

REVISED

**JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2021
THURSDAY, FEBRUARY 4, 2021
9:30 A.M.**

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

***This meeting will NOT be a LIVE broadcast on our website. Instead, it will be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts.*

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- January 15, 2021 Special Session
- January 21, 2021 Regular Meeting
- January 25, 2021 Special Session
- January 28, 2021 BORE

APPROVAL OF REQUISITIONS

- February 4, 2021

APPROVAL OF ACCOUNTS PAYABLE

- January 28, 2021
- February 4, 2021

APPROVAL OF MANUAL CHECKS

- February 5, 2021

APPROVAL OF PAYROLL

- January 21, 2021

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

***You may participate in public comment during the virtual meeting by raising your hand. Please submit comments via email to info@jeffersoncountywv.org. Your comments will be included in the minutes and agenda correspondence. Please include your name.*

PRESENTATIONS

1. 9:45 a.m. Tom Hansen, Sheriff
 - Reclassification of Bailiffs - Discussion/Action
 - Home Confinement Officer - Discussion/Action
 - Increase of Pledged Securities for the Bank of Charles Town (BCT), Jefferson Security Bank (JSB), and Branch Banking & Trust (BB&T) - Discussion/Action
2. 10:00 a.m. Jacqueline Shadle, Clerk of the County Commission
 - Approval of Employment for two vacant assistant clerk positions - Discussion/Action
3. 10:15 a.m. Chad Wallen, GORDON Associates
 - Sheetz Zoning Map Amendment - Request for Public Hearing and referral to the Planning Commission to review Zoning Amendment Request for the 2.1 acre property identified in Charles Town District (2), Map Number 16 Portion of Parcel 1 - Discussion/Action
4. 10:30 a.m. Kelly Franklin, Director, Jefferson Day Report Center
 - Approval of FY22 WV Corrections Grant - Discussion/Action
5. 10:40 a.m. Laura Kuhn, Interim Director, Jefferson County Maintenance Department
 - Request for Approval of Employment - Full-Time Custodian - Discussion/Action
6. 10:50 a.m. Roger Goodwin, Chief County Engineer
 - Complete Bond Release Request - Family Adventure Resort, LLC - River Riders/Clarion Hotel Connector Roads (File #S17-04) - Discussion/Action
 - Complete Bond Release - Blossman Gas, Inc. - Burr Industrial Park, Lot 12 (File #19-1-S) - Discussion/Action
 - Presentation of Calendar Year 2020 Annual Report for the Office of Impact Fees - Discussion/Action
 - Presentation of the FY2022 Capital Improvement Plan for the Office of Impact Fees - Discussion/Action
7. 11:40 a.m. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues - Discussion/Action
 - Discussion of EEOC Charge #533-2017-00706 and 533-2019-01397 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #19-P-69 - Discussion/Action
 - Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1) - Discussion/Action
 - Report by Counsel as previously assigned by Commission:

creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues, and matters related thereto - Discussion/Action

- Discussion of Jefferson County Circuit Court Civil Action #17-C-174 - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #20-C-20 - Discussion/Action
- Discussion of legal issues regarding proposed solar text amendment including bonding and related matters - Discussion/Action
- Discussion of Department of Interior inquiry of Historic Landmarks Commission activity for docket number PCRNPS-04-20 - Discussion/Action
- Discussion with counsel regarding Charles Town Council changes to Article 147 - Discussion/Action

8. 12:15 p.m. Break for Lunch

UNFINISHED BUSINESS

- Discussion of evaluation and continuation of Project Manager Position - Discussion/Action

NEW BUSINESS

- Transfer of GIS Office to the IT Department (JC) - Discussion/Action
- Permitting and Inspections of Small Businesses in Jefferson County (JC) - Discussion/Action
- Proffers vs. Impact Fees (JC) - Discussion/Action
- Update on Jefferson County Legislative Summit (JC) - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Update on 911 Phone System - Discussion/Action
- Discussion of 911 complaint and status of investigation - Discussion/Action
- Extension of Policy 216A: FMLA Leave Expansion and Emergency Paid Sick Leave - Discussion/Action
- COVID-19 Vaccination Distribution Update - Discussion/Action
- Topics of Discussion for 2021 Jefferson County Legislative Summit - Discussion/Action

