Supplies	750		22	728	3%	Office Supplies	
TOTAL CITY MANAGER	**330,150**	**7,197**	**101,784**	**228,366**	31%		

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
TREASURER - 413							
413-103 Salaries	275,000	16,869	59,184	215,816	22%	Director of Finance, Accounting Clerk I, Accounting Clerk II, Accounting Clerk III salaries, 2.5% merit, and holiday supplements.	
413-104 FICA Tax Expense	23,000	1,345	4,790	18,210	21%	FICA Tax @ 7.65%	
413-105 Group Insurance	40,000	1,774	8,018	31,982	20%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
413-106 Retirement	25,000	1,367	4,836	20,164	19%	PERS I & II Employer Contribution 8%	
413-108 Overtime	3,700	978	3,822	(122)	103%		
413-109 OPEB	1,850	100	401	1,449	22%	RHBT Insurance	Allowance for anticipated retirement insurance increase
413-110 Fringe Benefits	7,100	504	1,732	5,368	24%	457(b) Deferred Compensation Employer Contribution (3%)	
413-214 Travel Expense	1,500		-	1,500	0%	Biannual Director & Acct. Clerk III - WV Government Finance Officers Association Training	
413-218 Postage	2,000		-	2,000	0%	Certified Mailings for collections communications	
413-220 Advertising/Legal Pubs	2,500	165	165	2,335	7%	Financial statement publication $625, Levy Estimate $425 and job advertising.	
413-221 Training & Education	1,000		-	1,000	0%	GFOA bi-annual trainings.	
413-222 Dues & Subscriptions	1,000		975	25	98%	GFOA memberships for Finance Director and Accounting Clerk III	
413-223 Professional Services	2,500	2,100	2,100	400	84%	Police pension annual report ($2100) Background Checks for New Hires ($100)	
413-224 Audit Costs	72,000	18,063	18,063	53,937	25%	Perry & Associates and J.C. Kunkle FY26 Compilation and Preparation of Audit	Allowance for FY 2025 audit expenses
413-230 Contracted Services - B&O Collections	20,000	3,036	3,036	16,964	15%	Fees for collection services	
413-238 Refunds	50,000	720	742	49,258	1%		
413-341 Departmental Supplies	1,500		33	1,467	2%	Office Supplies	
413-353 Computer Software/Tech	45,000		40,555	4,445	90%	Tyler Technologies - Incode Annual License Fee ($35,000 for ERPRO 10 & $10,000 for ERPRO 9)	
TOTAL TREASURER	**574,650**	**47,021**	**148,453**	**426,197**	26%		
COURT CLERK - 415							
415-103 Salaries	72,000	5,286	18,597	53,403	26%	Court Clerk Salary, 2.5% merit, and holiday supplement	
415-104 FICA	5,900	379	1,400	4,500	24%	FICA Tax @ 7.65%	
415-105 Group Insurance	21,000	1,789	5,171	15,829	25%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
415-106 Retirement	6,000	476	1,692	4,308	28%	PERS I & II Employer Contribution 8%	
415-108 Overtime	1,000		198	802	20%		
415-109 OPEB	650	50	150	500	23%	RHBT Insurance	Allowance for anticipated retirement insurance increase
415-110 Fringe Benefits	2,300	159	552	1,748	24%	457(b) Deferred Compensation Employer Contribution (3%)	
415-214 Travel	500		-	500	0%	Court Clerk training	
415-218 Postage	500		-	500	0%	Certified mailings for court communications	
415-220 Advertising/Legal Publications	-		-	-			
415-221 Training & Education	750		-	750	0%	WVML training and Election training.	
415-230 Contracted Services	25		-	25	0%	Flu shot	
415-238 Refunds	1,000	162	162	838	16%		
415-341 Departmental Supplies	750		31	719	4%	Ink cartridges, paper stock	
TOTAL COURT CLERK	**112,375**	**8,300**	**27,954**	**84,421**	25%		
POLICE JUDGES - 416							
416-103 Salaries	44,000	2,750	9,000	35,000	20%	Two Municipal Court judges ($6000); three magistrates ($18,000); two prosecuting attorneys($13,000); extra $2000 for special judge, and holiday supplements ($1750).	
416-104 FICA	3,600	210	689	2,912	19%	FICA Tax @ 7.65%	
416-214 Travel	500		-	500	0%	WV State mandated annual training for magistrates & judges	
416-221 Training & Education	1,000		-	1,000	0%	WV State mandated annual training for magistrates & judges	
416-223 Professional Services	1,000		280	720	28%	Fees for translator.	
TOTAL POLICE JUDGES	**50,100**	**2,960**	**9,969**	**40,132**	20%		

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY ATTORNEY - 417							
417-103 Salaries	170,000	12,720	44,323	125,677	26%	Attorney salary plus 2.5% merit and holiday supplement	
417-104 FICA	13,600	972	3,389	10,211	25%	FICA @ 7.65%	
417-105 Group Insurance	2,000	263	598	1,402	30%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
417-106 Retirement	15,000	1,145	3,989	11,011	27%	PERS I & II Employer Contribution 8%	
417-109 OPEB	-		-	-		RHBT Insurance	
417-110 Fringe Benefits	5,500	382	1,329	4,171	24%	457(b) Deferred Compensation Employer Contribution (3%)	
417-211 Telephone	250	19	38	212	15%	Cell phone service	
417-214 Travel	2,000		548	1,452	27%	Travel allowance for WVML and various trainings.	
417-221 Training & Education	2,000		-	2,000	0%	WVML and other CLE registrations.	
417-222 Dues & Subscriptions	6,000	899	1,343	4,657	22%	Bar license and West Law legal research database subscription. IMLA membership.	
417-223 Professional Services	50,000		-	50,000	0%	Cost for outside legal council	
417-341 Departmental Supplies	750	16	56	695	7%	Office supplies	
TOTAL CITY ATTORNEY	**267,100**	**16,415**	**55,614**	**211,486**	21%		
ENFORCEMENT AGENCY - 425							
425-103 Salaries	65,000	4,769	17,078	47,922	26%	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance	
425-104 FICA	5,200	355	1,291	3,909	25%	FICA @ 7.65% of Salary	
425-1.05 Group Insurance	11,000	858	2,466	8,534	22%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
425-106 Retirement	5,500	429	1,496	4,004	27%	PERS I & II Employer Contribution 8%	
425-109 OPEB	650	50	150	500	23%	RHBT Insurance	Allowance for anticipated retirement insurance increase
425-110 Fringe Benefits	2,200	143	498	1,702	23%	457(b) Deferred Compensation Employer Contribution (3%)	
425-211 Telephone	500	19	38	462	8%	Cell phone service	
425-214 Travel	3,000	211	211	2,789	7%	International Code Council Conferences	
425-218 Postage	1,500		68	1,432	5%	Certified Mailings	
425-220 Advertising/Legal Publications	500		-	500	0%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices	
425-221 Training & Education	2,000		350	1,650	18%	International Code Council Conferences	
425-222 Dues & Subscriptions	500		5	495	1%	ICC Membership ($170), WV Code Official Dues ($40), Code Inspection License ($75), International Property Maintenance Code	
425-230 Contracted Services	25,000		-	25,000	0%		
425-230 Nuisance Properties - Contracted Services	68,000		-	68,000	0%	Nuisance Properties cleanup and demos. Supported by Rehab Funds.	
425-330 Nuisance Properties Relocation - Contracted Services	5,000		-	5,000	0%	Nuisance Properties housing relocation	
425-330 Vacant Properties - Contracted Services	24,000	250	500	23,500	2%	Allowance for vacant structures costs pertaining to Article 1759 Vacant Buildings. Supported by Vacant Structures Funds.	
425-341 Departmental Supplies	2,500	170	1,238	1,262	50%	Code books, door hangers, office supplies	
425-345 Uniforms	1,500		-	1,500	0%	Jackets & shirts	
TOTAL ENFORCEMENT AGENCY	**223,550**	**7,255**	**25,390**	**198,160**	11%		
REGIONAL DEVELOPMENT AUTHORITY - 435							
435-222 Dues & Subscriptions	11,500		11,304	196	98%	Region 9 Assessment	
TOTAL REGIONAL DEVELOPMENT AUTHORITY	**11,500**	**-**	**11,304**	**196**	98%		
TOTAL CITY ADMINISTRATION	**2,846,025**	**159,655**	**853,149**	**1,992,876**	30%		

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
BUILDING INSPECTIONS - 436							
436-103 Salaries	93,000	6,907	24,526	68,474	26%	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance	
436-104 FICA	7,500	525	1,871	5,629	25%	FICA @ 7.65% of Salary	
436-105 Group Insurance	2,100	299	671	1,428	32%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
436-106 Retirement	8,000	622	2,166	5,834	27%	PERS I & II Employer Contribution 8%	
436-109 OPEB	-		-	-		RHBT Insurance	
436-110 Fringe Benefits	3,000	207	722	2,278	24%	457(b) Deferred Compensation Employer Contribution (3%)	
436-211 Telephone	500	40	60	440	12%	Hot spot for tablet	
436-214 Travel	3,000	226	226	2,774	8%	ICC Conference; lodging, meals, gas	
436-220 Advertising/Legal Publications	500		-	500	0%	Job posting ads	
436-221 Training & Education	2,000		350	1,650	18%	ICC conferences and WV State Code Conference.	
436-222 Dues & Subscriptions	500		-	500	0%	ICC membership dues and Commercial & Residential Building inspection license	
436-223 Professional Services	50,000	2,000	3,875	46,125	8%	To cover expenses associated with inspections; compliance.	
436-341 Departmental Supplies	2,500		1,123	1,377	45%	Office supplies and code books	
436-345 Uniforms	1,500		-	1,500	0%	Jackets & shirts	
436-353 Computer Software/Tech	500		-	500	0%	Blue Beam-Plan review software	
TOTAL BUILDING INSPECTIONS	**174,600**	**10,826**	**35,590**	**139,010**	20%		
PLANNING & ZONING - 437							
437-103 Salaries	361,000	28,519	84,041	276,959	23%	Assistant City Manager/Director of Community Development, Zoning Administrator, Permit Tech, and Long-Range Planner salaries, 2.5% merit, and holiday supplements	
437-104 FICA	29,000	2,112	6,330	22,670	22%	FICA @ 7.65% of Salary	
437-105 Group Insurance	73,000	5,461	13,927	59,073	19%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
437-106 Retirement	30,000	2,249	7,161	22,839	24%	PERS I & II Employer Contribution 8%	
437-108 Overtime	1,000		-	1,000	0%		
437-109 OPEB	2,450	201	502	1,949	20%	RHBT Insurance	Allowance for anticipated retirement insurance increase
437-110 Fringe Benefits	10,000	616	1,807	8,193	18%	457(b) Deferred Compensation Employer Contribution (3%)	
437-211 Telephone	1,000	63	126	874	13%	Director's department cell phone	
437-214 Travel	4,000	655	655	3,345	16%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Wendy - MGO Conference	
437-218 Postage	1,000		-	1,000	0%	Certified mailings, legal notices, and yard sign postings	
437-220 Advertising/Legal Publications	4,500	107	323	4,177	7%	Advertising of BZA & public hearings for Planning Commission meetings; hearing placards; job posting ads	
437-221 Training & Education	5,000		-	5,000	0%	ICMA Gettysburg Leadership Institute ($1800), MGO Conference, Annual Conferences	
437-222 Dues & Subscriptions	3,500	106	286	3,214	8%	James AICP Membership ($550); Wendy ICC membership ($170); Alissa ICMA membership ($800) & WV Code Officials ($40); Adobe subscription ($1260).	
437-223 Professional Services	5,000		179	4,821	4%	GIS Aerial imagery, Background Checks	
437-230 Contracted Services	45,000	2,883	2,883	42,117	6%	Engineering and routine plan review; bond assessments	
437-238 Refunds	1,500	100	100	1,400	7%	Permit Refunds	
437-341 Departmental Supplies	3,250		456	2,794	14%	Public hearing signs, office supplies, and promotional supplies	
437-353 Computer Software / Tech	11,000	730	1,460	9,540	13%	MyPermit Now Monthly Fees (10,000), ArcGIS ($1000)	
TOTAL PLANNING & ZONING	**591,200**	**43,801**	**120,234**	**470,966**	20%		
TOTAL BUILD INSPECTION, P&Z, & ENFORCEMENT AGENCY	**$ 989,350**	**$ 61,881**	**$ 181,214**	**$ 808,136**	18%		
ELECTIONS - 438							
438-220 Advertising/Legal Publications	500		-	500	0%	Publish ballot multiple times	
438-230 Contracted Services	5,000		-	5,000	0%	Poll workers compensation for early voting and day of election.	
438-341 Departmental Supplies	3,000		-	3,000	0%	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers	
TOTAL ELECTIONS	**8,500**	**-**	**-**	**8,500**	0%		

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY HALL - 440							
440-103 Salaries	110,000		-	110,000	0%	Director of Operations Salary, 2.5% merit, and holiday supplement	
440-104 FICA Taxes	8,800		-	8,800	0%	FICA @ 7.65%	
440-105 Group Insurance	22,000		-	22,000	0%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
440-106 Retirement	9,000		1	8,999	0%	PERS I & II Employer Contribution 8%	
440-109 OPEB	650		-	650	0%	RHBT Insurance	Allowance for anticipated retirement insurance increase
440-110 Fringe Benefits	3,700		-	3,700	0%	457(b) Deferred Compensation Employer Contribution (3%)	
440-211 Telephone	15,000	1,123	3,230	11,770	22%	WebEx Phone Services ($5,500), Cell phone - Director ($400), Rouss Hall Elevator & Fire Alarm Phone Service ($3,200), CWH Fire Alarm Phone Service ($2,000), City Hall Elevator & Fire Phone Service ($3000)	
440-213 Utilities	65,000	6,522	12,730	52,270	20%	City Hall Oil ($9000), City Hall Electric ($18,000), Rouss Hall Water & Electric ($4200), CW Hall Electric ($16,000), CW Hall Internet ($2000) & CH Internet ($12,000)	
440-214 Travel Expense	2,000		-	2,000	0%	WV Municipal League Election Training in Charleston, WV and annual HR conference	
440-215 Repair & Main. Bldg & Grounds	5,000	2,793	2,793	2,207	56%	City Hall, Rouss Hall, & CW Hall elevator services inspections and certifications.	
440-218 Postage	6,000	499	(577)	6,577	-10%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection. Reflects increase in postage.	
440-219 Bldg & Equipment Rental	250,000	20,887	61,161	188,839	24%	CWH Loan ($200,000), CTUB Rent ($30,600), Postage Lease($1500), City Copier Rental, Plat Printer	
440-220 Advertising/Legal Publications	6,000		209	5,792	3%	American Legal Publishing online ordinance updates, job postings, and board vacancy advertisements	
440-221 Training & Education	1,000		-	1,000	0%	WV Municipal League Election Training in Charleston, WV and annual HR conference	
440-222 Dues & Subscriptions	6,500	181	530	5,970	8%	Jefferson County Chamber of Commerce ($275), WVML Annual Dues ($2,400), The Journal ($170), ICMA ($200), Amazon Prime ($130), Survey Monkey ($1650), Zoom ($1050)	
440-223 Professional Services	25,000	2,000	7,705	17,295	31%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.	
440-226 Insurance & Bonds	240,000		232,252	7,748	97%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial	
440-230 Contracted Services	235,000	18,007	39,566	195,434	17%	Sustainable Strategies (Grant Consultant, Matt Ward) - $60,000 ($5,000 per month) Website Hosting Fee (Revize) - $5700 per year for 5 years Pest Control Services - $1000 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $15,000 Payroll Processing Base Fees - $12,000 Tek Advisors - $130,000 per year. Shredding Services - $500 Rouss Hall & CW Hall Alarm Services - $3500	
440-232 Bank Charges	30,000	3,790	25,579	4,421	85%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	
440-237 Other Fees/Taxes	1,500		16,257	(14,757)	1084%	Ambulance fees	
440-341 Departmental Supplies	15,000	668	2,712	12,289	18%	City wide office supplies, toiletries, kitchen supplies, and water	
440-353 Computer Software / Tech	16,500		16,240	260	98%	Granicus Annual License - $10,000 - Agenda management, Online training, Audio/Visual software for livestreaming meetings VCS - $5000	
TOTAL CITY HALL	**1,073,650**	**56,471**	**420,387**	**653,263**	39%		
CONTRIBUTIONS/TRANSFERS - 444							
444-568 Contributions - Community Partnership Grants	100,000		-	100,000	0%	Citizens Fire Co. $10,000; Independent Fire Co. $10,000; Library $20,000; Jef. Co. Com. Ministries $10,000; and EPTA $50,000.	
444-568 Community Grants	98,000		-	98,000	0%	Grant program for local non-profit organizations	Allowance for community grants for non-profit organizations
444-568 Contributions - Annexation Support	103,000		-	103,000	0%		Contribution to support annexation costs
444-568 Contributions - Revive Grant	259,000		25,000	234,000	10%	Revive! Program for small business commercial building upgrades in the downtown district.	$40,000 City Revive! grant funds awarded from FY 2026 and $189,000 remaining HUD grant from FY 2026
444-568 Contributions - Façade Improvement Program	54,500		9,442	45,058	17%	Grant program to assist property owners and tenants in the Historic Overlay District to beautify property fronts	Grant funds awarded in FY 2026
444-568 Contributions - Jefferson County P&R (Fireworks)	4,000		-	4,000	0%		
444-568 Contributions - Sidewalk Improvement Program	35,000		-	35,000	0%	Grant program to assist property owners with sidewalk repairs	Grant funds awarded in FY 2026
TOTAL CONTRIBUTIONS/TRANSFERS	**653,500**	-	**34,442**	**619,058**	5%		

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
PARKING - 571							
571-103 Salaries	49,000	3,184	11,555	37,445	24%	Parking Enforcement Officer salary, 2.5% merit, holiday supplement, and clothing allowance	
571-104 FICA Tax Expense	3,900	260	913	2,987	23%	FICA @ 7.65%	
571-105 Group Insurance	11,000	827	2,466	8,534	22%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
571-106 Retirement Expense	4,500	212	700	3,800	16%	PERS I & II Employer Contribution 8%	
571-108 Overtime	1,000	343	576	424	58%		
571-109 OPEB	650	51	151	499	23%	RHBT Insurance	Allowance for anticipated retirement insurance increase
571-110 Fringe Benefits	1,700	96	333	1,367	20%	457(b) Deferred Compensation Employer Contribution (3%)	
571-113 Utilities	-		-	-		Electric Service for parking lot - moved to Street Lights	
571-116 Repair & Main - Equipment	1,000		-	1,000	0%	Parking meter repairs and maintenance	
571-218 Postage	500		-	500	0%		
571-219 Bldg & Equipment Rental	500		-	500	0%		
571-220 Advertising / Legal Publications	500		-	500	0%	Job advertising	
571-230 Contracted Services	500		-	500	0%	Flu shot	
571-341 Departmental Supplies	5,000	418	4,363	637	87%	Office supplies, batteries, handheld printer paper	
571-345 Uniforms	750		470	280	63%	Jacket, shirts, patches, badge, etc.	
571-353 Computer Software/Tech	4,000		3,828	172	96%	United Public Safety/T2 annual fees	
TOTAL PARKING	**84,500**	**5,390**	**25,355**	**59,145**	30%		
TRANSFERS - 698							
698-590 Transfers to Capital Reserve - Repaving	150,000	15,655	48,958	101,042	33%	Monthly Street Fee Remittance from CTUB is transferred to Capital Reserve for future street repaving expenditures	
698-591 Transfers to Capital Reserve - One Time Funding	880,730		880,730	-	100%		Transfer to Capital Fund to support capital projects
698-592 Transfers to Residual Fund	250,000		250,000	-	100%		Transfer to Residual Fund to build up Rainy Day savings
698-591 Transfers to Capital Reserve - Table Games	950,000		63,436	886,565	7%	Transfer of race track lottery, limited video lottery, table games, and Greenbrier table games received in the general fund to the capital fund.	
TOTAL TRANSFERS	**2,230,730**	**15,655**	**1,243,123**	**987,607**	56%		
CONTINGENCIES - 699							
699-568 Other Contributions	375,500		-	375,500	0%	Placeholder for $50,000 for emergency snow costs. $250,000 for unexpected cost throughout the year. $150,000 for salary, FICA, and retirement increases based on salary study. (SAO caps this amount at 10% of receipts.)	
TOTAL CONTINGENCIES	**375,500**	**-**	**-**	**375,500**	0%		

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
POLICE DEPARTMENT - 700							
700-103 Salaries	1,765,000	119,215	424,367	1,340,633	24%	Base Salaries plus contingency, 2.5% merit, longevity, sign-on bonus, shift differential, clothing allowance, holiday supplement for (8) Patrolman/PFC, (4) Corporals, (3) Sergeants, (2) Lieutenants, (1) Captain, (1) Chief (3) Administrative personnel	
700-104 FICA	157,000	7,969	28,097	128,903	18%	FICA Tax at 7.65%	
700-105 Group Insurance	265,000	18,758	53,618	211,382	20%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Reduction in insurance costs due to changes in personnel
700-106 Retirement	215,000	11,901	40,751	174,249	19%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)	
700-107 Police Pension	2,500		-	2,500	0%	Legacy CTPD Retirement System	
700-108 Overtime	200,000	20,016	62,996	137,004	31%	Shift coverage, late arrest/call out, special events, school events, court, etc.	
700-109 OPEB	11,000	752	2,257	8,743	21%	RHBT Insurance	Allowance for anticipated retirement insurance increase
700-110 Fringe Benefits	55,000	3,399	11,929	43,071	22%	457(b) Deferred Compensation Employer Contribution (3%)	
700-211 Telephone	12,000	855	2,413	9,587	20%	(4) department cell phones ($1750), WebEx phone services ($6300), Alarm phone line ($1350)	
700-213 Utilities	60,000	4,627	11,054	48,946	18%	Electric ($35,000), Internet Service ($12,000), MiFi/Cradle Points ($10,000)	
700-214 Travel	9,000	153	5,874	3,126	65%	Training, Conferences,etc. - (CALEA Conference 2nd Award - Omaha)	
700-215 R&M Building & Grounds	1,500	35	35	1,465	2%	Lights, Paint, Air Filters, Electrical supplies, Batteries	
700-216 R&M Equipment	10,000		-	10,000	0%	Generator service; radio & camera repair	
700-217 R&M Auto	50,000	11,881	29,803	20,197	60%	Air filters, vehicle repairs, state inspections, vehicle maintenance (brakes/rotors, tire repair/rotation, etc.)	
700-218 Postage	2,000		347	1,653	17%	Stamps, certified mail, UPS/FedEx, etc.	
700-219 Building & Equipment Rental	100,000	8,410	25,124	74,876	25%	661 Mortgage & copy machine leases	
700-220 Advertising/Legal Publications	5,500	625	1,588	3,912	29%	New Hire Ads 3-6 ads in local paper	
700-221 Training & Education	15,000		995	14,005	7%	WVSP Academy, 16 hours in-service/8 supervisor hours.	
700-222 Dues & Subscriptions	7,000	110	3,131	3,869	45%	WVCOP Dues, IACP, SRO, Journal, CALEA Annual Continuation Fee ($4,595)	
700-223 Professional Services	28,000	950	950	27,050	3%	Polygraph exams, psychological exam, physical exams, diagnostic imaging	Allowance for policy revision & CALEA Compliance
700-223 Professional Services - Social Worker Services	75,000		75,000	-	100%	Third party social worker services	
700-230 Contracted Services	30,000	3,366	6,835	23,165	23%	Cleaning Fees ($12,000), HVAC Service Maintenance 661 George St. ($5500), Alarm service ($6400)	
700-237 Other Fees & Taxes	250		-	250	0%	661 George St. Ambulance Fees	
700-341 Departmental Supplies	35,000	2,322	5,280	29,720	15%	Ammunition, office Supplies, cleaning supplies, water delivery	
700-343 Auto Supplies (Gas, Oil & Tires)	100,000	11,481	28,341	71,659	28%	Gas, oil changes and tires for police vehicles	Allowance for increase in fuel prices
700-345 Uniforms	35,000	3,531	8,076	26,924	23%	Class A, BDU, duty gear, insignia, ballistic vests ($4000 each), coats, etc.	
700-353 Computer Software/Tech	47,000	14,244	32,237	14,763	69%	Motorola - CAD ($12,200), Lexipole - Police One Academy ($1700), PowerDMS - Accreditation Documents ($4200), Motorola - In-Car & Body Camera Systems ($7000), RCN Technologies - Cradle Points Licensing ($3000), Target Solutions - Guardian Tracking - ($1350), TLO - Investigative Research ($1320), All Traffic Solutions - Speed trailer software ($1500), Magnetic Forensics - cell phone download ($12,000)	
TOTAL POLICE DEPARTMENT	**3,292,750**	**244,599**	**861,097**	**2,431,653**	26%		
POLICE-SPECIAL DUTY CROSSING GUARDS - 704							
704-103 Salaries	40,000	3,439	4,665	35,335	12%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA or merit. Holiday supplements.	
704-104 FICA Tax Expense	2,600	263	357	2,243	14%	FICA @ 7.65%	
704-341 Departmental Supplies	250		-	250	0%	Stop signs	
704-345 Uniforms	500	101	219	281	44%	Reflective jackets and vests	
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**43,350**	**3,803**	**5,240**	**38,110**	12%		
Total Police and Crossing Guards	**$ 3,336,100**	**$ 248,402**	**$ 866,337**	**$ 2,469,763**	26%		

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
DOG WARDEN - 707							
707-567 Contributions	1,800		-	1,800	0%	City donates the dog tag fees to the County Animal Control.	
TOTAL DOG WARDEN	**1,800**	**-**	**-**	**1,800**	0%		
MAINTENANCE - 750							
750-103 Salaries	327,057	21,227	76,069	250,988	23%	Director and (4) Maintenance Staff salaries, 2.5% merit, holiday supplements, clothing allowances and contingency for CDL, Playground Inspection, and ASE certifications.	
750-104 FICA Tax Expense	30,000	1,713	5,947	24,053	20%	FICA @ 7.65%	
750-105 Group Insurance	55,000	2,722	7,727	47,273	14%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
750-106 Retirement	28,000	2,051	6,884	21,116	25%	PERS I & II Employer Contribution 8%	
750-108 Overtime	20,000	1,561	2,262	17,738	11%		
750-109 OPEB	1,850	100	301	1,549	16%	RHBT Insurance	Allowance for anticipated retirement insurance increase
750-110 Fringe Benefits	9,000	557	1,939	7,061	22%	457(b) Deferred Compensation Employer Contribution (3%)	
750-211 Telephone	2,000	111	222	1,778	11%	Field staff equipped with cell phones	
750-213 Utilities	10,000	553	836	9,164	8%	Maintenance building electric ($5000), water & sewer ($1500), and internet ($1200)	
750-214 Travel Expense	1,500		-	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed	
750-215 R&M Buildings and Grounds	77,000	7,513	9,927	67,073	13%	General maintenance and repairs of all city buildings.	Allowance for HVAC repair at PD from FY 2026
750-216 R&M Equipment	20,000	84	157	19,843	1%	Regular maintenance of fleet equipment, primary expense is street sweeper repairs.	
750-217 R&M Auto	10,000		3,655	6,345	37%	Regular maintenance of maintenance department and City vehicles	
750-219 R&M Bldg and Equip Rental	1,000		-	1,000	0%	Equipment rented as required to maintain various city buildings.	
750-220 Advertising	500		139	361	28%	Spring and Fall Cleanup. Additional city sponsored projects as required. Job advertising.	
750-221 Training & Education	5,000		-	5,000	0%	Maintain certifications; other skill enhancement training as required/proposed. CDL, Playground Inspection ($1000), ASE ($500), Certified Pool Operators ($2000), Arborist training ($1000).	
750-222 Dues & Subscriptions	500		-	500	0%	Camera subscription and CDL license fees	
750-223 Professional Services	500		45	455	9%	CDL physicals	
750-230 Contracted Services	50,000	3,495	7,501	42,499	15%	Trash service, box rental fees, snow removal and salt	
750-230 Contracted Services - Trees	20,000		-	20,000	0%	Tree services	
750-341 Departmental Supplies	40,000	1,965	5,904	34,096	15%	General maintenance supplies, Christmas decorations ($10,000), and light poles.	
750-343 Auto Supplies (Gas, Oil & Tires)	30,000	3,725	7,643	22,357	25%	Gas, oil changes and tires for maintenance department and City vehicles.	$4000 allowance for increase in fuel prices & $1000 allowance for Bobcat tires from FY 2026
750-345 Uniforms	5,000		-	5,000	0%	Reflective jacket, shirts, vests, and pants	
TOTAL MAINTENANCE	**743,907**	**47,375**	**137,157**	**606,750**	18%		
STREET LIGHTS - 751							
751-213 Utilities	135,000	10,386	20,563	114,437	15%	Street lights electric (Increase for allowance of Stone Spring street lights)	
TOTAL STREET LIGHTS	**135,000**	**10,386**	**20,563**	**114,437**	15%		

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
P&R - 900							
900-103 Salaries	61,000	3,851	15,816	45,184	26%	Parks Manager salary, 2.5% merit, holiday supplement.	
900-104 FICA	5,000	285	1,195	3,805	24%	FICA @ 7.65%	
900-105 Group Insurance	11,000	854	2,557	8,443	23%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
900-106 Retirement	5,000	409	1,423	3,577	28%	PERS I & II Employer Contribution 8%	
900-109 OPEB	650	50	186	464	29%	RHBT Insurance	Allowance for anticipated retirement insurance increase.
900-110 Fringe Benefits	2,000	137	339	1,661	17%	457(b) Deferred Compensation Employer Contribution (3%)	
900-211 Telephone	600	48	95	505	16%		
900-214 Travel Expense	2,000	615	615	1,385	31%		
900-221 Training & Education	1,500		-	1,500	0%		
900-341 Departmental Supplies	750		-	750	0%	Office supplies	
900-566 Contributions	107,500	7,027	34,383	73,117	32%	50% Hotel/Motel tax revenue to support Pool/Tennis/Park expenses in the Parks & Rec budget. Additional $20,000 donation from the City to the P&R for these expenses.	
TOTAL P&R	**$ 197,000**	**$ 13,274**	**$ 56,611**	**$ 140,389**	29%		
VISITOR'S CENTER - 901							
901-567 Contributions	87,500	7,027	14,383	73,117	16%	50% of Hotel/Motel Tax Revenue Contribution to Jefferson County Visitor's Center.	
TOTAL VISITOR'S CENTER	**87,500**	**7,027**	**14,383**	**73,117**	16%		
FAIRS/FESTIVALS - 903							
903-220 Advertising/Legal Publications	2,000		-	2,000	0%	Event Advertising	
903-230 Contracted Services	35,000	1,046	4,646	30,354	13%	Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1,500), Game Entertainment Avenue ($2,000) and other miscellaneous entertainment. **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Porta Potts ($900), Gaming Trailer ($1,000)	
903-238 Refunds	100		-	100	0%		
903-341 Departmental Supplies	25,000	(335)	5,137	19,863	21%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Art Supplies ($800), Chairs & Railing ($1,000), Signage ($1,500) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Candy ($2,000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500)	
903-568 Contributions	5,000	2,000	2,500	2,500	50%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.	
TOTAL FAIRS/FESTIVALS	**67,100**	**2,711**	**12,283**	**54,817**	18%		
TOTAL EXPENSES	**11,532,962**	**564,502**	**3,419,226**	**8,113,736**	30%		
REVENUES OVER EXPENSES	$ (0)	$ 18,464	$ 2,298,188				

the city of Charles Town, WV

FY 2027 Capital Reserve Budget

ACCOUNT	FY 2027 CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET REVENUES							
Capital Reserve Carryover	6,529,550		$ 6,529,550	$ (0)	100%	$2,063,655 carryover balance from FY2026 Capital Reserve. This is carryover for unfinished projects noted in red. $2,067,199 additional grant carryover transferred to the grant projects worksheet. (Carryover will be adjusted in the 1st Revision in July 2026.)	Adjust carry over amount to actual balance as of June 30, 2026
368-000 Contributions from GF	880,730		$ 880,730	$ -	100%	Contributions from GF (Determined in July 2026 1st Revision)	
368-000 Contributions from GF - Lottery / Gaming Revenue	950,000		$ 63,436	$ 886,565	7%	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.	
341-000 Developer Proffers	255,000	$ 33,376	$ 104,420	$ 150,580	41%	Developer Proffer fees.	
380-000 Interest on Bank Accounts & Other Sources	100,000		$ 15,121	$ 84,879	15%		
TOTAL REVENUES	**$ 8,715,280**	**$ 33,376**	**$ 7,593,257**	**$ 1,122,023**	**87%**		

ACCOUNT	FY 2027 CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET EXPENSES							
975 GENERAL GOVERNMENT							
Information Technology							
Computer Replacement - 975-459 General Government Capital Outlay Technology	25,000		$ -	$ 25,000	0%	Computer replacement program for all General Government departments. (5 replacements are planned.)	
Tyler Tech Version 10 Software - 975-459 General Government Capital Outlay Technology	55,130	$ 250	$ 250	$ 54,880	0%	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and enhance Incode. Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement. ($55,130 carried over from FY26.)	
TOTAL INFORMATION TECHNOLOGY	**$ 80,130**	**$ 250**	**$ 250**	**$ 79,880**	**0%**		
Other - General Government							
City Charter Re-write - 975-223 General Government Professional Services	60,000		$ -	$ 60,000	0%		
Comprehensive Plan Update - 975-223 General Government Professional Services	125,000		$ -	$ 125,000	0%		Professional services to update the City's policy guide for decision making pertaining to future land use, growth & development, & resource preservation within the City's jurisdiction and Urban Growth Boundary
Rouss Hall Landlord buy back - 975-458 General Government Capital Outlay	140,000		$ -	$ 140,000	0%	$140,000 carried over from FY26.	
Zoning & Subdivision Ordinance Overhaul - 975-223 General Government Professional Services	172,850		$ -	$ 172,850	0%	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000. ($172,850 carried over from FY26.)	
Front Office Desks - 975-459 General Government Equipment	3,300		$ 3,205	$ 95	97%	$3300 carried over from FY26.	
TOTAL OTHER - GENERAL GOVERNMENT	**$ 504,355**	**$ -**	**$ 3,205**	**$ 312,945**	**1%**		
TOTAL GENERAL GOVERNMENT	**$ 584,485**	**$ 250**	**$ 3,455**	**$ 392,825**	**1%**		

ACCOUNT	FY 2027 CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
976 PUBLIC SAFETY							
Equipment							
Body Worn Cameras - 976-460 Public Safety Capital Outlay Equipment	32,000		$ -	$ 32,000	0%		Replace 19 body worn cameras with expired warranties. Version V700
Office Chairs - 976-460 Public Safety Capital Outlay Equipment	8,100		$ -	$ 8,100	0%		Replace 24 dilapidated office chairs.
Officer Equipment - 976-460 Public Safety Capital Outlay Equipment	17,500	$ 224	$ 7,175	$ 10,325	41%	Equipment for new officer. (Taser, ballistic shield, baton, spike system, trauma aid kit, trauma pac kit, defibrillator, body worn camera, and desktop computer)	
TOTAL EQUIPMENT	**$ 57,600**	**$ 224**	**$ 7,175**	**$ 10,325**	**12%**		
Information Technology							
Computer Replacement - 975-460 General Government Capital Outlay Technology Police Department	33,000		$ -	$ 33,000	0%	6 In-car Panasonic Tough Tablets (To replace generation 3 reaching end of life.)	
TOTAL INFORMATION TECHNOLOGY	**$ 33,000**	**$ -**	**$ -**	**$ 33,000**	**0%**		
Vehicles							
Police Cars - 976-459 Public Safety Capital Outlay Vehicles	144,000		$ 140,850	$ 3,150	98%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years. A third vehicle is requested this year for the new officer position.	
Police Vehicle Upfit Costs - 976-459 Public Safety Capital Outlay Vehicles	48,000		$ 24,286	$ 23,714	51%	Approximately $5000 per car is estimated for the 2 vehicles in the rotation schedule. This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant. Cost for 3rd car is $38,000.	
TOTAL VEHICLES	**$ 192,000**	**$ -**	**$ 165,136**	**$ 26,864**	**86%**		
Parking							
Parking Meters - 976-462 Public Safety	5,000	$ 4,824	$ 4,824	$ 176	96%	23 Parking meter mechanisms the replace the outdated Duncan meters as part of the replacement system implemented over the last 2 years.	
TOTAL PARKING	**$ 5,000**	**$ 4,824**	**$ 4,824**	**$ 176**	**96%**		
TOTAL PUBLIC SAFETY	**$ 287,600**	**$ 5,048**	**$ 177,135**	**$ 70,365**	**62%**		

ACCOUNT	FY 2027 CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
977 STREETS & TRANSPORTATION							
Buildings							
Charles Washington Hall - Roof Replacement - 977-457 Streets & Transportation Capital Outlay Buildings	50,000	$ 6,767	$ 6,767	$ 43,233	14%	This is a small section of the rooftop that contains 4 rooftop AC units. This area has failed sealant and degraded membranes. It will be replaced with a 2 Ply-Cold System which has a useful life of 30 years. ($50,000 carried over from FY26.)	
Charles Washington Hall - Painting of Exterior Windows/Doors/Trim - 977-457 Streets & Transportation Capital Outlay Buildings	60,000		$ -	$ 60,000	0%		Painting of all outside wood surfaces at CWH. (Windows, doors, soffit, and facia)
City Hall - Brick Repointing - 977-457 Streets & Transportation Capital Outlay Buildings	40,000		-	$ 40,000	0%		Repair damaged mortar at City Hall.
City Hall - Elevator Replacement - 977-457 Streets & Transportation Capital Outlay Buildings	70,000		-	$ 70,000	0%		Replace City Hall elevator car and mechanical units.
City Hall - Replace Rooftop AC Units - 977-457 Streets & Transportation Capital Outlay Buildings	45,730		$ -	$ 45,730	0%	Replacement of 2 City Hall rooftop AC units. ($45,730 carried over from FY26.)	
City Hall - Restore Roof Section 2 - 977-457 Streets & Transportation Capital Outlay Buildings	20,000		$ -	$ 20,000	0%		Section 2 of the City Hall roof is in poor condition. This is an allowance to restore that area of the roof.
Maintenance Yard Study & Engineering - 977-457 Streets & Transportation Capital Outlay Buildings	220,700		$ -	$ 220,700	0%	Maintenance yard study. Current maintenance yard is in poor condition and needs replaced or renovated. In FY26 Council requested that a study be conducted for the best location of the Maintenance Yard along with associated engineering. The engineering remains to be completed. ($220,700 carried over from FY26.)	
Rouss Hall - Brick Repointing -977-457 Streets & Transportation Capital Outlay Buildings	20,000		$ -	$ 20,000	0%		The west wall is severely deteriorated. This will provide an allowance to repair the mortar.
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-457 Streets & Transportation Capital Outlay Buildings	209,975		$ -	$ 209,975	0%	All window sills at Rouss Hall have peeling paint and rotted wood. ($209,975 carried over from FY26.)	
Rouss Hall - Apply roof coating - 977-457 Streets & Transportation Capital Outlay Buildings	31,250		$ -	$ 31,250	0%	The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a useful life of 10 years. ($31,250 carried over from FY26.)	
TOTAL BUILDINGS	**$ 767,655**	**$ 6,767**	**$ 6,767**	**$ 760,888**	**1%**		

ACCOUNT	FY 2027 CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
Streets/Infrastructure							
Art Alley Brick Stamped Pavement - 977-458 Streets & Transportation Capital Outlay Other Improvements	25,000		$ -	$ 25,000	0%		Repave Art Alley and apply brick imprint.
Brick Sidewalk Replacement - Washington St. - 977-458 Streets & Transportation Capital Outlay Other Improvements	55,000		$ -	$ 55,000	0%		Replace brick sidewalk from the Post Office on W. Washington Street to 120 S. George St.
Charles Street Engineering Study - 977-461 Streets & Transportation Capital Outlay Stormwater Improvements	369,975		$ -	$ 369,975	0%	Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications. ($79,975 carried over from FY26.)	Allowance to produce engineering-ready documents to make storm water corrections, bury utility lines, level the street, and transform streetscape into usable event space.
Depot Square Design - 977-458 Streets & Transportation Capital Outlay Other Improvements	50,000		$ -	$ 50,000	0%	Design for potential uses and amenities of the City's new town square. ($50,000 carried over from FY26.)	
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-458 Streets & Transportation Capital Outlay Other Improvements	100,000		$ -	$ 100,000	0%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Grant match was paid in FY26. This is an allowance for overages. Reduction Funding. ($5240 carried over from FY26.)	
Stormwater Assessment Study - 977-461 Streets & Transportation Capital Outlay Stormwater Improvements	354,780		$ -	$ 354,780	0%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($125,955 carried over from FY26.)	Allowance to proceed to the full inventory and detailed analysis of Watersheds 1, 2, 3, 7, & 10
TOTAL STREETS/INFRASTRUCTURE	**$ 954,755**	**$ -**	**$ -**	**$ 874,755**	**0%**		
Vehicles							
Bucket Truck - 977-459 Streets & Transportation Capital Outlay Equipment	175,000		$ 166,890	$ 8,110	95%	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in July of FY27. ($175,000 carried over from FY26.)	
Dump Truck - 977-459 Streets & Transportation Capital Outlay Equipment	90,000		$ -	$ 90,000	0%		This dump truck includes a landscaping dump bed for hauling brush and snow
Street Sweeper - 977-459 Streets & Transportation Capital Outlay Equipment	350,000		$ 344,890	$ 5,110	99%	The current sweeper is unreliable and constantly being repaired.	
Pick-up Truck - 977-459 Streets & Transportation Capital Outlay Equipment	70,000		$ -	$ 70,000	0%	Replacement of 2016 truck to include emergency lighting and utility bed.	
TOTAL VEHICLES	**$ 685,000**	**$ -**	**$ 511,780**	**$ 173,220**	**75%**		
Streets & Transportation Other							
Charles Washington Hall - 2 Refrigerators - 977-459 Streets & Transportation Capital Outlay Equipment	8,000		$ 6,435	$ 1,565	80%		2 commercial refrigerators on 1st floor of Charles Washington Hall. (8000 carried over from FY26)
Maintenance Yard Storage Containers - 977-459 Streets & Transportation Capital Outlay Equipment	25,000		$ -	$ 25,000	0%		
Trash Can Replacement - Downtown - 977-459 Streets & Transportation Capital Outlay Equipment	70,000		$ -	$ 70,000	0%		Replace 40 deteriorating trash in the Downtown District
TOTAL STREETS & TRANSPORTATION OTHER	**$ 103,000**	**$ -**	**$ 6,435**	**$ 96,565**	**6%**		
TOTAL STREETS & TRANSPORTATION	**$ 2,510,410**	**$ 6,767**	**$ 524,982**	**$ 1,905,428**	**21%**		

ACCOUNT	FY 2027 CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
979 CULTURE & RECREATION							
Parks & Recreation							
Jefferson Memorial Park Tennis Court Resurfacing & Fencing - 979-458 Culture & Recreation Other Improvements	300,000		$ -	$ 300,000	0%		Mill, pave, and apply acrylic sport court coating on the tennis courts. Install chain link fencing around the courts.
Parks Master Plan - 979-223 Culture & Recreation Professional Services	150,000		$ -	$ 150,000	0%		
TOTAL PARKS & RECREATION	**$ 450,000**	**$ -**	**$ -**	**$ 150,000**	**0%**		
Culture							
Christmas lights replacement along Washington & George Streets - 979-458 Culture & Recreation Other Improvements	25,000		$ 12,256	$ 12,744	49%	Current lights are failing and need to be replaced.	
Historical Signs - 979-458 Culture & Recreation Other Improvements	10,000		$ -	$ 10,000	0%		
Wayfinding signage - 979-458 Culture & Recreation Other Improvements	297,400		$ -	$ 297,400	0%	CDD REQUEST $100K for Wayfinding Signage implementation (3 years of phases at $100,000 per year ending in FY27.) (Request related to 2023 CTNOW ARPA Request) ($197,400 carried over from FY26.)	
TOTAL CULTURE	**$ 332,400**	**$ -**	**$ 12,256**	**$ 320,144**	**4%**		
TOTAL CULTURE AND RECREATION	**$ 782,400**	**$ -**	**$ 12,256**	**$ 470,144**	**2%**		
Building Improvements Contingency	349,160		$ -	$ 349,160	0%	Developer fees transferred from Building Commission in FY 2026 to the Capital Fund. This is the remaining balance as of 6/30/26. ($349,160 carried over from FY26.)	
Contingencies	2,137,231		$ -	$ 2,137,231	0%	This amount will be adjusted in the 1st Revision in July 2026.	
Encumbrances for Subsequent Years	-		$ -	$ -			
Transfer to Grant Projects	2,067,199		$ -	$ 2,067,199	**0%**	$76,444 to Augustine Avenue Project. $1,990,755 to JMP Pool Project.	
TOTAL EXPENSES	**$ 8,718,485**	**$ 12,065**	**$ 717,829**	**$ 7,392,351**	**8%**		
REVENUES OVER EXPENSES	**$ (3,206)**	**$ 21,311**	**$ 6,875,428**				

GRANT PROJECTS BUDGET

ACCOUNT	FY 2027 CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
AUGUSTINE AVENUE GRANT PROJECT						
REVENUES						
Capital Reserve Carryover	$ 76,444		$ -	$ 76,444	0%	This is a State project with 4 Federal grants that require upfront matches. The State will administer the project, therefore the City will only need to pay the matches. We will not receive any revenue or pay expenses that need to be reimbursed. All matches have been paid in previous years except a 76,444 match that is allocated for construction overages. The $76,444 is carried over from FY26.
Augustine Avenue Trail Design Phase III DOH Reimbursement	$ 111,115	$ 57,093	$ 99,281	$ 11,834	89%	DOH reimbursement for the design of Phase III. ($111,115 carried over from FY26.)
TOTAL REVENUES	**$ 187,559**	**$ 57,093**	**$ 99,281**	**$ 88,278**	**53%**	
EXPENSES						
Augustine Avenue Trail Construction - Construction Phase II & III Encumbrance for FY27 - 979-458 Culture & Recreation Other Improvements	$ 76,444		$ -	$ 76,444	0%	This allowance is for a grant match potential overages on the project in which the City may be responsible. ($76,444 carried over from FY26.)
Augustine Avenue Trail Design Phase III - 979-458 Culture & Recreation Other Improvements	$ 111,115	$ 22,394	$ 79,487	$ 31,628	72%	Phase III design expenses. ($111,115 carried over from FY26.)
TOTAL EXPENSES	**$ 187,559**	**$ 22,394**	**$ 79,487**	**$ 108,072**	**42%**	
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ 34,699**	**$ 19,794**			

ACCOUNT	FY 2027 CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
LIBERTY STREET FLOODING MITIGATION GRANT PROJECT						
REVENUES						
Capital Reserve Carryover	$ -		$ -	$ -		
365-000 Federal Grants - Chesapeake Bay Foundation	$ 70,253		$ -	$ 70,253	0%	Total award is $172,445. This grant does not require a match. $77,600 was received in FY24, which leaves a remaining balance of $94,845 to be received. This is a reimbursable grant so we must budget all expenses and administer the project. ($70,253 carried over from FY26.)
365-000 Federal Grants - FEMA	$ 375,000		$ -	$ 375,000	0%	Total award is $680,774. FEMA will pay the City $375,000 and the City is required to match $305,774. This is a reimbursable grant so we must budget all expenses and administer the project. ($375,000 carried over from FY26.)
TOTAL REVENUES	**$ 445,253**	**$ -**	**$ -**	**$ 445,253**	**0%**	
EXPENSES						
Liberty Street Flooding Mitigation - Phase I - 977-461 Streets & Transportation Capital Outlay Stormwater Improvements	$ 445,253	$ 18,234	$ 33,655	$ 411,598	8%	Total construction cost is $1,420,000. We have received two grants to support this project, both of which are reimbursable, therefore we must budget the entire cost of the project. $88,600 was paid in prior years, leaving the remaining cost at $1,331,400. ($445,253 carried over from FY26.)
TOTAL EXPENSES	**$ 445,253**	**$ 18,234**	**$ 33,655**	**$ 411,598**	**8%**	
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ (18,234)**	**$ (33,655)**			

ACCOUNT	FY 2027 CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
JEFFERSON MEMORIAL POOL GRANT PROJECT						
REVENUES						
Capital Reserve Carryover	$ 1,990,755		$ -	$ 1,990,755	0%	This is the City's portion of the cost of this project after receiving the Pool House LWCF and Pool LWCF Grants listed below totaling $1,850,692. The $1,990,755 includes the remaining City's $22,103 Pool House LWCF Grant match and $1,600,695 Pool LWCF Grant match and the remaining $1,198,610 is the City's out of pocket expenses not supported by grants.
365-000 Federal Grants-Pool House LWCF	$ 22,103		$ -	$ 22,103	0%	Total award is $499,994. National Park Service LWCF will pay the City $249,997 and the City is required to match $249,997. This is a reimbursable grant so we must budget all expenses and administer the project. ($22,103 carried over from FYU26.)
365-000 Federal Grants-Pool LWCF Grant	$ 893,908		$ -	$ 893,908	0%	Total award is $3,201,390. National Park Service LWCF will pay the City $1,600,695 and the City is required to match $1,600,695. This is a reimbursable grant so we must budget all expenses and administer the project. ($893,908 carried over from FY26.)
TOTAL REVENUES	**$ 2,906,766**	**$ -**	**$ -**	**$ 2,906,766**	**0%**	
EXPENSES						
JMP Pool House Renovation - 979-458 Culture & Recreation Other Improvements - **Pool 1**	$ 831,636	$ 183,947	$ 231,102	$ 600,534	28%	Total construction cost is $1,400,000. We have received a $499,994 grant to support this project, $249,997 will be received from National Park Service and the City must match $249,997. This grant is reimbursable, therefore we must budget the entire cost of the project. ($831,636 carried over from FY26.)
JMP Pool Upgrade - 979-458 Culture & Recreation Other Improvements **- Pool 2**	$ 2,075,130	$ 433,135	$ 433,967	$ 1,641,163	21%	Total construction cost is $3,500,000. We have received a $3,201,390 grant to support this project, $1,600,695 will be received from National Park Service and the City must match $1,600,695. This grant is reimbursable, therefore we must budget the entire cost of the project. ($2.075.130 carried over from FY26.)
TOTAL EXPENSES	**$ 2,906,766**	**$ 617,081**	**$ 665,068**	**$ 2,241,698**	**23%**	
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ (617,081)**	**$ (665,068)**			

GRANT PROJECT STATUS REPORT

AUGUSTINE AVENUE

Grant Type: Upfront Matching Grant - Charles Town pays the match required to begin the project. The state manages and hires contractors to complete the project. The state pays all remaining costs unless the project runs over budget. The city is responsible for 20% of all overage costs.

Notes: Four grants are allocated to this project; Augustine Avenue Design TAP Grant which is designated to the design phase; Augustine Avenue Phase I & II TAP Grant which is assigned to Phase I & II; Augustine Avenue Phase III Capito Earmark which is allocated to Phase III; Liberty Street Sidewalk Upgrades (Moved to Augustine Avenue.) which will be used for Phase III overages if there are any.

PROJECT COST		GRANT BREAKDOWN							CITY'S OBLIGATION				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Overage Cost	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes
Design Phase I & II	145,421	Design I & II	145,421	116,337	29,084				Design I & II Match	29,084	29,084	-	Paid prior to FY 2023
Phase I & II	700,000	Phase I & II	700,000	560,000	140,000	73,596	58,877	14,719	Phase I & II Match	154,719	154,719	-	$140,000 paid in FY 2024. $14,719 paid in FY 2025.
Phase III	1,750,000	Phase III	1,750,000	1,400,000	350,000				Phase III Match	350,000	350,000	-	Paid in FY 2025
		Liberty Street Reallocation	382,218	304,774	76,444				Liberty Street Reallocation Match	76,444	0.00	N/A	
Total Cost	**2,595,421**	**Totals**	**2,977,639**	**2,381,111**	**595,528**	**73,596**	**58,877**	**14,719**	**Total**	**610,247**	**533,803**	**-**	

City's Outstanding Balance: 0.00 Unless overages occur.

LIBERTY STREET FLOODING MITIGATION

Grant Type: Reimbursement Grant - Charles Town will cover the entire cost of the project and hire contractors to complete the work. As work is completed, the City of Charles Town will request reimbursement for eligible costs covered under the Federal award.

Notes: Two grants are allocated to this project; Chesapeake Bay Foundation Grant which is allotted for green infrastructure; FEMA Grant which is designated for stormwater mitigation upgrade.

PROJECT COST		GRANT BREAKDOWN				CITY'S OBLIGATION					FEDERAL FUNDING RECEIVED				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes	Description	Amount	Amount Paid	Balance	Notes
Flooding Mitigation Contract	1,125,725	Chesapeake Bay	172,445	172,445	0	FEMA Match	305,774	305,774	-		Chesapeake Bay	172,445	77,600	94,845	Paid in FY 2024.
Management & Contingency	293,453	FEMA	680,774	375,000	305,774	Out of Pocket Expenses	766,522	652,421	114,101	$10,741 paid in FY 2025. $608,025 paid in FY2026. $33,655 paid in FY 2027.	FEMA	375,000		375,000	
						Reimbursable Grant Funding Expenses	375,000	375,000	-						
Total Cost	**1,419,178**	**Totals**	**853,219**	**547,445**	**305,774**	**Total**	**1,447,296**	**1,333,195**	**114,101**		**Total**	**547,445**	**77,600**	**469,845**	

City's Outstanding Balance: 114,101
Grant Outstanding Balance: 469,845

JEFFERSON MEMORIAL POOL

Grant Type: Reimbursement Grant - Charles Town will cover the entire cost of the project and hire contractors to complete the work. As work is completed, the City of Charles Town will request reimbursement for eligible costs covered under the Federal award.

Notes: Two grants are allocated to this project; LWCF Pool House Grant assigned to the construction of the pool house; LWCF Pool Grant designated to the construction of the pool.