COUNTY COMMISSION REPORTS

~~~~~ AFTERNOON SESSION ~~~~~

**Location: Jefferson County Courthouse**

**100 East Washington Street, Charles Town, WV**

9. 1:30 p.m. Board of Review and Equalization

**10. ADJOURN**

**CORRESPONDENCE/INFORMATION**

**Notice of Public Hearing - February 18, 2021**

**Letter from the WV Division of Culture and History re: the nomination of Spring Grove to the National Register of Historic Places.**

**Various public comments received via e-mail.**

***At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.***

## **SPECIAL SESSION**

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State continued and held virtually via GoTo Webinar on Friday, January 15, 2021 beginning at 1:00 o'clock p.m.

**PRESENT:** Josh Compton, President  
Steve Stolipher, Vice President  
Caleb Hudson, Commissioner  
Tricia Jackson, Commissioner  
Jane Tabb, Commissioner  
Stephanie Grove, County Administrator  
Sandy McDonald, Deputy Administrator  
Nathan Cochran, Asst. Prosecuting Atty  
Greg Kennedy, Esq.  
Jessica Carroll, Administrative Assistant

The meeting was called to order by President Compton at 1:01 pm

### **PUBLIC COMMENT**

Public comment was made by the following: Susan Pipes, Denise Nick, Lyn Widmyer, Catherine Jozwick, Dan Casto, and Jennifer Crouse. Please refer to the County Commission Archived Meetings on the county website to hear public comments in their entirety.

1. Creation of Additional Early Voting Location
  - **Motion by Ms. Jackson to direct County Commission staff to begin working with the Clerk of the County Commission's staff to explore locations for a potential second early voting location, to include discussions with the Democratic and Republican Executive Committees. Motion seconded and unanimously approved.**
2. County Commission Meeting Schedule
  - **Motion by Mr. Stolipher to amend the County Commission meeting schedule in the following ways: 1<sup>st</sup> monthly meeting will be held at 9:30 am and will be in hybrid format, meaning commissioners and staff may either attend in person or virtually; 2<sup>nd</sup> monthly meeting will be held at 6:00 pm and will be in virtual format; 3<sup>rd</sup> monthly meetings that occur when there's a fifth Thursday in the month will be eliminated. Motion seconded and passes on a vote of 4-1 with Commissioner Tabb opposing.**
3. Refunding of 2012 Hospice Bond
  - **Motion by Mr. Compton to move forward with holding a public hearing for the Hospice bond. Motion seconded and unanimously approved.**
4. Discuss procedure for removal of County, School District, and Municipal Officers having fixed terms pursuant to WV Code 6-6-7 (presented and discussed by Mr. Kennedy, not Mr. Cochran)

5. EEOC Case #533-2017-00706
6. Memorandum provided by outside counsel concerning JCDA and Options for Economic Development
7. Discussion of Planning Commission Contract with Greenway Engineering
  - **Motion by Mr. Compton to enter into Executive Session to discuss personnel issues and receive legal advice regarding the matters #4-7. Motion seconded and unanimously approved.**
  - **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
  - **Motion by Mr. Stolipher to allow Planning Commission staff to negotiate a separation agreement with Greenway Engineering. Motion seconded and unanimously approved.**

There being no further business, the special session was adjourned at 3:23 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

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Josh Compton, PRESIDENT

Respectively Submitted:  
Jessica D. Carroll  
Administrative Assistant

## Minutes

### Jefferson County Commission

Thursday, January 21, 2021

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A meeting of the Jefferson County Commission was held on Thursday, January 21, 2021 during the fourth quarterly session at 9:30 a.m. The meeting was held via GoToWebinar. Present were Commissioners Josh Compton, President, Steve Stolipher, Vice President, Caleb Hudson, Tricia Jackson, and Jane Tabb., Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator, and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, January 21, 2021 meeting is available on the Jefferson County Commission website.)

#### PLEDGE OF ALLEGIANCE

Commissioner Stolipher led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion by Mr. Stolipher to approve the January 7, 2021 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.**

#### APPROVAL OF REQUISITIONS

**Motion by Mr. Stolipher to approve the Requisitions for January 21, 2021 in the amount of \$20,900.00 to include Requisition Nos. 21028 and 21032. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

| CHECK# | VENDOR NAME             | AMOUNT      |
|--------|-------------------------|-------------|
| 84225  | AMANDA MASTERS          | \$ 23.00    |
| 84226  | AT&T                    | \$ 241.64   |
| 84227  | ATLANTIC OCCUPSYCH INC. | \$ 1,475.00 |
| 84228  | BANK OF CHARLES TOWN    | \$ 60.68    |

|       |                                             |    |            |
|-------|---------------------------------------------|----|------------|
| 84229 | BESSIE NELSON                               | \$ | 35.00      |
| 84230 | BIEDLERS ELEC MOTOR REP                     | \$ | 244.05     |
| 84231 | BOLAND TRANE SERVICES INC                   | \$ | 705.00     |
| 84232 | CAPITAL ELECTRIC                            | \$ | 1,269.95   |
| 84233 | COLONIAL LIFE                               | \$ | 95.68      |
| 84234 | DESIGN NINE INC                             | \$ | 9,525.00   |
| 84235 | DODSON SEPTIC SERVICE LLC                   | \$ | 285.00     |
| 84236 | DONNA MASON                                 | \$ | 1,242.65   |
| 84237 | EASTERN PANHANDLE PSCHIATRY INC.            | \$ | 2,700.00   |
| 84238 | EASTERN PANHANDLE INVESTIGATIONS            | \$ | 300.00     |
| 84239 | FIDELITY POWER SYSTEMS                      | \$ | 1,699.00   |
| 84240 | FIFTH THIRD BANK                            | \$ | 101,304.70 |
| 84241 | FIRE SAFETY EQUIP                           | \$ | 2,109.00   |
| 84242 | G & TRIPLE T LLC                            | \$ | 385.00     |
| 84243 | GUTTMAN OIL CO                              | \$ | 3,346.79   |
| 84244 | HIGHMARK WV                                 | \$ | 202,223.60 |
| 84245 | J.C. EHRlich                                | \$ | 748.00     |
| 84246 | JANE JONES                                  | \$ | 1,424.47   |
| 84247 | JOSEPH MURPHY                               | \$ | 909.60     |
| 84248 | KONE BROOKLYN                               | \$ | 7,816.00   |
| 84249 | LISA WALTERS                                | \$ | 1,054.97   |
| 84250 | MARY K THOMPSON                             | \$ | 873.66     |
| 84251 | MATTHEW BENDER                              | \$ | 207.10     |
| 84252 | MEGAN FARIAS                                | \$ | 100.00     |
| 84253 | NATHAN COCHRAN                              | \$ | 513.52     |
| 84254 | NICOLE NOBREGA                              | \$ | 827.89     |
| 84255 | POTOMAC EDISON                              | \$ | 5,308.80   |
| 84256 | R.E. MICHEL CO. LLC                         | \$ | 215.58     |
| 84257 | RICE TIRES CO                               | \$ | 1,180.92   |
| 84258 | RICHARD HAHN                                | \$ | 2,543.31   |
| 84259 | SHERIFF OF JEFFERSON COUNTY                 | \$ | 167.17     |
| 84260 | SHERIFF OF JEFFERSON COUNTY                 | \$ | 60.68      |
| 84261 | SHERIFF OF JEFFERSON COUNTY                 | \$ | 268,000.00 |
| 84262 | THE HARTFORD                                | \$ | 3,328.86   |
| 84263 | WV REGIONAL JAIL & CORRECTION FACILITY AUTH | \$ | 54,860.25  |
| 84264 | JEFFERSON DAY REPORT CENTER                 | \$ | 716.40     |
|       |                                             |    |            |
| TOTAL |                                             | \$ | 680,127.92 |

**Motion by Mr. Compton to approve the Accounts Payable for January 14, 2021 in the amount of \$680,127.92. Motion seconded and unanimously approved.**

| CHECK# | VENDOR NAME                            | AMOUNT       |
|--------|----------------------------------------|--------------|
| 84266  | AMERIFLEX                              | \$ 128.00    |
| 84267  | ATLANTIC OCCUPSYCH INC.                | \$ 590.00    |
| 84268  | BOLAND TRANE SERVICES INC              | \$ 1,066.00  |
| 84269  | BUREAU OF CHILD SUPPORT                | \$ 502.16    |
| 84270  | CACH LLC                               | \$ 282.14    |
| 84271  | CITY OF CHARLES TOWN                   | \$ 60.00     |
| 84272  | CLAYMAN & ASSOCIATES PLLC              | \$ 3,000.00  |
| 84273  | COMPTROLLER OF MARYLAND                | \$ 1,741.56  |
| 84274  | EFTPS IRS TAXES                        | \$ 93,067.47 |
| 84275  | EMPOWER RETIREMENT                     | \$ 5,289.65  |
| 84276  | ESI ELECTRONIC SYSTEMS INC             | \$ 715.41    |
| 84277  | ESS ELECTION SYSTEMS & SOFTWARE        | \$ 6,444.10  |
| 84278  | FEDEX                                  | \$ 53.21     |
| 84279  | FRANKLIN & PROKOPIK P.C.               | \$ 765.00    |
| 84280  | GAIL MCMILLION                         | \$ 50.33     |
| 84281  | GUTTMAN OIL CO                         | \$ 2,333.60  |
| 84282  | HIPLINK SOFTWARE                       | \$ 408.00    |
| 84283  | JEFFERSON CO EMERGENCY SERVICES AGENCY | \$ 59,950.11 |
| 84284  | JEFFERSON SECURITY BANK                | \$ 4,459.00  |
| 84285  | KONE INC.                              | \$ 1,809.75  |
| 84286  | LAURA STORM                            | \$ 1,112.30  |
| 84287  | NATIONAL VISION ADMIN.                 | \$ 1,759.70  |
| 84288  | NATIONWIDE RETIREMENT SOLUTIONS        | \$ 834.00    |
| 84289  | R.E. MICHEL CO. LLC                    | \$ 279.89    |
| 84290  | RETIREE HEALTH BENEFIT TRUST           | \$ 7,406.00  |
| 84291  | RONALD DANTZIC                         | \$ 24.51     |
| 84292  | SOFTWARE SYSTEMS INC                   | \$ 66.00     |
| 84293  | STATE TAX DEPARTMENT                   | \$ 799.37    |
| 84294  | W B MASON CO. INC                      | \$ 15.63     |
| 84295  | W B MASON CO. INC                      | \$ 31.24     |
| 84296  | WILLIAM SCHWEITZER                     | \$ 439.02    |
| 84297  | WV ASSOC OF EXTENSION 4-H AGENTS       | \$ 95.00     |
| 84298  | WV DEPUTY SHERIFF RETIREMENT SYSTEM    | \$ 16,559.04 |
| 84299  | WV PUBLIC EMPLOYEE RETIREMENT SYSTEM   | \$ 44,249.40 |
| 84300  | WV STATE TAX DEPARTMENT                | \$ 34,129.71 |
| 84301  | XEROX CORPORATION                      | \$ 1,020.04  |
| 84302  | XEROX FINANCIAL SERVICES               | \$ 2,334.50  |

|              |        |                                     |  |                      |
|--------------|--------|-------------------------------------|--|----------------------|
| 84303        | GS/004 | JEFFERSON CO COMMISSION-GEN CO -004 |  | \$ 11,003.12         |
|              |        |                                     |  |                      |
| <b>TOTAL</b> |        |                                     |  | <b>\$ 304,873.96</b> |

**Motion by Mr. Stolipher to approve the Accounts Payable for January 21, 2021 in the amount of \$304,873.96. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

| Check#       | Fund       | VENDOR                       | Amount               |
|--------------|------------|------------------------------|----------------------|
| 718          | HD/8       | ATTENTI                      | \$ 3,078.40          |
| 719          | HD/8       | ENVIVO HEALTH LLC            | \$ 248.00            |
| 850          | AV/56      | FIFTH THIRD BANK             | \$ 258.35            |
| 851          | AV/56      | JUSTTECH                     | \$ 165.07            |
| 852          | AV/56      | SEGRA                        | \$ 625.38            |
| 333          | FP/57      | JEFFERSON CO FARMLAND PROT.  | \$ 113,143.11        |
| 1265         | IP/249     | SHERIFF JEFFERSON CO -SCHOOL | \$ 211,058.26        |
| 1266         | IP/249     | SHERIFF JEFFERSON CO - LAW   | \$ 1,232.92          |
| 1267         | IP/249     | SHERIFF JEFFERSON CO - PARKS | \$ 15,499.41         |
| 1268         | IP/249     | SHERIFF JEFFERSON CO - EMS   | \$ 1,678.92          |
| 112          | LEO-IP/249 | TISCHLERBISE INC             | \$ 540.00            |
| 121          | SCH-IP/249 | TISCHLERBISE INC             | \$ 1,010.00          |
| 136          | PRC-IP/249 | TISCHLERBISE INC             | \$ 660.00            |
| 144          | EMS-IP/249 | TISCHLERBISE INC             | \$ 485.00            |
|              |            |                              |                      |
| <b>TOTAL</b> |            |                              | <b>\$ 349,682.82</b> |

**Motion by Mr. Stolipher to approve the Manual Checks for January 8, 2021 in the amount of \$349,682.82. Motion seconded and unanimously approved.**

**PAYROLL APPROVAL**

**Motion by Ms. Tabb to approve the Payroll for January 7, 2021 in the amount of \$275,519.78. Motion seconded and unanimously approved.**

**PUBLIC COMMENT**

Public Comment was received by the following: Dixie Dunn.

Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

## PRESENTATIONS

1. Angie Banks, Assessor – requested the approval of the following Exonerations:

| NAME                          | TYPE | DISTRICT | TICKET NO. | AMOUNT   |
|-------------------------------|------|----------|------------|----------|
| Katherine and William Hershey | PP   | CTC      | 305892     | \$347.20 |

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 305892 as presented. Motion seconded and unanimously approved.**
2. Tom Hansen, Sheriff
    - a. Chief Deputy Appointment
      - **Motion by Mr. Compton to approve Victor Lupis as Chief Deputy in the Jefferson County Sheriff's Office with a salary modification of \$10,000. Motion seconded and unanimously approved.**
    - b. Chief Bailiff Hire
      - **Motion by Mr. Compton to approve the promotion of Jesse Jones from deputy chief bailiff to Chief Bailiff on a part-time basis with a salary of \$20.00 per hour. Motion seconded and unanimously approved.**
    - c. Vehicles
      - **Motion by Mr. Stolipher to release the funds for the four vehicles ordered in 2020 by the former Sheriff and reassess the current Sheriff's request for an additional vehicle during the FY22 budget deliberations.**
    - d. Courthouse Modifications – it was the consensus of the Commission to direct Ms. Grove to meet with the Sheriff and Laura Kuhn, interim Director of Maintenance, to discuss the requested Courthouse modifications.
    - e. Part-Time/Temporary Deputies – it was the consensus of the Commission to revisit this request during FY22 budget deliberations.

3. Jefferson County Emergency Services Agency – Update

- Bob Faas, Fire representative to the Jefferson County Emergency Services Agency, and Allen Keyser, Director of the JCESA, provided an update on JCESA happenings to the Commission and the public.

4. Effie Kallas & Lyn Widmyer, League of Women Voters of Jefferson County – LWV Proclamation of Appreciation to Nikki Painter, Elections Clerk.

- Ms. Kallas and Ms. Widmyer presented Ms. Painter with a Proclamation of Appreciation for her work during the 2020 Primary and General elections, specifically her willingness to provide virtual tutorials to the public regarding the electronic voting machines.

5. Lynn Fields, Probate Office

a. Quarterly Review

- **Motion by Mr. Compton to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to accept and close the estates that have met the requirements of the probate office for the quarter. Motion seconded and unanimously approved.**

b. Probate in Solemn Form – Last Will and Testament of Ernest Lowndes

- **Motion by Ms. Tabb to accept the copy of Mr. Lowndes' will and permit the Probate of the Last Will and Testament of Ernest Lowndes, deceased. Motion seconded and unanimously approved.**

5. Dennis Jarvis, II, Director, Jefferson County Development Authority – requested permission to hire an administrative assistant candidate.

- **Motion by Ms. Tabb to approve the hire of Krista Hoffman as administrative assistant within the Jefferson County Development Authority Office at a salary of \$38,500.00, effective February 1, 2021. Motion seconded and passes on a vote of 3-2 with Commissioners Compton and Jackson opposing.**

7. Martin Burke, Jefferson County Historic Landmarks Commission

- Request to waive all fees associated with the restoration of Duffield's Depot - Discussion/Action

- **Motion by Mr. Compton to waive all fees associated with the restoration of Duffield's Depot totaling approximately \$530.00. Motion seconded and unanimously approved.**

8. Interviews and Appointments to the Eastern Panhandle Transit Authority - two 3-year terms ending January 31, 2024 - Discussion/Action

- Mr. Compton provided his nomination to Andrew Mollohan. Mr. Mollohan received a unanimous vote.
- Ms. Tabb provided her nomination to Joy Lewis. Ms. Lewis received a unanimous vote.
- **Applicants Andrew Mollohan and Joy Lewis were each appointed to the Eastern Panhandle Transit Authority for a term of three years ending January 31, 2024.**
  - Interviews and Appointments to the Jefferson County Planning Commission - one unexpired term ending March 31, 2021 - Discussion/Action
- Mr. Stolipher provided his nomination to Matt Knott. Mr. Knott received four votes (Commissioners Compton, Hudson, Jackson, and Stolipher)
- Ms. Tabb provided her nomination to Maura Ross. Ms. Ross received one vote (Commissioner Tabb)
- **After receiving the majority vote, Matt Knott was appointed to the Jefferson County Planning Commission for one unexpired term ending March 31, 2021.**
  - Interviews and Appointments to the Jefferson County Emergency Services Agency - one unexpired term for Citizens Representative ending June 30, 2022 and one 3-year term for Citizen Representative ending June 30, 2023 - Discussion/Action
- Ms. Jackson provided her nomination for Joshua Stillwell for the unexpired term ending June 30, 2022. Mr. Stillwell received a unanimous vote.
- Mr. Stolipher provided his nomination for Steve Harris for the unexpired term ending June 30, 2023. Mr. Harris received a unanimous vote.
- **Applicants Joshua Stillwell and Steve Harris were appointed as Citizen Representatives to the Jefferson County Emergency Services Agency Board, each for an unexpired term ending June 30, 2022 and June 30, 2023 respectively.**

9. Roger Goodwin, Chief County Engineer – requested approval of a Personnel Requisition for the Planning Clerk position.

- **Motion by Mr. Compton to authorize the Department of Engineering, Planning, and Zoning to offer the Planning Clerk position to Alice Johns at a salary of \$36,000.00, effective February 1, 2021. Motion seconded and passes on a vote of 4-1 with Commissioner Jackson opposing.**

10. Stephen S. Allen, Director, Jefferson County Office of Homeland Security and Emergency Management – requested approval of Consideration of entering into agreement with the Region 9 Planning and Development Council to be part of the Regional Hazard Mitigation Plan with Berkeley and Morgan Counties.

- It was the consensus of the Commission to revisit this matter during the February 4, 2021 regularly scheduled meeting.

1. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues. Discussion/Action.
- Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397. Discussion/Action.
- Discussion of Jefferson County Circuit Court Civil Action #19-P-69. Discussion/Action.
- Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282). Discussion/Action.
- Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1). Discussion/Action.
- Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto.
- Discussion of Jefferson County Circuit Court Civil Action #17-C-174. Discussion/Action.
- Discussion of Jefferson County Circuit Court Civil Action #20-C-20. Discussion/Action.
- Discussion of legal issues regarding proposed solar text amendment including bonding and related matters – Discussion/Action
- Discussion of legal issues regarding proposed solar text amendment including bonding and related matters – Discussion/Action
- Discussion of Department of Interior inquiry of Historic Landmarks Commission activity for docket no. PCRNPS-04-20 – Discussion/Action
- Discussion with counsel regarding Charles Town City Council changes to Article 147 – Discussion/Action
- Discussion of all aspects of case, issues, potential for resolution, and use of outside counsel regarding Jefferson County Circuit Court Civil Action #20-C-125 and #s20-C-132-137 – Discussion/Action

**NEW BUSINESS**

- Discussion of evaluation and continuation of Project Manager Position
- **Motion by Mr. Compton to enter into Executive Session to discuss personnel matters regarding the Project Manager Position. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**

## COUNTY ADMINISTRATOR REPORTS

- Discuss dues with the County Commissioners' Association of WV of \$3,900.00 – after listening to presentation by Jennifer Piercy, Director of the CCAWV, it was the consensus of the Commission to continue discussion of membership to the CCAWV during the FY22 budget deliberations.
  
- Revision of Meeting Policy – Ms. Grove stated she had amended the County Commission meeting policy to include updates recently made regarding the meeting dates and times, including the elimination of the fifth Thursday meeting (where applicable) and to state the first meeting of each month would be held in a hybrid approach (both in person and virtually) while the second meeting of each month would only be held virtually. Mr. Grove also amended the policy to state the agenda would be published by close of business the Monday prior to the scheduled meeting.
  - **Motion by Mr. Stolipher to approve the amendments to the County Commission meeting policy as presented. Motion seconded and passes on a vote of 4-1 with Commissioner Tabb opposing.**

The Commission adjourned at 9:57p.m. on a motion by \_\_\_\_\_. Motion was seconded and unanimously approved.

\_\_\_\_\_  
Joshua J. Compton, PRESIDENT

Respectfully submitted  
Jessica Carroll  
Executive Administrative Assistant

## **SPECIAL SESSION**

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State continued and held virtually via GoTo Webinar on Monday, January 25, 2021 beginning at 6:00 o'clock p.m.

**PRESENT:** Josh Compton, President  
Steve Stolipher, Vice President  
Caleb Hudson, Commissioner  
Tricia Jackson, Commissioner  
Jane Tabb, Commissioner  
Stephanie Grove, County Administrator  
Bob Trainor, Mayor of Charles Town  
Daryl Hennessy, CT City Manager  
Matt Ward, CT Counsel  
Tony Grant, Ranson City Manager  
Helen Dettmer, Mayor of Bolivar  
Jim Auxer, Mayor of Shepherdstown  
Bob Shefner, JC Community Ministries  
Gary Dungan, JC Community Ministries  
Jessica Carroll, Administrative Assistant

### **In re: Mayor's Select Committee on Homelessness Presentation to the Commission**

The meeting was called to order by President Compton at 6:02 pm. President Compton stated the purpose of this meeting was to begin addressing the issue of homelessness within the five municipalities and the county in a united front. It was the finding of the Mayor's Select Committee that there needs to be a dedicated position created to act as a liaison between the cities, the county, and the State to gather information regarding the local homeless population and research resources to help combat the issue. It was discussed that the municipalities and the Commission would each be responsible for contributing monies to fund this position. Though no decisions were made at this meeting, there was unanimous consent provided among all entities to have Ms. Grove research and develop a job description for this potential position, with the draft to be provided to all for review and discussion.

There being no further business, the special session was adjourned at 7:18 pm.

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Josh Compton, PRESIDENT

Respectively Submitted:  
Jessica D. Carroll  
Administrative Assistant



FIRST QUARTER TERM: (Board of Review and Equalization)

State of West Virginia, County of Jefferson, to-wit:

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Thursday, January 28, 2021, beginning at 1:30 p.m.

PRESENT: Steve Stolipher, Vice President  
Caleb Hudson, Commissioner  
Tricia Jackson, Commissioner

STAFF: Angie Banks, Assessor  
June Bowers, Sr. Appraiser  
Stephanie Grove, County Administrator  
Nathan Cochran, Assistant Prosecuting Attorney  
Jessica Carroll, Recording Clerk

**In re: 2021 Board of Review and Equalization**

Vice President Stolipher opened the meeting at 1:32 pm. Angela Banks, Jefferson County Assessor, notified the Commission that no hearings were scheduled for the afternoon.

- **Motion by Mr. Hudson to convene as a Board of Review and Equalization. Motion seconded and unanimously approved.**
- **There being no further business, motion by Mr. Hudson to recess as a Board of Review and Equalization at 1:47 pm and reconvene in the same capacity on Tuesday, February 2th, 2021 at 1:30 pm. Motion seconded and unanimously approved.**

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Josh Compton, COMMISSION PRESIDENT



# REQUISITIONS TO BE APPROVED

February 4, 2021

| DEPARTMENT                 | Requisition No. | AMOUNT              | VENDOR | DESCRIPTION                             |
|----------------------------|-----------------|---------------------|--------|-----------------------------------------|
| ELECTIONS - CLERK'S OFFICE | 21033           | \$44,214.00         | ES&S   | Election Equip. Yearly Maint. Agreement |
| <b>GRAND TOTAL</b>         |                 | <b>\$ 44,214.00</b> |        |                                         |

# Requisitions



- Back
- Add
- Excel
- Mass Allocate
- Duplicate
- Custom Interface
- Notes
- Actions/ Approvers
- Release
- Activate
- My Approvals
- Attach

## Requisition: 2021/21033

Released, Vivian Fields, 01/19/2021

Total Cost: \$44,241.00

### Requisition

Vendor Quotes (0) General Notes (0)

| Fiscal Year* | Requisition Number* | Created Date* |
|--------------|---------------------|---------------|
| 2021         | 21033               | 01/19/2021    |

Type  
(N) NORMAL

Department\*  
(413) COUNTY CLERK ELECTIONS ... View

Purchase order

Commodity ... View

Review

Description  
ELECTION EQUIPMENT YEARLY MAINT AGREEMENT

Needed by

Buyer ...

PO Expiration

- Project Accounts Applied
- Notify Originator When Converted or Rejected
- Notify Originator of Overages
- Receive by Amount
- Three Way Match Required
- Inspection Required

by

### Items (1)

Add Item

| Line | Description                               | Qty  | UOM  | Unit Price     | Line Total  | GL Account                            |
|------|-------------------------------------------|------|------|----------------|-------------|---------------------------------------|
| 1    | ELECTION EQUIPMENT YEARLY MAINT AGREEMENT | 1.00 | EACH | \$44,241.00000 | \$44,241.00 | E (001413-421600) MAINT/REP EQUIPMENT |



**Election Systems & Software, LLC**  
 6055 Paysphere Circle  
 Chicago, IL 60674  
 (877) 377-8683



|              |      |
|--------------|------|
| INVOICE NO.  | PAGE |
| 1177327      | 1    |
| INVOICE DATE |      |
| 01/08/21     |      |

**BILL TO:** JEFFERSON COUNTY, WEST VIRGINIA  
 PO BOX 208  
 CHARLES TOWN WV 25414-0208

**SHIP TO:** Jefferson County, West Virginia  
 128 Industrial Blvd

Kearneysville, WV 25430

| ACCOUNT NO.  | CUSTOMER P.O. NUMBER  | TERMS      | ORDER NO. | SALES REP. | SHIP VIA       |
|--------------|-----------------------|------------|-----------|------------|----------------|
| 113345       | HMA/FMA/SMA 2021-2022 | NET 90 DAY | 1261377   | 2861       | ES&S DEL       |
| QTY. ORDERED | DESCRIPTION           | UNIT PRICE | UOM       | DISC. %    | EXTENDED PRICE |

Coverage Date 04/01/21-03/31/22

Election Ref: NA

|        |                                                          |             |    |  |           |
|--------|----------------------------------------------------------|-------------|----|--|-----------|
| 1.00   | ElectWare Media Burn<br>Renewal License Fee              | 3875.000000 | EA |  | 3,875.00  |
| 64.00  | EZRoster Renewal Software<br>Renewal License Fee         | 99.000000   | EA |  | 6,336.00  |
| 36.00  | Firmware License-DS200<br>Renewal License Fee            | 80.000000   | EA |  | 2,880.00  |
| 164.00 | Firmware License-ExpressVote<br>Renewal License Fee      | 65.000000   | EA |  | 10,660.00 |
| 36.00  | Hardware Maint-DS200 Silver<br>Ongoing Maintenance Fee   | 125.000000  | EA |  | 4,500.00  |
| 164.00 | Hardware Maint-ExpVote Silver<br>Ongoing Maintenance Fee | 97.500000   | EA |  | 15,990.00 |

0 USD .00  
 .00  
 .00

FREIGHT DISCOUNT .00  
 SHIPPING & HANDLING .00  
**TOTAL 44,241.00**  
 USD

| INVOICE NO. | ACCOUNT NO. | AMOUNT        |
|-------------|-------------|---------------|
| 1177327     | 113345      | 44,241.00 USD |

Election Systems & Software  
 ABA Routing No: 071000039  
 Account No: 5800923558

WV

PLEASE DETACH AND RETURN THIS STUB WITH YOUR PAYMENT. THANK YOU.



| DESCRIPTION                 | FUND 001 CO.     |        | TOTAL        |
|-----------------------------|------------------|--------|--------------|
| Gross Wages                 | \$399,062.87     |        | \$399,062.87 |
| 6.2% Tax Payable OASDI      | \$23,608.01      |        | \$23,608.01  |
| 1.45% Tax Payable HI        | \$5,521.26       |        | \$5,521.26   |
| Fed Withholding             | \$34,808.93      |        | \$34,808.93  |
| WV State Withholding        | \$16,408.46      |        | \$16,408.46  |
| PERS Retirement Deduct 4.5% | \$9,733.60       |        | \$9,733.60   |
| PERS Retirement Deduct 6%   | \$4,832.13       |        | \$4,832.13   |
| Hosp. Pre-Taxed             | \$15,805.00      |        | \$15,805.00  |
| Cancer/ICU Pre-Taxed        | \$586.74         |        | \$586.74     |
| Cancer/ICU Not Pre-Taxed    | \$933.10         |        | \$933.10     |
| Optional Life Not Pre Taxed | \$1,700.17       |        | \$1,700.17   |
| Christmas Club              | \$4,459.00       |        | \$4,459.00   |
| Wage Attach #1              | \$502.16         |        | \$502.16     |
| Wage Attach #2              | \$1,081.51       |        | \$1,081.51   |
| Wage Attach #3              |                  |        | \$0.00       |
| DSRS Retirement Deduct 8.5% | \$6,865.93       |        | \$6,865.93   |
| 457 - Nationwide            | \$834.00         |        | \$834.00     |
| 457I - Empower              | \$4,544.65       |        | \$4,544.65   |
| 457R - Roth                 | \$745.00         |        | \$745.00     |
| MD State Tax                | \$840.67         |        | \$840.67     |
| D/VF                        | \$1,896.65       |        | \$1,896.65   |
| VA State Tax                | \$93.85          |        | \$93.85      |
| Colonial(Plus)              | \$47.84          |        | \$47.84      |
| Uniforms                    |                  |        | \$0.00       |
| Total Deductions            | \$135,848.66     | \$0.00 | \$135,848.66 |
| Net Wages Total             | \$263,214.21     | \$0.00 | \$263,214.21 |
| Payroll Date                | January 21, 2021 |        |              |



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Sheriff Thomas H. Hansen

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

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice next meeting

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): Bailiffs  
Home Confinement Officer

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

With the resignation of bailiffs, I have 3 Full-time/Part-time Bailiff positions available. These are 70 hr positions making 15.00/ hr. I would like to promote 3 Part-time Bailiffs to the Full-time/Part-time (FT/PT) positions. They are designated as FT/PT because they are able to work FT; however, they are not guaranteed to always receive FT hours if staffing isn't required. They also accrue leave at a lower rate due to this.

Judge Hammer has appointed Cassie Johnson as a Full-time Home Confinement Officer. She is currently a part-time Bailiff. This is filling a vacancy in the Home Confinement Office.

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

I move to approve the change from Part-time to Full-time/Part-time for the 3 Bailiffs named.

I move to approve the appoint of Cassie Johnson as a Full-time Home Confinement Officer.

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

If not attached, explain:

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

Contact information:

Email address:    [thansen@jeffersoncountywv.org](mailto:thansen@jeffersoncountywv.org)

Phone Number:    304-728-3205

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable





# Office of Sheriff and Treasurer of Jefferson County

Law Enforcement Office  
102 Industrial Blvd.  
Kearneysville, WV 25430  
304-728-3205  
Fax 304-728-3299

Tax Office  
PO Box 9  
Charles Town, WV 25414  
304-728-3220  
Fax 304-728-4034

January 13, 2021

To: County Commission  
County Clerk  
Prosecuting Attorney

From: Sheriff Hansen *JH*

Subject: Bank Securities/Bonding – County Bank Accounts

The following is an overview of the various County Bank Accounts which hold County Monies and the Securities/Bonding for each of these accounts:

|                         |                                                                                                                                        |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Bank of Charles Town    | Account balance of \$21,881,589.95 as of 12/31/20. <b>(\$16,000,000.00 in pledged securities.)</b>                                     |
| Jefferson Security Bank | Account balance of \$1,051,589.90 as of 12/31/20. <b>(\$750,000.00 in pledged securities.)</b>                                         |
| United National Bank    | Account balance of \$3,545,892.27 as of 12/31/20. <b>(\$2,500,000.00 in pledged securities, all other amounts are covered by FDIC)</b> |
| BB&T                    | Account balance of \$1,053,914.92 as of 12/31/20. <b>(\$1,500,000.00 in pledged securities.)</b>                                       |

**Taking into consideration upcoming account transfers, it is my recommendation that the pledged securities with Bank of Charles Town be raised to \$20,000,000, the pledged securities with Jefferson Security Bank be increased to \$1,500,000, and the pledged securities with BB&T be raised to \$3,500,000.00 and continue as is with the remaining depositories.**

**In accordance with the memorandum dated September 28, 2006 concerning bonding of depositories, the Chief Tax Deputy will continue to monitor all accounts on a monthly basis to assure that each account is sufficiently collateralized. Should it be determined that adjustments in securities on respective accounts are needed, the banking institution will be contacted for this purpose.**



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Jacki Shadle**

Department or Organization: **County Clerk**

Estimation of amount of time needed for appointment: **5 mins**

Date Requested – 1<sup>st</sup> Choice: **February 4, 2021**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Approval of employment for the two vacant assistant clerk positions**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**Employee information will be provided during the meeting.**

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

If so, how much? **\$**

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Chad Wallen (GORDON)**

Department or Organization: **N/A**

Estimation of amount of time needed for appointment: **10 Minutes**

Date Requested – 1<sup>st</sup> Choice:

*If a specific date is needed, please provide reason for specific date:* **February 4, 2021**

Date Requested – 2<sup>nd</sup> Choice: **February 18, 2021**

Subject (*Wording to be placed on agenda*):

Please provide the County Commission with a description of your request or presentation, including any background information:  
**Sheetz Zoning Map Amendment: Request for a public hearing and referral to Planning Commission to review zoning amendment request for the 2.1 acre property identified in Charles Town District (2), Map Number 16, Portion of Parcel 1.**

Is this a funding request? **No**