PROJECT COST		GRANT BREAKDOWN				CITY'S OBLIGATION					FEDERAL FUNDING RECEIVED				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes	Description	Amount	Amount Paid	Balance	Notes
Pool House	1,398,901	LWCF Pool House	500,000	250,000	250,000	LWCF Pool House Match	250,000	250,000	-	Paid in FY2026	LWCF Pool House	250,000	113,106	136,894	
Pool Construction	3,494,550	LWCF Pool	3,201,390	1,600,695	1,600,695	LWCF Pool Match	1,600,698	1,600,698	-	Paid in FY2026	LWCF Pool	1,600,698	706,787	893,911	
						Out of pocket expenses	1,198,610		1,198,610						
						Reimbursable Grant Funding Expenses	1,850,698	1,355,348	495,350	$690,280 paid in FY 2026. $665,068.59 paid in FY 2027.					
Total Cost	**4,893,451**	**Totals**	**3,701,390**	**1,850,695**	**1,850,695**	**Total**	**4,900,006**	**3,206,046**	**1,693,960**		**Total**	**1,850,698**	**819,893**	**1,030,805**	

City's Outstanding Balance: 1,693,960
Grant Outstanding Balance: 1,030,805

REPAVING BUDGET

ACCOUNT	FY 2027 CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
REVENUES							
Repaving Carryover	$ 1,571,997		$ 1,571,997	$ 0	100%	Carryover balance from FY 2026 Repaving Funds. This is the amount of contingency left over from FY26. This amount will be adjusted in the first revision in July 2026.	Adjust carry over amount to actual balance as of June 30, 2026
369-100 Contributions from GF - Repaving Fees	$ 175,000	$ 15,655	$ 48,958	$ 126,042	28%	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving	
380-000 Interest on Bank Accounts & Other Sources	$ 20,000		$ 3,851	$ 16,149	19%		
TOTAL REVENUES	**$ 1,766,997**	**$ 15,655**	**$ 1,624,806**	**$ 142,191**			
EXPENDITURES							
977-460 Streets & Transportation Capital Outlay Street Paving	$ 350,000		$ -	$ 350,000	0%	Jan 2023 Infrastructure Committee report identified 23 streets for repaving/repairs. This is an allowance for continuation of the repaving project.	
Paving Contingency - Streets & Transportation Capital Outlay Street Paving	$ 1,416,997		$ -	$ 1,416,997	0%		
TOTAL EXPENSES	**$ 1,766,997**	**$ -**	**$ -**	**$ 1,766,997**	**$ -**		
REVENUES OVER EXPENSES	**$ 0**	**$ 15,655**	**$ 1,624,806**				

the city of Charles Town, WV

FY 2027 P&R

REVENUES	CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YEAR TO DATE	FY 2027 BUDGET BALANCE	FY 2027 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	145,405		145,405	0	100%		FY 2026 carryover brought into FY 2027.
207-340-000 Pool Admission	32,000		7,858	24,142	25%		
207-340-010 Pool Concession Stand	8,000		2,603	5,397	33%		
207-340-020 Pool Rental	4,000		-	4,000	0%		
207-340-030 Pool Passes	3,500		-	3,500	0%		
207-340-040 Swimming Lessons	5,000		-	5,000	0%		
207-340-100 Park Donations	6,000		-	6,000	0%		
207-340-120 Hotel/Motel	87,500	7,027	14,383	73,117	16%		
207-340-140 Tennis CIP Donations	-		-	-			
207-340-210 Junior Tennis	850		-	850	0%		
207-340-220 Tennis Lessons	7,500	4,831	4,831	2,669	64%		
207-340-520 Sale of Items	-		-	-			
207-340-700 Pavilion Rental	3,000	100	900	2,100	30%		
207-380-000 Interest on Investments	2,000		414	1,586	21%		
207-369-000 Contributions from GF	20,000		20,000	-	100%		
207-399-000 Misc. Rev.- CC Convenience Fees	1,000		133	867	13%		Convenience fees charged to customers to recover credit card processing costs.
TOTAL REVENUES	**325,755**	**11,958**	**196,528**	**129,227**	**117%**		

EXPENSES	CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YEAR TO DATE	FY 2027 BUDGET BALANCE	FY 2027 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
207-900-103 Salaries	91,825	3,629	24,066	67,759	26%	Pool - 15 Part-time employees @ $71,000 Tennis - 6 Part-time employees @ $12,000 Bonuses for Pool Staff and Concessions $3325	
207-900-104 FICA Tax Expense	7,600	278	3,425	4,175	45%	FICA @ 7.65% of Salary	
207-900-108 Overtime	3,000		-	3,000	0%		
207-900-211 Telephone	1,000		-	1,000	0%	Jefferson Memorial Pool Phone Line ($80 a month)	
207-900-213 Utilities	16,200	2,043	3,440	12,760	21%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $7,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $8,000	
207-900-215 Buildings and Grounds	12,000		982	11,018	8%	Grass/Weed killer, Light bulbs, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies, and Kiddie Matt mulch (moved from Department Supplies).	
207-900-216 Pool supplies and equipment	7,500		2,992	4,508	40%	Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts.	
207-900-217 Automobile Repair & Maintenance	1,000	13	13	987	1%		Air filters, vehicle repairs, state inspections, vehicle maintenance (brakes/rotors, tire repair/rotation, etc.)
207-900-220 Advertising/Legal Pub	500	159	159	341	32%	Publishing fees	
207-900-221 Training	3,000	1,773	2,628	372	88%	Certifications (10 @ $200), Food Handler's Card (10 @ @15)	Allowance for Park Manager Pool Operation Certification
207-900-222 Dues	120		-	120	0%	NRPA Membership	
207-900-226 Insurance & Bonds	-		-	-		Commercial Property, Umbrella Liability,	
207-900-230 Contracted Services	52,500	6,947	15,734	36,766	30%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $35,000; Porta Potty Setup/Clean and Service - $7,000 Payroll Processing - $2500 Annual Pest Control Services - $500 JMP Trash Service - $6500	
207-900-230 Community Foundation Landscaping - Contracted Services	6,000		4,161	1,840	69%	Landscaping at JMP per JB Smith Foundation Trust contribution.	
207-900-232 Bank Charges - CC Fees	1,000		252	748	25%		Credit card processing fees.
207-900-236 Refunds	500		-	500	0%		
207-900-237 Other Fees/Taxes	300		299	1	100%	Pool permit fee Health Department	
207-900-341 Departmental Supplies	8,000	202	4,310	3,690	54%	nets, camera supplies, story trail supplies, dog waste bags	
207-900-341 Junior Tennis Supplies	850		-	850	0%	Jr. Tennis Girls and Boys Shirts and Jackets and	
207-900-342 Concession Stand Supplies	4,000	297	2,268	1,732	57%		
207-900-343 Auto Supplies (Gas, Oil & Tires)	1,500	55	103	1,397	7%		Gas, oil changes and tires
207-900-345 Uniforms	2,500		-	2,500	0%	Life guard bathing suits	
207-900-359 Capital Outlay	94,860		-	94,860	0%		
207-699-568 Contingencies	10,000		-	10,000			
TOTAL EXPENSES	**325,755**	**15,395**	**64,832**	**260,923**	**20%**		
REVENUES OVER EXPENSES	**0**	**(3,437)**	**131,696**				

SHELIA CLIFFORD TRUST CAPITAL PROJECT

REVENUES	CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YEAR TO DATE	FY 2027 BUDGET BALANCE	FY 2027 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	515,830		515,830	(0)	100%	Balance of portfolio at 2/28/26.	FY 2026 carryover brought into FY 2027.
207-340-216 Clifford Trust Restricted Donation	-		-	-		Trust.	
207-380-000 Interest on Investments	-		-	-		account.	
207-380-050 Dividends	15,000	1,566	4,613	10,387	31%	Dividends received on investments.	
207-380-100 Gains/ Losses on Investments	-		-	-		Gains/Losses received on investments.	
TOTAL REVENUES	**530,830**	**1,566**	**520,443**	**10,387**	**98%**		
EXPENSES	**CURRENT BUDGET**	**SEPTEMBER 2026**	**FY 2027 YEAR TO DATE**	**FY 2027 BUDGET BALANCE**	**FY 2027 % BUDGET**	**FINANCE NOTES**	**REVISION #1 NOTES**
207-900-223 Professional Services	2,600	238	713	1,887	27%	$212.00 a month.)	
207-900-459 Clifford Trust Capital Expenditures	528,230		-	528,230	-	and heated bird baths with garden as specified in	
TOTAL EXPENSES	**530,830**	**238**	**713**	**530,117**	**0%**		
REVENUES OVER EXPENSES	**-**	**1,327**	**519,729**				

REGION 3 EPA CLEAN PARKS THRIVING COMMUNITIES GRANT

REVENUES	CURRENT BUDGET	SEPTEMBER 2026	FY 2027 YEAR TO DATE	FY 2027 BUDGET BALANCE	FY 2027 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
207-366-000 State Government Grants		36,000	36,000	(36,000)			
TOTAL REVENUES	**-**	**36,000**	**36,000**	**(36,000)**			
EXPENSES	**CURRENT BUDGET**	**SEPTEMBER 2026**	**FY 2027 YEAR TO DATE**	**FY 2027 BUDGET BALANCE**	**FY 2027 % BUDGET**	**FINANCE NOTES**	**REVISION #1 NOTES**
207-900-230 Contracted Services		26,000	26,000	(26,000)			
TOTAL EXPENSES	**-**	**26,000**	**26,000**	**(26,000)**			
REVENUES OVER EXPENSES	**-**	**10,000**	**10,000**				

CITY OF CHARLES TOWN
BANK AND INVESTMENT ACCOUNTS
BALANCES AS OF SEPTEMBER 30, 2026

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
001 GENERAL FUND									
This pool of money is used to support the operations of the City. This Fund is monitored by the State of WV. The City must submit a budget to the State in March of each year for approval in the following April. All revisions to the budget must be sent to the State for approval. These funds support all operational expenses accross the City departments. These departments are Economic Development, Mayor's Office, Council, City Manager, Treasurer, Court Clerk, Police Judges, City Attorney, Enforcement Agency, Building Inspections, Planning & Zoning, Elections, City Hall, Contributions, Parking, Police, Crossing Guards, Maintenance, and Fairs and Festivals. Several revenues are received by the General Fund and passed through to other funds. Hotel/Motel Taxes are collected and half is transferred to the P&R Fund. The other half is given to the County CVB. Street Improvement Fees are collected and transferred to the Capital Fund Repaving Budget. Finally, Gaming and Vidoe Lottery Income is collected and transferred to the Capital Fund. The Vacant Structures bank account is required in the City's Article 1759 Vacant Buildings Ordinance. Vacant structure fees are deposited into this account and expenditures related to maintaining and ensuring the safety of these buildings are disbursed from these funds.								
General Fund	2792	General	Bank of Charles Town	001-101-010	$ 1,764,694		$ 1,764,694		General Fund operations.
Vacant Structures	9110	General	Bank of Charles Town	001-101-030	$ 23,960		$ 23,960		Vacant buildings maintenance.
002 COAL SEVERANCE									
This fund is a special revenue fund that is supported by the collection of a tax on the production of coal in the state. Because Jefferson County is not a coal producing county, we get a portion of the proceeds based on population. This budget is monitored by the State as well. The City must submit a budget to the State in March of each year to be approved in the following April just as we do for the General Fund. The Council has decided to use these funds to support the enhancement of the P&R pool. This P&R expenditure is approved by the State of WV.									
Coal Severance Tax Revenue Fund	2946	Coal Severance	Bank of Charles Town	002-101-050	$ 122,890		$ 122,890		Special revenue fund used for P&R pool.
003 RESIDUAL FUND									
Another name for this fund is the Rainy Day Fund. This is the City's savings fund. The State allows us to save 30% of our General Fund budget. The FY 2026 budget is $9,274,625. Therefore, the total of the accounts below cannot exceed $2,782,387. Given that information, the City can set aside aproximately one million additional dollars for savings in the Residual Fund. This money can be used to cover General Fund shortfalls or any other purpose the City considers appropriate.									
Residual Fund	2112	Residual	Bank of Charles Town	003-101-070	$ 1,507,349	$ 1,507,349		$ 1,507,349	Savings account/emergency fund for the city. Maximum balance can be 30% of general fund budget. No planned expenditures. Annual interest is 3.23%
Fidelity City Residual Fund #9959	9959	Residual	United Capital Fidelity	003-101-200	$ 932,738	$ 940,212		$ 932,738	Investment fund for GF budget stabalization.
008 SALES TAX									
The revenue that is received in this fund is the 1% city sales tax on the sale of goods and services that businesses operating within the Charles Town city limits must charge their customers. The State collects this tax for us and sends a quarterly payment to this fund. This money is unrestricted and can be used for whatever the City deems appropriate. Currently our ordinances declare that the money must first be used to pay debt obligations. In the FY 2026 General Fund budget the City is bringing in 1.5 million from the Sales Tax Fund. Approximately $325,000 of that money will be used to pay monthly bond/loan payments. The remaining $1,175,000 is allocated for City operations.									
Sales Tax	3012	Sales Tax	Bank of Charles Town	008-101-000	$ 5,509,082	$ 5,509,082	$ -	$ 5,509,082	$1.5 million committed to General Fund for FY 2026. Debt service is to be paid first per ordinance.
011 CHARLES WASHINGTON HALL LANDLORD FUND									
This fund was formed to create a LLC to redeem Federal and State historical tax credits associated with the renovation of Charles Washington Hall in 2014-2017. Because those obligations have been fulfilled the money in this account has been transferred to the Capital Reserve Fund and designated to building repair.									
CWH Landlord, LLC	3365	CWH Landlord	Bank of Charles Town	011-101-000	$ 771	$ 771	$ -	$ 771	Unrestricted revenues from the sale of federal historic tax credits. $25,000 allocated for possible option by out.
020 HOUSING REHAB FUND									
The Housing Rehabilitation Program was established in the 1980's when the City received HUD income for community housing rehabilitation. In the past, this was a loan program to the community. This program ceased several years ago. The money is now being used in the General Fund to support nuisance property expenses.									
Housing Rehab Program	2100	CDBG	Bank of Charles Town	020-101-000	$ 68,953	$ -	$ 68,953		Funds restricted to housing rehab services.

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
021 POLICE INVESTIGATIVE FUND									
This Fund contains restricted money specifcally for police use. There are two accounts associated with this fund, Police Investitation and Federal Equitable. The Police Investigation account is generated from income received from the City's involvement in local confiscated property. These funds must be used for police purposes. The Federal Equitable account is generated from the City's involvement in the County TASK Force. Funds received are the City's portion of property confiscated by the TASK Force. These funds are monitored by the State TASK Force.									
Federal Equitable Fund	2873	Investigative	Bank of Charles Town	021-101-020	$ 127,418	$ -	$ 127,418		Funds restricted for limited police activities per Department of Justice guidelines.
Police Investigation Account	2814	Investigative	Bank of Charles Town	021-101-010	$ 49,563		$ 49,563		Funds for police use.
026 OPIOID FUND									
These funds exist from a legal settlement of the State against opioid manufacturrers, distributors, and pharmacies due to their contribution to the misues of opioids. The State mandates that the money must be used for treatment and recovery programs, mental health services, support of law enforcement and first responders, provision of prevention education, or improved access to Narcan. There will be annual distributions of approximately $35,000 through 2028. The council has determined that this money will be used to support social worker salaries for services on drug related calls.									
Opioid Settlement Fund	2106	Opioid Fund	Bank of Charles Town	026-101-010	$ 156,964		$ 156,964		Special revenue fund. Council is determining use of funds per State
200 CAPITAL RESERVE FUND									
Capital Reserve money is used to support capital expenditures. These expenditures are normally no less than $5000. A capital expense may be a purchase of land, buildings, vehicles, equipment, or infrastructure construction. They are usually one time expenditures that become fixed assets, and may be supported by grants. There are 3 checking accounts associated with the Capital Fund. The first bank account is the Capital Reserve account which pays for the capital purchases. This account is supported from lottery proceeds, developer fees, and transfers from the General Fund. The second bank account is the Repaving account which pays for the paving and construction of roads. This account is supported from repaving fees assessed on Charles Town residents. The City collects $48 annually from each Charles Town household to support paving. The final account, the EPA account, is the bank account in which grants are received. This is a pass through account. The balance of this bank account should always be zero because the money received should be immediately transferred out to the account that it is reimbursing.									
Capital Reserve Fund	2822	Capital Reserve	Bank of Charles Town	200-101-000	$ 6,234,529	$ 2,137,231	$ 4,097,298	$ 2,137,231	Funding for capital projects and grant projects approved in FY 2026 Capital Budget.
EPA/RLF Fund	2911	Capital Reserve	Bank of Charles Town	200-101-200	$ 701	$ -	$ 701		EPA project completed, but account remains open because it is a depository for Federal Equitable revenue and reimbursable grants.
Repaving	2094	Capital Reserve	Bank of Charles Town	200-101-090	$ 1,659,807		$ 1,659,807	$ 1,402,162	Special revenue for resurfacing projects approved in FY 2025 Capital Budget.
207 PARKS & RECREATION FUND									
The Parks & Recreation Fund is designated to support the operations of the parks, the pool, and P&R programs. Parks & Recreation is a separate entify from the City. There are 3 checking accounts associated with the P&R Fund. They are the P&R Operating account, the P&R Capital Improvement account, and the Clifford Trust. The Operations bank account is used to support the operations of the Parks Program. The main revenue for that account is Hotel/Motel Taxes that are collected in the General Fund and passed on to P&R per City ordinances. The Capital Improvement bank account is supported from community donations and transfers from the P&R Operating account. The Clifford Trust is restricted for specific purposes per the donors' request. These funds are to be used to enhance Jefferson Memorial Park by constructing a dog watering station with a pavilion and heated bird baths with a garden.									
Parks & Rec	2881	Parks & Recreation	Bank of Charles Town	207-101-000	$ 102,172		$ 102,172		Operating account for Parks and Recreation.
Parks & Rec Capital Improvement	7203	Parks & Recreation	Bank of Charles Town	207-101-050	$ 94,981		$ 94,981		Account designated to P&R donations/contributions for future Parks capital improvement (i.e. tennis courts, pool, etc.)
JMP-Sheila Clifford Trust	2876	Parks & Recreation	Bank of Charles Town	207-101-040	$ 519,729		$ 519,729		Funds for the construction of a dog watering station and pavilion as well as heated bird baths and gardens at Jefferson Memorial Park.
400 BUILDING COMMISSION FUND									
The Building Commission is a separate entity from the City. It's purpose is to incur debt on behalf of the City. The properties that the debt are held against are owned by the Building Commission and leased to the City. This relationship exists between the Building Commission and the City until the debt is paid off. Then the property can be given back to the City. Currently there are 3 bonds/loans that the Building Commission holds for the City. The first one is a USDA Bond for Charles Washington Hall. The balance of the bond as of 5/15/2025 is $2,377,573 with monthly payments of $12,840. The second bond is another USDA Bond for Charles Washington Hall. The balance of this bond as of 5/15/25 is $751,198 with monthly payments of $3827. The final loan is held at the Bank of Charles Town at $1,637,630 as of 4/30/25. The monthly payments for this loan is $10,390.98. The Building Commission receives monthly lease payments from the General Fund to support these bond/loan payments. The Building Commission holds one year of bond/loan payments totaling approximately $325,000 in its checking account on reserve.									
Building Commission	4862	Bldg Commission	Bank of Charles Town	400-101-000	$ 321,073	$ -	$ 321,073		Near -term expenditures (i.e. debt service) are paid from the BC fund and directly reimbursed through monthly lease payments from the General Fund.

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
700 POLICE PENSION FUND									
Money in the Police Penson Fund is designated for payroll and benefit payments to retired police officers and/or surving spouses. This is a separate entity from the City. There are 3 members in the plan. The City is obligated to pay a portion of the expenses calculated through information provided from Bolton. This is a transfer from the General Fund Police Budget. When the City's obligation is paid, the State will make an annual contribution to support the payroll expenses as well. The State has strict rules and reporting requirements regarding this account. The Fidelity Pension Investment account is held for future pension payments.									
Police Pension Relief Fund	2118	Police Pension	Bank of Charles Town	700-101-000	$ 12,778		$ 12,778		Funds used to support pension beneficiaries. Includes employer contributions from the General Fund calculated annually from the Bolton Actuarial Valuation Report and one annual State contrubition.
Fidelity Police Pension Fund #6846	6846	Police Pension	United Capital Fidelity	700-101-200	$ 608,296		$ 608,296		Investment fund for restricted use of future pension payments.
900 BOND ESCROW FUND									
The purpose of this fund is to hold developer bonds until project completion. When construction has been completed, inspected, and approved by Council for release, the money is given back to the developer. If the developer does not complete construction as required, the City keeps the funds to make the needed changes. Currently the City is only holding one bond in the amount of $107,157.									
Bond Escrow Fund	3004	Bond Escrow	Bank of Charles Town	900-101-000	$ 99,152		$ 99,152		Account is used to deposit bond funds from developers and held until projects are completed.

Total Bank Accounts……	**$ 18,376,565**			
Total Investment Accounts……	**$ 1,541,034**			
Total Funds……	**$ 19,917,599**	**$ 10,094,645**	**$ 9,830,428**	**$ 11,489,333**

Definations:

**Restricted Funds - Monies that are legally or contractually required to be used for a specific purpose.*

***Unrestricted Funds - Monies that are not designated for a specific purpose. These funds can be used for whatever the City deems appropriate.*

****Unemcumbered Funds - Monies that have not been set aside or committed to a specifc contract, project, or obligation.*

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/02/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2082: City Manager's Report - November 2, 2026

ATTACHMENTS:

- Council - November 2, 2026.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

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

FROM: Alissa Meeks, Interim City Manager
SUBJECT: City Manager's Report
DATE: November 2, 2026

This report is designed to provide information on substantive issues and meaningful project updates on items of importance to the Mayor and City Council.

ADMINISTRATION, MAINTENANCE, AND OPERATIONS

Stormwater Watersheds: Proposals for shovel-ready solutions for the remaining watersheds are tentatively expected 10/30.

Liberty Street: Staff is scheduling final walkthrough to close out the project. Staff is also working to close out 7 action items for the Chesapeake Bay Trust Grant and FEMA grant reimbursements.

Charles Washington Hall Roof: A small portion of the CW roof, roughly 15x20, will be removed and re-installed on November 7th.

Rouss Hall Windows: The new windows for Rouss Hall have been delivered and being stored awaiting an install date.

Tree Removal: Two (2) JMP and one (1) Evitts Run trees will be taken down over the next 2 weeks.

Fall Leaves: The Maintenance team will continue taking leaves throughout the season. There is no set schedule, but they try to make a run on Mondays and Fridays.

Holiday Office Closures: City Hall will be closed Tuesday, November 3rd (Election Day) and Wednesday, November 11th (Veteran's Day). City Hall will also be closed for an hour at noon on Friday, November 20th for the staff's Thanksgiving luncheon.

COMMUNITY AND ECONOMIC DEVELOPMENT

Perry Annexation Charrette: Charles Town Library Community Room – 10/10-10/17.

Augustine Avenue: Department of Highways/District 5 has indicated there are several areas along Phase 2 that are requiring Alpha Engineers to respond to Request for Information. There are at least 3 pending RFIs due.

FINANCE

Finance Policy Rewrite: The firm BrownEdwards will be on-site November 18-20 to meet with city staff and the Finance Committee.

PayPoint Salary Study: Finance is continuing to work with Paypoint in compiling additional data from the salary study to present to the Finance Committee for review and discussion.

Tyler Technologies: Tyler Tech is working with staff to implement credit card convenience fees for the Incode 10 software.

Future Council Meeting Financial Considerations: ClearGov will provide a demo on their capital improvement planning software that will be presented at a future council meeting. HDL is drafting a contract to provide licensing and tax administrative services to the City which will also be discussed at a future council meeting.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/02/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2083: Community Grant Policy Review

The council requested this policy be brought back at the November 2, 2026, meeting for final approval.

ATTACHMENTS:

- Revised Community Funding Policy_v3_Council.pdf

COMMUNITY PROMOTION FUNDING POLICY

Purpose:
The purpose of this Policy is to establish a process for distribution of the City of Charles Town Community Promotion funds, previously referred to as "but for" funds. This policy is designed to assist with proper fiscal planning and the promulgation of clear guidelines for prospective recipients of City funds.

Scope and Effective Date:
This Policy shall cover all Community Promotion funding beginning with FY 2026 and annually thereafter. Organizations or Departments that receive funding through a dedicated regular line item in the budget are not eligible for Community Promotion Grants. The City will divide Community Promotion funding into two separate grant categories: Community Partnership Grants and Community Grants.

General:
The City, in its sole discretion, may provide funding or grants to nonprofit, charitable or civic organizations in order to supplement existing funds that either create or enhance services that positively impact the greatest number of City residents. It is the intent of these guidelines to provide that any funds appropriated shall be used to promote the general welfare of the residents of the City with priority given to the Community Partnership category of grants. Priority areas are determined by the City Council and Mayor and may be reevaluated annually. Any funds appropriated under the provisions of this Policy shall be used and expended under the direction and control of Treasurer as determined by the City Council in its annual budget deliberations.

The City operates on an annual Fiscal Year schedule beginning on July 1st and ending on June 30th.

Community Partnership Grants:
Community Partnership Grants are funds appropriated on an annual fiscal basis to community organizations that provide or enhance services that are generally considered within the purview of a governmental entity. If excess revenue is available, these organizations are pre-selected to receive funding during the City's annual budgetary process and will be included in the General Fund Budget. Community Partnership organizations include the following:

- The Charles Town Library;
- Jefferson County Community Ministries;

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- Eastern Panhandle Transit Authority;
- Citizens Volunteer Fire Department; and
- Independent Fire Department.

In order to be eligible to receive funding in a subsequent budget cycle, Community Partnership Organizations must provide the Finance Director with an expenditure report, which is a statement detailing the expenditure of the City's allocation in the previous fiscal year. Expenditure reports are due on 31st of December each year, and failure to provide a report may result in loss of funding in future budgets.

Community Grants:
Community Grants are funding allocations provided to non-profit and civic organizations. Only nonprofit organizations shall be eligible to apply for a Community Grant. For purposes of this Policy, "nonprofit organization" means a business entity that is tax-exempt under sections 501(c)(3), (c)(4) or (c)(6) of the Internal Revenue Code of 1954, as amended. A person or group without nonprofit status may partner with a nonprofit organization to apply for a Community Promotion Grant. The details of the partnership should be clearly outlined and submitted with the application. Community Partnership Organizations are eligible to apply for Community Grants.

An eligible organization may apply for and receive one Community Grant awards within a single City fiscal year. The City will announce and advertise grants beginning on November 1st of each year.

Application Process for Community Grants
Any nonprofit organization that desires financial assistance from the City must complete a Community Grant Application and attach a copy of its IRS determination letter and a copy of the most recent 990 tax return. If any of the aforementioned information is not available, please provide written explanation and attach to the Grant Application.

The application shall include a detailed description of the program and how it serves the residents of the City, how the grant funding will benefit the residents of the City, proof of good standing with the State of West Virginia and the City of Charles Town.

For an organization established within the two years preceding the date of its application, the City Council may, in its sole discretion, waive one or more application requirements, including required supporting documentation. The organization shall identify the requirements for which a waiver is requested and explain why it cannot satisfy those requirements. Any waiver shall identify the requirements waived and any alternative information to be provided. A waiver of application requirements does not waive the eligibility requirements under this Policy, the prohibition on

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funding organizations that have previously misused City funds, the requirement to enter into a Letter of Agreement, or applicable reporting requirements.

The City reserves the right, in its sole discretion, to request additional information either in writing, in interviews or through scheduled presentations. Any organization not in good standing with the State of West Virginia will not be considered for financial assistance. An organization found to have misused City funds previously will not be eligible for grant funding.

Applications will be due by January 15th of each year. An organization may receive no more than one Community Grant awards within a single City fiscal year.

In addition to evaluating the merits of each proposal as described in the application, the City Council will also consider the following factors:

- The projected number of City residents that will benefit from the program;
- Whether the organization appears to have the capacity to carry out the project, including necessary staff and financial resources;
- Other available funding sources and potential matches available for City funds;
- Whether the organization has been timely in completing reports for previous awards; and
- The success of previously funded programs.

The City Council will consider Community Grant Applications each year during the City's second regularly scheduled February meeting, and will award funds based upon the criteria outlined in this Policy.

Prior to distribution of any City funds, a Letter of Agreement shall be entered into between the City and the receiving organization. The Letter of Agreement will include a timeline, the amount of funding to be provided by the City, the work to be funded, required documentation to be provided by the organization, and any monitoring requirements. The Letter of Agreement shall also specify whether the grant will be paid on a cost-reimbursement basis or, for an award of $5,000.00 or less, in a lump sum, and shall identify the end date of the grant year and the expenditure-reporting requirement.

Reporting and Payment

Cost-Reimbursement Grants:

Except for grants approved for lump-sum payment as provided below, each Community Grant will be a cost-reimbursement grant in which the City will reimburse a grant recipient for expenditures once they have been incurred. To receive reimbursement, a grant recipient must submit invoices related to the grant

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work to the Finance Department for review. Once approved, grant funds will be released to the grant recipient.

Lump-Sum Grants Under $5,000.00:

The City Council may approve payment of a Community Grant award of $5,000.00 or less in a single lump sum rather than on a cost-reimbursement basis. The lump sum may be disbursed after the City and the receiving organization have entered into the required Letter of Agreement. An award of more than $5,000.00 shall remain subject to the cost-reimbursement requirements above.

An organization receiving a lump-sum grant must file an expenditure report with the Finance Department at the end of the grant year identified in the Letter of Agreement. The report shall state how the grant funds were spent, including an itemized description of expenditures and the amount of any funds remaining unspent. Lump-sum payment does not waive the organization's obligation to use grant funds for the work specified in the Letter of Agreement or to comply with its documentation and monitoring requirements.

Effective

Original policy effective date: March 3, 2025.

Effective date of these amendments:

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/02/26
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2084: Updated Opioid Fund Resolution

This agenda item was Tabled at the October 19, 2026, meeting.

ATTACHMENTS:

- 2025-005 - Resolution Allocating Opioid Funds to Police Social Work Program.pdf
- Updated Grant Funds Resolution.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

RESOLUTION ALLOCATING OPIOID FUNDS TO POLICE SOCIAL WORK PROGRAM

WHEREAS, the City Council is the recipient of Opioid Settlement Funds intended to combat the opioid crisis and the lasting impacts of opioid addiction on the community and its citizens; and

WHEREAS, the Council has considered the best approach to utilize these funds in a manner that will provide the maximum benefit to the City ; and

WHEREAS, the City, pursuant the guidelines established by the State of West Virginia, has approved the following purposes for which OPIOID funds can be used: 1)Evidence based strategies, programming, and/or services used to expand the availability of treatment for individuals affected by substance use disorders or addiction. 2) To develop, promote, and provide evidence-based substance use prevention strategies, 3) To provide substance use avoidance and awareness, 4)To engage in enforcement or curtail the sale, distribution, promotion, or use of opioids and other drugs, 5) To decrease the oversupply of licit and illicit opioids, and 6) To support recovery from addiction to be performed by qualified providers; and

WHEREAS, the City Police Department has been at the forefront of the opioid epidemic and currently provides services directly related to combating illicit opioid use; and

WHEREAS, the Police Department has been faced with calls for service involving individuals experiencing substance abuse issues, homelessness, and other complex social and behavioral health needs, related to opioid use; and

WHEREAS, police officers are often the first responders to these situations but may not always have the specialized training or resources to handle them effectively, and the involvement of unarmed social workers in such situations can promote better outcomes; and

WHEREAS, collaboration between police officers and social workers has been shown to reduce police officers' time spent on non-criminal calls, improve crime victim cooperation, and strengthen police-community relationships; and

WHEREAS, the Martinsburg Initiative, a program founded in adjacent Berkeley County, has proven effective in combating the opioid crisis and has achieved enhanced results through collaboration with law enforcement agencies; and

WHEREAS, the Martinsburg Initiative seeks to expand its program to additional municipalities and counties, but requires additional funding to facilitate this expansion.

NOW THEREFORE LET IT BE RESOLVED that the City Council of Charles Town hereby allocates Opioid Funds in the amount of $75,000.00 to the City Police Department for the purpose of establishing a social worker position in collaboration with Martinsburg Initiative for one year, beginning on July 1, 2025;

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council allocates the remaining funds to a reserve account for potential funding for the police social work program in future years, subject to an analysis of the program's financial requirements and an evaluation of the program's effectiveness following its first year of implementation.

Adopted this 21st day of July, 2025.

Attest:

Michael George
Mayor

Carolyn Vezzosi
Deputy City Clerk

A RESOLUTION OF THE CITY OF CHARLES TOWN, WEST VIRGINIA, ALLOCATING OPIOID FUNDS TO THE POLICE SOCIAL WORK PROGRAM

WHEREAS, the City Council is the recipient of Opioid Settlement Funds intended to combat the opioid crisis and the lasting impacts of opioid addiction on the community and its citizens; and

WHEREAS, the Council has considered the best approach to utilize these funds in a manner that will provide the maximum benefit to the City; and

WHEREAS, the City, pursuant to the guidelines established by the State of West Virginia, has approved the following purposes for which Opioid Funds can be used: (1) evidence-based strategies, programming, and/or services used to expand the availability of treatment for individuals affected by substance use disorders or addiction; (2) developing, promoting, and providing evidence-based substance use prevention strategies; (3) providing substance use avoidance and awareness; (4) engaging in enforcement or curtailing the sale, distribution, promotion, or use of opioids and other drugs; (5) decreasing the oversupply of licit and illicit opioids; and (6) supporting recovery from addiction to be performed by qualified providers; and

WHEREAS, the Charles Town Police Department has been at the forefront of the opioid epidemic and currently provides services directly related to combating illicit opioid use; and

WHEREAS, the Police Department has been faced with calls for service involving individuals experiencing substance abuse issues, homelessness, and other complex social and behavioral health needs related to opioid use; and

WHEREAS, police officers are often the first responders to these situations but may not always have the specialized training or resources to handle them effectively, and the involvement of unarmed social workers in such situations can promote better outcomes; and

WHEREAS, collaboration between police officers and social workers has been shown to reduce police officers' time spent on non-criminal calls, improve crime victim cooperation, and strengthen police-community relationships; and

WHEREAS, the City Council previously allocated $75,000.00 in Opioid Funds to establish a social worker position in collaboration with the Martinsburg Initiative for one year beginning July 1, 2025; and

WHEREAS, on July 7, 2025, the City Council allocated funds to fund the police social worker in succeeding fiscal years; and

DRAFT

WHEREAS, the Charles Town Initiative, which sponsors the police social worker in the Charles Town Police Department, has been awarded a grant that will fund the social worker for the next four years, beginning in November 2026; and

WHEREAS, since its inception, the Charles Town police social work program has proven effective in combating the opioid crisis and has achieved enhanced results through collaboration with Charles Town Police Department; and

WHEREAS, in light of the recent grant award, the City Council desires to allocate the remaining funds in the FY 26 fiscal year to support the needs of the current police social worker and to allocate additional funds in future fiscal years to support expansion of the police social work program**;**

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CHARLES TOWN, WEST VIRGINIA:

1. **Current fiscal year:** That the City Council of Charles Town hereby allocates the remaining Opioid Funds in the current fiscal year to support the needs of the current police social worker in the Charles Town Police Department.

2. **Subsequent Funding:** That the City Council will allocate additional Opioid Funds in future fiscal years to support the expansion of the police social work program.

ADOPTED this _____ day of _____, 2026.

Attest:

_____ _____

Michael George
Mayor

Carolyn Vezzosi
Deputy City Clerk

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/02/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2085: City Service Fee on New Construction Discussion - Possible Executive Session

This agenda item was Tabled at the October 19, 2026, meeting.

ATTACHMENTS:

- Developer_Fee_Council_Packet.pdf
- FINAL_REPORT.pdf
- Subdivision_Proffers.pdf
- W_Va_Code_8-13-13.pdf
- Ranson_City_Service_fee_1.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

AGENDA • APRIL 28, 2022

Special | **Council Chambers** | **9:30 AM**

101 East Washington Street, Charles Town, WV 25414

I. CALL TO ORDER

II. UNFINISHED BUSINESS

III. NEW BUSINESS

1. 5597: DTA Developer Fee

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/28/22 09:30 AM
Department: City Council
Category: Recommendation
Initiator: Carolyn Vezzosi

SCHEDULED

AGENDA ITEM (ID # 5597)

DTA Developer Fee

Mayor's Select Committee for Developer Fee analysis - Review draft versions of DTA's analysis and provide feedback to DTA.

ATTACHMENTS:

- Executed copy of DTA Agreement (PDF)
- Executed Copy of DTA Agreement (PDF)
- MayorSelectCommittee_DevFees_15Mar2022 (PDF)
- Preliminary Fee range estimates (PDF)
- Memo Population 03.18.22 .v5 (PDF)
- Charles Town Fee Memo 4.18.22 v1 with Capital project calculations (PDF)
- Public Facilities Needs List 2040 (PDF)
- Executed copy of DTA Agreement (PDF)

dta

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AGREEMENT FOR CONSULTING SERVICES

CITY OF CHARLES TOWN

ASSESSMENT OF MUNICIPAL DEVELOPER FEES

October 4, 2021

Public Finance
Public-Private Partnerships
Development Economics
Clean Energy Bonds

Newport Beach | San Jose | San Francisco | Riverside
Dallas | Houston | Raleigh | Tampa

Attachment: Executed Copy of DTA Agreement (5597 : DTA Developer Fee)

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AGREEMENT FOR CONSULTING SERVICES

THIS AGREEMENT is made and entered into this 12th day of October of 2021, by and between the City of Charles Town at 101 East Washington Street, Charles Town, WV 25414, herein called "City" or "Client," and DTA at 5000 Birch Street, Suite 3000, Newport Beach, CA 92660, herein after called "DTA" or "Consultant." The Client and the Consultant in consideration of the mutual promises and conditions herein contained agree as follows.

ARTICLE I
DISCLOSURES AND TERM OF CONTRACT

Section 1.1 As of the date of this Agreement, there are no actual or potential conflicts of interest that DTA is aware of that might impair its ability to render unbiased and competent advice or to fulfill its fiduciary duty. If DTA becomes aware of any potential conflict of interest that arise after this disclosure, DTA will disclose the detailed information in writing to the Client in a timely manner.

Section 1.2 DTA, a Securities and Exchange Commission ("SEC") and MSRB registered firm, does not have any legal events and disciplinary history on its Form MA and Form MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation. The Client may electronically access DTA's most recent Form MA and each most recent Form MA-I filed with the Commission at the following website:

https://www.sec.gov/edgar/searchedgar/companysearch.html

Section 1.3 This agreement shall become effective on the date stated above and will continue in effect until the earlier of (i) that day when the services provided for herein have been performed or (ii) until terminated as provided in Article 6 below.

ARTICLE II
SERVICES TO BE PERFORMED BY CONSULTANT

Section 2.1 Consultant agrees to perform the professional services for the Client for the assessment of Municipal Developer Fees, herein after called "Project" in accordance with the applicable professional standard of care and to deliver the work products to the Client as described in the Scope of Work statement attached as Exhibit "A" hereto. Such professional services and work products, as from time to time modified in accordance with Section 2.3 hereof, are collectively referred to as the "Consulting Services."

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Section 2.2 Instruments of Service. All computer software (including without limitation financial models, compilations of formulas and spreadsheet models), inventions, designs, programs, improvements, processes and methods (collectively, the "Proprietary Models"), reports, drawings, specifications, computer files, field data, notes and other documents and instruments prepared by Consultant are Instruments of Service of Consultant and shall remain the property of Consultant. Consultant shall likewise retain all common law, statutory and other reserved rights, including the copyright thereto. Client acknowledges and agrees that the consideration paid by Client herein only entitles Client to a license to use the hard copy or electronically transmitted reports generated pursuant to the Consulting Services and that any Proprietary Model that Consultant uses to generate such reports is owned by, or is duly licensed from a third party to Consultant and is not being provided to Client hereunder. The reports and models used to generate such reports are for use on this Project only. The Client shall not reuse or make any modification to the hard copy or electronically transmitted reports generated pursuant to the Consulting Services without the prior written authorization of the Consultant. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its shareholders, officers, directors, employees and subconsultants (collectively, Consultant's) against any damages, liabilities or costs, including reasonable attorneys' par fees and defense costs, arising from or allegedly arising from or in any way connected with the unauthorized use, reuse or modification of the hard copy or electronically transmitted reports generated pursuant to the Consulting Services or any of Consultant's Instruments of Service, including models, by the Client or any person or entity that acquires or obtains the reports from or through the Client without the written authorization of the Consultant. Client acknowledges that Consultant may have used reports and analyses that Consultant authored for other clients as base works or templates for the reports and analyses prepared for Client pursuant to this Agreement, and Client acknowledges and agrees that Consultant has the right to use the reports and analyses that it authors pursuant to this Agreement as base works or templates for reports and analyses that Consultant authors for Consultant's other clients, provided, however that Consultant shall not use any confidential information provided by Client in such future reports and analyses. Client further acknowledges and agrees that Consultant has spent substantial time and effort in collection and compiling data and information (the "Data Compilations") in connection with the Consulting Services and that such Data Compilations may be used by Consultant for its own purposes, including, without limitation, sale or distribution to third parties; provided, however, that Consultant will not sell or distribute any of Client's confidential information that may be contained in such Data Compilations, unless such confidential information is used only on an aggregated and anonymous basis.

Section 2.3 Any proposed changes in the Consulting Services hereunder shall be submitted to the other party hereto, and any such changes agreed to by the parties shall be reflected in an amendment to Exhibit "A" in accordance with Section 7.2 hereto.

Section 2.4 Nothing in this Agreement shall give the Consultant possession of authority with respect to any Client decision beyond the rendition of information, advice, recommendation, or counsel.

Attachment: Executed Copy of DTA Agreement (5597 : DTA Developer Fee)

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ARTICLE III
COMPENSATION

Section 3.1 Client agrees to pay Consultant for its Consulting Services in accordance with this Agreement, a professional fee computed according to the Professional Fee Schedule attached as Exhibit "B" hereto and incorporated herein by reference (the "**Fee Schedule**"). Client acknowledges and agrees that portions of Consultant's professional fees and expenses may have been incurred by Consultant prior to the execution of this Agreement (the "**Pre-Agreement Fees**") and Client agrees to pay such Pre-Agreement Fees in accordance with this Agreement.

Section 3.2 The Client shall reimburse the Consultant for out-of-pocket and administrative expenses by paying a charge equal to 3% of DTA's monthly billings. Expenses shall include all actual expenditures made by Consultant in the performance of any Consulting Services undertaken pursuant to the Agreement, including, without limitation, the following expenditures:

(a) Cost of clerical assistance, including typing, collation, printing and copying, plus copier and photography costs, including photographic reproduction of drawings and documents.

(b) Transportation costs, including mileage for the use of personal automobiles at the prevailing IRS standard rate, rental vehicles, lodging and regularly scheduled commercial airline ticket costs.

(c) Courier services, facsimile, and telephone expenses.

Section 3.3 On or about the first two weeks of each month during which Consulting Services are rendered hereunder, Consultant shall present to Client an invoice covering the current Consulting Services performed and the reimbursable expenses incurred pursuant to this Agreement and exhibits thereto. Such invoices shall be paid by Client within thirty (30) days of the date of each invoice. A 1.2% charge may be imposed against accounts which are not paid within 30 days of the date of each invoice.

Section 3.4 The maximum total fee amount set forth in Exhibit "B" may be increased as a result of any expansion of the Consulting Services to be rendered hereunder pursuant to Section 2.3 or as provided in Exhibit "A" hereto.

Section 3.5 Records of the Consultant's costs relating to (i) Consulting Services performed under this Agreement and (ii) reimbursable expenses shall be kept and be available to the Client or to Client's authorized representative at reasonable intervals during normal business hours.

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ARTICLE IV
OTHER OBLIGATIONS OF CONSULTANT

Section 4.1 Consultant agrees to perform the Consulting Services in accordance with Exhibit "A" and the applicable standard of care. Should any errors caused by Consultant's negligence be found in such services or products, Consultant will correct them at no additional charge by revising the work products called for in Exhibit "A" to eliminate the errors.

Section 4.2 Consultant will supply all tools and instrumentalities required to perform the Consulting Services under the Agreement.

Section 4.3 Neither this Agreement nor any duties or obligations under this Agreement may be assigned by Consultant without the prior written consent of Client. However, Consultant may subcontract portions of the work to be performed hereunder to other persons or concerns provided Consultant notifies Client of the name and address of said proposed subcontractor and Client either consents or fails to respond to notification with respect to the use of any particular proposed subcontractor.

Section 4.4 In the performance of its Consulting Service hereunder, Consultant is, and shall be deemed to be for all purposes, an independent contractor (and not an agent, officer, employee or representative of Client) under any and all laws, whether existing or future. Consultant is not authorized to make any representation, contract, or commitment on behalf of Client.

ARTICLE V
OTHER OBLIGATIONS OF CLIENT

Section 5.1 The Client shall provide full information in a timely manner regarding requirements for and limitations on the Project. Client agrees to comply with all reasonable requests of Consultant and provide access to all documents reasonably necessary to the performance of Consultant's duties under this Agreement with the exception of those documents which Exhibit "A" calls upon the Consultant to prepare.

Section 5.2 Neither this Agreement nor any duties or obligations under this Agreement may be assigned by Client without the prior written consent of Consultant.

Section 5.3 The Client shall provide prompt written notice to the Consultant if the Client becomes aware of any fault or defect in the Project, including any errors, omissions, or inconsistencies in the Consultant's Instruments of Service.

Section 5.4 Client, public agencies, landowners, consultants and other parties dealing with Client or involved in the subject development project referred to in Exhibit "A"

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will be furnishing to Consultant various data, reports, studies, computer printouts and other information and representations as to the facts involved in the project which Client understands Consultant will be using and relying upon in preparing the reports, studies, computer printouts and other work products called for by Exhibit "A." Consultant shall not be obligated to establish or verify the accuracy of the information furnished by or on behalf of Client, nor shall Consultant be responsible for the impact or effect on its work products of the information furnished by or on behalf of Client, in the event that such information is in error and therefore introduces error into Consultant's work products.

Section 5.5 In the event that court appearances, testimony or depositions are required of Consultant by Client in connection with the services rendered hereunder, Client shall compensate Consultant at a rate of $400 per hour and shall reimburse Consultant for out-of-pocket expenses on a cost basis.

ARTICLE VI
TERMINATION OF AGREEMENT

Section 6.1 Either party may terminate or suspend this Agreement upon thirty (30) days written notice. Unless terminated as provided herein, this Agreement shall continue in force until the Consulting Services set forth in Exhibit "A" have been fully and completely performed and all proper invoices have been rendered and paid.

Section 6.2 Should either party default in the performance of this Agreement or materially breach any of its provisions, the other party at its option may terminate this Agreement by giving written notification to the defaulting party. Such termination shall be effective upon receipt by the defaulting party, provided that the defaulting party shall be allowed ten (10) days in which to cure any default following receipt of notice of same.

Section 6.3 In the event of any termination that is not the fault of the Consultant, the Client shall pay the Consultant, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by the Consultant in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination, plus an amount for the Consultant's anticipated profit on the value of the services not performed by the Consultant.

Section 6.4 Suspension and Termination for Non-Payment. (i) In addition to any other provisions in this Agreement regarding breach of the Agreement, if the Client fails to make payments when due, the Consultant may suspend performance of services upon ten (10) calendar days' notice to the Client. The Consultant shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Upon payment in full by the Client, the Consultant shall resume services under this Agreement, and the time schedule and compensation shall be

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equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for the Consultant to resume performance. (ii) If the Client fails to make payment to the Consultant in accordance with the payment terms herein, and/or Client has failed to cure its breach or default following a suspension of services as set forth above, this shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by the Consultant upon seven (7) days written notice to the Client. (iii) Payment of invoices shall not be subject to any discounts or set-offs by the Client, unless agreed to in writing by the Consultant. Payment to the Consultant for services rendered and expenses incurred shall be due and payable regardless of any subsequent suspension or termination of this Agreement by either party.

Section 6.5 The covenants contained in Sections 3.1, 3.2, 4.4, 5.3, 5.4 and all of Article VII shall survive the termination of this Agreement.

ARTICLE VII
GENERAL PROVISIONS

Section 7.1 Any notices to be given hereunder by either party to the other may be affected either by personal delivery in writing or by mail. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Agreement, but each party may change the address by written notice in accordance with the first sentence of this Section 7.1. Notices delivered personally will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated as of two (2) days after mailing.

Section 7.2 This Agreement and exhibits hereto supersede any and all agreements, either oral or written, between the parties hereto with respect to the rendering of service by Consultant for Client and contains all of the covenants and agreements between the parties with respect to the rendering of such services. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement (including any exhibit hereto) will be effective if it is in writing and signed by the party against whom it is sought to be enforced.

Section 7.3 If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

Section 7.4 Disputes. The parties agree to first try in good faith to settle the dispute by mediation pursuant to the Mediation Rules of the American Arbitration Association. If the claim or controversy is not settled by mediation, the claim or controversy may be

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resolved by final and binding arbitration. On the written request of one party served on the other, the dispute shall be submitted to binding arbitration in accordance with the commercial rules and regulations of the American Arbitration Association and the provisions of the California Arbitration Act (Sections 1280 through 1294.2 of the California Code of Civil Procedure). The arbitration shall take place in Newport Beach, California, or such other location mutually agreed to by the parties.

The arbitrator(s) shall be selected as follows: In the event that Consultant and Client agree on one arbitrator, the arbitration shall be conducted by such arbitrator. In the event Consultant and Client do not so agree, Consultant and Client shall each select an arbitrator and the two arbitrators so selected shall select the third arbitrator. If there is more than one arbitrator, the arbitrators shall act by majority vote. The parties may propose arbitrators from JAMS, ADR, ARC or any independent arbitrator/neutral for dispute resolution. The parties are not required to hire a AAA arbitrator for resolution of a dispute hereunder.

No arbitration shall include by way of consolidation or joinder any parties or entities not a party to this Agreement without the express written consent of the Client, the Consultant and any party or entity sought to be joined with an express reference to this provision. Any party or entity joined in the arbitration, after mutual consent, shall be bound by this provision.

The decree or judgment of an award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Section 7.5 The prevailing party in any arbitration or legal action brought by one party against the other and arising out of this Agreement shall be entitled, in addition to any other rights and remedies it may have, to reimbursement for its expenses, including court costs and reasonable attorneys' fees. The non-prevailing party shall be liable, to the extent allowable under law, for all fees and expenses of the arbitrator(s) and all costs of the arbitration.

Section 7.6 This Agreement will be governed by and construed in accordance with the laws of the State of California.

Section 7.7 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

Section 7.8 Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Consultant nor the Client, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other for, or shall make, any claim for any incidental, indirect or consequential damages

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arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty.

Section 7.9 It is intended by the parties to this Agreement that the Consultant's services in connection with the Project shall not subject the Consultant's individual shareholders, officers, directors, members, managers or employees to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, Client agrees that as Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of the individual shareholders, officers, directors, members, managers or employees.

Section 7.10 Limitation of Liability – for available insurance: In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant to the Client for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Consultant to the Client shall not exceed the sum of insurance coverage available at the time of settlement or judgment. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, except for Consultant's willful misconduct or unless otherwise prohibited by law.

IN WITNESS WHEREOF, this Agreement has been executed on the date and year first above written.

CONSULTANT:
David Taussig and Associates, Inc.
d/b/a DTA

By: _____
Nathan Perez, Managing Director

Date: 10/14/2021

CLIENT:
City of Charles Town

By: _____

Date: 12 Oct 2021

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SCOPE OF WORK

Work products stemming from the work plan described in this section will include a memorandum ("memo") summarizing the fee methodology options and the Draft and Final Administrative Reports.

DTA's clients receive high levels of personal attention from senior staff, with a Principal, Senior Vice President, or Vice President always available to meet with public agency staff and other groups. **Notably, the firm shall provide ongoing communication, education, and outreach throughout the duration of the project.**

Task 1 – Development of Project Strategy and Kickoff Meeting

DTA staff will meet with City staff in a project kickoff meeting to finalize the details of the project, deliverables, timetables, and tasks, discuss the fee methodologies and best practices, identify needed information (i.e., reports, project/needs lists, stakeholder groups, data, etc.), prepare the final schedule, discuss the public process, and resolve other concerns, as appropriate.

Task 2 – Develop Population and Dwelling Unit Projections

DTA will compile and document existing and future population and development estimates for the City. The projections resulting from this task will ultimately calculate fee levels. At this stage, DTA will evaluate City resources, influences, all factors affecting the existing Fee Study, and pertinent impact fees as outlined by the City. This task comprises four subtasks.

2A **Population Projections**: DTA will gather existing information on present and future population for the City from various sources, including City staff, the County Assessor's Office parcel database, the General Plan, the Comprehensive Plan, existing Master Plans, the Capital Improvements Plan, the U.S. Census, the Finance Division of the West Virginia Department of Administration, and from other data sources, as needed.

2B **Conduct Entitlement Research and Projections**: DTA will coordinate with City staff to determine existing and future residential and non-residential development within the City over the planning horizon. To complete this subtask, DTA will review the General Plan/Capital Improvements Plan and related plans to determine expected development land use patterns in the City, assess City records to identify existing entitlements for dwelling units and commercial/industrial development, and project the number of new dwelling units and commercial/industrial development based on existing entitlements and population projections through 2035, or such other target year as selected by City staff.

2C **Review Current City Fee Structure**: DTA shall review and summarize the City's current development fee structures, City policies and procedures, and other regulatory requirements affecting potential fee structures and revenue program requirements.

2D **Review Prior City Fee Justification Studies**: DTA shall review the approach and methodology utilized in prior City fee justification studies so they can be evaluated in

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light of the City's current needs.

Task 3 – Review Facility/Capital Needs and Levels of Service

This task entails the review of the facilities and capital needs required to serve new development in the study area projected in Task 2. DTA will use existing City materials (and any relevant Developer's Facilities Reports) as base documents and focus our effort on updating this information.

For any fee program to be comprehensive in its scope, it is necessary to complete a thorough identification and review of all the facilities that will be impacted by additional growth, including those already discussed in the General Plan or Capital Improvements Plan. This task will require close coordination with all appropriate City departments.

3A **Survey/Interview City Staff**: DTA shall survey/interview City staff to review projected facilities in the City, along with major equipment needs, the timing at which improvements will be needed, and any physical data that would assist in developing the costs estimated below in Subtask 3C. Based upon the results of the surveys and interviews, DTA will verify and, if appropriate, expand the list of new facilities found in the General Plan or Capital Improvements Plan to be included within the fee program for the City.

3B **Facilities List**: Based on the information collected in Subtask 3A, DTA shall prepare a facilities needs list that details the new facilities and equipment to serve new development in the City.

3C **Review Cost Estimates**: DTA's engineering and technical staff will, as necessary, consult with City department heads and/or engineering staff or equivalent to ascertain and understand in-house cost data for existing and projected facilities and equipment, apply inflation and cost-of-living escalators to the list of projected public facilities to determine future costs, review and/or refine existing cost data, examine major sources of revenue to fund the construction of new public facilities, and provide a proportional estimate between projected costs for new facilities and estimated revenue from mitigation fees and other sources.

Task 4 – Develop Methodology for Calculating New Fee Amounts

This task entails developing the methodology used to establish the fee amount for each fee component to the extent appropriate. There are two critical issues that must be considered in developing a fee program. The fee program must generate revenues in a timely manner and the methodology must meet the nexus or benefit requirements of the Impact Fees Act. Since fees of any sort are controversial, it is critical that any fee established be legally defensible.

DTA's Fee Study methodology must meet the nexus or benefit requirements of the Impact Fees Act, which requires that there be a nexus between the fees imposed, use of the fees, and development projects on which the fees are imposed. Furthermore, there must be a relationship between the amount of the fee and cost of the improvements.

Attachment: Executed Copy of DTA Agreement (5597 : DTA Developer Fee)

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Implicit in these requirements is a stipulation that a public agency cannot impose a fee to cure existing deficiencies in public facilities or improve public facilities beyond what is required based on the specific impacts of new development. The benefit methodology established in this task will be documented in the Final Report.

DTA will recommend a Fee Expenditure Plan to ensure that projects can be fully funded and implemented within any required time limits for expenditures of such funds and possible flexibility to allow collected fees to be used to provide the City with a match for grant applications. Finally, the memo will include recommendations for methodology and next steps. Upon review and discussion by City staff, a methodology will be selected.

Deliverable: Memo Summarizing the Fee Methodology Options

Task 5 – Determine Fee Levels and Generate Cash Flow Analysis

This task entails calculating the fee amounts based upon the dwelling unit and commercial/industrial development projections completed in Task 2, facilities needs and costs determined in Task 3, and methodology selected in Task 4.

5A **Calculate Recommended Fee Amounts**: DTA shall calculate fees for the City by inputting the data compiled under the preceding tasks and computing each fee to be levied. This work will be done in a spreadsheet format that can be updated annually. DTA will also evaluate this data in comparison to surrounding cities so as to arrive at comparable and palatable fee levels.

5B **Document Fee Derivation**: DTA shall document the methodology utilized for the fee calculation model that can be understood by the City and public. DTA shall prepare written statements documenting the validity of the methodology for deriving each of the fees for the City. These statements will be made to meet the requirements of the Impact Fees Act and documented in the Final Report discussed below.

Task 6 – Prepare Draft and Final Reports

This task entails the preparation of the Draft and Final Reports for consideration by the City Council and City staff.

6A **Prepare Draft Report for Comments**: Based on the work completed in Tasks 1-5, DTA will prepare the Draft Report for review and consideration by City staff. The Draft Report will be prepared under the standards of the Impact Fees Act and is expected to include an executive summary, population projections, a facilities and improvements list, areas of benefit (if applicable), fee calculations, recommended fee levels, and the suggested process for keeping fees current.

6B **Prepare Final Report**: Based on the incorporation of City staff comments and concerns on the Draft Report, DTA will prepare the Final Report for presentation to the City Council and City staff.

Deliverable: Draft and Final Reports

Attachment: Executed Copy of DTA Agreement (5597 : DTA Developer Fee)

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Task 7 – Outline Tasks Required for the Implementation and Administration of the Fee Program

DTA will prepare a list of tasks required of the City once they have adopted their new fee program. These tasks include the determination of actual fee levels if the City decides not to impose the maximum fee levels allowed under the Fee Study, the implementation of the fee credit program, and other issues the City may face when carrying out the fee program. In addition, DTA shall prepare a Draft Ordinance to adopt the fee program, subject to review and approval by the City's legal counsel.

Task 8 – Attend Meetings and Public Outreach

This task entails attendance at a total of four (4) meetings/workshops, including the kickoff meeting, with the City Manager, the Community Development Team, other City leadership and staff, focus groups, stakeholders, and the City Council to present information regarding the status of the impact fee program update, draft study, and Final Report to obtain input. DTA will also be prepared to lead meetings and workshops with selected groups to gain better project understanding, gauge community sentiment, and determine the key objectives. During these meetings, DTA will consider community and stakeholder input. For this purpose, DTA will develop handouts for these meetings that summarize the findings and analysis from the Public Review Draft.

Attachment: Executed Copy of DTA Agreement (5597 : DTA Developer Fee)

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FEE SCHEDULE

Fees for services shall be charged on an hourly basis according to the rates set forth in the **fee schedule** below, with invoices being submitted to the City monthly. The estimated fee for services is not to exceed **$48,000** for the Fee Study, excluding out-of-pocket expenses. Further work at that point would require additional fees.

Table 1: Proposed Budget

Type of Fee	Percentage Allotted	Estimated Cost
Fire and Rescue	15%	$7,200.00
Municipal Facilities	15%	$7,200.00
Library	15%	$7,200.00
Parks and Recreation	15%	$7,200.00
Police	15%	$7,200.00
Transportation (Connectivity)	25%	$12,000.00
Total	**100%**	**$48,000.00**

Table 2: DTA's Fee Schedule

Labor Category	Labor Rate
President/Managing Director	$290/Hour
Senior Vice President	$260/Hour
Vice President	$240/Hour
Senior Manager	$205/Hour
Manager	$195/Hour
Senior Associate	$185/Hour
Associate III	$175/Hour
Associate II	$165/Hour
Associate I	$150/Hour
Research Associate II	$140/Hour
Research Associate I	$125/Hour

Additional meetings [more than the four (4) meetings specified in the Scope of Work, including two (2) virtual meetings and two (2) in-person meetings] shall be charged at the rate of $2,500 per in-person meeting. DTA staff shall also schedule standing conference calls (i.e., weekly or bi-weekly) with City staff to stay on track with tasks and deliverables.

Out-of-pocket and administrative expenses shall be equal to 3% of DTA's billings for labor, plus travel expenses and any outside vendor payments, not to exceed $2,000. All hourly rates for services apply through December 31, 2021, and are subject to a cost-of-living increase.

Attachment: Executed Copy of DTA Agreement (5597 : DTA Developer Fee)

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A Limitations

The labor costs in the table above include attendance at a total of four (4) formal meetings with City staff, stakeholders, the Community Development Team, and the City Council, including the kickoff meeting. Attendance at more than four (4) meetings, detailed written responses to resolve disputes, or the preparation of more than one set of major revisions to the Draft Report will be classified as additional work and may require further billing at the hourly rates identified in Table 2 if the maximum fee levels have been exceeded.

Other examples of additional work shall include:

- Additional analyses based on revised assumptions requested by the City, including possible changes in the facilities needs list, infrastructure costs, population projections, and related data once the preparation of the Draft Report has been initiated and/or adjustments to assumptions once the Draft Report has been approved;
- Meetings shall be conducted virtually via an online meeting software, where possible;
- Negotiations with stakeholders once the Final Report has been prepared;
- Time expended related to obtaining data assigned to the City under "Information to be Provided by the City";
- Actual implementation of the fee program; and
- Reproduction of more than five bound copies of the Final Report.

The maximum fees listed above assume the review and implementation of the fee program with a schedule between the initiation of services and public outreach that is within the proposed time frame according to the City's specifications.

Attachment: Executed Copy of DTA Agreement (5597 : DTA Developer Fee)

OFFICE OF THE MAYOR

ROBERT M. TRAINOR

The Golden Rule City

15 March 2022

Subj: Mayor's Select Committee on the Assessment of Charles Town Developer Fees

Dear Council members

Please be advised that I have commissioned a Select Committee to provide support to City staff in the execution of the contract to assess Charles Town's developer fees. The primary purpose of the assessment is to:

1) Identify present and future capital projects and expenses that will be borne by Charles Town resulting from development;
2) Determine the appropriate developer fee amount for Charles Town to meet those projected expenses; and
3) Provide for the consistent application and review of developer fees throughout Charles Town.

The following Council Members are hereby appointed to the Select Committee:

- Mr. Robert Trainor, Mayor & Finance Committee Chair
- Ms. Jean Petti, Ward 3 Rep & Finance Committee Member
- Mr. Jeff Hynes, Ward 2 Rep & Finance Committee Member
- Ms. Elizabeth Ricketts, Ward 1 Rep & Infrastructure Committee Member

All Committee meetings will conform with applicable ordinances, rules, and regulations.

Robert M. Trainor
Mayor

101 E. WASHINGTON STREET, CHARLES TOWN, WV 25414

Attachment: MayorSelectCommittee_DevFees_15Mar2022 (5597 : DTA Developer Fee)

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MEMORANDUM

April 21, 2022

To: Alissa Meeks, City of Charles Town WV

From: DTA Inc.

Subject: Preliminary Municipal Developer Fee Estimates Update.

DTA has updated this memorandum to present the preliminary Municipal Developer Fees (the "Fees") to the City of Charles Town. (the "City"). **Tables 1 through 3,** shown below, summarizes the preliminary Municipal Developer fees for six (6) fee categories. DTA has based these preliminary fee estimations on the 2021 demographic and land use numbers approved by the City staff. The fee schedule is based on the City's Growth Related Capital Improvement Projects – Developer Fee Analysis as of November 30, 2021. In this memorandum, DTA added $75,000 to the Transportation facilities total to account for the "Feasibility Study to examine options for connecting Wards 2 and 4 to downtown." DTA has presented three specific fee schedule scenarios; Lowest Project Costs, Midrange Project Costs and Highest Project Costs.

Table 1: Lowest Cost Proposed Municipal Developer Fees

Land Use	Fire	Police	Municipal	Library	Parks	Transportation	Total
Single Family	$105	$169	$928	$62	$499	$792	$2,556
Multi-Family	$105	$167	$921	$62	$495	$352	$2,102
Commercial	$47	$75	$414	$0	$0	$2,010	$2,546
Office	$49	$79	$436	$0	$0	$1,200	$1,764
Industrial	$28	$44	$244	$0	$0	$412	$728
Institutional	$32	$33	$184	$0	$0	$624	$873

Note:

1. Growth related capital improvement project total $15,275,000
2. City Hall expansion / renovation costs $3.0 million
3. West End Gateway costs $4.0 million.

Table 2: Midrange Cost Proposed Municipal Developer Fees

Land Use	Fire	Police	Municipal	Library	Parks	Transportation	Total
Single Family	$105	$169	$1,140	$62	$499	$894	$2,868
Multi-Family	$105	$167	$1,130	$62	$495	$397	$2,356
Commercial	$47	$75	$508	$0	$0	$2,268	$2,898
Office	$49	$79	$535	$0	$0	$1,354	$2,017
Industrial	$28	$44	$299	$0	$0	$465	$836
Institutional	$32	$33	$226	$0	$0	$704	$995

Note:

1. Growth related capital improvement project total $17,275,000
2. City Hall expansion / renovation costs $4.0 million
3. West End Gateway costs $5.0 million.