If so, how much? **N/A**

Provide exact financial impact/request: **N/A**

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

**Motion to accept the zoning map amendment request, refer to Planning Commission for review of Comprehensive Plan consistency and to schedule a public hearing before the County Commission.**

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

If not attached, explain:

Is equipment needed?      Projector **No**      Internet/Wi Fi **No**      Telephone for conference call **TBD**

Contact information:

Email address: **cwallen@gordon.us.com**

Phone Number: **304-725-7456**

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable





# JEFFERSON COUNTY, WEST VIRGINIA

## Departments of Planning and Zoning

116 East Washington Street, P.O. Box 338  
Charles Town, WV 25414

File Number: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_

[www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html](http://www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html)

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)  
[zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

Phone: (304) 728-3221

Fax: (304) 728-8121

### Zoning Map Amendment (Rezoning)

Pursuant to Article 12, a Zoning Map Amendment is a procedure to amend the official Zoning Map of the County by changing the zoning designation of a property. In order for a proposed amendment to be approved, the County Commission, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of 8A-7-8 et seq of the WV State Code. All Amendments to the Zoning Map require a Public Hearing to be held by the Planning Commission for the purpose of making a recommendation to the County Commission. Subsequently, all recommended map amendments require a Public Hearing before the County Commission prior to a final determination.

#### Property owner information

Name: Guy Chicchirichi  
Mailing Address: 1316 N. Mildred Street; Ranson, WV 25438  
Phone Number: 304-279-0556 Email: gchicc@frontiernet.com

#### Applicant contact information

Name: Sheetz Inc; Bob Franks  
Mailing Address: 5700 Sixth Avenue; Altoona, PA 16602  
Phone Number: 814-935-4798 Email: bfranks@sheetz.com

#### Applicant representative

Name: GORDON; Chad Wallen  
Mailing Address: 148 S. Queen Street, Suite 201; Martinsburg, WV 25401  
Phone Number: 304-725-8456 Email: cwallen@gordon.us.com

#### Physical property details

Physical Address: Northeast of Augustine Avenue / Route 340 intersection  
City: Charles Town State: WV Zip Code: 25443  
Tax District: 02 - Charles Town Map No: 16 Parcel No: Portion of #1  
Parcel Size: 2.1 acres to be rezoned Deed Book: 1227 Page No: 447

#### Current Zoning District (please check one)

|                               |                                  |                                     |                                                           |                             |                                                 |                                             |
|-------------------------------|----------------------------------|-------------------------------------|-----------------------------------------------------------|-----------------------------|-------------------------------------------------|---------------------------------------------|
| Residential<br>Growth<br>(RG) | Industrial<br>Commercial<br>(IC) | Rural<br>(R)                        | Residential-<br>Light Industrial-<br>Commercial<br>(RLIC) | Village<br>(V)              | Neighborhood<br>Commercial<br>(NC)              | General<br>Commercial<br>(GC)               |
| <input type="checkbox"/>      | <input type="checkbox"/>         | <input checked="" type="checkbox"/> | <input type="checkbox"/>                                  | <input type="checkbox"/>    | <input type="checkbox"/>                        | <input type="checkbox"/>                    |
|                               |                                  | Highway<br>Commercial<br>(HC)       | Light<br>Industrial<br>(LI)                               | Major<br>Industrial<br>(MI) | Planned<br>Neighborhood<br>Development<br>(PND) | Office/<br>Commercial<br>Mixed-Use<br>(O/C) |
|                               |                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>                                  | <input type="checkbox"/>    | <input type="checkbox"/>                        | <input type="checkbox"/>                    |

Place Received Date Stamp Here

**Proposed Zoning District (please check one)**

|                               |                                  |                             |                                                           |                                                 |                                             |
|-------------------------------|----------------------------------|-----------------------------|-----------------------------------------------------------|-------------------------------------------------|---------------------------------------------|
| Residential<br>Growth<br>(RG) | Industrial<br>Commercial<br>(IC) | Rural<br>(R)                | Residential-<br>Light Industrial-<br>Commercial<br>(RLIC) | Village<br>(V)                                  | Neighborhood<br>Commercial<br>(NC)          |
| <input type="checkbox"/>      | <input type="checkbox"/>         | <input type="checkbox"/>    | <input type="checkbox"/>                                  | <input type="checkbox"/>                        | <input type="checkbox"/>                    |
| General<br>Commercial<br>(GC) | Highway<br>Commercial<br>(HC)    | Light<br>Industrial<br>(LI) | Major<br>Industrial<br>(MI)                               | Planned<br>Neighborhood<br>Development<br>(PND) | Office/<br>Commercial<br>Mixed-Use<br>(O/C) |
| <input type="checkbox"/>      | <input type="checkbox"/>         | <input type="checkbox"/>    | <input type="checkbox"/>                                  | <input type="checkbox"/>                        | <input type="checkbox"/>                    |

For a Zoning Map Amendment request, the "burden of proof" is on the applicant to show why the proposed zoning is more appropriate than the existing zoning. Accordingly, please explain how the following factors support your proposal.

**Describe your proposed use (and/or project) and describe why the Zoning Map Amendment is necessary for the proposed use (and/or project) described.**

See Attached

**Describe how the Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan.**

See Attached

**Discuss any change(s) of transportation characteristics (i.e., type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original ordinance was adopted.**

See Attached

**Do you request that the Planning and Zoning Staff present the petition to the Planning Commission for the purpose of setting the public hearing date?**

**Yes, I request that the Planning and Zoning Staff present the petition**

**No, I prefer to present the petition**

**Plat or Sketch Plan (provide as an attachment to this application)**

The plat or sketch must be pursuant to Zoning Ordinance, Section 7.4 (b). The sketch plan shall include the entire original parcel as it appeared on the date this ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines should be superimposed on the sketch plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes and quarries shall be delineated.

**Is Plat or Sketch Plan attached?**

Yes       No

**Original signature of all property owners is required. The information given is correct to the best of my knowledge (Please attach additional signature page if needed).**

DocuSigned by:  
Guy Chicchini      1/6/2021

|                                    |             |                                    |             |
|------------------------------------|-------------|------------------------------------|-------------|
| <b>Signature of Property Owner</b> | <b>Date</b> | <b>Signature of Property Owner</b> | <b>Date</b> |
|------------------------------------|-------------|------------------------------------|-------------|

The Planning Commission is required to set a public hearing on the proposed Zoning Map Amendment within 60 days of the date upon which a complete petition is presented to the Planning Commission at a Planning Commission Meeting. A complete petition, and related fees, shall be submitted to Departments of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. Upon request, Planning and Zoning staff can present the petition to the Planning Commission on behalf of the applicant for purpose of setting the public hearing date. At the conclusion of the Planning Commission's Public Hearing, or at the next regular Planning Commission meeting, the Planning Commission shall make a recommendation to the County Commission regarding approval or disapproval of the requested Map Amendment. This recommendation shall be forwarded to the County Commission within four (4) weeks of final Planning Commission action.

**The Planning Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against, this day of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.**

*Recommended*       *Not Recommended*

**The County Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against, this day of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.**

*Approved*       *Disapproved*

**Final Determination/Other Comments**

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# **Zoning Map Amendment Application Addendum**

## **Augustine Avenue Sheetz**

January 19, 2021

### **Owner:**

Guy Chicchirichi  
1316 N. Mildred St  
Ranson, WV 25438

### **Applicant:**

Sheetz Inc; Bob Franks  
5700 Sixth Avenue  
Altoona, PA 16602

### **Property Tax Identification:**

Charles Town District (9), Map Number 16, Portion (2.1 acres) of Parcel 1. A subdivision will be processed to divide the area of rezoning into its own parcel.

### **Deed Information:**

Deed Book 1227, Page Number 447

### **Property Characteristics:**

Location: Northeast of the Augustine Avenue and Berryville Pike (Route 340).  
Current Zoning: Rural  
Current / Historic Use: Vacant / Agricultural  
Tract Size: 4.4+/- Acres  
Area of Rezoning: 2.1+/- Acres

### **Table of Exhibits**

1. Vicinity Map
2. Aerial Overlay
3. Existing Conditions
4. Concept Plan

**Substantiation for Request**

- 1. Provide commercial services to a growing area of the County.** There are multiple subdivisions representing hundreds of homes within a one-mile radius including: Huntfield, Spruce Hill, Cloverdale Heights, Cave Quarter Estates, and Washington Landing Apartments (under construction, 250+ units). There are no commercial uses within this one-mile radius. Residents currently travel to Charles Town, Ranson or commercial establishments along Route 340/Somerset Blvd. for all goods and services. Providing a commercial use to this neighborhood would reduce traffic along these corridors and provide a commercial service to the south end of Augustine Avenue.



2. **The current zoning designation as Rural provides limited options for by-right commercial development.** A zoning map amendment is required to allow commercial development. The property is located in an area of growing residential development and will provide a needed food and fueling services. The Highway Commercial zone is appropriate due to the property's location adjacent to a Principal Arterial road.
3. **This Sheetz will support travelers on the Route 340 corridor.** The subject parcel will provide travelers an easy access for refueling, restrooms, food, and other goods. Similar establishments along the Route 340/9 corridor require patrons to navigate both Collector and Local roads, increasing congestion of the County's road network.
4. **No burden would be placed on existing public infrastructure with this rezoning.** Water and sanitary sewer will be extended and connect to CTUB's system along Augustine Avenue. There is existing capacity within CTUB's systems, and the cost of extension will be the Applicants responsibility and not the public. As a commercial development, no additional burdens will be placed on the school system or other County facilities.



**Describe your proposed use (and/or project) and describe why the Zoning Map Amendment is necessary for the proposed use (and/or project) described.**

The proposed use includes the development of a Sheetz store (Zoning Use: Gas Station, Large). The development will include a 6,100+/- sq. ft. building, six fueling islands (12 pumps), drive thru and associated infrastructure improvements.

The proposed commercial development of the property is not a permitted use in the current Rural district. The preferred use as a Sheetz convenience store is justified under the Substantiation for Request section of this document.



**Describe how the Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan (the Plan).**

- **Urban Level Development Recommendations (Goal 1.2.a, Page 30): Economic Well Being of the County**
  - The proposed commercial development will expand the County's commercial real estate tax base.
  
- **Finance Recommendations (Goal 24.1, Page 141): Develop policies that result in a well-balanced tax base that is not overly reliant on residential taxes, but is diversified by the presence of a robust commercial and industrial tax base.**
  - The property will contribute to the commercial tax base of the County.
  
- **Urban Level Development Recommendations (Goal 1.2.b, Page 30): Error or Under Scrutinized Property on the Future Land Use Guide**
  - The Land Use Guide identifies the property within the Charles Town Urban Growth Boundary which identifies property suitable for urban development. Designation on the same map as Large Lot Residential conflicts with itself.
  - The property was not located in the Comprehensive Plans' 2004 Growth Area. The Charles Town Urban Growth Boundary was expanded with the current Comprehensive Plan to include the subject property and areas south of Route 340. The Future Land use Guide was not updated to reflect this expansion.
  - This property is the only undeveloped parcel in the entire Charles Town Urban Growth Boundary designated as Large Lot Residential on the Future Land Use Guide. All other areas designated as Large Lot Residential include an existing residence and/or associated accessory use.
  - All land adjacent to the property is designated as municipal land or land for potential urban development. The subject property is the sole parcel in the immediate area with limited density and use.

- **Future Land Use Guide**

- The property's designation a Large Lot Residential is not in character with surrounding properties or other parts of the Comprehensive Plan, such as the Urban Growth Boundary.
- The property is surrounded by the City of Charles Town and land designated as Potential Urban Development. Municipal land is located to the north and west, Route 340 to the south and land designated for "Possible Urban Development" to the east and south. These future adjacent uses recognize this areas development potential which does not include Large Lot Residential.
- While the reason for the Large Lot Residential designation is not clear, it is assumed this future use was influenced by the existing zoning classification as Rural, availability of utilities or its location in a once underdeveloped area of the County. The Comprehensive Plans Future Land Use Guide fails to account for the construction of Route 340, Jefferson High School, Huntfield and associated extension of utilities along the Augustine Avenue corridore.



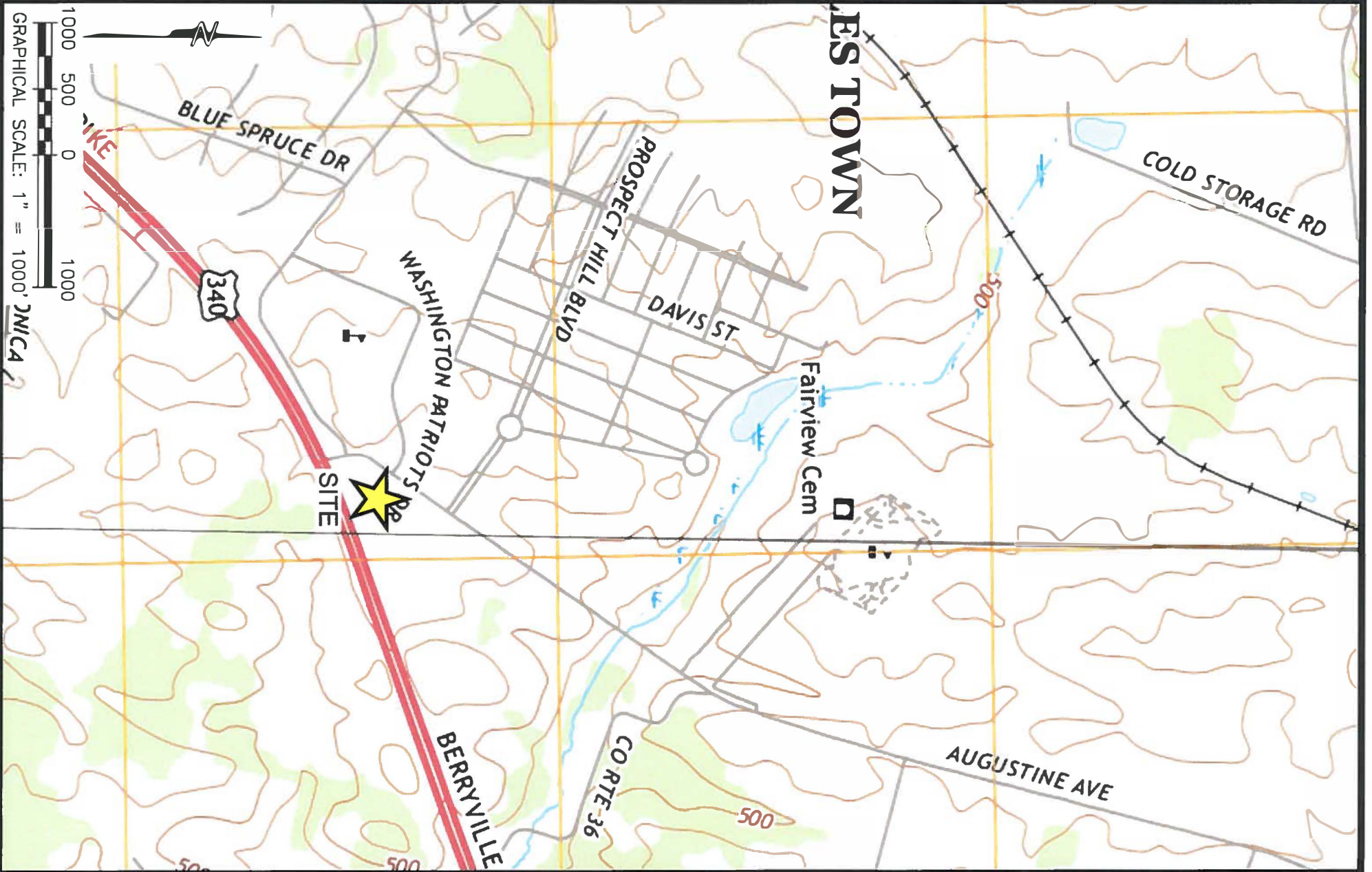
- City of Charles Town
- Rural/Agriculture For Possible Urban Development
- Large Lot Residential
- Public/Quasi Public Land

**Discuss any change(s) of transportation characteristics (i.e., type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original ordinance was adopted.**

- **Transportation Characteristics – Substantial development of the immediate and regional road network.** The Route 340 highway was constructed after the adoption of the Zoning Ordinance. Route 340 is one of three Principal Arterial roads in the County and represents one of the most significant transportation improvements in Jefferson County. The adjacent 340 corridor supports the proposed use and development as a gas station will service the needs of Route 340 travelers.
- **Transportation Characteristics – Future improvements for Route 340 to the Virginia line.** The future realignment and expansion to 4 lanes by WVDOH signifies the importance of this corridor and the County’s transportation network. The traffic along this corridor promotes adjacent development and viability of commercial uses. Sheetz will provide services which cater to both the immediate neighborhood and Route 340.
- **Transportation Characteristics – Adjacency to the Augustine Avenue / Route 340 intersection.** As a significant part of the County’s roads system, the site’s proximity to this signalized intersection is crucial to the development of the south end of Augustine Avenue. The applicant has been in contact with WVDOH, HEMPO, City of Charles Town and Jefferson County BOE Transportation Division to assist in developing the scope for a traffic study. The traffic study is underway, and discussions will continue with approval agencies, including the Jefferson County Planning Commission, throughout the develop process. Access to Augustine Avenue will require approval by the WVDOH prior to construction.
- **Neighborhood Characteristics – The ongoing development along the south end of Augustine Avenue lacks commercial services.** The south end of Augustine Avenue has seen substantial development since the adoption of the ordinance. This development includes Huntfield, Spruce Hill (north & south), and Jefferson High School. Washington Landing, a 250+ apartment complex is also under construction. There are currently no commercial uses in the immediate area to serve these developments and residents must drive into Charles Town or use Route 340 to obtain services. The addition of Sheetz will

help reduce the traffic along these corridors through providing services to an underserved area of the County.



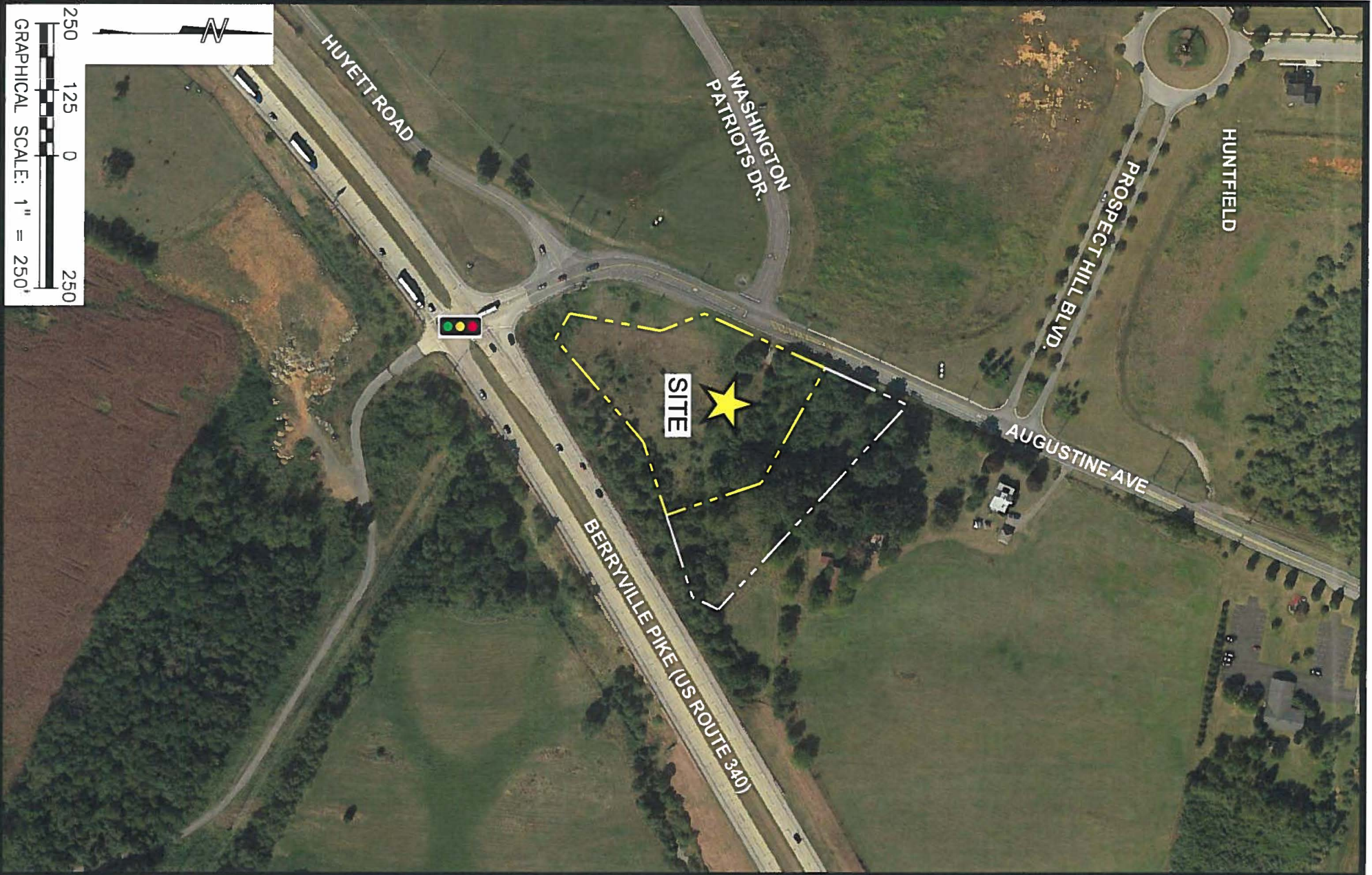


**AUGUSTINE SHEETZ**  
JEFFERSON COUNTY, WV

01-19-2021

# ZONING MAP AMENDMENT

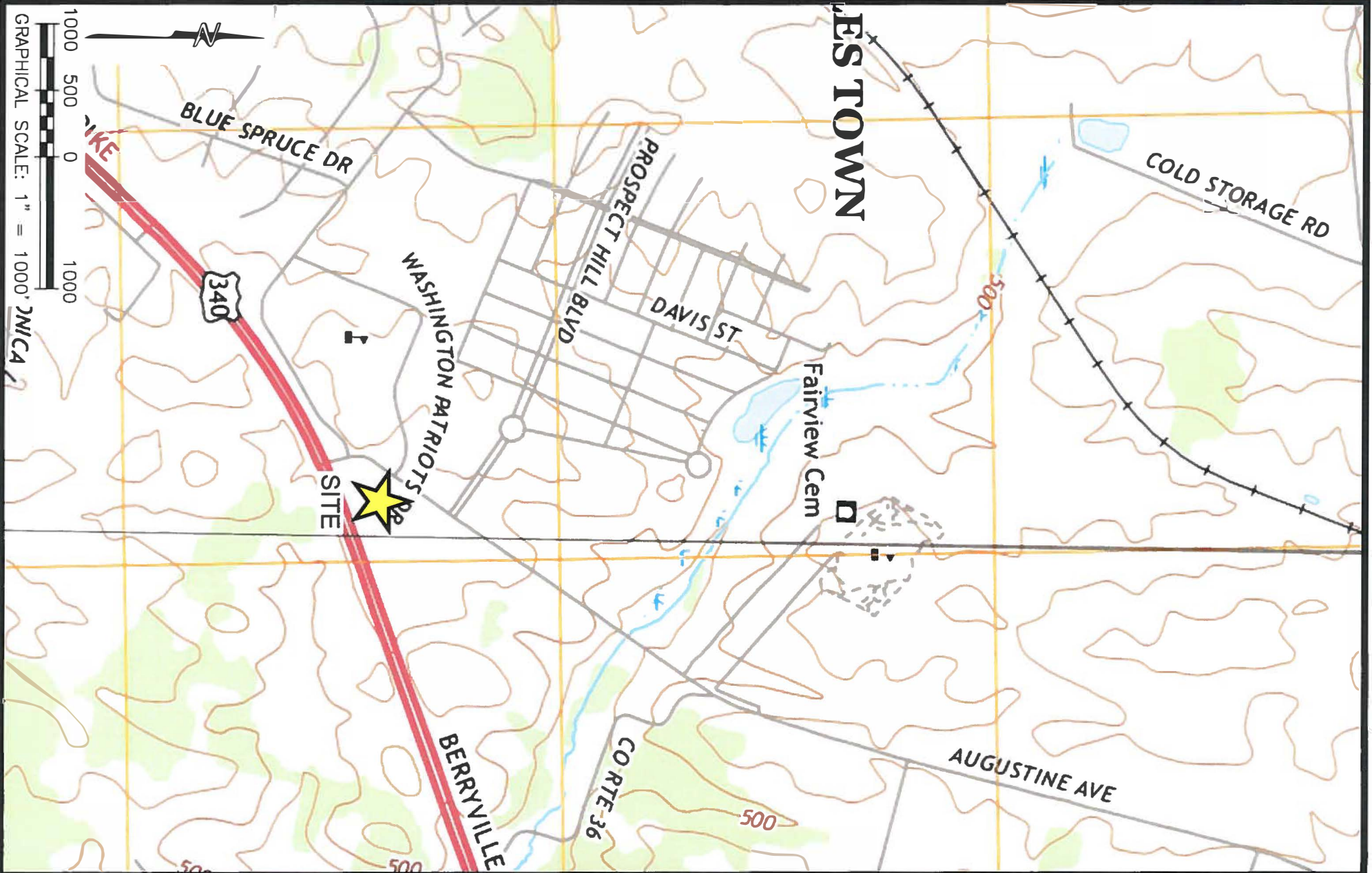
## EXHIBIT 1 - VICINITY MAP



**AUGUSTINE SHEETZ**  
JEFFERSON COUNTY, WV

01-19-2021

**ZONING MAP AMENDMENT**  
**EXHIBIT 2 - AERIAL OVERLAY**

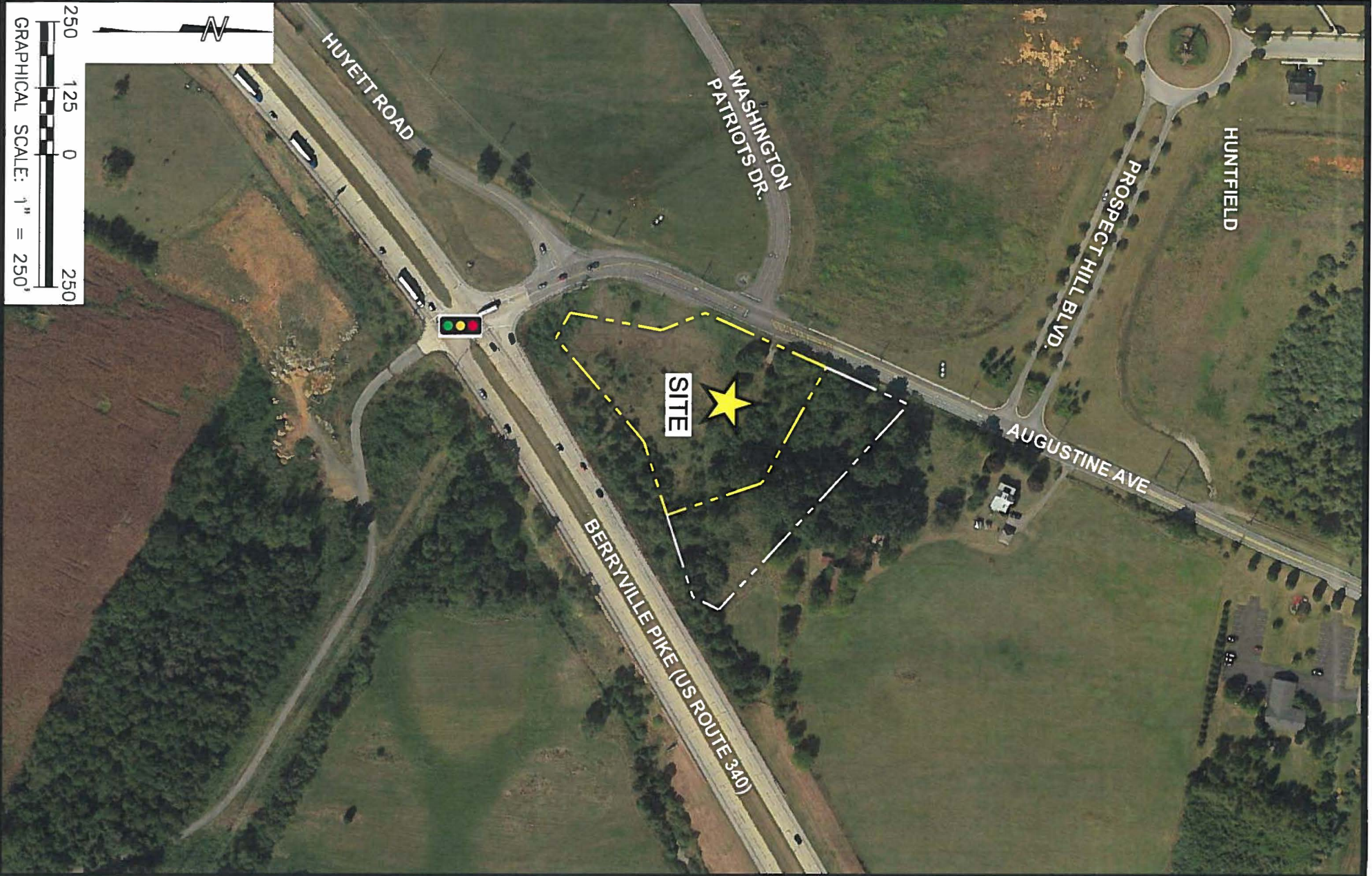


**AUGUSTINE SHEETZ**  
JEFFERSON COUNTY, WV

01-19-2021

# ZONING MAP AMENDMENT

## EXHIBIT 1 - VICINITY MAP



**AUGUSTINE SHEETZ**  
JEFFERSON COUNTY, WV

01-19-2021

# ZONING MAP AMENDMENT

## EXHIBIT 2 - AERIAL OVERLAY

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Kelly Franklin

Department or Organization: **Jefferson Day Report Center, Inc.**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: February 4, 2021

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

Date Requested – 2<sup>nd</sup> Choice: February 18, 2021

Subject (*Wording to be placed on agenda*): FY 2022 West Virginia Community Corrections Grant

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

Background: The WV Community Corrections Act is intended to provide a means for communities to develop, establish for communities to develop, establish community-based corrections programs to provide the judicial system with sentencing alternatives for those offenders who may require less than institutional custody. Examples include, but are not limited to, probation supervision, day fines, community service restitution, home incarceration, substance abuse treatment, sex offender containment/treatment, licensed domestic violence treatment, day reporting centers, education or counseling, and drug courts.

Is this a funding request?  Y  N The County required match will be provided through the Jefferson Day Report Center budget allotment.

If so, how much? \$ 0

Provide exact financial impact/request:

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

The County Commission authorizes Josh Compton, President, to act on its behalf to enter into a contractual agreement with the Division of Justice and Administrative Services to receive and administer grant funds pursuant to provisions of the Community Corrections Program.

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

If not attached, explain:

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

Contact information:

Email address: [kfranklin@jeffersondrc.com](mailto:kfranklin@jeffersondrc.com)

Phone Number: (304) 728-3527

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable

**RESOLUTION OF THE COMMUNITY CORRECTIONS SUBCOMMITTEE OF THE  
GOVERNOR'S COMMITTEE ON CRIME, DELIQUENCY AND CORRECTION**

WHEREAS,

The Provision of West Virginia Code 62-11C-6 place the responsibilities for establishing, maintaining and supervising local community corrections programs in the community criminal justice boards, and there has been persistent confusion in some parts of the state on this issue, in that these powers have been shared with, or delegated to, the fiscal agent for the grant, it is hereby RESOLVED,

THAT, since the responsibility for establishing, maintaining and supervising local community corrections program is fully vested in the community criminal justice board, which is the governing board (Code of state rules 149-4-2.(4)., further expanded upon and clarified in the duly adopted Community Corrections Grant Program Guideline 11.3.b.) a local board may not allow any other local agency or entity to veto, divest or usurp any of these responsibilities even if the agency serves as the fiscal agent. The subcommittee finds that client eligibility hiring, personnel and budgetary issues are foremost among those duties that must be approved by the community criminal justice board provided that when the local community corrections program administrative office uses the West Virginia Supreme Court of Appeals as a fiscal agent, then the advisory board and chief probation officer shall assume day to day oversight and control just as a local community criminal justice board would. The local advisory board shall consult with the local judges(s) on the programs that are to be offered.

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JOSH COMPTON, PRESIDENT  
JEFFERSON COUNTY COMMISSION



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES  
JUSTICE & COMMUNITY SERVICES SECTION  
WEST VIRGINIA COMMUNITY CORRECTIONS GRANT PROGRAM  
SPECIAL CONDITIONS & ASSURANCES**

- 44. PUBLIC AVAILABILITY OF INFORMATION:** The sub-grantee agrees to comply with the terms and condition of pertinent federal and state freedom of information acts, and to require its contractors to comply with these requirements.
- 45. CONSULTANTS/CONTRACTS:** No contract or agreement may be entered into by the sub grantee for the execution of project activities or provision of service that is not incorporated in the approved grant, and without prior written approval of JCS. Grant approval by JCS does not constitute consultant/contract approval.
- 46. REPORTING OF IRREGULARITIES:** Sub-grantees are responsible for reporting promptly to JCS the nature and circumstances surrounding any fiscal irregularities discovered. Failure to report known irregularities may result in suspension of the grant or other remedial action.
- 47. VEHICLE PROCUREMENT:** Applicants purchasing vehicles with West Virginia Community Corrections funds are required to adhere to the established bidding procedures for their respective units of government. To ensure reputable vendors are obtained, applicants may consider utilizing the current applicable state contract.
- 48. COMMUNICATION EQUIPMENT:** All portable communication equipment purchased utilizing West Virginia Community Corrections funds must be compatible with programmable hand-held units, available through purchase via state contract.
- 49. ADDITIONAL SPECIAL CONDITIONS AND ASSURANCES:** The Community Corrections Subcommittee may add additional special conditions and assurances after a submitted proposal application has been reviewed by the Subcommittee. Program approval and funding approval may be contingent on the applicant agreeing to comply with the additional special conditions and assurances.
- 50. COMMUNITY CORRECTIONS INFORMATION SYSTEM (CCIS) and the WVSCA OFFENDER CASE MANAGEMENT SYSTEM (OCMS):** The applicant shall agree to utilize the JCS CCIS database to input all parole, non-criminal justice (DHHR referred, etc.) and Treatment Supervision cases, maintain records and report case and summary information to JCS upon request. The applicant shall agree to utilize the WVSCA OCMS for all magistrate, circuit, and/or probation referred or sentenced cases.
- 51. LEVEL OF SERVICE/CASE MANAGEMENT INVENTORY (LS/CMI) AND MOTIVATIONAL INTERVIEWING (MI):** The applicant agrees to utilize the online LS/CMI assessment

instrument as required by the WV Community Corrections Subcommittee for all LS/CMI's conducted on cases that are not entered into the WVSCA OCMS.

All DRC staff who conduct LS/CMI assessments and/or work directly with offenders will complete both the Effective Practices in Community Supervision (EPICS) and Motivational Interviewing trainings in accordance with all JCS Office of Research and Strategic Planning (ORSP) requirements.

- 52. QUALITY ASSURANCE:** All DRC staff certified on the LS/CMI will participate in the Quality Assurance for Treatment Intervention Programs and Supervision (QA-TIPS) program through the ORSP.

All DRC directors and staff will register with the Online Learning Management System (OLMS) and utilize the system for course registration and certification tracking as instructed by the ORSP.

- 53. JUSTICE REINVESTMENT INITIATIVE TRAINING AGENDA:** All DRC Directors, staff, and DRC contractors responsible for the delivery of group interventions will be certified in the Cognitive Behavioral Intervention for Substance Abuse (CBI-SA) and Thinking for Change (T4C) curricula at the earliest opportunity and as seats are available. For information on the trainings offered, please contact the ORSP.

- 54. QUARTERLY MEETINGS:** The applicant shall agree to have in attendance the Project Director and/or Program Director at quarterly meetings. These meetings will be located throughout the State. Each Community Corrections program will host a quarterly meeting; with a listing of the host sites being published by JCS with each new funding cycle. When hosting a meeting it is the responsibility of the Program Director to make all necessary contacts, set the agenda, and facilitate the meetings.

To the best of my knowledge the applicant has and will comply with all of the attached Special Conditions and Assurances.

**Authorized Official [please print]:** \_\_\_\_\_

**Authorized Official Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES  
JUSTICE & COMMUNITY SERVICES SECTION  
STANDARD CONDITIONS & ASSURANCES**

Effective: July 23, 2019  
Revision History: N/A

The following Standard Conditions and Assurances apply to all Grant Programs that the Division of Administrative Services, Justice and Community Services (JCS) Section administers. The application of these Assurances is applicable regardless of the source of funding and/or whether the recipient receives an upfront allocation of funds or is operating under a request for reimbursement process.

All correspondence to JCS, which is required and/or occurs as a result or action of any of the following Assurances, or as a result of the administration of any JCS grant program, should be mailed to the following address:

Justice and Community Services Section  
1124 Smith Street, Suite 3100  
Charleston, West Virginia 25301-1323

- 1. LAWS OF WEST VIRGINIA:** This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by JCS, regardless of the original funding source. At the sole discretion of JCS, this grant can be based on a "reimbursement bases" mechanism, or a mechanism which awards an "upfront allocation" of funds on a quarterly or semi-annual basis. Upon timely notification to the grantee, JCS reserves the express right to commute an upfront allocation mechanism to a request for reimbursement mechanism for a recipient of funds, at any time during a grant period.
- 2. LEGAL AUTHORITY:** The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required if applicable.
- 3. RELATIONSHIP:** The relationship of the grantee to JCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind JCS for any obligation or expense without the express prior written approval from JCS.
- 4. COMMENCEMENT WITHIN 60 DAYS:** This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by

letter to JCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

**5. OPERATIONAL WITHIN 90 DAYS:** If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to JCS explaining the delay in implementation.

**6. SUSPENSION OF FUNDING:** The grantee acknowledges that acceptance of an award is not a guarantee of funds. Further, by accepting this award, the grantee acknowledges and agrees that JCS may suspend in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- 60 or more days late in submitting reports;
- Failure to submit reports;
- High Risk Grantee as determined by the JCS High Risk Assessment; or
- Any other cause shown.

**7. SANCTIONS FOR NONCOMPLIANCE:** In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, JCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the grantee until the grantee complies or, if reports are more than 60 days late, the funding for that month is forfeited and may not be recouped or remedied;
- Cancellation, termination or suspension of the contract, in whole or in part;
- Refraining from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received;
- If the grantee is receiving funds on an upfront basis, JCS can commute the transfer of funds mechanism to a reimbursement only process for the remainder of the grant period;
- If the grantee is receiving funds on an upfront basis and a determination is made by JCS that funds were intentionally or unintentionally misused, misappropriated, misspent or otherwise not consistent with the intents and purpose of the grant, the grantee automatically forfeits any remaining funds from the grant program, and any other awarded funds from any other program, until a satisfactory resolution has been achieved;
- If a grantee is indebted to JCS for any amount of funds at the close of an applicable quarter, semi-annual or end of a grant period, and the debt is not resolved within 30 days following the close of those periods, the grantee acknowledges and agrees that it is automatically ineligible to receive or apply for funds from JCS for any grant program; and
- Grantee agrees and acknowledges that under no circumstances may it commute a debt to be applied as matching funds; or, will JCS reduce a future quarterly or semi-annual allotment or future award as repayment of the debt. Repayment must be from a general account or an account unrelated to the grant award.

- 8. ACCOUNTING REQUIREMENTS:** Grantee agrees to record all project funds and costs following generally accepted accounting principles. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material must be retained and be available for audit purposes. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources; further, funds received on an upfront basis from JCS for one program may not be comingled with funds received on an upfront basis for another JCS program.
- 9. REPORTS:** Regardless of an award being on an upfront or reimbursement basis, each grantee shall submit all reports as JCS requires necessary to the execution of monitoring, stewardship, and evaluation of programmatic and fiscal responsibilities.
- 10. WRITTEN APPROVAL OF CHANGES:** The grantee must obtain prior written approval from JCS for all project changes (programmatic, fiscal or otherwise) before those changes are executed.
- 11. OBLIGATION OF PROJECT FUNDS:** Funds may not, without prior written approval from JCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.
- 12. USE OF FUNDS:** Funds awarded through JCS may be expended only for the purposes and activities specifically covered by the grantee's approved project scope and budget. By attaching their signature, the grantee recognizes that any deviations from the original grant budget are unallowable.
- 13. ALLOWABLE AND UNALLOWABLE COSTS:** Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards, state guidelines, and federal guidelines pursuant to the specific grant program.
- 14. PURCHASING:** When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or another agency. See 148CSR1 of the West Virginia State Code.
- 15. PROJECT INCOME:** All income earned by the grantee as a result of the conduct of this project must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established for grant funds by JCS. All grantees must maintain records that clearly show the source, the amount, and the timing of all project income. There is no waiver provision for the project income requirement.
- 16. MATCHING CONTRIBUTION:** The grantee will have available, and will expend as required, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by JCS. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines as grant funds for this program. All grantees must maintain records that clearly show the source, the amount, and the timing of all matching contributions. In addition, Federal grant dollars from any source may not be utilized as matching funds.

17. **TIME EXTENSIONS:** In general, time extensions will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated. Funds remaining at the end of a project where an upfront allocation will, by the deadline of the final financial and progress report, be remitted back to JCS.
18. **NON-SUPPLANTING:** Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.
19. **TRANSFER OF FUNDS PROHIBITION:** The grantee is expressly prohibited from transferring funds between any JCS programs. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources.
20. **TRAINING:** For projects involving payment of personnel, JCS reserves the right to require training as a condition of the grant before or at any time during the project period.
21. **PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:** To the extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.
22. **MARKING OF EQUIPMENT:** Grantee will ensure that all equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by Justice and Community Services."
23. **PROPERTY ACCOUNTABILITY:** The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by JCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from JCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to JCS. Property must be used for the intended grant purposes. If the property is not being used in accordance with terms of the grant, said property will revert to JCS.
24. **COMPUTER EQUIPMENT:** Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. Computer equipment must adhere to minimum requirements established by the West Virginia Office of Technology.
25. **LEASE AGREEMENTS:** Grantee agrees to provide JCS with a copy of the lease arrangement if funds are being requested for reimbursement or utilized as match.
26. **PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:** Grantee acknowledges that JCS, or any applicable parent federal agency, reserves a royalty-free, non-exclusive, and

irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support. Grantee agrees to consult with JCS regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

27. **ACCESS TO RECORDS:** JCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.
28. **CIVIL RIGHTS COMPLIANCE:** Grantee will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228(c) and 10221(a); the Victims of Crime Act (34 U.S.C. § 11182(b)); the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Violence Against Women Act (34 U.S.C. § 12291(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); Executive Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38. Subrecipients of grants under the Violence Against Women Act (VAWA) of 1994, as amended, are prohibited from discriminating on the basis of sexual orientation or gender identity. These laws collectively prohibit grantees from discriminating on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation and gender identity. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of age, disability, race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and Justice and Community Services Section.