Attachment: Preliminary Fee range estimates (5597 : DTA Developer Fee)

Table 3: Highest Cost Proposed Municipal Developer Fees

Land Use	Fire	Police	Municipal	Library	Parks	Transportation	Total
Single Family	$105	$169	$1,351	$62	$499	$995	$3,181
Multi-Family	$105	$167	$1,340	$62	$495	$442	$2,611
Commercial	$47	$75	$602	$0	$0	$2,526	$3,251
Office	$49	$79	$634	$0	$0	$1,508	$2,271
Industrial	$28	$44	$355	$0	$0	$518	$945
Institutional	$32	$33	$267	$0	$0	$784	$1,117

Note:

1. Growth related capital improvement project total $19,275,000
2. City Hall expansion / renovation costs $5.0 million
3. West End Gateway costs $6.0 million.

It is important to note that residential fees are per unit and non-residential fees are per 1,000 square feet. The conclusions presented in the tables below reflect these estimates and represent DTA's latest iteration in establishing the City's Municipal Developer Fee program. Additional detail on the fee calculations will be discussed during the next conference call. If you have any immediate questions upon review of the attached analysis, please feel free to call us at (800) 969-4382.

Attachment: Preliminary Fee range estimates (5597 : DTA Developer Fee)

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MEMORANDUM

March 18, 2022

To: Alissa Meeks, Special Project Manager
Charles Town, West Virginia

From: DTA

Subject: Current Preliminary Residential and Non-Residential Land Uses

DTA has updated this memorandum to present the current preliminary demographic land use projections for the City of Charles Town, West Virginia (the "City") for review by City staff. Per the March 18th discussion, population and employees are now presented in two separate columns. **Table 1** below shows the current existing residential and non-residential development as discussed in the last call with the City staff.

Table 1: Existing Development as of 2021

Land Use	Population	Employees	Units	Square Footage	Persons per Unit / Employees per 1,000 sq. ft.
Single-Family	4,800		1,631		2.94
Multi-Family	1,700		949		1.79
Commercial		2,182		1,939,237	1.13
Office		559		472,000	1.18
Industrial		411		619,787	0.66
Institutional		48		62,415	0.77

Sources:

1. Residential units and population figures for 2021 were provided by the Nielsen Company and. are consistent with the totals provided by US Census projections for 2021. Totals were further reviewed updated after consultation with the City
2. Non-residential square footage for the City was determined using the CoStar Real Estate Software Platform.
3. Persons per residential unit and employees per 1,000 square feet were determined by DTA using several sources including the Nielsen company and an employee per 1,000 square foot calculations based on factors published in the US Energy Information Administrations "Commercial Building Energy Consumption Survey" released in 2016. Totals were further reviewed and updated after consultation with the City.

Per the City staff feedback, we have reduced the current persons per household (PPH) from 2.94 to 2.52. However, given the single family total of 1631 residential units, this single family persons per household adjustment reduced the total population from 6.500 to 5,810. So, we had to adjust the multi-family persons per household upwards to 2.50 to maintain the approximate 6,500 population memo. In reviewing this, we believe the 2.52 number is too low as it makes the multi-family PPH number to high. We believe that these numbers should be adjusted to make the final land use numbers more realistic and would like the opportunity to discuss this with you.

Attachment: Memo Population 03.18.22 .v5 (5597 : DTA Developer Fee)

Table 2: Existing Development as of 2021
(Adjusted Single Family PPH from 2.94 to 2.52)

Land Use	Population	Employees	Units	Square Footage	Persons per Unit / Employees per 1,000 sq. ft.
Single-Family	4,117		1,631		2.52
Multi-Family	2,377		949		2.50
Commercial		2,182		1,939,237	1.13
Office		559		472,000	1.18
Industrial		411		619,787	0.66
Institutional		48		62,415	0.77

After you have had a chance to review this, lets set up a time to discuss. In the meantime, if you have any immediate questions upon the review of the attached analysis, please feel free to call me (800) 969-4DTA x213.

Attachment: Memo Population 03.18.22 .v5 (5597 : DTA Developer Fee)

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MEMORANDUM

April 18, 2022

To: Alissa Meeks, City of Charles Town WV

From: DTA Inc.

Subject: Preliminary Municipal Developer Fee Estimates.

DTA has prepared this memorandum to present the preliminary Municipal Developer Fees (the "Fees") to the City of Charles Town. (the "City"). **Table 1,** shown below, summarizes the preliminary Municipal Developer fees for six (6) fee categories. DTA has based these preliminary fee estimations on the 2021 demographic and land use numbers approved by the City staff. The fee schedule is also based on the City's Growth Related Capital Improvement Projects – Developer Fee Analysis as of November 30, 2021, as shown in **Table 2.** The conclusions presented in the table below reflect these estimates and represent DTA's latest iteration in establishing the City's Municipal Developer Fee program

Table 1: Preliminary Proposed Municipal Developer Fees

Land Use [1] [2]	Fire	Police	Municipal	Library [3]	Parks [3]	Transportation	Total
Single Family	$106	$169	$928	$62	$499	$784	$2,548
Multi-Family	$105	$167	$921	$62	$495	$349	$2,098
Commercial	$47	$75	$414	$0	$0	$1,990	$2,526
Office	$49	$79	$436	$0	$0	$1,188	$1,752
Industrial	$28	$44	$244	$0	$0	$408	$724
Institutional	$21	$33	$184	$0	$0	$618	$856

Note:

1. Residential fees are per unit and non-residential fees are per 1,000 square feet.
2. Per the City's request, a single family residence person per house hold of 2.52 was used.
3. Library and Park fees exclude non-residential development.

Table 2: Growth Related Capital Improvement Projects - Developer Fee Analysis

Facility Name	Total Cost for Facility
A. Fire Services	
Fire Services Facilities	$500,000
B. Police	
Police Facilities	$800,000
C. Municipal Facilities	
Municipal Facilities	$4,400,000
D. Library	
Library Facilities	$200,000
E. Parks	
Parks Facilities	$1,600,000
F. Transportation	
Transportation Facilities	$7,700,000
Grand Total	$15,200,000

Attachment: Charles Town Fee Memo 4.18.22 v1 with Capital project calculations (5597 : DTA Developer Fee)

Additional detail on the fee calculations will be discussed during the next conference call. If you have any immediate questions upon review of the attached analysis, please feel free to call us at (800) 969-4382.

Attachment: Charles Town Fee Memo 4.18.22 v1 with Capital project calculations (5597 : DTA Developer Fee)

DEVELOPER FEES

CITY OF CHARLES TOWN

PUBLIC FACILITIES NEEDS LIST THROUGH 20

	Facility Name	Total Cost for Facility	Off-setting Revenues	Net Cost to City
	Fire			
1	Equipment and Facility upgrade do to growth for both fire companies - Independent and Cistizens Fire Companies	**$500,000**		$ 500,000
	Fire Facilities Subtotal	**$ 500,000**	**$ -**	**$ 500,000**
	Police			
1	Vehicles and Equipment	$800,000	$ -	$ 800,000
	Offsetting Revenues			
	Police Facilities Subtotal	**$ 800,000**	**$ -**	**$ 800,000**
	Municipal Facilties			
1	Expansion of Police Headquarters - added security features and build out of existing CTUB space to accommodate larger police force	$300,000	$ -	$ 300,000
2	City Hall Expansion / Renovations - Growing community will require additional space to accommodate staff. 101 W Washington St	$3,000,000	$ -	$ 3,000,000
3	Maintenance yard and facility - new facility will be needed to house and maintain addiitonal equipment requried to serve a larger community - Water Street	$750,000	$ -	$ 750,000

Attachment: Public Facilities Needs List 2040 (5597 : DTA Developer Fee)

4	Storm water equipment - Replacement street sweeper to service additionl roads / gutters resulting from growth; sweeper will preserve stormwater system by preventing debris from entering - Water Street	$350,000	$ -	$	350,000
	Offsetting Revenues				
	Municipal Facilities Subtotal	**$ 4,400,000**	**$ -**	**$**	**4,400,000**
	Library				
1	Placeholder project - Equipment to accommodate future growth	$200,000	$ -	$	200,000
	Offsetting Revenues				
	Library Facilities Subtotal	**$ 200,000**	**$ -**		**$200,000**
	Parks				
1	Expansion of Pool to accommodate growth - Jefferson Memorial Park	$700,000	$ -	$	700,000
2	Acquisition of parkland and amemities to accommodate future growth - includes tennis courts, pickle ball courts, play fields, play equipment	$500,000	$ -	$	500,000
3	Walking Bridges that connect existing parks on the west end of town. Evitts Run Park and Happy Retreat	$400,000	$ -	$	400,000
	Offsetting Revenues				
	Parks Facilities Subtotal	**$ 1,600,000**	**$ -**		**$1,600,000**
	Transportation				
1	Addition to existing bridge, new footbridge over US340 or multi-purpose path under US 340	$2,000,000	$ -	$	2,000,000

Attachment: Public Facilities Needs List 2040 (5597 : DTA Developer Fee)

2	Traffic and safety enhancements at US340 and Augustine - City contribution ti improve saftey at the intersection that results fron increased traffic in the area from growth.	$1,000,000	$ -	$	1,000,000
3	Augustine Avenue Trail. Connect new development on the east side of Augustine Ave. to proposed multi-purpose trail. Includes crosswalks lighting, safety features, etc. - Location East Side Developments	$200,000	$ -	$	200,000
4	Westend Gateway, WV 51 / Summit Point road / W Washington Street - City contribution to facilitate road utility, and pedestrian improvements.	$4,000,000	$ -	$	4,000,000
5	Charles Street Improvements - N. Charles Street, Implement pan for community event space/infrastructure improvements that will enhance community engagement for new residents	$500,000	$ -	$	500,000
	Offsetting Revenues				
	Transportation Facilities Subtotal	**$ 7,700,000**		**$**	**7,700,000**
	Total	**$ 15,200,000**	**$ -**	**$**	**15,200,000**

Capital Improvement Projects per Alissa Meeks Email of 12/7/22

GROWTH RELATED CAPITAL IMPROVEMENT PR
Date: As of Novembe

Project Description	Location	Description
MUNICIPAL FACILITIES		
Expansion of police headquarters	661 S. George Street	Added security features and build CTUB space to accommodate larg

Attachment: Public Facilities Needs List 2040 (5597 : DTA Developer Fee)

City Hall expansion/renovations	101 W. Washington Street	Growing community will require a accommodate staff. Could be ne likely to be retrofit of existing spa
Maintenance yard and facility	Water Street	New facility will be needed to hou additional equipment required to community.
Stormwater equipment	Water Street	Replacement street sweeper to s roads/gutters resulting from grow preserve stormwater system by p from entering.
PARKS AND RECREATION		
Expansion of pool to accommodate future growth.	Jefferson Memorial Park	Replacing pool will accommodate by expanding the pool and adding amenity will benefit new growth.
Acquisition of park land and amenities to accommodate future growth.	Various locations	Tennis courts, pickle ball courts, p equipment, etc.
Walking Bridges	Evitts Run Park and Happy Retreat	Install walking bridges that conn on the west end of town.
CONNECTIVITY/TRANSPORTATION		
Feasibility study to examine options for connecting Wards 2 and 4 to downtown	- - -	RFQ pending and pricing to be de
Construction of preferred feasbility option	- - -	Could be an addition to on an ex perhaps a new footbridge over U multi-purpose path under US340

Attachment: Public Facilities Needs List 2040 (5597 : DTA Developer Fee)

GROWTH RELATED CAPITAL IMPROVEMENT F
Date: As of Novemt

Project Description	Location	Description
Traffic and safety enhancements at US340 and Augustine	US340 and Augustine Avenue	City contribution to improve sa intersection that results from i the area from growth.
Augustine Avenue Trail	East side developments	Connect new developments on Augustine Avenue to proposed that has been largely funded.
Westend gateway	WV51/Summit Point Road/W. Washington Street	City contribution to facilitate rc pedestrian improvements.
Charles Street Improvements	N. Charles Street	Implement plan for community space/infrastructure improvem enhance community engagem residents.
FIRE AND RESCUE		
Independent and Citizens Fire Companies	Charles Town/Ranson	Equipment and facility upgrad both fire companies.
LIBRARY		
Placeholder Project	E. Washington Street	Placeholder project pending m Library about needs resulting f

Attachment: Public Facilities Needs List 2040 (5597 : DTA Developer Fee)

POLICE		
Vehicles and Equipment	661 S. George Street	Vehicles and equipment for ne resulting from growth.
MISCELLANEOUS		
Affordable housing	Various	Perhaps a new category is nee that support construction of n housing. This will be a greater new growth occurs.

Attachment: Public Facilities Needs List 2040 (5597 : DTA Developer Fee)

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Percent of Cost Allocated to New Development	Cost Allocated to New Development	Policy Background or Objective	Notes / Comments
18.97%	$94,834	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
18.97%	$151,735	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
18.97%	$56,900	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
18.97%	$569,005	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	Low end estimate to renovate space to accommodate Staff. New facility could be closer to $3 to $5 million
18.97%	$142,251	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	Esitmate is only for new climate controlled facility to serve growing communiy

Attachment: Public Facilities Needs List 2040 (5597 : DTA Developer Fee)

18.97%	$66,384	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	Estimate for equipment, Need additional research on exact sweeper needed.
19.83%	$39,665	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
19.83%	$138,828	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
19.83%	$99,163	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
19.83%	$79,330	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
17.91%	$358,114.57	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	Estimate is based on the highest cost option of a footbridge.

Attachment: Public Facilities Needs List 2040 (5597 : DTA Developer Fee)

17.91%	$179,057.28	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	Assumes most of improvements will be covered by state and TIS contributions made by new development
17.91%	$35,811.46	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	Includes crosswalkes, lighting etc.
17.91%	$716,229.13	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	Existing study has costs ranging from $4 to $6 million; City assumes contribution of 20%.
17.91%	$89,528.64	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	Assumes 50% of costs due to growth and benefits for new residents.

OJECTS – DEVELOPER FEE ANALYSIS
r 30, 2021

	Estimated Costs	Notes/Comments
l out of existing ger police force.	$300,000	

Attachment: Public Facilities Needs List 2040 (5597 : DTA Developer Fee)

additional space to w build but more ice.	$500,000	Low end estimate to renovate space to accommodate staff. New facility could be closer to $3 to $5 million.
use and maintain serve a larger	$750,000	Estimate is only for new, climate controlled facility to service growing community. Other upgrades to the yard are not considered growth and funded with other resources.
ervice additional wth; sweeper will preventing debris	$350,000	Estimate for equipment. Need additional research on exact sweeper needed.
existing residents g splash pad	$700,000	Estimate based on approximately 40% of design concept 2 from TTG and 100% of splash pad amenity. Another $100,000 added for partial cost (maybe 33%) to renovate pool house.
play fields, play	$500,000	How does parkland dedication ordinance impact this item?
ect existing parks	$400,000	Estimate assume 50% of project is growth related and the balance is existing.
etermined.	$75,000	Estimated cost of a feasibility study.
isting bridge;)340; or even)	$2,000,000	Estimate is based on perhaps the highest cost option of a footbridge.

Attachment: Public Facilities Needs List 2040 (5597 : DTA Developer Fee)

PROJECTS - DEVELOPER FEE ANALYSIS
ber 30, 2021

	Estimated Costs	Notes/Comments
ifety at the ncreased traffic in	$1,000,000	Assumes most of improvements will be covered by state and TIS contributions made by new developments.
the east side of multi-purpose trail	$200,000	Includes crosswalks, lighting, safety features, etc.
oad, utility, and	$120,000	Existing study has costs ranging from $4 to $6 million; assumes City contribution of 20%.
/ event ents that will ent for new	$500,000	Assume 50% of costs due to growth and benefits for new residents.
es due to growth for	$500,000	Waiting additional information from the fire companies on existing equipment and needs.
ore detail from rom growth.	$200,000	

Attachment: Public Facilities Needs List 2040 (5597 : DTA Developer Fee)

ew sworn officers	$800,000	Assume 20 to 30 year time horizon and growth of City to 10,000 people. Estimate an additional 8 sworn officers and costs of $100,000 per officer. Pending staffing study will provide additional insight.
ded generate funds ew workforce need for the City has	TBD	Estimate TBD. Sonoma, California using impact fees to support its workforce housing needs.

Attachment: Public Facilities Needs List 2040 (5597 : DTA Developer Fee)

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ASSESSMENT OF MUNICIPAL DEVELOPER FEES

CITY OF CHARLES TOWN, WV

Report Date: September 19, 2022

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CITY OF CHARLES TOWN

ASSESSMENT OF MUNICIPAL DEVELOPER FEES

Prepared for:

City of Charles Town

101 East Washington Street

Charles Town, WV 25414

Attention: Alissa Meeks, Project Manager/Parks Administrator

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I EXECUTIVE SUMMARY

DTA was retained by the City of Charles Town, West Virginia (the "City"), to provide a comprehensive study ("the Study") for the assessment and development of the City's Municipal Developer Fees. This study enables the City to adequately plan for new development by selecting the public facilities and costs associated with mitigating the direct and cumulative impacts of new development. The City is seeking the assessment and calculation of Municipal Developer Fees for each of the following six (6) individual categories: Fire and Rescue, Police, Municipal Facilities, Library Facilities, Parks and Recreation, and Transportation. The six fee categories will be combined into one total Municipal Developer Fee. The Municipal Developer Fee Study will recommend the appropriate fee justification methodology and fee levels to support specific types of City-selected capital facilities needed to service new growth. The purpose of this Fee Study will be to establish a nexus between anticipated development and Future Facilities for the City through 2040. Furthermore, this will ensure that all new development within the City is required to pay its "fair share" of the Future Facilities. The Municipal Developer Fees generated in this Fee Study are one-time fees typically paid prior to the issuance of a building permit and imposed on development projects by local agencies responsible for regulating land use. The fee amounts to be determined will be at levels identified as being necessary to meet the needs of new development through 2040.

A Organization of the Fee Study

This Fee Study will be presented in the following eight sections:

- Section I contains an Executive Summary and provides a brief introduction to the Fee Study and includes an overview of the proposed fees.
- Section II is an Introduction that includes a brief description of City surroundings and background information on development fee financing.
- Section III provides an overview of the legal requirements for implementing and imposing the Municipal Developer fee amounts identified in the Fee Study and satisfies the nexus requirements for each facility included as part of this Fee Study. Included is a discussion of the requirements necessary to be satisfied when establishing, increasing, or imposing a fee as a condition of new development.
- Section IV includes a discussion of land use characteristics and demand variables of projected new development such as the number of housing units and the number of non-residential building square feet, assuming current growth trends in residential and non-residential development projected through 2040.
- Section V contains the Capital Improvement Project List provided by the City.
- Section VI contains the description of the methodology used to determine the Municipal Developer Fees for Future Facilities and presents the fees for each of the land use types.

- Section VII presents the calculation of the Municipal Developer Fees for each land use.
- Section VIII presents a summary of the Municipal Developer Fees.

This Fee Study also includes an appendix section presenting the calculations and other relevant materials used to determine the findings presented in this Fee Study, as noted below:

- **Appendix A** includes the calculations used to determine the various Municipal Developer Fee levels.
- **Appendix B** includes the Facilities Needs List used to determine the various Municipal Developer Fee levels. This list is based on the Growth-Related Capital Improvement Projects – Developer Fee Analysis date as of November 30th, 2021, as provided by the City.

B Municipal Developer Fee Methodology and Approach

The methodology used to establish the Municipal Developer Fees outlined in this Study is based on a "plan," such as a Master Plan of Facilities, Capital Improvement Plan, or General Plan, which identifies a finite set of improvements to be implemented. These Facility Plans generally identify a finite set of facilities needed by the public agency and are developed according to assessments of facilities needs prepared by staff and/or outside consultants and adopted by the public agency's legislative body. Using this plan-based approach, specific costs can be projected and assigned to all land uses planned, often with a specific time period in mind that reflects new development projections.

The plan used in this Study to calculate the Municipal Developer fees is the City's Growth-Related Capital Improvements Projects – Developer Fee Analysis as of November 30, 2021. The City's Project list contains planned improvements, descriptions and estimated costs for Fire and Rescue, Police, Municipal Facilities, Library Facilities, Parks and Recreation, and Transportation projects. It's important to note that the City's Capital Improvement list presented a range of cost estimates for two of the fee sectors in this Study: the Municipal facilities sector and the Transportation sector. To account for the estimated cost ranges in these two sectors, DTA and the City determined that three (3) Municipal Developer Fee Schedules would be generated, one for each cost scenario. The fee schedules are based on the following: The Lowest Capital Cost Improvement Scenario is based on $15,275,000 of projected capital improvements, the Medium Cost Capital Improvement Scenario is based on $17,275,000 of projected capital improvements and the Highest Cost Capital Improvement Scenario is be based on $19,975,000 of projected capital improvements. These three scenarios offer the City a choice of which fee schedule to implement. The proposed Municipal Developer fee summary presenting these Capital Cost Improvement scenarios is presented in **Table ES-1** on the following page.

Table ES-1: Proposed Municipal Developer Fee Summary
Three Proposed Capital Cost Improvement Scenarios [1]

`Facility Name	Total Cost for Facility (Lowest) [2]	Total Cost for Facility (Medium) [2]	Total Cost for Facility (Highest) [2]
A. Fire and Rescue			
Fire and Rescue Services Facilities	$500,000	$500,000	$500,000
B. Police			
Police Facilities	$800,000	$800,000	$800,000
C. Municipal Facilities			
Municipal Facilities	$4,400,000	$5,400,000	$6,400,000
D. Library Facilities			
Library Facilities	$200,000	$200,000	$200,000
E. Parks and Recreation			
Parks and Recreation Facilities	$1,600,000	$1,600,000	$1,600,000
F. Transportation			
Transportation Facilities	$7,775,000	$8,775,000	$9,775,000
Total	$15,275,000	$17,275,000	$19,275,000

Notes:

1. Facilities Costs are based on the City's Growth-Related Capital Improvement Projects – Developer Fee Analysis as of November 30, 2021.
2. Lowest, Medium, and Highest refer to the three Capital Improvement Cost Scenarios.
3. Municipal Facilities and Transportation Facilities costs are different in each Scenario.

C Municipal Developer Fee Schedule Summary

Per the results of this Study, the total Municipal Developer fee amounts required to support new development's share of Future Facilities are identified in **Tables ES-2, ES-3 and ES-4** and presented below. Fees presented for each scenario in this Fee Study reflect the Municipal Developer fees that may be imposed on new development in the City. Residential fees are listed as per unit and non-residential fees are per 1,000 square feet. The cost estimates for Future Facilities used in this section are in 2022 dollars. DTA recommends that, after adoption, the fee should be reviewed each year and adjusted by the Construction Cost Index ("CCI"). The recommended construction cost index is based upon the Building Cost Index ("BCI") average produced by the Engineering News-Record ("ENR") and/or an annual adjustment based upon current West Virginia law.

Table ES-2: Proposed Municipal Developer Fee Schedule
Lowest Cost Capital Improvement Scenario [2]

Land Use [1]	Fire and Rescue	Police	Municipal Facilities	Library Facilities	Parks and Recreation	Transportation	Total
Single-Family	$126	$201	$1,107	$62	$499	$792	$2,787
Multi-Family	$125	$200	$1,098	$62	$495	$352	$2,331
Commercial	$28	$45	$247	$0	$0	$2,010	$2,329
Office	$30	$47	$260	$0	$0	$1,200	$1,536
Industrial	$17	$26	$145	$0	$0	$412	$600
Institutional	$19	$31	$169	$0	$0	$624	$842

Notes:

1. Residential fees are per unit and non-residential fees are per 1,000 square feet.
2. Fees based on Total Capital Improvements $15,275,000.

Table ES-3: Proposed Municipal Developer Fee Schedule
Medium Cost Capital Improvement Scenario[2]

Land Use [1]	Fire and Rescue	Police	Municipal Facilities	Library Facilities	Parks and Recreation	Transportation	Total
Single-Family	$126	$201	$1,359	$62	$499	$894	$3,140
Multi-Family	$125	$200	$1,348	$62	$495	$397	$2,626
Commercial	$28	$45	$303	$0	$0	$2,268	$2,644
Office	$30	$47	$319	$0	$0	$1,354	$1,749
Industrial	$17	$26	$178	$0	$0	$465	$686
Institutional	$19	$31	$207	$0	$0	$704	$961

Notes:

1. Residential fees are per unit and non-residential fees are per 1,000 square feet.
2. Fees based on Total Capital Improvements $17,275,000.

Table ES-4: Proposed Municipal Developer Fee Schedule
Highest Cost Capital Improvement Scenario[2]

Land Use [1]	Fire and Rescue	Police	Municipal Facilities	Library Facilities	Parks and Recreation	Transportation	Total
Single-Family	$126	$201	$1,610	$62	$499	$995	$3,494
Multi-Family	$125	$200	$1,597	$62	$495	$442	$2,921
Commercial	$28	$45	$359	$0	$0	$2,526	$2,958
Office	$30	$47	$378	$0	$0	$1,508	$1,963
Industrial	$17	$26	$211	$0	$0	$518	$772
Institutional	$19	$31	$245	$0	$0	$784	$1,079

Notes:

1. Residential fees are per unit and non-residential fees are per 1,000 square feet.
2. Fees based on Total Capital Improvements $19,275,000.

II INTRODUCTION

Founded in 1786, the City of Charles Town ("the City") is located along the Eastern Panhandle of West Virginia. Located in Jefferson County, just inside the eastern gateway of West Virginia, it is approximately an hour's drive to the greater Baltimore/Washington, D.C. metropolitan area. Due to this this proximity and the availability of commuter train service, Charles Town is considered an attractive home for commuters in the region. The City covers approximately 5.81 square miles and is home to over 6,500 people. Surrounded by the hills of the Blue Ridge mountains, nearby cities include Harpers Ferry, Ranson, and Martinsburg West Virginia, and Winchester Virginia.

In order to adequately plan for new development and identify the public facilities and costs associated with mitigating the direct and cumulative impacts of new development, DTA was retained by the City to provide a comprehensive study ("the Study") for the assessment and development of the City's Municipal Developer Fees. The City is seeking the assessment and calculation of Municipal Developer Fees for each of the following six (6) individual categories: Fire and Rescue, Police, Municipal Facilities, Library Facilities, Parks and Recreation, and Transportation. The six fee categories are to be combined into one total Municipal Developer Fee. The Municipal Developer Fee Study will recommend the appropriate fee justification methodology and fee levels to support specific types as City-selected capital facilities needed to service new growth. Furthermore, the purpose of this Fee Study will be to establish a nexus between the anticipated development and Future Facilities for the City through 2040 and to ensure that all new development within the City is required to pay its "fair share" of the Future Facilities. The Municipal Developer Fees generated in this Fee Study are one-time fees typically paid prior to the issuance of a building permit and imposed on development projects by local agencies responsible for regulating land use.

The fee amounts to be determined will be at levels identified as being necessary to meet the needs of projected new development through 2040.

Fees are calculated to fund the cost of facilities needed to meet the needs of new development. **Many of the calculations and totals presented in the tables of this Study are factored out to several decimal places and may not sum due to rounding. In the interest of clarity, they will be noted with footnotes where necessary.** The steps followed in the Fee Study include:

1. **Demographic Assumptions**: Identify future growth that represents the increased demand for Future Facilities;
2. **Facility Needs and Costs**: Determine the number of public facilities required to support new development and the costs of such facilities;
3. **Cost Allocation**: Allocate costs per equivalent dwelling unit or equivalent benefit unit; and

4. **Fee Schedule**: Calculate the Municipal Developer Fee amount per residential unit and per 1,000 square feet for non-residential development.

III LEGAL REQUIREMENTS TO JUSTIFY MUNICIPAL DEVELOPER FEES

A Legal Standards Overview and History

The levy of Municipal Developer Fees is one authorized method of financing the public facilities necessary to mitigate the impacts of new development. One-time fees paid by all new development to help pay for the infrastructure needed by that new development. Fees are typically paid by developers, builders, or other property owners that are seeking to develop property. In this manner, developers, and property owners pay their "fair share" of needed capital facilities. A Municipal Developer fee may be levied for each type of capital improvement required for new development, with the payment of the fee typically occurring prior to the beginning of construction of a dwelling unit or non-residential building. Fees are often levied at final map recordation, upon the issuance of a Certificate of Occupancy, or more commonly, at building permit issuance.

The Municipal Developer Fees presented in this Study are not considered Development Impact Fees under West Virginia Code Section 70-20-1 *et seq.*, which provides that municipalities (and also counties) have only such powers as (i) are expressly granted to them by the Constitution or legislature, (ii) are necessarily or fairly implied in or incident to the powers expressly granted, and (iii) essential to its decaled objects and purposes. Article 20 of Chapter 7 applies only to counties and all the provisions authorizing impact fees are limited to counties.

Development within the city limits is still subject to the County's Impact fee, as the County's Impact fee is composed of several components dedicated to Schools, Law Enforcement, Parks and Recreation, and Emergency Medical Services ("EMS"). All of those components apply to residential construction in the City except the law enforcement as the City has its own police department. Similarly, only the law enforcement and EMS component would apply to the commercial/industrial projects in the City.

IV DEMOGRAPHICS

To determine the facilities needed to serve new development and establish fee amounts to fund such facilities, the City has provided DTA with material containing information of future residential information and land use development within the City through 2040. For the purpose of this Fee Study, DTA categorized developable residential land uses as single-family and multi-family residences. Developable non-residential land uses within the City's commercial and industrial zones are categorized as commercial, office, industrial and institutional and are summarized in detail in the following section.

DTA relied on the following sources to estimate the number of housing units and non-residential building square feet to be built within the City: the 2040 Charles Town Comprehensive Plan, the City's 2014 Transportation Study, the US Census Bureau and the Nielsen Company Demographics and Land Uses Services. Additionally, DTA relied on the CoStar Real Estate Manager Software Platform ("CoStar") to estimate the existing non-residential development within the City.

Future residents and employees are expected to create additional demand for facilities that existing development facilities cannot adequately service. In order to accommodate new development in an orderly manner, while maintaining the current quality of life in the City, the facilities on the City's current Facilities Inventory and Facilities Needs List (Section V) need to be constructed.

For those facilities that are needed to mitigate demand from new development, facility costs have been allocated to only new development. In those instances when it has been determined that the new facilities will serve both existing and new development, facility costs have been allocated based on proportionate benefit [see the Equivalent Dwelling Unit ("EDU") and Equivalent Benefit Unit ("EBU") discussion in Section VI.]

In addition, DTA has determined that utilizing a Persons Served population, comprised of all residents and 50% of employees is common practice in quantifying the impact of a new development in a given service area and this metric will be used in both residential and non-residential employee population and calculations throughout this report.

A Existing Residential Land Uses

Demographic data provided by the Nielsen Company, a leading information, measurement, and data analytics company, was used to estimate the existing number of housing units and population in the City. These figures are generally confirmed by the U.S. Census Bureau and the City of Charles Town.

Table 1 presented below provides a summary of the land uses covered in this fee study. As indicated, the study will provide Development Developer Fees for six (6) specific land use categories; single-family, multi-family, commercial, office, industrial, and institutional. The table provided below is meant to provide an example of typical land uses found in each category and is not intended to be a comprehensive list of all the City's potential land uses.

Table 1: Summary of Land Use Categories

Land Use	Definition
Single-Family Residential	Includes single-family detached homes.
Multi-Family Residential	Includes buildings with attached residential units including apartments, town homes, condominiums, and all other non-mobile home units not classified as a Detached Dwelling residential unit that may be subject to this fee in accordance with state law.
Commercial	Includes but is not limited to buildings used as the following: ▪ Restaurants, bars, drive-thru fast-food establishments; ▪ Pharmacy, grocery stores, auto centers, office supply stores; ▪ Department/specialty stores, variety stores, liquor stores; ▪ Service Stations, hair salons, home improvement stores; and ▪ Convenience retail, hotels/motels, discount stores.
Office	Includes but is not limited to office buildings used as the following: ▪ General office buildings, medica/dental offices, office parks.
Industrial	Includes but is not limited to industrial buildings used as the following: ▪ General Industrial, warehouse/distribution, light manufacturing; and ▪ Truck terminals, freight delivery, logistics wholesaling.
Institutional	Includes but is not limited to buildings used as the following: ▪ Professional urgent care and private hospitals, rehabilitation centers; ▪ Assisted living, nursing, and memory care facilities.

Notably, DTA attempted to utilize metrics (e.g., average household size, square footage, etc.) that standardized existing demographics with DTA's projections.

Using the demographic information attained from the City's General Plan Housing Element, the Nielsen Company, and other sources such as the US Census Bureau, DTA has assigned a City resident-per-unit factor of 2.52 for single-family residential units and 2.50 for multi-family residential units. These totals were reviewed with city staff and incorporated into the Study.

The persons per unit figures presented were used by DTA to determine the single-family and multi-family populations. According to the information provided by the Nielsen Company, a leading information, data and market measurement firm there are currently 1,631 single-family units and 949 multi-family units respectively, within the City. Using the 2.52 and 2.50 residents per unit figures, DTA has determined that there are 4,117 existing single-family residents and 2,377 multi-family residents. Combined, the current City population is comprised of 6,494 current residents living in 2,580 single-family and multi-family homes. **Table 2** below summarizes the existing demographics for the residential land uses.

Table 2: Estimated Existing Residential Development [1]

Residential Land Use	Existing Residents	Existing Housing Units [2]	Residents per Unit
Single-Family	4,117	1,631	2.52
Multi-Family	2,377	949	2.50
Total	**6,494**	**2,580**	

Notes:

1 Numbers may not sum due to rounding (1,631 x 2.52 = 4,117)
2 Housing Unit numbers per the Nielsen Company.

B Existing Non-Residential Land Uses

According to information provided by CoStar, a leading real estate database, information, and analytics software platform, there are also approximately 3.09 million total square feet of existing non-residential development in the City; including approximately 1.90 million square feet of existing commercial development, 472 thousand square feet of existing office space, 619 thousand square feet of industrial development and 62 thousand square feet of institutional development.

In order to calculate how many employees that the City has in these categories, DTA utilized an employee's-per-thousand-square-foot factor ("EPSF") of 1.13 for the commercial sector, 1.18 for the office sector, 0.66 for the industrial sector and 0.77 for the institutional sector. For example, for commercial land uses DTA calculated an EPSF of 1.13, i.e., on average there are 1.13 employees per thousand square feet of industrial development. The numbers are estimates determined by DTA based on the employee's-per-thousand-square-foot factors published in the U.S. Energy Information Administration's "Commercial Buildings Energy Consumption Survey" ("CBECS") released in December of 2016. Due to the comprehensive nature of this type of survey, it takes several years to update the numbers.

As indicated, the 3.09 million square feet of existing non-residential development is based on information provided by both the City and DTA's research using CoStar, the Nielsen Company, and other data sources. Using these figures and standard employment generation rates for commercial, office, industrial, and institutional square footage, DTA has estimated the potential employee capacity for non-residential development available in the City.

These calculations resulted in 2,182 existing commercial employees, 559 office employees, 411 existing industrial employees and 48 institutional employees within the city. Note that the actual total employee figures for non-residential development will likely vary somewhat from DTA estimates because of vacancies, property utilizations, etc. However, for purposes of the fee calculation, the City is interested in the total number of employees that could be generated by the identified square footage for a particular land use. The same method is applied to future non-residential space and associated employee estimates.

For many of the facilities considered in this Fee Study, EDUs will be used to allocate benefits among fee categories. EDU calculations are based on the number of residents and employees ("Persons Served") generated by each land use class (EDUs are covered in more detail in the following sections). Based on years of performing a variety of fiscal and economic impact studies and with experience in a variety of both public and private sectors, DTA has determined that utilizing a service population, or Persons Served population, comprised of all residents and 50% of employees is common fiscal practice in quantifying the impact of a new development in each service area. This is presented in **Table 3** below.

Table 3: Estimated Existing Non-Residential Development

Non-Residential Land Use	Existing Employees	Persons Served	Existing Building Square Feet
Commercial	2,182	1,091	1,939,237
Office	559	280	472,000
Industrial	411	206	619,787
Institutional	48	24	62,415
Total	**3,200**	**1,600**	**3,093,439**

C Future Residential Land Uses (2040)

Population projects were generated using the growth experienced from 2010 to 2021 and projecting it out to 2040. Using this information, the City is expected to grow by 1,607 residents by the end of the build-out period. Maintaining the City resident-per-unit factor of 2.52 for single-family residences and 2.50 for multi-family residences, these totals project that 403 single-family housing units and 235 multi-family housing units, totaling 638 units will be built in the City through 2040, the time horizon utilized for this Fee Study. **Table 4** presented below summarizes the projected number of housing units for residential land uses over the build-out period.

Table 4: Future Residential Development [1]

Residential Land Use	Future Residents	Future Housing Units	Residents per Unit
Single-Family	1,019	403	2.52
Multi-Family	588	235	2.50
Total	**1,607**	**638**	

Note:

1 Numbers may not sum due to rounding.

D Future Non-Residential Land Uses (2040)

In terms of future non-residential property, the City expects the development of over 643 thousand square feet over the build-out period. This includes over 403 thousand square feet of commercial development, 98 thousand square feet of office, 128 thousand square feet of industrial and 13 thousand square feet of non-residential development. To generate the 2040 non-residential build-out square footage totals presented in this Fee Study, DTA used a normalized growth rate of 1.0% for each of the non-residential sectors.

Table 5: Future Non-Residential Development

Non-Residential Land Use	Future Employees	Persons Served	Future Building Square Feet
Commercial	454	227	403,573
Office	116	58	98,227
Industrial	86	43	128,983
Institutional	10	5	12,989
Total	**666**	**333**	**643,772**

In addition, as indicated above, using the same methodology presented in the previous section, and to determine the number of employees in each of these categories, DTA has maintained the same EPSF factor each of the non-residential land uses over the build-out period. Through 2040, these calculations result in 454 future commercial employees, 116 future office employees 86 future industrial employees and 10 future institutional employees within the City.

V CAPITAL IMPROVEMENT PROJECT LIST

Identification of the facilities to be financed is a critical component of any plan-based Municipal Developer Fee program. In the broadest sense, the purpose of the fees is to protect the public health, safety, and general welfare by providing for adequate public facilities. Identification of the facilities may be included in an applicable General or Specific Plan, other public documents, or by reference to a Capital Improvement Program ("CIP").

The City has provided DTA with the list of Future Facilities to be included in the Fee Study (the "Facilities Needs List"). These planned facilities come from the Growth-Related Capital Improvement Projects – Developer Fee Analysis as of November 30, 2021. For the purposes of the City's fee program, the Facilities Needs List is intended to be the official public document identifying the facilities eligible to be financed, in whole or in part, through the levy of a Municipal Developer Fee on new development within the City. The Facilities Needs List is organized by facility element (or type) and includes a cost section consisting of six rows, which are presented and defined in **Table 6** below.

Table 6: Explanation of Cost Section

Column Title	Contents	Source
Total Cost for Facility	The total estimated facility cost, including engineering, design, construction, land acquisition, and equipment (as applicable).	City
Offsetting Revenues to New and Existing Development [1]	Share of total offsetting revenues allocated to new and existing development.	City
Net Cost to City	The difference between the total cost and the offsetting revenues (column 1 plus column 2).	Calculated by DTA
Percent of Cost Allocated to New Development	Net cost allocated to new development based on new development's share of facilities.	Calculated by DTA and the City
Net Cost Allocated to New Development	The net cost to the City multiplied by the percentage cost allocated to new development.	Calculated by DTA
Policy Background or Objective	Identifies the policy source or rationale for facility need.	City Capital Improvement Projects

Note:

1 Offsetting Revenues are included in developer municipal fee calculations, in the case of Charles Town, WV, Offsetting Revenues total zero.

The City's Capital Improvement Project list contains planned improvements, descriptions and estimated costs for Fire and Rescue, Police, Municipal Facilities, Library Facilities, Parks and Recreation, and Transportation projects. It's important to note that the City's Capital Improvement list presented a range of cost estimates for two of the fee sectors in this Study: the Municipal facilities sector and Transportation sector. To account for the estimated cost ranges in these two sectors, DTA and the City determined that three (3) Municipal Developer Fee Schedules would be generated, one for each cost scenario. They are as follows: The Lowest Capital Cost Improvement Scenario is based on $15,275,000 of projected capital improvements, the Medium Cost Capital Improvement Scenario is based on $17,275,000 of projected capital improvements and the Highest Cost Capital Improvement Scenario is based on $19,975,000 of projected capital improvements. These three scenarios offer the City a choice of which fee schedule to implement. The proposed Municipal Developer fee summary presenting these Capital Cost Improvement scenarios is presented in **Table 7** below. (The detailed Facilities Needs List is presented in full in **Appendix B** at the end of this Fee Study).

Table 7: Summary Capital Improvement Project List [1]
Three Proposed Capital Cost Improvement Scenarios

Facility Name	Total Cost for Facility (Lowest) [2]	Total Cost for Facility (Medium) [2]	Total Cost for Facility (Highest) [2]
A. Fire and Rescue			
Fire and Rescue Services Facilities	$500,000	$500,000	$500,000
B. Police			
Police Facilities	$800,000	$800,000	$800,000
C. Municipal Facilities			
Municipal Facilities	$4,400,000	$5,400,000	$6,400,000
D. Library Facilities			
Library Facilities	$200,000	$200,000	$200,000
E. Parks and Recreation			
Parks and Recreation Facilities	$1,600,000	$1,600,000	$1,600,000
F. Transportation			
Transportation Facilities	$7,775,000	$8,775,000	$9,775,000
Total	$15,275,000	$17,275,000	$19,275,000

Notes:

1. Facilities costs based on the City's Growth-Related Capital Improvements Projects – Developer Fee Analysis as of November 30, 2021.
2. Lowest, Medium, and Highest refer to the three Capital Improvement Scenarios.
3. Municipal Facilities and Transportation Facilities costs are different in each scenario.

VI METHODOLOGY USED TO CALCULATE FEES

There are many methods of calculating fees, but they are all based on determining the cost of needed improvements and assigning those costs equitably to various types of development. In determining a reasonable nexus for each specific type of public facility, DTA utilized the Plan – Based fee methodology described below, based upon the data and information available from the City and its current infrastructure policies.

A Plan-Based Fee Methodology

The methodology used to establish the Municipal Developer Fees outlined in this Study is based on a "plan," such as a Master Plan of Facilities, Capital Improvement Plan, or General Plan, which identifies a finite set of improvements to be implemented. These Facility Plans generally identify a finite set of facilities needed by the public agency and are developed according to assessments of facilities needs prepared by staff and/or outside consultants and adopted by the public agency's legislative body. Using this plan-based approach, specific costs can be projected and assigned to all land uses planned, often with a specific time period in mind that reflects new development projections. By using population, units, and residential and non-residential square footage numbers, it is possible to assign a cost allocation percentage for both new and existing development. In preparing a Municipal Developer fee analysis, facilities costs attributed to future development can then be allocated to each land use class in proportion to the demand caused by each type of development.

B Summary of Fee Methodology

In this Fee Study, the Plan-based methodology is used to generate Municipal Developer fees for Fire and Rescue, Police, Municipal Facilities, Library Facilities, Parks and Recreation, and Transportation. This is summarized in **Table 8** below.

Table 8: Methodology (by Fee Category Type)

Fee Category	Methodology [1]	Basis of Methodology
Fire and Rescue	Plan-Based Fee	Facilities Needs List
Police	Plan-Based Fee	Facilities Needs List
Municipal Facilities	Plan-Based Fee	Facilities Needs List
Library Facilities	Plan-Based Fee	Facilities Needs List
Parks and Recreation	Plan-Based Fee	Facilities Needs List
Transportation	Plan-Based Fee	Facilities Needs List

Note:

1 There are a number of acceptable methodologies used in these fee studies; plan-based, capacity based, level of service, buy-in, etc. This table is included to let the reader know that the methodology used in this Study is one of many available choices and as a reference for future updates.

C Allocation of Benefits

C.1 Equivalent Dwelling Units ("EDUs") and Equivalent Benefit Units ("EBUs")

The methodologies employed in this Fee Study use Equivalent Dwelling Units ("EDUs") and Equivalent Benefit Units ("EBUs") as the method of identifying and quantifying benefit of certain facilities and ensuring that an equitable portion of the total facilities costs are allocated to future growth, based on the proportion of need generated by that growth. Specifically, EDUs are generated in the demographic portion of this Fee Study and are used to generate the land use calculations. EDUs are a means of quantifying different land uses in terms of their equivalence to a residential dwelling unit, where equivalence is measured in terms of potential infrastructure use or benefit for each type of public facility. In this Study, EDUs are used as a basis of allocation for Fire and Rescue, Police, Library Facilities, and Parks and Recreation. In contrast, the service factor for Transportation facilities are based on trip ends, so EBUs are used to allocate costs to future growth and generate fees. The factor utilized to determine the EBUs for each of the six (6) land types in this sector are Peak Hour Trips ("PHTs"). This is explained further later in this section and in detail in **Appendix A**.

Table 9: Basis of Allocation by Fee Category Type

Land Use	Basis of Allocation of Benefit (EDU/EBU Factor)	Total EDUs/EBUs
Fire and Rescue	Persons Served	3,975
Police	Persons Served	3,975
Municipal Facilities	Persons Served	3,975
Library Facilities	Persons Served	3,209
Parks and Recreation	Persons Served	3,209
Transportation	PM Peak Hour Trips	9,721

As shown in **Table 9** above, throughout this Study, Fire and Rescue, Police and Municipal Facilities will total 3,975 EDUs as these sectors generate fees for both residential and non-residential development. Library Facilities and Parks and Recreation will generate a total of 3,209 EDUs because these sectors generate fees for only residential development. The Transportation Sector will generate 9,721 EBUs because this sector generates fees using trips instead or persons serviced.

C.2 Persons Served

For many of the facilities considered in this Fee Study, service population (or Persons Served) will be used to allocate benefits among fee categories. For purposes of this Fee Study, the Persons Served calculations are based on the number of residents per dwelling unit (i.e., persons per household) and number of employees per 1,000 sq. ft. generated by each land use class. Based on years of performing a variety of fiscal

and economic impact studies and with experience in a variety of both public and private sectors, DTA has determined that utilizing a service population, or Persons Served population, comprised of all residents and 50% of employees is common fiscal practice in quantifying the impact of a new development in each service area. This number suggests that a resident generally has twice the fiscal impact of an employee.

C.3 PM Peak Hour Trips ("PHT"s)

Transportation Impact Fees were calculated for each of the six (6) land use categories based on the number of PM Peak Hour Trips ("PHTs") generated by each land use. Peak Hour Trips are published by the Institute of Transportation Engineers ("ITE") Publication Trips Generation, 10th Edition. These PM Peak hour Trips define daily trip generation per dwelling unit (for residential units) and daily trip generation per 1,000 building square feet of each category of non-residential development. Per the ITE, a trip or trip end is a single or one-direction person or vehicle movement with either the origin or the destination existing or entering) inside a Study Site. In technical terms, a trip has an origin and a destination at its respective ends (known as trip ends). Each trip end is part of a trip. For trip site generation, the focus is the trips entering and existing a single site. Specifically Peak hour trips are total vehicular trips entering and leaving a development project during the period between 4:00 pm and 6:00 pm which experiences the highest sum of traffic volumes entering or leaving the development. The PM peak hour measurement was used over other measurements such as average trip rates or weekend trips rates because transportation analyses are based on congestion, which is largely a result of more people trying to use the transportation system during the busiest hours, and it is usually the period for which road improvements were designed.

The following sections present the reasonable relationship of benefit, impact, and proportionality tests for each fee element (i.e., Fire and Rescue, Police, Municipal Facilities, Library Facilities, Parks and Recreation, and Transportation and the analysis undertaken to apportion costs for each type of facility. Detailed fee calculation worksheets for each type of facility are included in **Appendix A**.

VII CALCULATION OF FEES

A Fire and Rescue Fees

A.1 Fire and Rescue Facilities

The Fire and Rescue element includes those facilities required within the City to maintain adequate fire protection services. The purpose of this updated section is to address the fire protection demands City-wide, including areas that are currently experiencing (or are planned for) growth and/or are areas that exceed the desired response emergency services response times. Particular focus will be on the identification of Fire Department Facilities, including training facilities, fire apparatuses, vehicles, and fire equipment due to new development in all areas of the City.

In order to serve new development through build-out, the City identified the need for an equipment and facilities upgrade for both fire companies – Independent and Citizens Fire Companies.

Table 10: Purposed of Fire and Rescue Facilities Municipal Developer Fee

Identify the Purpose of the Fee	Fire and Rescue Facilities
Identify the use of the fee.	Equipment and Facility upgrade due to growth for both fire companies - Independent and Citizens Fire Companies
Demonstrate how there is a reasonable relationship between the need for the public facility, use of the fee, and type of development project on which the fee is imposed.	New residential and non-residential development will generate additional residents and employees who will require additional service calls, thereby increasing the need for trained fire protection personnel. Equipment and vehicles used to provide these services will have to be purchased or replaced and facilities will need to be constructed to meet this increased demand. Thus, a reasonable relationship exists between the need for Fire Services Facilities and impact of residential and non-residential development. The Municipal Developer fees collected from new development will be used exclusively for Fire protection purposes.

Equipment used to provide these services will have to be purchased or replaced and facilities will need to be constructed to meet this increased demand. Thus, a reasonable relationship exists between the need for fire services facilities and impact of residential and non-residential development. The Fire and Rescue Municipal Developer fees collected from new development will be used exclusively for fire protection purposes. The fee would be collected as the development occurs (usually at the building permit stage).

As the new development occurs, the impact is generated. All new development within the City, irrespective of location, contributes to the direct and cumulative impacts of development on fire department facilities and creates the need for new facilities to accommodate growth. Without future development, many of the facilities on the Facilities Needs Lists would not be necessary. For certain other facilities, the costs have been allocated to both existing and new development based on their level of benefit. For the reasons presented herein, there is a reasonable relationship between the need for the fire department facilities included on the Facilities Needs List and all new development within the City.

Table 11 presented below identifies the proposed facilities and equipment acquisition costs to be funded in whole or in part with the fees collected for Fire and Rescue Facilities.

Table 11: Fire and Rescue Facilities Costs

Fire Department Facilities	Facility Cost
Equipment Facilities Upgrade	$500,000
Fire and Rescue Facilities Subtotal	**$500,000**
Offsetting Revenues	-
Fire and Rescue Facilities Total	**$500,000**

A.2 Calculation Methodology

The cost estimates for the Fire and Rescue category were provided by the City and based on the City's Growth-Related Capital Improvements Projects – Developer Fee Analysis as of November 30, 2021. The fees have been calculated for both residential and non-residential development. According to the City, it has been determined that these facilities are needed to serve new development. Currently, these facilities are generally operating at an appropriate and acceptable level of service. Therefore, the costs of facilities have been allocated to both new development and existing development based on their expected usage at build-out.

Consequently, given the information provided by the City, DTA has determined that 80.67% of the remaining costs will be allocated to existing development and must be funded by other means such as taxes, grants, bonds, other fees, etc. while 19.33% of the costs will be allocated to new development.

As illustrated in **Appendix A** at the end of this Fee Study, the total number of EDUs calculated for both residential and non-residential development equals 3,975 (total EDUs), with 3,206 (existing EDUs) assigned to existing development and 768 (new EDUs) assigned to new development.

As indicated in Section VI, Fire and Rescue, Police and Municipal Facilities will all total 3,975 EDUs as these sectors generate fees for both residential and non-residential development. Library Facilities and Parks and Recreation will generate a total of

3,209 EDUs because these sectors generate fees for only residential development. The Transportation Sector will generate 9,721 EBUs because this sector uses trips instead or persons served.

In order to calculate the facility cost allocation percentage of new development shown in the table below, the number of EDUs assigned to new development is divided by the overall total number of EDUs and illustrated with the following equation: new EDUs/total EDUs = 19.33%.

As illustrated below in **Table 12**, 19.33% of the $500,000 in total facilities costs equals $96,652 in new development costs. So, in total, $96,652 out of $500,000 in Fire and Rescue Department costs would be covered by Municipal Developer fees on new development.

Table 12: Fire and Rescue Facilities Cost Allocation Summary [1]

Development Type	Percentage Allocated to New Development	Facility Cost Allocation
Existing Development	80.67%	$403,348
New Development	19.33%	$96,652
Total	100.00%	$500,000

Note:

1. May not sum due to rounding.

A.3 Fee Calculation

The fee amounts required by each land use type to finance new development on the Fire and Rescue Facilities Needs List are presented in the following table. The single-family and multi-family residential fees are calculated per housing unit and the commercial, office, industrial, and institutional development fees are calculated per 1,000 square feet. All of the calculations are based on costs per EDUs generated by dividing the cost to new development of $96,652 by the number of new EDUs (768), resulting in a $126 cost per EDU.

As shown in **Table 13**, the Municipal Developer Fee is $126 per unit for a single-family residence and is the same as the cost per EDU (a ratio of 1:1). Since a multi-family unit generates approximately 0.99 EDUs, the fee for a multi-family residence is determined by the cost allocation per unit, i.e., 0.99 times the single-family fee or $125 per unit.

Similarly, the proposed non-residential fees are equal to the cost allocation by square footage for each land use category. The commercial sector generates approximately 0.22 EDUs. Thus, the fee for commercial development is based on the cost allocation per unit, i.e., 0.22 times the single-family fee or $28 per 1,000 square feet. This can be seen at the bottom of the next page in **Table 14**.

Table 13: Fire and Rescue Facilities Fee Derivation

Land Use Type	Municipal Developer Fee per Unit	Municipal Developer Fee per 1,000 Square Feet	Fire Department Facilities Costs Financed by Fees
Single-Family Residential	$126		$50,759
Multi-Family Residential	$125		$29,300
Commercial		$28	$11,314
Office		$30	$2,899
Industrial		$17	$2,131
Institutional		$19	$249
		Developer Fee Cost Total	**$96,652**
		Costs Allocated to Sources other than Developer Fees	$403,348
		Total Fire Department Facilities Costs	**$500,000**

The same methodology (0.23 EDUs times the single-family fee of $126) is used to calculate a fee of $30 per 1,000 square feet for office development and for calculating the fee of $17 per 1,000 square foot for industrial development and $19 per 1,000 square foot for institutional development.

The cost estimates for future facilities used in this fee study are presented in 2022 dollars. DTA recommends that, after adoption, the fee should be reviewed each year and adjusted by the Construction Cost Index ("CCI"). The recommended construction cost index is based upon the Building Cost Index ("BCI") average produced by the Engineering News Record ("ENR").

Table 14: Proposed Fire and Rescue Facilities Fee Summary [1]

Land Use Type	EDUs	Fee Per Unit (1,000 Sq. Ft.)
Single-Family Residential	1.00	$126
Multi-Family Residential	0.99	$125
Commercial	0.22	$28
Office	0.23	$30
Industrial	0.13	$17
Institutional	0.15	$19

Note:

1 May not sum due to rounding.

B Police Fees

B.1 Police Facilities

The Police Facilities element includes those facilities used by the City Police Department to maintain police services. To serve new development through the year 2040, the City Police Department has identified the need for additional vehicles and equipment. The facilities, equipment, and vehicles used to provide these services will have to be purchased or replaced to meet this increased demand. Thus, a reasonable relationship exists between the need for Law Enforcement Facilities and impact of residential and non-residential development.

The Police Facilities fees collected from new development will be used exclusively for Police Department purposes. All new development within the City, regardless of location, contributes to the direct and cumulative impacts of development on Police Department facilities and creates the need for new facilities to accommodate growth. Without future development, many of the facilities on the Facilities Needs Lists would not be necessary. For certain other facilities, the costs have been allocated to both existing and new development based on their level of benefit. For the reasons presented herein, there is a reasonable relationship between the need for the Police facilities included on the Facilities Needs List and all new development within the City.

Table 15: Purposed of Police Facilities Municipal Developer Fee

Identify the Purpose of the Fee	Police Facilities
Identify the use of the fee.	Vehicle and Equipment replacement to accommodate new development.
Demonstrate how there is a reasonable relationship between the need for the public facility, use of the fee, and type of development project on which the fee is imposed.	New residential and non-residential development will generate additional residents and employees who will require additional service calls, thereby increasing the need for trained Police Department personnel. Equipment and vehicles used to provide these services will have to be purchased or replaced to meet this increased demand. Thus, a reasonable relationship exists between the need for Police Facilities and impact of residential and non-residential development. The Municipal Developer fees collected from new development will be used exclusively for Law Enforcement purposes.

Table 16 below identifies the proposed facilities and equipment to be funded in whole or in part with the fees collected for Law Enforcement improvements. All facilities costs are based on estimates provided by the City and are part of the City's effort to maintain and improve the City's Law Enforcement Facilities.

B.2 Calculation Methodology

The cost estimates for the Police Facilities category were provided by the City and based on the City's Growth-Related Capital Improvements Projects – Developer Fee Analysis as of November 30, 2021 and is calculated for both residential and non-residential development. According to the City, it has been determined that these facilities are needed to serve new development. Currently, these facilities are generally operating at an appropriate and acceptable level of Law Enforcement service. Therefore, as shown below, the costs of facilities have been allocated to new development and existing development based on their expected usage at build-out.

Table 16: Police Facilities Costs

Police Department Facilities	Facility Cost
Vehicles and Equipment	$800,000
Police Facilities Subtotal	**$800,000**
Offsetting Revenues	-
Police Facilities Total	**$800,000**

Given the information provided by the City Police Department and using the plan-based approach, DTA has determined that 80.67% of the costs will be allocated to existing development and must be funded by other means such as taxes, grants, bonds, other fees, etc. while 19.33% of the costs will be allocated to new development.

As illustrated in **Appendix A** at the end of this Fee Study, the total number of EDUs calculated for both residential and non-residential development equals 3,975 (total EDUs), with 3,206 (existing EDUs) assigned to existing development and 768 (new EDUs) assigned to new development.

In order to calculate the facility cost allocation percentage of new development shown in the table below, the number of EDUs assigned to new development is divided by the overall total number of EDUs and illustrated with the following equation: new EDUs/total EDUs = 19.33%.

As illustrated in **Table 17** below, 19.33% of the $800,000 in total facilities costs equals $154,643 in new development costs. So, in total, $154,643 out of $800,000 in Police Facilities costs would be covered by Municipal Developer fees on new development.

Table 17: Police Facilities Cost Allocation Summary [1]

Development Type	Percentage Allocated to New Development	Facility Cost Allocation
Existing Development	80.67%	$645,357
New Development	19.33%	$154,643
Total	**100.00%**	**$800,000**

Note:

1. May not sum due to rounding.

B.3 Fee Calculation

The fee amounts required by each land use type to finance new development on the Facilities Needs List are presented on the following page. The single-family and multi-family residential fees are calculated per housing unit and the commercial, office, industrial and institutional development fees are calculated per 1,000 square feet. All the calculations are based on costs per EDUs generated by dividing the cost to new development of $154,643 by the number of new EDUs (768), resulting in a $201 cost per EDU.

As shown on the following page in **Table 18**, the Police Municipal Developer Fee is $201 per unit for a single-family residence and is the same as the cost per EDU (a ratio of 1:1). Since a multi-family unit generates approximately 0.99 EDUs, the fee for a multi-family residence is given by the cost allocation per unit, i.e., 0.99 times the single-family fee or $200 per unit.

Similarly, the proposed non-residential fees are equal to the cost allocation by square footage for each land use category. This is shown at the bottom of the next page in **Table 19**. The commercial sector generates approximately 0.22 EDUs. Thus, the fee for commercial development is determined by the cost allocation per unit, i.e., 0.22 times the single-family fee or $45 per 1,000 square feet.

The same methodology (0.23 EDUs times the single-family fee) is used to calculate a fee of $47 per 1,000 square feet for office development and a fee of $26 per 1,000 square foot for industrial development and $31 per square foot for institutional development.

The cost estimates for future facilities used in this fee study are presented in 2022 dollars. DTA recommends that, after adoption, the fee should be reviewed each year and adjusted by the Construction Cost Index ("CCI"). The recommended construction cost index is based upon the Building Cost Index ("BCI") average produced by the Engineering News Record ("ENR").

Table 18: Police Facilities Fee Derivation

Land Use Type	Municipal Developer Fee per Unit	Municipal Developer Fee per 1,000 Square Feet	Law Enforcement Facilities Costs Financed by Fees
Single-Family Residential	$201		$81,214
Multi-Family Residential	$200		$46,880
Commercial		$45	$18,103
Office		$47	$4,638
Industrial		$26	$3,410
Institutional		$31	$398
		Developer Fee Cost Total	**$154,643**
		Costs Allocated to Sources Other than Developer Fees	$645,357
		Total Police Facilities Costs	**$800,000**

Table 19: Proposed Police Facilities Fee Summary

Land Use Type	EDUs	Fee Per Unit (1,000 Sq. Ft.)
Single-Family Residential	1.00	$201
Multi-Family Residential	0.99	$200
Commercial	0.22	$45
Office	0.23	$47
Industrial	0.13	$26
Institutional	0.15	$31

C Municipal Facilities Fees – Low Capital Costs

C.1 Municipal Facilities

The Municipal Facilities element includes the facilities necessary to provide basic governmental services and public facilities maintenance services throughout the City. The proposed Municipal Developer Fee discussed in this section, if adopted, would be imposed, collected, and spent on the necessary acquisition of land, construction of new public buildings, and expansion of existing City facilities to accommodate new growth, specifically the facilities identified on the Facilities Needs List.

In order to serve future development through General Plan build-out, the City has identified the need for a City Hall expansion, an expansion of Police headquarters, a Maintenance yard and facility, and Storm Water equipment. Specifically, the fee will be used to pay for the Municipal Facilities Department projects (or portions of the projects) identified below in **Table 20** and in detail in **Appendix B**. The fees cannot be used for any other purpose.

Table 20: Purposed of Municipal Facilities Developer Fee (Low)

Identify the Purpose of the Fee	Municipal Facilities
Identify the use of the fee.	This includes the expansion of City facilities, maintenance yards and storm water equipment
Demonstrate how there is a reasonable relationship between the need for the public facility, use of the fee, and type of development project on which the fee is imposed.	New residential and non-residential development in the City will generate additional residents and employees who will increase the demand for Citywide services and general government functions. Population and growth have a direct impact on the need for government services and facilities. Thus, a reasonable relationship exists between new development and government facilities, which will have to be acquired to meet the increased demand. Fees collected from new development will be used exclusively for Municipal Facilities on the Facilities Needs List.

Table 21 presented on the following page identifies all the proposed facilities and land to be funded in whole or in part with the fees collected for Municipal Facilities improvements. All facilities cost estimates are based on Growth-Related Capital Improvements Projects list provided by the City and are part of the City's effort to maintain and improve the City's Municipal Facilities.

C.2 Calculation Methodology

The cost estimates for the Municipal Facilities category were provided by the City and fees are calculated for both residential and non-residential development. Each land use classification was assigned an EDU factor that was derived from the number of Persons Served, which is defined as the persons per household (for residential units) and 50% of the number of employees per 1,000 building square feet of each category of non-residential development.

Projected new development in the City will generate additional residents and employees who will increase the demand for City-wide services and general government functions. Each development will contribute to the need for new Municipal Facilities. Without future development (both residential and non-residential), the City would have no need to construct many of the public facilities on the Facilities Needs List. For all other facilities, the costs have been allocated to both existing and new development based on their level of benefit.

Consequently, all new development within the City, irrespective of location, contributes to the direct and cumulative impacts of development on public facilities and creates the need for new facilities to accommodate growth. Using the plan-based approach introduced earlier, the Municipal Facilities Fee was calculated for both residential and non-residential land uses as detailed below in **Table 21** and in **Appendix A**.

Table 21: Municipal Facilities Costs (Low)

Municipal Facilities – Low Capital Costs	Facility Cost
Expansion of Police Headquarters	$300,000
City Hall Expansion	$3,000,000
Maintenance Yard and Facility	$750,000
Storm Water Equipment	$350,000
Municipal Facilities Subtotal	**$4,400,000**
Offsetting Revenues	-
Municipal Facilities Total	**$4,400,000**

The cost estimates for the Municipal Facilities category were provided by the City and based on the City's Growth-Related Capital Improvements Projects – Developer Fee Analysis as of November 30, 2021. The fees are calculated for both residential and non-residential development. According to the City, it has been determined that these facilities are needed to serve new development. Currently, these facilities are generally operating at an appropriate and acceptable level of service. Therefore, the costs of facilities have been allocated to new development and existing development based on their expected usage at build-out.

As illustrated in **Appendix A** at the end of this Study, the total number of EDUs calculated for both residential and non-residential development equals 3,975 (total EDUs), with 3,206 (existing EDUs) assigned to existing development and 768 (new EDUs) assigned to new development. In order to calculate the facility cost allocation percentage of new development shown in the table below, the number of EDUs assigned to new development is divided by the overall total number of EDUs and illustrated with the following equation: new EDUs/total EDUs = 19.33%. (Again, the mathematics behind this calculation is presented in detail in Appendix A.)

As shown below in **Table 22**, given the information provided by the City and using the plan-based approach referred to earlier, DTA has determined that 80.67% of the costs of the new facilities will be allocated to existing development and must be funded by other means such as taxes, grants, bonds, other fees, etc. while 19.33% of the costs will be allocated to new development.

Table 22: Municipal Facilities Cost Allocation Summary (Low) [1]

Development Type	Percentage Allocated to New Development	Facility Cost Allocation
Existing Development	80.67%	$3,549,462
New Development	19.33%	$850,538
Total	**100.00%**	**$4,400,000**

Note:

1. May not sum due to rounding.

As illustrated above, 19.33% of the $4,400,000 in total facilities costs equals $850,538 in new development costs. In total, $850,538 out of $4,400,000 in Municipal Facilities costs would be covered by Municipal Developer Fees on new development.

C.3 Fee Calculation

The fee amounts required by each land use type to finance new development on the Facilities Needs List are presented on the following page. The single-family and multi-family residential fees are calculated per housing unit and the office, commercial, industrial, and institutional development fees are calculated per 1,000 square feet. All of the calculations are based on costs per EDUs generated by dividing the cost to new development of $850,538 by the number of new EDUs (768), resulting in a $1,107 cost per EDU.

As shown on **Table 23 below,** the Municipal Facilities Developer Fee is $1,107 per unit for a single-family residence and is the same as the cost per EDU (a ratio of 1:1). Since a multi-family unit generates approximately 0.99 EDUs, the fee for a multi-family residence is based on the cost allocation per unit, i.e., 0.99 times the single-family fee or $1,098 per unit.

Table 23: Municipal Facilities Fee Derivation (Low)

Land Use Type	Municipal Developer Fee per Unit	Municipal Developer Fee per 1,000 Square Feet	Municipal Facilities Costs Financed by Fees
Single-Family Residential	$1,107		$446,679
Multi-Family Residential	$1,098		$257,842
Commercial		$247	$99,566
Office		$260	$25,507
Industrial		$145	$18,754
Institutional		$169	$2,190
		Developer Fee Total	**$850,538**
		Costs Allocated to Sources Other than Developer Fees	$3,549,462
		Total Municipal Facilities Costs	**$4,400,000**

Similarly, the proposed non-residential fees are equal to the cost allocation by square footage for each land use category. The commercial sector generates approximately 0.22 EDUs. Thus, the fee for commercial development is based on the cost allocation per unit, i.e., 0.22 times the single-family fee or $247 per 1,000 square feet. This is seen below in **Table 24**.

The same methodology (0.23 EDUs times the single-family fee) is used to calculate a fee of $260 per 1,000 square feet of office development. The remaining non-residential fees are calculated using the same methodology. This is presented in detail in **Appendix A** at the end of the Study. A summary of proposed fees is presented below.

Table 24: Proposed Municipal Facilities Fee Summary (Low)

Land Use Type	EDUs	Fee Per Unit (1,000 Sq. Ft.)
Single-Family Residential	1.00	$1,107
Multi-Family Residential	0.99	$1,098
Commercial	0.22	$247
Office	0.23	$260
Industrial	0.13	$145
Institutional	0.15	$169

The cost estimates for future facilities used in this fee study are presented in 2022 dollars. DTA recommends that, after adoption, the fee should be reviewed each year and adjusted by the Construction Cost Index ("CCI"). The recommended construction cost index is based upon the Building Cost Index ("BCI") average produced by the Engineering News Record ("ENR").

D Municipal Facilities Fees – Medium Capital Costs

D.1 Municipal Facilities

The Municipal Facilities element includes the facilities necessary to provide basic governmental services and public facilities maintenance services throughout the City. The proposed Municipal Developer Fee discussed in this section, if adopted, would be imposed, collected, and spent on the necessary acquisition of land, construction of new public buildings, and expansion of existing City facilities to accommodate new growth, specifically the facilities identified on the Facilities Needs List.

In order to serve future development through General Plan build-out, the City has identified the need for a City Hall expansion, an expansion of Police headquarters, a Maintenance yard and facility, and Storm Water equipment. Specifically, the fee will be used to pay for the Municipal Facilities Department projects (or portions of the projects) identified below in **Table 25** and in detail in **Appendix B**. The fees cannot be used for any other purpose.

Table 25: Purpose of Municipal Facilities Developer Fee (Medium)

Identify the Purpose of the Fee	Municipal Facilities
Identify the use of the fee.	This includes the expansion of City facilities, maintenance yards and storm water equipment
Demonstrate how there is a reasonable relationship between the need for the public facility, use of the fee, and type of development project on which the fee is imposed.	New residential and non-residential development in the City will generate additional residents and employees who will increase the demand for Citywide services and general government functions. Population and growth have a direct impact on the need for government services and facilities. Thus, a reasonable relationship exists between new development and government facilities, which will have to be acquired to meet the increased demand. Fees collected from new development will be used exclusively for Municipal Facilities on the Facilities Needs List.

Table 26 presented on the following page identifies all the proposed facilities and land to be funded in whole or in part with the fees collected for Municipal Facilities improvements. All facilities cost estimates are based on Growth-Related Capital Improvements Projects list provided by the City and are part of the City's effort to maintain and improve the City's Municipal Facilities.

D.2 Calculation Methodology

The cost estimates for the Municipal Facilities category were provided by the City and fees are calculated for both residential and non-residential development. Each land use classification was assigned an EDU factor that was derived from the number of Persons Served, which is defined as the persons per household (for residential units) and 50% of the number of employees per 1,000 building square feet of each category of non-residential development.

Projected new development in the City will generate additional residents and employees who will increase the demand for City-wide services and general government functions. Each development will contribute to the need for new Municipal Facilities. Without future development (both residential and non-residential), the City would have no need to construct many of the public facilities on the Facilities Needs List. For all other facilities, the costs have been allocated to both existing and new development based on their level of benefit.

Consequently, all new development within the City, irrespective of location, contributes to the direct and cumulative impacts of development on public facilities and creates the need for new facilities to accommodate growth. Using the plan-based approach introduced earlier, the Municipal Facilities Fee was calculated for both residential and non-residential land uses as detailed below in **Table 26** and in **Appendix A**.

Table 26: Municipal Facilities Costs (Medium)

Municipal Facilities – Medium Capital Costs	Facility Cost
Expansion of Police Headquarters	$300,000
City Hall Expansion	$5,000,000
Maintenance Yard and Facility	$750,000
Storm Water Equipment	$350,000
Municipal Facilities Subtotal	**$5,400,000**
Offsetting Revenues	-
Municipal Facilities Total	**$5,400,000**

The cost estimates for the Municipal Facilities category were provided by the City and based on the City's Growth-Related Capital Improvements Projects – Developer Fee Analysis as of November 30, 2021. The fees are calculated for both residential and non-residential development. According to the City, it has been determined that these facilities are needed to serve new development. Currently, these facilities are generally operating at an appropriate and acceptable level of service. Therefore, the costs of facilities have been allocated to new development and existing development based on their expected usage at build-out.

As illustrated in **Appendix A** at the end of this Fee Study, the total number of EDUs calculated for both residential and non-residential development equals 3,975 (total EDUs), with 3,206 (existing EDUs) assigned to existing development and 768 (new EDUs) assigned to new development. In order to calculate the facility cost allocation percentage of new development shown in the table below, the number of EDUs assigned to new development is divided by the overall total number of EDUs and illustrated with the following equation: new EDUs/total EDUs = 19.33%. (Again, the mathematics behind this calculation is presented in detail in Appendix A.)

As shown below in **Table 27**, given the information provided by the City and using the plan-based approach referred to earlier, DTA has determined that 80.67% of the costs of the new facilities will be allocated to existing development and must be funded by other means such as taxes, grants, bonds, other fees, etc. while 19.33% of the costs will be allocated to new development.

Table 27: Municipal Facilities Cost Allocation Summary (Medium) [1]

Development Type	Percentage Allocated to New Development	Facility Cost Allocation
Existing Development	80.67%	$4,356,158
New Development	19.33%	$1,043,842
Total	**100.00%**	**$5,400,000**

Note:

1. May not sum due to rounding.

As illustrated above, 19.33% of the $5,400,000 in total facilities costs equals $1,043,842 in new development costs. In total, $1,043,842 out of $5,400,000 in Municipal Facilities costs would be covered by Municipal Developer Fees on new development.

D.3 Fee Calculation

The fee amounts required by each land use type to finance new development on the Facilities Needs List are presented on the following page. The single-family and multi-family residential fees are calculated per housing unit and the office, commercial, industrial, and institutional development fees are calculated per 1,000 square feet. All of the calculations are based on costs per EDUs generated by dividing the cost to new development of $1,043,842 by the number of new EDUs (768), resulting in a $1,359 cost per EDU.

As shown on **Table 28,** the Municipal Developer Fee is $1,359 per unit for a single-family residence and is the same as the cost per EDU (a ratio of 1:1). Since a multi-family unit generates approximately 0.99 EDUs, the fee for a multi-family residence is based on the cost allocation per unit, i.e., 0.99 times the single-family fee or $1,348 per unit.

Table 28: Municipal Facilities Fee Derivation (Medium)

Land Use Type	Municipal Developer Fee per Unit	Municipal Developer Fee per 1,000 Square Feet	Municipal Facilities Costs Financed by Fees
Single-Family Residential	$1,359		$548,196
Multi-Family Residential	$1,348		$316,442
Commercial		$303	$122,194
Office		$319	$31,305
Industrial		$178	$23,016
Institutional		$207	$2,688
		Developer Fee Total	**$1,043,842**
		Costs Allocated to Sources Other than Developer Fees	$4,356,158
		Total Municipal Facilities Costs	**$5,400,000**

Similarly, the proposed non-residential fees are equal to the cost allocation by square footage for each land use category. The commercial sector generates approximately 0.22 EDUs. Thus, the fee for commercial development is based on the cost allocation per unit, i.e., 0.22 times the single-family fee or $303 per 1,000 square feet as seen below in **Table 29**.

The same methodology (0.23 EDUs times the single-family fee) is used to calculate a fee of $319 per 1,000 square feet of office development. The remaining non-residential fees are calculated using the same methodology. This is presented in detail in **Appendix A** at the end of the Study. A summary of proposed fees is presented below.

Table 29: Proposed Municipal Facilities Fee Summary (Medium)

Land Use Type	EDUs	Fee Per Unit (1,000 Sq. Ft.)
Single-Family Residential	1.00	$1,359
Multi-Family Residential	0.99	$1,348
Commercial	0.22	$303
Office	0.23	$319
Industrial	0.13	$178
Institutional	0.15	$207

The cost estimates for future facilities used in this fee study are presented in 2022 dollars. DTA recommends that, after adoption, the fee should be reviewed each year and adjusted by the Construction Cost Index ("CCI"). The recommended construction cost index is based upon the Building Cost Index ("BCI") average produced by the Engineering News Record ("ENR").

E Municipal Facilities Fees – High Capital Costs

E.1 Municipal Facilities

The Municipal Facilities element includes the facilities necessary to provide basic governmental services and public facilities maintenance services throughout the City. The proposed Municipal Developer Fee discussed in this section, if adopted, would be imposed, collected, and spent on the necessary acquisition of land, construction of new public buildings, and expansion of existing City facilities to accommodate new growth, specifically the facilities identified on the Facilities Needs List.

In order to serve future development through General Plan build-out, the City has identified the need for a City Hall expansion, an expansion of Police headquarters, a Maintenance yard and facility, and Storm Water equipment. Specifically, the fee will be used to pay for the Municipal Facilities Department projects (or portions of the projects) identified below in **Table 30** and in detail in **Appendix B**. The fees cannot be used for any other purpose.

Table 30: Purposed of Municipal Facilities Developer Fee (High)

Identify the Purpose of the Fee	Municipal Facilities
Identify the use of the fee.	This includes the expansion of City facilities, maintenance yards and storm water equipment
Demonstrate how there is a reasonable relationship between the need for the public facility, use of the fee, and type of development project on which the fee is imposed.	New residential and non-residential development in the City will generate additional residents and employees who will increase the demand for Citywide services and general government functions. Population and growth have a direct impact on the need for government services and facilities. Thus, a reasonable relationship exists between new development and government facilities, which will have to be acquired to meet the increased demand. Fees collected from new development will be used exclusively for Municipal Facilities on the Facilities Needs List.

Table 31 presented on the following page identifies all the proposed facilities and land to be funded in whole or in part with the fees collected for Municipal Facilities improvements. All facilities cost estimates are based on Growth-Related Capital Improvements Projects list provided by the City and are part of the City's effort to maintain and improve the City's Municipal Facilities.

E.2 Calculation Methodology

The cost estimates for the Municipal Facilities category were provided by the City and fees are calculated for both residential and non-residential development. Each land use classification was assigned an EDU factor that was derived from the number of Persons Served, which is defined as the persons per household (for residential units) and 50% of the number of employees per 1,000 building square feet of each category of non-residential development.

Projected new development in the City will generate additional residents and employees who will increase the demand for City-wide services and general government functions. Each development will contribute to the need for new Municipal Facilities. Without future development (both residential and non-residential), the City would have no need to construct many of the public facilities on the Facilities Needs List. For all other facilities, the costs have been allocated to both existing and new development based on their level of benefit.

Consequently, all new development within the City, irrespective of location, contributes to the direct and cumulative impacts of development on public facilities and creates the need for new facilities to accommodate growth. Using the plan-based approach introduced earlier, the Municipal Facilities Fee was calculated for both residential and non-residential land uses as detailed below in **Table 31** and in **Appendix A**.

Table 31: Municipal Facilities Costs (High)

Municipal Facilities - High Capital Costs	Facility Cost
Expansion of Police Headquarters	$300,000
City Hall Expansion	$5,000,000
Maintenance Yard and Facility	$750,000
Storm Water Equipment	$350,000
Municipal Facilities Subtotal	**$6,400,000**
Offsetting Revenues	-
Municipal Facilities Total	**$6,400,000**

The cost estimates for the Municipal Facilities category were provided by the City and based on the City's Growth-Related Capital Improvements Projects – Developer Fee Analysis as of November 30, 2021. The fees are calculated for both residential and non-residential development. According to the City, it has been determined that these facilities are needed to serve new development. Currently, these facilities are generally operating at an appropriate and acceptable level of service. Therefore, the costs of facilities have been allocated to new development and existing development based on their expected usage at build-out.

As illustrated in **Appendix A** at the end of this Fee Study, the total number of EDUs calculated for both residential and non-residential development equals 3,975 (total EDUs), with 3,206 (existing EDUs) assigned to existing development and 768 (new EDUs) assigned to new development. In order to calculate the facility cost allocation percentage of new development shown in the table below, the number of EDUs assigned to new development is divided by the overall total number of EDUs and illustrated with the following equation: new EDUs/total EDUs = 19.33%. (Again, the mathematics behind this calculation is presented in detail in Appendix A.)

As shown below in **Table 32**, given the information provided by the City and using the plan-based approach referred to earlier, DTA has determined that 80.67% of the costs of the new facilities will be allocated to existing development and must be funded by other means such as taxes, grants, bonds, other fees, etc., while 19.33% of the costs will be allocated to new development.

Table 32: Municipal Facilities Cost Allocation Summary (High) [1]

Development Type	Percentage Allocated to New Development	Facility Cost Allocation
Existing Development	80.67%	$5,162,854
New Development	19.33%	$1,237,146
Total	**100.00%**	**$6,400,000**

Note:

1. May not sum due to rounding.

As illustrated above, 19.33% of the $6,400,000 in total facilities costs equals $1,237,146 in new development costs. In total, $1,237,146 out of $6,400,000 in Municipal Facilities costs would be covered by Municipal Developer Fees on new development.

E.3 Fee Calculation

The fee amounts required by each land use type to finance new development on the Facilities Needs List are presented on the following page. The single-family and multi-family residential fees are calculated per housing unit and the office, commercial, industrial, and institutional development fees are calculated per 1,000 square feet. All of the calculations are based on costs per EDUs generated by dividing the cost to new development of $1,237,146 by the number of new EDUs (768), resulting in a $1,610 cost per EDU.

As shown on **Table 33** below, the Municipal Developer Fee is $1,610 per unit for a single-family residence and is the same as the cost per EDU (a ratio of 1:1). Since a multi-family unit generates approximately 0.99 EDUs, the fee for a multi-family residence is based on the cost allocation per unit, i.e., 0.99 times the single-family fee or $1,597 per unit.

Table 33: Municipal Facilities Fee Derivation (High)

Land Use Type	Municipal Developer Fee per Unit	Municipal Developer Fee per 1,000 Square Feet	Municipal Facilities Costs Financed by Fees
Single-Family Residential	$1,610		$649,714
Multi-Family Residential	$1,597		$375,042
Commercial		$359	$144,823
Office		$378	$37,102
Industrial		$211	$27,279
Institutional		$245	$3,186
		Developer Fee Total	**$1,237,146**
		Costs Allocated to Sources Other than Developer Fees	$5,162,854
		Total Municipal Facilities Costs	**$6,400,000**

Similarly, the proposed non-residential fees are equal to the cost allocation by square footage for each land use category. The commercial sector generates approximately 0.22 EDUs. Thus, the fee for commercial development is based on the cost allocation per unit, i.e., 0.22 times the single-family fee or $359 per 1,000 square feet. This is shown below in **Table 34**.

The same methodology (0.23 EDUs times the single-family fee) is used to calculate a fee of $378 per 1,000 square feet of office development. The remaining non-residential fees are calculated using the same methodology. This is presented in detail in **Appendix A** at the end of the Study. A summary of proposed fees is presented below.

Table 34: Proposed Municipal Facilities Fee Summary (High)

Land Use Type	EDU	Fee Per Unit (1,000 Sq. Ft.)
Single-Family Residential	1.00	$1,610
Multi-Family Residential	0.99	$1,597
Commercial	0.22	$359
Office	0.23	$378
Industrial	0.13	$211
Institutional	0.15	$245

The cost estimates for future facilities used in this fee study are presented in 2022 dollars. DTA recommends that, after adoption, the fee should be reviewed each year and adjusted by the Construction Cost Index ("CCI"). The recommended construction cost index is based upon the Building Cost Index ("BCI") average produced by the Engineering News Record ("ENR").

F Library Fees

F.1 Library Facilities

The Library Faculties element includes the facilities necessary to provide basic services throughout the City. The proposed fees discussed in this section, if adopted, would be imposed, collected, and spent on equipment to accommodate new growth, specifically the facilities identified on the Facilities Needs List. Typical library equipment includes books and material, computer equipment, required replacement of facilities and capital improvements.

Specifically, the fee will be used to pay for the Library Facilities projects (or portions of the projects) identified below and in **Appendix A**. The fees cannot be used for any other purpose.

Table 35: Purpose of Library Facilities Municipal Developer Fee

Identify the Purpose of the Fee	Library Facilities
Identify the use of the fee.	This includes equipment to accommodate future growth.
Demonstrate how there is a reasonable relationship between the need for the public facility, use of the fee, and type of development project on which the fee is imposed.	New residential development in the City will generate additional residents who will increase the demand for Citywide services and general government functions. Population and growth have a direct impact on the need for Library services. Thus, a reasonable relationship exists between new development and Library Facilities, which will have to be acquired to meet the increased demand. Fees collected from new development will be used exclusively for Library Facilities on the Facilities Needs List.

Table 36 presented on the following page identifies all the proposed facilities and land to be funded in whole or in part with the fees collected for Library Facilities improvements. All facilities costs are based on estimates provided by the City and are part of the City's effort to maintain and improve the City's Library Facilities.

F.2 Calculation Methodology

The cost estimates for the Library Facilities category were provided by the City and fees are calculated for residential development. Each land use classification was assigned an EDU factor that was derived from the number of Persons Served, which is defined as the persons per household (for residential units). In contrast with the fee sections discussed earlier, library fees exclude non-residential development.

New development in the City will generate additional residents and employees who will increase the demand for City-wide services and Library functions. Each development will contribute to the need for new Library Facilities. Without future development, the City would have no need to construct many of the library facilities on the Facilities Needs List. For all other facilities, the costs have been allocated to both existing and new development based on their level of benefit.

Consequently, all new development within the City, irrespective of location, contributes to the direct and cumulative impacts of development on public facilities and creates the need for new facilities to accommodate growth. Using the plan-based approach introduced earlier, the Library Facilities Fee was calculated exclusively for residential land uses as detailed in **Appendix A**. Non-residential development is excluded from fee calculations in this section.

Table 36: Library Facilities Costs

Library Facilities	Facility Cost
Equipment to Accommodate Future Growth	$200,000
Library Facilities Subtotal	**$200,000**
Offsetting Revenues	-
Library Facilities Total	**$200,000**

The cost estimates for the Library Facilities category were provided by the City and based on the City's Growth-Related Capital Improvements Projects – Developer Fee Analysis as of November 30, 2021. The fees are calculated for both residential and non-residential development. According to the City, it has been determined that these facilities are needed to serve new development. Currently, these facilities are generally operating at an appropriate and acceptable level of service. Therefore, the costs of facilities have been allocated to new development and existing development based on their expected usage at build-out.

Consequently, given the information provided by the City and using the plan-based approach referred to earlier, DTA has determined that 80.17% of the costs will be allocated to existing development and must be funded by other means such as taxes, grants, bonds, other fees, etc., while 19.83% of the costs will be allocated to new development.

As illustrated in **Appendix A** at the end of this Fee Study, the total number of EDUs

calculated for residential development equals 3,209 (total EDUs), with 2,572 (existing EDUs) assigned to existing development and 636 (new EDUs) assigned to new development.

In order to calculate the facility cost allocation percentage of new development shown in the table below, the number of EDUs assigned to new development is divided by the overall total number of EDUs and illustrated with the following equation: new EDUs/total EDUs = 19.83%.

As illustrated below, 19.83% of the $200,000 in total facilities costs equals $39,665 in new development costs. In total, $39,665 out of $200,000 in Library Facilities costs would be covered by Municipal Developer fees on new development.

Table 37: Library Facilities Cost Allocation Summary [1]

Development Type	Percentage Allocated to New Development	Facility Cost Allocation
Existing Development	80.17%	$160,335
New Development	19.83%	$39,665
Total	**100.00%**	**$200,000**

Note:

1. May not sum due to rounding.

F.3 Fee Calculation

The fee amounts required by each land use type to finance new development on the Facilities Needs List are presented on the following page. The single-family and multi-family residential fees are calculated per housing unit. All of the calculations are based on costs per EDUs generated by dividing the cost to new development of $39,665 by the number of new EDUs (636), resulting in a $62.30 cost per EDU.

As shown in **Table 38** below, the Library Facilities Municipal Developer fee is $62.30 per unit for a single-family residence and is the same as the cost per EDU (a ratio of 1:1). Since a multi-family unit generates approximately 0.99 EDUs, the fee for a multi-family residence is based on the cost allocation per unit, i.e., 099 times the single-family fee or $61.80 per unit. Unlike the fees previously discussed in this Study, Library Facilities Fees only apply to residential development, non-residential development is excluded.

Table 38: Library Facilities Fee Derivation

Land Use Type	Municipal Developer Fee Per Unit	General Services Costs Financed by Fees
Single-Family Residential	$62.30	$25,148
Multi-Family Residential	$61.80	$14,517
Developer Fee Total		**$39,665**
Costs Allocated to Sources Other than Developer Fees		$160,335
Total Library Facilities Costs		**$200,000**

The cost estimates for future facilities used in this fee study are presented in 2022 dollars. DTA recommends that, after adoption, the fee should be reviewed each year and adjusted by the Construction Cost Index ("CCI"). The recommended construction cost index is based upon the Building Cost Index ("BCI") average produced by the Engineering News Record ("ENR").

Table 39: Library Facilities Fee Summary

Land Use Type	EDUs	Fee Per Unit
Single-Family Residential	1.00	$62.30
Multi-Family Residential	0.99	$61.80

G Parks and Recreation Fees

G.1 Parks and Recreation Facilities

The Parks and Recreation Development element will serve the City Parks by providing facilities for recreation while enhancing the community's appeal and quality of life. The type of facilities described in this section are illustrated in **Table 40** and include pool facility expansion, acquisition of parkland and amenities and walking bridges. The Fee Study includes a component for the development of new park and recreation facilities to serve new residential development for the City through 2040.

In addition to improving the overall quality of life for residents, excellent park and recreation programs are important for the well-being of a city's residential and non-residential community. Not only do parks make the community more attractive to residents (providing a stronger market base for local businesses), but parks can also directly influence a city's ability to enhance its fiscal base by attracting commercial and industrial businesses.

Table 40: Purpose of Parks and Recreation Municipal Developer Fee

Identify the Purpose of the Fee	Parks and Recreation Development Facilities
Identify the use of the fee.	The expansion of pool facilities, recreational facilities, acquisition of parkland and amenities and walking bridges.
Demonstrate how there is a reasonable relationship between the need for the public facility, use of the fee, and type of development project on which the fee is imposed.	New residential development will generate an increased demand for Park Development Facilities. Population and growth will have a direct impact on the need for Park Development Facilities. New development and the consequential increase in demand will necessitate the improvement/expansion of existing Park and Recreation Development Facilities. Fees collected from new development will be used exclusively for the improvement of Community Park Development Facilities on the Facilities Needs List.

Table 41 presented below identifies the proposed facilities and improvement costs to be funded in whole or in part with the fees collected for Park Development Facilities. The cost estimates for the Park Development category were provided by the City and based on the City's Growth-Related Capital Improvements Projects-Developer Fee Analysis as of November 30, 2021.

Table 41: Park and Recreation Development Facilities Costs

Parks and Recreation Development Facilities	Facility Cost
Expansion of Pool	$700,000
Acquisition of Parkland and Amenities	$500,000
Walking Bridges	$400,000
Parks and Recreation Development Facilities Subtotal	**$1,600,000**
Offsetting Revenues	-
Parks and Recreation Development Facilities Total	**$1,600,000**

G.2 Calculation Methodology

The fee amount for Parks and Recreation Development Facilities is calculated for both new and existing development using the plan-based approach discussed throughout this Fee Study. However, unlike the other Municipal Developer Fees discussed in the Fee Study, parks fees are generated exclusively from residential development. Non-residential development is excluded from fee calculations in this section.

In order to accurately calculate the Parks and Recreation Development fees, DTA employed the plan-based approach for each of the three proposed park facilities on the Facilities Needs List on an individual basis and then aggregated the totals to determine the final Municipal Developer Fee. Fee calculations for each individual facility listed are presented in **Appendix A**.

Consequently, given the information provided by the City, DTA has determined that 80.17% of the remaining costs will be allocated to existing development and must be funded by other means such as taxes, grants, bonds, other fees, etc., while 19.83% of the costs will be allocated to new development.

As illustrated in **Appendix A** at the end of this Fee Study, the total number of EDUs calculated for residential development equals 3,209 (total EDUs), with 2,572 (existing EDUs) assigned to existing development and 636 (new EDUs) assigned to new development.

In order to calculate the facility cost allocation percentage of new development shown in the table below, the number of EDUs assigned to new development is divided by the overall total number of EDUs and illustrated with the following equation: new EDUs/total EDUs = 19.83%.

As illustrated below in **Table 42**, 19.83% of the $1,600,000 in total facilities costs equals $317,321 in new development costs. So, in total, $317,321 out of $1,600,000 in Parks and Recreation Development costs would be covered by Municipal Developer fees on new development.

Table 42: Parks and Recreation Development Facilities Cost Allocation Summary [1]

Development Type	Percentage Allocated to New Development	Facility Cost Allocation
Existing Development	80.17%	$1,282,679
New Development	19.83%	$317,321
Total	**100.00%**	**$1,600,000**

Note:

1. May not sum due to rounding.

G.3 Fee Calculation

The fee amounts required by each land use type to finance new development on the Parks and Recreation Development Facilities Needs List are presented in the table below. Both the single-family and multi-family residential fees are calculated per housing unit. All the calculations are based on costs per EDUs generated by dividing the cost to new development of $317,321 by the number of new EDUs (636), resulting in a $499 cost per EDU.

As shown in **Table 43** below, the building Municipal Developer Fee is $499 per unit for a single-family residence and is the same as the cost per EDU (a ratio of 1:1). Since a multi-family unit generates approximately 0.99 EDUs, the fee for a multi-family residence is determined by the cost allocation per unit, i.e., 0.99 times the single-family fee or $495 per unit.

Table 43: Parks and Recreation Development Facilities Fee Derivation

Land Use Type	Municipal Developer Fee per Unit	Parks and Recreation Development Facilities Costs Financed by Fees
Single-Family Residential	$499	$201,187
Multi-Family Residential	$495	$116,134
	Developer Fee Total	**$317,321**
	Costs Allocated to Sources Other than Developer Fees	$1,282,679
	Total Parks and Recreation Facilities Costs	**$1,600,000**

Table 44 below shows the generated Municipal Developer Fees for Parks and Recreation.

Table 44: Parks and Recreation Development Facilities Fee Summary

Land Use Type	EDUs	Fee Per Unit
Single-Family Residential	1.00	$499
Multi-Family Residential	0.99	$495

The cost estimates for future facilities used in this fee study are presented in 2022 dollars. DTA recommends that, after adoption, the fee should be reviewed each year and adjusted by the Construction Cost Index ("CCI"). The recommended construction cost index is based upon the Building Cost Index ("BCI") average produced by the Engineering News Record ("ENR").

H Transportation – Low Capital Costs

H.1 Transportation Facilities

The City's goal is to improve the City's Transportation Facilities over a period of approximately 20-years. Improvements focus on new bridges and additions to existing bridges, traffic and safety enhancements, improvements in safety at intersections, crosswalks, lighting, pedestrian improvements, and additional infrastructure. This additional infrastructure support is necessary to provide safe and efficient vehicular access throughout the City. The proposed Municipal Developers Fee is to help meet the transportation demand of new development through 2040. The City identified the need for the transportation infrastructure and equipment, as shown below in **Table 45**.

The Municipal Developer Fee will provide a source of revenue to the City to allow for the acquisition, installation, and construction of needed Transportation facilities, which in turn will both preserve the quality of life in the City and protect the health, safety, and welfare of the existing and future residents and employees. Transportation Fees will be calculated using the Plan-based approach discussed in Section VI.

Table 45: Purpose of Transportation Municipal Developer Fee (Low)

Identify the Purpose of the Fee	Transportation Facilities
Identify of the use of the fee.	Various roadway improvements including, but not limited to, crosswalks, lighting, bridges, and road pedestrian safety.
Demonstrate how there is a reasonable relationship between the need for the public facility, use of the fee, and type of development project on which the fee is imposed.	New residential and non-residential development will generate additional residents and employees who will create additional vehicular and non-vehicular traffic within the City limits. Streets will have to be improved or extended to meet the increased demand and to efficiently direct increased traffic flow. Thus, there is a relationship between new development and the need for new transportation facilities. Municipal Developer Fees collected from new development will be used exclusively for Traffic Facilities on the Needs List.

Identification of the facilities to be financed is a critical component of any Municipal Developer fee program. In the broadest sense, the purpose of Developer Fees is to protect the public health, safety, and general welfare by providing for Transportation facilities. The City has provided DTA with the list of Future Facilities (the "Facilities Needs List") to be included in the Fee Study. For the purposes of the City's Municipal program, the Facilities Needs List is intended to be the official public document

identifying the facilities eligible to be financed, in whole or in part, through the levy of a Municipal Developer fee on new development within the City. The Facilities Needs List is organized by facility element (or type) and includes cost information, as outlined in **Table 46** below.

The facilities included are provided by the City and reflect either the City's goals of maintaining and improving a specific area, or they are part of a more formal policy document, such as a General Plan, Capital Improvement Plan, etc. Specific estimated facility costs are provided by the City and used as a basis for determining the allocation of revenues between new and existing development.

The table below outlines the proposed facilities and respective costs along with any offsetting revenues. A list of Transportation facilities is included below and in **Appendix B** at the end of this Study. The cost estimates for the Transportation category were provided by the City and based on the City's Growth-Related Capital Improvements Projects – Developer Fee Analysis as of November 30, 2021.

Table 46: Transportation Facilities Costs (Low)

Transportation Facilities – Low Capital Costs	Facility Costs
Transportation Feasibility Study	$75,000
Additions to Existing Bridge and New Bridge	$2,000,000
Traffic Safety Enhancements at US340 and Augustine	$1,000,000
Augustine Ave. Trail	$200,000
Westend Gateway, WV 51/Summit Point Rd./W Washington St.	$4,000,000
Charles Street Improvements	$500,000
Transportation Facilities Subtotal	**$7,775,000**
Offsetting Revenue	$0.00
Transportation Facilities Total	**$7,775,000**

Transportation Developer Fees were calculated for each of the six (6) land use categories and are based on the number of PM Peak Hour Trips (PHTs) generated by each land use. As indicated earlier in Section VI, Peak Hour Trips are total vehicular trips entering and leaving a development project during the period between 4:00 pm and 6:00 pm which is the timeframe that experiences the highest sum of traffic volumes entering or leaving the development. Total PHTs were calculated by applying these trips rates to the various dwelling unit counts and non-residential square feet identified in the demographics section of this Fee Study. As discussed in Section VI, the Institute of Transportation Engineers (ITE) uses PM peak hours to define daily trip generation per dwelling unit (for residential units) and daily trip generation per 1,000 building square feet of each category of non-residential development.

All proposed Transportation facilities were sized to meet the needs of both existing and future residents and employees. Therefore, the costs of these facilities have

been allocated between existing development and new development based on their percentage of build-out EBUs. As illustrated below in **Table 47**, 82.09% of the costs will be allocated to existing development and 17.91% of the costs will be allocated to new development. Based on this allocation between new and existing development, $1,392,170 of the $7,775,000 in Transportation facilities costs would be funded by the Municipal Developer Fee imposed on new development. The remaining $6,382,830 must be funded through other sources to be determined by the City.

Table 47: Transportation Facilities Cost Allocation Summary (Low) [1]

Development Type	Peak Hour Trips (EBUs)	Percentage Allocated	Facility Cost Allocation
Existing Development	7,980	82.09%	$6,382,830
New Development	1,741	17.91%	$1,392,170
Total	**9,721**	**100.00%**	**$7,775,000**

Note:

1. May not sum due to rounding.

To calculate the Municipal Developer Fees, DTA first determined the number of PHTs expected through 2040 based on the expected residential and non-residential growth in in the City. The analysis estimates that a maximum of 1,741 additional PHTs would be generated by the land use growth, as detailed in **Table 48** below. In this section, Peak Hour Trips (EBUs) are used instead of EDUs, and as explained in Section VI they are calculated the same way that EDUs were calculated in each of the previous sections. These calculations are presented in detail in **Appendix A**.

Table 48: Number of Trip Calculations (Low)

Land Use Type	Projected Development (Units)	Projected Development (Square Feet)	PHT Generation Rate [1]	Total PHTs (EBUs) [2]
Single-Family	403		0.99	399
Multi-Family	235		0.44	103
Commercial		403,573	2.51	1,014
Office		98,227	1.50	147
Industrial		128,983	0.52	66
Institutional		12,989	0.78	10
			Total	**1,741**

Note:

1 Projected PHTs per unit for residential and per 1,000 Square Feet for non-residential.
2 The service factor for Transportation is based on trips ends, so EBUs are used to allocate costs to future growth and generate fees.

H.2 Calculation Methodology

Table 49 presented below summarizes the cost per PHT, which is generated by dividing the cost to new development of $1,392,170 the number of PHTs that will be generated by new development (1,741). When accounting for the 1,741 planned PHTs in the City, the cost per PHT totals $800 as shown in the table below. The cost per PHT ($800) was then applied to the various land uses and their respective PHT trip generation rates to determine the proposed Municipal Developer Fee fees.

Table 49: Cost per Trip Estimate (Low)

Proposed Facilities Costs	Total
Cost Allocated to New Development	$1,392,170
Total PHTs Added by New Development	1,741
Cost Per PHT	**$800**

H.3 Fee Calculation

Expected revenue from new development was also calculated, ensuring that collected fees match the calculated cost responsibility of new development. For example, the maximum allowable fee for a single-family residence is calculated as follows: PHT rate [0.99] x costs per PHT [$800] = proposed Impact Fee per unit $792. Multi-family Developer Fees are calculated by multiplying the PHT rate [0.44] by the cost per PHT [$800], resulting in a proposed Impact Fee per unit of $352.

The fees for each of the other land use categories are calculated in the same manner, as outlined below in **Table 50**. The single-family and multi-family residential fees are calculated per housing unit and the non-residential fees are calculated per 1,000 square feet.

Table 50: Transportation Facilities Fee Calculations per Land Use Category (Low)

Land Use Type	PHT Generation Rate	Costs Per PHT	Municipal Developer Fees
Single-Family	0.99	$800	$792
Multi-Family	0.44	$800	$352
Commercial	2.51	$800	$2,010
Office	1.50	$800	$1,200
Industrial	0.52	$800	$412
Non-Residential	0.78	$800	$624

The total fee amounts to finance new development's share of the costs of facilities in the Facilities Needs Lists are summarized in **Table 51** below. It must be noted that the projects listed that will be funded by the proposed Municipal Developer Fees are not intended to fully offset the projected Transportation effects of development, as

developers will also undertake separate measures, such as traffic demand management programs, and localized mitigation measures, to help offset the traffic effects of new development. The proposed Municipal Developer Fee will not fully cover the cost of the capital projects and additional funding must be identified to implement many of the projects and programs identified herein, with a substantial share of that funding generated by existing residents, businesses, and/or roads system users.

Table 51: Transportation Development Facilities Fee Summary (Low)

Land Use	Fee Per Unit (1,000 Sq. Ft.)
Single-Family	$792
Multi-Family	$352
Commercial	$2,010
Office	$1,200
Industrial	$412
Institutional	$624

The cost estimates for future facilities used in this fee study are presented in 2022 dollars. DTA further recommends that, after adoption, the fee should be reviewed each year and adjusted by the Construction Cost Index ("CCI"). The recommended construction cost index is based upon the Building Cost Index ("BCI") average produced by the Engineering News – Record ("ENR").

I Transportation – Medium Capital Costs

I.1 Transportation Faculties

The City's goal is to improve the City's Transportation Facilities over a period of approximately 20-years. Improvements focus on new bridges and additions to existing bridges, traffic and safety enhancements, improvements in safety at intersections, crosswalks, lighting, pedestrian improvements, and additional infrastructure. This additional infrastructure support is necessary to provide safe and efficient vehicular access throughout the City. The proposed Municipal Developers Fee is to help meet the transportation demand of new development through 2040. The City identified the need for the transportation infrastructure and equipment, as shown below in **Table 52**.

The Municipal Developer Fee will provide a source of revenue to the City to allow for the acquisition, installation, and construction of needed Transportation facilities, which in turn will both preserve the quality of life in the City and protect the health, safety, and welfare of the existing and future residents and employees. Transportation Fees will be calculated using the Plan-based approach discussed in Section VI.

Table 52: Purpose of Transportation Municipal Developer Fee (Medium)

Identify the Purpose of the Fee	Transportation Facilities
Identify of the use of the fee.	Various roadway improvements including, but not limited to, crosswalks, lighting, bridges, and road pedestrian safety.
Demonstrate how there is a reasonable relationship between the need for the public facility, use of the fee, and type of development project on which the fee is imposed.	New residential and non-residential development will generate additional residents and employees who will create additional vehicular and non-vehicular traffic within the City limits. Streets will have to be improved or extended to meet the increased demand and to efficiently direct increased traffic flow. Thus, there is a relationship between new development and the need for new transportation facilities. Municipal Developer Fees collected from new development will be used exclusively for Traffic Facilities on the Facilities Needs List.

Identification of the facilities to be financed is a critical component of any Municipal Developer fee program. In the broadest sense, the purpose of Developer Fees is to protect the public health, safety, and general welfare by providing for Transportation facilities. The City has provided DTA with the list of Future Facilities (the "Facilities Needs List") to be included in the Fee Study. For the purposes of the City's Municipal program, the Facilities Needs List is intended to be the official public document

identifying the facilities eligible to be financed, in whole or in part, through the levy of a Municipal Developer fee on new development within the City. The Facilities Needs List is organized by facility element (or type) and includes cost information, as outlined in **Table 53** below.

The facilities included on the Facilities Needs List are provided by the City and reflect either the City's goals of maintaining and improving a specific area, or they are part of a more formal policy document, such as a General Plan, Capital Improvement Plan, etc. Specific estimated facility costs are provided by the City and used as a basis for determining the allocation of revenues between new and existing development.

The table below outlines the proposed facilities and respective costs along with any offsetting revenues. A list of Transportation facilities is included below and in **Appendix B** at the end of this Study. The cost estimates for the Transportation category were provided by the City and based on the City's Growth-Related Capital Improvements Projects – Developer Fee Analysis as of November 30, 2021.

Table 53: Transportation Facilities Costs (Medium)

Transportation Facilities – Medium Capital Costs	Facility Costs
Transportation Feasibility Study	$75,000
Additions to Existing Bridge and New Bridge	$2,000,000
Traffic Safety Enhancements at US340 and Augustine	$1,000,000
Augustine Ave. Trail	$200,000
Westend Gateway, WV 51/Summit Point Rd./W Washington St.	$5,000,000
Charles Street Improvements	$500,000
Transportation Facilities Subtotal	**$8,775,000**
Offsetting Revenue	$0.00
Transportation Facilities Total	**$8,775,000**

Transportation Developer Fees were calculated for each of the six (6) land use categories based on the number of PM Peak Hour Trips (PHTs) generated by each land use. As indicated earlier in Section VI, Peak Hour Trips are total vehicular trips entering and leaving a development project during the period between 4:00 pm and 6:00 pm which is the timeframe that experiences the highest sum of traffic volumes entering or leaving the development. Total PHTs were calculated by applying these trips rates to the various dwelling unit counts and non-residential square feet identified in the demographics section of this Fee Study. As discussed in Section VI, the Institute of Transportation Engineers (ITE) uses PM peak hours to define daily trip generation per dwelling unit (for residential units) and daily trip generation per 1,000 building square feet of each category of non-residential development.

All proposed Transportation facilities were sized to meet the needs of both existing and future residents and employees. Therefore, the costs of these facilities have

been allocated between existing development and new development based on their percentage of build-out EBUs. As illustrated below in **Table 54**, 82.09% of the costs will be allocated to existing development and 17.91% of the costs will be allocated to new development. Based on this allocation between new and existing development, $1,571,2280 of the $7,775,000 in Transportation facilities costs would be funded by the Municipal Developer Fee imposed on new development. The remaining $7,203,772 must be funded through other sources to be determined by the City.

Table 54: Transportation Facilities Cost Allocation Summary (Medium) [1]

Development Type	Peak Hour Trips (EBUs)	Percentage Allocated	Facility Cost Allocation
Existing Development	7,980	82.09%	$7,203,772
New Development	1,741	17.91%	$1,571,228
Total	**9,721**	**100.00%**	**$8,775,000**

Note:

1. May not sum due to rounding.

To calculate the Developer Fees, DTA first determined the number of PHTs expected through 2040 based on the expected residential and non-residential growth in in the City. The analysis estimates that a maximum of 1,741 additional PHTs would be generated by the land use growth, as detailed in **Table 55** below. In this section, Peak Hour Trips (EBUs) are used instead of EDUs, and as explained in Section VI they are calculated the same way that EDUs were calculated in each of the previous sections. These calculations are presented in detail in Appendix A.

Table 55: Number of Trip Calculations (Medium)

Land Use Type	Projected Development (Units)	Projected Development (Square Feet)	PHT Generation Rate [1]	Total PHTs (EBUs) [2]
Single-Family	403		0.99	399
Multi-Family	235		0.44	103
Commercial		403,573	2.51	1,014
Office		98,227	1.50	147
Industrial		128,983	0.52	66
Institutional		12,989	0.78	10
			Total	**1,741**

Note:

1. Projected PHTs per unit for residential and per 1,000 Square Feet for non-residential.
2. The service factor for Transportation is based on trips ends, so EBUs are used to allocate costs to future growth and generate fees.

I.2 Calculation Methodology

Table 56 presented below summarizes the cost per PHT, which is generated by dividing the cost to new development of $1,571,228 by the number of PHTs that will be generated by new development (1,741). When accounting for the 1,741 planned PHTs in the City, the cost per PHT totals $903. as shown in the table below. The cost per PHT ($903) was then applied to the various land uses and their respective PHT trip generation rates to determine the proposed Municipal Developer Fee fees.

Table 56: Cost per Trip Estimate (Medium)

Proposed Facilities Costs	Total
Cost Allocated to New Development	$1,571,228
Total PHTs Added by New Development	1,741
Cost Per PHT	**$903**

I.3 Fee Calculation

Expected revenue from new development was also calculated, ensuring that collected fees match the calculated cost responsibility of new development. For example, the maximum allowable fee for a single-family residence is calculated as follows: PHT rate [0.99] x costs per PHT [$903] = proposed Impact Fee per unit $894. Multi-family Developer Fees are calculated by multiplying the PHT rate [0.44] by the cost per PHT [$903], resulting in a proposed Impact Fee per unit of $397.

The fees for each of the other land use categories are calculated in the same manner, as outlined below in **Table 57**. The single-family and multi-family residential fees are calculated per housing unit and the non-residential fees are calculated per 1,000 square feet.

Table 57: Transportation Facilities Fee Calculations per Land Use Category (Medium)

Land Use Type	PHT Generation Rate	Costs Per PHT	Municipal Developer Fees
Single-Family	0.99	$903	$894
Multi-Family	0.44	$903	$397
Commercial	2.51	$903	$2,268
Office	1.50	$903	$1,354
Industrial	0.52	$903	$465
Non-Residential	0.78	$903	$704

The total fee amounts to finance new development's share of the costs of facilities in the Facilities Needs Lists are summarized in **Table 58** below. It must be noted that the projects listed in the Facilities Needs List that will be funded by the proposed

Municipal Developer Fee are not intended to fully offset the projected Transportation effects of development, as developers will also undertake separate measures, such as traffic demand management programs, and localized mitigation measures, to help offset the traffic effects of new development. The proposed Municipal Developer Fee will not fully cover the cost of the capital projects and additional funding must be identified to implement many of the projects and programs identified herein, with a substantial share of that funding generated by existing residents, businesses, and/or roads system users.

Table 58: Transportation Development Facilities Fee Summary (Medium)

Land Use	Fee Per Unit (1,000 Sq. Ft.)
Single-Family	$894
Multi-Family	$397
Commercial	$2,268
Office	$1,354
Industrial	$465
Institutional	$704

The cost estimates for future facilities used in this fee study are presented in 2022 dollars. DTA further recommends that, after adoption, the fee should be reviewed each year and adjusted by the Construction Cost Index ("CCI"). The recommended construction cost index is based upon the Building Cost Index ("BCI") average produced by the Engineering News – Record ("ENR").

J Transportation – High Capital Costs

J.1 Transportation Facilities

The City's goal is to improve the City's Transportation Facilities over a period of approximately 20-years. Improvements focus on new bridges and additions to existing bridges, traffic and safety enhancements, improvements in safety at intersections, crosswalks, lighting, pedestrian improvements, and additional infrastructure. This additional infrastructure support is necessary to provide safe and efficient vehicular access throughout the City. The proposed Municipal Developer Fee is to help meet the transportation demand of new development through 2040. The City identified the need for the transportation infrastructure and equipment, as shown below in **Table 59**.

The Municipal Developer Fee will provide a source of revenue to the City to allow for the acquisition, installation, and construction of needed Transportation facilities, which in turn will both preserve the quality of life in the City and protect the health, safety, and welfare of the existing and future residents and employees. Transportation Fees will be calculated using the Plan-based approach discussed in Section VI.

Table 59: Purpose of Transportation Municipal Developer Fee (High)

Identify the Purpose of the Fee	Transportation Facilities
Identify of the use of the fee.	Various roadway improvements including, but not limited to, crosswalks, lighting, bridges, and road pedestrian safety.
Demonstrate how there is a reasonable relationship between the need for the public facility, use of the fee, and type of development project on which the fee is imposed.	New residential and non-residential development will generate additional residents and employees who will create additional vehicular and non-vehicular traffic within the City limits. Streets will have to be improved or extended to meet the increased demand and to efficiently direct increased traffic flow. Thus, there is a relationship between new development and the need for new transportation facilities. Municipal Developer Fees collected from new development will be used exclusively for Traffic Facilities on the Facilities Needs List.

Identification of the facilities to be financed is a critical component of any Municipal Developer fee program. In the broadest sense, the purpose of Developer Fees is to protect the public health, safety, and general welfare by providing for Transportation facilities. The City has provided DTA with the list of Future Facilities (the "Facilities Needs List") to be included in the Fee Study. For the purposes of the City's Municipal program, the Facilities Needs List is intended to be the official public document

identifying the facilities eligible to be financed, in whole or in part, through the levy of a Municipal Developer fee on new development within the City. The Facilities Needs List is organized by facility element (or type) and includes cost information, as outlined in **Table 60** below.

The facilities included on the Facilities Needs List are provided by the City and reflect either the City's goals of maintaining and improving a specific area, or they are part of a more formal policy document, such as a General Plan, Capital Improvement Plan, etc. Specific estimated facility costs are provided by the City and used as a basis for determining the allocation of revenues between new and existing development.

The table below outlines the proposed facilities and respective costs along with any offsetting revenues. A list of Transportation facilities is included below and in **Appendix B** at the end of this Study. The cost estimates for the Transportation category were provided by the City and based on the City's Growth-Related Capital Improvements Projects – Developer Fee Analysis as of November 30, 2021.

Table 60: Transportation Facilities Costs (High)

Transportation Facilities – High Capital Costs	Facility Costs
Transportation Feasibility Study	$75,000
Additions to Existing Bridge and New Bridge	$2,000,000
Traffic Safety Enhancements at US340 and Augustine	$1,000,000
Augustine Ave. Trail	$200,000
Westend Gateway, WV 51/Summit Point Rd./W Washington St.	$6,000,000
Charles Street Improvements	$500,000
Transportation Facilities Subtotal	**$9,775,000**
Offsetting Revenue	$0.00
Transportation Facilities Total	**$9,775,000**

Transportation Developer Fees were calculated for each of the six (6) land use categories based on the number of PM Peak Hour Trips (PHTs) generated by each land use. As indicated earlier in Section VI, Peak Hour Trips are total vehicular trips entering and leaving a development project during the period between 4:00 pm and 6:00 pm which is the timeframe that experiences the highest sum of traffic volumes entering or leaving the development. Total PHTs were calculated by applying these trips rates to the various dwelling unit counts and non-residential square feet identified in the demographics section of this Fee Study. As discussed in Section VI, the Institute of Transportation Engineers (ITE) uses PM peak hours to define daily trip generation per dwelling unit (for residential units) and daily trip generation per 1,000 building square feet of each category of non-residential development.

All proposed Transportation facilities were sized to meet the needs of both existing and future residents and employees. Therefore, the costs of these facilities have

been allocated between existing development and new development based on their percentage of build-out EBUs. As illustrated below in **Table 61**, 82.09% of the costs will be allocated to existing development and 17.91% of the costs will be allocated to new development. Based on this allocation between new and existing development, $1,750,285 of the $9,775,000 in Transportation facilities costs would be funded by the Municipal Developer Fee imposed on new development. The remaining $8,024,285 must be funded through other sources to be determined by the City.

Table 61: Transportation Facilities Cost Allocation Summary (High) [1]

Development Type	Peak Hour Trips (EBUs)	Percentage Allocated	Facility Cost Allocation
Existing Development	7,980	82.09%	$8,024,715
New Development	1,741	17.91%	$1,750,285
Total	**9,721**	**100.00%**	**$9,775,000**

Note:

1. May not sum due to rounding.

To calculate the Developer Fees, DTA first determined the number of PHTs expected through 2040 based on the expected residential and non-residential growth in in the City. The analysis estimates that a maximum of 1,741 additional PHTs would be generated by the land use growth, as detailed in **Table 62** below. In this section, Peak Hour Trips (EBUs) are used instead of EDUs, and as explained in Section VI they are calculated the same way that EDUs were calculated in each of the previous sections. These calculations are presented in detail in **Appendix A**.

Table 62: Number of Trip Calculations (High)

Land Use Type	Projected Development (Units)	Projected Development (Square Feet)	PHT Generation Rate [1]	Total PHTs (EBUs)[2]
Single-Family	403		0.99	399
Multi-Family	235		0.44	103
Commercial		403,573	2.51	1,014
Office		98,227	1.50	147
Industrial		128,983	0.52	66
Institutional		12,989	0.78	10
			Total	**1,741**

Note:

1. Projected PHTs per unit for residential development and per 1,000 Square Feet for non-residential development.
2. The service for Transportation facilities is based on trips ends, so EBUs are used to allocated costs and generate fees.

J.2 Calculation Methodology

Table 63 presented below summarizes the cost per PHT, which is generated by dividing the cost to new development of $1,750,285 by the number of PHTs that will be generated by new development (1,741). When accounting for the 1,741 planned PHTs in the City, the cost per PHT totals $1,006 as shown in the table below. The cost per PHT ($1,006) was then applied to the various land uses and their respective PHT trip generation rates to determine the proposed Municipal Developer Fee fees.

Table 63: Cost per Trip Estimate (High)

Proposed Facilities Costs	Total
Cost Allocated to New Development	$1,750,285
Total PHTs Added by New Development	1,741
Cost Per PHT	**$1,006**

J.3 Fee Calculation

Expected revenue from new development was also calculated, ensuring that collected fees match the calculated cost responsibility of new development. For example, the maximum allowable fee for a single-family residence is calculated as follows: PHT rate [0.99] x costs per PHT [$1,006] = proposed Impact Fee per unit $995. Multi-family Developer Fees are calculated by multiplying the PHT rate [0.44] by the cost per PHT [$1,006], resulting in a proposed Impact Fee per unit of $442.

The fees for each of the other land use categories are calculated in the same manner, as outlined below in **Table 64**. The single-family and multi-family residential fees are calculated per housing unit and the non-residential fees are calculated per 1,000 square feet.

Table 64: Transportation Facilities Fee Calculations per Land Use Category (High)

Land Use Type	PHT Generation Rate	Costs Per PHT	Municipal Developer Fees
Single-Family	0.99	$1,006	$995
Multi-Family	0.44	$1,006	$442
Commercial	2.51	$1,006	$2,526
Office	1.50	$1,006	$1,508
Industrial	0.52	$1,006	$518
Non-Residential	0.78	$1,006	$784

The total fee amounts to finance new development's share of the costs of facilities in the Facilities Needs Lists are summarized in **Table 65** below. It must be noted that the projects listed in the Facilities Needs List that will be funded by the proposed

Municipal Developer Fee are not intended to fully offset the projected Transportation effects of development, as developers will also undertake separate measures, such as traffic demand management programs, and localized mitigation measures, to help offset the traffic effects of new development. The proposed Municipal Developer Fee will not fully cover the cost of the capital projects and additional funding must be identified to implement many of the projects and programs identified herein, with a substantial share of that funding generated by existing residents, businesses, and/or roads system users.