29. **RELIGIOUS ACTIVITIES:** Grantees must ensure that services are offered without regard to religious affiliation and that receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the funded project. Participation in such activities by individuals receiving services must be voluntary.
30. **LOBBYING:** Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in the Uniformed Guidelines, Department of Justice Guidelines, and as outlined in §6B-2-5 of the West Virginia State code.
31. **CONFLICT OF INTEREST:** No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family as discussed in the W. Va. Code §§ 6B-1-1 through 6B-3-11).
32. **FREEDOM OF INFORMATION ACT:** All records, papers, and other documents kept by recipients of grant funds are required to be made available to JCS. These records and other

documents submitted to JCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code. JCS recognizes that some information submitted in the course of applying for funding under this program or provided in the course of its grant management activities, may be considered law enforcement, personnel, juvenile sensitive, or personal or otherwise important to national or state security interests. This may include threat, risk and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures.

While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, **all** determinations concerning the release of information of this nature are made on a case-by-case basis by JCS and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable federal, state, and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive or protected. Applicants may also consult JCS regarding concerns or questions about the release of potentially sensitive, protected or exempt information applicable to federal, state, and local laws and regulations.

JCS has the authority to release all information which does not meet an exemption to the public without a FOIA.

33. **NATIONAL AND STATE EVALUATION EFFORTS:** The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.
34. **SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES:** The grantee must submit one copy of all reports and proposed publications resulting from this agreement to JCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements: "This document [product] was prepared under a grant from the West Virginia Division of Administrative Services, Justice & Community Services Section (or simply "JCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia Division of Administrative Services, Justice & Community Services Section or any entity of the Department of Justice." In addition, the grantee agrees not to utilize the JCS logo without written permission.
35. **JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:** Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.
  - Deinstitutionalization of status offenders (DSO).
  - Separation of juveniles from adults in institutions (separation).
  - Removal of juveniles from adult jails and lockups (jail removal).
  - Reduction of disproportionate minority contact (DMC), where it exists.

As well as, 101CSR1 of the West Virginia code. This includes, but is not limited to, completing the annual WV Certification of Non-Secure Facilities and submitting to JCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

- 36. COLLABORATION W/OTHER FEDERAL AND STATE GRANTS:** Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment, and any other resources deemed necessary by JCS.
- 37. USE OF DATA/EXCHANGE OF INFORMATION:** With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:
- a. That all computer programs (software produced under this grant) will be made available to JCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
  - b. To provide a complete copy of the computer programs and documentation, upon requests, to JCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
  - c. That whenever possible all application programs will be written in standardized programming languages or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
  - d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916-392-2550) should be contacted to determine availability of software prior to any development effort.
- 38. NATIONAL AND STATE EVALUATION EFFORTS:** The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.
- 39. EQUAL EMPLOYMENT OPPORTUNITY PLAN:** The grantee will provide an Equal Employment Opportunity Plan (EEO) to the Office for Civil Rights, Office of Justice Programs (OCR) and JCS. Each grantee certifies that it has executed and has on file an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E; or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. The grantee further certifies that it has filed an EEO Certification form and, if required, an EEO Utilization Report, through the EEO Reporting Tool at <https://ojp.gov/about/ocr/eeop.htm>.
- 40. VETERANS PREFERENCE:** This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. JCS defines "suitable preference" as the requirement that a grantee agency

**West Virginia Community Corrections  
Grant Program Application**

**General Administrative Information  
Page 1**

**Applicant Agency:**

**Address:** Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414  
**Phone:** (304) 728-3284  
**Fax Number:** (304) 728-7916

**Type of Agency:**

- Municipality  
 County

**Type of Application:**

- For State Funds  
 No State Funds

**Project**

Kelly Franklin

**Director:**

**PD Title:** Executive Director  
**Address:** 121 W Third Avenue  
Ranson, WV 25438

**Phone:** (304) 728-3527  
**Fax:** (304) 728-3614  
**Email:** kfranklin@jeffersondrc.com

**Fiscal Officer:**

Michelle Gordon

**FO Title:** Finance Director  
**Address:** PO Box 250  
Charles Town, WV 25414

**Phone:** (304) 724-8425  
**Fax:** (304) 725-7916  
**Email:** mgordon@jeffersoncountywv.org

**State Funds Requested:** 167,095

**Amount Awarded:**

**Local Funds Committed:** 60,050

*(for JCS use only)*

**Project Period:** July 1, 2022 – June 30, 2023

**Number of years previously funded:** 7

**Previous Year Number admitted:** 872

**Geographic Area(s) Served:** Jefferson

**Total Population:** 54,404

**Project Title:** Jefferson Day Report Center Program

**Project Description:** The Jefferson Day Report Center program is an alternative sentence program that combines close community supervision with intensive treatment programs to offenders sentenced or referred by criminal justice agencies as an alternative to incarceration.

*Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body and the applicant will comply with the attached special conditions and assurances if funding is provided.*

**Authorized Official:** Josh Compton

**AO Title:** President

**Address:** PO Box 250  
Charles Town, WV 25414

**Phone:** (304) 728-3284  
**Fax:** (304) 728-7916  
**E-Mail:** jjcompton05@gmail.com

**Signature:**

**Date:**

## RESOLUTION

The Commission of Jefferson County met on \_\_\_\_\_ with a quorum present and passed the following resolution.

Be it resolved that the County Commission hereby authorizes The Honorable Josh Compton, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the Division of Justice and Administrative Services to receive and administer grant funds pursuant to provisions of the Community Corrections Program.

Signed: \_\_\_\_\_  
County Clerk

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Laura Kuhn**

Department or Organization: **Maintenance**

Estimation of amount of time needed for appointment: **10 Minutes**

Date Requested – 1<sup>st</sup> Choice: **February 4, 2021**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

**Request for Approval of Employment – Full-Time Custodian**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**I am requesting the approval of employment for a vacant custodial position in the Maintenance Department.**

Is this a funding request? Y/N **NO**

If so, how much? \$

Provide exact financial impact/request:

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

**Motion to approve the employment of Pamela K. Goetz as Full-Time 80-hour Custodian in the Maintenance Department at Grade 2 and a starting salary of \$31,559**

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable





**The County Commission of Jefferson County  
Department of Maintenance  
128 Industrial Blvd.  
Kearneysville, WV 25430  
304-728-3355 • 304-728-3376 (f)  
Laura Kuhn, Interim Director**

---

TO: Jefferson County Commission

FROM: Laura L. Kuhn, Interim Maintenance Director

DATE: January 21, 2021

RE: Approval of Employment Request

Effective February 1, 2021, there will be a Custodial position vacancy in the Maintenance Department. One of our Custodians will be transferring to the 911 Department. On December 3, 2020, I requested and was granted approval to fill this position and begin the application process.

I received approximately 30 applications. 12 applicants were contacted for interviews with 7 interviews being conducted. (2 no-shows and 3 unreturned calls)

I am requesting the approval of Pamela K. Goetz as a Full-Time, 80-hour Custodian at a Grade 2 and a salary of \$31,559. Ms. Goetz has over 10 years' experience in a custodial position with Aramark at the National Conservation Training Center in Shepherdstown. With her training and experience, she will be a good fit with the Maintenance Department and will be able to be trained to our procedures and processes fairly quickly.

Thank you for your consideration.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Roger Goodwin  
Department or Organization: Engineering, Planning & Zoning

Estimation of amount of time needed for appointment: 5 minutes  
Date Requested – 1<sup>st</sup> Choice: February 4, 2021  
*If a specific date is needed, please provide reason for specific date:* [Click here to enter text](#)  
Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text](#)

Subject (*Wording to be placed on agenda*): Complete Bond Release requests:

1. Family Adventure Resort, LLC – River Riders/Clarion Hotel Connector Roads (File #S17-04)
2. Blossman Gas, Inc. – Burr Industrial Park, Lot 12 (File #19-1-S)

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

1. Complete release of Performance Bond #107200295 with Travelers Casualty and Surety Company of America construction bond security for Family Adventure Resort, LLC–River Riders/Clarion Hotel Connector Roads (File #S17-04).
2. Complete release of Performance Bond #9242691 with Fidelity and Deposit Company of Maryland construction bond security for Blossman Gas, Inc. – Burr Industrial Park, Lot 12 (File #19-1-S)

Is this a funding request? Y/NO  
If so, how much? [Click here to enter text.](#)

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

1. I authorize a complete release of Performance Bond #107200295 with Travelers Casualty and Surety Company of America in the amount of \$72,065.00 construction bond amount for Family Adventure Resort, LLC–River Riders/Clarion Inn Connector Roads (File #S17-04).
2. I authorize a complete release of Performance Bond #9242691 with Fidelity and Deposit Company of Maryland in the amount of \$170,940.00 construction bond amount for Blossman Gas, Inc. – Burr Business Park, Lot 12 (File #19-1-S).

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

Construction Bond Release Letter

Bond Release Request Report

Site Map

Is equipment needed? Projector Y/NO Internet/Wi Fi Y/NO Telephone for conference call Y/NO

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)

Phone Number: 304-728-3257

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**





## JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 - Fax: (304) 725-7916

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT  
Josh Compton

February 4, 2021

VICE PRESIDENT  
Steve Stolipher

Mr. Mike Fetchero, Sr. Vice President  
Travelers Casualty and Surety Company of America

COMMISSIONER  
Caleb Wayne Hudson

1 Tower Square  
Hartford, Connecticut 06183

COMMISSIONER  
Tricia Jackson

RE: Performance Bond #107200295 dated June 14, 2019, Construction Bond Surety for  
Family Adventure Resort, LLC – River Riders/Clarion Hotel Connector Roads (File #S17-  
04).

COMMISSIONER  
Jane M. Tabb

Dear Mr. Fetchero:

The Jefferson County Commission authorizes a complete release of the remaining \$72,065.00 from the construction bond amount for Family Adventure Resort, LLC – River Riders/Clarion Inn Connector Roads (File #S17-04). This project is located on the south side of Route 340 on Alstadts Hill Road near the Clarion Hotel. The work appears to 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Performance Bond, originally issued in amount of \$72,065.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning - Office of Engineering at (304) 728-3257 if you have any questions.

Sincerely,

Josh Compton, President  
Jefferson County Commission

JC:rfb

cc: Mr. Matthew Knott  
Family Adventure Resort, LLC  
438 Alstadts Hill Road  
Harpers Ferry, WV 25425  
Department of Engineering, Planning & Zoning  
Office of Engineering

County Administrator  
*Stephanie Grove*

Deputy County Administrator  
*Sandy Slusher McDonald*

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received 01 / 25 / 2021 J C P.C File No 517 - 04

Consultant/Engineer/Firm Name: MONTEVERDE

Mailing Address 128 W. BRUCE ST.

City HARRISONBURG State VA Zip 22801

Contact Person SETH RODRIGUEZ Phone \_\_\_\_\_

Project/Subdivision Name RIVER RIDGE / CLARION NW CONNECTION

Section/Phase PHASE 1 Lots: \_\_\_\_\_

Review Comments:

The bond release/reduction is Approved as Submitted \_\_\_\_\_ The bond release/reduction request is Denied.

\_\_\_\_\_ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval

\_\_\_\_\_ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments: ALL WORK APPEARS TO BE COMPLETE.

**Approved for:**  
BOND RELEASE  
By [Signature] 01/28/2021  
County Engineer Date

Original Bond Amt \$ 57,065 + 15% Cont \$ 15,000 = Total Original Bond Amt \$ 72,065

Total Current Bond Amount \$ 72,065.00

Cost of Work Remaining \$ 0 + Contingency Amount \$ 0

= Approved for Revised Bond Amount \$ 0

Reviewed By JOSEPH N. KEET Title L.D.I.

Signature [Signature] Date 01 / 27 / 2021







## JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 - Fax: (304) 725-7916

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT  
Josh Compton

February 4, 2021

VICE PRESIDENT  
Steve Stolipher

Ms. Lisa R. Butler, Attorney-in-Fact  
Fidelity and Deposit Company of Maryland

COMMISSIONER  
Caleb Wayne Hudson

1299 Zurich Way, 5<sup>th</sup> Floor  
Schaumburg, Illinois 60196

COMMISSIONER  
Tricia Jackson

RE: Performance Bond #9242691 dated July 18, 2019, Construction Bond Surety for  
Blossman Gas, Inc. – Burr Industrial Park, Lot 12 (File #19-1-S).

COMMISSIONER  
Jane M. Tabb

Dear Ms. Butler:

The Jefferson County Commission authorizes a complete release of the remaining \$170,940.00 from the construction bond amount for Blossman Gas, Inc. – Burr Business Park, Lot 12 (File #19-1-S). This project is located at 264 War Admiral Boulevard within the Burr Business Park. The work appears to 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Performance Bond, originally issued in amount of \$170,940.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning - Office of Engineering at (304) 728-3257 if you have any questions.

Sincerely,

Josh Compton, President  
Jefferson County Commission

JC:rfb

cc: Mr. Peter Kubic  
Kubic Construction, Inc.  
241 Edmond Road  
Kearneysville, WV 25430  
Department of Engineering, Planning & Zoning  
Office of Engineering

County Administrator  
*Stephanie Grove*

Deputy County Administrator  
*Sandy Slusher McDonald*

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received 1 / 11 / 2021 J C P C File No S19 - 01

Consultant/Engineer/Firm Name: GORDON

Mailing Address 148 S QUEEN ST.

City MARTINSBURG State WV Zip 25401

Contact Person AMANDA STRATTON Phone 304 + 725 - 8456

Project/Subdivision Name BLOSSMAN GAS BURNER INDUSTRIAL PARK LOT 12 SITE PLAN

Section/Phase \_\_\_\_\_ Lots \_\_\_\_\_

Review Comments

The bond release reduction is Approved as Submitted \_\_\_\_\_ The bond release/reduction request is Denied

\_\_\_\_\_ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

\_\_\_\_\_ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments: ALL WORK APPROXIMATELY COMPLETE

**Approved for:**  
BOND RELEASE  
By [Signature] 01/27/2021  
County Engineer Date

Original Bond Amt \$ 148,645 + 15% Cont \$ 22,297 = Total Original Bond Amt \$ 170,940

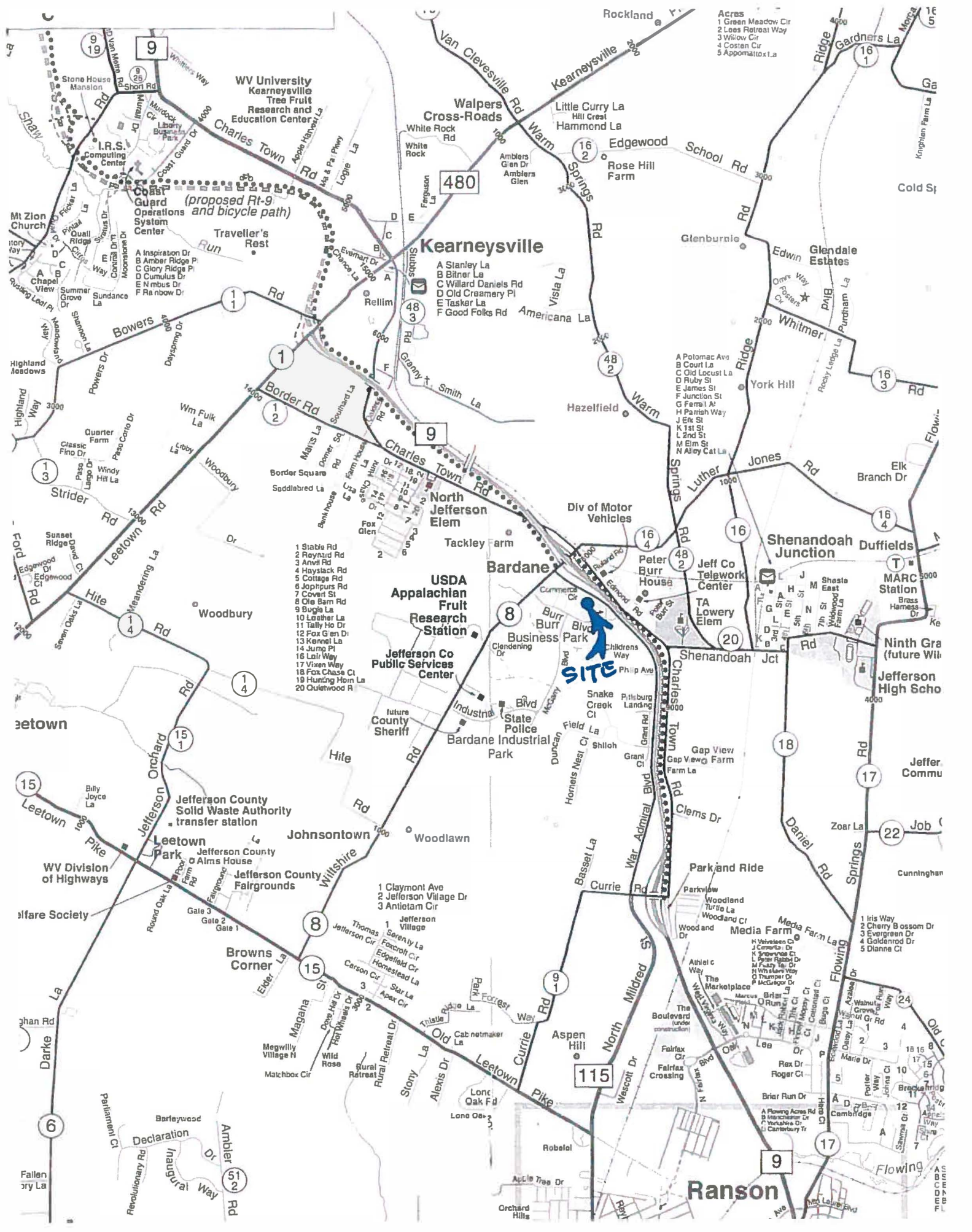
Total Current Bond Amount \$ 170,940.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By Joseph W. Kent Title L.O.I.

Signature [Signature] Date 01 / 27 / 2021



- Acres
- 1 Green Meadow Cir
  - 2 Lees Retreat Way
  - 3 Willow Cir
  - 4 Costen Cir
  - 5 Appomattox La

### Kearneysville

### Bardane

### Shenandoah Junction

### Ranson



**SITE**

- 1 Stabia Rd
- 2 Reynard Rd
- 3 Anvil Rd
- 4 Hayslack Rd
- 5 Cottage Rd
- 6 Jopkins Rd
- 7 Covent St
- 8 Ole Barn Rd
- 9 Bugle La
- 10 Leather Ln
- 11 Tally Ho Dr
- 12 Fox Glen Dr
- 13 Kennel La
- 14 Jump Pl
- 15 Lair Way
- 17 Green Way
- 18 Fox Chase Ct
- 19 Humming Horn La
- 20 Outwood Pl

- A Potomac Ave
- B Court La
- C Old Locust La
- D Ruby St
- E James St
- F Junction St
- G Fern La
- H Parish Way
- J Eric St
- K 1st St
- L 2nd St
- M Elm St
- N Alley Cat La

- 1 Iris Way
- 2 Cherry Blossom Dr
- 3 Evergreen Dr
- 4 Goldenrod Dr
- 5 Dianne Ct

- A Whittaker Ct
- B Sycamore Dr
- C Springwood Dr
- D Springwood Dr
- E Springwood Dr
- F Springwood Dr
- G Springwood Dr
- H Springwood Dr
- I Springwood Dr
- J Springwood Dr
- K Springwood Dr
- L Springwood Dr
- M Springwood Dr
- N Springwood Dr
- O Springwood Dr
- P Springwood Dr
- Q Springwood Dr
- R Springwood Dr
- S Springwood Dr
- T Springwood Dr
- U Springwood Dr
- V Springwood Dr
- W Springwood Dr
- X Springwood Dr
- Y Springwood Dr
- Z Springwood Dr



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Roger Goodwin, Director & Chief County Engineer**  
**Michelle Mason, Impact Fees Program Specialist**

Department or Organization: **Department of Engineering, Planning & Zoning**

Estimation of amount of time needed for appointment: **20 minutes**

Date Requested – 1<sup>st</sup> Choice: **February 4, 2021**

Date Requested – 2<sup>nd</sup> Choice: **February 18, 2021**

Subject (*Wording to be placed on agenda*): **Presentation of Calendar Year 2020 Annual Report for the Office of Impact Fees**

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

**Pursuant to the Jefferson County Impact Fees Procedures Ordinance, Section 6.A(1), "at least once every year not later than January 31st of each year, beginning in the year 2005, and prior to County Commission's adoption of the Annual Budget and Capital Improvements Program, the Impact Fee Coordinator or a designee chosen by the Impact Fee Coordinator shall coordinate the preparation and submission of an Annual Report to the County Executive and County Commission on the subject of impact fees."**

**The Impact Fees Procedures Ordinance, Section 6.A(3), goes on to state "the Impact Fee Coordinator or the Impact Fee Coordinator's designee shall submit the Annual Report to the County Commission, who shall receive the Annual Report and which may take such actions as they deem appropriate, including, but not limited to, requesting additional data or analyses and holding public workshops and/or public hearings."**

**The impact fees annual report for calendar year 2020 is attached. Note that under section 2.4.1, "Inflation Adjustments," the annual inflation adjustment shown in the report will be automatically applied on April 1, 2021. The inflationary adjustment is to automatically occur by dictate of the Impact Fees Procedure Ordinance 2003-1, Section 6.B, unless the County Commission acts to stay the adjustment to the impact fees. Considering that there is an ongoing impact fee recalculation study, staff recommends staying the inflationary adjustment.**

Is this a funding request? **No** If so, how much?

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

**Motion to accept the Calendar Year 2020 Impact Fees Annual Report for the Office of Impact Fees, as presented.**

**Motion to (approve or stay) the annual inflationary adjustments to the impact fees.**

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

If not attached, explain: **CY 2020 Impact Fees Annual Report**

Is equipment needed?      Projector Y/N **No**      Internet/Wi Fi Y/N **No**      Telephone for conference call Y/N **No**

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)      Phone Number: 304-728-3257

| <u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u> |
|------------------------------------------------------------------|
|                                                                  |

# **Annual Report on Impact Fees**

**January 2020 – December 2020**

**(Final Draft 2021-01-13)**

**Engineering Department  
Office of Impact Fees**

**Jefferson County Government**

**13 January 2021**



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Executive Summary

**1.1. Trends in Fee Collection**

Permitting for new residential construction in Jefferson County in Calendar Year (CY) 2020 increased relative to CY 2019. There were 601 impact fee applications processed in CY 2020 versus 225 impact fee applications in CY 2019. Of that total in CY 2019, 15 applications were for replacement of existing dwelling units, which do not represent new growth and were exempt from impact fees.

Permitting for new commercial construction in Jefferson County in CY 2020 decreased relative to CY 2019. There were 10 impact fee applications processed in CY 2020 versus 22 in CY 2019.

**Table 1A. Total County Residential Building Permits (CY 2004-2020)**

| Year         | Single Family |              |              | Town Home |            |            | Duplex   |           |           | Multifamily |            |            | Grand Total  |
|--------------|---------------|--------------|--------------|-----------|------------|------------|----------|-----------|-----------|-------------|------------|------------|--------------|
|              | Exempt        | Fees         | Total        | Exempt    | Fees       | Total      | Exempt   | Fees      | Total     | Exempt      | Fees       | Total      |              |
| 2004         | 49            | 269          | 318          | 0         | 5          | 5          | 0        | 0         | 0         | 0           | 0          | 0          | 323          |
| 2005         | 39            | 324          | 363          | 0         | 22         | 22         | 0        | 0         | 0         | 0           | 0          | 0          | 385          |
| 2006         | 42            | 256          | 298          | 0         | 57         | 57         | 0        | 0         | 0         | 0           | 0          | 0          | 355          |
| 2007         | 38            | 213          | 251          | 0         | 66         | 66         | 0        | 0         | 0         | 0           | 0          | 0          | 317          |
| 2008         | 22            | 108          | 130          | 0         | 39         | 39         | 0        | 0         | 0         | 0           | 0          | 0          | 169          |
| 2009         | 25            | 75           | 100          | 0         | 50         | 50         | 0        | 0         | 0         | 0           | 0          | 0          | 150          |
| 2010         | 32            | 91           | 123          | 0         | 39         | 39         | 0        | 0         | 0         | 0           | 0          | 0          | 162          |
| 2011         | 21            | 73           | 94           | 1         | 40         | 41         | 0        | 0         | 0         | 0           | 0          | 0          | 135          |
| 2012         | 13            | 118          | 131          | 0         | 24         | 24         | 0        | 0         | 0         | 0           | 0          | 0          | 155          |
| 2013         | 4             | 207          | 211          | 0         | 38         | 38         | 0        | 0         | 0         | 0           | 0          | 0          | 249          |
| 2014         | 4             | 182          | 186          | 0         | 16         | 16         | 0        | 0         | 0         | 0           | 0          | 0          | 202          |
| 2015         | 14            | 182          | 196          | 0         | 8          | 8          | 0        | 4         | 4         | 0           | 96         | 96         | 304          |
| 2016         | 14            | 165          | 179          | 0         | 10         | 10         | 0        | 0         | 0         | 0           | 0          | 0          | 189          |
| 2017         | 14            | 225          | 239          | 0         | 8          | 8          | 0        | 4         | 4         | 0           | 0          | 0          | 251          |
| 2018         | 19            | 178          | 197          | 1         | 32         | 33         | 0        | 33        | 33        | 0           | 24         | 24         | 287          |
| 2019         | 13            | 165          | 178          | 0         | 36         | 36         | 0        | 11        | 11        | 0           | 0          | 0          | 225          |
| 2020         | 15            | 182          | 197          | 0         | 91         | 91         | 0        | 4         | 4         | 0           | 309        | 309        | 601          |
| <b>Total</b> | <b>378</b>    | <b>3,013</b> | <b>3,391</b> | <b>2</b>  | <b>583</b> | <b>585</b> | <b>0</b> | <b>56</b> | <b>56</b> | <b>0</b>    | <b>429</b> | <b>429</b> | <b>4,459</b> |

**Table 1B. Total County Non-Residential Building Permits (CY 2004-2020)**

| <b>Year</b>        | <b>Exempt</b> | <b>Fees</b> | <b>Total</b> |
|--------------------|---------------|-------------|--------------|
| <b>2004</b>        | 0             | 4           | <b>4</b>     |
| <b>2005</b>        | 0             | 5           | <b>5</b>     |
| <b>2006</b>        | 0             | 0           | <b>0</b>     |
| <b>2007</b>        | 10            | 12          | <b>22</b>    |
| <b>2008</b>        | 4             | 9           | <b>13</b>    |
| <b>2009</b>        | 3             | 2           | <b>5</b>     |
| <b>2010</b>        | 10            | 8           | <b>18</b>    |
| <b>2011</b>        | 1             | 11          | <b>12</b>    |
| <b>2012</b>        | 3             | 13          | <b>16</b>    |
| <b>2013</b>        | 1             | 3           | <b>4</b>     |
| <b>2014</b>        | 0             | 4           | <b>4</b>     |
| <b>2015</b>        | 0             | 5           | <b>5</b>     |
| <b>2016</b>        | 0             | 13          | <b>13</b>    |
| <b>2017</b>        | 1             | 6           | <b>7</b>     |
| <b>2018</b>        | 1             | 4           | <b>5</b>     |
| <b>2019</b>        | 1             | 21          | <b>22</b>    |
| <b>2020</b>        | 0             | 10          | <b>10</b>    |
| <b>Grand Total</b> | <b>35</b>     | <b>130</b>  | <b>165</b>   |

## 1.2. Fees Collected

Jefferson County uses a fiscal year which starts in July and runs through June of the next year. The accounting of fees collected to date is based on a calendar year since this report is due to the Commission in January of each year. Thus, these values reported below span Fiscal Years 2019 and 2020 and run from 1 January 2020 through 31 December 2020. Table 2 presents the total fee collection data, while Tables 3 and 4 present the financial data categorized into county and municipal tax districts.

The financial transaction information for the Office of Impact Fees general account (which serves as the initial account of fee deposit) is presented in Table 5. Table 6 presents the financial data for each of the four long term impact fee holding accounts (Schools, Law Enforcement, Parks & Recreation, and EMS).

**Table 2. Fees Collected – Calendar Year 2020  
County & Municipal Combined**

| Land Use                 | Type          | Schools            | Law             | Parks & Rec      | EMS             | Grand Total        |
|--------------------------|---------------|--------------------|-----------------|------------------|-----------------|--------------------|
| Residential              | Single Family | \$1,028,845        | \$26,963        | \$81,894         | \$9,420         | <b>\$1,147,122</b> |
|                          | Town Home     | \$605,562          | \$0             | \$43,117         | \$4,668         | <b>\$653,347</b>   |
|                          | Duplex        | \$26,442           | \$0             | \$1,382          | \$154           | <b>\$27,978</b>    |
|                          | Multi-Family  | \$717,432          | \$0             | \$60,249         | \$6,831         | <b>\$784,512</b>   |
| <b>Residential Total</b> |               | <b>\$2,378,281</b> | <b>\$26,963</b> | <b>\$186,642</b> | <b>\$21,073</b> | <b>\$2,612,959</b> |
| Commercial               | Comm25Less    | \$0                | \$11            | \$0              | \$7             | <b>\$18</b>        |
|                          | Manufacturing | \$0                | \$1             | \$0              | \$1             | <b>\$2</b>         |
|                          | Ware House    | \$0                | \$2             | \$0              | \$2             | <b>\$4</b>         |
|                          | Office10Less  | \$0                | \$2             | \$0              | \$4             | <b>\$6</b>         |
|                          | Office10-25   | \$0                | \$7             | \$0              | \$6             | <b>\$13</b>        |
| <b>Commercial Total</b>  |               | <b>\$0</b>         | <b>\$23</b>     | <b>\$0</b>       | <b>\$20</b>     | <b>\$43</b>        |
| <b>Grand Total</b>       |               | <b>\$2,378,281</b> | <b>\$26,986</b> | <b>\$186,642</b> | <b>\$21,093</b> | <b>\$2,613,002</b> |

**Table 3. Fees Collected by County Tax District – Calendar Year 2020**

| <b>Tax District</b>                 | <b>Land Use</b>          | <b>Type</b>        | <b>Schools</b>   | <b>Law</b>      | <b>Parks &amp;<br/>Rec</b> | <b>EMS</b>     | <b>Grand<br/>Total</b> |
|-------------------------------------|--------------------------|--------------------|------------------|-----------------|----------------------------|----------------|------------------------|
| 02 Charles Town                     | Residential              | Single Family      | \$273,706        | \$8,025         | \$21,910                   | \$2,378        | \$306,019              |
|                                     | <b>Residential Total</b> |                    | <b>\$273,706</b> | <b>\$8,025</b>  | <b>\$21,910</b>            | <b>\$2,378</b> | <b>\$306,019</b>       |
|                                     | Commercial               | Comm25Less         | \$0              | \$1             | \$0                        | \$1            | \$2                    |
|                                     |                          | Manufacturing      | \$0              | \$1             | \$0                        | \$1            | \$2                    |
|                                     |                          | Office10Less       | \$0              | \$2             | \$0                        | \$1            | \$3                    |
|                                     |                          | Ware House         | \$0              | \$2             | \$0                        | \$2            | \$4                    |
|                                     | <b>Commercial Total</b>  |                    | <b>\$0</b>       | <b>\$6</b>      | <b>\$0</b>                 | <b>\$5</b>     | <b>\$11</b>            |
| <b>02 Charles Town Grand Total</b>  |                          |                    | <b>\$273,706</b> | <b>\$8,031</b>  | <b>\$21,910</b>            | <b>\$2,383</b> | <b>\$306,030</b>       |
| 04 Harpers Ferry                    | Residential              | Single Family      | \$155,207        | \$4,554         | \$12,437                   | \$1,348        | \$173,546              |
|                                     | <b>Residential Total</b> |                    | <b>\$155,207</b> | <b>\$4,554</b>  | <b>\$12,437</b>            | <b>\$1,348</b> | <b>\$173,546</b>       |
| <b>04 Harpers Ferry Grand Total</b> |                          |                    | <b>\$155,207</b> | <b>\$4,554</b>  | <b>\$12,437</b>            | <b>\$1,348</b> | <b>\$173,546</b>       |
| 06 Kabletown                        | Residential              | Single Family      | \$165,308        | \$4,848         | \$13,238                   | \$1,436        | \$184,830              |
|                                     | <b>Residential Total</b> |                    | <b>\$165,308</b> | <b>\$4,848</b>  | <b>\$13,238</b>            | <b>\$1,436</b> | <b>\$184,830</b>       |
|                                     | Commercial               | Comm25Less         | \$0              | \$1             | \$0                        | \$1            | \$2                    |
|                                     | <b>Commercial Total</b>  |                    | <b>\$0</b>       | <b>\$1</b>      | <b>\$0</b>                 | <b>\$1</b>     | <b>\$2</b>             |
| <b>06 Kabletown Grand Total</b>     |                          |                    | <b>\$165,308</b> | <b>\$4,849</b>  | <b>\$13,238</b>            | <b>\$1,437</b> | <b>\$184,832</b>       |
| 07 Middleway                        | Residential              | Single Family      | \$153,570        | \$4,504         | \$12,299                   | \$1,334        | \$171,707              |
|                                     | <b>Residential Total</b> |                    | <b>\$153,570</b> | <b>\$4,504</b>  | <b>\$12,299</b>            | <b>\$1,334</b> | <b>\$171,707</b>       |
| <b>07 Middleway Grand Total</b>     |                          |                    | <b>\$153,570</b> | <b>\$4,504</b>  | <b>\$12,299</b>            | <b>\$1,334</b> | <b>\$171,707</b>       |
| 09 Shepherdstown                    | Residential              | Single Family      | \$171,543        | \$5,032         | \$13,742                   | \$1,490        | \$191,807              |
|                                     | <b>Residential Total</b> |                    | <b>\$171,543</b> | <b>\$5,032</b>  | <b>\$13,742</b>            | <b>\$1,490</b> | <b>\$191,807</b>       |
|                                     | Commercial               | Comm25Less         | \$0              | \$9             | \$0                        | \$2            | \$11                   |
|                                     |                          | Office10-25        | \$0              | \$7             | \$0                        | \$6            | \$13                   |
|                                     | <b>Commercial Total</b>  |                    | <b>\$0</b>       | <b>\$16</b>     | <b>\$0</b>                 | <b>\$8</b>     | <b>\$24</b>            |
| <b>09 Shepherdstown Grand Total</b> |                          |                    | <b>\$171,543</b> | <b>\$5,048</b>  | <b>\$13,742</b>            | <b>\$1,498</b> | <b>\$191,831</b>       |
|                                     |                          | <b>Grand Total</b> | <b>\$919,334</b> | <b>\$26,986</b> | <b>\$73,626</b>            | <b>\$8,000</b> | <b>\$1,027,946</b>     |

**Table 4. Fees Collected by Municipal Tax District – Calendar Year 2020**

| <b>Tax District</b>                      | <b>Land Use</b>          | <b>Type</b>   | <b>Schools</b>     | <b>Parks &amp; Rec</b> | <b>EMS</b>      | <b>Grand Total</b>                                  |                    |
|------------------------------------------|--------------------------|---------------|--------------------|------------------------|-----------------|-----------------------------------------------------|--------------------|