Table 65: Transportation Development Facilities Fee Summary (High)

Land Use	Fee Per Unit (1,000 Sq. Ft.)
Single-Family	$995
Multi-Family	$442
Commercial	$2,526
Office	$1,508
Industrial	$518
Institutional	$784

The cost estimates for future facilities used in this fee study are presented in 2022 dollars. DTA further recommends that, after adoption, the fee should be reviewed each year and adjusted by the Construction Cost Index ("CCI"). The recommended construction cost index is based upon the Building Cost Index ("BCI") average produced by the Engineering News – Record ("ENR").

VIII SUMMARY OF FEES

The total proposed fee amounts to finance new development's share of the costs of new facilities are summarized below. These calculations are based on best practices and with the specific purpose of establishing a nexus between anticipated development and Future Facilities for the City through 2040.

Table 66: Proposed Municipal Developer Fee Summary
Lowest Cost Capital Improvement Scenario [2]

Land Use [1]	Fire and Rescue	Police	Municipal Facilities	Library Facilities	Parks and Recreation	Transportation	Total
Single-Family	$126	$201	$1,107	$62	$499	$792	$2,787
Multi-Family	$125	$200	$1,098	$62	$495	$352	$2,331
Commercial	$28	$45	$247	$0	$0	$2,010	$2,329
Office	$30	$47	$260	$0	$0	$1,200	$1,536
Industrial	$17	$26	$145	$0	$0	$412	$600
Institutional	$19	$31	$169	$0	$0	$624	$842

Notes:

1. Residential fees are per unit and non-residential fees are per 1,000 square feet.
2. Total Capital Improvements $15,275,000.

Table 67: Proposed Municipal Developer Fee Summary
Medium Cost Capital Improvement Scenario [2]

Land Use [1]	Fire and Rescue	Police	Municipal Facilities	Library Facilities	Parks and Recreation	Transportation	Total
Single-Family	$126	$201	$1,359	$62	$499	$894	$3,140
Multi-Family	$125	$200	$1,348	$62	$495	$397	$2,626
Commercial	$28	$45	$303	$0	$0	$2,268	$2,644
Office	$30	$47	$319	$0	$0	$1,354	$1,749
Industrial	$17	$26	$178	$0	$0	$465	$686
Institutional	$19	$31	$207	$0	$0	$704	$961

Notes:

1. Residential fees are per unit and non-residential fees are per 1,000 square feet.
2. Total Capital Improvements $17,275,000.

Table 68: Proposed Municipal Developer Fee Summary
Highest Cost Capital Improvement Scenario[2]

Land Use [2]	Fire and Rescue	Police	Municipal Facilities	Library Facilities	Parks and Recreation	Transportation	Total
Single-Family	$126	$201	$1,610	$62	$499	$995	$3,494
Multi-Family	$125	$200	$1,597	$62	$495	$442	$2,921
Commercial	$28	$45	$359	$0	$0	$2,526	$2,958
Office	$30	$47	$378	$0	$0	$1,508	$1,963
Industrial	$17	$26	$211	$0	$0	$518	$772
Institutional	$19	$31	$245	$0	$0	$784	$1,079

Notes:

1. Residential fees are per unit and non-residential fees are per 1,000 square feet.
2. Total Capital Improvements $19,275,000.

APPENDIX A

City of Charles Town, WV
Municipal Developer Fee Justification Study

FEE DERIVATION WORKSHEETS

APPENDIX A-1
Charles Town, West Virginia
FIRE AND RESCUE FEE CALCULATION

I. Existing EDU Calculation

Land Use Type	Number of Persons Served	Residents per Unit/ Persons Served per 1,000 Non-Res. SF	EDUs per Unit/ per 1,000 Non-Res. SF	Number of Units/ Non-Res. SF	Total Number of EDUs
Single Family Residential	4,117	2.52	1.00	1,631	1,631
Multi Family Residential	2,377	2.50	0.99	949	941
Commercial	1,091	0.56	0.22	1,939,237	432
Office	280	0.59	0.23	472,000	111
Industrial	206	0.33	0.13	619,787	81
Institutional	24	0.38	0.15	62,415	10
Total	**8,094**				**3,206**

II. Projected EDU Calculation

Land Use Type	Number of Persons Served	Residents per Unit/ Persons Served per 1,000 Non-Res. SF	EDUs per Unit/ per 1,000 Non-Res. SF	Number of Units/ Non-Res. SF	Total Number of EDUs
Single Family Residential	1,019	2.52	1.00	403	403
Multi Family Residential	588	2.50	0.99	235	233
Office	227	0.56	0.22	403,573	90
Commercial	58	0.59	0.23	98,227	23
Industrial	43	0.33	0.13	128,983	17
Institutional	5	0.38	0.15	12,989	2
Total	**1,940**				**768**

III. Projected Fire Facilities Costs

Facility		Facility Cost
Fire and Rescue Facilities	$	500,000
Offsetting Revenues		
Total Facilities Cost	**$**	**500,000**

IV. Allocation of New Development to New and Existing Facilities

Development	EDU's	Percentage of Cost Allocated		Percentage of Cost Allocated
Existing Development	3,206	80.67%	$	403,348
New Development	768	19.33%	$	96,652
	3,975	**100.00%**	**$**	**500,000**

V. Allocation of New Development

Facility	Number of Projected EDUs	Cost to New Development		Cost per EDU
Fire Facilities	768	$	96,652	$ 126

VI. Developer Fee per Unit

Land Use Type	EDU's per Unit	Fee Per Unit/ Per 1,000 SF	Total Units/ Non-Res SF	Costs Financed by DIF
Single Family Residential	1.00	$126	403	$50,759
Multi Family Residential	0.99	$125	235	$29,300
Commercial	0.22	$28	403,573	$11,314
Office	0.23	$30	98,227	$2,899
Industrial	0.13	$17	128,983	$2,131
Institutional	0.15	$19	12,989	$249
Total				**$96,652**

VII. Developer Fee Summary

Land Use Category	Fee Per Unit/ Per 1,000 SF
Single Family Residential	$126
Multi Family Residential	$125
Commercial	$28
Office	$30
Industrial	$17
Institutional	$19

APPENDIX A-2
Charles Town, West Virginia
POLICE FEE CALCULATION

I. Existing EDU Calculation

Land Use Type	Number of Persons Served	Residents per Unit/ Persons Served per 1,000 Non-Res. SF	EDUs per Unit/ per 1,000 Non-Res. SF	Number of Units/ Non-Res. SF	Total Number of EDUs
Single Family Residential	4,117	2.52	1.00	1,631	1,631
Multi Family Residential	2,377	2.50	0.99	949	941
Commercial	1,091	0.56	0.22	1,939,237	432
Office	280	0.59	0.23	472,000	111
Industrial	206	0.33	0.13	619,787	81
Institutional	24	0.38	0.15	62,415	10
Total	**8,094**				**3,206.2843**

II. Projected EDU Calculation

Land Use Type	Number of Persons Served	Residents per Unit/ Persons Served per 1,000 Non-Res. SF	EDUs per Unit/ per 1,000 Non-Res. SF	Number of Units/ Non-Res. SF	Total Number of EDUs
Single Family Residential	1,019	2.52	1.00	403	403
Multi Family Residential	588	2.50	0.99	235	233
Office	227	0.56	0.22	403,573	90
Commercial	58	0.59	0.23	98,227	23
Industrial	43	0.33	0.13	128,983	17
Institutional	5	0.38	0.15	12,989	2
Total	**1,940**				**768.30408**

III. Projected Fire Facilities Costs

Facility		Facility Cost
Police Facilities	$	800,000
Offsetting Revenues		
Total Facilities Cost	**$**	**800,000**

IV. Allocation of New Development to New and Existing Facilities

Development	EDU's	Percentage of Cost Allocated		Percentage of Cost Allocated
Existing Development	3,206	80.67%	$	645,357
New Development	768	19.33%	$	154,643
	3,975	**100.00%**	**$**	**800,000**

V. Allocation of New Development

Facility	Number of Projected EDUs	Cost to New Development		Cost per EDU
Police Facilities	768	$	154,643	$ 201

VI. Developer Fee per Unit

Land Use Type	EDU's per Unit	Fee Per Unit/ Per 1,000 SF	Total Units/ Non-Res SF	Costs Financed by DIF
Single Family Residential	1.00	$201	403	$81,214
Multi Family Residential	0.99	$200	235	$46,880
Commercial	0.22	$45	403,573	$18,103
Office	0.23	$47	98,227	$4,638
Industrial	0.13	$26	128,983	$3,410
Institutional	0.15	$31	12,989	$398
Total				**$154,643**

VII. Developer Fee Summary

Land Use Category	Fee Per Unit/ Per 1,000 SF
Single Family Residential	$201
Multi Family Residential	$200
Commercial	$45
Office	$47
Industrial	$26
Institutional	$31

APPENDIX A-3
Charles Town, West Virginia
MUNICIPAL FACILITIES FEE CALCULATION
(Low Capital Improvement Cost Scenario)

I. Existing EDU Calculation

Land Use Type	Number of Persons Served	Residents per Unit/ Persons Served per 1,000 Non-Res. SF	EDUs per Unit/ per 1,000 Non-Res. SF	Number of Units/ Non-Res. SF	Total Number of EDUs
Single Family Residential	4,117	2.52	1.00	1,631	1,631
Multi Family Residential	2,377	2.50	0.99	949	941
Commercial	1,091	0.56	0.22	1,939,237	432
Office	280	0.59	0.23	472,000	111
Industrial	206	0.33	0.13	619,787	81
Institutional	24	0.38	0.15	62,415	10
Total	**8,094**				**3,206**

II. Projected EDU Calculation

Land Use Type	Number of Persons Served	Residents per Unit/ Persons Served per 1,000 Non-Res. SF	EDUs per Unit/ per 1,000 Non-Res. SF	Number of Units/ Non-Res. SF	Total Number of EDUs
Single Family Residential	1,019	2.52	1.00	403	403
Multi Family Residential	588	2.50	0.99	235	233
Office	227	0.56	0.22	403,573	90
Commercial	58	0.59	0.23	98,227	23
Industrial	43	0.33	0.13	128,983	17
Institutional	5	0.38	0.15	12,989	2
Total	**1,940**				**768**

III. Projected Municipal Facilities Costs

Facility		Facility Cost
Municipal Facilities	$	4,400,000
Offsetting Revenues		
Total Facilities Cost	**$**	**4,400,000**

IV. Allocation of New Development to New and Existing Facilities

Development	EDU's	Percentage of Cost Allocated		Percentage of Cost Allocated
Existing Development	3,206	80.67%	$	3,549,462
New Development	768	19.33%	$	850,538
	3,975	**100.00%**	**$**	**4,400,000**

V. Allocation of New Development

Facility	Number of Projected	Cost to New Development		Cost per EDU
Municipal Facilities	768	$	850,538	$ 1,107

VI. Developer Fee per Unit

Land Use Type	EDU's per Unit	Fee Per Unit/ Per 1,000 SF	Total Units/ Non-Res SF	Costs Financed by DIF
Single Family Residential	1.00	$1,107	403	$446,679
Multi Family Residential	0.99	$1,098	235	$257,842
Commercial	0.22	$247	403,573	$99,566
Office	0.23	$260	98,227	$25,507
Industrial	0.13	$145	128,983	$18,754
Institutional	0.15	$169	12,989	$2,190
Total				**$850,538**

APPENDIX A-3
Charles Town, West Virginia
MUNICIPAL FEE CALCULATION
(Medium Capital Improvement Cost Scenario)

I. Existing EDU Calculation

Land Use Type	Number of Persons Served	Residents per Unit/ Persons Served per 1,000 Non-Res. SF	EDUs per Unit/ per 1,000 Non-Res. SF	Number of Units/ Non-Res. SF	Total Number of EDUs
Single Family Residential	4,117	2.52	1.00	1,631	1,631
Multi Family Residential	2,377	2.50	0.99	949	941
Commercial	1,091	0.56	0.22	1,939,237	432
Office	280	0.59	0.23	472,000	111
Industrial	206	0.33	0.13	619,787	81
Institutional	24	0.38	0.15	62,415	10
Total	**8,094**				**3,206**

II. Projected EDU Calculation

Land Use Type	Number of Persons Served	Residents per Unit/ Persons Served per 1,000 Non-Res. SF	EDUs per Unit/ per 1,000 Non-Res. SF	Number of Units/ Non-Res. SF	Total Number of EDUs
Single Family Residential	1,019	2.52	1.00	403	403
Multi Family Residential	588	2.50	0.99	235	233
Office	227	0.56	0.22	403,573	90
Commercial	58	0.59	0.23	98,227	23
Industrial	43	0.33	0.13	128,983	17
Institutional	5	0.38	0.15	12,989	2
Total	**1,940**				**768**

III. Projected Municipal Facilities Costs

Facility		Facility Cost
Municipal Facilities	$	5,400,000
Offsetting Revenues		
Total Facilities Cost	**$**	**5,400,000**

IV. Allocation of New Development to New and Existing Facilities

Development	EDU's	Percentage of Cost Allocated		Percentage of Cost Allocated
Existing Development	3,206	80.67%	$	4,356,158
New Development	768	19.33%	$	1,043,842
	3,975	**100.00%**	**$**	**5,400,000**

V. Allocation of New Development

Facility	Number of Projected EDU	Cost to New Development	Cost per EDU
Municipal Facilities	768	$ 1,043,842	$ 1,359

VI. Developer Fee per Unit

Land Use Type	EDU's per Unit	Fee Per Unit/ Per 1,000 SF	Total Units/ Non-Res SF	Costs Financed by DIF
Single Family Residential	1.00	$1,359	403	$548,196
Multi Family Residential	0.99	$1,348	235	$316,442
Commercial	0.22	$303	403,573	$122,194
Office	0.23	$319	98,227	$31,305
Industrial	0.13	$178	128,983	$23,016
Institutional	0.15	$207	12,989	$2,688
Total				**$1,043,842**

VII. Developer Impact Fee Summary

Land Use Category	Fee Per Unit/ Per 1,000 SF
Single Family Residential	$1,359
Multi Family Residential	$1,348
Commercial	$303
Office	$319
Industrial	$178
Institutional	$207

APPENDIX A-3
Charles Town, West Virginia
MUNICIPAL FEE CALCULATION
(High Capital Improvement Cost Scenario)

I. Existing EDU Calculation

Land Use Type	Number of Persons Served	Residents per Unit/ Persons Served per 1,000 Non-Res. SF	EDUs per Unit/ per 1,000 Non-Res. SF	Number of Units/ Non-Res. SF	Total Number of EDUs
Single Family Residential	4,117	2.52	1.00	1,631	1,631
Multi Family Residential	2,377	2.50	0.99	949	941
Commercial	1,091	0.56	0.22	1,939,237	432
Office	280	0.59	0.23	472,000	111
Industrial	206	0.33	0.13	619,787	81
Institutional	24	0.38	0.15	62,415	10
Total	**8,094**				**3,206**

II. Projected EDU Calculation

Land Use Type	Number of Persons Served	Residents per Unit/ Persons Served per 1,000 Non-Res. SF	EDUs per Unit/ per 1,000 Non-Res. SF	Number of Units/ Non-Res. SF	Total Number of EDUs
Single Family Residential	1,019	2.52	1.00	403	403
Multi Family Residential	588	2.50	0.99	235	233
Office	227	0.56	0.22	403,573	90
Commercial	58	0.59	0.23	98,227	23
Industrial	43	0.33	0.13	128,983	17
Institutional	5	0.38	0.15	12,989	2
Total	**1,940**				**768**

III. Projected Municipal Facilities Costs

Facility		Facility Cost
Municipal Facilities	$	6,400,000
Offsetting Revenues		
Total Facilities Cost	**$**	**6,400,000**

IV. Allocation of New Development to New and Existing Facilities

Development	EDU's	Percentage of Cost Allocated		Percentage of Cost Allocated
Existing Development	3,206	80.67%	$	5,162,854
New Development	768	19.33%	$	1,237,146
	3,975	**100.00%**	**$**	**6,400,000**

V. Allocation of New Development

Facility	Number of Projected EDU	Cost to New Development	Cost per EDU
Municipal Facilities	768	$ 1,237,146	$ 1,610

VI. Developer Fee per Unit

Land Use Type	EDU's per Unit	Fee Per Unit/ Per 1,000 SF	Total Units/ Non-Res SF	Costs Financed by DIF
Single Family Residential	1.00	$1,610	403	$649,714
Multi Family Residential	0.99	$1,597	235	$375,042
Commercial	0.22	$359	403,573	$144,823
Office	0.23	$378	98,227	$37,102
Industrial	0.13	$211	128,983	$27,279
Institutional	0.15	$245	12,989	$3,186
Total				**$1,237,146**

VII. Developer Impact Fee Summary

Land Use Category	Fee Per Unit/ Per 1,000 SF
Single Family Residential	$1,610
Multi Family Residential	$1,597
Commercial	$359
Office	$378
Industrial	$211
Institutional	$245

APPENDIX A-4
Charles Town, West Virginia
LIBRARY FACILITIES FEE CALCULATION

I. Existing EDU Calculation

Land Use Type	Number of Persons Served	Residents per Unit	EDUs per Unit	Number of Units	Total Number of EDUs
Single Family Residential	4,117	2.52	1.00	1,631	1,631
Multi Family Residential	2,377	2.50	0.99	949	941
Total	**6,494**				**2,572.482**

II. Projected EDU Calculation

Land Use Type	Number of Persons Served	Residents per Unit	EDUs per Unit	Number of Units	Total Number of EDUs
Single Family Residential	1,019	2.52	1.00	403	403
Multi Family Residential	588	2.50	0.99	235	233
Total	**1,607**				**636.4040**

III. Projected Fire Facilities Costs

Facility		Facility Cost
Library Facilities	$	200,000
Offsetting Revenues		
Total Facilities Cost	**$**	**200,000**

IV. Allocation of New Development to New and Existing Facilities

Development	EDU's	Percentage of Cost Allocated		Percentage of Cost Allocated
Existing Development	2,572	80.17%	$	160,335
New Development	636	19.83%	$	39,665
	3,209	**100.00%**	**$**	**200,000**

V. Allocation of New Development

Facility	Number of Projected EDU	Cost to New Development		Cost per EDU
Library Facilities	636	$	39,665	$ 62

VI. Developer Fee per Unit

Land Use Type	EDU's per Unit	Fee Per Unit/ Per 1,000 SF	Total Units/ Non-Res SF	Costs Financed by DIF
Single Family Residential	1.00	$62.33	403	$25,148
Multi Family Residential	0.99	$61.83	235	$14,517
Total				**$39,665**

VII. Developer Fee Summary

Land Use Category	Fee Per Unit
Single Family Residential	$62.33
Multi Family Residential	$61.83

APPENDIX A-5
Charles Town, West Virginia
PARKS AND RECREATION FEE CALCULATION

Existing EDU Calculation

Land Use Type	Number of Persons Served	Residents per Unit	EDUs per Unit/	Number of Units	Total Number of EDUs
Single Family Residential	4,117	2.52	1.00	1,631	1,631
Multi Family Residential	2,377	2.50	0.99	949	941
Total	**6,494**				**2,572**

Projected EDU Calculation

Land Use Type	Number of Persons Served	Residents per Unit	EDUs per Unit/	Number of Units	Total Number of EDUs
Single Family Residential	1,019	2.52	1.00	403	403
Multi Family Residential	588	2.50	0.99	235	233
Total	**1,607**				**636.404036**

III. Projected Fire Facilities Costs

Facility		Facility Cost
Parks and Recreation Facilities	$	1,600,000
Offsetting Revenues		
Total Facilities Cost	**$**	**1,600,000**

IV. Allocation of New Development to New and Existing Facilities

Development	EDU's	Percentage of Cost Allocated		Percentage of Cost Allocated
Existing Development	2,572	80.17%	$	1,282,679
New Development	636	19.83%	$	317,321
	3,209	**100.00%**	**$**	**1,600,000**

V. Allocation of New Development

Facility	Number of Projected EDUs		Cost to New Development		Cost per EDU
Parks Facilities	636	$	317,321	$	499

VI. Developer Fee per Unit

Land Use Type	EDU's per Unit	Fee Per Unit/ Per 1,000 SF	Total Units/ Non-Res SF	Costs Financed by DIF
Single Family Residential	1.00	$499	403	$201,187
Multi Family Residential	0.99	$495	235	$116,134
Total				**$317,321**

VII. Developer Fee Summary

Land Use Category	Fee Per Unit
Single Family Residential	$499
Multi Family Residential	$495

APPENDIX A-6
Charles Town, West Virginia
TRANSPORTATION FEE CALCULATION
(Low Capital Improvement Cost Scenario)

I. Existing EDU Calculation

Land Use Type	Trip Generation Rate per Unit/ per 1,000 Non-Res. S.F.	Number of Existing Units	Existing Non-Residential S.F.	Peak Hour Trips EBUs (Per Unit/1,000 SF)
Single-Family	0.99	1,631		1,615
Multi-Family	0.44	949		418
Commercial	2.51		1,939,237	4,872
Office	1.50		472,000	708
Industrial	0.52		619,787	319
Institutional	0.78		62,415	49
Total				**7,980**

II. Future EDU Calculation

Land Use Type	Trip Generation Rate per Unit/ per 1,000 Non-Res. S.F.	Number of Projected Units	Projected Non-Residential S.F.	Peak Hour Trips EBUs (Per Unit/1,000 SF)
Single-Family	0.99	403		399
Multi-Family	0.44	235		103
Commercial	2.51		403,573	1,014
Office	1.50		98,227	147
Industrial	0.52		128,983	66
Institutional	0.78		12,989	10
Total				**1,741**

III. Proposed Facilities Cost

Facility	Facility Cost
Transportation Facilities Cost	**$7,775,000**
Offsetting Revenues	**$0**
Total Facilities Cost	**$7,775,000**

IV. Allocation of Facilities to Existing and New Development (based on Daily Trips)

Development	Peak Hour Trips (EBUs)	Percentage of Cost Allocated	Facility Cost
Existing Development	7,980	82.09%	$6,382,830
New Development	1,741	17.91%	$1,392,170
Total Facilities Cost	9,721	100.00%	**$7,775,000**

V. Allocation of Facilities to New Development (based on New EDUs)

Facility	Projected Daily Trips	Facility Cost Allocated to New Development	Facilities Cost Per Daily Trip
Transportation Facilities Cost	1,741	$1,392,170	$800
Total Facilities Cost per Daily Trip	**1,741**		**$800**

VI. Developer Fees and Cost Financed by Fees per Unit/per 1,000 Non-Res. S.F.

Land Use Type	Estimated Trip Generation Rate per Unit/ per 1,000 Non-Res. S.F.	Fee per Unit	Fees per 1,000 Non-Res. S.F.	Cost Financed by Impact Fees
Single-Family	0.99	$792		$319,489
Multi-Family	0.44	$352		$82,620
Commercial	2.51		$2,010	$810,986
Office	1.50		$1,200	$117,845
Industrial	0.52		$412	$53,128
Institutional	0.78		$624	$8,103
Initial Allocation to New Development				**$1,392,170**
Total Allocated to Existing Development				$6,382,830
Total Facilities Costs				**$7,775,000**

VII. Developer Fee Summary

Land Use Category	Fees
Single-Family	$792
Multi-Family	$352
Commercial	$2,010
Office	$1,200
Industrial	$412
Institutional	$624

APPENDIX A-6
Charles Town, West Virginia
TRANSPORTATION FEE CALCULATION
(Medium Capital Improvement Cost Scenario)

I. Existing EDU Calculation

Land Use Type	Trip Generation Rate per Unit/ per 1,000 Non-Res. S.F.	Number of Existing Units	Existing Non-Residential S.F.	Peak Hour Trips EBUs (Per Unit/1,000 SF)
Single-Family	0.99	1,631		1,615
Multi-Family	0.44	949		418
Commercial	2.51		1,939,237	4,872
Office	1.50		472,000	708
Industrial	0.52		619,787	319
Institutional	0.78		62,415	49
Total				**7,980**

II. Future EDU Calculation

Land Use Type	Trip Generation Rate per Unit/ per 1,000 Non-Res. S.F.	Number of Projected Units	Projected Non-Residential S.F.	Peak Hour Trips EBUs (Per Unit/1,000 SF)
Single-Family	0.99	403		399
Multi-Family	0.44	235		103
Commercial	2.51		403,573	1,014
Office	1.50		98,227	147
Industrial	0.52		128,983	66
Institutional	0.78		12,989	10
Total				**1,741**

III. Proposed Facilities Cost

Facility	Facility Cost
Transportation Facilities Cost	**$8,775,000**
Offsetting Revenues	**$0**
Total Facilities Cost	**$8,775,000**

9,721

IV. Allocation of Facilities to Existing and New Development (based on Daily Trips)

Development	Peak Hour Trips (EBUs)	Percentage of Cost Allocated	Facility Cost
Existing Development	7,980	82.09%	$7,203,772
New Development	1,741	17.91%	$1,571,228
Total Facilities Cost	9,721	100.00%	**$8,775,000**

V. Allocation of Facilities to New Development (based on New EDUs)

Facility	Projected Daily Trips ew	Facility Cost Allocated to Development	Facilities Cost Per Daily Trip
Transportation Facilities Cost	1,741	$1,571,228	$903
Total Facilities Cost per Daily Trip	**1,741**		**$903**

VI. Developer Fees and Cost Financed by Fees per Unit/per 1,000 Non-Res. S.F.

Land Use Type	Estimated Trip Generation Rate per Unit/ per 1,000 Non-Res. S.F.	Fee per Unit	Fees per 1,000 Non-Res. S.F.	Cost Financed by Impact Fees
Single-Family	0.99	$894		$360,580
Multi-Family	0.44	$397		$93,246
Commercial	2.51		$2,268	$915,293
Office	1.50		$1,354	$133,001
Industrial	0.52		$465	$59,962
Institutional	0.78		$704	$9,145
Initial Allocation to New Development				**$1,571,228**
Total Allocated to Existing Development				$7,203,772
Total Facilities Costs				**$8,775,000**

VII. Developer Fee Summary

Land Use Category	Fees
Single-Family	$894
Multi-Family	$397
Commercial	$2,268
Office	$1,354
Industrial	$465
Institutional	$704

APPENDIX A-6
Charles Town, West Virginia
TRANSPORTATION FEE CALCULATION
(High Capital Improvement Cost Scenario)

I. Existing EDU Calculation

Land Use Type	Trip Generation Rate per Unit/ per 1,000 Non-Res. S.F.	Number of Existing Units	Existing Non-Residential S.F.	Peak Hour Trips EBUs (Per Unit/1,000 SF)
Single-Family	0.99	1,631		1,615
Multi-Family	0.44	949		418
Commercial	2.51		1,939,237	4,872
Office	1.50		472,000	708
Industrial	0.52		619,787	319
Institutional	0.78		62,415	49
Total				**7,980**

II. Future EDU Calculation

Land Use Type	Trip Generation Rate per Unit/ per 1,000 Non-Res. S.F.	Number of Projected Units	Projected Non-Residential S.F.	Peak Hour Trips EBUs (Per Unit/1,000 SF)
Single-Family	0.99	403		399
Multi-Family	0.44	235		103
Commercial	2.51		403,573	1,014
Office	1.50		98,227	147
Industrial	0.52		128,983	66
Institutional	0.78		12,989	10
Total				**1,741**

III. Proposed Facilities Cost

Facility	Facility Cost
Transportation Facilities Cost	**$9,775,000**
Offsetting Revenues	**$0**
Total Facilities Cost	**$9,775,000**

IV. Allocation of Facilities to Existing and New Development (based on Daily Trips)

Development	Peak Hour Trips (EBUs)	Percentage of Cost Allocated	Facility Cost
Existing Development	7,980	82.09%	$8,024,715
New Development	1,741	17.91%	$1,750,285
Total Facilities Cost	9,721	100.00%	**$9,775,000**

V. Allocation of Facilities to New Development (based on New EDUs)

Facility	Projected Daily Trips ew Development	Facility Cost Allocated to	Facilities Cost Per Daily Trip
Transportation Facilities Cost	1,741	$1,750,285	$1,006
Total Facilities Cost per Daily Trip	**1,741**		**$1,006**

VI. Developer Fees and Cost Financed by Fees per Unit/per 1,000 Non-Res. S.F.

Land Use Type	Estimated Trip Generation Rate per Unit/ per 1,000 Non-Res. S.F.	Fee per Unit	Fees per 1,000 Non-Res. S.F.	Cost Financed by Impact Fees
Single-Family	0.99	$995		$401,672
Multi-Family	0.44	$442		$103,873
Commercial	2.51		$2,526	$1,019,599
Office	1.50		$1,508	$148,158
Industrial	0.52		$518	$66,795
Institutional	0.78		$784	$10,188
Initial Allocation to New Development				**$1,750,285**
Total Allocated to Existing Development				$8,024,715
Total Facilities Costs				**$9,775,000**

VII. Developer Fee Summary

Land Use Category	Fees
Single-Family	$995
Multi-Family	$442
Commercial	$2,526
Office	$1,508
Industrial	$518
Institutional	$784

APPENDIX B

City of Charles Town, WV
Municipal Developer Fee Justification Study

FACILITIES NEEDS LIST

Appendix B-1
DEVELOPER FEES
CITY OF CHARLES TOWN WV
PUBLIC FACILITIES NEEDS LIST THROUGH 2040
(Low Capital Cost Improvement Scenario)

Facility Name	Total Cost for Facility	Off-setting Revenues	Net Cost to City	Percent of Cost Allocated to New Development	Cost Allocated to New Development	Policy Background or Objective
Fire						
Equipment and Facility upgrade due to growth for both fire companies - Independent and Citizens Fire Companies	**$500,000**		$ 500,000	19.33%	$96,652	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
Fire Facilities Subtotal	**$ 500,000**	**$ -**	**$ 500,000**			
Police						
Vehicles and Equipment	$800,000	$ -	$ 800,000	19.33%	$154,643	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
Offsetting Revenues						
Police Facilities Subtotal	**$ 800,000**	**$ -**	**$ 800,000**			
Municipal Facilities						
Expansion of Police Headquarters - added security features and build out of existing CTUB space to accommodate larger police force	$300,000	$ -	$ 300,000	19.33%	$57,991	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
City Hall Expansion / Renovations - Growing community will require additional space to accommodate staff. 101 W Washington St.	$3,000,000	$ -	$ 3,000,000	19.33%	$579,912	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
Maintenance yard and facility - new facility will be needed to house and maintain additional equipment required to serve a larger community - Water Street	$750,000	$ -	$ 750,000	19.33%	$144,978	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
Storm Water equipment - Replacement street sweeper to service additional roads / gutters resulting from growth; sweeper will preserve stormwater system by preventing debris from entering - Water Street	$350,000	$ -	$ 350,000	19.33%	$67,656	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
Offsetting Revenues						
Municipal Facilities Subtotal	**$ 4,400,000**	**$ -**	**$ 4,400,000**			
Library Facilities						
Placeholder project - Equipment to accommodate future growth such as the acquisition of books and materials, computer equipment, required replacement of facilities and capital improvements,	$200,000	$ -	$ 200,000	19.83%	$39,665	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
Offsetting Revenues						
Library Facilities Subtotal	**$ 200,000**	**$ -**	**$200,000**			

Parks and Recreation							
Expansion of Pool to accommodate growth - Jefferson Memorial Park	$700,000	$ -	$ 700,000	19.83%	$138,828	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Acquisition of parkland and amenities to accommodate future growth - includes tennis courts, pickle ball courts, play fields, play equipment	$500,000	$ -	$ 500,000	19.83%	$99,163	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Walking Bridges that connect existing parks on the west end of town. Evitts Run Park and Happy Retreat	$400,000	$ -	$ 400,000	19.83%	$79,330	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Offsetting Revenues							
Parks Facilities Subtotal	**$ 1,600,000**	**$ -**	**$1,600,000**				
Transportation							
Feasibility Study to examine options for connecting Wards 2 and 4 to downtown	$ 75,000	$ -	$75,000				
Addition to existing bridge, new footbridge over US340 or multi-purpose path under US 340	$2,000,000	$ -	$ 2,000,000	17.91%	$358,114.57	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Traffic and safety enhancements at US340 and Augustine - City contribution to improve safety at the intersection that results from increased traffic in the area from growth.	$1,000,000	$ -	$ 1,000,000	17.91%	$179,057.28	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Augustine Avenue Trail. Connect new development on the east side of Augustine Ave. to proposed multi-purpose trail. Includes crosswalks lighting, safety features, etc. - Location East Side Developments	$200,000	$ -	$ 200,000	17.91%	$35,811.46	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Westend Gateway, WV 51 / Summit Point Road / W Washington Street - City contribution to facilitate road utility, and pedestrian improvements.	$4,000,000	$ -	$ 4,000,000	17.91%	$716,229.13	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Charles Street Improvements - N. Charles Street, Implement plan for community event space/infrastructure improvements that will enhance community engagement for new residents	$500,000	$ -	$ 500,000	17.91%	$89,528.64	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Offsetting Revenues							
Transportation Facilities Subtotal	**$ 7,775,000**		**$ 7,775,000**				
Total	**$ 15,275,000**	**$ -**	**$ 15,275,000**				

Appendix B-2
DEVELOPER FEES
CITY OF CHARLES TOWN WV
PUBLIC FACILITIES NEEDS LIST THROUGH 2040
(Medium Capital Cost Improvement Scenario)

Facility Name	Total Cost for Facility	Off-setting Revenues	Net Cost to City	Percent of Cost Allocated to New Development	Cost Allocated to New Development	Policy Background or Objective
Fire						
Equipment and Facility upgrade due to growth for both fire companies - Independent and Citizens Fire Companies	**$500,000**		$ 500,000	19.33%	$96,652	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
Fire Facilities Subtotal	**$ 500,000**	**$ -**	**$ 500,000**			
Police						
Vehicles and Equipment	$800,000	$ -	$ 800,000	19.33%	$154,643	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
Offsetting Revenues						
Police Facilities Subtotal	**$ 800,000**	**$ -**	**$ 800,000**			
Municipal Facilities						
Expansion of Police Headquarters - added security features and build out of existing CTUB space to accommodate larger police force	$300,000	$ -	$ 300,000	19.33%	$57,991	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
City Hall Expansion / Renovations - Growing community will require additional space to accommodate staff. 101 W Washington St.	$4,000,000	$ -	$ 4,000,000	19.33%	$773,216	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
Maintenance yard and facility - new facility will be needed to house and maintain additional equipment required to serve a larger community - Water Street	$750,000	$ -	$ 750,000	19.33%	$144,978	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
Storm Water equipment - Replacement street sweeper to service additional roads / gutters resulting from growth; sweeper will preserve stormwater system by preventing debris from entering - Water Street	$350,000	$ -	$ 350,000	19.33%	$67,656	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
Offsetting Revenues						
Municipal Facilities Subtotal	**$ 5,400,000**	**$ -**	**$ 5,400,000**			
Library Facilities						
Placeholder project - Equipment to accommodate future growth such as the acquisition of books and materials, computer equipment, required replacement of facilities and capital improvements,	$200,000	$ -	$ 200,000	19.83%	$39,665	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
Offsetting Revenues						
Library Facilities Subtotal	**$ 200,000**	**$ -**	**$200,000**			

Parks and Recreation							
Expansion of Pool to accommodate growth - Jefferson Memorial Park	$700,000	$ -	$ 700,000	19.83%	$138,828	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Acquisition of parkland and amenities to accommodate future growth - includes tennis courts, pickle ball courts, play fields, play equipment	$500,000	$ -	$ 500,000	19.83%	$99,163	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Walking Bridges that connect existing parks on the west end of town. Evitts Run Park and Happy Retreat	$400,000	$ -	$ 400,000	19.83%	$79,330	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Offsetting Revenues							
Parks Facilities Subtotal	**$ 1,600,000**	**$ -**	**$1,600,000**				
Transportation							
Feasibility Study to examine options for connecting Wards 2 and 4 to downtown	$ 75,000	$ -	$75,000				
Addition to existing bridge, new footbridge over US340 or multi-purpose path under US 340	$2,000,000	$ -	$ 2,000,000	17.91%	$358,114.57	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Traffic and safety enhancements at US340 and Augustine - City contribution to improve safety at the intersection that results from increased traffic in the area from growth.	$1,000,000	$ -	$ 1,000,000	17.91%	$179,057.28	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Augustine Avenue Trail. Connect new development on the east side of Augustine Ave. to proposed multi-purpose trail. Includes crosswalks lighting, safety features, etc. - Location East Side Developments	$200,000	$ -	$ 200,000	17.91%	$35,811.46	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Westend Gateway, WV 51 / Summit Point Road / W Washington Street - City contribution to facilitate road utility, and pedestrian improvements.	$5,000,000	$ -	$ 5,000,000	17.91%	$895,286.41	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Charles Street Improvements - N. Charles Street, Implement plan for community event space/infrastructure improvements that will enhance community engagement for new residents	$500,000	$ -	$ 500,000	17.91%	$89,528.64	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Offsetting Revenues							
Transportation Facilities Subtotal	**$ 8,775,000**		**$ 8,775,000**				
Total	**$ 17,275,000**	**$ -**	**$ 17,275,000**				

Appendix B-3
DEVELOPER FEES
CITY OF CHARLES TOWN WV
PUBLIC FACILITIES NEEDS LIST THROUGH 2040
(High Capital Cost Improvement Scenario)

Facility Name	Total Cost for Facility	Off-setting Revenues	Net Cost to City	Percent of Cost Allocated to New Development	Cost Allocated to New Development	Policy Background or Objective
Fire						
Equipment and Facility upgrade due to growth for both fire companies - Independent and Citizens Fire Companies	**$500,000**		$ 500,000	19.33%	$96,652	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
Fire Facilities Subtotal	**$ 500,000**	**$ -**	**$ 500,000**			
Police						
Vehicles and Equipment	$800,000	$ -	$ 800,000	19.33%	$154,643	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
Offsetting Revenues						
Police Facilities Subtotal	**$ 800,000**	**$ -**	**$ 800,000**			
Municipal Facilities						
Expansion of Police Headquarters - added security features and build out of existing CTUB space to accommodate larger police force	$300,000	$ -	$ 300,000	19.33%	$57,991	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
City Hall Expansion / Renovations - Growing community will require additional space to accommodate staff. 101 W Washington St.	$5,000,000	$ -	$ 5,000,000	19.33%	$966,520	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
Maintenance yard and facility - new facility will be needed to house and maintain additional equipment required to serve a larger community - Water Street	$750,000	$ -	$ 750,000	19.33%	$144,978	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
Storm Water equipment - Replacement street sweeper to service additional roads / gutters resulting from growth; sweeper will preserve stormwater system by preventing debris from entering - Water Street	$350,000	$ -	$ 350,000	19.33%	$67,656	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
Offsetting Revenues						
Municipal Facilities Subtotal	**$ 6,400,000**	**$ -**	**$ 6,400,000**			
Library Facilities						
Placeholder project - Equipment to accommodate future growth such as the acquisition of books and materials, computer equipment, required replacement of facilities and capital improvements,	$200,000	$ -	$ 200,000	19.83%	$39,665	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21
Offsetting Revenues						
Library Facilities Subtotal	**$ 200,000**	**$ -**	**$200,000**			

Parks and Recreation							
Expansion of Pool to accommodate growth - Jefferson Memorial Park	$700,000	$ -	$ 700,000	19.83%	$138,828	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Acquisition of parkland and amenities to accommodate future growth - includes tennis courts, pickle ball courts, play fields, play equipment	$500,000	$ -	$ 500,000	19.83%	$99,163	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Walking Bridges that connect existing parks on the west end of town. Evitts Run Park and Happy Retreat	$400,000	$ -	$ 400,000	19.83%	$79,330	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Offsetting Revenues							
Parks Facilities Subtotal	**$ 1,600,000**	**$ -**	**$1,600,000**				
Transportation							
Feasibility Study to examine options for connecting Wards 2 and 4 to downtown	$ 75,000	$ -	$75,000				
Addition to existing bridge, new footbridge over US340 or multi-purpose path under US 340	$2,000,000	$ -	$ 2,000,000	17.91%	$358,114.57	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Traffic and safety enhancements at US340 and Augustine - City contribution to improve safety at the intersection that results from increased traffic in the area from growth.	$1,000,000	$ -	$ 1,000,000	17.91%	$179,057.28	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Augustine Avenue Trail. Connect new development on the east side of Augustine Ave. to proposed multi-purpose trail. Includes crosswalks lighting, safety features, etc. - Location East Side Developments	$200,000	$ -	$ 200,000	17.91%	$35,811.46	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Westend Gateway, WV 51 / Summit Point Road / W Washington Street - City contribution to facilitate road utility, and pedestrian improvements.	$6,000,000	$ -	$ 6,000,000	17.91%	$1,074,343.70	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Charles Street Improvements - N. Charles Street, Implement plan for community event space/infrastructure improvements that will enhance community engagement for new residents	$500,000	$ -	$ 500,000	17.91%	$89,528.64	Growth Related Capital Improvement Projects - Developer Fee Analysis as of 11/30/21	
Offsetting Revenues							
Transportation Facilities Subtotal	**$ 9,775,000**		**$ 9,775,000**				
Total	**$ 19,275,000**	**$ -**	**$ 19,275,000**				

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Proffered/Conditions of Annexation Fees and Dedications to the City, by Subdivision – Oct. 14, 2026

1. **Augustine Manor** (Vinton Hayes) $2,500
   A. $2,500 per residential unit
   B. Dedicate to the City (prior to the issuance of the 291st residential building permit):
      i. A full-sized soccer field
      ii. Two pickle ball courts

2. **Avalon/Farview**
   A. $3,494 per residential unit
   B. $2,958 per thousand square feet of commercial space
   C. A trail system consistent with the Comprehensive Plan

3. **Huntfield**
   A. $2448.00 per dwelling unit.
   B. Dedicate to the City up to 10 acres of improved (utilities and hard surface road frontage) for municipal facilities.
   C. Dedicate to the Board of Education up to 17 acres of land.
   D. To build an 8ft. wide hiker/biker trail in accordance with the Huntfield Master Plan.

4. **Norborne Glebe**
   A. $500.00 per dwelling unit.
   B. Up to 66 acres of land (was turned into Willingham Knolls Park)

5. **Prospect Place**
   A. $2,722 for every single family/townhome unit
   B. $925 for every multifamily rental apartment unit.

6. **Stone Spring**
    A. Each new residential unit (except those in a mixed-use structure) shall pay $2,448 per unit. This is subject to review/adjustment every 5 years starting March 27, 2028.
    B. Pay $50,000 to the City for a pedestrian connectivity study for the residents of the 4th Ward (already paid).
    C. Parkland dedication to include vehicular access and parking improvements (not yet dedicated over.)

7. **Washington Place South (Langlet Farm South)**
    A. $948 per residential unit for capital improvement costs and $4,500 for fiscal impacts, per unit. These fees may be adjusted on a bi-annual and inflationary basis. Workforce Housing Units are exempt from these fees.
    B. Shall construct and dedicate three park areas to the City.

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Proposed Legislation

West's Annotated Code of West Virginia
Chapter 8. Municipal Corporations
Article 13. Taxation and Finance
Part III. Special Charges for Municipal Services

W. Va. Code, § 8-13-13

§ 8-13-13. Special charges for municipal services

Effective: July 9, 2025
Currentness

(a) Notwithstanding any charter provisions to the contrary, a municipality which furnishes any essential or special municipal service, including, but not limited to, police and fire protection, parking facilities on the streets or otherwise, parks and recreational facilities, street cleaning, street lighting, street maintenance and improvement, sewerage and sewage disposal, and the collection and disposal of garbage, refuse, waste, ashes, trash, and any other similar matter, has plenary power and authority, subject to the limitations set forth in subsection (b) of this section, to provide by ordinance for the installation, continuance, maintenance, or improvement of the service, to make reasonable regulations of the service, and to impose by ordinance upon the users of the service reasonable rates, fees, and charges to be collected in the manner specified in the ordinance.

(b)(1) No new fire protection fee or charge, effective on or after June 30, 2024, may be imposed pursuant to this section on a person or business situated outside of the municipality's boundaries in a county that has imposed a county fire service fee pursuant to § 7-17-12 of this code unless the municipality has entered into an intergovernmental agreement, which complies with the limitations set forth in subdivision (2) of this subsection, with the county commission having jurisdiction over any such person or business.

(2) The intergovernmental agreement referenced in subdivision (1) of this subsection must include, but is not limited to, the following terms:

(A) The municipality's fire protection fees and charges shall be limited to those persons and businesses located within first due areas covered by fire protection services sourced out of the municipality; and

(B) The municipality's fire protection fees and charges shall be the same for all persons and businesses located within and outside of the municipality's boundaries; and

(C) Under no circumstances may any person or business be required to pay both a municipal fire protection fee or charge pursuant to this section and a county fire service fee pursuant to § 7-17-12 of this code, except for the pro-rata reconciliation during the first year after passage as set forth in paragraph (D) of this subdivision; and

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(D) If any persons and businesses located within first due areas have paid their county fire service fee during the first year after the effective date of the amendments to this section enacted during the 2025 Regular Legislative Session, then (i) any municipality's fire protection fees and charges imposed by the municipality shall be limited to the difference, if any, between the county's fire service fee and the municipality's fire protection fees and charges within its municipal boundaries; and (ii) the county shall transfer its fire service fee revenues received from all persons and businesses located within first due areas that are covered by the intergovernmental agreement to the municipality; and

(E) After the first year following the effective date of the amendments to this section enacted during the 2025 Regular Legislative Session, persons and businesses located within first due areas covered by the intergovernmental agreement between the county commission and the municipality shall be subject only to the same municipal fire protection fees and charges which the municipality charges all other residents and businesses within its municipal boundaries.

(F) The intergovernmental agreement shall expire five years after the agreement becomes effective. The agreement may be renewed for successive additional terms of no more than five years each.

(3) Notwithstanding subdivisions (1) and (2) of this subsection, any municipality may increase or decrease, in accordance with this section, a fire protection fee or charge that was in effect prior to June 30, 2024, so long as such increase or decrease is uniform for all persons and businesses that are subject to the municipality's fire protection fees and charges, whether by residency within municipal boundaries or by being subject controlling intergovernmental agreement.

(c) Any sewerage and sewage disposal service and any service incident to the collection and disposal of garbage, refuse, waste, ashes, trash, and any other similar matter is subject to the provisions of Chapter 24 of this code.

(d) A municipality may not have a lien on any property as security for payments due under subsection (a) of this section except as provided in subsection (e) of this section.

(e) A municipality may enact an ordinance, pursuant to this section, permitting it to file a lien on real property located within the municipal corporate limits for unpaid and delinquent fire, police, or street fees. The ordinance shall provide an administrative procedure for the municipality's assessment and collection of the fees. The administrative procedure shall require that, before any lien is filed, the municipality will give notice to the property owner, by certified mail, return receipt requested, that the municipality will file the lien unless the delinquency is paid by a date stated in the notice, which shall be no less than 90 days from the date the notice is mailed. The administrative procedure shall include the right to appeal to the circuit court of the county in which the real property is located. The circuit court shall consider the appeal under its general authority, including but not limited to § 51-2-2(f) of this code.

(f) Notwithstanding the provisions of § 8-11-4 of this code, any ordinance enacted or substantially amended under the provisions of this section shall be published as a Class II legal advertisement in compliance with the provisions of § 59-3-1 *et seq.* of this code. The publication area for the publication is the municipality.

(g) If 30 percent of the qualified voters of the municipality, by petition duly signed by them in their own handwriting and filed with the recorder of the municipality within 45 days after the expiration of the publication, protest against the ordinance as enacted or amended, the ordinance may not become effective until it is ratified by a majority of the legal votes cast by the

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qualified voters of the municipality at a regular municipal election or special municipal election, as the governing body directs. Voting may not take place until after notice of the submission is given by publication as provided in subsection (f) of this section.

(h) The powers and authority granted to municipalities and to the governing bodies of municipalities in this section are in addition and supplemental to the powers and authority named in any charters of the municipalities.

(i) Notwithstanding any other provisions of this section, if rates, fees, and charges provided in this section are imposed by the governing body of a municipality for the purpose of replacing, and in amounts approximately sufficient to replace in its general fund amounts appropriated to be paid from ad valorem taxes upon property within the municipality, pursuant to an election duly called and held under the Constitution and laws of the state to authorize the issuance and sale of the municipality's general obligation bonds for public improvement purposes, the call for the election shall state that the governing body of the municipality proposes to impose rates, fees, and charges in specified amounts under this section for the use of one or more of the services specified in subsection (a) of this section, which shall be related to the public improvement proposed to be made with the proceeds of the bonds, no notice, publication of notice, or referendum, or election or other condition or prerequisite to the imposition of the rates, fees, and charges shall be required or necessary other than the legal requirements for issuance and sale of the general obligation bonds.

(j) Payments for rates, fees, and charges due under this section that are postmarked after the due date by which they are owed shall be considered late and may be subject to late fees or penalties: *Provided*, That payments that are received by the municipality after the due date, but that were postmarked on or before the due date shall be considered to be on time and shall not be assessed any late fees or penalties.

Credits

Acts 1921, c. 111, §§ 1, 2; Acts 1933, Ex. Sess., c. 27; Acts 1937, c. 56; Acts 1951, c. 134; Acts 1955, c. 119; Acts 1959, c. 115; Acts 1961, c. 99; Acts 1967, c. 105; Acts 1969, c. 86; Acts 1971, c. 99; Acts 2009, c. 161, eff. July 10, 2009; Acts 2022, c. 281, eff. June 10, 2022; Acts 2024, 2nd Ex. Sess., c. 33, eff. Oct. 8, 2024; Acts 2025, c. 186, eff. July 9, 2025.

Formerly Code 1923, c. 47, § 62.

Notes of Decisions (63)

W. Va. Code, § 8-13-13, WV ST § 8-13-13
Current with legislation of the 2026 Regular Session. Some statute sections may be more current, see credits for details.

End of Document

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ARTICLE IV. CITY SERVICES FEE

Sec. 13-60. Legislative findings.

(a) The city council of the city finds that W. Va. Code § 8-13-13 provides that every municipality which furnishes any essential or special municipal service has the plenary power and authority to adopt by ordinance for the installation, continuance, maintenance, or improvement of such services to make reasonable regulations with respect thereto and to impose by ordinance upon the users of such services reasonable rates, fees and charges to be collected in the manner prescribed in the ordinance.

(b) The city council of the city finds that the city provides to all individuals within its borders certain services, whether they are residents or visitors.

(c) The city council of the city finds that such municipal services include police protection; general government administrative services; governmental buildings and facilities; parking facilities on streets and otherwise; parks and recreational facilities; street cleaning; street lighting; street maintenance and improvement; sewerage collection; and disposal of garbage, refuse, waste, ashes, trash; and any other similar matter.

(d) The city council of the city finds that such services are within the authority and responsibility of the municipal government of the city as provided under the general laws of the state.

(e) The city council of the city finds that residential and commercial development in the city and attendant increases in population requires additional essential municipal services and improvements to existing municipal services so all citizens of the city will have fair and equitable access to essential municipal services.

(f) The city council of the city finds that all new residential and commercial building permit applicants, who use, enjoy and benefit from these services, should bear the equitable share of the costs thereof.

(g) The city council of the city finds that the imposition of the city services fee established herein is a reasonable system of distributing the costs of such services to all new residential and commercial building permit applicants.

(h) The city council of the city finds that it is in the best interest of the citizens of the city and users of city services to enact this section to impose a city services fee.

(i) The city council of the city finds that a report commissioned by the city and prepared by URS Corporation dated November 2005, titled "Development Impact Analysis Fiscal Model City of Ranson, West Virginia" which "details the analysis of fiscal impacts associated with proposed residential and commercial development in the City of Ranson, West Virginia" is a reasonable basis to establish the city services fee under this section. The fiscal model suggests that the city set a city services fee between $1,409.00 to $1,904.00 per each residential unit.

(Ord. No. 189, 10-21-08)

Sec. 13-61. Imposition of fee; rate.

There is hereby imposed a city services fee of $1,000.00 upon each new residential building permit issued in the city and a fee of $0.75 per square foot of commercial space for each new commercial building permit issued by the city. The fee shall be collected prior to building permit issuance for all residential and commercial development

in the city and represents 52 percent of the total recommended by the URS report. The fee imposed by this section is in addition to all other fees imposed by the city.

(Ord. No. 189, 10-21-08)

Sec. 13-62. Declaration as to conduct evidencing the use of a municipal service.

The city council of the city declares that the pulling of a building permit within the city is legal and valid proof of the use of one or more municipal services sufficient to assess and collect a city service fee from the individual engaging in the activity stated. As such structure and its occupants, customers, visitors, residents, lessees, and tenants will utilize the essential municipal services set out in this Code.

(Ord. No. 189, 10-21-08)

Sec. 13-63. Dedication of revenues.

All revenues generated by the city services fee imposed herein are hereby dedicated to and shall be exclusively utilized for police protection; parking facilities on streets and otherwise; parks and recreational facilities; street cleaning; street lighting; street maintenance and improvement and public works projects related thereto; sewerage collection; disposal of garbage, refuse, waste, ashes and trash; and any costs related to the imposition of processing this fee.

(Ord. No. 189, 10-21-08)

Sec. 13-64. Enforcement.

The city manager or his designee is charged with the administration and enforcement of this section and may, among other remedies, withhold the issuance of the building permit until the city services fee is paid in full or institute appropriate legal proceedings in the name of the city against any person or entity who fails or refuses to pay the city services fee imposed herein.

(Ord. No. 189, 10-21-08)

Sec. 13-65. Protest; administrative decision; appeal.

(a) Any person or entity who has paid the city services fee imposed by this section shall file a claim for refund no later than 30 days after the fee is paid over to the city by written notice of such claim with the city manager setting forth the with particularity all objections thereto. The burden of proof shall be upon the aggrieved party to show that the fee was paid and is incorrect and contrary to law, in whole or in part. The city manager or his designee shall review the refund claim and provide for any necessary hearing, render a decision on the claim and forthwith either notify the protesting party of such decision in writing or direct that a refund be issued, all within a reasonable time. Said decision shall be issued by certified mail, return receipt requested.

(b) If aggrieved by the decision of the city manager, the protesting party may appeal the decision of the city manager to the county circuit court within 30 days after service of the city manager's decision.

    (1) The appeal shall be taken by the filing of a petition and notice, which petition and notice shall be served upon or accepted by the city manager as an original notice. When the petition and notice is so served it shall, with the return or acceptance thereon, be filed in the office of the clerk of the county

circuit court and docketed as other cases, with the aggrieved party as plaintiff and the city as defendant.

(2) The filing of the appeal shall not stay the collection of the fee unless the plaintiff shall file with such clerk a bond for the use of the defendant, with sureties approved by the clerk of the circuit court of the county, the penalty of the bond to be not less than the total amount of the fee, and accumulated penalties to the date of the appeal, and conditioned that the plaintiff shall perform the orders of the county circuit court; provided, that the judge of the county circuit court may stay the collection of the fee, and accumulated penalties without the requirement of a bond, upon a proper showing by the plaintiff that the properties of the plaintiff are sufficient to secure performance of the county circuit court's orders or that the ends of justice will be served thereby.

(3) The county circuit court shall hear the appeal and determine anew all questions submitted to it on appeal from the decision of the city manager. In such appeal a certified copy of the city's fee assessment shall be admissible and shall constitute prima facie evidence of the fee due under the provisions of this section.

(c) The administrative remedies set forth in this section are exclusive. Failure to timely file a refund claim in accordance with this section shall preclude any right to refund with respect to any fee paid to the city prior to the claim. If no appeal is taken pursuant to this section within 30 days after service of the city manager's decision, said decision shall become final and conclusive and not subject to administrative or judicial review. The amount of the fee and accumulated penalties, if any, due the city under such decision shall be due and payable on the day following the date upon which such decision becomes final.

(Ord. No. 189, 10-21-08)

Sec. 13-66. Effective date.

The imposition of the city services fee shall become effective on November 10, 2008, unless a petition is submitted in accordance with the provisions of W. Va. Code § 8-13-13, and shall remain in full force and effect until such time as rescinded by further ordinance of council. The city services fee shall not apply to any building permit wherein the application for said building permit was filed with the city on or before November 9, 2008.

(Ord. No. 189, 10-21-08)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/02/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2088: ANNX2026-01 : Perry Property/Hill Farm Annexation Request - First Read

ATTACHMENTS:

- 1. Staff Report.pdf
- 2._Application.pdf
- 3._Signed_Petition.pdf
- 4._Property_Survey.pdf
- 5._Legal_Description.pdf
- Perry_Annexation_Ordinance.pdf

Annexation Request

ANX2026-01

Date: For the November 2, 2026 City Council meeting

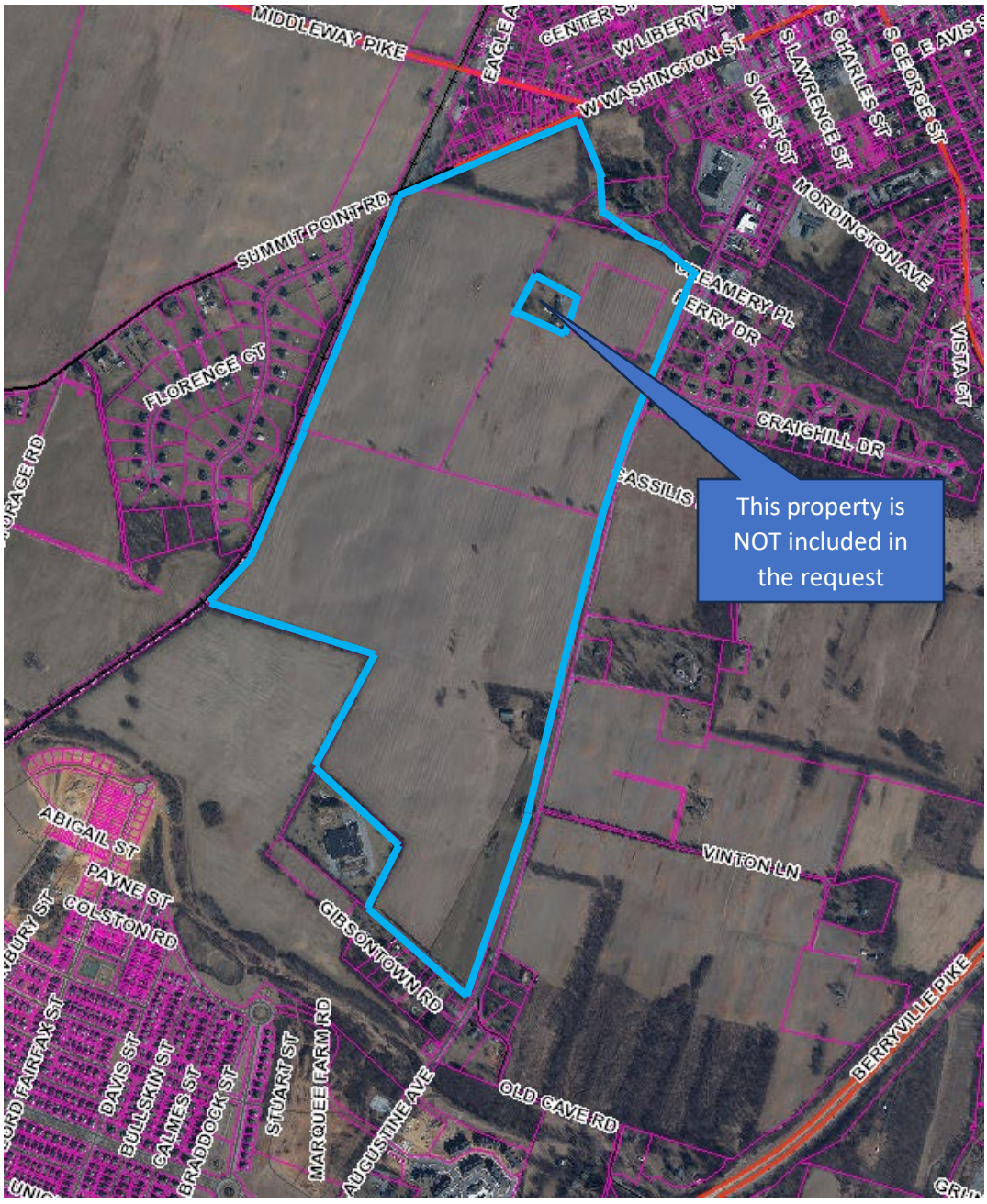
Applicant: Hill Farm Partners LLC

Property Owner: Hill Farm Partners LLC

Report by: James Newman, City Planner, Zoning/Subdivision Administrator

Proposal: Annexation Request

Property Location: Multiple Parcels



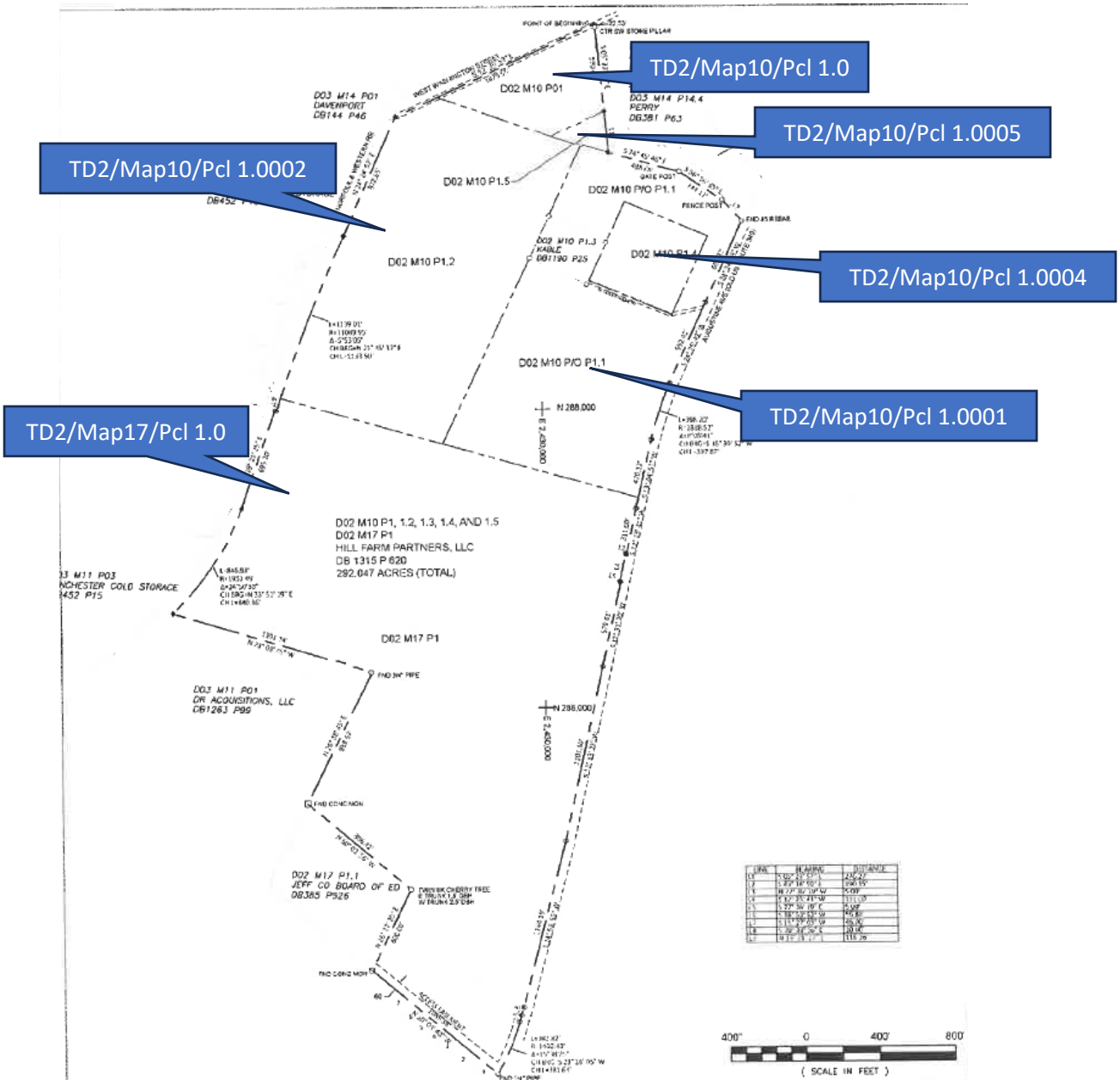
PROJECT OVERVIEW

Request to annex six parcels of approximately 296.77 acres from Jefferson County into the municipal limits of the City of Charles Town. Those parcels are:

TD: 02 / Map: 10 / Pcl: 0001.0000 --- Approx. 15.28 acres.
TD: 02 / Map: 10 / Pcl: 0001.0001 --- Approx. 49.14 acres.
TD: 02 / Map: 10 / Pcl: 0001.0002 --- Approx. 1.6 acres.
TD: 02 / Map: 10 / Pcl: 0001.0004 --- Approx. 60 acres.
TD: 02 / Map: 10 / Pcl: 0001.0005 --- Approx 8 acres.
TD: 02 / Map: 17 / Pcl: 0001.0000 --- Approx 162.75 acres

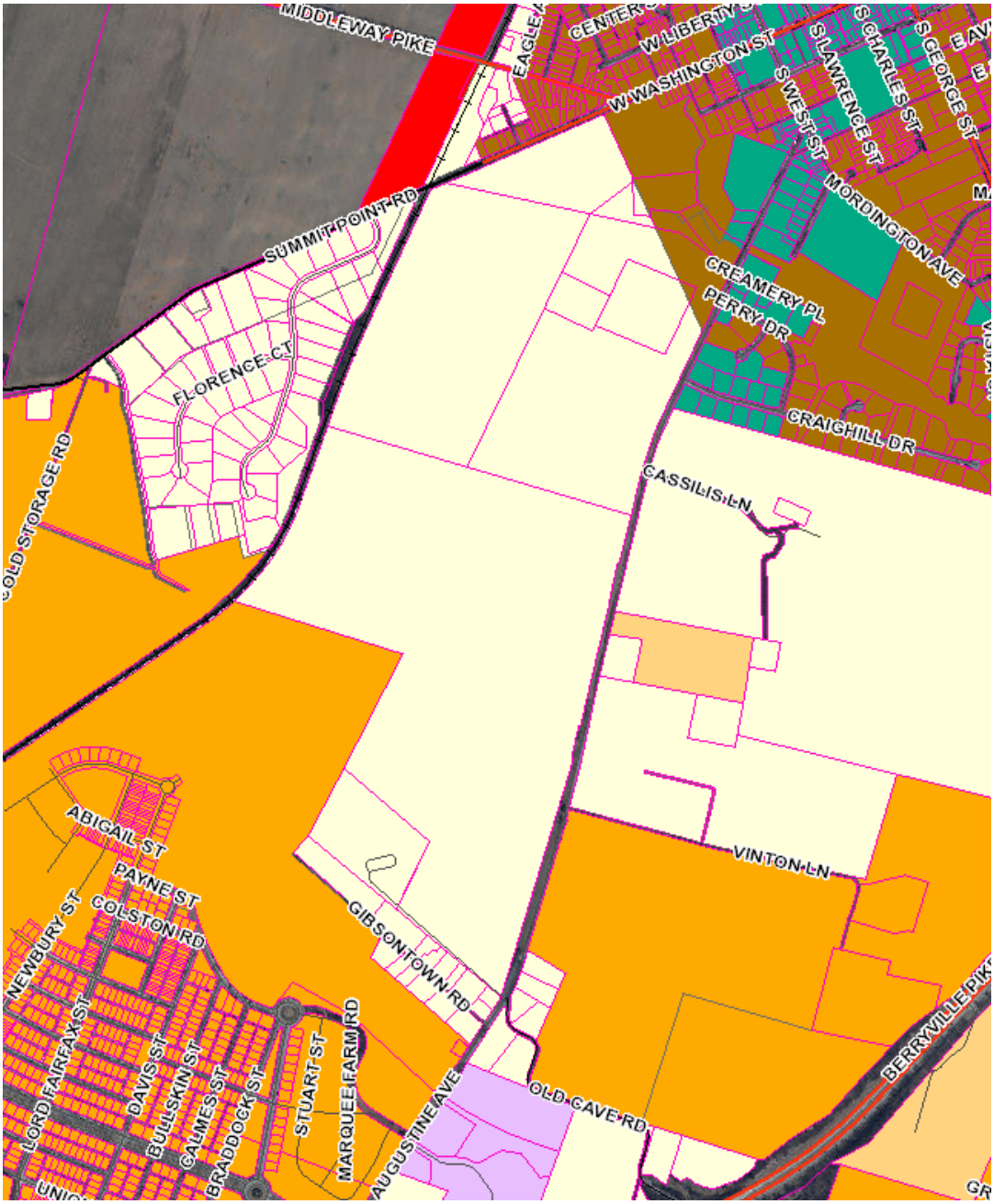
PROPERTY SURVEY

From July 2025:



ADJACENT ZONING

Multiple adjacent properties are within City limits.



Key

Orange – Neighborhood Residential

Brown – Old Town Residential

Green – Old Town Mixed-Use Commercial

Lavender – Neighborhood Commercial

Red – General Commercial

CONDITIONS OF ANNEXATION

The applicant has not proffered any Conditions of Annexation.

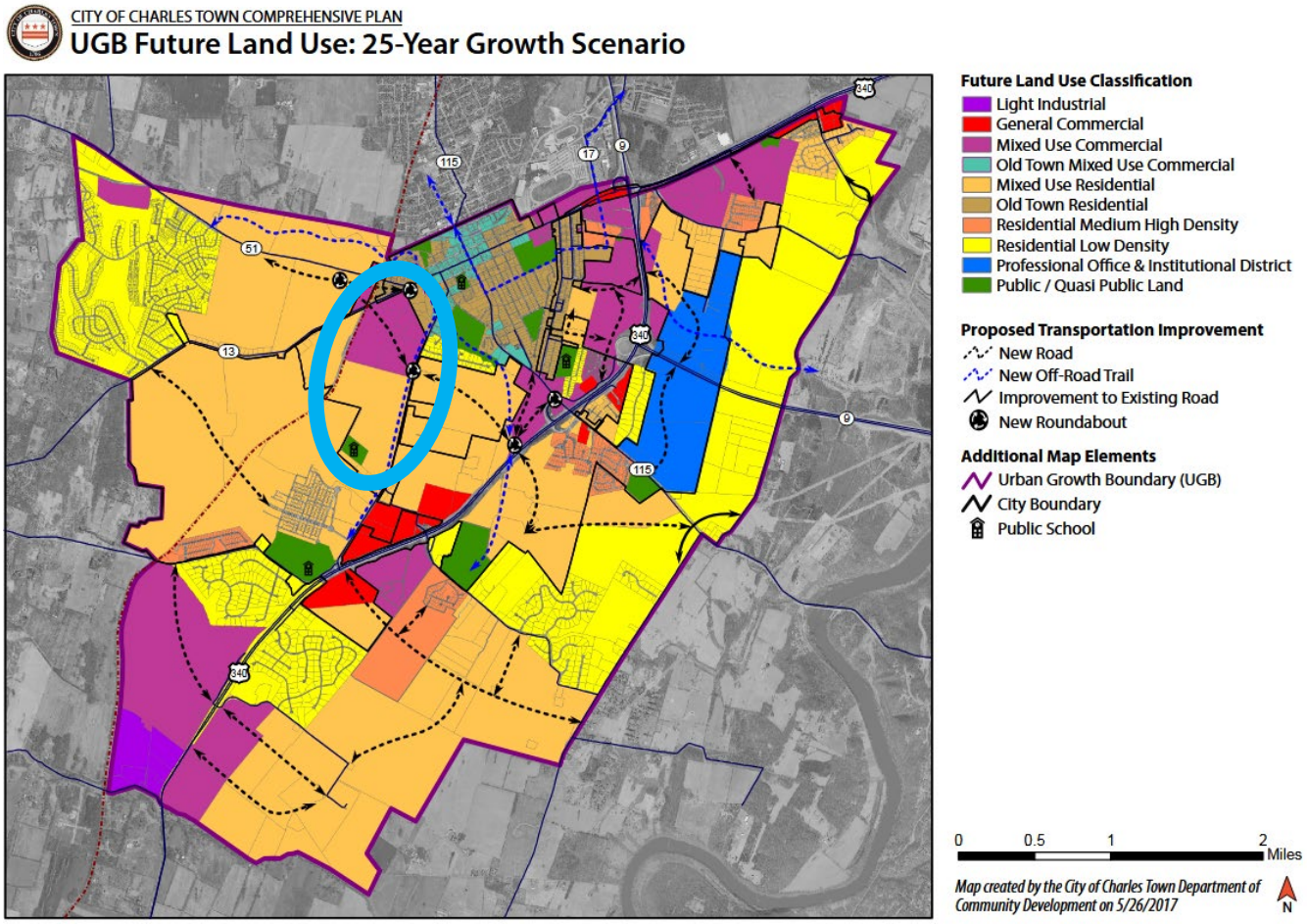
ZONING

Applicant seeks to designate the properties zoning as 'Urban Reserve'. The Urban Reserve (UR) District is the zoning classification which is applied to annexed parcels upon approval and assignment into the City's jurisdiction. The UR District is a temporary holding district meant to accommodate existing Uses until the most appropriate zoning classification is enacted through the public hearing process involving both the Planning Commission and City Council.

The applicant has no set design plan for the property at this time.

COMPREHENSIVE PLAN

The 2040 Comprehensive Plan designates these properties as Mixed-Use Residential (orange) and Mixed Use Commercial (purple). The properties are circled in blue below:



The Comprehensive Plan defines *Mixed-Use Residential* Future Land Use as:

"Mixed-Use Residential Future Land Use categories are intended to provide for a mix of housing types and sizes (e.g. tiny houses), as well as related services and uses, including compatible and commercial uses and office services.

Regarding the mixing of uses, residential uses are predominate and non-residential uses are secondary, supporting the needs of the residential uses. Areas classified as Mixed Use Residential are a continuation of Charles Town's existing zoning category of Neighborhood Residential District and by extension, the non-residential uses would be similar to that of the Neighborhood Commercial zoning category.

The Future Land Use Map envisions a higher intensity and density of uses oriented near Downtown to provide for greater walkability, accessibility, and mobility between Downtown commerce and surrounding neighborhoods"

-Comprehensive Plan page 72

The Comprehensive Plan defines *Mixed-Use Commercial* Future Land Use as:

"Mixed Use Commercial Future Land Use plans provide for necessary commercial uses of a convenient nature within residential areas. These plans encourage the formation and continuance of stable, healthy, and compatible environments that are located to provide nearby residential areas with convenient shopping and service facilities, reduce traffic congestion, and avoid the development of strip malls.

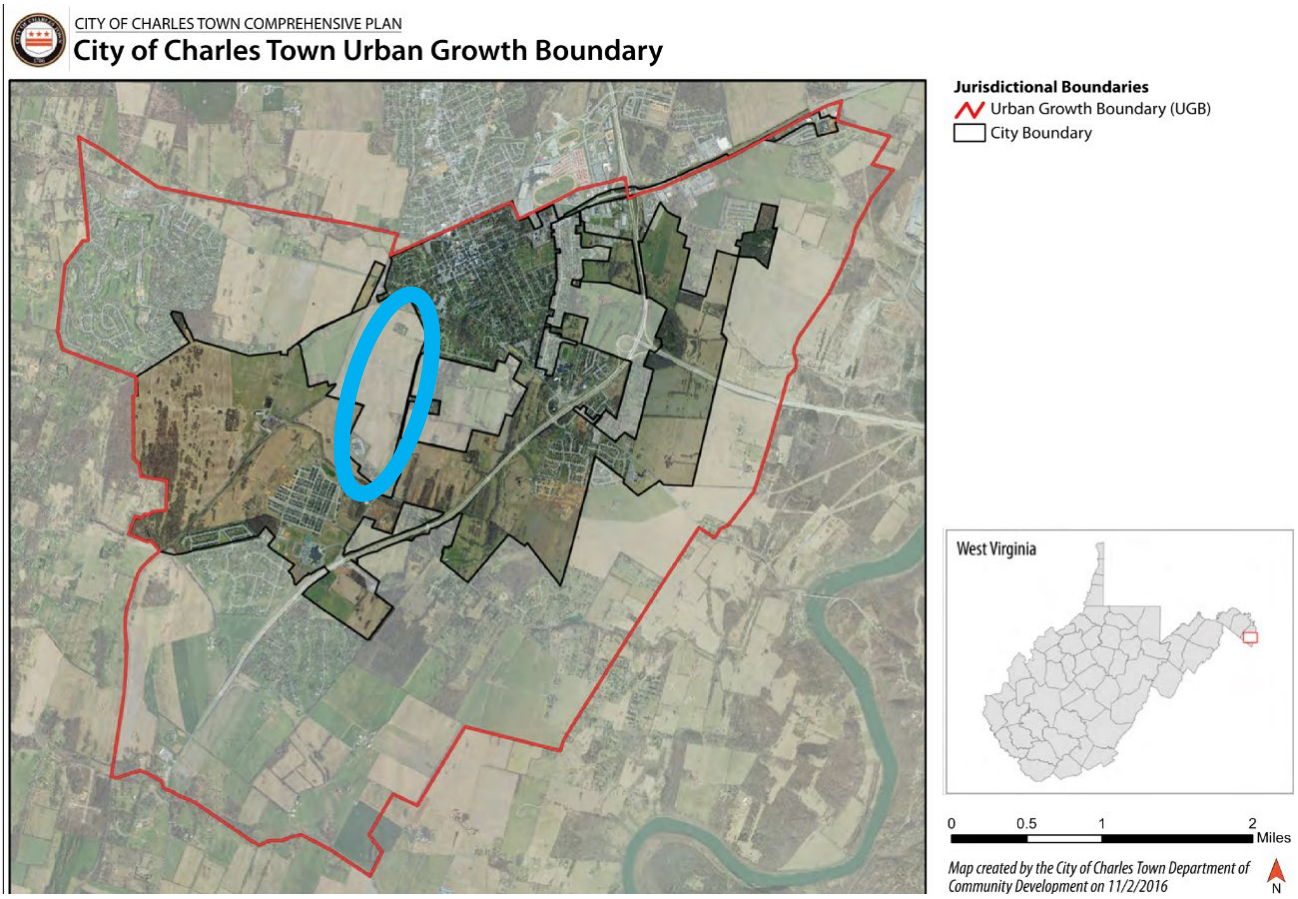
The non-descript "anywhere USA" look and feel of strip malls are not desired. This is similar with the Old Town Mixed Use which anticipates buildings pulled up to the front of the street and is a much more pedestrian centric environment. Compatibility and integration with residential character of the area surrounding the mixed use commercial zone shall be of primary consideration.

The City prefers vertical mixed use commercial development over horizontal mixed use development. However, in situations where horizontal mixed use development is proposed, greater attention to multimodal connectivity and accessibility will be imperative."

-Comprehensive Plan page 74

URBAN GROWTH BOUNDARY

The property lies within the Urban Growth Boundary for future annexations:



ANNEXATION CRITERIA

The Planning Commission shall consider the most appropriate Zoning District classification(s) for any property proposed for Annexation and provide a recommendation to City Council. Upon Annexation, City Council shall consider the Planning Commission's recommendation and designate the property within one or more appropriate Zoning Districts --- Zoning Ordinance Section 1321.05, Applicability

The Urban Reserve (UR) District is the zoning classification which is applied to annexed parcels upon approval and assignment into the City's jurisdiction. The UR District is a temporary holding district meant to accommodate existing Uses until the most appropriate zoning classification is enacted through the zoning amendment provisions specified under Section 1321.12 of this Ordinance --- Zoning Ordinance Section 1322.05, Urban Reserve

PLANNING COMMISSION

The Planning Commission reviewed this item at their October 26, 2026 meeting. Several members of the public spoke about the request. Speakers concerns included adequate buffering, traffic impact, and density concerns for any future development.

Following discussion the Commission voted **unanimously to recommend approval** of the annexation **subject** to the properties **being zoned Urban Reserve.**

CONCLUSION

A request to annex six parcels of approximately 296.77 acres from Jefferson County into the municipal limits of the City of Charles Town. The properties as a whole are adjacent to the City, predominately to the north-east and south-west. This annexation will help fill in the City's Urban Growth Boundary. If annexed, the property will enter the Urban Reserve Zoning District unless City Council approves a different zoning designation at the recommendation of the Planning Commission.

RECOMMENDATION

Approval of the Annexation request, subject to the properties being zoned Urban Reserve.

Annexation No. ANNX 2026-01

RECEIVED
SEP 14 2026
BY:

PETITION FOR ANNEXATION

Fee: $1,110

1. PUBLIC NOTICE
   Annexation requires public hearings at the Planning Commission and City Council.

1. DATE: September 19, 2026 AMENDED! (enter date)

2. APPLICANT'S NAME* Hill Farm Partners, LLC (manager Julia Perry Rice)

Address: P.O. Box 93, Charles Town, WV 25414

Telephone Number (703) 973-0012

Email Address [redacted]

3. PROPERTY OWNER'S NAME Hill Farm Partners, LLC

Address: P.O. Box 93, Charles Town, WV 25414

Telephone Number (703) 973-0012

Email Address [redacted]

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

4. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY: (list all parcels that apply)
Property Address, Tax Map # and Parcels, and Property Area in Acres:

a.) Off Summit Point Road, Charles Town WV; ~~Tax Map 03-0004~~ TAX MAP 02-0010; Parcel 19-02-0010-0001-0000; ~~15.28 acres.~~ 10.07 acres
b.) 340 Augustine Avenue, Charles Town WV; Tax Map # 02-0010; Parcel 19-02-0010-0001-0001; 49.14 acres
c.) Off Augustine Avenue, Charles Town, WV; Tax Map 02-0010; Parcel 19-02-0010-0001-0005; 1.600 acres
d.) Off Summit Point Road, Charles Town, WV; Tax Map 02-0010; Parcel 19-02-0010-0001-0002; 60.000 acres.
e.) Off Augustine Avenue, Charles Town, WV; Tax Map 02-0010; Parcel 19-02-0010-0001-0004; 8.000 acres.
f.) 1028 Augustine Avenue, Charles Town, WV 25414;Tax Map 02-0017; Parcel 19-02-0017-0001-0000; 162.750 acres

5. PROVIDE SCALED MAP OF THE PROPERTY CLEARLY SHOWING THE PROPERTY'S LOCATION AND PROPERTY AREA IN SQUARE FEET AND/OR ACRES:See attached
6. DESCRIPTION OF APPLICANT'S INTEREST IN THE PROPERTY: Hill Farm LLC owns the property in fee simple.

☐ x Owner ☐ Buyer ☐ Other (specify)_____

7. DESCRIPTION OF THE PRESENT USE(S) OF THE PROPERTY AND EXISTING ZONING DISTRICT:

All parcels are currently Active Farm use. All parcels are currently zoned "Residential/Light Industrial/Commercial" in Jefferson County, except for Parcel 17.1 at 1028 Augustine Avenue, which is zoning Residential Growth.

8. REQUESTED ZONING FOR THE PROPERTY: Urban Reserve, for the purpose of creating a Planned Unit Development.

9 DESCRIPTION OF THE PROPOSED USE(S) OF THE PROPERTY:

TBD. Likely to be mixed use residential and retail with community and park uses.

10. DESCRIBE HOW THE REQUESTED ZONING WILL BE CONSISTENT WITH THE OBJECTIVES AND POLICIES OF THE CHARLES TOWN COMPREHENSIVE PLAN: The Perry Family seeks to work with the City of Charles Town and the consultant team Geoffrey Ferrell Associates to create a plan for a future, smart growth, high-quality, and sustainable neighborhood that embodies the vision of the Charles Town, Historically Hip Comprehensive Plan. We seek to create a vision, plan, and zone for future development that is:
- Within the Charles Town Urban Growth Boundary, bringing an island of county land within the city limits;
- Connected, walkable, and accessible for all citizens with efficient multimodal (pedestrian, bicycle, public transit, and vehicular) connections with Downtown Charles Town, and with surrounding neighborhoods;
- Supportive of the conservation of the City's natural environment by preserving and creating greenways, open spaces and green infrastructure, while supporting sustainable economic growth;
- Based on approaches to Smart Code, Mixed Use, and Traditional Neighborhood Development, which are aspirational yet achievable approaches that consultant Geoffrey Ferrell helped create in America; and
- Highly supportive of Charles Town's desired image and identify as a charming, hip, historical, and well designed community.

11. CONDITIONS OF ANNEXATION
If applicant is proposing conditions for the annexation, such conditions must be provided in writing as part of this application. Hill Farm Partners requests that this annexation take place consistent with the Pre-Annexation Agreement executed between the parties.

NOTES

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

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

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 the City of Charles Town Annexation Policy and relevant provisions of the Charles Town Zoning and Subdivision/Land Development Ordinances outlining applicable procedures.

Signature of Applicant _____ Date 9/14/2026

Signature of Owner(s) (If different than Applicant)

_____ Date _____

Please submit an original completed application to the following:

At City Hall:	Or	Via Mail:
Zoning Administrator City of Charles Town 101 E. Washington Street Charles Town, WV 25414		Zoning Administrator City of Charles Town PO BOX 14 Charles Town, WV 25414

FOR CITY USE ONLY

Application Number:_____ Date Petition Received:_____

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

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

BEFORE THE CITY COUNCIL OF THE
CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA

IN RE: PETITION FOR ANNEXATION HILL FARM PARTNERS,

Your Petitioners would respectfully say unto the Honorable Mayor and the Members of the City Council of Charles Town, as follows:

1) This Petition for Annexation is brought before the mayor and council pursuant to §8-6-4 of the West Virginia Code.

2) The Petitioner, Hill Farm Partners, LLC., a West Virginia Corporation, is the owner of lands situate in Jefferson County, West Virginia, adjacent to and abutting the corporate limits of the City of Charles Town. The Petitioner acquired their respective parcels through deeds referenced in Book 1315 at Page 620, recorded with the Clerk of the County Commission, Jefferson County W.Va.

3) The Parcels have the following tax map references in the Charles Town District, Jefferson County, WV: Tax Map 17 as Parcel 1; Tax Map 10 as Parcel 1, Parcel 1.1, Parcel 1.2, Parcel 1.4, and Parcel 1.5.

4) The freeholders within the additional territory are the Petitioners, Hill Farm Partners, LLC. The qualified voters, as defined under §8-6-4(b) of the Code, within the additional territory are the Petitioner and its lessees, namely, Shelley Moreland and Walter Moreland.

WHEREFORE, your Petitioners request the following:

a) If satisfied that the Petition is sufficient in every respect, that the City Council enter that fact into its journal and forward a certificate to that effect to the Jefferson County

Commission.

b) To provide, by ordinance, according to law, for the annexation of the additional territory.

c) To perform all acts required of the City Council under §8-6-4 of the West Virginia Code in connection with this proposed annexation.

HILL FARM PARTNERS, LLC

By: _____

Julia P. Rice

Date: 9/28/2026

State of West Virginia,

County of Jefferson, to wit:

JULIA P. RICE, PETITIONER named in the foregoing PETITION FOR ANNEXATION, being duly sworn, says that the facts and allegations contained therein are true, except so far as they are therein stated to be on information, and that so far as they are therein stated to be upon information, she believe them to be true.

Given under my hand and seal this 28 day of September, 2026

My commission expires: 6/12/2030.

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Carolyn M. Vezzosi
City of Charles Town
101 E. Washington St.
Charles Town, WV 25414
My Commission Expires June 12, 2030

Carolyn Vezzosi

Notary Public

The undersigned, qualified voters of the area to be annexed, as defined by W.Va. Code § 8-6-4(b) hereby PETITION the Charles Town City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Charles Town the area located in the Charles Town District on Tax Map 17 Parcel 1 and Tax Map 10 as Parcels 1, 1.1, 1.2, 1.4, and 1.5, Jefferson County, West Virginia and further described in Exhibit "A", attached.

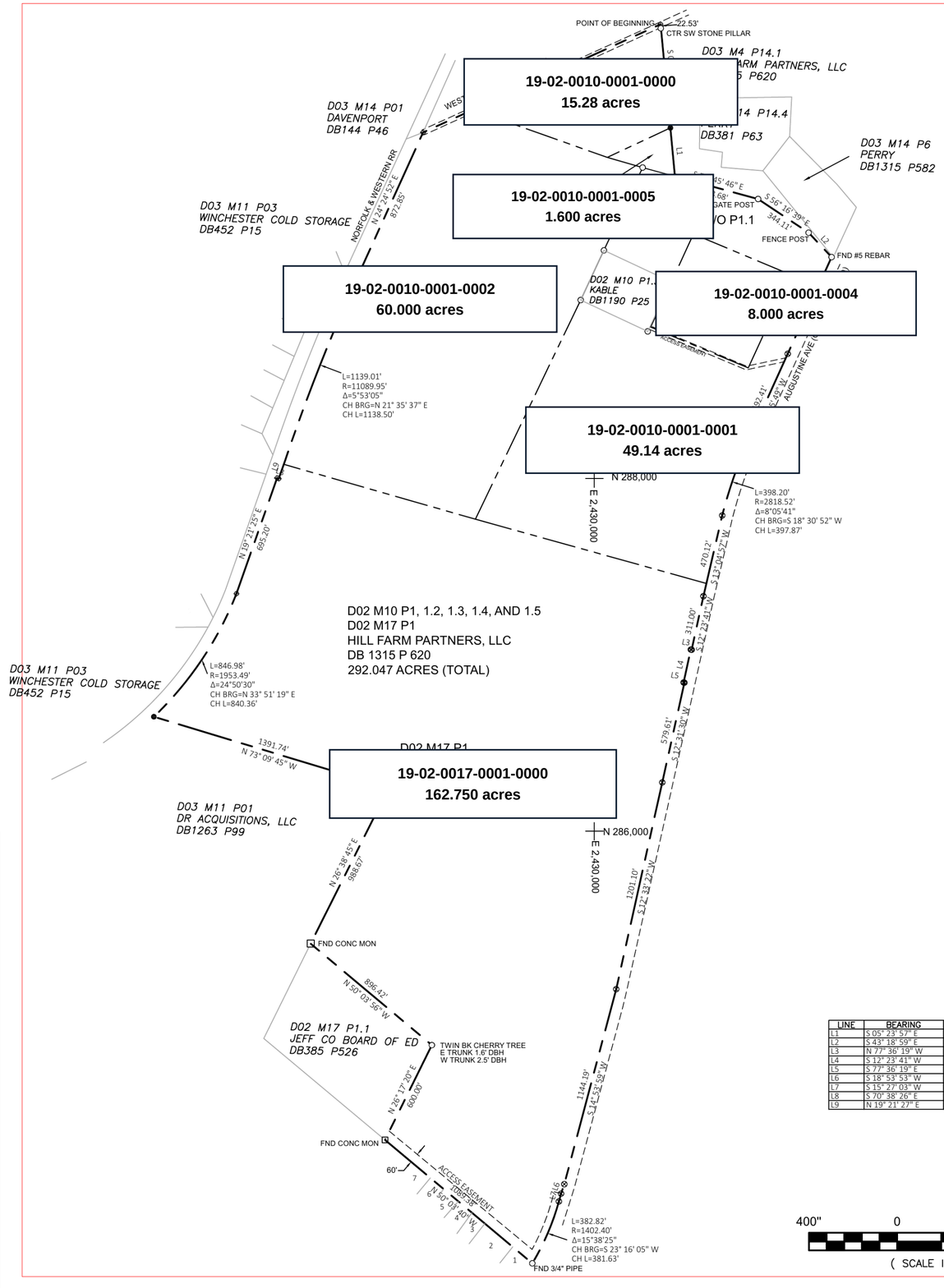
Dated: 9/25/24

BY: _____
Shelley Moreland

BY: _____
Walter Moreland

HILL FARM PARCEL EXHIBIT

Jefferson County, West Virginia



PARCEL KEY

A. 19-02-0010-0001-0000 | 15.28 acres
Off Summit Point Road, Charles Town, WV
Tax Map 02-0010

B. 19-02-0010-0001-0001 | 49.14 acres
340 Augustine Avenue, Charles Town, WV
Tax Map 02-0010

C. 19-02-0010-0001-0005 | 1.600 acres
Off Augustine Avenue, Charles Town, WV
Tax Map 02-0010

D. 19-02-0010-0001-0002 | 60.000 acres
Off Summit Point Road, Charles Town, WV
Tax Map 02-0010

E. 19-02-0010-0001-0004 | 8.000 acres
Off Augustine Avenue, Charles Town, WV
Tax Map 02-0010

F. 19-02-0017-0001-0000 | 162.750 acres
1028 Augustine Avenue, Charles Town, WV 25414
Tax Map 02-0017

SOURCE / SCALE NOTE
Base drawing: Shepp Surveying & Mapping, PLLC, Survey Plat dated July 20, 2025, Job No. 2510. The survey states a scale of 1 inch = 400 feet and NAD 83 WV North based on GNSS observations. This PDF is 24 x 18 inches, matching the survey sheet size; print at 100% / Actual Size to retain that scale.

Parcel IDs and acreages are the values specified for this exhibit. This is a labeled exhibit based on the survey base drawing, not a new boundary survey or legal description.

LINE	BEARING	DISTA
L1	S 05° 23' 57" E	276.27'
L2	S 43° 18' 59" E	190.15'
L3	N 77° 36' 19" W	5.00'
L4	S 12° 23' 41" W	191.00'
L5	S 77° 36' 19" E	5.00'
L6	S 18° 53' 53" W	56.88'
L7	S 15° 27' 03" W	46.00'
L8	S 70° 38' 26" E	10.00'
L9	N 19° 21' 27" E	116.26'

LEGEND

- UNMARKED POINT
- UTILITY POLE
- FND T-POST
- SET #5 REBAR SHEPP CAP
- EXISTING BOUNDARY
- OH WIRES
- SETBACK LIMIT
- ADJOINER DEPARTING LINE
- SEPTIC RESERVE AREA
- MAPPING COORDINATE GRID TICK (E 2,451,000 / N 307,000)

REV	DATE	DESCRIPTION	APP'D

Adjoiners Table

Symbol	District, Map & Parcel	Name	Deed Book & Page
1	D02 M15 P19	JEFFERSON CO BD OF ED	DB 385 P 524
2	D02 M15 P17	COREAS	DB 1181 P 578
3	D02 M15 P16	TURNER	DB 924 P 328
4	D02 M15 P15	DUNCAN	DB 1252 P 160
5	D02 M15 P14	SMITH	WB 6 P 259
6	D02 M15 P13	WAAK	DB 1098 P 402
7	D02 M15 P12	SMITH	DB 1059 P 127

Scape Map

N

PROPOSED ANNEXATION
CHARLES TOWN DISTRICT
JEFFERSON COUNTY, WV

sheppsurveying@outlook.com

COPYRIGHT (c) 2025, R. MICHAEL SHEPP, PS

DESCRIPTION OF PROPOSED ANNEXATION TO THE CORPORATION OF CHARLES TOWN

Beginning at an unmarked point in the center of West Washington Street, a corner with the other lands owned by Hill Farm Partners, LLC, said point being N 05°23'57" W a distance of 22.53 feet from the center of the Southwestern stone pillar; thence with the lands of Hill Farm Partners, LLC for four (4) lines
S 05°23'57" E a distance of 590.00' to a set 5/8" rebar with SHEPP cap; thence
S 05°23'57" E a distance of 276.27' to a set 5/8" rebar with SHEPP cap; thence
S 74°45'46" E a distance of 488.68' to a gate post; thence
S 56°16'39" E a distance of 344.11' to a fence post; thence
S 43°18'59" E a distance of 190.15'; to a found 5/8" rebar, a corner with Perry on the western limit of Augustine Avenue (Old U.S. Route 340); thence with the western limit of Augustine Avenue for fourteen (14) lines
S 24°24'56" W a distance of 602.33' to a point; thence
S 24°25'49" W a distance of 592.41' to a point; thence
with a curve turning to the left with an arc length of 398.20', with a radius of 2818.52', with a chord bearing of S 18°30'52" W, with a chord length of 397.87' to a point; thence
S 13°04'57" W a distance of 470.12' to a point; thence
S 12°23'41" W a distance of 311.00' to a point; thence
N 77°36'19" W a distance of 5.00' to a point; thence
S 12°23'41" W a distance of 191.00' to a point; thence
S 77°36'19" E a distance of 5.00' to a point; thence
S 12°31'30" W a distance of 579.61' to a point; thence
S 12°33'22" W a distance of 1201.10' to a point; thence
S 14°53'59" W a distance of 1144.19' to a point; thence
S 18°53'53" W a distance of 56.88' to a point; thence
S 15°27'03" W a distance of 46.00' to a point; thence
with a curve turning to the right with an arc length of 382.82', with a radius of 1402.40', with a chord bearing of S 23°16'05" W, with a chord length of 381.63' to a found ¾" pipe, a corner with The Jefferson County Board of Education; thence with the Board of Education and others
N 50°03'40" W a distance of 1089.38' to a found concrete monument, a point in the boundary with Smith and a corner with the Jefferson County Board of Education; thence for two (2) lines with the Jefferson County Board of Education
N 26°17'20" E a distance of 600.00' to a twin Black Cherry Tree; thence
N 50°03'56" W a distance of 896.42' to a found concrete monument, a corner with the Jefferson County Board of Education and with DR Acquisitions, LLC; thence for two lines with DR Acquisitions
N 26°38'45" E a distance of 988.67' to a found ¾" pipe; thence
N 73°09'45" W a distance of 1391.74' to a set 5/8" rebar with SHEPP cap, a point of cusp in a curve, said rebar in the eastern limit of the Norfolk & Western Railroad; thence for six (6) lines with the Norfolk & Western Railroad
with a curve turning to the left with an arc length of 846.98', with a radius of 1953.49', with a chord bearing of N 33°51'19" E, with a chord length of 840.36' to a point; thence
N 19°21'25" E a distance of 695.20' to a point; thence
S 70°38'26" E a distance of 10.00' to a point; thence

N 19°21'27" E a distance of 116.26' to a point; thence
with a curve turning to the right with an arc length of 1139.01', with a radius of 11089.95', with a chord bearing of N 21°35'37" E, with a chord length of 1138.50', to a point; thence
N 24°24'52" E a distance of 872.85' to a point at the intersection of the eastern limit of the Norfolk & Western Railroad with the center of West Washington Street; thence with the center of West Washington Street
N 65°30'59" E a distance of 1479.55' to the Point of Beginning, containing 292.047 Acres more or less (Excluding the tract or parcel of land conveyed to Mark H. Kable and Lisa A. Kable in Deed Book 1190 at Page 25.)

.

Being the same tracts or parcels of land conveyed to Hill Farm Partners, LLC from S. Walter Washington, Trustee by Deed, dated 22 December 2023 recorded in the Office of the clerk of the Jefferson County Commission in Deed Book 1315 at Page 620.

AN ORDINANCE OF THE CITY OF CHARLES TOWN, WEST VIRGINIA, PROVIDING FOR THE ANNEXATION OF 292.047 ACRES OF LAND, MORE OR LESS, SITUATE IN CHARLES TOWN DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA, INTO THE CORPORATE LIMITS OF THE CITY OF CHARLES TOWN PURSUANT TO WEST VIRGINIA CODE §§8-6-4 AND 8-6-4a; ESTABLISHING THE INITIAL ZONING DESIGNATION AS URBAN RESERVE (UR); AND DIRECTING MASTER-PLANNING DEVELOPMENT IN ACCORDANCE WITH THE EXISTING PRE-ANNEXATION AGREEMENT

WHEREAS, the City of Charles Town is a municipal corporation organized and existing under the laws of the State of West Virginia; and

WHEREAS, the City of Charles Town has received a formal, written, and verified petition from the property owners and a majority of the qualified voters residing in the territory hereinafter described, requesting that said territory be annexed into the corporate limits of the City of Charles Town pursuant to the provisions of West Virginia Code §§ 8-6-4 and 8-6-4a; and

WHEREAS, it has been determined by the City Council of Charles Town that the territory sought to be annexed is contiguous to the existing corporate limits of the City and is within the City's designated urban growth boundary, that no part of the territory is within the corporate limits of any other municipality, and that the petition satisfies all statutory criteria set forth in W. Va. Code §§ 8-6-4 and 8-6-4a; and

WHEREAS, the City of Charles Town and the property owners of said territory have previously entered into a legally binding Pre-Annexation Agreement governing the infrastructure, design parameters, and long-term development of the subject property; and

WHEREAS, the City Council finds that the annexation of said territory is in the best interests of the health, safety, and general welfare of the citizens of the City of Charles Town and will promote orderly urban growth.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF CHARLES TOWN, WEST VIRGINIA:

1. **Annexation Approval and Corporate Boundaries:** The corporate limits of the City of Charles Town are hereby extended and enlarged to include all that certain tract or parcel of land containing approximately 292.047 acres, more or less, located in Charles Town District, Jefferson County, West Virginia, as more particularly described in the legal description marked as "Exhibit A" and the boundary plat marked as "Exhibit B," both attached hereto and incorporated herein by reference.

2. **Initial Zoning Designation:** Pursuant to the Charles Town Zoning Ordinance and the authority granted under West Virginia Code § 8A-1-1 *et seq*., the annexed territory described in Section 1 is hereby assigned the initial municipal zoning classification of

Urban Reserve (UR). This designation shall take effect immediately upon the final effective date of this annexation.

3. **Master-Planning Enforcement and Pre-Annexation Agreement:** Development of the annexed territory shall be comprehensively master-planned, reviewed, and executed strictly in accordance with the terms, conditions, and standards set forth in the existing Pre-Annexation Agreement executed by and between the City of Charles Town and the property owners. Unless otherwise permitted by the Pre-Annexation Agreement, no major site plan development, subdivision platting, or building permits shall be authorized within the annexed territory until a master plan conforming to said Pre-Annexation Agreement is formally reviewed and approved by City Council.

4. **Certification:** The City Clerk is hereby authorized and directed to immediately certify a copy of this Ordinance, along with the verified petition, the legal description, and the boundary map, to the County Commission of Jefferson County, West Virginia, with the request that the County Commission enter an order in its records reflecting the minor boundary adjustment and change in the corporate limits of the City of Charles Town, as provided by W. Va. Code § 8-6-4(g).

First Reading:_____

Second Reading & Public Hearing:_____

ADOPTED this _____day of December, 2026

_____	_____
Michael George	Carolyn Vezzosi
Mayor	Deputy City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/02/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2086: Vacant Structure Appeal - W. Washington Street

ATTACHMENTS:

- Letter to City of CT 10.12.26.pdf
- 2026-003 - Article 1759 Vacant Buildings - signed.pdf

BAKKA, LLC
536 S. Mildred St.
Charles Town, WV 25414

October 12, 2026

Corey Lewis
Code Compliance Officer
City of Charles Town
P.O. Box 14
Charles Town, WV 25414

Sent via email only to: clewis@charlestownwv.us

Dear Mr. Lewis:

I have received your October 1 letter deeming my property at 213-215 West Washington Street a vacant building and informing me it will be placed on the City's Vacant Buildings Registry.

I dispute the inclusion of the property on the Vacant Buildings Registry and wish to appeal. Please consider this letter my notice of such.

First and foremost, the property is not vacant. I have two commercial tenants on the second floor of the building and one on the third. All of these tenants occupy these spaces on nearly a daily basis.

Neither water nor electric service to any of the principal spaces has been disconnected, including the first-floor space which has been unoccupied on a regular basis since May 1, 2025. I have attached water/sewer bills for the past six months. The electrical bill is paid directly by the tenant and therefore I do not have those statements.

BAKKA LLC entered into a three-year lease agreement with a commercial tenant in October of 2025 who intends to operate a full-service restaurant on the first floor of the building. As can be clearly seen from the street level windows, a multitude of improvements have taken place in preparation for the opening of the restaurant including painting, floor refinishing and the moving in of tables, chairs, booths and other equipment.

For a variety of reasons and due to several unforeseeable delays, the restaurant has been unable to open in a timely fashion. However, an incredible amount of work and preparations have already been made to improve the space and make it suitable for the tenant's purposes. We ask that the City refrain from taking further action and continue to be patient as we bring this much needed food establishment to downtown Charles Town.

If you have any further questions, please feel free to contact me at 304-240-7821.

Sincerely,

Ann Paonessa
Managing Member, BAKKA, LLC

City of Charles Town

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

Vacant Buildings Registration & Appeal Form

According to Article 1759, "Vacant Building" means any residential Building that has not been occupied lawfully as a residence, or any non-residential Building that has not been occupied lawfully for its ordinary expected use, during the immediately preceding six (6) consecutive months or, in the case of seasonal Buildings, such as vacation homes, one (1) year.

Property Address 213-215 W. Washington St

Has the structure been vacant for more than 6 months? Yes ☐ No ☒
If no, provide any supporting documentation.

If the structure has not been disconnected from electric and water service for more than 60 days provide electric and water service documentation. See attached. Water and electric have NOT been disconnected.

Initial notification date _____

I accept the registration of my property on the Vacant Buildings List.

Yes ☐ No ☒

1759.05 APPEALS.

An Owner adversely affected by a determination made pursuant to this Article (excepting a determination regarding a request for exemption from registration made pursuant to Section 1759.03(f)) may appeal such determination to City Council by filing with the City Clerk a written notice of appeal within thirty (30) days of the date on which service of the notice of the subject determination is deemed made under Section 1759.02(a) or Section 1759.02(d), as the case may be, after which 30 day period the right to an appeal shall expire. The decision of City Council on any such appeal, as well as a determination by City Council regarding a request for exemption from registration made pursuant to Section 1759.03(f), may be appealed by an Owner to the Circuit Court of Jefferson County within thirty (30) days of the Owner's receipt of the subject decision or determination, after which thirty (30)-day period the right to an appeal shall expire.

I would like to appeal the registration of my property on the Vacant Buildings List to the City Council.

Yes ☒ No ☐

Owner Name BAKKA, LLC
Address 213-215 W. Washington St
Phone Number 304-240-7821

Signature _____ Date 10/12/26

Charles Town Utility Board
Utility Bill

~ DETACH AND MAIL ABOVE PORTION WITH PAYMENT ~
~ KEEP BOTTOM PORTION FOR YOUR RECORDS ~

ACCOUNT INFORMATION

ACCOUNT NUMBER: 101-001275-02
SERVICE ADDRESS: 213 W WASHINGTON ST

BILLING INFORMATION

Bill Number:
Bill Date: 09/01/2026
Bill Type: BILLING-NORMAL
Service From: 07/15/2026
Service Thru: 08/15/2026
Due Date: 09/21/2026
Amount Due: 135.86
Amount Due after 09/21/2026: 148.38

**** IMPORTANT MESSAGE****

CTUB may be converting to new billing software in 2026. Customers will be updated with any changes.

SERVICE	READINGS PREVIOUS	READINGS CURRENT	CONSUMPTION	AMOUNT
Past Due Balance				0.00
WATER	7721	7743	2200	64.20
SEWER			2200	60.96
CITY FEES			0	8.20
Tax			0	2.50
			Account Balance:	**135.86**

Pd 9/18/26 Ck# 127

MAKE CHECKS PAYABLE AND MAIL TO : CHARLES TOWN UTILITY BOARD

OFFICE HOURS: 9am TO 5pm MONDAY THRU FRIDAY at 661 S George Street, Charles Town

FOR AFTER HOURS EMERGENCY AND FOR INFORMATION DURING BUSINESS HOURS 304-725-2316

THIS UTILITY IS REGULATED BY THE PUBLIC SERVICE COMMISSION OF WEST VIRGINIA - 1-800-344-5113

SERVICE RATES AND ONLINE BILL PAYMENT AVAILABLE AT www.ctubwv.com

IF YOU ARE UTILIZING AN ON-LINE BILL PAYMENT METHOD, THE PAYEE ADDRESS IS :
PO BOX 7338, CHARLESTON WV 25356.

IN ADDITION, IF YOU ARE PAYING MORE THAN ONE ACCOUNT, PLEASE ISSUE A SEPARATE CHECK FOR EACH ACCOUNT. **TO PAY OVER THE PHONE WITH A CREDIT CARD 1-888-299-1480**

**** NOTICE: BILL IS DELINQUENT AFTER 9/21/2026 ****

Charles Town Utility Board
Utility Bill

~ DETACH AND MAIL ABOVE PORTION WITH PAYMENT ~
~ KEEP BOTTOM PORTION FOR YOUR RECORDS ~

ACCOUNT INFORMATION	
ACCOUNT NUMBER:	101-001275-02
SERVICE ADDRESS:	213 W WASHINGTON ST

BILLING INFORMATION	
Bill Number:	
Bill Date:	08/01/2026
Bill Type:	BILLING-NORMAL
Service From:	06/15/2026
Service Thru:	07/15/2026
Due Date:	**08/21/2026**
Amount Due:	**135.86**
Amount Due after 08/21/2026	148.38

** IMPORTANT MESSAGE**

CTUB may be converting to new billing software in 2026. Customers will be updated with any changes.

SERVICE	READINGS PREVIOUS	READINGS CURRENT	CONSUMPTION	AMOUNT
Past Due Balance				0.00
WATER	7705	7721	1600	64.20
SEWER			1600	60.96
CITY FEES			0	8.20
Tax			0	2.50
			Account Balance:	**135.86**

Pd - check 123 8/20/26

MAKE CHECKS PAYABLE AND MAIL TO : CHARLES TOWN UTILITY BOARD

OFFICE HOURS: 9am TO 5pm MONDAY THRU FRIDAY at 661 S George Street, Charles Town

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**** NOTICE: BILL IS DELINQUENT AFTER 8/21/2026 ****

Charles Town Utility Board
Utility Bill

~ DETACH AND MAIL ABOVE PORTION WITH PAYMENT ~
~ KEEP BOTTOM PORTION FOR YOUR RECORDS ~

ACCOUNT INFORMATION

ACCOUNT NUMBER: 101-001275-02

SERVICE ADDRESS: 213 W WASHINGTON ST

BILLING INFORMATION

Bill Number:
Bill Date: 07/01/2026
Bill Type: BILLING-NORMAL
Service From: 05/15/2026
Service Thru: 06/15/2026
Due Date: 07/21/2026
Amount Due: 182.42
Amount Due after 07/21/2026: 199.50

** IMPORTANT MESSAGE**

CTUB may be converting to new billing software in 2026. Customers will be updated with any changes.

SERVICE	READINGS PREVIOUS	READINGS CURRENT	CONSUMPTION	AMOUNT
Past Due Balance				0.00
WATER	7641	7705	6400	82.18
SEWER			6400	88.63
CITY FEES			0	8.20
Tax			0	3.41

pd ck #120 7/18/26

Account Balance: 182.42

MAKE CHECKS PAYABLE AND MAIL TO : CHARLES TOWN UTILITY BOARD

OFFICE HOURS: 9am TO 5pm MONDAY THRU FRIDAY at 661 S George Street, Charles Town

FOR AFTER HOURS EMERGENCY AND FOR INFORMATION DURING BUSINESS HOURS 304-725-2316

THIS UTILITY IS REGULATED BY THE PUBLIC SERVICE COMMISSION OF WEST VIRGINIA - 1-800-344-5113

SERVICE RATES AND ONLINE BILL PAYMENT AVAILABLE AT www.ctubwv.com

IF YOU ARE UTILIZING AN ON-LINE BILL PAYMENT METHOD, THE PAYEE ADDRESS IS :
PO BOX 7338, CHARLESTON WV 25356.

IN ADDITION, IF YOU ARE PAYING MORE THAN ONE ACCOUNT, PLEASE ISSUE A SEPARATE CHECK FOR EACH ACCOUNT. **TO PAY OVER THE PHONE WITH A CREDIT CARD 1-888-299-1480**

**** NOTICE: BILL IS DELINQUENT AFTER 7/21/2026 ****

Charles Town Utility Board
Utility Bill

~ DETACH AND MAIL ABOVE PORTION WITH PAYMENT ~
~ KEEP BOTTOM PORTION FOR YOUR RECORDS ~

ACCOUNT INFORMATION

ACCOUNT NUMBER: 101-001275-02
SERVICE ADDRESS: 213 W WASHINGTON ST

BILLING INFORMATION

Bill Number:
Bill Date: 06/01/2026
Bill Type: BILLING-NORMAL
Service From: 04/15/2026
Service Thru: 05/15/2026
Due Date: 06/21/2026
Amount Due: 383.17
Amount Due after 06/21/2026: 419.93

**** IMPORTANT MESSAGE****

CTUB may be converting to new billing software in 2026. Customers will be updated with any changes.

SERVICE	READINGS PREVIOUS	READINGS CURRENT	CONSUMPTION	AMOUNT
Past Due Balance				0.00
WATER	7492	7641	14900	180.98
SEWER			14900	186.64
CITY FEES			0	8.20
Tax			0	7.35
			Account Balance:	**383.17**

MAKE CHECKS PAYABLE AND MAIL TO : CHARLES TOWN UTILITY BOARD

OFFICE HOURS: 9am TO 5pm MONDAY THRU FRIDAY at 661 S George Street, Charles Town

FOR AFTER HOURS EMERGENCY AND FOR INFORMATION DURING BUSINESS HOURS 304-725-2316

THIS UTILITY IS REGULATED BY THE PUBLIC SERVICE COMMISSION OF WEST VIRGINIA - 1-800-344-5113

SERVICE RATES AND ONLINE BILL PAYMENT AVAILABLE AT www.ctubwv.com

IF YOU ARE UTILIZING AN ON-LINE BILL PAYMENT METHOD, THE PAYEE ADDRESS IS :
PO BOX 7338, CHARLESTON WV 25356.

IN ADDITION, IF YOU ARE PAYING MORE THAN ONE ACCOUNT, PLEASE ISSUE A SEPARATE CHECK FOR EACH ACCOUNT. **TO PAY OVER THE PHONE WITH A CREDIT CARD 1-888-299-1480**

**** NOTICE: BILL IS DELINQUENT AFTER 6/21/2026 ****

Pd ck#212 6/15/26

Charles Town Utility Board
Utility Bill

~ DETACH AND MAIL ABOVE PORTION WITH PAYMENT ~
~ KEEP BOTTOM PORTION FOR YOUR RECORDS ~

ACCOUNT INFORMATION

ACCOUNT NUMBER: 101-001275-02
SERVICE ADDRESS: 213 W WASHINGTON ST

BILLING INFORMATION

Bill Number:
Bill Date: 05/01/2026
Bill Type: BILLING-NORMAL
Service From: 03/15/2026
Service Thru: 04/15/2026
Due Date: 05/21/2026
Amount Due: 135.86
Amount Due after 05/21/2026: 148.38

**** IMPORTANT MESSAGE****

CTUB may be converting to new billing software in 2026. Customers will be updated with any changes.

SERVICE	READINGS PREVIOUS	READINGS CURRENT	CONSUMPTION	AMOUNT
Past Due Balance				0.00
WATER	7472	7492	2000	64.20
SEWER			2000	60.96
CITY FEES			0	8.20
Tax			0	2.50
			Account Balance:	**135.86**

Pd 5/20/26
Ck# 109

MAKE CHECKS PAYABLE AND MAIL TO : CHARLES TOWN UTILITY BOARD

OFFICE HOURS: 9am TO 5pm MONDAY THRU FRIDAY at 661 S George Street, Charles Town

FOR AFTER HOURS EMERGENCY AND FOR INFORMATION DURING BUSINESS HOURS 304-725-2316

THIS UTILITY IS REGULATED BY THE PUBLIC SERVICE COMMISSION OF WEST VIRGINIA - 1-800-344-5113

SERVICE RATES AND ONLINE BILL PAYMENT AVAILABLE AT www.ctubwv.com

IF YOU ARE UTILIZING AN ON-LINE BILL PAYMENT METHOD, THE PAYEE ADDRESS IS :
PO BOX 7338, CHARLESTON WV 25356.

IN ADDITION, IF YOU ARE PAYING MORE THAN ONE ACCOUNT, PLEASE ISSUE A SEPARATE CHECK FOR EACH ACCOUNT. **TO PAY OVER THE PHONE WITH A CREDIT CARD 1-888-299-1480**

**** NOTICE: BILL IS DELINQUENT AFTER 5/21/2026 ****

Charles Town Utility Board
Utility Bill

~ DETACH AND MAIL ABOVE PORTION WITH PAYMENT ~
~ KEEP BOTTOM PORTION FOR YOUR RECORDS ~

ACCOUNT INFORMATION

ACCOUNT NUMBER: 101-001275-02
SERVICE ADDRESS: 213 W WASHINGTON ST

BILLING INFORMATION

Bill Number:
Bill Date: 04/01/2026
Bill Type: BILLING-NORMAL
Service From: 02/15/2026
Service Thru: 03/15/2026
Due Date: 04/21/2026
Amount Due: 135.86
Amount Due after 04/21/2026: 148.38

** IMPORTANT MESSAGE**

CTUB may be converting to new billing software in 2026. Customers will be updated with any changes.

SERVICE	READINGS PREVIOUS	READINGS CURRENT	CONSUMPTION	AMOUNT
Past Due Balance				0.00
WATER	7456	7472	1600	64.20
SEWER			1600	60.96
CITY FEES			0	8.20
Tax			0	2.50
			Account Balance:	**135.86**

Pd 4/20/26 ck #106

MAKE CHECKS PAYABLE AND MAIL TO : CHARLES TOWN UTILITY BOARD

OFFICE HOURS: 9am TO 5pm MONDAY THRU FRIDAY at 661 S George Street, Charles Town

FOR AFTER HOURS EMERGENCY AND FOR INFORMATION DURING BUSINESS HOURS 304-725-2316

THIS UTILITY IS REGULATED BY THE PUBLIC SERVICE COMMISSION OF WEST VIRGINIA - 1-800-344-5113

SERVICE RATES AND ONLINE BILL PAYMENT AVAILABLE AT www.ctubwv.com

IF YOU ARE UTILIZING AN ON-LINE BILL PAYMENT METHOD, THE PAYEE ADDRESS IS :
PO BOX 7338, CHARLESTON WV 25356.

IN ADDITION, IF YOU ARE PAYING MORE THAN ONE ACCOUNT, PLEASE ISSUE A SEPARATE CHECK FOR EACH ACCOUNT. **TO PAY OVER THE PHONE WITH A CREDIT CARD 1-888-299-1480**

**** NOTICE: BILL IS DELINQUENT AFTER 4/21/2026 ****

City of Charles Town

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

NOTICE TO OWNERS OF VACANT BUILDINGS
VOLUNTARY REGISTRATION

October 1, 2026

BAKKA LLC c/o Ann Paonessa
536 S Mildred St
Charles Town, WV 25414

Dear Property Owner,

Your property located at: **213 W Washington Street, Charles Town, WV 25414** has been deemed a Vacant Building per City of Charles Town Article 1759 Vacant Buildings Ordinance. The ordinance requires vacant buildings to be placed on the City's Vacant Buildings Registry and inspected within 30 days of this notice issuance. After the first year, the building will be assessed an annual fee. These fees are outlined in the attached ordinance.

As the property owner, you have the obligation to voluntarily register the above-captioned property by completing either the online or paper registration.

If you wish to appeal against the inclusion of the above-captioned property on the Vacant Buildings Registry, please complete an appeal form and mail or email it with your supporting documentation to the City Clerk who will supply the City Council with your request. The appeal process is outlined in Article 1759.06 Right of Appeal. The appeal form can be found on the City website or by visiting City Hall.

Failure to register the above noted property within **31 days** from the date of this letter, subjects the property to be in violation of the provisions of this article and thus shall be guilty of a misdemeanor, punishable by a fine of no more than $500.00. Each day that a violation continues shall be deemed a separate offense.

Sincerely,

Corey Lewis
Code Compliance Officer
P: 304-724-3261 F: 304-725-1014
CLewis@charlestownwv.us

Link to register online - **https://www.mgoconnect.org** or use QR code

** For those who are currently obtaining a permit, performing work under an active permit, or in the process of completing a U&O request, please see the information below.