| 03 Charles Town Corp                     | Residential              | Single Family | \$16,754           | \$1,336                | \$146           | \$18,236                                            |                    |
|                                          |                          | Multi-Family  | \$566,772          | \$47,505               | \$5,427         | \$619,704                                           |                    |
| <b>Residential Total</b>                 |                          |               | <b>\$583,526</b>   | <b>\$48,841</b>        | <b>\$5,573</b>  | <b>\$637,940</b>                                    |                    |
| <b>03 Charles Town Corp Grand Total</b>  |                          |               | <b>\$583,526</b>   | <b>\$48,841</b>        | <b>\$5,573</b>  | <b>\$637,940</b>                                    |                    |
| 05 Harpers Ferry Corp                    | Residential              | Single Family | \$5,991            | \$481                  | \$52            | \$6,524                                             |                    |
|                                          |                          |               |                    |                        |                 |                                                     |                    |
| <b>Residential Total</b>                 |                          |               | <b>\$5,991</b>     | <b>\$481</b>           | <b>\$52</b>     | <b>\$6,524</b>                                      |                    |
| <b>05 Harpers Ferry Corp Grand Total</b> |                          |               | <b>\$5,991</b>     | <b>\$481</b>           | <b>\$52</b>     | <b>\$6,524</b>                                      |                    |
| 08 Ranson Corp                           | Residential              | Single Family | \$83,351           | \$6,177                | \$1,206         | \$90,734                                            |                    |
|                                          |                          | Town Home     | \$605,562          | \$43,117               | \$4,668         | \$653,347                                           |                    |
|                                          |                          | Multi-Family  | \$150,660          | \$12,744               | \$1,404         | \$164,808                                           |                    |
|                                          | <b>Residential Total</b> |               |                    | <b>\$839,573</b>       | <b>\$62,038</b> | <b>\$7,278</b>                                      | <b>\$908,889</b>   |
|                                          | Commercial               | Comm25Less    | \$0                | \$0                    | \$3             | \$3                                                 |                    |
|                                          | Commercial               | Office10Less  | \$0                | \$0                    | \$3             | \$3                                                 |                    |
| <b>Commercial Total</b>                  |                          |               | <b>\$0</b>         | <b>\$0</b>             | <b>\$6</b>      | <b>\$6</b>                                          |                    |
| <b>08 Ranson Corp Grand Total</b>        |                          |               | <b>\$839,573</b>   | <b>\$62,038</b>        | <b>\$7,284</b>  | <b>\$908,895</b>                                    |                    |
| 10 Shepherdstown Corp                    | Residential              | Single Family | \$3,415            | \$274                  | \$30            | \$3,719                                             |                    |
|                                          |                          | Duplex        | \$26,442           | \$1,382                | \$154           | \$27,978                                            |                    |
|                                          | <b>Residential Total</b> |               |                    | <b>\$29,857</b>        | <b>\$1,656</b>  | <b>\$184</b>                                        | <b>\$31,697</b>    |
| <b>10 Shepherdstown Corp Grand Total</b> |                          |               | <b>\$29,857</b>    | <b>\$1,656</b>         | <b>\$184</b>    | <b>\$31,697</b>                                     |                    |
| <b>Grand Total</b>                       |                          |               | <b>\$1,458,947</b> | <b>\$113,016</b>       | <b>\$13,093</b> | <b>\$1,585,056</b>                                  |                    |
|                                          |                          |               |                    |                        |                 | <b>County Tax District Fees Collected Totals</b>    | <b>\$1,027,946</b> |
|                                          |                          |               |                    |                        |                 | <b>Municipal Tax District Fees Collected Totals</b> | <b>\$1,585,056</b> |
|                                          |                          |               |                    |                        |                 | <b>GRAND TOTAL</b>                                  | <b>\$2,613,002</b> |

### 1.3. Financial Data

**Table 5. Office of Impact Fees General Account (3111776)**

| <b>Month</b> | <b>Starting Balance</b> | <b>Total Deposits</b> | <b>Total Checks</b> | <b>Interest</b> | <b>Ending Balance</b> |
|--------------|-------------------------|-----------------------|---------------------|-----------------|-----------------------|
| January      | \$63,530.13             | \$137,986.31          | \$63,590.44         | \$41.26         | \$137,967.26          |
| February     | \$137,967.26            | \$105,350.00          | \$137,967.26        | \$40.80         | \$105,390.80          |
| March        | \$105,390.80            | \$288,469.00          | \$105,390.80        | \$83.24         | \$288,552.24          |
| April        | \$288,552.24            | \$163,766.00          | \$288,552.24        | \$73.32         | \$163,839.32          |
| May          | \$163,839.32            | \$137,453.00          | \$163,839.32        | \$53.83         | \$137,506.83          |
| June         | \$137,506.83            | \$169,235.00          | \$137,506.83        | \$44.42         | \$169,279.42          |
| July         | \$169,279.42            | \$150,900.00          | \$169,279.42        | \$83.01         | \$150,983.01          |
| August       | \$150,983.01            | \$297,975.00          | \$150,983.01        | \$60.56         | \$298,035.56          |
| September    | \$298,035.56            | \$96,057.00           | \$298,035.56        | \$92.64         | \$96,149.64           |
| October      | \$96,149.64             | \$720,396.00          | \$96,149.64         | \$252.22        | \$720,648.22          |
| November     | \$720,648.22            | \$116,097.00          | \$720,648.22        | \$250.99        | \$116,347.99          |
| December     | \$116,347.99            | \$229,378.00          | \$116,347.99        | \$91.51         | \$229,469.51          |

|                                   |                       |
|-----------------------------------|-----------------------|
| December 2020 Outstanding Credits | <b>\$0.00</b>         |
| January 2021 Transfers            | <b>(\$229,469.51)</b> |
| 01 January 2021 Deposits          | <b>\$0.00</b>         |
| 01 January 2021 Balance           | <b>\$0.00</b>         |

**Table 6. Impact Fee Holding Accounts**

| <b>Category</b>                      | <b>Schools</b>        | <b>Law</b>          | <b>Parks</b>        | <b>EMS</b>         |
|--------------------------------------|-----------------------|---------------------|---------------------|--------------------|
| <b>Account Number</b>                | <b>3107582</b>        | <b>3120120</b>      | <b>3122808</b>      | <b>3122816</b>     |
| <b>Balance on 01 January 2020</b>    | <b>\$4,055,692.67</b> | <b>\$156,010.26</b> | <b>\$246,822.71</b> | <b>\$8,067.55</b>  |
| <b>Total Deposits</b>                | <b>\$2,225,781.51</b> | <b>\$26,776.52</b>  | <b>\$176,287.62</b> | <b>\$19,445.08</b> |
| <b>Withdraws /1</b>                  | <b>\$18,180.00</b>    | <b>\$9,720.00</b>   | <b>\$61,880.00</b>  | <b>\$23,730.00</b> |
| <b>Interest Accrued - CY 2020</b>    | <b>\$24,762.02</b>    | <b>\$840.49</b>     | <b>\$1,495.27</b>   | <b>\$65.52</b>     |
| <b>Balance on 31 December 2020</b>   | <b>\$6,288,056.20</b> | <b>\$173,907.27</b> | <b>\$362,725.60</b> | <b>\$3,848.15</b>  |
| <b>January Transfers /2</b>          | <b>\$211,058.26</b>   | <b>\$1,232.92</b>   | <b>\$15,499.41</b>  | <b>\$1,678.92</b>  |
| <i>Of Which</i>                      |                       |                     |                     |                    |
| <i>Transferred Fees</i>              | \$210,975.00          | \$1,232.00          | \$15,493.00         | \$1,678.00         |
| <i>Transferred Interest</i>          | \$83.26               | \$0.92              | \$6.41              | \$0.92             |
| <b>Final Balance 05 January 2021</b> | <b>\$6,499,114.46</b> | <b>\$175,140.19</b> | <b>\$378,225.01</b> | <b>\$5,527.07</b>  |

**Notes**

/1 See Table 8 for details.

/2 From fees collected in December 2020 and transferred in January 2020.

## **1.4. Fees Disbursed**

Fees are disbursed from the long term accounts for only two reasons: refund and requisition. The transactional details for all fee disbursements are presented in Table 8.

### **1.4.1. Refunds**

Refunds are only processed when a building permit is revoked and upon written request of the building permit applicant. There was no refunds processed in CY 2020.

### **1.4.2. Requisitions**

The fee fundable projects approved by the Impact Fee Program Specialist for FY 2021 along with the approved funding amounts are listed in Table 7. The impact fee payments for projects listed on the FY 2021 Capital Improvement Plans are listed in Table 8. Projects eligible for funding by impact fees must be approved by the County Commission. The impact fee fundable projects for FY 2022 remain to be presented to the County Commission for approval.

**Table 7. FY 2021 Approved Fee Fundable Projects**

| <b>Category</b>      | <b>Capital Improvement Project</b>         | <b>Approved Impact Fee Funding</b> |
|----------------------|--------------------------------------------|------------------------------------|
| Schools              | Regional Student Support Center            | \$1,000,000                        |
| Law Enforcement      | Weapons Training Qualifications Range      | \$25,000                           |
|                      | Expansion Temporary Sheriff's Office Space | \$100,000                          |
| Parks and Recreation | Land Acquisition                           | \$200,000                          |
|                      | James Hite Park (Playground)               | \$50,000                           |
| EMS                  | JCESA Building Mortgage                    | \$20,000                           |

**Table 8. Impact Fee Holding Account Withdraws**

| <b>Account</b> | <b>Check Date</b> | <b>Statement Date</b> | <b>Debit</b>       | <b>Notes</b>                                                                       |
|----------------|-------------------|-----------------------|--------------------|------------------------------------------------------------------------------------|
| <b>Schools</b> | 7/28/2020         | 7/31/2020             | \$3,030.00         | 2020 Impact Fee Recalculation - Schools and Admin June Services                    |
|                | 8/11/2020         | 8/31/2020             | \$2,020.00         | 2020 Impact Fee Recalculation - Schools and Admin July Services                    |
|                | 8/31/2020         | 8/31/2020             | \$4,280.00         | 2020 Impact Fee Recalculation - Schools and Admin August Services                  |
|                | 10/01/2020        | 10/31/2020            | \$7,840.00         | 2020 Impact Fee Recalculation - Schools and Admin September Services               |
|                | 10/30/2020        | 10/31/2020            | \$1,010.00         | 2020 Impact Fee Recalculation - Schools and Admin October Services                 |
|                | <b>TOTAL</b>      |                       |                    | <b>\$18,180.00</b>                                                                 |
| <b>Law</b>     | 7/28/2020         | 7/31/2020             | \$1,620.00         | 2020 Impact Fee Recalculation Study - Law Enforcement and Admin June Services      |
|                | 8/11/2020         | 8/31/2020             | \$620.00           | 2020 Impact Fee Recalculation Study - Law Enforcement and Admin July Services      |
|                | 8/31/2020         | 8/31/2020             | \$4,240.00         | 2020 Impact Fee Recalculation Study - Law Enforcement and Admin August Services    |
|                | 10/01/2020        | 10/31/2020            | \$2,700.00         | 2020 Impact Fee Recalculation Study - Law Enforcement and Admin September Services |
|                | 10/30/2020        | 10/31/2020            | \$540.00           | 2020 Impact Fee Recalculation Study - Law Enforcement and Admin October Services   |
|                | <b>TOTAL</b>      |                       |                    | <b>\$9,720.00</b>                                                                  |
| <b>Parks</b>   | 7/28/2020         | 7/31/2020             | \$1,980.00         | 2020 Impact Fee Recalculation Study - Parks and Rec and Admin June Services        |
|                | 8/11/2020         | 8/31/2020             | \$740.00           | 2020 Impact Fee Recalculation Study - Parks and Rec and Admin July Services        |
|                | 8/31/2020         | 8/31/2020             | \$5,200.00         | 2020 Impact Fee Recalculation Study - Parks and Rec and Admin August Services      |
|                | 9/17/2020         | 9/30/2020             | \$50,000.00        | Requisition 20R0127 - James Hite Park Playground                                   |
|                | 10/01/2020        | 10/31/2020            | \$3,300.00         | 2020 Impact Fee Recalculation Study - Parks and Rec and Admin September Services   |
|                | 10/30/2020        | 10/31/2020            | \$660.00           | 2020 Impact Fee Recalculation Study - Parks and Rec and Admin October Services     |
| <b>TOTAL</b>   |                   |                       | <b>\$61,880.00</b> |                                                                                    |

|            |            |                    |                     |                                                                        |
|------------|------------|--------------------|---------------------|------------------------------------------------------------------------|
| <b>EMS</b> | 7/28/2020  | 7/31/2020          | \$1,455.00          | 2020 Impact Fee Recalculation Study - EMS and Admin June Services      |
|            | 8/11/2020  | 8/31/2020          | \$970.00            | 2020 Impact Fee Recalculation Study - EMS and Admin July Services      |
|            | 8/31/2020  | 8/31/2020          | \$3,395.00          | 2020 Impact Fee Recalculation Study - EMS and Admin August Services    |
|            | 9/17/2020  | 9/30/2020          | \$2,425.00          | 2020 Impact Fee Recalculation Study - EMS and Admin September Services |
|            | 10/01/2020 | 10/31/2020         | \$485.00            | 2020 Impact Fee Recalculation Study - EMS and Admin October Services   |
|            | 12/31/2020 | 12/31/2020         | \$15,000.00         | Requisition 20R0128 - JCESA Mortgage                                   |
|            | 10/30/2020 | 10/31/2020         | \$485.00            | 2020 Impact Fee Recalculation Study - EMS and Admin December Services  |
|            |            | <b>TOTAL</b>       | <b>\$24,215.00</b>  |                                                                        |
|            |            | <b>Grand Total</b> | <b>\$113,995.00</b> |                                                                        |

## 2. Annual Review

### 2.1. *Recommended Changes to Ordinances or Procedures*

There are no proposed changes to any of the Impact Fee Ordinances.

#### 2.1.1. Ordinance Changes During 2020

In 2014, the County Commission contracted with Tischler-Bise to recalculate the impact fees. The recalculation was completed in 2015 and the new impact fees were adopted by the County Commission on April 2, 2015, at 70% of the full calculated amounts. The fees became effective May 1, 2015. The following impact fee ordinances were amended to reflect the new impact fee schedules for each impact fee entity:

Schools Ordinance No. 2003-3

Amended April 2, 2015; Effective May 1, 2015

Parks & Recreation Ordinance No. 2005-2

Amended April 2, 2015; Effective May 1, 2015

Law Enforcement Ordinance No. 2005-1

Amended April 2, 2015; Effective May 1, 2015

EMS Ordinance No. 2005-3

Amended April 2, 2015; Effective May 1, 2015

In 2013, the County Commission adopted Ordinance No. 2013-1, which amended Law Enforcement Ordinance No. 2005-1 and EMS Ordinance No. 2005-3; reducing the commercial impact fees by 99.5% of the actual impact fee calculation for new commercial development. The reduction became effective on July 1, 2013 and was set to expire on July 1, 2015, unless extended by the County Commission. At the July 2, 2015, County Commission meeting, John Reisenweber, Executive Director, Jefferson County Development Authority, presented a report to the County Commission. Commissioner Jane Tabb made a motion “to request the Jefferson County Development Authority complete an updated report on the data regarding the two year reduction of commercial impact fees in Jefferson County and to continue with the current reduced commercial impact fee rates until all impact fees are ready to be reviewed or as needed.” Motion was seconded and unanimously approved.

The Impact Fees Procedure Ordinance was last amended on November 12, 2012, to provide for the Affordable Housing Discount. The discount is required under West Virginia Code §7-20-7A “Impact Fees for Affordable Housing”, which was enacted during the CY 2011 Legislative Session. There were no amendments to the Impact Fee Procedures Ordinance in 2020.

## **2.2. Identification of FY 2022 Impact Fee-Fundable Capital Projects**

The following projects will appear on the FY 2022 Jefferson County Capital Improvement Plan and are listed because they have been identified by the Impact Fee Program Specialist as being eligible for funding by impact fees, either in whole or in part. However, a final determination of eligibility has not been made. Projects so identified represent maintaining the current level of service due to new growth. Exclusion of other projects, listed in the FY 2022 CIP but not included here, only indicates that they are not eligible for funding by impact fees and should not be taken as an indication of their overall merit.

Note that in all service categories, there are insufficient funds to approve all listed projects. Tables 9-12 list all potentially fundable projects with the knowledge that not all listed projects will be funded via impact fees.

## 2.2.1. Schools

**Table 9. BOE Fee Fundable Projects**

| <b>Project</b>                  | <b>Current Request</b> | <b>Funding Potential</b> | <b>Category</b>                                                  |
|---------------------------------|------------------------|--------------------------|------------------------------------------------------------------|
| Regional Student Support Center | \$1,000,000            | \$1,000,000              | Elementary School & Land<br>Middle School/High<br>Schools & Land |
| <b>Totals</b>                   | <b>\$1,000,000</b>     | <b>\$1,000,000</b>       |                                                                  |

## 2.2.2. Law Enforcement

**Table 10. Jefferson County Law Enforcement Projects**

| <b>Project</b>                             | <b>Current Request</b> | <b>Funding Potential</b> | <b>Category</b>    |
|--------------------------------------------|------------------------|--------------------------|--------------------|
| Weapons Training Qualifications Range      | \$25,000               | \$25,000                 | Buildings and Land |
| Expansion Temporary Sheriff's Office Space | \$100,000              | \$100,000                | Buildings and Land |
| <b>Totals</b>                              | <b>\$125,000</b>       | <b>\$125,000</b>         |                    |

## 2.2.3. Parks & Recreation

**Table 11. Park & Recreation Fee Fundable Projects**

| <b>Project</b>                        | <b>Current Request</b> | <b>Funding Potential</b> | <b>Category</b>                       |
|---------------------------------------|------------------------|--------------------------|---------------------------------------|
| Land Acquisition                      | \$250,000              | \$250,000                | Park Land                             |
| Sam Michael's Park (Amphitheatre-ADA) | \$10,000               | \$10,000                 | Park Improvements &<br>Rec Facilities |
| <b>Totals</b>                         | <b>\$260,000</b>       | <b>\$260,000</b>         |                                       |

## 2.2.4. EMS

**Table 12. Jefferson County EMS Projects**

| <b>Company</b> | <b>Project</b>       | <b>Current Request</b> | <b>Funding Potential</b> | <b>Category</b> |
|----------------|----------------------|------------------------|--------------------------|-----------------|
| JCESA          | Building Mortgage /1 | \$81,000               | \$5,000                  | Facilities      |
|                | <b>Total</b>         | <b>\$81,000</b>        | <b>\$5,000</b>           |                 |

**Note:** /1 Request exceeds funds anticipated by beginning of FY 2022.

### **2.3. Proposed Fee Boundary Districts**

Presently, the only fee category which utilizes fee districts is Law Enforcement. The boundaries of these districts are coincident with the current municipal boundaries. The Law Enforcement Impact Fee Ordinance defines the fee collection district as that portion of the county which is unincorporated. Development projects in the municipalities do not pay the Law Enforcement impact fee. As various municipalities continue to annex portions of the county, this boundary automatically adjusts. Thus there are no specific recommendations to change fee boundaries.

### **2.4. Proposed Fee Schedule Changes**

Under past Office of Impact Fee procedures, impact fee studies have been updated on a three to five year cycle. In December of 2011, all four impact fee categories underwent a recalculation of which the County Commission elected to retain the current Impact Fee Schedule upon the 2012 Annual Report presentation.

The 2011 TischlerBise report indicates that on average, the County updates its impact fee methodologies and components every five years. Therefore, the Schools, Law Enforcement, Parks and Recreation, and EMS impact fee categories were due for recalculation in CY 2014. The County Commission recalculated the fees beginning in 2014 and adopted new fee schedules, which became effective on 1 May 2015.

A recalculation study began in CY 2020 and is currently nearing completion. The \$53,900.00 cost of the study is paid for from impact fees.

#### **2.4.1. Inflation Adjustments**

It is generally recommended that all fee schedules not recalculated in any given calendar year be adjusted for inflation. By dictate of the Impact Fee Procedures Ordinance [2003-1], the Impact Fee Program Specialist must use the Price Indexes for Gross Government Fixed Investment by Type which is published by the United States Bureau of Economic Analysis<sup>1</sup>. Table 13 is extracted from the United States Bureau of Economic Analysis (BEA) data for price indexes (Table 5.9.4B – Price Indexes for Gross Government Fixed Investment by Type), for year 2018 and 2018. These represent the most recent price indices and were released on 30 July, 2020. These data constitute the source for the annual inflation adjustments for the four impact fee categories currently in effect. As per the Impact Fee Procedures Ordinance 2003-1, Section 6(B), the annual inflation adjustment will be applied on 1 April 2021 unless the County Commission acts to stay these adjustments. Considering that a recalculation study is currently on going, staff recommends staying the inflationary adjustment.

### **2.5. Proposed Changes to Level of Service Standards**

#### **2.5.1. Overview**

West Virginia Code §7-20 requires that the County maintain, as part of its capital improvement program, level of service standards (LOS) for impact fee-applicable categories. The County maintains its LOS as the base data used to conduct impact fee calculations and these standards

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<sup>1</sup> Source is Table 5.9.4B, Price Indexes for Gross Government Fixed Investment by Type; lines 35, 36, and 37.

are documented in the various impact fee studies. Thus, the Level of Service Standards for the categories of Schools, Law Enforcement, Parks & Recreation, and EMS services were last updated and adopted in April 2015. The Level of Service Standards will be updated again as of the 2020 Impact Fees Recalculation Study.

Regardless of whether the County Commission adopts any or all of the recalculated fee schedules, the recalculation exercise in effect recalibrates the Level of Service Standards for Jefferson County. The next scheduled update to the Level of Service Standards will occur in 2025.

## 2.6. Proposed Changes to Base Data for Fee Calculation

There are no changes at this time.

## 3. 2020 Inflation Adjustments

### 3.1. Source Data

The following Table 13 is extracted from the United States Bureau of Economic Analysis (BEA) data for price indexes (Table 5.9.4B - Price Indexes for Gross Government Fixed Investment by Type), for years 2017 and 2018<sup>2</sup>. These represent the most recent price indices and were released on 30 July, 2020. These data constitute the source for the annual inflation adjustments for the 4 impact fee categories currently in effect. As per the Impact Fee Procedures Ordinance 2003-1, Section 6(B), the annual inflation adjustment will be applied on 1 April 2020 unless the County Commission acts to stay these adjustments. The inflationary adjustments result in a higher impact fee for all fee categories.

The values in the columns titled 2020 Impact Fee (tables 14-17) are the fees currently in effect as of 1 April 2020.

**Table 13. Price Indices and Cost of Living Adjustment**

| BEA Table Line | Fee Category | Structure Class                 | Price Index CY 2018 | Price Index CY 2019 | Differential (Inflation Adjustment Factor) |
|----------------|--------------|---------------------------------|---------------------|---------------------|--------------------------------------------|
| 35             | School       | State and Local – Educational   | 114.817             | 121.596             | 1.0590                                     |
| 36             | Law & EMS    | State and Local – Public Safety | 131.301             | 137.016             | 1.0435                                     |
| 37             | Parks        | Amusement & Recreation          | 131.303             | 136.981             | 1.0432                                     |

Source: Bureau of Economic Analysis, US Department of Commerce.

<sup>2</sup> Source:

<https://www.bea.gov/iTable/iTable.cfm?reqid=19&step=2#reqid=19&step=3&isuri=1&1921=survey&1903=338> (select Table 5.9.4B).

### 3.2. *Inflation Adjustment – Schools*

**Table 14. Inflation Adjustment – Schools**

| <b>Residential Development</b> | <b>2020 Impact Fee</b> | <b>2021 Adjusted</b> | <b>Differential</b> |
|--------------------------------|------------------------|----------------------|---------------------|
| Single Family                  | \$5,991                | \$6,344              | \$353               |
| Town home                      | \$6,748                | \$7,146              | \$398               |
| Duplex                         | \$6,748                | \$7,146              | \$398               |
| Multi-family                   | \$4,185                | \$4,432              | \$247               |

### 3.3. Inflation Adjustment – Law Enforcement

Table 15. Inflation Adjustment - Law Enforcement

| <b>Residential Development</b>                                                        | <b>2020<br/>Impact Fee</b> | <b>2021<br/>Adjusted</b> | <b>Differential</b> |
|---------------------------------------------------------------------------------------|----------------------------|--------------------------|---------------------|
| Single Family                                                                         | \$176.16                   | \$183.82                 | \$7.66              |
| Town home                                                                             | \$176.16                   | \$183.82                 | \$7.66              |
| Duplex                                                                                | \$128.98                   | \$134.59                 | \$5.61              |
| Multi-family                                                                          | \$128.98                   | \$134.59                 | \$5.61              |
| <b>Non Residential Development<br/>(fees per 1,000 sq ft gross usable floor area)</b> | <b>2020<br/>Impact Fee</b> | <b>2021<br/>Adjusted</b> | <b>Differential</b> |
| Commercial/Shopping Center 25,000 SF or less                                          | \$304.09                   | \$317.32                 | \$13.23             |
| Commercial/Shopping Center 25,001 – 50,000 SF                                         | \$304.09                   | \$317.32                 | \$13.23             |
| Commercial/Shopping Center 50,001 – 100,000 SF                                        | \$304.09                   | \$317.32                 | \$13.23             |
| Commercial/Shopping Center 100,001 – 200,000 SF                                       | \$304.09                   | \$317.32                 | \$13.23             |
| Commercial/Shopping Center over 200,000 SF                                            | \$304.09                   | \$317.32                 | \$13.23             |
| Office/Institutional 10,000 SF or less                                                | \$118.49                   | \$123.64                 | \$5.15              |
| Office/Institutional 10,001 – 25,000 SF                                               | \$118.49                   | \$123.64                 | \$5.15              |
| Office/Institutional 25,001 – 50,000 SF                                               | \$118.49                   | \$123.64                 | \$5.15              |
| Office/Institutional 50,001 – 100,000 SF                                              | \$118.49                   | \$123.64                 | \$5.15              |
| Office/Institutional over 100,000 SF                                                  | \$118.49                   | \$123.64                 | \$5.15              |
| Business Park                                                                         | \$134.22                   | \$140.06                 | \$5.84              |
| Light Industrial                                                                      | \$75.50                    | \$78.78                  | \$3.28              |
| Warehousing                                                                           | \$37.75                    | \$39.39                  | \$1.64              |
| Manufacturing                                                                         | \$39.85                    | \$41.58                  | \$1.73              |

### 3.4. Inflation Adjustment – Parks & Recreation

Table 16. Inflation Adjustment - Parks & Recreation

| <b>Residential Development</b> | <b>2020 Impact Fee</b> | <b>2021 Adjusted</b> | <b>Differential</b> |
|--------------------------------|------------------------|----------------------|---------------------|
| Single Family                  | \$480.85               | \$501.62             | \$20.77             |
| Town home                      | \$480.85               | \$501.62             | \$20.77             |
| Duplex                         | \$353.82               | \$369.11             | \$15.29             |
| Multi-family                   | \$353.82               | \$369.11             | \$15.29             |

### 3.5. Inflation Adjustment – EMS

Table 17. Inflation Adjustment - EMS

| <b>Residential Development</b>                                                        | <b>2020<br/>Impact Fee</b> | <b>2021<br/>Adjusted</b> | <b>Differential</b> |
|---------------------------------------------------------------------------------------|----------------------------|--------------------------|---------------------|
| Single Family                                                                         | \$52.43                    | \$54.71                  | \$2.28              |
| Town home                                                                             | \$52.43                    | \$54.71                  | \$2.28              |
| Duplex                                                                                | \$38.80                    | \$40.49                  | \$1.69              |
| Multi-family                                                                          | \$38.80                    | \$40.49                  | \$1.69              |
| <b>Non Residential Development<br/>(fees per 1,000 sq ft gross usable floor area)</b> | <b>2020<br/>Impact Fee</b> | <b>2020<br/>Adjusted</b> | <b>Differential</b> |
| Commercial/Shopping Center 25,000 SF or less                                          | \$56.62                    | \$59.08                  | \$2.46              |
| Commercial/Shopping Center 25,001 – 50,000 SF                                         | \$56.62                    | \$59.08                  | \$2.46              |
| Commercial/Shopping Center 50,001 – 100,000 SF                                        | \$56.62                    | \$59.08                  | \$2.46              |
| Commercial/Shopping Center 100,001 – 200,000 SF                                       | \$56.62                    | \$59.08                  | \$2.46              |
| Commercial/Shopping Center over 200,000 SF                                            | \$56.62                    | \$59.08                  | \$2.46              |
| Office/Institutional 10,000 SF or less                                                | \$93.33                    | \$97.39                  | \$4.06              |
| Office/Institutional 10,001 – 25,000 SF                                               | \$93.33                    | \$97.39                  | \$4.06              |
| Office/Institutional 25,001 – 50,000 SF                                               | \$93.33                    | \$97.39                  | \$4.06              |
| Office/Institutional 50,001 – 100,000 SF                                              | \$93.33                    | \$97.39                  | \$4.06              |
| Office/Institutional over 100,000 SF                                                  | \$93.33                    | \$97.39                  | \$4.06              |
| Business Park                                                                         | \$87.03                    | \$90.82                  | \$3.79              |
| Light Industrial                                                                      | \$65.01                    | \$67.84                  | \$2.83              |