The Vacant Building Registry runs from July 1 through June 30. During the first year of registration, there is no fee, which gives property owners time to have the property occupied. All vacant buildings must be included in the registry, regardless of what stage they are currently in the permitting, construction, or U&O process. This helps ensure the policy is applied consistently and fairly to all vacant properties.

1759.03(h) Removal from Registry

In the event a Building in the Vacant Buildings Registry becomes lawfully occupied or is removed from the subject real property, the Owner of the Building is required to provide to the Vacant Buildings Official a written notice explaining the situation, together with evidence thereof (such as a copy of a lease of the property, photographs of demolition, etc.), and requesting removal of the Building from the Vacant Buildings Registry. Upon Staff's verification of lawful occupation or removal of the Building, the Building shall be removed from the Vacant Buildings Registry. In the event Staff is unable to verify lawful occupation or removal of the Building, the Vacant Buildings Official shall notify the Owner of the Building in writing by Certified Mail or Alternative Means that Staff has determined that it is unable to verify lawful occupation or removal of the Building and that the Building shall continue to be considered a Vacant Building and remain registered in the Vacant Buildings Registry.

ARTICLE 1759
Vacant Buildings

1759.01 PURPOSE AND SCOPE.

(a) This Article is enacted pursuant to W. V. Code Chapter 8, Article 12, Section 16c for the purpose of ensuring that each Vacant Building in the City is properly monitored and maintained so as to provide for public health, safety, and welfare, This article provides for registration and inspection of Vacant Buildings.

(b) The City finds and determines that vacant structures within the City can create dangerous conditions when left unmonitored and contribute to additional expenditures of public funds due to responses to complaints occurring at such properties, inspection of such properties in response to service calls and to ensure safety of entrants including building officials; fire protection officers; and law enforcement officers; and that a regular program of registration, inspection, and monitoring of vacant structures is essential to limit harm and expense to the public from such vacant structures.

(c) The City estimates its annual costs of administering a registration program for vacant structures, excluding inspections, at $100.00 per structure due to staff time involved in processing and reviewing applications and addressing property owner questions

(d) The City estimates that its annual cost of monitoring property that is not well-maintained exceeds the cost associated with well-maintained or occupied structures due to increased dangers to entrants, increased need to issue notices of violation or citations to address issues at the property, increased likelihood of the need to obtain entry and inspection of the property, increased likelihood of the need to take direct action at the expense of public funds to correct dangerous conditions at the property or to demolish the structure if it cannot be rehabilitated, and that such costs increase each year the structure remains vacant and unmaintained or poorly maintained.

(e) It is the intent of this article that, through a registration, inspection, and monitoring process, and other improved public safety efforts, vacant buildings will be kept weather tight and secure from trespassers, will provide safe entry to police officers and firefighters in times of emergency, will not impede private and/or public efforts to rehabilitate or maintain surrounding properties, and will not otherwise present a public hazard.

(f) It is the city's further intent for the provisions of this article to streamline and consolidate the existing procedure (that is, complaint, research, notification, inspection, orders, fines, liens, appeals and lien enforcement) by placing the responsibility to register and maintain a vacant structure on the owner of a building

before a condition of the building falls into disrepair or otherwise necessarily warrants a complaint.

1759.02 DEFINITIONS.

When used in this article, the following capitalized words and phrases shall have the meanings indicated:

(a) "Alternative Means of Service" means, when service of notice or process under this Article is required to be made by Certified Mail but cannot be obtained, service of the notice or process by all of the following: (i) regular U.S. mail addressed as specified in subsections (i) or (ii) of the definition of Certified Mail; (ii) publication as a Class II legal advertisement (as defined in W. Va. Code § 59-3-2); and (iii) posting on the front door or other conspicuous location on the subject Building. Service of notice or process by Alternative Means of Service shall be deemed made on the third (3rd) day following the earliest date on which such mailing, publishing, and posting have all occurred.

(b) "Building" means a structure having a roof supported by walls or columns that stands more or less permanently in one place and is utilized or intended for the shelter, housing, or enclosure of persons, animals, or personal property.

(c) "Building Code" means, collectively, the West Virginia State Fire Code, as adopted by the City under Article 1511 of the Codified Ordinances, and the West Virginia State Building Code, as adopted and amended by the City under Article 1705 of the Codified Ordinances.

(d) "Certified Mail" means U.S. certified mail, return receipt requested, addressed to: (i) in all cases except where a Non-resident Owner has designated a Local Agent pursuant to Section 1759.03(c) of this Article, the name and last known address of the Owner according to the records of the Jefferson County Tax Office; and (ii) in the case where a Non-resident Owner has designated a Local Agent pursuant to Section 1759.03(c) of this Article, the name and address of the designated Local Agent. Service of notice or process by Certified Mail shall be deemed made upon delivery, as evidenced by the return receipt.

(e) "Commercial Building" means Any structure used or intended to be used in whole or in part for purposes other than residential purposes on which the property user or employees are engaged in work for which it is intended that compensation be received for goods or services. Examples include, but are not limited to, offices, retail shops, restaurants, service establishments, wholesales, warehousing, and production of goods. In order to be a commercial building for the purposes of this ordinance, the business use or activity must be at a scale greater than a home occupation. In the event of any discrepancy concerning a building's particular use, the Code Official shall determine the use.

(f) "Non-resident Owner" means an Owner of a Vacant Building whose legal residence is outside the State of West Virginia.

(g) "Occupied" means any building or structure in which one or more persons conduct business in compliance with all applicable laws and regulations, or using the building as their residence on a permanent, non-transient basis, or a combination of these. For purposes of this article, evidence evaluated For purposes of this article, evidence evaluated

to prove that a building is occupied may include, but shall not be limited to, the regular receipt of delivery of regular mail through the U.S. Postal Service; proof of continual telephone, electric, gas, heating, water and sewer services; a valid City business license, and/or the most recent, federal, state or City income tax statements indicating that the subject property is the official business or residence address of the person or business claiming occupancy; or proof of bona fide pre-rental inspection, pursuant to Article 136 of the City of Charles Town's Codified Ordinances. No portion of this definition shall exempt a building from the registration, fee, or other requirements of this article when it meets the definition of a *Vacant building.*

(h) "Owner" means a person who individually or jointly with others:

(1) Has legal title to the property, with or without actual possession of the property;

(2) Has charge, care or control of the property as owner or agent of the owner;

(3) Is an executor, administrator, trustee, or guardian of the estate of the owner;

(4) Is the agent of the owner for the purpose of managing, controlling, or collecting rents; or

(5) Is entitled to control or direct the management or disposition of the property.

(i) "Staff" means the City's Code Official and any of his or her staff or other City employees to which the Code Official delegates duties.

(j) "Vacant Building" means any building on a parcel of real property that:

(1) Is unoccupied

(2) Is unsecured and occupied by one or more unauthorized persons; or

(3) Any unoccupied first floor commercial space in a mixed use building

(4) Is without continuous utility service evidencing actual use of water, sewer, electric, and/or gas service to the building for a period exceeding 30 days for commercial buildings and exceeding 90 days for residential structures;

(5) Is a commercial building at which substantially all lawful business operations have ceased for at least 90 days.

(6) Notwithstanding anything to the contrary above, the term vacant building does not include any new building under construction with a valid building permit in which the work is proceeding on schedule with the appropriate inspection requests, and prior to the issuance of a certificate of occupancy for that building. When this Article refers to a Vacant Building with respect to filing a lien thereon, or registering the same in the Vacant Buildings Registry, or otherwise as the context requires, such reference shall include the real property upon which the Vacant Building is located.

(k) "Code Official" means the City Code Official designated under Article 1705 of the Codified Ordinances or his or her designee.

1759.03 REGISTRATION OF VACANT BUILDINGS

(a) Registry. There shall be established and maintained a Vacant Buildings Registry, in which all Vacant Buildings in the City shall be registered.

(b) All owners of realty within the City that contains a vacant building shall register each vacant building with the City's Code Official or designee within 30 days after the building meets the definition of a vacant building and on each subsequent July 1 when a vacant building is present on the owner(s)' property.

(c) Registration is required no less than annually, and at the time the vacant building is registered, the registration form must meet all requirements of this article in order to be processed. The registration form shall require information from the registrant deemed necessary by the Code Official and City Police Chief, to ensure that the purpose of this article is met. The contents of the form shall enable City officers to determine the structural integrity of the building, any repairs necessary to ensure its structural integrity, that it will be safe for entry, and that the building and its contents do not present a hazard to the public. The above-named officers, or their designees, shall have the authority to issue orders to the owner or owner's local agent for corrective action deemed necessary. The Code Official shall rely upon the West Virginia State Building Code and Fire Codes, as adopted by the City, as well as other applicable law, for guidance during any structural review. A building will remain on the vacant registry until it meets the definition of occupied.

(d) Registration statement. A registration statement in the form prescribed by the City must be filed by the owner or owner's local agent for all vacant buildings. Registration and payment of fees does not exonerate the owner, agent or responsible party from penalties for failure to comply with any building, housing, or fire code requirement. One registration statement may be filed to include all vacant buildings of an owner, but a separate fee is assessed for each vacant building. The owner(s) of the property on which a vacant building exists at the time registration is required shall be responsible, jointly and severally, for payment of the non-refundable registration fee; provided, that the City may not collect any amount exceeding the total prescribed fee.

(e) Fees. The fee shall be due upon delivery of an invoice by the City, in the following amount for each vacant building:

(1) No fee for properties that are vacant for less than one year;

(2) One hundred dollars for each year the property is vacant more than one year and has been inspected by the Code Official and determined to be in compliance with all applicable safety and property maintenance codes and to not to constitute a hazard to entrants or the surrounding area. The determination by the Code Official will consider exterior maintenance and major systems along with the vacant building and be made in their discretion and pursuant to applicable law, will

be issued to a property owner in writing stating the date or dates for which the determination is valid, and is referred to in this article as a "compliance determination." In order to qualify for this fee schedule, the compliance determination must be obtained within the first year on the registry.

(3) After the first year, five hundred dollars per year for each year that a property is (i) vacant and (ii) does not have a valid compliance determination for a time period of at least one year but less than five (5) years; and

(4) Four thousand dollars for properties that are (i) vacant and (ii) do not have a valid compliance determination for a time period of at least five years, plus an additional $1,000.00 for each year in excess of five years.

(5) For all vacant properties located within the Historic Overlay District as defined in the City of Charles Town Zoning Ordinance codified at Article 1321 of the City Code, the above fees shall be doubled.

(6)) For purposes of this section, a year shall be measured from the date that Staff determines that the property is vacant and requires registration.

(f) Local Agent. If the owner of property on which a vacant building exists does not certify on the registration form that the owner is a resident of the state and capable of accepting service of process related to the vacant building, the registration statement also shall provide the name and address of a person who resides within the state and who is authorized to accept service of process on behalf of the property owners and who shall be designated as a responsible local agent for purposes of notification in the event of an emergency affecting the public health, safety or welfare and for purposes of service of any and all notices or registration statements related to the vacant building.

(g) Change In Ownership. A change in ownership of a vacant structure shall not remove the vacant structure from the vacant properties registry or from the requirements of this article. Fees arising under this article shall continue to accrue at the applicable rate until the structure either no longer constitutes a vacant structure or qualifies for an exemption, all transfers of ownership notwithstanding. All fees arising under this article shall run with the property and failure to pay such fees may result in the city filing a lien that attaches upon the property. No vacant property may be sold, mortgaged, or otherwise transferred until the owner of such vacant property provides to the Code Official a signed and notarized statement from the prospective grantee, transferee, or mortgagee acknowledging the vacant status of the property and fully accepting the responsibility to comply with the provisions of this Ordinance.

(h) Removal from Registry. In the event a Building in the Vacant Buildings Registry becomes lawfully occupied or is removed from the subject real property, the Owner of the Building is required to provide to the Vacant Buildings Official a written notice explaining the situation, together with evidence thereof (such as a copy of a lease of the property, photographs of demolition, etc.), and requesting removal of the Building from the Vacant Buildings Registry. Upon Staff's verification of lawful occupation or removal of the Building, the Building shall be removed from the Vacant Buildings Registry. In the event Staff is

unable to verify lawful occupation or removal of the Building, the Vacant Buildings Official shall notify the Owner of the Building in writing by Certified Mail or Alternative Means that Staff has determined that it is unable to verify lawful occupation or removal of the Building and that the Building shall continue to be considered a Vacant Building and remain registered in the Vacant Buildings Registry.

1709.04 ENFORCEMENT

(a) The City may take the following actions in order to collect any registry fees and costs reimbursable to the City that are not paid in full within thirty (30) days of when due

(1) After providing the Owner the notice specified below, file in the Office of the Clerk of the County Commission of Jefferson County a lien against the Vacant Building for the full amount of the delinquent registry fees and reimbursable costs, plus filing fees. Prior to filing such lien, the Vacant Buildings Official shall notify the Owner of the Vacant Building in writing by Certified Mail or Alternative Means of Service that the City may file said lien unless all delinquent amounts are paid by a date stated in the notice, which stated date shall be no less than thirty (30) days following the date on which service of the notice is deemed made under Section 1759.02(a) or Section 1759.02(d), as the case may be.

(2) Institute a civil action in the Circuit Court of Jefferson County against the Owner for the delinquent registry fees, reimbursable costs, and reasonable attorney fees and court costs incurred relative to the civil action.

(b) A registry fee paid shall be refunded if, on timely appeal, Staff's determination requiring registration as a Vacant Building is reversed.

(c) Publication. The city may, from time to time and in its reasonable discretion, publish or disclose certain information contained in the vacant property registry, including, but not limited to:

(1) General demographic information about vacant structures registered on the vacant property registry;

(2) The address of vacant structures on the vacant property registry;

(3) The owners of each vacant structure;

(4) The amount of time any vacant structure has been on the vacant property registry; and

(5) The amount of any delinquent fees due under this article, or otherwise due city (e.g. refuse or fire fees) for any vacant structure.

1759.05 MAINTENANCE OF VACANT BUILDINGS.

(a) Required Maintenance. The Owner of a Vacant Building is required to maintain the Vacant Building in accordance with all applicable provisions of the Building Code and so as not to constitute a public nuisance prohibited by Article 1101 of the Codified Ordinances.

(b) Enforcement. In the event an Owner fails to maintain a Vacant Building as required by Section 1759.04(a) as determined by the Vacant Buildings Official, the Vacant Buildings Official may notify the Owner of the Vacant Building in writing by Certified Mail or Alternative Means of Service of such determination and the specifics of the identified failure and that the City may elect to take specified actions, which may include repairs, maintenance, and/or demolition, at the Owner's cost to bring the Vacant Building into compliance with the Building Code and/or eliminate the public nuisance, as the case may be, if the Owner does not take and complete the specified actions within a specified number of days following the date on which service of the notice is deemed made under Section 1759.02(a) or Section 1759.02(d), as the case may be, which number of days shall be determined by the Vacant Buildings Official considering the urgency for the action in light of the potential harm to public health, safety, and welfare due to the condition of the Vacant Building. If the Owner fails to take and complete the specified actions within the number of days specified in such notice, the City may, in its discretion and notwithstanding any provision of Article 1101 or Article 1705 of the Codified Ordinances to the contrary, thereafter take such actions and the Owner shall be responsible for the costs of such actions, as well as all related legal and administrative costs incurred by the City. The City may bring a civil action against the Owner to collect all such costs.

(c) Alternative Enforcement. Nothing in this Section 1759.05 shall be considered to affect or limit the City's authority or actions to enforce any other provisions of the Codified Ordinances pertaining to a Vacant Building or its condition, including without limitation provisions of Articles 1101 and 1705.

1759.06 RIGHT OF APPEAL; WAIVERS.

(a) Appeal. A property owner may challenge any determination made as to the property owner's vacant building or vacant property pursuant to this article by filing an administrative appeal with the City Council on forms to be prescribed by the City.

The appeal must be filed within ten days of delivery of notice of the determination challenged and shall describe with particularity all objections thereto. The burden of proof shall be on the property owner to show objective proof of occupancy as defined in this article specifically that the determination was incorrect and contrary to law, in whole or in part. The City Council or its designee shall review the appeal and provide for any necessary hearing, which will be conducted in conformance with the Section 7 of the Waiver Procedures adopted pursuant to this ordinance. The Council shall render a decision on the appeal and notify the property owner within 30 days of the hearing of such decision in writing. During the pendency of the administrative appeal, any time period given to the property owner to take corrective action shall be tolled, and the City shall not take any action to enforce the determination subject of the appeal except to address an emergency condition presenting an imminent danger to the life, health, or safety of the public. The City Manager may prescribe regulations and forms as necessary to implement the provisions of this section. Any property owner whose appeal is denied, in whole or in part, may file an appeal to the Jefferson County Circuit Court within 30 days of the date the decision on the appeal is issued.

(b) Waiver of Fees. The Owner of a Vacant Building may submit in writing to the Vacant Buildings Official, for presentation to and consideration by City Council, a request for exemption from payment of fees of such Vacant Building on the Vacant Buildings Registry due to inability to occupy the Building for a determinate period of time ,stating the reasons and time period for which the building cannot be occupied. City Council shall consider the request in accordance with the rules and regulations adopted pursuant to this Ordinance. After being granted such a waiver pursuant to the provisions of this section, a property may not seek another exemption until the passage of three (3) years.

1759.07 EXPENDITURE OF FEES.

All registry fees assessed under this Article shall, when collected, be deposited in a separate account and be used for only the following purposes, as City Council shall determine from time to time:

(a) To improve public safety efforts, especially for police and fire personnel, who most often contend with dangerous situations manifested in Vacant Buildings;

(b) To monitor and administer this Article; and

(c) To repair, close, or demolish a vacant structure as authorized by 1759.05 of this Article.

1759.08 PENALTY

(a) Any person who fails to comply with the provisions of this article, or fails to take the corrective action required by this article, shall be guilty of a misdemeanor, punishable by a fine of no more than $500.00. Each day that a violation continues shall be deemed a separate offense.

(b) Any person who interferes with or fails to allow inspection of a property subject to inspection under this article shall be guilty of a misdemeanor, punishable by a fine of no more than $500.00. Each day that a violation continues shall be deemed a separate offense.

(c) Any person who fails to comply with an order issued by an official having authority to make such order under this article shall be guilty of a misdemeanor, punishable by a fine of no more than $500.00. Each day that a violation continues shall be deemed a separate offense.

(d) Any person found guilty of a second violation of this article within any 12-month period shall be subject to a fine of no less than $250.00 nor more than $500.00 for such offense.

(e) Any person found guilty of a third violation of this article within any 12-month period shall be subject to a fine of $500.00 for such offense.

1759.09 SEVERABILITY.

If any provision of this Article is held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not otherwise affect or invalidate the other provisions hereto, all of which are hereby declared, and shall be construed, to be separate and severable. (Ord. 2024-004. Passed 5-6-24.)

1759.10 RELATION TO CODES AND OTHER LAWS

It is understood that the intent and purpose of this Article are separate and distinct from other parts and sections of the Codified Ordinances of the City of Charles Town and the general laws of the State of West Virginia which may be applicable. The provisions of this section are applicable to the owners of such vacant buildings as set forth herein and are in additional to and not in lieu of any and all other applicable provisions of this chapter, health and sanitation code, and any other applicable provisions to the City of Charles Town Municipal Code.

1759.11 TRANSITION PROVISIONS.

All registry fees, fines, penalties, liens, notices, letters, communications, orders, remedies, or other enforcement actions assessed, charged, imposed, placed, filed, issued, or otherwise instituted or taken under any prior version of this Article shall remain fully effective and enforceable notwithstanding the revision of this Article and nothing herein shall be deemed to modify, negate, limit, or otherwise affect such items.

First Reading: June 1, 2026

Passed on Second Reading: July 20, 2026

Micheal George
Mayor

Carolyn Vezzosi
Deputy City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/02/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2087: Vacant Structure Appeal - 130 E. North Street

ATTACHMENTS:

- Appeal 130 E North Indep Fire Co.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

Vacant Buildings Appeal Form

According to Article 1759, "Vacant Building" means any building on a parcel of real property that: Is unoccupied, Is unsecured and occupied by one or more unauthorized persons; or Any unoccupied first floor commercial space in a mixed use building, Is without continuous utility service evidencing actual use of water, sewer, electric, and/or gas service to the building for a period exceeding 30 days for commercial buildings and exceeding ninety 90 days for residential structures; Is a commercial building at which substantially all lawful business operations have ceased for at least ninety (90) days.

Property Address 130 E. North Street Charles Town WV 25414

Has the structure been vacant for more than 6 months? Yes ☐ No ☒
If no, provide any supporting documentation.

If the structure has not been disconnected from electric and water service for more than 60 days provide electric and water service documentation.

Initial notification date 10/15/2026

1759.06 RIGHT OF APPEAL.
A property owner may challenge any determination made as to the property owner's vacant building or vacant property pursuant to this article by filing an administrative appeal with the City Council on forms to be prescribed by the City. The appeal must be filed within ten (10) days of delivery of notice of the determination challenged and shall describe with particularity all objections thereto. The burden of proof shall be on the property owner to show objective proof of occupancy as defined in this article specifically that the determination was incorrect and contrary to law, in whole or in part. The City Council or its designee shall review the appeal and provide for any necessary hearing, which will be conducted in conformance with the Section 7 of the Waiver Procedures adopted pursuant to this ordinance. The Council shall render a decision on the appeal and notify the property owner within thirty (30) days of the hearing of such decision in writing. During the pendency of the administrative appeal, any time period given to the property owner to take corrective action shall be tolled, and the City shall not take any action to enforce the determination subject of the appeal except to address an emergency condition presenting an imminent danger to the life, health, or safety of the public. The City Manager may prescribe regulations and forms as necessary to implement the provisions of this section. Any property owner whose appeal is denied, in whole or in part, may file an appeal to the Jefferson County Circuit Court within thirty (30) days of the date the decision on the appeal is issued.

I would like to appeal the registration of my property on the Vacant Buildings List to the City Council.

Yes ☒ No ☐

Owner Name Independent Fire Company Inc
Address P.O. Box 925, Charles Town WV 25414
Phone Number 304-725-2514

Jerry A Cafur Treasurer — 10/15/26
Signature **Date**

INDEPENDENT FIRE CO. NO. 1, INC.

ORGANIZED 1884

MAILING:
P.O. BOX 925
CHARLES TOWN, WV 25414

PHONE: 304-725-2514

LOCATION:
200 W. SECOND AVENUE
RANSON, WV 25438

FAX: 304-728-6006

To: Charles Town City Council,

Please accept this letter and attachments as supporting documentation for appeal to have our property at 130 East North Street added to the vacant buildings registry.

This property is not vacant. It serves as an annex to our main fire station. This property houses an exercise gym for members and county emergency service personnel. It also provides storage for supplies, equipment, apparatus, and long term records. The facility is secured, maintained, and fully insured. We also maintain full utility's at the property. I've included a copy of the most recent electric bill. Again, this property is an active an integral part of the operation of the Independent Fire Company and the services we provide. It is likely to have members in and out several times a week.

Thank you for your attention to this matter,

Terry Carper

Treasurer Independent Fire Company

Phone 304-725-2514

Cell 304-995-7207

PotomacEdison
A FirstEnergy Company

Bill Based On: Actual Meter Reading

September 01, 2026

Account Number: 110 085 805 007

Amount Due: $141.56

Due Date: September 21, 2026

Billing Period: Aug 01 to Aug 28, 2026 for 28 days
Bill For: INDEPENDENT FIRE CO
AUTO SERVICE CENTER
NORTH ST
CHARLES TOWN WV 25414

To report an emergency or an outage, call 24 hours a day 1-888-544-4877.
Bill issued by: Potomac Edison, 341 White Pond Dr., Akron, OH 44320-1119
To enroll in eBill or pay your bill online, scan the QR code on the right of this bill from your mobile device or go to www.firstenergycorp.com.
For Customer Service, call 1-800-686-0011. For Payment Options, call 1-800-736-3401. **Online Registration Code: 929623**

Messages

**** REMINDER NOTICE ****

When this bill was prepared, your account had an unpaid balance. If you have already made this payment, thank you. If not, please promptly pay the overdue amount. Call us if you have questions or for information on payment arrangements.

To avoid a 2.00% Late Payment Charge being added to your bill, please pay the **Amount Due** by the Due Date.

Your next meter reading is scheduled to occur on or about Oct 05, 2026.

Additional messages, if any, can be found on back.

Account Summary

	Amount Due
Previous Balance	71.17
Payments/Adjustments	0.00
Balance at Billing on Sep 01, 2026	**71.17**
Potomac Edison - Consumption	**70.39**
Amount Due by Sep 21, 2026	**$141.56**

Usage Information for Meter Number S328481991

Aug 28, 2026 KWH Reading (Actual)	48,159
Aug 01, 2026 KWH Reading (Actual)	47,764
KWH used	395
Billed Load in KW/KVA	3.3

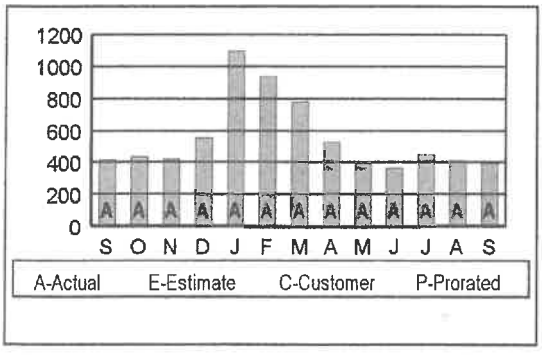
Charges From Potomac Edison

Customer Number: 0804359717 5000423921
Rate: General Service PV-GSGF

Base Charge	65.99
Local Tax Surcharge	2.04
Local Tax	1.36
Environmental Control Charge	1.00
Current Consumption Bill Charges	**70.39**

PAID
SEP 20 2026
By: 3721

Usage History



Comparisons	Last Year	This Year
Average Daily Use (KWH)	14	14
Average Daily Temperature	72	75
Days in Billing Period	29	28
Last 12 Months Use (KWH)		6,746
Average Monthly Use (KWH)		562

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/02/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2100: License Plate Readers (LPR) and Flock Cameras Discussion

Councilmember Hynes requested this agenda item at the October 19, 2026, meeting.

ATTACHMENTS:

- 26-10-29 FINAL Camera Policy.pdf

JEFFERSON COUNTY PROTECTION FROM MASS SURVEILLANCE POLICY

Preamble

WHEREAS, the Jefferson County Commission (hereinafter "Commission") recognizes a fundamental distinction between the observation of a particular person, vehicle, device, activity, or event at a specific place and time and the systematic collection, aggregation, identification, retention, analysis, and the public sharing of large numbers of such observations in a manner capable of reconstructing the movements, activities, behaviors, relationships, and associations of persons by unmonitored and uncontrolled private entities not subject to the same Constitutional judicial oversight and checks and balances that a public law enforcement agency is subject; and

WHEREAS, modern surveillance systems may automatically identify, distinguish, classify, follow, track, or associate persons, vehicles, electronic devices, activities, movements, and locations through automated license plate recognition, vehicle-feature recognition, facial recognition, biometric identification, artificial intelligence, machine learning, computer vision, wireless-device identification, geolocation analysis, persistent aerial surveillance, and other existing or future technologies; and

WHEREAS, the Commission does not intend to prohibit automated license plate recognition merely because a system reads alphanumeric plate characters or performs a basic exact-match comparison against a specifically identified, lawfully maintained hot list, but does intend to prohibit systems that add external network sharing, warrantless external access, artificial intelligence, biometric recognition, persistent monitoring, or other capabilities that constitute mass surveillance; and

WHEREAS, the Commission recognizes that a system whose retained information is inaccessible by the public except upon individualized judicial authorization and that neither contributes information to nor is searchable through an external surveillance database or network, does not present the same mass-surveillance risks as an open, shared, or warrantless system; and

WHEREAS, the Commission finds that the indiscriminate public collection and distribution of identifying or reasonably linkable information concerning persons who are not suspected of criminal activity, when combined with artificial intelligence, machine learning, algorithmic analysis, interstate information sharing, external databases, or access by private entities outside the jurisdiction without prior individualized judicial authorization, creates substantial risks to personal privacy, freedom of movement, freedom of association, freedom of religion, political participation, property rights, and other liberties protected by the United States Constitution, the West Virginia Constitution, and the traditions of a free society; and

WHEREAS, the Commission finds that publicly shared data of a person's movements and activities may reveal visits to a home, church, medical provider, attorney, political meeting, campaign event, civic organization, place of employment, school, charitable organization, or other location from which sensitive personal activities, beliefs, and associations may be inferred; and

WHEREAS, the Commission finds that artificial intelligence and algorithmic analysis can transform ordinary images, sounds, observations, or electronic signals into detailed profiles, behavioral patterns, associations, predictions, classifications, alerts, and investigative leads concerning persons who are not suspected of criminal activity; and

WHEREAS, the Commission finds that requiring individualized judicial authorization before any member of the public may access a detailed history of a person's movements, activities, or associations provides an important safeguard against indiscriminate, improper, politically motivated, or otherwise abusive surveillance; and

WHEREAS, the Commission does not intend through this Policy to direct the conduct of any criminal investigation, interfere with a lawful emergency response, impede law enforcement activities, regulate cameras located outside County property, alter any duty assigned to an elected official, or regulate the operational decision of a Constitutional officer or law-enforcement officer to request, receive, or use lawfully available information from a system; and

WHEREAS, the Commission does intend to exercise its lawful authority over County appropriations, County property, County contracts, County equipment, County personnel resources, County information-technology systems, County-administered grants, and other County-controlled resources; and

WHEREAS, the Commission finds that County taxpayers should not be required to purchase, fund, operate, maintain, host, power, connect, or otherwise support a mass surveillance system that systematically records, identifies, analyzes, or shares information concerning County residents and visitors who are not suspected of criminal activity; and

WHEREAS, the Commission finds that County-owned property should not be used as platforms for prohibited mass surveillance systems, regardless of whether a camera, sensor, scanner, device, supporting pole, communications equipment, software platform, or associated infrastructure is owned by private vendor, utility company, contractor, or other person; and

WHEREAS, the Commission has determined that the following provisions are necessary and proper for the protection of the general welfare, preservation of liberty, responsible administration of County resources, and good government of Jefferson County, West Virgina.

Purpose and Construction.

(a) The purposes of this policy are to:

1. Prevent County Commission controlled funds and resources from being used to acquire, own, fund, operate, maintain, host, or otherwise supply prohibited mass surveillance systems;
2. Prevent County-owned property from being used for the installation, hosting, support, or operation of prohibited mass surveillance systems;

3. Establish uniform eligibility requirements for discretionary County appropriations, grants, accommodations-tax awards, recreation funds, sponsorships, and other County-controlled distributions;
4. Prevent circumvention of those eligibility requirements through separate corporations, nonprofit organizations, festival committees, affiliated entities, fiscal agents, contractors, or other intermediaries;
5. Protect the privacy, liberty, freedom of movement, freedom of religion, freedom of association, political participation, property rights, and other rights of Jefferson County residents and visitors; and
6. Ensure that County-controlled funds and resources are administered consistently with the policies adopted by County Commission.

(b) This policy shall be construed to accomplish its remedial and protective purposes, but not in a manner inconsistent with the Constitution or general law of West Virginia.

(c) The policy does not limit or restrict independently elected County Constitutional Officers.

(d) Ordinary use of County-provided office space, personnel, computers, vehicles, networks, utilities, or communications in the lawful performance of the Constitutional Officer's duties does not constitute County acquisition, ownership, operation, hosting, maintenance, or support of a prohibited mass surveillance system and is not reached by this Policy.

No County Expenditure for Prohibited Mass Surveillance

(a) Except as provided herein no County-controlled funds may be appropriated, transferred, allocated, expended, encumbered, obligated, reimbursed, or otherwise made available, directly or indirectly, for a prohibited mass surveillance system.

(b) Except as provided herein, no County property, County equipment, County vehicle, County communications system, County information-technology network, County software, County database, County account, County credential, County purchasing card, County employee time, or other County resource may be used to support a prohibited mass surveillance system.

Prohibition on County Property.

(a) No prohibited mass surveillance system may be installed, placed, attached, owned, operated, maintained, hosted, powered, connected, or allowed to remain on, within, above, beneath, or attached to County property.

(b) No County Commission officer, employee, department, board, commission, agency, contractor, or other person acting on behalf of the County Commission may issue, approve, execute, or recommend a lease, license, easement, right-of-entry agreement, attachment agreement, utility authorization, use agreement, memorandum of understanding, or other permission authorizing a prohibited system on County property.

(c) The prohibition includes equipment that collects surveillance information for processing, identification, analysis, storage. or sharing through software or infrastructure located elsewhere.

Definitions.

For purposes of this policy, the following definitions apply:

Prohibited Mass Surveillance System

"Prohibited mass surveillance system" means any fixed, mobile, portable, temporary, vehicle-mounted, body-mounted, pole-mounted, airborne, or otherwise deployed camera, microphone, sensor, scanner, communications device, software platform, database, network, service, artificial-intelligence system, or combination thereof that:

Systematically or routinely captures, collects, receives, derives, processes, identifies, indexes, stores, searches, analyzes, transmits, or shares personally identifying or reasonably linkable information concerning persons, vehicles, electronic devices, activities, movements, locations, behaviors, characteristics, or associations in public or publicly accessible places.

A system using those functions is prohibited only if it otherwise satisfies this definition and possesses, performs, enables, contributes to, or participates in one or more of the following capabilities:

1. Automated biometric recognition, including facial recognition, when used in or directed toward a public or publicly accessible place;
2. Identification, location, or tracking of electronic devices through cellular, wireless, Bluetooth, radio-frequency, advertising, network, or other electronic identifiers or signals:
3. Automated identification, reidentification, or tracking of a person. vehicle, object, or electronic device across multiple observations, cameras, sensors, locations, or times;
4. Creation of a searchable historical record of a person's, vehicle's, or device's locations, movements, routes, activities, behaviors, or associations;
5. Upload, transmission, contribution, or availability of surveillance information to an external surveillance database or network;
6. Searchability by, or access for, an external agency without prior individualized judicial authorization;
7. Artificial intelligence or algorithmic analysis used to identify patterns, behaviors, characteristics, associations, travel histories, routes, common locations, groups, relationships, risks, anomalies, predictions, classifications. investigative leads, or other inferences;
8. Automated generation of alerts. flags, rankings, classifications, watch-list matches, or risk assessments based upon behavior, association, route, location pattern, biometric characteristic, vehicle feature other than exact alphanumeric plate characters, or an algorithmically generated criterion; provided that a basic one-to-one exact-match comparison of plate characters against a specifically identified, lawfully maintained hot list does not, standing alone, satisfy this item;
9. Combination of surveillance information with commercial data, communications information, mobile-device information, social-media information, property records, public records, biometric information, or another database for identification, tracking, profiling, classification, or inference;
10. Persistent aerial, drone-based, camera-based, sensor-based, audio-based, or electronic monitoring of public or publicly accessible places;

11. Identification or tracking based upon facial appearance, gait, voice, clothing, body shape, tattoos, distinguishing features, vehicle appearance, device signals, or another physical, behavioral, or electronic characteristic; or
12. A capability substantially equivalent to one or more of items I through 11 that permits the system to perform "mass surveillance" as defined in this policy.

County

"County" means the County Commission of Jefferson County, West Virginia, including its own departments, agencies, boards, commissions, offices, facilities, employees, officials, and other organizational units and only to the extent County Commission directly staffs such agencies with employees of the Commission itself. The term “County” does not extend to independently elected Constitutional officers authority, spending, use of county owned property, operational law-enforcement or other decisions committed to their discretion by law. Specifically, this Policy only applies to the portion of the budget allocated to the County Commission itself, not to any other funds budgeted to the other Constitutional officers nor vehicles, offices or premises used by such officials in the conduct of their duties.

County-controlled Funds

"County-controlled funds" means County-administered state or federal funds, accommodations-tax revenue, funds, or other financial resources over which County Commission has within its own portion of the County budget. It expressly excludes any funding budgeted to the other Constitutional officers and any state or federal funds, accommodations-tax revenue, funds, or other financial resources provided to such Constitutional Officers.

The term does not include money that the County is expressly and unconditionally required by state or federal law, final court order, binding bond covenant, or preexisting enforceable contract to distribute to a specifically identified recipient.

Forfeiture proceeds, grants, donations, or other funds received or administered by an independently elected Constitutional officer, including all funds within the Constitutional Officer’s budget, do not for the purpose of this policy constitute County-controlled funds as such funds are not deemed County-controlled solely because they are received or held by the other Constitutional officers.

County Property

"County property" means real or personal property owned, leased, occupied, managed, maintained, or legally controlled by the County, including:

1. Administrative and governmental buildings;
2. Courthouse property;
3. Law-enforcement and facilities;
4. Fire, rescue, and emergency medical facilities;
5. Parks and recreation facilities;
6. Communications towers and sites;
7. Parking lots;

8. Non-emergency County vehicles, trailers, poles, signs, computer systems, software, accounts, databases, and communications equipment;

9. Property controlled by a County board, commission, department, agency, district, or authority to the extent County Commission possesses lawful control over the use of such property to the exclusion of other Constitutional officers of the County.

10. It does not include any emergency vehicles, premises, equipment used by any Constitutional Officer nor premises shared by the County and other Constitutional Officers, nor premises controlled by Judges, Magistrates, Probation Officers or other Officers of the Court even if said property is owned or leased by the County as a corporate body.

Personally Identifying or Reasonably Linkable Information

"Personally identifying or reasonably linkable information" means information that directly identifies a person or may reasonably be used, alone or together with other information, to distinguish, locate, identify, reidentify, follow, track, profile, or associate a person, household, vehicle, or electronic device.

Limited Exclusions.

1. A prohibited mass surveillance system does not include:
    a. A camera or system intended to monitor public safety in and around a courthouse, secured building, gated facility, restricted parking area, utility site, detention facility, computer system, or other restricted property and recording from the same;
    b. An ordinary premises-security camera that is not configured or used to conduct automated biometric recognition, automated reidentification, cross-camera tracking, historical movement analysis, or external database sharing to private, non- law enforcement purposes;
    c. A camera or sensor used solely for real-time traffic-flow management, nonidentifying traffic counting, road-condition monitoring, weather observation, traffic-signal operation, infrastructure monitoring, or emergency detection, provided that it does not create person-specific, vehicle-specific, or device-specific records, permit retrospective identification or tracking, or transmit identifying information to another database;
    d. Periodic aerial or satellite imagery acquired for mapping, tax assessment, planning, engineering, environmental monitoring, infrastructure management, or damage assessment, provided the imagery is not used to identify or track particular persons, vehicles, or electronic devices and is not incorporated into a prohibited mass surveillance system;
2. A body-worn camera, manually operated camera, or vehicle camera used by law enforcement or public safety purposes to record an officer's direct interaction, traffic stop, emergency response, or specifically identified incident, provided its recordings are not routinely subjected to automated biometric recognition, mass identification, cross-camera tracking, and incorporated into any private external mass surveillance network or data collection system;
3. A manually operated camera, sensor, or investigative device used during a particularized law enforcement investigation;

4. The use of a system deployed to locate a specifically identified abducted, missing, endangered, or fleeing person as directed by law enforcement, provided that:
    a. Access and use are limited to recognized law enforcement purposes;
    b. Information is not contributed to a general-purpose private external surveillance database or network;
5. Incident-specific aerial or drone operations conducted for search and rescue. disaster response, fire suppression, accident reconstruction, scene documentation, fugitive apprehension, or response to a specific reported incident, provided the operation is limited in geographic scope and duration, is not a routine or persistent aerial patrol of the general public, and its information is not contributed to a general-purpose external private database or network;
6. A parking, payment, toll, or access-control system that does not contribute information to a mass surveillance database;
7. A cybersecurity system used to protect County computer networks, information systems, or accounts. Swipe-entry records showing which ID was used to access buildings is exempt;
8. A system used solely for emergency dispatch, emergency communications, or law enforcement location or response;
9. A system whose use is expressly required by controlling state or federal law; or
10. An automated license plate recognition consisting solely of optical character recognition of alphanumeric plate characters, together with a basic one-to-one exact-match comparison against a specifically identified, lawfully maintained hot list, does not, constitute a prohibited capability.

Savings and Limitations.

(a) Nothing in this policy shall be construed to:

1. Regulate a private camera located entirely on private property;
2. Direct the handling or outcome of a particular criminal investigation;
3. Prevent the use, consideration and admission of any image, video or data collected from being used in a criminal investigation or prosecution as otherwise permitted by law, rules of evidence or procedure.
4. Prevent a law enforcement officer or other person from directly observing a person, vehicle, object, or activity in public;
5. Prevent a law-enforcement officer from searching, querying, requesting, receiving, analyzing, or using lawfully available information solely because the information was collected by a prohibited mass surveillance system;
6. Require withholding of money required by state or federal law, final court order, binding bond covenant, or preexisting enforceable contract to distribute;
7. Prohibit compliance with a valid court order directed to the County;
8. Alter a duty imposed upon or discretion of an elected Constitutional Office, State or federal agency; or
9. Prevent the County from taking actions necessary to protect its legal interests or comply with controlling law.

(b) Nothing in this policy creates a private cause of action against the County, County Commission, a County employee, a County official, or any of the County's interests.

EXISTING OBLIGATIONS

Nothing in this Policy shall be interpreted to impair a binding contract, bond covenant, vested property right, final court order, or mandatory distribution in violation of controlling law. No County-funded contract, permit, subscription, data-contribution agreement, hosting agreement, memorandum of understanding, or other arrangement may be renewed, extended, expanded, or materially modified in a manner inconsistent with this Policy.

Adopted by majority vote of the Jefferson County Commission at a duly called meeting on the _____ day of _____, 2026.

_____

Pasha Majdi, President
County Commission of
Jefferson County, West Virginia

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/02/26
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2101: Appointments to the Building Code Appeals Board

There are 5 vacancies on the appeal board:

2 - 3-year terms
1 - 2-year term
2 - 1 year term

Mr. Printz is interested in the 3-year term.
Mr. Cozens is interested in the 2-year term.

ATTACHMENTS:

- Board of Appeals Members.pdf
- Printz Application.pdf
- Kidwell Application.pdf
- Gary Hite Application.pdf
- Cozens Application.pdf

Building Code of Appeals Board Members and Terms

Name:	Term Start:	Term End:	Term Length:	Status:
Mark Roper	Oct. 16, 2023	Oct. 16, 2028	5 yrs	Active
Chris Livingston	Oct. 16, 2023	Oct. 16, 2027	4 yrs	Active
Adam Kimpel	Oct. 16, 2023	Oct. 16, 2026	3 yrs	Expired
Jonathan Sherman	Oct. 16, 2023	Oct. 16, 2026	3 yrs	Expired
Matt Printz	Oct. 16, 2023	Oct. 16, 2025	2 yrs	Expired
Josh Foster	Oct. 16, 2023	Oct. 16, 2024	1 yr	Expired
David Lutman	Oct. 16, 2023	Oct. 16, 2024	1 yr	Expired

CHARLES TOWN BOARDS AND COMMISSIONS

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

Board or Commission Applying for: **Date of Application:** 10/20/26

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

Name: Matt Printz

Address: 629 South George St, Charles Town WV 25414

Email: Matt@kronaconstruction.com

Phone: 540 450 7334

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? Previous member of board of appeals (commission expired)
Current member of HLC

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

Current HLC member
Previous member of board of appeals (2 year term expired)

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

Liscensed residental and commercial contractor in WV. Experienced in historic restoration and preservation. Experienced in new construction, additions, basement remodels and decks. Have many projects in charles town and enjoy being a part of making it a better place.

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 city hall by phone at 304-724-3250. Applications can be emailed to the deputy city clerk at cvezzosi@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: 10-25-26

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

Name: David Kidwell Jr

Address: 220 Kidwiler Rd Harpersferry WV 25425

Email: Rhkid2@gmail.com

Phone: 304-671-9943

Length of time lived in the City of Charles Town: 0

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

If yes, when, where, and in what capacity? Charles Town around 2007

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

None

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

40 year experience in plumbing/ construction field

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 city hall by phone at 304-724-3250. Applications can be emailed to the deputy city clerk at cvezzosi@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:** 10/25/26

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

Name: Gary Hite Jr.

Address: 252 Blair Rd, Harpers Ferry WV. 25425

Email: hitesmasonry@yahoo.com

Phone: 304-270-0275

Length of time lived in the City of Charles Town: N/A

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

If yes, when, where, and in what capacity? N/A

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

Licenced Contractor in Charles Town.

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

I prefer to make decisions based on logic, code, and or Law. I could benifit the board as a voice of reason and from experience as a licenced contractor. I also would enjoy the experience of interacting with the local government and community.

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

If you have any questions regarding the application process, please contact city hall by phone at 304-724-3250. Applications can be emailed to the deputy city clerk at cvezzosi@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:** 10/18/2026

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

Name: Ian Cozens

Address: 260 Kimberwicke Dr N, Charles Town, WV 25414

Email: icozens@cozensce.com

Phone: 703-508-3098

Length of time lived in the City of Charles Town: 4.5 Years (In Jefferson County, outside city limits)

Have you ever been a member of a local government board or commission? Local-No, Federal-Yes

If yes, when, where, and in what capacity? I spent 10 years working for the Nuclear Regulatory Commision

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

-Active member of the Jefferson County Chamber of Commerce

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

-I've spent 17 years working in engineering and construction related roles and understand the imporatance of building codes as well as inadequacies of the codes. In this position, I can bring practical knoledge of construction & engineering requirements and code interpretation, helping the Board evaluate whether a proposed alternative meets the intent of the code.

-As a licensed Professional Engineer with a structural engineering background, I understand the responsibility and liability that comes with protecting life safety and the public. I run a local consulting engineering business (Cozens Consulting Engineers, LLC) where I must maintain these standards on a daily basis .

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 city hall by phone at 304-724-3250. Applications can be emailed to the deputy city clerk at cvezzosi@charlestownwv.us

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/02/26
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2104: Resolution and Support for the Shenandoah VALOR Act

ATTACHMENTS:

- 2026-009 - Resolution Supporting the Expansion of the Shenandoah Velley Battlefields National Historic District to Include Jefferson County, West Virginia.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

RESOLUTION SUPPORTING THE EXPANSION OF THE SHENANDOAH VALLEY BATTLEFIELDS NATIONAL HISTORIC DISTRICT TO INCLUDE JEFFERSON COUNTY, WEST VIRGINIA

WHEREAS, the City of Charles Town, WV recognizes the profound historical significance of Jefferson County, West Virginia, and its central role in the events of the American Civil War, which shaped the history, communities, and landscape of the Eastern Panhandle; and

WHEREAS, Jefferson County's strategic location at the northern entrance to the Shenandoah Valley placed its communities at the crossroads of military campaigns that profoundly influenced the course of the Civil War and the history of the nation; and

WHEREAS, Jefferson County experienced extensive military activity throughout the Civil War including military occupations, battles, skirmishes, and strategic maneuvers by both Union and Confederate forces; and

WHEREAS, the City of Charles Town recognizes the importance of preserving and interpreting the historical events, people, and places associated with this period, including the City's own significant historical resources, such as the Jefferson County Courthouse, associated with the trial of John Brown following his 1859 raid on Harpers Ferry, as well as historic buildings, streetscapes, and commercial districts that reflect the region's rich and complex history; and

WHEREAS, the preservation and interpretation of Civil War related historic sites provide opportunities to educate residents and visitors, preserve the historical integrity of local communities, and ensure the stories and lessons of this defining period in American history remain accessible to future generations; and

WHEREAS, the Shenandoah Valley Battlefields National Historic District was established to support the preservation and interpretation of significant Civil War battlefields and related historical sites throughout the Shenandoah Valley, and has developed a regional approach to historic preservation, public interpretation, visitor services and heritage tourism; and

WHEREAS, the proposed expansion of the Shenandoah Valley Battlefields National Historic District to include Jefferson County and the Eastern Panhandle of West Virginia would connect the region's Civil War history with the broader story of the Shenandoah Valley during the war, recognizing the geographic, historical, and cultural connections that extend across state boundaries; and

WHEREAS, inclusion in the expanded district would create opportunities for increased regional collaboration, broader tourism marketing, coordinated interpretation, and greater public awareness of Jefferson County's historic resources, benefiting Charles Town and the surrounding communities; and

WHERAS, the proposed Shenandoah Valley Battlefields National Historic District Boundary Expansion may provide additional opportunities for eligible historic sites, including resources that are currently unprotected or lack formal interpretation, to receive greater recognition and consideration for preservation, partnership, and potential funding;

NOW, THEREFORE, BE IT RESOLVED, the Charles Town City Council urges the United State Congress to support the expansion of the Shenandoah Valley Battlefields National Historic District to include Jefferson County, West Virginia.

Adopted the 2nd day of November 2026.

Attest:

_____	_____
Micheal George	Carolyn Vezzosi
Mayor	Deputy City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/02/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2102: Payment of Bills - November 2, 2026

ATTACHMENTS:

- GEN FUND COUNCIL REPORT 2026-11-02.pdf
- CAPITAL RESERVE COUNCIL REPORT 2026-11-02.pdf

Expense Approval Report

Charles Town, WV

By Fund

Post Dates 10/20/2026 - 10/30/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Fund: 001 - GENERAL FUND						
NVA	4490017	10/28/2026	Nov 26 Employee Vision Insurance Contributions	001-225-010		59.18
						59.18
Department: 402 - ECONOMIC DEVELOPMENT						
NVA	4490017	10/28/2026	Nov 26 ED Vision Insurance Contribution	001-402-105		7.72
T-MOBILE	INV0003081	10/29/2026	OCT 26 ED Cell Service	001-402-211		33.31
					Department 402 - ECONOMIC DEVELOPMENT Total:	**41.03**
Department: 409 - MAYOR'S OFFICE						
T-MOBILE	INV0003081	10/29/2026	OCT 26 Mayor Cell Service	001-409-211		47.63
					Department 409 - MAYOR'S OFFICE Total:	**47.63**
Department: 412 - CITY MANAGER'S OFFICE						
NVA	4490017	10/28/2026	Nov 26 CMO Vision Insurance Contributions	001-412-105		-30.86
					Department 412 - CITY MANAGER'S OFFICE Total:	**-30.86**
Department: 413 - TREASURER'S OFFICE						
NVA	4490017	10/28/2026	Nov 26 TR Vision Insurance Contributions	001-413-105		23.16
Candice J Deronda	INV0003051	10/28/2026	ACT 3019 B&O Refund for Overpayment	001-413-238		254.28
Alvin Moreland	INV0003058	10/28/2026	PK Ticket #322018491 Overpayment Reimbursement	001-413-238		60.00
					Department 413 - TREASURER'S OFFICE Total:	**337.44**
Department: 415 - CITY CLERK'S OFFICE						
NVA	4490017	10/28/2026	Nov 26 CK Vision Insurance Contributions	001-415-105		15.43
					Department 415 - CITY CLERK'S OFFICE Total:	**15.43**
Department: 417 - CITY ATTORNEY						
NVA	4490017	10/28/2026	Nov 26 CA Vision Insurance Contributions	001-417-105		15.43
T-MOBILE	INV0003081	10/29/2026	OCT 26 CA Cell Service	001-417-211		19.16
					Department 417 - CITY ATTORNEY Total:	**34.59**
Department: 425 - ENFORCEMENT AGENCY						
NVA	4490017	10/28/2026	Nov 26 CE Vision Insurance Contributions	001-425-105		7.72
T-MOBILE	INV0003081	10/29/2026	OCT 26 CE Cell Service	001-425-211		19.16
					Department 425 - ENFORCEMENT AGENCY Total:	**26.88**
Department: 436 - BUILDING INSPECTION						
NVA	4490017	10/28/2026	Nov 26 BI Vision Insurance Contributions	001-436-105		15.43
					Department 436 - BUILDING INSPECTION Total:	**15.43**
Department: 437 - PLANNING & ZONING						
NVA	4490017	10/28/2026	Nov 26 PZ Vision Insurance Contributions	001-437-105		33.35

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
T-MOBILE	INV0003081	10/29/2026	OCT 26 PZ Cell Service	001-437-211		62.79
					Department 437 - PLANNING & ZONING Total:	**96.14**
Department: 440 - CITY HALL						
POTOMAC EDISON COMPANY	INV0002941	10/20/2026	Sept 26 CH AC electricity	001-440-213		49.15
POTOMAC EDISON COMPANY	INV0002941	10/20/2026	Sept 26 Rouss Hall Electricity	001-440-213		268.97
POTOMAC EDISON COMPANY	INV0002941	10/20/2026	Sept 26 CH Upstairs #1	001-440-213		128.27
POTOMAC EDISON COMPANY	INV0002941	10/20/2026	Sept 26 CH Upstairs #2	001-440-213		149.12
POTOMAC EDISON COMPANY	INV0002941	10/20/2026	Sept 26 CH Planning & Zoning	001-440-213		166.57
POTOMAC EDISON COMPANY	INV0002941	10/20/2026	Sept 26 CH Offices	001-440-213		219.74
ATAB LLC	00419719	10/28/2026	FY27 RH Annual Elevator Inspection	001-440-215		180.00
REVIZE LLC	25313	10/28/2026	City Website Design	001-440-230		3900.00
FIRST-CITIZENS BANK & TRUS	49973641	10/28/2026	Nov26 CH 2nfd Floor Plotter Lease	001-440-219		506.12
FIRST-CITIZENS BANK & TRUS	49982725	10/28/2026	Nov 26 CH 1st Floor Copier Lease	001-440-219		239.68
WV DIVISION OF LABOR	EV0003083	10/28/2026	RH Elevator Certificate of Operation	001-440-215		90.00
FRONTIER COMMUNICATIONS	INV0003054	10/28/2026	Oct26 CH Elevator Alarm Service	001-440-211		97.38
FRONTIER COMMUNICATIONS	INV0003078	10/29/2026	Oct& Nov 26 CWHall Alarm Service	001-440-211		195.99
T-MOBILE	INV0003081	10/29/2026	OCT 26 CH Cell Service	001-440-211		33.31
					Department 440 - CITY HALL Total:	**6224.30**
Department: 444 - CONT/TRNSFR 2 OTHR FUNDS						
FUNTOPIA LLC	INV0003026	10/23/2026	200 W Washington Mosaic Market House Grant Reimt	001-444-568		40000.00
FUZZY DOG BOOKS	INV0003055	10/28/2026	FIP 26-04 201 E Washington St. Fuzzy Dog	001-444-568		2150.00
					Department 444 - CONT/TRNSFR 2 OTHR FUNDS Total:	**42150.00**
Department: 571 - PARKING						
NVA	4490017	10/28/2026	Nov 26 PK Vision Insurance Contributions	001-571-105		7.72
					Department 571 - PARKING Total:	**7.72**
Department: 700 - POLICE DEPARTMENT						
MARKL SUPPLY COMPANY, IN	00153263-0	10/28/2026	Spare Holster	001-700-345		46.07
NVA	4490017	10/28/2026	Nov 26 PD Vision Insurance Contributions	001-700-105		138.65
LAW ENFORCEMENT PROFESS	INV0003056	10/28/2026	Francisco Academy Training Aug to Dec 2026	001-700-221		1500.00
CHARLES TOWN UTILITY BOAF	10202026	10/29/2026	Sept 26 PD Water Delivery	001-700-341		125.43
INDUSTRIAL ORGANIZATIONA	C66889A	10/29/2026	1st Line Suprvsor, Middle Mger, Upper Command Exar	001-700-230		475.00
CITY OF CHARLES TOWN PETT	INV0003075	10/29/2026	PD Auto Supplies	001-700-217		85.59
CITY OF CHARLES TOWN PETT	INV0003075	10/29/2026	Postage	001-700-218		156.04
CITY OF CHARLES TOWN PETT	INV0003075	10/29/2026	Francisco Shoes	001-700-345		84.75
DOCTOR ROBERT JONES	INV0003077	10/29/2026	Manning & Newlin Physicals	001-700-223		350.00
FRONTIER COMMUNICATIONS	INV0003079	10/29/2026	Nov 26 PD Alarm Service	001-700-211		198.59
T-MOBILE	INV0003081	10/29/2026	OCT 26 PD Cell Service	001-700-211		145.38
					Department 700 - POLICE DEPARTMENT Total:	**3305.50**
Department: 750 - STREETS & HIGHWAYS						
POTOMAC EDISON COMPANY	INV0002941	10/20/2026	Sept 26 MD Electricity	001-750-213		165.53
NVA	4490017	10/28/2026	Nov 26 MD Vision Insurance Contributions	001-750-105		38.32

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
T-MOBILE	INV0003081	10/29/2026	OCT 26 MD Cell Service	001-750-211		110.44
					Department 750 - STREETS & HIGHWAYS Total:	**314.29**
Department: 751 - STREET LIGHT UTILITIES						
POTOMAC EDISON COMPANY	INV0002941	10/20/2026	Sept 26 N Charles Christmas Lights	001-751-213		21.02
POTOMAC EDISON COMPANY	INV0002941	10/20/2026	Sept 26 Decorative Lighting	001-751-213		170.54
POTOMAC EDISON COMPANY	INV0002941	10/20/2026	Sept 26 Traffic Light Mildred Street	001-751-213		44.65
POTOMAC EDISON COMPANY	INV0002941	10/20/2026	Sept 26 Street Lights/Decorative Lighting	001-751-213		5126.47
POTOMAC EDISON COMPANY	INV0002941	10/20/2026	Sept 26 Street Lights Charles Town Community	001-751-213		3485.21
POTOMAC EDISON COMPANY	INV0002941	10/20/2026	Sept 26 Spruce Hill North Streets Electricity	001-751-213		683.45
POTOMAC EDISON COMPANY	INV0002941	10/20/2026	Sept 26 Charles Street electricity	001-751-213		291.30
POTOMAC EDISON COMPANY	INV0002941	10/20/2026	Sept 26 Parking Lots Electricity	001-751-213		110.35
POTOMAC EDISON COMPANY	INV0002941	10/20/2026	Sept 26 Samuel Street Electricity	001-751-213		196.54
POTOMAC EDISON COMPANY	INV0002941	10/20/2026	Sept 26 Traffic Signal N George	001-751-213		48.46
POTOMAC EDISON COMPANY	INV0002941	10/20/2026	Sept 26 Lawrence Street Electricity	001-751-213		189.17
					Department 751 - STREET LIGHT UTILITIES Total:	**10367.16**
Department: 900 - PARKS & REC						
NVA	4490017	10/28/2026	Nov 26 P&R Vision Insurance Contributions	001-900-105		-7.72
T-MOBILE	INV0003081	10/29/2026	OCT 26 P&R Cell Service	001-900-211		47.63
					Department 900 - PARKS & REC Total:	**39.91**
					Fund 001 - GENERAL FUND Total:	**63051.77**
					Grand Total:	**63051.77**

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	63051.77
Grand Total:	**63051.77**

Account Summary

Account	Account Name	Payment Amount
001-225-010	Dental & Vision Payable	59.18
001-402-105	ECONOMIC DEV - GROUP INSURANCE	7.72
001-402-211	ECONOMIC DEV - TELEPHONE	33.31
001-409-211	Mayor Telephone	47.63
001-412-105	CMO Group Insurance	-30.86
001-413-105	TREAS Group Insurance	23.16
001-413-238	TREAS Refunds	314.28
001-415-105	CLERK Group Insurance	15.43
001-417-105	ATTORNEY INSURANCE	15.43
001-417-211	ATTORNEY TELEPHONE	19.16
001-425-105	ENFORCEMENT AG - GROUP INSURAN	7.72
001-425-211	ENFORCEMENT AG -	19.16
001-436-105	BI Group Insurance	15.43
001-437-105	P&Z Group Insurance	33.35
001-437-211	P&Z Telephone	62.79
001-440-211	CH Telephone	326.68
001-440-213	CH Utilities	981.82
001-440-215	CH Maint Repairs Bldg & Ground	270.00
001-440-219	CH Buildings & Equipment Rents	745.80
001-440-230	CH Contracted Services	3900.00
001-444-568	COMMUNITY CONTRIBUTIONS/TRANSFERS	42150.00
001-571-105	PARKING Group Insurance	7.72
001-700-105	PD GROUP INSURANCE	138.65
001-700-211	PD TELEPHONE	343.97
001-700-217	PD R&M AUTO	85.59
001-700-218	PD POSTAGE	156.04
001-700-221	PD TRAINING & EDUCATION	1500.00
001-700-223	PD PROFESSIONAL SERVICES	350.00
001-700-230	PD CONTRACTED SERVICES	475.00
001-700-341	PD DEPARTMENTAL SUPPLIES	125.43
001-700-345	PD UNIFORMS	130.82
001-750-105	STREETS GROUP INSURANCE	38.32
001-750-211	STREETS TELEPHONE	110.44
001-750-213	STREETS UTILITIES	165.53
001-751-213	STREET LIGHT UTILITIES	10367.16

Account Summary

Account	Account Name	Payment Amount
001-900-105	P&R Group Insurance	-7.72
001-900-211	P&R Telephone	47.63
	Grand Total:	**63051.77**

Project Account Summary

Project Account K		Payment Amount
None		63051.77
	Grand Total:	**63051.77**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Expense Approval Report

Charles Town, WV

By Fund

Payment Dates 10/23/2026 - 10/30/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Fund: 200 - CAPITAL RESERVE						
Department: 976 - PUBLIC SAFETY						
JIM SHORKEY FAMILY AUTO G	533551	10/29/2026	PD New Car VIN 1FM5K8AB6TGA33980	200-976-459		46042.00
					Department 976 - PUBLIC SAFETY Total:	**46042.00**
Department: 979 - CULTURE & RECREATION						
CHARLES TOWN UTILITY BOAF	06052025	10/23/2026	Engineering Review for JMP Pool Plan Review	200-979-458		500.00
PALMER CONSTRUCTION CON	INV0003024	10/23/2026	Pool II Period 8/20	200-979-458		211392.67
PALMER CONSTRUCTION CON	INV0003025	10/23/2026	Pool I House Period 8/20/26	200-979-458		101187.30
Landscape Structures	186667A	10/29/2026	JMP Splash Pad Equipment & Installation	200-979-458		329441.66
Rite Light Signs INC	78666	10/29/2026	Way Finding Sign System #1	200-979-458		96436.00
					Department 979 - CULTURE & RECREATION Total:	**738957.63**
					Fund 200 - CAPITAL RESERVE Total:	**784999.63**
					Grand Total:	**784999.63**

Report Summary

Fund Summary

Fund	Payment Amount
200 - CAPITAL RESERVE	784999.63
Grand Total:	**784999.63**

Account Summary

Accour	Account Name	Payment Amount
200-976-459	Pub Safety Cap Outlay Vehicles	46042.00
200-979-458	Culture & Rec Cap Outlay Impro	738957.63
	Grand Total:	**784999.63**

Project Account Summary

Project Account Ke	Payment Amount
None	784999.63
Grand Total:	**784999.63**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/02/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2105: Good Neighbor Letter to Governor Morrisey

ATTACHMENTS:

- Letter to Governor Morissey - Good Neighbor Data Center Guardrails.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

October 19, 2026

MAYOR
Micheal George

CITY COUNCIL

James Kratovil

Elizabeth Ricketts

Jeff Hynes

Kevin Tester

Nate Hartman

Alden Roth

Julie Smith

Andie Sugrue

CITY MANAGER

Alissa Meeks, Interim

The Honorable Patrick Morrisey
Governor of West Virginia
Office of the Governor
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

Re: Jefferson County Good Neighbor Data Center Guardrails

Dear Governor Morrisey:

On behalf of the Charles Town City Council, we respectfully submit the attached Good Neighbor Data Center Guardrails and request these collective and locally developed protections be prioritized in the State's analysis of data center development impacting Jefferson County and local municipalities.