| Warehousing                                                                           | \$26.22                    | \$27.36                  | \$1.14              |
| Manufacturing                                                                         | \$50.33                    | \$52.52                  | \$2.19              |

### 3.6. Residential Fee Totals – Inflation Adjusted

The Impact Fee Procedure Ordinance (2003-1) indicates that unless the Commission acts to prevent these adjustments from taking effect, they automatically apply on the first day of April (c.f. §6(B) *et seq*). If the County Commission does not act to prevent the inflation adjustments listed in Table 18 from going into effect, the fee schedule listed in Table 18 below will apply on 1 April 2021. Commercial fee schedules are always determined by the Impact Fee Program Specialist on a case by case basis and thus may not easily be condensed into a summary table. This fee schedule is based on the schedule resulting from the fee recalculations of 2015. Considering that the impact fee recalculation study is currently on going, staff recommends staying the inflationary adjustment effective 1 April 2021.

**Table 18. Inflation Adjusted Maximum Fee Schedule - 01 April 2021**

| Residential Development | Impact Fee Category | Current Impact Fee per Dwelling Unit | 01 April 2021 Impact Fee per Dwelling Unit |
|-------------------------|---------------------|--------------------------------------|--------------------------------------------|
| <b>Single Family</b>    | Schools             | \$5,991                              | \$6,344                                    |
|                         | Law Enforcement     | \$176                                | \$184                                      |
|                         | Parks & Recreation  | \$481                                | \$502                                      |
|                         | EMS                 | \$52                                 | \$55                                       |
|                         | <b>TOTAL</b>        | <b>\$6,700</b>                       | <b>\$7,085</b>                             |
| <b>Town Home</b>        | Schools             | \$6,748                              | \$7,146                                    |
|                         | Law Enforcement     | \$176                                | \$184                                      |
|                         | Parks & Recreation  | \$481                                | \$502                                      |
|                         | EMS                 | \$52                                 | \$55                                       |
|                         | <b>TOTAL</b>        | <b>\$7,457</b>                       | <b>\$7,887</b>                             |
| <b>Duplex</b>           | Schools             | \$6,748                              | \$7,146                                    |
|                         | Law Enforcement     | \$129                                | \$135                                      |
|                         | Parks & Recreation  | \$354                                | \$369                                      |
|                         | EMS                 | \$39                                 | \$41                                       |
|                         | <b>TOTAL</b>        | <b>\$7,270</b>                       | <b>\$7,691</b>                             |
| <b>Multi-Family</b>     | Schools             | \$4,185                              | \$4,432                                    |
|                         | Law Enforcement     | \$129                                | \$135                                      |
|                         | Parks & Recreation  | \$354                                | \$369                                      |
|                         | EMS                 | \$39                                 | \$41                                       |
|                         | <b>TOTAL</b>        | <b>\$4,707</b>                       | <b>\$4,977</b>                             |





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

If not attached, explain: **See attached Impact Fees - FY 2022 Capital Improvement Plan**

Is equipment needed?            Projector    Y/N **NO**    Internet/Wi Fi    Y/N **NO**    Telephone for conference call    Y/N **NO**

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

|                                                                  |
|------------------------------------------------------------------|
| <u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u> |
|                                                                  |

# **FY 2022 Capital Improvement Plan**

**Schools**

**Law Enforcement**

**Parks & Recreation**

**EMS**

**Jefferson County Commission  
Engineering Department/Office of Impact Fees  
26 January 2021**

# FY 2022 Impact Fee Program Capital Improvement Plan

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## FY 2022 Capital Improvement Plan Submissions

### Divider

|                                                      |   |
|------------------------------------------------------|---|
| Board of Education .....                             | 1 |
| Sheriff of Jefferson County .....                    | 2 |
| Jefferson County Parks & Recreation Commission ..... | 3 |
| Jefferson County Emergency Services Agency .....     | 4 |

## Overview

This document constitutes the Jefferson County Impact Fee Program Capital Improvement Plan for Fiscal Year 2022 (which begins July 1 2021). It consists of two categories, those eligible for Impact Fee funding for capital improvements and those ineligible. For the entities eligible for Impact Fee funding, their names and their associated impact fee category are indicated below (impact fee categories noted in square brackets):

- Jefferson County Board of Education [School]
- Sheriff of Jefferson County [Law Enforcement]
- Jefferson County Parks & Recreation Commission [Parks and Recreation]
- Jefferson County Emergency Services Agency [EMS]

The total funding request for all projects over the upcoming fiscal year as well as the next five outlying years is \$140,842,828 (down from \$142,197,828 in FY 2021). Of this amount, \$36,276,000 represents the funding requests for FY 2022 (in FY 2021 the amount was \$2,286,000).

The divided sections which follow include the submitted *CIP Form 1* (Agency/Department/Office Summary) for each entity as well as the individual *CIP Form 2* documents (Annual and Five Year Project Request and Justification) which detail each project listed on an entity's *CIP Form 1*. Any supplementary documentation is included with the appropriate *CIP Form 2*. Proposed projects that directly impact the County Budget also require *Form 2B – Budget Impact Analysis*; however, the projects submitted for FY 2022 do not require funding from the County's General or Capital Outlay Funds.

Each entity's submission is entered into the Capital Improvement Plan database, which permits comments from the Impact Fee Program Specialist to be included with *CIP Form 1*. In the case of the Board of Education, *CIP Form 2* documents are not required. The original submissions received from all entities are on file within the Engineering Department/Office of Impact Fees.

## Overview of Funding Options

This document lists planned capital projects within the Jefferson County Impact Fee Program of which some entities have several options for funding available to them. In general, revenues available to fund capital projects may be classed into one of the following categories:

- Direct County support (General and Coal Severance Funds, etc.).
- General Obligation/Construction Bonds (currently only one such bond is in effect for the taxpayers of Jefferson County – a school construction bond). Loans mediated through banks to the County Building Commission also fall into this category.
- State support (usually as School Building Authority grants, or similar grants through other state agencies).
- Federal grants.
- Impact fees (see the discussion on page 11 for details).
- Entity-specific user fees (for example Park & Recreation or Fire/Ambulance fees).
- Donations and gifts (bequeathments, corporate partnerships, etc.).

The major funding mechanisms will be briefly discussed in the following section.

### Direct County Support

The County Commission has the authority to use monies from the General and/or Coal Severance Fund to assist with the funding of County projects. Previously, several dedicated Capital Outlay funds have been established for this purpose using General Fund revenue. In prior years, these funds have been used to build the Sam Michael's Park Community Center, and to purchase and renovate several other buildings. Among some of the other projects which have benefited from these funds includes the Emergency Communications Center, the Sheriff's Department, and the County Maintenance Facility which are all located in the Bardane Industrial Park. In downtown Charles Town, the Old Jail was renovated for the Circuit Court and most recently, the purchase and renovation of the Gray Building which now houses the Prosecuting Attorney's Office. These funds have also assisted with the mortgage payments for the new Emergency Services Agency building.

### General Obligation/Construction Bonds

Only the County Commission and the Board of Education may propose special levies to fund capital projects. In both cases the question of a levy must be placed before the County's voters and must receive a minimum of 60% of the vote.

This type of funding mechanism is rarely used in Jefferson County. The Board of Education has floated several construction bonds which have funded expansion and renovation projects at Jefferson High School and part of the construction costs at Washington High School.

Jefferson County has an appointed Building Commission. The County Commission, through its Building Commission, may borrow money from any type of lending financial institution or issue general obligation bonds. If the loan is to acquire land or construct a building, the deed to the property is transferred from the County Commission (or other entity) to the Building Commission. Generally, the County Commission funds the Building Commission to provide revenue to satisfy the terms of the loan. Building Commissions were specifically granted this authority in order to prevent County Commissions of obligating future Commissions via the issuance of bonds or by securing mortgages or loans<sup>1</sup>.

## State Support

The only significant source of state-supplied capital funding for the County comes from the State School Building Authority (SBA). This entity sets school construction standards and releases funds, generally for entities that bring significant cash matches. In the past few funding cycles, the Jefferson County Board of Education has used collected impact fee monies as a monetary match. The SBA has responded favorably by providing monies for several construction and school expansion projects. No other entity, including the County Commission, has an equivalent state funding agency.

## Federal Support

Unfortunately, Federal monies have not been a predictable or reliable revenue stream to fund capital projects within Jefferson County. The Sheriff's Department has in the past received some Federal monies for capital projects, but historically the funding amounts have been relatively small and random in nature. Federal monies are also available to fund capital projects for EMS entities.

## Summary of Impact Fee Fundable Projects

**Table 1** lists all *priority 1* projects (described as Urgent/Mandatory on *CIP Form 2*) as requested by each entity. Not all of these projects are eligible for funding by impact fees, but it is important to note that these projects have been described by their respective entities as having Urgent/Mandatory funding needs.

**Table 2** lists all Urgent and Non- Urgent capital improvement projects requested by each entity, regardless of being fundable by impact fees. This is each entities' overall "wish list".

**Table 3** identifies *only* those projects that are **impact fee-fundable**, which are eligible for funding by available impact fees, either in whole or in part. Emphasis on approving impact fee expenditure on projects requested is suggested to be for *priority 1* projects first. The Impact Fee Program Specialist has determined which of the projects that are impact fee fundable for FY 2022 based on the current availability of impact fee funds for each of the impact fee categories and their associated bank accounts, prior and current allocation sources, along with the impact fee collection projections for the remainder of FY 2021.

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<sup>1</sup> See WV Code §8-30 *et seq.*

Table 1. FY 2022 Priority 1 Projects (Urgent/Mandatory) - All Funding Sources

| #                                                 | Pri | Project                         | Estimated Total      | Prior Allocation | Current Request FY 2022 | Other Sources Allocation | Yr 1 FY 2023       | Yr 2 FY 2024       | Yr 3 FY 2025       | Yr 4 FY 2026        | Yr 5 FY 2027        |
|---------------------------------------------------|-----|---------------------------------|----------------------|------------------|-------------------------|--------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Jefferson County Board of Education</b>        |     |                                 |                      |                  |                         |                          |                    |                    |                    |                     |                     |
| 1                                                 | 1   | Shepherdstown Elementary        | \$16,087,500         | \$0              | \$0                     | \$9,000,000              | \$1,087,500        | \$6,000,000        | \$0                | \$0                 | \$0                 |
| 2                                                 | 1   | Ranson Elementary               | \$16,417,500         | \$0              | \$0                     | \$9,000,000              | \$0                | \$1,417,500        | \$6,000,000        | \$0                 | \$0                 |
| 3                                                 | 1   | Regional Student Support Center | \$14,160,000         | \$0              | \$1,000,000             | \$9,000,000              | \$1,160,000        | \$1,000,000        | \$1,000,000        | \$1,000,000         | \$0                 |
| 4                                                 | 1   | Central High School             | \$61,000,000         | \$0              | \$25,000,000            | \$0                      | \$0                | \$0                | \$0                | \$0                 | \$16,000,000        |
| 5                                                 | 1   | Central Elementary              | \$18,000,000         | \$0              | \$9,000,000             | \$0                      | \$0                | \$0                | \$0                | \$0                 | \$1,000,000         |
| <b>TOTALS</b>                                     |     |                                 | <b>\$125,665,000</b> | <b>\$0</b>       | <b>\$35,000,000</b>     | <b>\$27,000,000</b>      | <b>\$2,247,500</b> | <b>\$8,417,500</b> | <b>\$7,000,000</b> | <b>\$17,000,000</b> | <b>\$17,000,000</b> |
| <b>Jefferson County Emergency Services Agency</b> |     |                                 |                      |                  |                         |                          |                    |                    |                    |                     |                     |
| 1                                                 | 1   | JCESA Building Mortgage         | \$520,328            | \$0              | \$81,000                | \$0                      | \$81,000           | \$81,000           | \$81,000           | \$81,000            | \$81,000            |
| <b>TOTALS</b>                                     |     |                                 | <b>\$520,328</b>     | <b>\$0</b>       | <b>\$81,000</b>         | <b>\$0</b>               | <b>\$81,000</b>    | <b>\$81,000</b>    | <b>\$81,000</b>    | <b>\$81,000</b>     | <b>\$81,000</b>     |

Table 2. FY 2022 Projects (Urgent and Non-Urgent) - All Priorities

| #                                                         | Pri | Project                                                  | Estimated Total      | Prior Allocation | Current Request FY 2022 | Other Sources Allocation | Yr 1 FY 2023       | Yr 2 FY 2024       | Yr 3 FY 2025       | Yr 4 FY 2026       | Yr 5 FY 2027        |
|-----------------------------------------------------------|-----|----------------------------------------------------------|----------------------|------------------|-------------------------|--------------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| <b>Jefferson County Board of Education</b>                |     |                                                          |                      |                  |                         |                          |                    |                    |                    |                    |                     |
| 1                                                         | 1   | Shepherdstown Elementary                                 | \$16,087,500         | \$0              | \$0                     | \$9,000,000              | \$1,087,500        | \$6,000,000        | \$0                | \$0                | \$0                 |
| 2                                                         | 1   | Ranson Elementary                                        | \$16,417,500         | \$0              | \$0                     | \$9,000,000              | \$0                | \$1,417,500        | \$6,000,000        | \$0                | \$0                 |
| 3                                                         | 1   | Regional Student Support Center                          | \$14,160,000         | \$0              | \$1,000,000             | \$9,000,000              | \$1,160,000        | \$1,000,000        | \$1,000,000        | \$1,000,000        | \$0                 |
| 4                                                         | 1   | Central High School                                      | \$61,000,000         | \$0              | \$25,000,000            | \$0                      | \$0                | \$0                | \$0                | \$0                | \$16,000,000        |
| 5                                                         | 1   | Central Elementary                                       | \$18,000,000         | \$0              | \$9,000,000             | \$0                      | \$0                | \$0                | \$0                | \$0                | \$1,000,000         |
| <b>TOTALS</b>                                             |     |                                                          | <b>\$125,665,000</b> | <b>\$0</b>       | <b>\$35,000,000</b>     | <b>\$27,000,000</b>      | <b>\$2,247,500</b> | <b>\$8,417,500</b> | <b>\$7,000,000</b> | <b>\$1,000,000</b> | <b>\$17,000,000</b> |
| <b>Sheriff of Jefferson County</b>                        |     |                                                          |                      |                  |                         |                          |                    |                    |                    |                    |                     |
| 1                                                         | 2   | Weapons Training Qualifications Range Exterior Expansion | \$100,000            | \$0              | \$25,000                | \$0                      | \$25,000           | \$25,000           | \$25,000           | \$0                | \$0                 |
| 2                                                         | 2   | Temporary Sheriff's Office Space Interior Expansion      | \$700,000            | \$0              | \$100,000               | \$0                      | \$100,000          | \$100,000          | \$100,000          | \$100,000          | \$200,000           |
| 3                                                         | 2   | Temporary Sheriff's Office Space                         | \$20,000             | \$0              | \$5,000                 | \$15,000                 | \$0                | \$0                | \$0                | \$0                | \$0                 |
| 4                                                         | 2   | Mobile Data Terminal System for Police Vehicles          | \$184,500            | \$0              | \$10,000                | \$0                      | \$31,500           | \$31,500           | \$0                | \$50,000           | \$61,500            |
| 5                                                         | 2   | Permanent Jefferson County Sheriff's Office              | \$6,000,000          | \$0              | \$500,000               | \$0                      | \$1,500,000        | \$1,900,000        | \$2,000,000        | \$25,000           | \$0                 |
| 6                                                         | 2   | Purchase of Police Cruisers x 18                         | \$900,000            | \$0              | \$150,000               | \$0                      | \$150,000          | \$150,000          | \$150,000          | \$150,000          | \$0                 |
| <b>TOTALS</b>                                             |     |                                                          | <b>\$7,904,500</b>   | <b>\$0</b>       | <b>\$790,000</b>        | <b>\$15,000</b>          | <b>\$1,806,500</b> | <b>\$2,206,500</b> | <b>\$2,275,000</b> | <b>\$325,000</b>   | <b>\$261,500</b>    |
| <b>Jefferson County Parks &amp; Recreation Commission</b> |     |                                                          |                      |                  |                         |                          |                    |                    |                    |                    |                     |
| 1                                                         | 2   | James Hite Park (Utilities)                              | \$1,800,000          | \$0              | \$0                     | \$0                      | \$100,000          | \$0                | \$850,000          | \$850,000          | \$0                 |
| 2                                                         | 2   | Maintenance Vehicle                                      | \$45,000             | \$0              | \$0                     | \$0                      | \$45,000           | \$0                | \$0                | \$0                | \$0                 |
| 3                                                         | 2   | Sam Michael's Park (Amphitheatre-Phase 2)                | \$2,000,000          | \$0              | \$0                     | \$0                      | \$0                | \$2,000,000        | \$0                | \$0                | \$0                 |
| 4                                                         | 2   | Land Acquisition Sam Michaels Park                       | \$700,000            | \$0              | \$250,000               | \$450,000                | \$0                | \$0                | \$0                | \$0                | \$0                 |
| 5                                                         | 2   | (Playground)                                             | \$65,000             | \$0              | \$0                     | \$0                      | \$0                | \$65,000           | \$0                | \$0                | \$0                 |

**Table 2. FY 2022 Projects (Urgent and Non-Urgent) - All Priorities**

| #                                                 | Pri | Project                                        | Estimated Total    | Prior Allocation | Current Request FY 2022 | Other Sources Allocation | Yr 1 FY 2023     | Yr 2 FY 2024       | Yr 3 FY 2025     | Yr 4 FY 2026       | Yr 5 FY 2027       |
|---------------------------------------------------|-----|------------------------------------------------|--------------------|------------------|-------------------------|--------------------------|------------------|--------------------|------------------|--------------------|--------------------|
| 6                                                 | 2   | Sam Michael's Park (Community Center Addition) | \$1,500,000        | \$0              | \$0                     | \$0                      | \$0              | \$0                | \$0              | \$750,000          | \$750,000          |
| 7                                                 | 3   | South Jefferson Park (Master Plan)             | \$75,000           | \$0              | \$0                     | \$0                      | \$0              | \$0                | \$0              | \$0                | \$75,000           |
| 8                                                 | 3   | Sam Michaels Park (Splash Pad)                 | \$200,000          | \$0              | \$0                     | \$0                      | \$25,000         | \$0                | \$0              | \$0                | \$175,000          |
| 9                                                 | 2   | James Hite Park (Parking)                      | \$120,000          | \$0              | \$120,000               | \$0                      | \$0              | \$0                | \$0              | \$0                | \$0                |
| 10                                                | 2   | Sam Michaels Park (Septic Upgrades)            | \$150,000          | \$0              | \$25,000                | \$0                      | \$125,000        | \$0                | \$0              | \$0                | \$0                |
| 11                                                | 2   | James Hite Park (Dog Park)                     | \$78,000           | \$0              | \$0                     | \$0                      | \$0              | \$0                | \$78,000         | \$0                | \$0                |
| 12                                                | 2   | Sam Michael's Park (Amphitheatre-ADA)          | \$20,000           | \$10,000         | \$10,000                | \$0                      | \$0              | \$0                | \$0              | \$0                | \$0                |
| <b>TOTALS</b>                                     |     |                                                | <b>\$6,753,000</b> | <b>\$10,000</b>  | <b>\$405,000</b>        | <b>\$450,000</b>         | <b>\$295,000</b> | <b>\$2,065,000</b> | <b>\$928,000</b> | <b>\$1,600,000</b> | <b>\$1,000,000</b> |
| <b>Jefferson County Emergency Services Agency</b> |     |                                                |                    |                  |                         |                          |                  |                    |                  |                    |                    |
| 1                                                 | 1   | JCESA Building Mortgage                        | \$520,328          | \$0              | \$81,000                | \$0                      | \$81,000         | \$81,000           | \$81,000         | \$81,000           | \$81,000           |
| <b>TOTALS</b>                                     |     |                                                | <b>\$520,328</b>   | <b>\$0</b>       | <b>\$81,000</b>         | <b>\$0</b>               | <b>\$81,000</b>  | <b>\$81,000</b>    | <b>\$81,000</b>  | <b>\$81,000</b>    | <b>\$81,000</b>    |

Table 3. FY 2022 Impact Fundable Projects

| #                                          | Pri | Project                         | Estimated Total     | Prior Allocation | Current Request FY 2022 | Other Sources Allocation | Yr 1 FY 2023       | Yr 2 FY 2024       | Yr 3 FY 2025       | Yr 4 FY 2026       | Yr 5 FY 2027 |
|--------------------------------------------|-----|---------------------------------|---------------------|------------------|-------------------------|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------|
| <b>Jefferson County Board of Education</b> |     |                                 |                     |                  |                         |                          |                    |                    |                    |                    |              |
| 3                                          | 1   | Regional Student Support Center | \$14,160,000        | \$0              | \$1,000,000             | \$9,000,000              | \$1,160,000        | \$1,000,000        | \$1,000,000        | \$1,000,000        | \$0          |
| <b>TOTALS</b>                              |     |                                 | <b>\$14,160,000</b> | <b>\$0</b>       | <b>\$1,000,000</b>      | <b>\$9,000,000</b>       | <b>\$1,160,000</b> | <b>\$1,000,000</b> | <b>\$1,000,000</b> | <b>\$1,000,000</b> | <b>\$0</b>   |

| <b>Impact Fee Specialist Recommendations – Jefferson County Board of Education</b> |     |                                 |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------|-----|---------------------------------|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #                                                                                  | Pri | Project                         | Fee Funding Potential                                 | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3                                                                                  | 1   | Regional Student Support Center | Eligible for Full Funding due to being for new growth | As of January 1, 2021, the remaining allocation amount is \$2,057,755 in the "Elementary School & Land" capital category of this project. As of January 1, 2021, the remaining allocation amount is \$5,516,285 in the "Middle Schools/High Schools & Land" capital category of this project; for a combined amount of \$7,574,040. This request is fundable up to this limit and in combination with other projects under this capital category; and contingent upon availability of funds in the Schools impact fee account; which is projected to have an estimated balance of \$8,476,858 on July 1, 2021.<br><br>Full funding is currently available in the Schools account for this \$1,000,000 request, in FY 2022. Requisitions will be allocated 50% toward "Elementary School & Land" and 50% toward "Middle/High School & Land" capital categories. The CIP impact fees funding request through FY 2026 is currently available. |

| <b>Sheriff of Jefferson County</b> |     |                                                     |                  |                  |                         |                          |                 |                 |                 |              |              |
|------------------------------------|-----|-----------------------------------------------------|------------------|------------------|-------------------------|--------------------------|-----------------|-----------------|-----------------|--------------|--------------|
| #                                  | Pri | Project                                             | Estimated Total  | Prior Allocation | Current Request FY 2022 | Other Sources Allocation | Yr 1 FY 2023    | Yr 2 FY 2024    | Yr 3 FY 2025    | Yr 4 FY 2026 | Yr 5 FY 2027 |
| 1                                  | 2   | Weapons Training Qualifications Range               | \$100,000        | \$0              | \$25,000                | \$0                      | \$25,000        | \$25,000        | \$25,000        | \$0          | \$0          |
| 2                                  | 2   | Internal Expansion Temporary Sheriff's Office Space | \$20,000         | \$0              | \$5,000                 | \$15,000                 | \$0             | \$0             | \$0             | \$0          | \$0          |
| <b>TOTALS</b>                      |     |                                                     | <b>\$120,000</b> | <b>\$0</b>       | <b>\$30,000</b>         | <b>\$15,000</b>          | <b>\$25,000</b> | <b>\$25,000</b> | <b>\$25,000</b> | <b>\$0</b>   | <b>\$0</b>   |

| <b>Impact Fee Specialist Recommendations – Sheriff of Jefferson County</b> |     |                                                     |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------|-----|-----------------------------------------------------|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #                                                                          | Pri | Project                                             | Fee Funding Potential                                 | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1                                                                          | 2   | Weapons Training Qualifications Range               | Eligible for Full Funding due to being for new growth | As of January 1, 2021, the remaining allocation amount is \$245,137 in the "Buildings & Land" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$260,675 on July 1, 2021.<br><br>Full funding is currently available in the Law Enforcement account for this \$25,000 request, in FY 2022. The CIP impact fees funding request through FY 2025 is currently available, which completes the funding request. |
| 3                                                                          | 2   | Internal Expansion Temporary Sheriff's Office Space | Eligible for Full Funding due to being for new growth | As of January 1, 2021, the remaining allocation amount is \$245,137 in the "Buildings & Land" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$260,675 on July 1, 2021.<br><br>Full funding is currently available in the Law Enforcement account for this \$5,000 request, in FY 2022; which is to complete the project. The total cost is supplemented with \$15,000 of funding from other sources.     |

Table 3. FY 2022 Impact Fundable Projects

| #                                                         | Pri | Project                               | Estimated Total  | Prior Allocation | Current Request FY 2022 | Other Sources Allocation | Yr 1 FY 2023 | Yr 2 FY 2024 | Yr 3 FY 2025 | Yr 4 FY 2026 | Yr 5 FY 2027 |
|-----------------------------------------------------------|-----|---------------------------------------|------------------|------------------|-------------------------|--------------------------|--------------|--------------|--------------|--------------|--------------|
| <b>Jefferson County Parks &amp; Recreation Commission</b> |     |                                       |                  |                  |                         |                          |              |              |              |              |              |
| 4                                                         | 2   | Land Acquisition                      | \$700,000        | \$0              | \$250,000               | \$450,000                | \$0          | \$0          | \$0          | \$0          | \$0          |
| 9                                                         | 2   | James Hite Park (Parking)             | \$120,000        | \$0              | \$120,000               | \$0                      | \$0          | \$0          | \$0          | \$0          | \$0          |
| 12                                                        | 2   | Sam Michael's Park (Amphitheatre-ADA) | \$20,000         | \$10,000         | \$10,000                | \$0                      | \$0          | \$0          | \$0          | \$0          | \$0          |
| <b>TOTALS</b>                                             |     |                                       | <b>\$840,000</b> | <b>\$10,000</b>  | <b>\$380,000</b>        | <b>\$450,000</b>         | <b>\$0</b>   | <b>\$0</b>   | <b>\$0</b>   | <b>\$0</b>   | <b>\$0</b>   |

| <b>Impact Fee Specialist Recommendations – Jefferson County Parks &amp; Recreation Commission</b> |     |                                       |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------|-----|---------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #                                                                                                 | Pri | Project                               | Fee Funding Potential                                 | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 4                                                                                                 | 2   | Land Acquisition                      | Eligible for Full Funding due to being for new growth | As of January 1, 2021, the remaining allocation amount is \$241,451 in the "Park Land" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$262,276 on July 1, 2021.<br><br>Full funding is currently available in the Parks and Rec impact fee account for this \$250,000 request, in FY 2022. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$450,000 of funding from other sources.                      |
| 9                                                                                                 | 2   | James Hite Park (Parking)             | Eligible for Full Funding due to being for new growth | As of January 1, 2021, the remaining allocation amount is \$181,049 in the "Park Improvements & Rec Facilities" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$231,584 on July 1, 2021.<br><br>Funding for this project is available in the Parks and Rec impact fee account for this \$120,000 request in FY 2022. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.                                                                           |
| 12                                                                                                | 2   | Sam Michael's Park (Amphitheatre-ADA) | Eligible for Full Funding due to being for new growth | As of January 1, 2021, the remaining allocation amount is \$181,049 in the "Park Improvements & Rec Facilities" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$231,584 on July 1, 2021.<br><br>Funding for this project is available in the Parks and Rec impact fee account for this \$10,000 request in FY 2022. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is supplemented with \$10,000 of funding from prior allocation. |

**Table 3. FY 2022 Impact Fundable Projects**

| #                                                       | Pri | Project                 | Estimated Total  | Prior Allocation | Current Request FY 2022 | Other Sources Allocation | Yr 1 FY 2023    | Yr 2 FY 2024    | Yr 3 FY 2025    | Yr 4 FY 2026    | Yr 5 FY 2027    |
|---------------------------------------------------------|-----|-------------------------|------------------|------------------|-------------------------|--------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>Jefferson County Emergency Services Agency (EMS)</b> |     |                         |                  |                  |                         |                          |                 |                 |                 |                 |                 |
| 1                                                       | 1   | JCESA Building Mortgage | \$520,328        | \$0              | \$81,000                | \$0                      | \$81,000        | \$81,000        | \$81,000        | \$81,000        | \$81,000        |
| <b>TOTALS</b>                                           |     |                         | <b>\$520,328</b> | <b>\$0</b>       | <b>\$81,000</b>         | <b>\$0</b>               | <b>\$81,000</b> | <b>\$81,000</b> | <b>\$81,000</b> | <b>\$81,000</b> | <b>\$81,000</b> |

| <b>Impact Fee Specialist Recommendations – Jefferson County Emergency Services Agency (EMS)</b> |     |                         |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------|-----|-------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #                                                                                               | Pri | Project                 | Fee Funding Potential                                 | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 1                                                                                               | 1   | JCESA Building Mortgage | Eligible for Full Funding due to being for new growth | <p>As of January 1, 2021, the remaining allocation amount is \$262,835 in the "Mortgage Cost Recovery" capital category of this project. This request is fundable up to future growth's cost of \$520,328. However, fully funding the current request is contingent upon availability of funds in the EMS impact fee account; which is projected to have an estimated balance of only \$12,946 on July 1, 2021.</p> <p>Therefore, due to limited funds in the EMS impact fee account, this request is approved for only \$10,000 of funding in FY 2022, not the full \$81,000 request. A request for additional funding may be made as additional EMS impact revenue is collected during FY 2022. However, at this time, funding for the \$71,000 remainder of the FY 2022, \$71,000 mortgage payment will need to come from another source. It also appears that there will be insufficient funding in future fiscal years to pay the \$81,000 mortgage from impact fee funds since impact fees revenue for this entity is only averaging \$10,000 per year; the ESA will need to find another funding source.</p> |

# Impact Fee Program Specialist's Notes

## Authority

Pursuant to West Virginia State Code, Chapter 7, Article 20, Section 6 (§7-20-6) counties which have enabled impact fees must maintain a Impact Fee Program Capital Improvement Plan. Only the projects listed on this CIP are eligible for funding by impact fees (either in whole or in part). Whether a project may be wholly or only partially funded depends upon whether the project is exclusively needed due to new growth or is only partially required due to conditions of new growth (see §7-20-3 (h) and (i) for definitions of “proportionate share” and “reasonable benefit”).

The requirement for a yearly Impact Fee Program Capital Improvement Plan, and the identification of **Impact Fee Fundable** projects, is outlined in Jefferson County Impact Fee Procedures Ordinance 2003-1 Section 3(C) *et seq.*

Any subsequent changes to the approved Capital Improvement Plan shall be approved by the County Commission.

## Overview

The role of the Impact Fee Program Specialist is to identify projects from the Impact Fee Program Capital Improvement Plan which are eligible for funding. This is done for each capital category for each entity for which impact fees are collected (Impact Fees Ordinance 2003-1 Section 6(A)(2)(b)).

There are two important decision points made when considering each project:

1. Does the project represent expansion of an acknowledged capital category?
  - a. If the answer is **no** (in other words the project may represent maintenance or replacement, or an effort to increase the *standard of service*), then the project is ineligible for funding using impact fees. However, it is important to note that such projects **may be** eligible for funding by other revenue sources.
  - b. If the answer is **yes**, then the project is eligible, and the second decision point applies.
2. Is the requested project necessary only because of new growth?
  - a. If the answer is **yes**, then the project is potentially **fully impact fee-fundable**.
  - b. If the answer is **no** (generally because there is a repair, replacement, or increase in the standard of service component), then the project is usually only **partially fundable** by impact fees.

In cases where a project may be funded using impact fees, the Impact Fee Program Specialist examines the current cash flow analysis to determine how much in collected funds is attributed to the relevant capital category (i.e. schools, land, buildings, equipment, vehicles). The cash flow analysis also tracks fee disbursement over time, so it is a useful tool for providing guidance on overall spending trends. The cash flow analyses for each of the fee categories are presented on the following pages.

## Cash Flow Analyses

The following 4 tables constitute the official cash flow analyses for each of the four impact fee categories:

- Jefferson County Board of Education [School]
- Sheriff of Jefferson County [Law Enforcement]
- Jefferson County Parks & Recreation Commission [Parks and Recreation]
- Jefferson County Emergency Services Agency [EMS]

The revenue and expenditures data are cumulative from the beginning of the respective fee collection start date through January 1, 2021 (50% of FY 2020). The projected balance runs to July 1, 2021, which is the end of FY 2021 and the start of FY 2022.

For the purposes of projecting the cash flow analysis from 1 January 2021 through 30 June 2021, it was assumed that the County growth rate for the period of 1 January 2021 through 30 June 2021, will be constant and equal to the same time period last year. During this period, there were 107 new single family detached structures (of which 2 qualified for the Affordable Housing Discount), 40 new townhouse structures, and 4 duplex structures. For projecting the future cash flow from 1 January 2021 through 30 June 2021, we are assumed the following:

|     |                     |
|-----|---------------------|
| 107 | Single-family units |
| 40  | Townhouse units     |
| 4   | Duplex units        |
| 0   | Multi-family units  |

While there were eleven commercial development projects in CY 2020, the amount of impact fees collected due to commercial development, during the same cash flow projection time period last year, is \$21.00. This is due to the commercial impact fee amount being reduced to 0.50% of the full calculated impact fee amount. The amount of commercial impact fees collected is insignificant and therefore is not considered in the cash flow projection.

**Table 4. Schools**

Percent Allocation & Amount Available by Capital Category

**Balance as of 1 January 2021**

| <b>Capital Category</b>            | <b>Target Allocation %</b> |   | <b>Total Revenue Collected</b> |   | <b>Capital Category Allocation</b> |   | <b>Total Expended</b> |   | <b>Jan. 1, 2021 Amount Available by Allocation %</b> |
|------------------------------------|----------------------------|---|--------------------------------|---|------------------------------------|---|-----------------------|---|------------------------------------------------------|
| Elementary School & Land           | 29.2%                      | x | \$31,441,832                   | = | \$9,181,015                        | - | \$7,123,260           | = | \$2,057,755                                          |
| Middle School/High Schools & Land  | 67.8%                      | x | \$31,441,832                   | = | \$21,317,562                       | - | \$15,801,278          | = | \$5,516,285                                          |
| Admin Office/Shop/Bus Garage/Study | 3.0%                       | x | \$31,441,832                   | = | \$943,255                          | - | \$2,019,190           | = | -\$1,075,935                                         |
| <b>Total for Schools</b>           | <b>100%</b>                |   |                                |   | <b>\$31,441,832</b>                |   | <b>\$24,943,728</b>   |   | <b>\$6,498,104</b>                                   |

**Balance Projected Through 30 June 2021**

| <b>Capital Category</b>            | <b>Percent of Total LOS*</b> |   | <b>Projected Total Revenue Collected</b> |   | <b>Capital Category Allocation</b> |   | <b>Total Expended</b> |   | <b>June 30, 2021 Projected Amount Available by Allocation %</b> |
|------------------------------------|------------------------------|---|------------------------------------------|---|------------------------------------|---|-----------------------|---|-----------------------------------------------------------------|
| Elementary School & Land           | 29.2%                        | x | \$32,391,763                             | = | \$9,458,395                        | - | \$7,123,260           | = | \$2,335,135                                                     |
| Middle School/High Schools & Land  | 67.8%                        | x | \$32,391,763                             | = | \$21,961,616                       | - | \$15,801,278          | = | \$6,160,338                                                     |
| Admin Office/Shop/Bus Garage/Study | 3.0%                         | x | \$32,391,763                             | = | \$971,753                          | - | \$2,019,190           | = | -\$1,047,437                                                    |
| <b>Total for Schools</b>           | <b>100%</b>                  |   |                                          |   | <b>\$32,391,763</b>                |   | <b>\$24,943,728</b>   |   | <b>\$7,448,035</b>                                              |

\*Percent Allocation Calculations Based on February 10, 2015 Recalculation Report by TischlerBise using the Capital Category LOS Cost Figures

**Table 5. Law Enforcement**

Percent Allocation & Amount Available by Capital Category

**Balance as of 1 January 2021**

| <b>Capital Category</b>          | <b>LOS Value</b>   | <b>Percent of Total LOS*</b> | <b>Total Revenue Collected</b> | <b>Capital Category Allocation</b> | <b>Total Expended</b> | <b>Jan. 1, 2021 Amount Available by Allocation %</b> |
|----------------------------------|--------------------|------------------------------|--------------------------------|------------------------------------|-----------------------|------------------------------------------------------|
| Vehicles                         | \$2,748,201        | 39.7% x                      | \$439,525 =                    | \$174,598 -                        | \$236,454 =           | -\$61,856                                            |
| Equipment                        | \$150,000          | 2.2% x                       | \$439,525 =                    | \$9,530 -                          | \$18,211 =            | -\$8,681                                             |
| Buildings & Land/Study           | \$4,020,000        | 58.1% x                      | \$439,525 =                    | \$255,397 -                        | \$10,260 =            | \$245,137                                            |
| <b>Total for Law Enforcement</b> | <b>\$6,918,201</b> | <b>100%</b>                  |                                | <b>\$439,525</b>                   | <b>\$264,925</b>      | <b>\$174,600</b>                                     |

**Balance Projected Through 30 June 2021**

| <b>Capital Category</b>          | <b>Percent of Total LOS*</b> | <b>Projected Total Revenue Collected</b> | <b>Capital Category Allocation</b> | <b>Total Expended</b> | <b>June 30, 2021 Projected Amount Available by Allocation %</b> |
|----------------------------------|------------------------------|------------------------------------------|------------------------------------|-----------------------|-----------------------------------------------------------------|
| Vehicles                         | 39.7% x                      | \$466,265 =                              | \$185,220 -                        | \$236,454 =           | -\$51,234                                                       |
| Equipment                        | 2.2% x                       | \$466,265 =                              | \$10,110 -                         | \$18,211 =            | -\$8,101                                                        |
| Buildings & Land/Study           | 58.1% x                      | \$466,265 =                              | \$270,935 -                        | \$10,260 =            | \$260,675                                                       |
| <b>Total for Law Enforcement</b> | <b>100%</b>                  |                                          | <b>\$466,265</b>                   | <b>\$264,925</b>      | <b>\$201,340</b>                                                |

\*Calculated Based on 12/28/2014 Impact Fees Recalculation Report - Capital Category LOS Cost Calculations

**Table 6. Parks & Recreation Cash Flow Analysis**

Percent Allocation & Amount Available by Capital Category

**Balance as of 1 January 2021**

| <b>Capital Category</b>                  | <b>LOS Value</b>    | <b>Percent of Total LOS*</b> | <b>Total Revenue Collected</b> | <b>Capital Category Allocation</b> | <b>Total Expended</b> | <b>Jan. 1, 2021 Amount Available by Allocation %</b> |
|------------------------------------------|---------------------|------------------------------|--------------------------------|------------------------------------|-----------------------|------------------------------------------------------|
| Park Improvements & Rec Facilities/Study | \$10,086,983        | 69.1% x                      | \$1,944,158 =                  | \$1,344,287 -                      | \$1,163,238 =         | \$181,049                                            |
| Park Land                                | \$4,156,920         | 28.5% x                      | \$1,944,158 =                  | \$553,991 -                        | \$312,540 =           | \$241,451                                            |
| Maintenance Equipment & Vehicles         | \$344,265           | 2.4% x                       | \$1,944,158 =                  | \$45,880 -                         | \$90,815 =            | -\$44,935                                            |
| <b>Total for Parks &amp; Recreation</b>  | <b>\$14,588,168</b> | <b>100%</b>                  |                                | <b>\$1,944,158</b>                 | <b>\$1,566,593</b>    | <b>\$377,565</b>                                     |

**Balance Projected Through 30 June 2021**

| <b>Capital Category</b>                  | <b>Percent of Total LOS*</b> | <b>Projected Total Revenue Collected</b> | <b>Capital Category Allocation</b> | <b>Total Expended</b> | <b>June 30, 2021 Projected Amount Available by Allocation %</b> |
|------------------------------------------|------------------------------|------------------------------------------|------------------------------------|-----------------------|-----------------------------------------------------------------|
| Park Improvements & Rec Facilities/Study | 69.1% x                      | \$2,017,243 =                            | \$1,394,822 -                      | \$1,163,238 =         | \$231,584                                                       |
| Park Land                                | 28.5% x                      | \$2,017,243 =                            | \$574,816 -                        | \$312,540 =           | \$262,276                                                       |
| Maintenance Equipment & Vehicles         | 2.4% x                       | \$2,017,243 =                            | \$47,605 -                         | \$90,815 =            | -\$43,210                                                       |
| <b>Total for Parks &amp; Recreation</b>  | <b>100%</b>                  |                                          | <b>\$2,017,243</b>                 | <b>\$1,566,593</b>    | <b>\$450,650</b>                                                |

\*Calculated Based on 2/19/2015 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations

**Table 7. EMS Cash Flow Analysis**

Percent Allocation & Amount Available by Capital Category

**Balance as of 1 January 2021**

| <b>Capital Category</b>                       | <b>LOS Value</b>   | <b>Percent of Total LOS*</b> |   | <b>Total Revenue Collected</b> |  | <b>Capital Category Allocation</b> |  | <b>Total Expended</b> |  | <b>Jan. 1, 2021 Amount Available by Allocation %</b> |
|-----------------------------------------------|--------------------|------------------------------|---|--------------------------------|--|------------------------------------|--|-----------------------|--|------------------------------------------------------|
| EMS Vehicles & Equipment                      | \$610,000          | 54.0%                        | x | \$1,602,208 =                  |  | \$864,658 -                        |  | \$1,122,451 =         |  | -\$257,793                                           |
| EMS Facilities Mortgage - Cost Recovery/Study | \$520,328          | 46.0%                        | x | \$1,602,208 =                  |  | \$737,550 -                        |  | \$474,715 =           |  | \$262,835                                            |
| <b>Total for Emergency Services</b>           | <b>\$1,130,328</b> | <b>100%</b>                  |   |                                |  | <b>\$1,602,208</b>                 |  | <b>\$1,597,166</b>    |  | <b>\$5,042</b>                                       |

**Balance Projected Through 30 June 2021**

| <b>Capital Category</b>                       |  | <b>Percent of Total LOS*</b> |   | <b>Projected Total Revenue Collected</b> |  | <b>Capital Category Allocation</b> |  | <b>Total Expended</b> |  | <b>June 30, 2021 Projected Amount Available by Allocation %</b> |
|-----------------------------------------------|--|------------------------------|---|------------------------------------------|--|------------------------------------|--|-----------------------|--|-----------------------------------------------------------------|
| EMS Vehicles & Equipment                      |  | 54.0%                        | X | \$1,610,112 =                            |  | \$868,923 -                        |  | \$1,122,451 =         |  | -\$253,528                                                      |
| EMS Facilities Mortgage - Cost Recovery/Study |  | 46.0%                        | x | \$1,610,112 =                            |  | \$741,189 -                        |  | \$474,715 =           |  | \$266,474                                                       |
| <b>Total for Emergency Services</b>           |  | <b>100%</b>                  |   |                                          |  | <b>\$1,610,112</b>                 |  | <b>\$1,597,166</b>    |  | <b>\$12,946</b>                                                 |

\*Calculated Based on 2/19/2015 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations

# Divider 1

# CIP FORM 1

Jefferson County Government

## Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Board of Education

| (1)<br>Pri<br>No | (2)<br>PROJECT NAME DESCRIPTION | (3)<br>ESTIMATED<br>TOTAL COST | (4)<br>PRIOR<br>ALLOC.<br>SOURCE | (5)<br>CURRENT<br>REQUEST FY<br>2022 | (6)<br>CURRENT<br>ALLOC.<br>OTHER<br>SOURCES | (7)<br>EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS |            |            |            |              |
|------------------|---------------------------------|--------------------------------|----------------------------------|--------------------------------------|----------------------------------------------|---------------------------------------------------|------------|------------|------------|--------------|
|                  |                                 |                                |                                  |                                      |                                              | FY<br>2023                                        | FY<br>2024 | FY<br>2025 | FY<br>2026 | FY<br>2027   |
| 1                | Central Elementary School       | 18000000                       | 0                                | 9000000                              | 0                                            | 0                                                 | 0          | 0          | 0          | 1000000      |
| 1                | Shepherdstown Elementary School | 16087500                       | 0                                | 0                                    | 9000000                                      | 1087500                                           | 6000000    | 0          | 0          | 0            |
| 1                | Ranson Elementary School        | 16417500                       | 0                                | 0                                    | 9000000                                      | 0                                                 | 1417500    | 6000000    | 0          | 0            |
| 1                | Regional Student Support Center | 14160000                       | 0                                | 1000000                              | 9000000                                      | 1160000                                           | 1000000    | 1000000    | 1000000    | 0            |
| 1                | Central High School             | 61000000                       | 0                                | 25000000                             | 0                                            | 0                                                 | 0          | 0          | 0          | 1600000<br>0 |

# Divider 2

# CIP FORM 1

Jefferson County Government

## Agency/Department/Office Summary

Name of Agency/Department/Office: Sheriff of Jefferson County

| (1)<br>Pri<br>No | (2)<br>PROJECT NAME DESCRIPTION                        | (3)<br>ESTIMATED<br>TOTAL COST | (4)<br>PRIOR<br>ALLOC.<br>SOURCE | (5)<br>CURRENT<br>REQUEST FY<br>2022 | (6)<br>CURRENT<br>ALLOC.<br>OTHER<br>SOURCES | (7)<br>EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS |            |            |            |            |
|------------------|--------------------------------------------------------|--------------------------------|----------------------------------|--------------------------------------|----------------------------------------------|---------------------------------------------------|------------|------------|------------|------------|
|                  |                                                        |                                |                                  |                                      |                                              | FY<br>2023                                        | FY<br>2024 | FY<br>2025 | FY<br>2026 | FY<br>2027 |
| 2                | Internal Expansion of Temporary Sheriff's Office Space | 20000                          | 0                                | 5000                                 | 15000                                        | 0                                                 | 0          | 0          | 0          | 0          |
| 2                | Weapons Training Qualifications Range                  | 100000                         | 0                                | 25000                                | 0                                            | 25000                                             | 25000      | 25000      |            |            |
| 2                | External Expansion of Temporary Sheriff's Office Space | 700000                         | 0                                | 100000                               | 0                                            | 100000                                            | 100000     | 100000     | 100000     | 200000     |
| 2                | Mobile Data Terminal System for Police Vehicles        | 184500                         | 0                                | 10000                                | 0                                            | 31500                                             | 31500      | 0          | 50000      | 61500      |
| 2                | Permanent Jefferson County Sheriff's Office            | 6000000                        | 0                                | 500000                               | 0                                            | 1500000                                           | 1900000    | 2000000    | 25000      | 0          |
| 2                | Purchase of Police Cruisers x 18 (3 per year)          | 900000                         | 0                                | 150000                               | 0                                            | 150000                                            | 150000     | 150000     | 150000     | 0          |



# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: \_\_\_\_\_

Project Title: Purchase of Police Cruisers x 18 (3 per year)

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriff's Office

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable

OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No

(if Yes - attach Form 2B).

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

Purchase of eighteen (18) new fully equipped police cruisers to replace high mileage nearly expired vehicles within the department's fleet of vehicles. Through grants and commission allotments, we have expanded our workforce, but have not expanded our fleet. New employees have been placed in to high mileage "spares", thus reducing our pool vehicles for when vehicles are in for routine maintenance or repairs creating the potential that deputies may have stay in the office, until a pool car can become available and endangering the lives of the citizens of Jefferson County. Many of these vehicles are at the end of their serviceability and could become a safety liability if utilized beyond their vehicular life expectancy.

|                                                |                     |                                     |
|------------------------------------------------|---------------------|-------------------------------------|
| <b>Estimated Total Cost of Project (\$)</b>    | <u>\$900,000.00</u> |                                     |
| <b>Funding Request Breakdown by Year (\$):</b> | <u>\$150,000.00</u> | <b>(FY 2022 ) Current Request</b>   |
|                                                |                     | <b>(FY 2023 ) All Other Sources</b> |
|                                                | <u>\$150,000.00</u> | <b>(FY 2023 ) Out Year 2</b>        |
|                                                | <u>\$150,000.00</u> | <b>(FY 2024 ) Out Year 3</b>        |
|                                                | <u>\$150,000.00</u> | <b>(FY 2025 ) Out Year 4</b>        |
|                                                | <u>\$150,000.00</u> | <b>(FY 2026 ) Out Year 5</b>        |
|                                                | <u>\$150,000.00</u> | <b>(FY 2027 ) Out Year 6</b>        |

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

Additional pages attached.

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/15/2020

Project Title: Internal Expansion of Temporary Sheriff's Office Space

Project Type: Renovation

Project Location: Jefferson County Sheriff's Office

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable

OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No

(if Yes - attach Form 2B).

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

As the staff and workings of the Sheriff's office has evolved and grown since moving in to the Temporary Sheriff's Office in 2008 and the workload has increased, there is a need to make renovations to the Temporary Sheriff's Office building to accommodate these changes. Additional office space and more functional storage spaces such as lockers for the deputies and larger workstations are a must to keep up with the increased workload and employees.

|                                         |                             |                              |
|-----------------------------------------|-----------------------------|------------------------------|
| Estimated Total Cost of Project (\$)    | <u>\$20,000.00</u>          |                              |
| Funding Request Breakdown by Year (\$): | <u>\$5,000.00</u>           | (FY 2022 ) Current Request   |
|                                         | <u>                    </u> | (FY 2023 ) All Other Sources |
|                                         | <u>\$0.00</u>               | (FY 2023 ) Out Year 2        |
|                                         | <u>\$0.00</u>               | (FY 2024 ) Out Year 3        |
|                                         | <u>\$0.00</u>               | (FY 2025 ) Out Year 4        |
|                                         | <u>\$0.00</u>               | (FY 2026 ) Out Year 5        |
|                                         | <u>\$0.00</u>               | (FY 2027 ) Out Year 6        |

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

Additional pages attached.



**CIP  
FORM 2**

Additional pages attached.

**Jefferson County Government  
ANNUAL and FIVE YEAR PROJECT REQUEST  
and JUSTIFICATION**

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/16/2020

Project Title: Permanent Jefferson County Sheriff's Office

Project Type: Construction

Project Location: Jefferson County

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable  
OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.  
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No  
(if Yes - attach Form 2B).

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

The current base of operations for the Jefferson County Sheriff's Office was appropriated in the end of FY07/beginning of FY08. The building is a metal skinned building and even with the Kevlar lined exterior walls, does not meet the current "hardened" requirements and standards for a permanent police station as established by the Department of Justice and the Department of Homeland Security. The current building was bought and remodeled with occupancy accomplished in May 2008. From the date of purchase and throughout the entire process, the current Sheriff's Office was designated as a "Temporary" Sheriff's Office. The newly constructed building will meet or exceed any DOJ/DHS standards. The new Sheriff's Office will be larger than the current 10,000 sq ft to allow room for growth and will be a completely hardened and secure structure. (75,000 provided in FY18).

|                                                |                       |                                     |
|------------------------------------------------|-----------------------|-------------------------------------|
| <b>Estimated Total Cost of Project (\$)</b>    | <u>\$6,000,000.00</u> |                                     |
| <b>Funding Request Breakdown by Year (\$):</b> | <u>\$500,000.00</u>   | <b>(FY 2022 ) Current Request</b>   |
|                                                | <u>\$1,500,000.00</u> | <b>(FY 2023 ) All Other Sources</b> |
|                                                | <u>\$1,900,000.00</u> | <b>(FY 2023 ) Out Year 2</b>        |
|                                                | <u>\$2,000,000.00</u> | <b>(FY 2024 ) Out Year 3</b>        |
|                                                | <u>\$2,000,000.00</u> | <b>(FY 2025 ) Out Year 4</b>        |
|                                                | <u>\$25,000.00</u>    | <b>(FY 2026 ) Out Year 5</b>        |
|                                                | <u>\$0.00</u>         | <b>(FY 2027 ) Out Year 6</b>        |

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

Additional pages attached.



# Divider 3

# CIP FORM 1

Jefferson County Government

## Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

| (1)<br>Pri<br>No | (2)<br>PROJECT NAME DESCRIPTION            | (3)<br>ESTIMATED<br>TOTAL COST | (4)<br>PRIOR<br>ALLOC.<br>SOURCE | (5)<br>CURRENT<br>REQUEST FY<br>2022 | (6)<br>CURRENT<br>ALLOC.<br>OTHER<br>SOURCES | (7)<br>EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS |            |            |            |            |
|------------------|--------------------------------------------|--------------------------------|----------------------------------|--------------------------------------|----------------------------------------------|---------------------------------------------------|------------|------------|------------|------------|
|                  |                                            |                                |                                  |                                      |                                              | FY<br>2023                                        | FY<br>2024 | FY<br>2025 | FY<br>2026 | FY<br>2027 |
| 1                | James Hite Park (Utilities)                | 1800000                        | 0                                | 0                                    | 0                                            | 100000                                            | 0          | 850000     | 850000     | 0          |