House Bill 2014 significantly restricts local government authority over impactful data center development. The associated guardrails attached reflect the community's thoughtful concerns, priorities, environmental considerations, and long-term character of our communities. Municipal governments are closest to the residents and businesses affected by major development decisions and our responsibility is to ensure that growth aligns with comprehensive plans, infrastructure capacity, and public safety needs. While these Good Neighbor Guidelines are a constructive step toward encouraging responsible data center development, HB 2014 significantly limits the ability of municipalities and counties to apply local control to data centers. As such, these current restrictions undermine the principle that communities should have a meaningful voice in determining how development occurs within local jurisdicitions.

Further, we are also concerned about the distribution of tax revenue generated by data centers as outlined in HB 2014. Under the statutory framework established by HB 2014, a portion of incremental tax revenue is distributed to the state and other designated recipients rather than remaining entirely within the jurisdiction where the development is located. The distribution formula raises legitimate questions about whether the communities bearing the direct impacts of development receive a proportionate share of the resulting public revenue and where the real associated development and impacts occur.

We appreciate your commitment to ensuring local input and we are confident that by collaboratively working together, West Virginia can welcome economic investment while simultaneously respecting local decision-making. We respectfully ask that your administration work with municipal leaders to revisit these concerns and pursue a more balanced approach to data center development.

Sincerely,

Micheal George,
Mayor

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/02/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2106: City of Charles Town Police Department Monthly Statistical Report - September

ATTACHMENTS:

- September 2026 CTPD Stats.pdf

Charles Town Police Department
Monthly Stat Report

September 2026

911 Hangup	19	Loose Dog	1
Abandoned Vehicle	6	Missing Person	0
Aggressive Animal	0	Motorist Assist	8
Alarm	20	MVA Hit and Run	4
Animal Complaint	0	MVA No Injury	19
Assault	2	MVA w/ Injury	4
BOLO	1	MVA w/ Unknown Status	1
Breaking and Entering	0	Noise Complaint	0
Breaking and Entering Veh	0	Nuisance	2
Building Check	19	Open Door	12
Business Engagement	21	Out of Car (Investigation/Mtg/Court)	0
Capias Recall by Court	26	Overdose	3
Capias Service	7	Overdose-Death	0
Community Engagement	1	Parking Complaint	14
Court/Bailiff Duty	3	Public Assist (In Person Contact)	29
Crossing Guard Duties	1	Public Service (Phone Contact)	53
Destruction of Property	2	Reckless Driver	4
DHHR Referral	1	Road Patrol	7
Directed Patrol	161	Sexual Assault	0
Disabled Vehicle	7	Shoplifting	1
Disturbance	54	Special Event/Detail	15
Dog Locked in Vehicle	4	Stolen Vehicle	0
Domestic Battery	1	Suspicious Activity	13
Drug Activity	6	Suspicious Mail	1
DUI	2	Suspicious Person	3
EMS Assist	10	Suspicious Vehicle	6
Fingerprinting	6	Theft	7
Fire Assist	0	Threats	2
Follow Up	23	Traffic Hazzard	8
Foot Patrol	12	Transport	0
Found Property	4	Trespassing	0
Fraud	1	Unattended Death	0
Harassment	1	VIN Verification	1
Hardcopy Check	3	Warrant Service	4
Illegal Burn	2	Welfare Check	23
Intoxicated Person	2	Wildlife Complaint	0
Juvenile Complaint	3	Wires Down	0
Livestock Complaint	1	**Total calls of service**	**677**

Assists/Back-Ups:	Ranson	**8**	Sheriffs Dept.	**20**
	Harpers Ferry		State Police	**3**
	Shepherdstown		Other (not including CTPD)	**3**
			Total Assists	**34**

	Male	Female	Caucasian	African American	Hispanic	Asian	Other/ Unknown	Total
Defendants:	13	7	14	5	1	0	0	**20**
Total Charges	134	7	132	8	1	0	0	**141**
Citations:								**198**
- Moving								**90**
- Nonmoving								**94**
- Criminal								**6**
- S Ticket (Parking)								**8**
Stops	109	69	120	28	24	6	0	**178**
Warnings:								**124**
Stops	69	55	97	8	13	5	1	**124**
Total	**191**	131	**231**	**41**	**38**	**11**	**1**	
Incident Report								**51**
Parking								
- Citations								**131**
-Warnings								**15**

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

September 2026

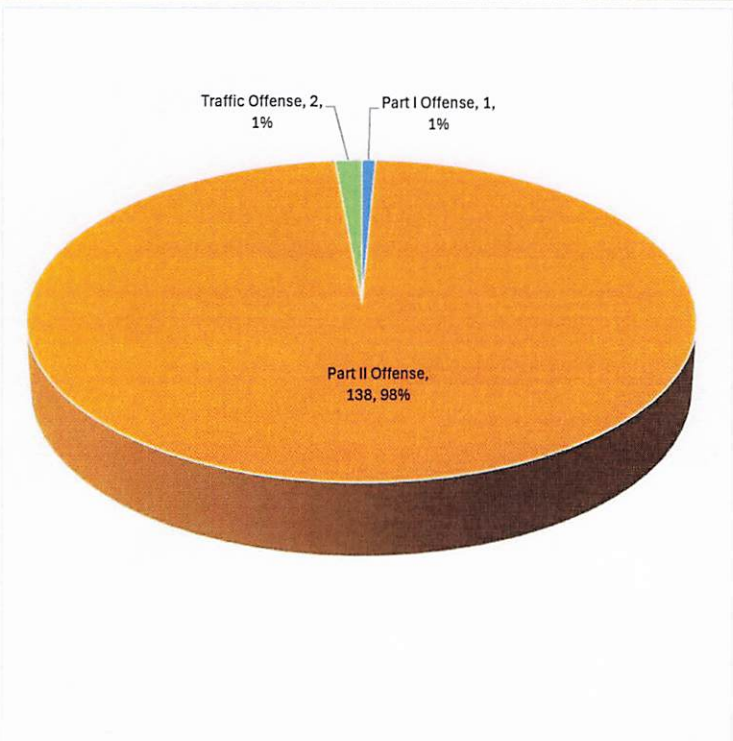
	Male	Female	Caucasian	African American	Hispanic	Asian	Unknown
PART I OFFENSE							
Arson 1st Degree							
Burglary (Daytime)							
Burglary (Nighttime)							
Grand Larceny							
Malicious Assault							
Malicious Wounding							
Attempted Murder 1st Degree							
Murder 1st Degree							
Petit Larceny	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							
Assault on an Officer							
Attempted to Defeat Drug/Alcohol Screening Test							
Battery	1		1				
Battery on Law Enforcement Officer	1		1				
Bond Revocation		1	1				
Capias Served	3	2	3	1	1		
Child Abuse Resulting in Injury							
Child Neglect Creating Risk of Injury							
Computer Fraud							
Conspiracy							
Conspiracy to Distribute MDMA							
Conspiracy to Breaking and Entering							
Conspiracy to Possess w/Intent to Deliver Cocaine							
Conspiracy to Possess w/Intent to Deliver Heroin							
Conspiracy to Shoplifting							
Cruelty to Animals							
Destruction of Property	1			1			
Disorderly Conduct							
Disruption of School							
Distribution/Display of Obscene Matter to Minor	2		2				
Disturbing the Peace							
Domestic Assault							
Domestic Battery	1			1			
Domestic Battery 2nd Offense							
Domestic Battery 3rd Offense							
Driving Revoked for DUI							
Driving Revoked for DUI 2nd							
Driving Revoked for DUI 3rd							
Driving Revoked Non DUI Admin							
DUI		1	1				
DUI 2nd							
DUI 3rd							
DUI Aggravated	1		1				

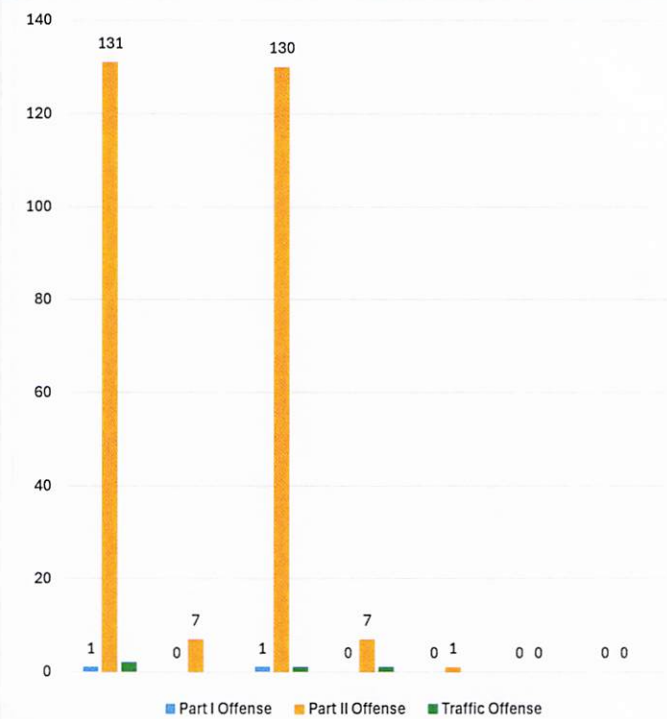
Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

DUI Causing Bodily Injury							
DUI - Drugs							
DUI - Drugs 3rd Offense							
DUI w/ Minor							
Engage in Business W/O Business Franchise Registration							
Failure to Make Required Payments							
False Alarm of Fire							
False Reporting of an Emergency							
Felon in Possession of Firearm							
Fingerprint Refusal							
Fleeing from Officer							
Fleeing in Vehicle w/ Reckless Indifference							
Forgery	1			1			
Fraudulently Obtain Schedule V CDS Attempt							
Fraudulently Obtain Schedule V CDS							
Fugitive From Justice							
Incest	28		28				
Interlock Violation							
Littering							
Non-Consensual Disclosure of Private Intimate Images							
Obstructing an Officer							
Obtain Money, Property, Services by False Pretense							
Open Container							
Open Container in Vehicle	1		1				
Pedestrian in Roadway							
Pimping							
Possession Deadly Weapon by Minor							
Possession of Alcohol Under 21							
Possession of Acetaminophen/Tramadol							
Possession of Cocaine							
Possession of Crack Cocaine							
Possession of Marijuana	2	2	2	2			
Possession of Methamphetamine							
Possession of Oxycodone							
Possession of Pregabalin							
Possession of Tramadol							
Possession w/ Intent to Deliver Crack Cocaine							
Possession w/ Intent to Deliver Marijuana							
Possession w/ Intent to Deliver Methamphetamine							
Probation Revocation							
Prohibited Person in Poss of Firearm							
Prostitution							
Providing Alcohol to Under 21							
Public Intoxication							
Reckless Driving	1			1			
Resisting Arrest							
Sexual Abuse 1st Degree	2		2				
Sexual Abuse by Parent, Guardian, or Custodian	30		30				
Sexual Assault 2nd Degree	28		28				
Sexual Assault 3rd Degree	28		28				
Truancy		1	1				
Unlawful Possession/Transport into WV Fentanyl							
Underage Consumption of Alcohol							
Uttering of Forged Prescription							
Wanton Endangerment							
TOTAL	**131**	**7**	**130**	**7**	**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							
Fail to Obtain WV Operators							
Fail to Report Accident							
Following to Closely							
Improper Backing							
Improper Registration							
Leaving the Scene of Accident w/ Damage							
Left of Center							
No Insurance/No Proof of Insurance	1			1			
No Motorcycle Endorsement							
No Parking Violation							
No Seatbelt							
Passing on Right	1		1				
Red Light Violation							
Speeding							
Stop Sign Violation							
TOTAL	**2**	**0**	**1**	**1**	**0**	**0**	**0**
TOTAL CHARGES	**134**	**7**	**132**	**8**	**1**	**0**	**0**





Charles Town Police Department

SRO Monthly Report

Washington High School / Charles Town Middle School / 2026/2027 / September 2026

INVOLVEMENTS:					
Alcohol Related	0	Fire/Shelter Drills	2	SRO Use of Force	1
Battery on School Employee	1	Found Property	1	Suspensions	20
Citizen Assist	0	Incident Reports	9	Threats	0
Directed Patrols	0	Juvenile Petitions	4	Tobacco Related	5
Disturbance	2	Marijuana Possession	2	Trespassing	0
Evacuations	0	Parental Contacts	4	Vandalism/Theft	0
Extra Curricular/Sporting Events	5	Parking Complaints	10	Vehicle Accident	0
Fights	2	Reckless Driver	0	Welfare Check	0
Fire Department Assist	1	Social Media Related	0	***Total Involvements***	***69***

Officer Notes/Misc. Information:

YOUTH SERVICES:	
Total Classes Taught:	0
Students in Class:	0
Topics Taught:	0
One on One Contacts:	200
Total Students Served:	200

Charles Town Police Department

Community Policing Monthly Report

Downtown Charles Town / Residential Developments / Parks

September 2026

INVOLVEMENTS:	NUMBER
Building Check	0
Directed Patrol	3
Downtown Foot Patrol*	1
Special Event/Detail (see specifics in Notes section)	7
Community Contact (talking with residents and visitors)	1
Business Contact (talking with business owners and employees)	20
Park patrol (Jefferson Memorial/Evitts Run/Skate Park, Willingham Knolls/Happy Retreat)	13
TOTAL INVOLVEMENTS	**45**

Officer Notes/Misc. Information:

Attend: Weekly Farmer's Market, 911 Ceremony, Plantapalooza, and special exhibition at Firehouse Gallery.

Charles Town Police Department

Police Social Worker Monthly Report

September 2026

INVOLVEMENTS:	NUMBER
Alcohol Related	0
Drug Related	1
Mental Health Related	2
Domestic Violence Related	2
Trainings attended	3
Meetings attended	4
Outreach completed	0
Events attended	1
Homeless Related	1
TOTAL INVOLVEMENTS	**14**

Police Social Worker Notes/Misc. Information:
SUPAR meeting
Jefferson-Berekely Alliance Board meeting
Trainings Attended:
Law Enforcement Alliance Peer Support training
SAMHSA training " Housing, homeless, mental illness, & civil commitment
SIMMS training
Community Connections Made:
Youth Coalition meeting
QRT collaboration for youth coalition

Charles Town Police Department

Total Traffic Citation Report, by Violation

Violation	Description	Total
17A-3-16	Expired Registration	45
17A-9-2	No Or Expired Registration	17
17A-9-3	Improper Registration	1
17B-2-1	No Operators	1
17B-2-12	Expired Operators	3
17B-2-9	Fail To Show Operators On Demand	1
17B-4-3a	Driving Suspended or Revoked	5
17C-12-5	Stop Sign Violation	10
17C-13-1	Parking In Roadway	1
17C-13-3	Parking Violation	1
17C-14-15	Use Handheld Communication Device	5
17C-16-9	No Or Expired MVI	15
17C-3-4	Fail To Obey Traffic Control Device	7
17C-3-5	Fail To Obey Traffic Light	10
17C-4-4	Duty Upon Striking Unattended Vehicle	1
17C-5-2(e)	Basic DUI <.15	1
17C-5-2(f)	Aggravated DUI >.15	1
17C-5D-3(b)	Possess Open Container In Vehicle	1
17C-6-1a	Failure To Maintain Control	3
17C-6-1b	Speeding	46
17C-7-4	Passing On Right-Off Road	1
17C-9-1	Fail Yield At Intersection	1
17C-9-3	Fail To Yield-Thru Highway	1
17D-2A-3	No Insurance	2
17D-2A-4	No Proof Of Insurance	5
CTPD171.07	Failure To Appear For Trial (CAPIAS)	3
CTPD333.03	Hazardous Driving	1
CTPD361.05	Manner And Angle Of Parallel Parking	1
CTPD361.08	Parking For Prohibited Purposes	5
CTPD531.03	Possession Of Marijuana <15gms	3
Report Totals		**198**

Report Includes:

All dates of issue between `00:00:00 09/01/26` and `23:59:59 09/30/26`, All agencies matching `CTPD`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

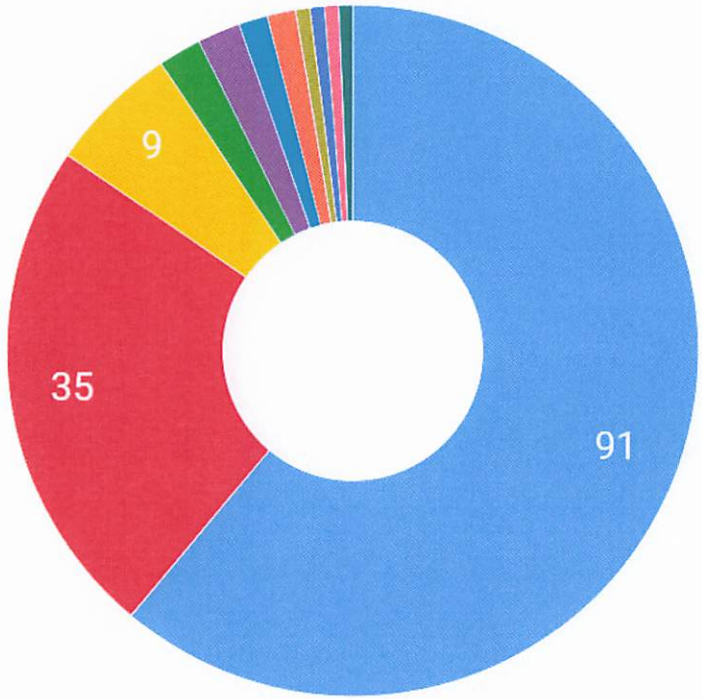
Charles Town Police Department

Total Traffic Warning Report, by Violation

Violation	Description	Total
17A-3-15	Improper Display Of Registration	3
17A-3-16	Expired Registration	28
17A-3-19	Damaged/Illegible License Plate	1
17A-9-2	No Or Expired Registration	2
17C-12-5	Stop Sign Violation	6
17C-14-1	Unattended Motor Vehicle	1
17C-14-15	Use Handheld Communication Device	1
17C-14-9a	Approaching Emergency Vehicle	1
17C-15-1	Unsafe-Improperly Equipped Vehicle	9
17C-15-5	Tail Lamp Requirements	1
17C-3-4	Fail To Obey Traffic Control Device	12
17C-3-5	Fail To Obey Traffic Light	4
17C-6-1a	Failure To Maintain Control	1
17C-6-1b	Speeding	40
17C-6-3a	Impeding Traffic	1
17C-7-1	Fail to Keep Right	1
17C-7-6	Left of Center	2
17C-7-8	One Way And Traffic Island Violation	1
17C-7-9	Improper Lane Change	1
17C-8-8	Improper Stopping/Turning/Signaling	2
17C-9-1	Fail Yield At Intersection	1
17C-9-3	Fail To Yield-Thru Highway	2
17C-9-4	Fail To Yield From Private Road	1
CTPD333.03	Hazardous Driving	1
CTPD349.15	Shortcutting Traffic Control Device	1
	Report Totals:	**124**

Report Includes:
All dates between `00:00:00 09/01/26` and `23:59:59 09/30/26`, All agencies matching `CTPD`, All issuing officers, All areas, All violations

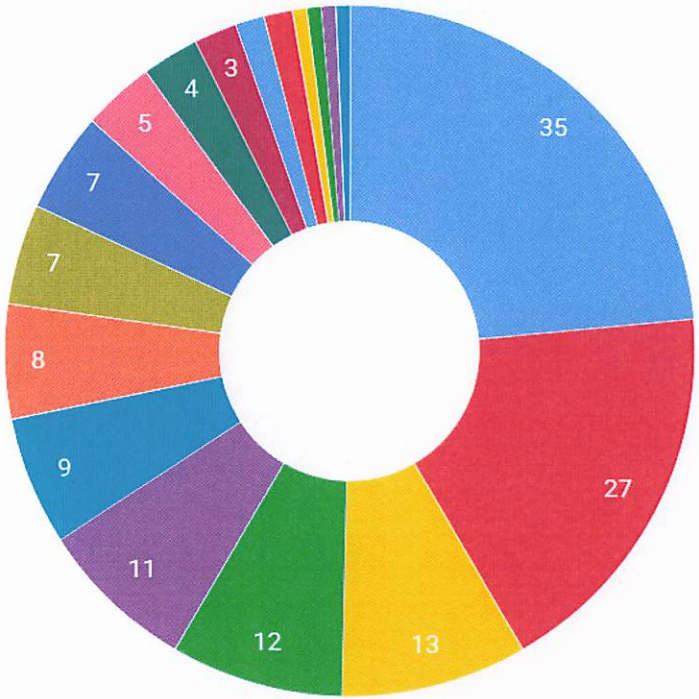
City of Charles Town - Tickets By Violation (Sept. 2026)



- Expired Meter
- Permit Parking Only/Pay by App Vi...
- Exceed 2 Hour Free Parking
- Parking Permit Violation
- Loading/Unloading Zone Violation
- Exceed 4 Hour Free Parking- Acce...
- Right wheel more than 18" from ri...
- Yellow/Red Painted Curbs or Stree...
- Ten Minute Take Away Parking
- Temporary No Parking Zone (Even...
- Fire Hydrant Violation

Data as of 10/18/2026, 12:00:00 AM

City of Charles Town - Tickets By Location (Sept. 2026)

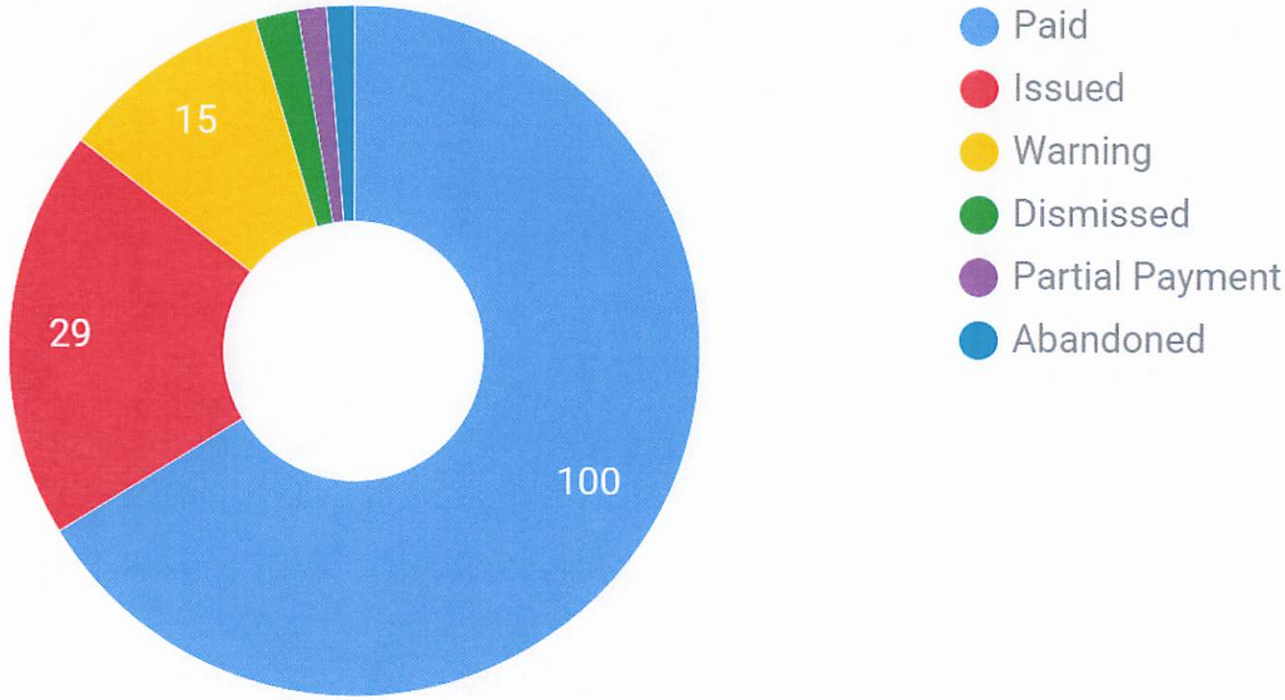


- LIBERTY STREET PARKING LOT
- 100 BLOCK NORTH CHARLES STREET
- 100 BLOCK EAST LIBERTY STREET
- 200 BLOCK NORTH GEORGE STREET
- 100 BLOCK WEST LIBERTY STREET
- 200 BLOCK WEST WASHINGTON STREET
- 200 BLOCK WEST LIBERTY STREET
- 100 BLOCK SOUTH CHARLES STREET
- 100 BLOCK NORTH SAMUEL STREET
- CHARLES STREET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

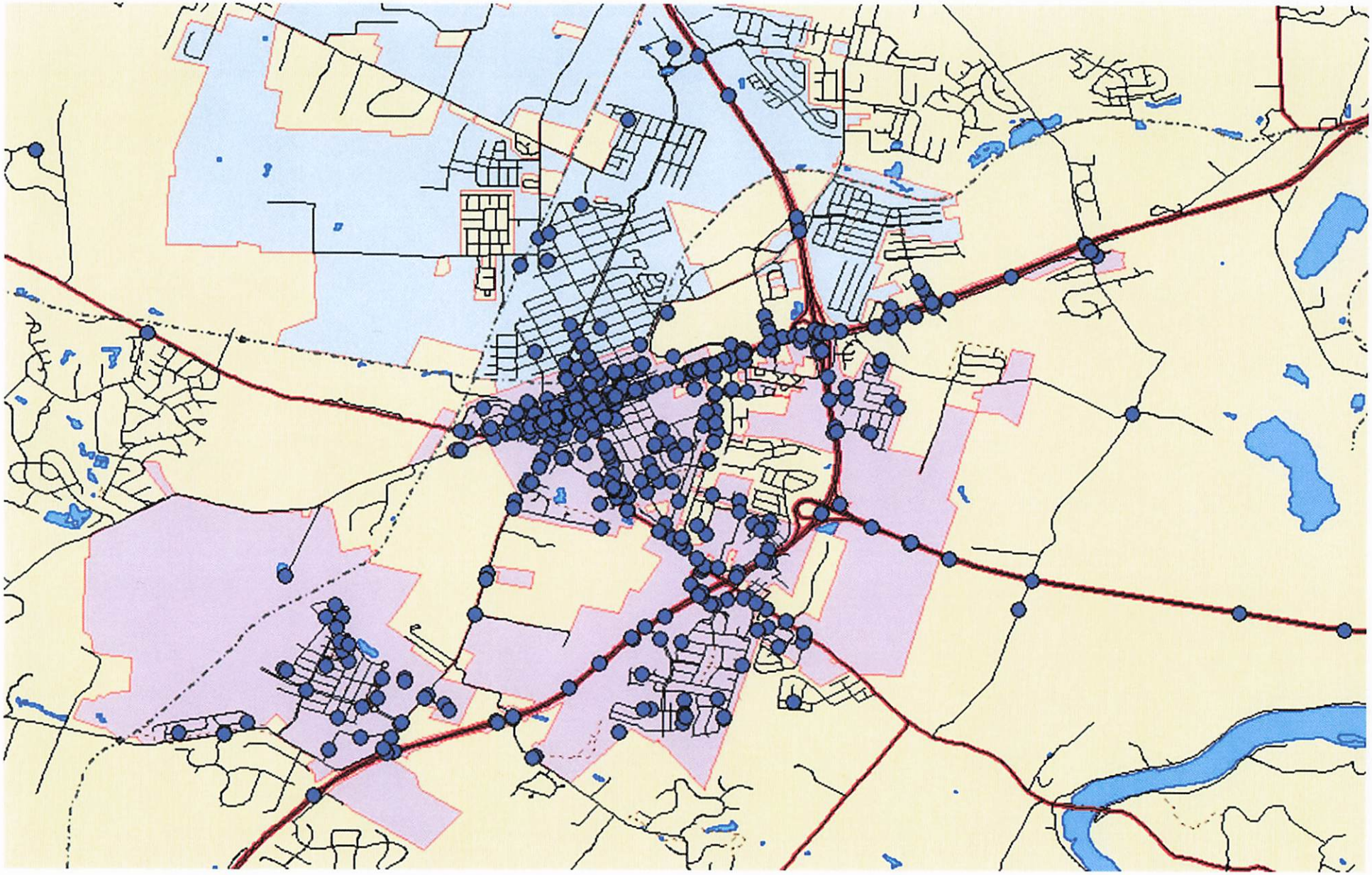
1/2

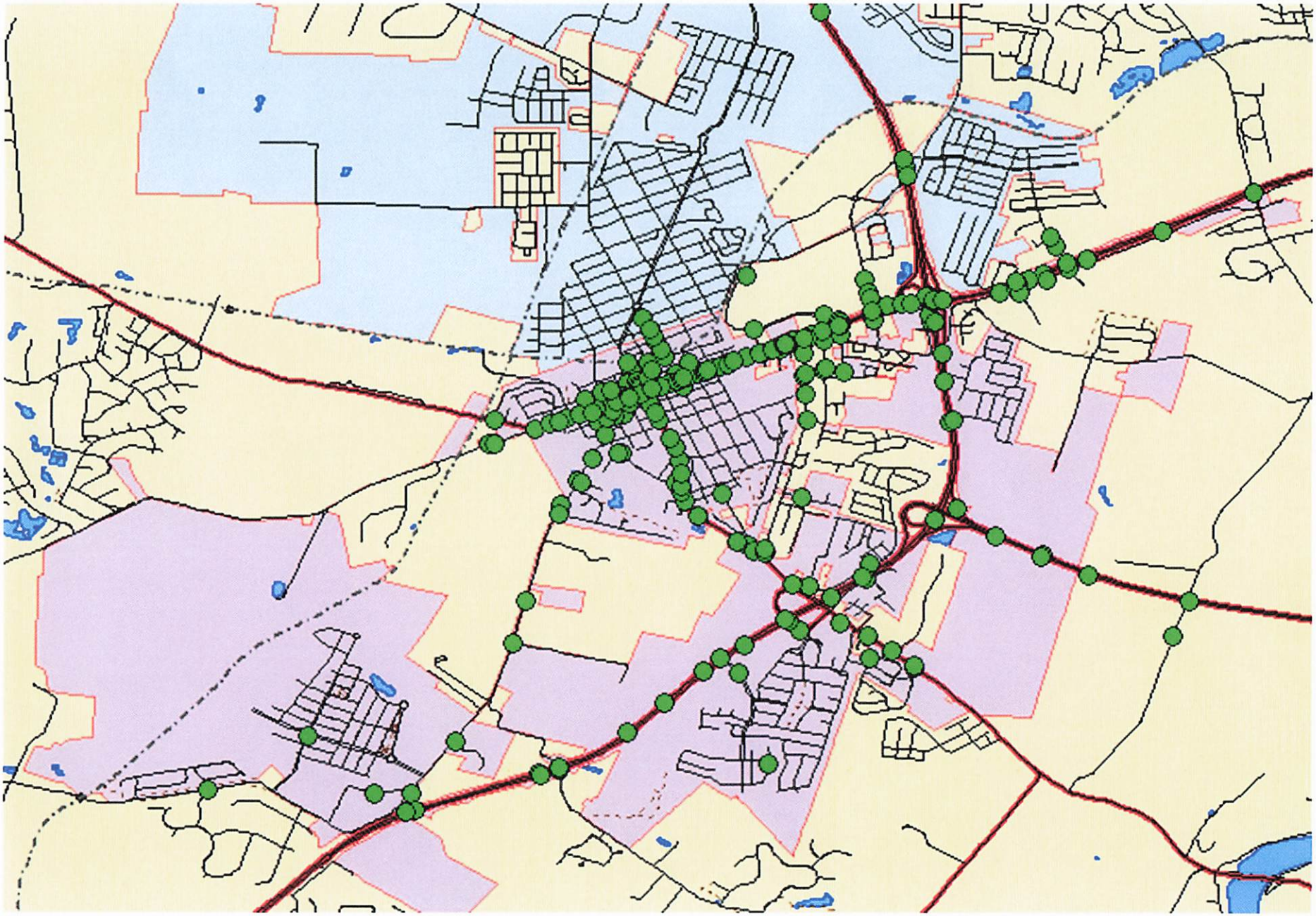
Data as of 10/18/2026, 12:00:00 AM

City of Charles Town - Tickets By Status (Sept. 2026)



Data as of 10/18/2026, 12:00:00 AM





City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/02/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2107: Ordinance Committee Report - October 15, 2026

ATTACHMENTS:

- City of Charles Town Ordinance Committee Report - October 15 2026.pdf

City of Charles Town Ordinance Committee Report

15 October, 2026 Meeting

Drafted by: Kevin Tester – Chairman

Call to Order 18:01

1. **Committee Members Present:** Ordinance Committee members Kevin Tester, Julie Smith, Nate Hartman and Staff Attorney Stephanie Grove. Not present, Alden Roth

2. **Unfinished Business**
3. **2026:2025: Art. 111 – Council**
   We completed our final review with additional changes suggested y legal and some modifications to language and structure.

   Recommendations to City Council: Move by Nate Hartman, 2nd by Julie Smith to forward on to Council for consideration

4. **2026-2026: Art. 1104 - Trees**
   Per suggestion by Tree Board Chair, we will continue this on future agendas, but will meet to discuss issues before proceeding forward.

   Recommendations to City Council: None at this time

5. **Art. 909.3 Snow Removal**

   Reviewed current policy and discussed many suggested changes possibly including width requirements (2ft?), removing or adjustin time period to clean walks after a storm completion, giving authority for the Mayor to waive requirements in certain situations (exceptions could be

States of emergencies, dependent on totals etc. We will discuss with staff the possibility of including options for businesses to use city staff, at cost, to remove snow, updates to come. We also noted that Art. 905.8 needs to be included on next agenda to be included for possible changes relevant to snow removal.

Meeting Adjourned at 18:52

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/02/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2108: Charles Town Utility Board (CTUB) Minutes

ATTACHMENTS:

- 2026.09.09 UB MINUTES .pdf
- 2026.09.23 UB MINUTES .pdf
- 2026.10.07 UB MINUTES.pdf
- 2026.10.14 UB MINUTES.pdf

Charles Town Utility Board
Regular Board Meeting
September 9, 2026

The Charles Town Utility Board held a regular meeting on September 9, 2026 at 4:00 P.M. Members of the Board present were Mayor Micheal George, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer, Heidi Parker and Patrick Kratovil. Also, present were Paul Mantello, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Cindy Wilson, Legal Counsel (Zoom) and County Commission Liaison, Commissioner Mike Mood.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of August 26, 2026 Regular Meeting Minutes

The Chairman called for changes or corrections to the August 26, 2026 regular meeting minutes. Mrs. Parker mentioned the typo of Commissioners Mike Mood's name. With no objections from the Board, the minutes were approved as amended.

PUBLIC COMMENT

Public comment was received from Jacquelyn Milliron, Amanda Stroud, Stacy Chapman, Nichole Chapman, Cheryl Middleton, Jessie Norris, Tamar Kavaldjian-Liskey, Margaret Liskey, Natalie Grantman Friend, Rebecca Thompson, Jakob Light, Giuliana Broyna, Chrstine Wimer, Aline Schmellino, and Elizabeth Rickets.

OLD BUSINESS

Update on WV PSC Cases- Possible Executive Session under the provision of W. VA Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

This item was moved to the end of the meeting.

Action: No action required by the Board.

Discuss Ongoing Official Investigation - Executive Session under the provision of W. Va. Code 6-9A-4(b)(7) - To plan or consider an official investigation relating to crime prevention or law enforcement.

This item was moved to the end of the meeting.

Action: No action required by the Board.

Update on Summit Point Regional Utility Corridor Initiative

Mr. Mantello provided the interview panel recommended moving forward with Potesta & Associates and begin contract negotiations. Staff is waiting to receive the scope, schedule and fee from Potesta. He also mentioned the letter to Senator Capito regarding this project was sent. Mr. Mantello provided the informational meeting at the proposed data center site with the WV Department of Commerce Data Economy Office, Ryan Stewart Development, Delegate Joe Funkhouser, Delegate Wayne Clark and Commissioner Mike Mood was very productive. The Board provided discussions.

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

Consideration of Policy Protecting Homeowners from Mandatory Connection to Newly Extended Water and Wastewater Infrastructure

Mr. Mantello provided staff is waiting to hear back from the City's Ordinance Committee.

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

Water and Sewer Alternate Mainline Extension Agreement for Augustine Manor – Draft

Mr. Mantello stated that Mr. Eckenrode and Mr. Markley performed a capacity analysis for this project and has no issues.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved taking this item off the table for action.**

The Board provided discussions. Mr. Maxey noted minor corrections for each agreement.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved tabling this item until staff has made the necessary corrections to the agreements.**

NEW BUSINESS

Request for Proposals for Financial Statement Preparation and Accounting Services

Mrs. Shultz removed this item for discussions.

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

Resolution 2026-03 - Appointment of Audit Procurement Committee for Audit Services for FY 2026-2028

Mrs. Shultz provided a resolution to appoint an audit committee for auditing services for fiscal year 2026-2028 per the State. As Treasurer, Mr. Pierson will participate on the committee.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved establishing and appointing the audit procurement committee for audit services for fiscal years 2026 through 2028, RFP #26-220.**

Greenfield Force Main and Samuel Street Flow Meter Project Bid Opening and Recommendation

Mr. Dave Pederson from GDF briefed the Board on the bid opening for the Greenfield Force Main project. He mentioned GDF recommends awarding the project to the lowest bidder, Snyder Environmental, totaling $1,897,438.00. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved awarding the project to the lowest bidder, Snyder Environmental, as recommended by GDF.**

Collection System Project - Authorized Representative(s) Resolution

Mrs. Shultz provided this resolution will authorize a Board member(s) to sign all documents related to the Collection System Project. The previous resolution authorized the previous Chairman. Mr. Shultz suggested authorizing two members in case a change in the Chairman before the project is complete.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the Dual Authorized Resolution with Chairman,**

Micheal George and Vice Chairman, John Maxey as the dual authorized representatives.

Maintenance Building Project - Resolution No. 1, Pay App. No. 1

Mrs. Shultz provided the pay application for Resolution No. 1 in the amount of $27,000.00 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution No. 1.**

Quote to Repair 135 Excavator Hammer

Mr. Mantello provided a quote to repair the 135 excavator hammer.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the quote for the repair.**

MANAGER REPORTS

Utility Manager Report

Mr. Mantello briefed the Board on his monthly updates including the WV Department of Commerce Annual Meeting, Huntfield service lateral root intrusion, corrosion inhibitor at the water plant, a meeting with WV American Water, a meeting with the City Council and investigating the Sidewinder permit issues.

The Board provided discussions and would like to discuss the Sidewinder permit issue with legal counsel and schedule a special meeting.

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

Chairman Report

The Chairman provided the City has begun the process for hiring a new City Manager.

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

Engineering Report

There were no updates.

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

APPROVAL OF BILLS

August 26, 2026

Mrs. Parker had questions on a few monthly bills.

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

EXECUTIVE SESSION

Update on WV PSC Cases- Possible Executive Session under the provision of W. VA Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Discuss Ongoing Official Investigation - Executive Session under the provision of W. Va. Code 6-9A-4(b)(7) - To plan or consider an official investigation relating to crime prevention or law enforcement.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved convening into Executive Session at 5:30 P.M. to discuss these two items.**

The Board convened back into public session at 6:26 P.M.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously authorized the Attorney to file an appeal as soon as possible with the Public Service Commission in the territory case.**

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved calling a special session to be held on Monday, September 14th at 4:00 P.M. to discuss and take action related to the DEP permit for Sidewinder Enterprises.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 6:28 P.M.

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, September 23, 2026 at 4:00 P.M. at 661 S. George Street.

Mayor Micheal George
Chairman

Ashley Stottlemyer
Secretary

Charles Town Utility Board
Regular Board Meeting
September 23, 2026

The Charles Town Utility Board held a regular meeting on September 23, 2026 at 4:00 P.M. Members of the Board present were Mayor Micheal George, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer and Heidi Parker. Also, present were Paul Mantello, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Cindy Wilson, Legal Counsel (Zoom) and County Commission Liaison, Commissioner Mike Mood.

Board member, Patrick Kratovil was absent from the meeting.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of September 9, 2026 Regular Meeting Minutes

The Chairman called for changes or corrections to the September 9, 2026 regular meeting minutes.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the September 9, 2026 minutes as presented.**

PUBLIC COMMENT

Public comment was received from Leah Rampy, David Rampy, Stacy Chapman, Cheryl Middleton, Lindsay McLaughlin, Amanda Stroud, Tamar Kavaldjian-Liskey, Michael Binder, Jakob Light, Lynn Delles, Christine Wimer, John Doyle, Lisa White, Rebecca Thompson, Troy Miller, Giuliana Broyun, Jessie Norris, Rebecca Phipps, Lisa Payne, Martha Beck, Mary Lind, and Peggy Bowers.

EXECUTIVE SESSION

Update on WV PSC Cases- Possible Executive Session under the provision of W. VA Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Discussions related to the WVDEP Permit for Sidewinder Enterprises - Executive Session under the provision of W. Va. Code §6-9a-4(b)(12) – To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved convening into Executive Session at 5:05 P.M. to discuss these two items.**

The Board convened back into public session at 6:32 P.M.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously directed management to prepare a letter to the DEP, copying Sidewinder, announcing CTUB's intent to close the existing**

permit registration and simultaneously file a new permit application providing any additional information necessary to obtain a proper permit. CTUB intends to take no action on the current permit until the proper information and procedure are completed for filing the new permit, and at that time CTUB will request that the existing permit registration be withdrawn and simultaneously file the proper permit application. The proper permit application will request DEP to provide the maximum public comment period and request a public hearing to be held only after the Supreme Court decision before final issuance of any permit.

The Chairman directed staff to perform an internal investigation to be turned over to CTUB legal counsel for review and determine if a 3rd party investigation is needed.

OLD BUSINESS

Update on Summit Point Regional Corridor Initiative

Mr. Mantello provided he received the "mini" PER from Potesta to provide water and wastewater services to the South Jefferson Elementary School just before the meeting so he will include at the next board meeting.

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

Water and Sewer Alternate Mainline Extension Agreement for Augustine Manor – Draft

Mr. Mantello mentioned this item was tabled last meeting.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved taking this item off the table for action.**

Mr. Mantello stated this has been reviewed for engineering sufficiency and is ready for Board action.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the draft sewer AMEA for Augustine Manor.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the draft water AMEA for Augustine Manor.**

Consideration of Policy Protecting Homeowners from Mandatory Connection to Newly Extended Water and Wastewater Infrastructure

Mr. Mantello provided staff is still waiting to hear back from the City's Ordinance Committee.

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

NEW BUSINESS

FOIA Policy and Requests

Mr. Mantello provided that staff is reviewing the process and policies for accepting, reviewing and completing FOIA requests and made a top priority of completing the requests that have been received. The Board provided discussions.

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

GDF Proposal for Engineering Amendment No. 3 for Additional RPR Inspection Services

Mr. Mantello included a proposal in the packet for an additional one month of on-site RPR inspections services for the Collection System Project through October 2026.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the Engineering Amendment No. 3 for additional RPR inspection services.**

Quote for Manhole Relining

Mr. Mantello provided a quote for the relining of six manholes throughout the system which was included in the Capital Plan for fiscal year 2027.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the manhole relining quote.**

Quote to Rebuild VFD for Water Treatment Plant

Mr. Mantello provided a quote to rebuild the VFD at the Water Treatment Plant after being damaged.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the quote to rebuild the VFD for $21,798.75.**

Quote for SCADA and Kruger Computer Upgrades for Tuscawilla Wastewater Treatment Plant

Mr. Mantello provided a quote to upgrade the SCADA and Kruger computer at the Tuscawilla Wastewater Plant.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, with discussions from the Board, the Board unanimously approved the SCADA and Kruger computer upgrades for the Tuscawilla Wastewater Treatment Plant.**

Draft PR Dashboard - Cooley Public Strategies - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That information not subject to release pursuant to the West Virginia freedom of information act does not become subject to disclosure as a result of executive session; (12) To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

This item was removed from the agenda.

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

MANAGER REPORTS

Utility Manager Report

Mr. Mantello briefed the Board on his monthly updates including the September 28th Good Neighbors Workshop, a decanter failure in Basin #2 at the Charles Town wastewater plant, an invitation to Middleway Day on October 10th and his six-month probation period ending October 20th.

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

Chairman Report

The Chairman provided the City conducted a stormwater study and found one sanitary sewer line connected to stormwater.

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

Engineering Report

There were no updates.

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

APPROVAL OF BILLS

September 23, 2026

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the payment of the bills.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 6:53 P.M.

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, October 14, 2026 at 4:00 P.M. at 661 S. George Street.

Mayor Micheal George
Chairman

Ashley Stottlemyer
Secretary

Charles Town Utility Board
Special Board Meeting
October 7, 2026

The Charles Town Utility Board held a special meeting on October 7, 2026 at 4:00 P.M. Members of the Board present were Mayor Micheal George, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker and Patrick Kratovil. Also, present were Paul Mantello, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Cindy Wilson, Legal Counsel (Zoom), Tracey Eberling, Legal Counsel (Zoom); Richard Lewis, Legal Counsel (Zoom); Stephanie Grove, Legal Counsel for the City of Charles Town (Zoom) and County Commission Liaison, Commissioner Mike Mood.

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

EXECUTIVE SESSION
Legal Issues related to Former General Manager, Kristen Stolipher - Executive Session under the provision of W. VA Code §6-9a-4(b)(12) may be considered for the purpose of receiving attorney – client privileged legal advice

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved convening into Executive Session at 4:01 P.M. to discuss Legal Issues related to Former General Manager, Kristen Stolipher - Executive Session under the provision of W. VA Code §6-9a-4(b)(12) may be considered for the purpose of receiving attorney – client privileged legal advice.**

The Board convened back into public session at 4:35 P.M.

The Chairman stated that legal counsel has reviewed the staff's internal investigation and found it to be thorough and agreed with staff that there are no indications of illegal actions so an independent third-party examination is not recommended by legal counsel.

Action: **Motion made by Mr. Kratovil, second by Mr. Maxey, the Board unanimously approved directing the General Manager propose policies for the Board's review at the next Board meeting to prevent any reoccurrences of this situation.**

PUBLIC COMMENT
Public comment was received from Dan Casto and Christine Wimer.

OLD BUSINESS
Update on Summit Point Regional Utility Corridor Initiative

Potesta Proposal for Phase I (South Jefferson Elementary School) – Review & Consideration

Mr. Mantello included the proposal from Potesta for the Phase I "mini" PER to provide water and wastewater services to the South Jefferson Elementary School totaling $150,000 to be funded through grants and CIF funding. Mr. Mantello provided further language he would like to see added to the proposal. He also mentioned Potesta is drafting a Master Services agreement which

will include Phase I for the Board's review at the next meeting. The Board provided discussions and had no objections.

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

Draft Revision for CTUB Request for Scope, Schedule, & Fee Proposal (Phase V - Community Concerns, Mitigation, Public Benefits, & Engagement) - Review & Discussion

Mr. Mantello mentioned that he, Mr. Maxey and Mayor George attended a Guardrails Workshop hosted by the County where they discussed HB2014 and data center development. Mr. Mantello drafted a revised scope to Potesta relating to the Summit Point Initiative to ensure public input in the data center development for this project. The Board had no objections to Mr. Mantello moving forward with the revisions.

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

NEW BUSINESS

Draft Potomac Metals Sewer Service Installation, Maintenance, & Ownership Agreement - Review & Consideration

Mr. Mantello provided a draft agreement with Potomac Metals for sewer service. The customer recently received notice from the Health Department of a failing septic and worked with staff to tie into the CTUB system by gravity. Mr. Mantello mentioned that the customer installed their portion of the gravity line, but our staff was unable to break through rock to install CTUB's portion so a small privately owned on-site pump station, installed by CTUB, was found to be the most financially feasible option. The Board provided discussions. Mrs. Wilson reviewed the agreement and had no concerns.

Action: **Motion made by Mr. Pierson, second and amended by Mr. Maxey, the Board unanimously accepted the proposal for a private pump station in place of an extension of a gravity line as presented.**

Collection System Project - Resolution No. 39 - CIF No. 31, Pay App No. 18

Mrs. Shultz provided the pay application for Resolution No. 39 – CIF Payment #31 in the amount of $203,501.40 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution No. 39.**

Proposal for Professional Accounting Services

Mrs. Shultz included a proposal from Cox Hollida Young, PLLC for Professional Accounting Services since Mr. John Kunkle retired.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously accepted the submitted bid with the caveat to look into future endeavors that may alleviate the workload for staff.**

Maintenance Building Project - Resolution No. 2, Pay App No. 2

Mrs. Shultz provided the pay application for Resolution No. 2 in the amount of $150,120.00 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution No. 2.**

APPROVAL OF BILLS

October 7, 2026

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the payment of the bills.**

EXECUTIVE SESSION

Update on WV PSC Cases No. 25-0263-W-C and 26-0854-LRR-WS-C - Possible Executive Session under the provision of W. VA Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved convening into Executive Session at 5:15 P.M. to discuss the update on WV PSC Cases No. 25-0263-W-C and 26-0854-LRR-WS-C - Possible Executive Session under the provision of W. VA Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.**

The Board convened back into public session at 5:33 P.M.

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:34 P.M.

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, October 14, 2026 at 4:00 P.M. at 661 S. George Street.

Mayor Micheal George
Chairman

Ashley Stottlemyer
Secretary

Charles Town Utility Board
Regular Board Meeting
October 14, 2026

The Charles Town Utility Board held a regular meeting on October 14, 2026 at 4:00 P.M. Members of the Board present were Mayor Micheal George, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker and Patrick Kratovil (Zoom). Also, present were Paul Mantello, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Cindy Wilson, Legal Counsel (Zoom); Richard Lewis, Legal Counsel (Zoom); and County Commission Liaison, Commissioner Mike Mood.

CALL TO ORDER

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

PUBLIC COMMENT

Public comment was received from Christine Wimer and Jacob Light.

Approval of September 23, 2026 Regular Meeting Minutes

The Chairman called for changes or corrections to the September 23, 2026 regular meeting minutes. With no objections from the Board, the minutes were approved as presented.

Approval of October 7, 2026 Special Meeting Minutes

The Chairman called for changes or corrections to the October 7, 2026 special meeting minutes. He requested the heading be changed to "Special Meeting" and Mrs. Parker requested the word "internal" be added in front of investigation and the PSC case #'s be added. With no objections from the Board, the minutes were approved as amended.

OLD BUSINESS

Update on Summit Point Regional Utility Corridor Initiative

Potesta Proposal for Master Services Agreement

Mr. Mantello included the draft Master Services Agreement from Potesta for the project. Joe Knechtel and David Altizer from Potesta were in the audience to address questions from the Board. Mr. Mantello provided his suggested changes to the agreement. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, to authorize Mr. Mantello's clerical corrections and with Potesta's approval move forward with the agreement as amended. After discussions, Potesta will discuss the changes and get back to the Board later in the meeting.**

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved tabling the agreement until hearing back from Potesta.**

Update on Board Letter to Senator Capito

Mr. Mantello provided he followed up with Chris Stroble, Senator Capito's Eastern Panhandle Representative, and they are waiting until after the elections to provide a response.

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

Update on Audit Committee Selection

Mrs. Shultz reported that two audit proposals were received in response to RFP #26-220. A third firm was solicited, but did not respond. The State Auditor's Office confirmed that the Audit Committee may proceed with evaluating the two proposals received. The Committee will complete its evaluation and present its recommendation to the Board at the October 28, 2026 meeting.

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

NEW BUSINESS

Consideration and Approval of Updated Engineering Services – Greenfield Forcemain & Samuel Street Flow Meter Project

Mr. Mantello provided the Board approved moving forward with this project a few years back, but since that time the chosen contractor went bankrupt. Mrs. Shultz mentioned that since then, GDF has taken over the engineering for the project having new and additional costs for Board approval.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the updated engineering services for the Greenfield Forcemain & Samuel Street Flow Meter Project.**

CTUB Draft Policy for Public Transparency in Agency Business, Agreements, Contracts and Engagements

Mr. Mantello provided a draft transparency policy for the Board to review and consider. The Board provided discussions and would like to have legal counsel review before any action.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved tabling the policy until legal counsel provides their review.**

Cooley Public Strategies Presentation: Draft CTUB Projects Dashboard

Tommy Crouse from Cooley provided a presentation on a draft transparency dashboard for the website. The Board provided discussions and suggested changes. Mr. Crouse will make the suggested changes and provide a new draft at the November meeting.

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

Public Report on the Middleway Stormwater Permit Application and Status Report on Actions Taken to Date

Mr. Mantello provided a copy of the letter sent to WVDEP regarding the Board action on the stormwater permit application. Now working through legal counsel, Mr. Mantello mentioned next steps are to provide the permit changes/additions to Sidewinder and IFS. He stated that once the revised permit is returned back to CTUB, Dewberry will review and provide a report back to the Board and then resubmit to WVDEP. The Board provided discussions.

Mr. Maxey requested staff draft a report on the facts and timeline on the events leading up to the stormwater permit submittal to be brought to the Board and legal counsel for review then released to the public.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved directing staff to draft a short, fact-based analysis/timeline of the stormwater permit submission, provide to the attorneys for review and present to the Board for review at the next meeting.**

Mr. Maxey stated that it is not CTUB's role to approve or deny projects, but to provide service when required and CTUB intends to do so in a way that protects the public health and the environment and provides quality service at the lowest possible cost to our residential and commercial rate payers, including Sidewinder should they become one.

OLD BUSINESS

Update on Summit Point Regional Utility Corridor Initiative

Potesta Proposal for Master Services Agreement

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved untabling the agreement.**

Mr. Altizer from Potesta provided they are in agreement with the proposed changes to the agreement.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved the Master Services Agreement with Potesta as amended.**

NEW BUSINESS

Quotes for New Generator and Automatic Transfer Switch Installation at Samuel Street Pump Station and Jefferson High School

Mrs. Shultz provided these were included in the budget and clarified it should be for Samuel Street and Jefferson High School pump stations. The Board requested clarifications on the size for each.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the generator and automatic transfer switch quotes for Samuel Street and Jefferson High School pump stations as submitted and if any modifications are needed to inform the Board.**

Quote to Repair the Effluent Flygt Pump at Charles Town Wastewater Plant

Mr. Mantello mentioned this is to repair an effluent pump at the Charles Town Wastewater Plant.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the quote to repair the effluent pump.**

MANAGER REPORT

Utility Manager Report

Huntfield Tree Root Intrusion Project – Update & Status

Mr. Mantello provided information on a foaming herbicide for a root intrusion treatment option and ia working with the HOA for possible cost sharing.

Locust Hill Pond Water Quality Pilot Program – Update & Status

Mr. Mantello provided an update with data on the pilot program for the Locust Hill Pond. He mentioned improvement on water quality and clarity, but duckweed still seems to be a problem. Mr. Mantello has a meeting with the HOA later in the month to present the data. The Board provided discussions.

September 28th JCC Good Neighbor Data Center Guardrails Workshop

Mr. Mantello briefed the Board on the workshop and had discussions about modifying the RFP to offer the opportunity for the public to participate in the Summit Point project that may or may not involve a data center.

October 7th CTUB Special Meeting & Public Notice

Mr. Mantello provided as a follow-up to the October 7th special meeting that this meeting was originally scheduled to take action on the Phase I Task Order with Potesta, however, other items got added. In taking blame to the additions, he will be more cautious in the future in publishing the meeting agenda in accordance with public legal notice requirements.

October 14th JCC Town Hall – Impacts of Residential Growth

Mr. Mantello provided a packet he will be providing at the JCC Town Hall meeting later in the evening relating to growth and the impacts.

Chairman Report

The Chairman had no updates.

Engineering Report

Mr. Eckenrode provided a brief update on the Collection System Project, the Tuscawilla Project, and the Charles Town Wastewater Treatment Plant Project. Mr. Maxey requested a design schedule for the Charles Town Wastewater Treatment Plant Project.

APPROVAL OF BILLS

October 14, 2026

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

EXECUTIVE SESSION

Update on WV PSC Cases No. 25-0263-W-C and 26-0854-LRR-WS-C - Possible Executive Session under the provision of W. VA Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved convening into Executive Session at 5:38 P.M. to discuss the update on WV PSC Cases No. 25-0263-W-C and 26-0854-LRR-WS-C - Possible Executive Session under the provision of W. VA Code §6- 9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.**

The Board convened back into public session at 5:42 P.M.

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:43 P.M.

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, October 28, 2026 at 4:00 P.M. at 661 S. George Street.

Mayor Micheal George
Chairman

Ashley Stottlemyer
Secretary