| 2                | Maintenance Vehicle                        | 45000                          | 0                                | 0                                    | 0                                            | 45000                                             | 0          | 0          | 0          | 0          |
| 2                | Sam Michael's Park (Amphitheatre-Phase II) | 2000000                        | 0                                | 0                                    | 0                                            | 0                                                 | 2000000    | 0          | 0          | 0          |
| 2                | Land Acquisition                           | 700000                         | 0                                | 250000                               | 450000                                       | 0                                                 | 0          | 0          | 0          | 0          |
| 2                | Sam Michael's Park (Playground)            | 65000                          | 0                                | 0                                    | 0                                            | 65000                                             | 0          | 0          | 0          | 0          |
| 2                | Sam Michaels Park (JCCC Addition)          | 150000                         | 0                                | 0                                    | 0                                            | 0                                                 | 0          | 0          | 750000     | 750000     |
| 3                | South Jefferson Park (Master Plan)         | 75000                          | 0                                | 0                                    | 0                                            | 0                                                 | 0          | 0          | 0          | 75000      |
| 3                | Sam Michael's Park (Splashpad)             | 200000                         | 0                                | 0                                    | 0                                            | 25000                                             | 0          | 0          | 0          | 175000     |
| 2                | James Hite Park (Parking)                  | 120000                         | 0                                | 120000                               | 0                                            | 0                                                 | 0          | 0          | 0          | 0          |

# CIP FORM 1

Jefferson County Government

## Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

| (1)<br>Pri<br>No | (2)<br>PROJECT NAME DESCRIPTION       | (3)<br>ESTIMATED<br>TOTAL COST | (4)<br>PRIOR<br>ALLOC.<br>SOURCE | (5)<br>CURRENT<br>REQUEST FY<br>2022 | (6)<br>CURRENT<br>ALLOC.<br>OTHER<br>SOURCES | (7)<br>EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS |            |            |            |            |
|------------------|---------------------------------------|--------------------------------|----------------------------------|--------------------------------------|----------------------------------------------|---------------------------------------------------|------------|------------|------------|------------|
|                  |                                       |                                |                                  |                                      |                                              | FY<br>2023                                        | FY<br>2024 | FY<br>2025 | FY<br>2026 | FY<br>2027 |
| 2                | Sam Michaels Park (Septic Upgrades)   | 150000                         | 0                                | 25000                                | 0                                            | 125000                                            | 0          | 0          | 0          | 0          |
| 2                | James Hite Park (Dog Park)            | 78000                          | 0                                | 0                                    | 0                                            | 0                                                 | 0          | 78000      | 0          | 0          |
| 2                | Sam Michael's Park (Amphitheatre-ADA) | 20000                          | 10000                            | 10000                                | 0                                            | 0                                                 | 0          | 0          | 0          | 0          |



# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2020

Project Title: Maintenance Vehicle

Project Type: Acquisition of Major Equipment

Project Location: Stored at JCPRC Maintenance Building to be used throughout the county.

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable  
OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.  
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No  
(if Yes - attach Form 2B).

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

The JCPRC has four maintenance vehicles to maintain 10 parks and over 400 acres that spread across Jefferson County. With the additional maintenance of James Hite Park, which opened during the fall of 2016, JCPRC will have to hire additional seasonal maintenance staff as well as purchase a vehicle to transport staff, mowers and field equipment to the park on a daily basis. This truck will be heavy duty and able to transport 4 staff to the park, so 2 vehicles will not be needed each day.

|                                                |                    |                                     |
|------------------------------------------------|--------------------|-------------------------------------|
| <b>Estimated Total Cost of Project (\$)</b>    | <u>\$45,000.00</u> |                                     |
| <b>Funding Request Breakdown by Year (\$):</b> | <u>\$0.00</u>      | <b>(FY 2022 ) Current Request</b>   |
|                                                |                    | <b>(FY 2023 ) All Other Sources</b> |
|                                                | <u>\$45,000.00</u> | <b>(FY 2023 ) Out Year 2</b>        |
|                                                | <u>\$0.00</u>      | <b>(FY 2024 ) Out Year 3</b>        |
|                                                | <u>\$0.00</u>      | <b>(FY 2025 ) Out Year 4</b>        |
|                                                | <u>\$0.00</u>      | <b>(FY 2026 ) Out Year 5</b>        |
|                                                | <u>\$0.00</u>      | <b>(FY 2027 ) Out Year 6</b>        |

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

Additional pages attached.



# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2020

Project Title: Land Acquisition

Project Type: Land Acquisition

Project Location: Jefferson County

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable

OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No

(if Yes - attach Form 2B).

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. Even with the modest growth projected in Envision Jefferson 2035, the Jefferson County's Comprehensive Plan prepared in 2015, there will be a substantial increase in population over the next 20 to 30 years in Jefferson County. An important value of a comprehensive planning effort, whether broadly considered or topic specific, is to ensure that as community population and demographic changes occur, Jefferson County is well prepared for those changes. Based on project population growth with the targeted growth management areas within the Comprehensive Plan, there will be a need for additional parkland. Since Jefferson County's parks are already considered under-sized by typical county level standards, it is suggested that lands that specifically adjacent to existing parklands should be given a priority in order to build upon existing resources. The JCPRC is currently looking at two properties that fit into the master plan to expand green space in Jefferson County. JCPRC is looking to outside sources to fund the remaining balance of the purchase price.

|                                         |                             |                             |
|-----------------------------------------|-----------------------------|-----------------------------|
| Estimated Total Cost of Project (\$)    | <u>\$250,000.00</u>         |                             |
| Funding Request Breakdown by Year (\$): | <u>\$250,000.00</u>         | (FY 2022) Current Request   |
|                                         | <u>                    </u> | (FY 2023) All Other Sources |
|                                         | <u>\$0.00</u>               | (FY 2023) Out Year 2        |
|                                         | <u>\$0.00</u>               | (FY 2024) Out Year 3        |
|                                         | <u>\$0.00</u>               | (FY 2025) Out Year 4        |
|                                         | <u>\$0.00</u>               | (FY 2026) Out Year 5        |
|                                         | <u>\$0.00</u>               | (FY 2027) Out Year 6        |

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

**CIP  
FORM 2**

**Jefferson County Government  
ANNUAL and FIVE YEAR PROJECT REQUEST  
and JUSTIFICATION**

Additional pages attached.

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2020

Project Title: Sam Michael's Park (Playground)

Project Type: Construction

Project Location: Sam Michael's Park

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable

OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No

(If Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. As part of the grand vision for Sam Michaels Park, several new playgrounds are anticipated to be constructed. As the concept plan dictates, a new larger playground installation should be installed by the special events field. The new playground will alleviate some of the overuse of the playground currently located by the JCCC as well as enhance future festivals and community events in the park.

|                                         |                             |                              |
|-----------------------------------------|-----------------------------|------------------------------|
| Estimated Total Cost of Project (\$)    | <u>\$65,000.00</u>          |                              |
| Funding Request Breakdown by Year (\$): | <u>\$0.00</u>               | (FY 2022 ) Current Request   |
|                                         | <u>                    </u> | (FY 2023 ) All Other Sources |
|                                         | <u>\$65,000.00</u>          | (FY 2023 ) Out Year 2        |
|                                         | <u>\$0.00</u>               | (FY 2024 ) Out Year 3        |
|                                         | <u>\$0.00</u>               | (FY 2025 ) Out Year 4        |
|                                         | <u>\$0.00</u>               | (FY 2026 ) Out Year 5        |
|                                         | <u>\$0.00</u>               | (FY 2027 ) Out Year 6        |

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2020

Project Title: Sam Michaels Park (JCCC Addition)

Project Type: Construction

Project Location: Sam Michaels Park

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable

OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No

(if Yes - attach Form 2B).

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. There is a great need for additional indoor recreation space. Therefore the recreation center at Sam Michaels Park should be expanded to include another gym, a larger fitness center, an indoor track and additional activity rooms. This recommendation is consistent with recommendations made in Jefferson County's 2035 Comprehensive Plan as well as the 2016 Parks Master Plan .

|                                                |                             |                                     |
|------------------------------------------------|-----------------------------|-------------------------------------|
| <b>Estimated Total Cost of Project (\$)</b>    | <u>\$1,500,000.00</u>       |                                     |
| <b>Funding Request Breakdown by Year (\$):</b> | <u>\$0.00</u>               | <b>(FY 2022 ) Current Request</b>   |
|                                                | <u>                    </u> | <b>(FY 2023 ) All Other Sources</b> |
|                                                | <u>\$0.00</u>               | <b>(FY 2023 ) Out Year 2</b>        |
|                                                | <u>\$0.00</u>               | <b>(FY 2024 ) Out Year 3</b>        |
|                                                | <u>\$0.00</u>               | <b>(FY 2025 ) Out Year 4</b>        |
|                                                | <u>\$750,000.00</u>         | <b>(FY 2026 ) Out Year 5</b>        |
|                                                | <u>\$750,000.00</u>         | <b>(FY 2027 ) Out Year 6</b>        |

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2020

Project Title: South Jefferson Park (Master Plan)

Project Type: Other

Project Location: Jefferson County

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable  
OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.  
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No  
(if Yes - attach Form 2B).

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

Prepare a Master Site Development Plan for the park to address the issue of the preferred mix of facilities within the park. This was discussed and recommended in the 2016 Parks Master Plan.

|                                         |                             |                              |
|-----------------------------------------|-----------------------------|------------------------------|
| Estimated Total Cost of Project (\$)    | <u>\$75,000.00</u>          |                              |
| Funding Request Breakdown by Year (\$): | <u>\$0.00</u>               | (FY 2022 ) Current Request   |
|                                         | <u>                    </u> | (FY 2023 ) All Other Sources |
|                                         | <u>\$0.00</u>               | (FY 2023 ) Out Year 2        |
|                                         | <u>\$0.00</u>               | (FY 2024 ) Out Year 3        |
|                                         | <u>\$0.00</u>               | (FY 2025 ) Out Year 4        |
|                                         | <u>\$0.00</u>               | (FY 2026 ) Out Year 5        |
|                                         | <u>\$75,000.00</u>          | (FY 2027 ) Out Year 6        |

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

Additional pages attached.

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2020

Project Title: Sam Michael's Park (Splashpad)

Project Type: Construction

Project Location: Sam Michael's Park

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable

OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. As part of the grand vision for Sam Michaels Park, a splashpad is to be constructed. As the concept plan dictates, a splash pad should be installed in the special events field to offer additional recreational opportunities to patrons of the park. The splashpad would be ADA accessible and open to the general public. Currently, there is no splash park/pad in Jefferson County. In 2023, monies would be used to have a splash plan design.

Estimated Total Cost of Project (\$) \$200,000.00

|                                                |                     |                              |
|------------------------------------------------|---------------------|------------------------------|
| <b>Funding Request Breakdown by Year (\$):</b> | <u>\$0.00</u>       | (FY 2022 ) Current Request   |
|                                                |                     | (FY 2023 ) All Other Sources |
|                                                | <u>\$25,000.00</u>  | (FY 2023 ) Out Year 2        |
|                                                | <u>\$0.00</u>       | (FY 2024 ) Out Year 3        |
|                                                | <u>\$0.00</u>       | (FY 2025 ) Out Year 4        |
|                                                | <u>\$0.00</u>       | (FY 2026 ) Out Year 5        |
|                                                | <u>\$175,000.00</u> | (FY 2027 ) Out Year 6        |

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2020

Project Title: James Hite Park (Parking)

Project Type: Construction

Project Location: James Hite Park

Project Rank:       (1) Urgent/Mandatory       (2) Necessary/Needed       Optional/Deferrable  
*OR provide Ranking Number if using Form 2A:* \_\_\_\_\_

Project Need:       This project does not benefit new growth.       This project only benefits new growth.  
 This project benefits both current and new residents and/or businesses.

Budget Impact:      This project will affect the county operating budget:       Yes       No  
*(if Yes - attach Form 2B).*

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

James Hite Park currently lacks basic park amenities and adequate parking.

The project involves construction of two additional parking lots at James Hite Park to continue Phase II development to alleviate current congestion with use as new amenities are constructed. Currently, over 1000 children and adults are using the park for recreational and leisure purposes.

It is anticipated that multiple components of this improvement will involve partnership initiatives with local user groups assuring their continuous input and cementing their vested interest in the project as well as funding through grants and donations. Thus department resources will be used in conjunction with grant money and matching monies from user groups to achieve these goals. It must be noted that cost reflected in this CIP reflect total expected costs were the department to assume the entire cost with no input from grant or partnership funding. It is expected that actual cost to the department will be lower as a result of alternative funding streams.

|                                                |                     |                                     |
|------------------------------------------------|---------------------|-------------------------------------|
| <b>Estimated Total Cost of Project (\$)</b>    | <u>\$120,000.00</u> |                                     |
| <b>Funding Request Breakdown by Year (\$):</b> | <u>\$120,000.00</u> | <b>(FY 2022 ) Current Request</b>   |
|                                                |                     | <b>(FY 2023 ) All Other Sources</b> |
|                                                | <u>\$0.00</u>       | <b>(FY 2023 ) Out Year 2</b>        |
|                                                | <u>\$0.00</u>       | <b>(FY 2024 ) Out Year 3</b>        |
|                                                | <u>\$0.00</u>       | <b>(FY 2025 ) Out Year 4</b>        |
|                                                | <u>\$0.00</u>       | <b>(FY 2026 ) Out Year 5</b>        |
|                                                | <u>\$0.00</u>       | <b>(FY 2027 ) Out Year 6</b>        |

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

# CIP FORM 2

Jefferson County Government  
**ANNUAL and FIVE YEAR PROJECT REQUEST  
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.



# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2020

Project Title: James Hite Park (Dog Park)

Project Type: Construction

Project Location: James Hite Park

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable  
OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.  
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No  
(if Yes - attach Form 2B).

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

The project involves construction of a dog park at James Hite Park to continue Phase II development. Currently, there is only one dog park in the county which is located at Sam Michaels Park. Sam Michaels Dog Park does not provide separate facilities for large and small dogs, as recommended by the American Kennel Club.

It is anticipated that multiple components of this improvement will involve partnership initiatives with local user groups assuring their continuous input and cementing their vested interest in the project as well as funding through grants and donations. Thus department resources will be used in conjunction with grant money and matching monies from user groups to achieve these goals. It must be noted that cost reflected in this CIP reflect total expected costs were the department to assume the entire cost with no input from grant or partnership funding.

|                                                |                             |                                     |
|------------------------------------------------|-----------------------------|-------------------------------------|
| <b>Estimated Total Cost of Project (\$)</b>    | <u>\$78,000.00</u>          |                                     |
| <b>Funding Request Breakdown by Year (\$):</b> | <u>\$0.00</u>               | <b>(FY 2022 ) Current Request</b>   |
|                                                | <u>                    </u> | <b>(FY 2023 ) All Other Sources</b> |
|                                                | <u>\$0.00</u>               | <b>(FY 2023 ) Out Year 2</b>        |
|                                                | <u>\$0.00</u>               | <b>(FY 2024 ) Out Year 3</b>        |
|                                                | <u>\$78,000.00</u>          | <b>(FY 2025 ) Out Year 4</b>        |
|                                                | <u>\$0.00</u>               | <b>(FY 2026 ) Out Year 5</b>        |
|                                                | <u>\$0.00</u>               | <b>(FY 2027 ) Out Year 6</b>        |

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

**CIP  
FORM 2**

**Jefferson County Government  
ANNUAL and FIVE YEAR PROJECT REQUEST  
and JUSTIFICATION**

Additional pages attached.

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2020

Project Title: Sam Michael's Park (Amphitheatre-ADA)

Project Type: Construction

Project Location: Sam Michael's Park

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable  
OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.  
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No  
(if Yes - attach Form 2B).

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

This represents the goal of making the AMP at Sam Michael's Park more accessible to patrons. With the need for outdoor events and activities, due in part to the current pandemic, facilities need to be even more accessible to the public. With the help of a grant from First Energy, JCPRC will install and expand visibility by adding additional paved accessible trails to the AMP special events field.

|                                                |                             |                                     |
|------------------------------------------------|-----------------------------|-------------------------------------|
| <b>Estimated Total Cost of Project (\$)</b>    | <u>\$20,000.00</u>          |                                     |
| <b>Funding Request Breakdown by Year (\$):</b> | <u>\$20,000.00</u>          | <b>(FY 2022 ) Current Request</b>   |
|                                                | <u>                    </u> | <b>(FY 2023 ) All Other Sources</b> |
|                                                | <u>\$0.00</u>               | <b>(FY 2023 ) Out Year 2</b>        |
|                                                | <u>\$0.00</u>               | <b>(FY 2024 ) Out Year 3</b>        |
|                                                | <u>\$0.00</u>               | <b>(FY 2025 ) Out Year 4</b>        |
|                                                | <u>\$0.00</u>               | <b>(FY 2026 ) Out Year 5</b>        |
|                                                | <u>\$0.00</u>               | <b>(FY 2027 ) Out Year 6</b>        |

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received from the bidding process.

Additional pages attached.

# Divider 4

# CIP FORM 1

Jefferson County Government

## Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Emergency Services Agency

| (1)<br>Pri<br>No | (2)<br>PROJECT NAME DESCRIPTION                            | (3)<br>ESTIMATED<br>TOTAL COST | (4)<br>PRIOR<br>ALLOC.<br>SOURCE | (5)<br>CURRENT<br>REQUEST FY<br><b>2022</b> | (6)<br>CURRENT<br>ALLOC.<br>OTHER<br>SOURCES | (7)<br>EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS |            |            |            |            |
|------------------|------------------------------------------------------------|--------------------------------|----------------------------------|---------------------------------------------|----------------------------------------------|---------------------------------------------------|------------|------------|------------|------------|
|                  |                                                            |                                |                                  |                                             |                                              | FY<br>2023                                        | FY<br>2024 | FY<br>2025 | FY<br>2026 | FY<br>2027 |
| 1                | Mortgage for Jefferson County<br>Emergency Services Agency | 520328                         | 0                                | 81000                                       | 0                                            | 81000                                             | 81000      | 81000      | 81000      | 81000      |

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Allen Keyser Date this form prepared: 11/13/2020

Project Title: Mortgage for Jefferson County Emergency Services Agency

Project Type: Other

Project Location: 419 Sixteenth Ave., Ranson, WV 25438

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable  
 OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.  
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No  
 (if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

USDA Loan that must be paid monthly.

|                                         |              |                              |
|-----------------------------------------|--------------|------------------------------|
| Estimated Total Cost of Project (\$)    | \$520,328.00 |                              |
| Funding Request Breakdown by Year (\$): | \$81,000.00  | (FY 2022 ) Current Request   |
|                                         | \$81,000.00  | (FY 2023 ) All Other Sources |
|                                         | \$81,000.00  | (FY 2023 ) Out Year 2        |
|                                         | \$81,000.00  | (FY 2024 ) Out Year 3        |
|                                         | \$81,000.00  | (FY 2025 ) Out Year 4        |
|                                         | \$81,000.00  | (FY 2026 ) Out Year 5        |
|                                         | \$81,000.00  | (FY 2027 ) Out Year 6        |

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.







**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Josh Compton, President

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **February 4, 2021**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

- ✚ **Transfer of GIS Office under the IT Department – Discussion/Action**
- ✚ **Permitting & Inspections of Small Businesses in Jefferson County – Discussion/Action**
- ✚ **Proffers vs. Impacts Fees – Discussion/Action**
- ✚ **Update from Will Rohrbaugh re: CTUB Article 147 – Discussion/Action**
- ✚ **Update on Jefferson County Legislative Summit – Discussion/Action**

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

Is this a funding request? Y/N **NO**

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**



AGENDA REQUEST FORM  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Stephanie Grove, County Administrator

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **February 4, 2021**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **County Administrator Reports**

✚ **Update on 911 Phone System – Discussion/Action**

✚ **Discussion of 911 complaint and status of investigation – Discussion/Action – Possible Executive Session**

✚ **Extension of Policy 216A: FMLA Leave Expansion and Emergency Paid Sick Leave – Discussion/Action**

✚ **Health Department request for assistance with filling vacancies using State Personnel System – Discussion/Action**

✚ **COVID-19 Vaccination Distribution Update – Discussion/Action**

• **Topics of Discussion for Legislative Summit – Discussion/Action**

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

Is this a funding request? Y/N **NO**

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



**NOTICE**

**Board of Review and Equalization**

***Due to the COVID-19 Pandemic, the meetings may be held virtually and a link will be provided to view the meeting.***

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Thursday, January 28<sup>th</sup>, 2021, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2021.

If you disagree with your appraisal, you may appeal by filing a written petition for an informal review with your county Assessor within eight (8) business days of receiving your Notice of Increase in Assessment.

Please be advised that questions of property tax class changes, questions of taxability or late filing requesting of farm use valuation shall not be addressed.

The Jefferson County Commission will continue to sit as a Board of Review and Equalization in February, 2021 and hold hearings at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on the following dates and times:

|          |          |          |           |
|----------|----------|----------|-----------|
| Thursday | January  | 28, 2021 | 1:30 p.m. |
| Tuesday  | February | 2, 2021  | 1:30 p.m. |
| Thursday | February | 4, 2021  | 1:30 p.m. |
| Tuesday  | February | 9, 2021  | 1:30 p.m. |
| Thursday | February | 11, 2021 | 1:30 p.m. |
| Tuesday  | February | 16, 2021 | 1:30 p.m. |

Persons wishing to appear before the Commission should apply with the Assessor's office no later than Friday, February 5, 2021 in order to complete the proper forms and to schedule a hearing date prior to the planned final hearing date of Tuesday, February 16<sup>th</sup>, 2021.

In the alternative, you may also request an appeal by filing a written protest with the Clerk of the County Commission no later than February 19, 2021, indicating you wish your protest to be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2021. If the Board of Review and Equalization has adjourned sine die before February 19, 2021, and a request to have your protest heard by the Board of Assessment Appeals is filed no later than February 19, 2021 with the Clerk of the County Commission, your appeal will be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2021.

Given under my hand this 7<sup>th</sup> day of January, 2021.

/s/  
JACQUELINE C. SHADLE, COUNTY CLERK



Please Run 2 Times:

February 3 & February 10

**NOTICE OF PUBLIC HEARING  
Thursday, February 18, 2021 at 7:00 PM**

The County Commission of Jefferson County will hold a Public Hearing regarding a Zoning Map Amendment (rezoning) for the property designated as Tax District: Harpers Ferry (04); Tax Map: 9; Parcels: 23 & 27. The properties are located off Shipley School Road in Harpers Ferry, WV. The property owner is Dead Rock Contractor Services, LLC / Contact: Chris Livingston. The total combined acreage of both parcels is .86 acres. The property is currently zoned Residential Growth and a petition has been made to the County Commission by the property owner to change the zoning classification to General Commercial (Planning Commission File #20-2-Z).

The hearing will be held on **Thursday, February 18, 2021 at 7:00 PM** as a virtual meeting via GoTo Meeting. The URL will be published on the meeting agenda.

Oral or written comments can be provided at the hearing on **Thursday, February 18, 2021 at 7:00 PM**. Written comments may also be submitted to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) or to PO Box 250, Charles Town, WV 25414.

Please contact the Office of Planning and Zoning for additional information on the proposed request: 304-728-3228 or visit the County's website: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org).

By Order of the Jefferson County Commission  
Josh Compton, President



**The Culture Center**  
1900 Kanawha Blvd., E.  
Charleston, WV 25305-0300

**Randall Reid-Smith, Commissioner**

Phone 304.558.0220 • [www.wvculture.org](http://www.wvculture.org)  
Fax 304.558.2779 • TDD 304.558.3562

EEO/AA Employer

January 11, 2021

Stephanie Grove  
Jefferson County Administrator  
PO Box 250  
Charles Town, WV 25414

Dear Ms. Grove:

We hereby notify you that Spring Grove (2497 Smith Road, Charles Town, Jefferson County, WV) will be considered by the West Virginia Archives and History Commission for nomination to the National Register of Historic Places. The National Register is the Federal government's official list of historic properties worthy of preservation. Listing in the National Register provides recognition and assists in preserving our Nation's heritage.

Listing of Spring Grove provides recognition of the property's historic importance and assures protective review of Federal projects that might adversely affect the character of the historic property. A state income tax credit is also available to owners of buildings that are rehabilitated. If the property is listed in the National Register, certain Federal investment tax credits for rehabilitation and other provisions may apply.

Listing in the National Register does not mean that limitations will be placed on the properties by the Federal government. Public visitation rights are not required of owners. The Federal government will not attach restrictive covenants to the properties or seek to acquire them.

You are invited to attend the WV Archives and History Commission virtual meeting at which the nomination will be considered. Due to the COVID-19 pandemic, the meeting will take place online on March 1, 2021 at 1:00 pm. If you wish to attend this meeting, please contact our office at 304.558.0240 ext. 121 or [Emily.S.Vance@wv.gov](mailto:Emily.S.Vance@wv.gov) for details on how to access the online meeting or for further updates.

Attached please find a notice that explains, in greater detail, the results of listing in the National Register and that describes the rights and procedures by which an owner may comment on or object to listing in the National Register.

Should you have any questions about this nomination before the Archives and History Commission meeting, please contact Emily Vance, National Register Coordinator, at 304.558.0240.

Sincerely,

A handwritten signature in blue ink that reads "Susan M. Pierce". The signature is written in a cursive style with a large, prominent "S" and "P".

Susan M. Pierce  
Deputy State Historic Preservation Officer

enclosure



## **RIGHTS OF OWNERS TO COMMENT AND/OR OBJECT TO LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES**

Owners of private properties nominated to the National Register have an opportunity to concur with or object to listing in accord with the National Historic Preservation Act and 36 CFR 60. Any owner or partial owner of private property who chooses to object to listing may submit to the State Historic Preservation Officer a notarized statement certifying that the party is the sole or partial owner of the private property and objects to the listing. Each owner or partial owner of private property has one vote regardless of the portion of the property that the party owns. If a majority of private property owners object, a property will not be listed. However, the State Historic Preservation Officer shall submit the nomination to the Keeper of the National Register of Historic Places for a determination of eligibility of the property for listing in the National Register. If the property is then determined to be eligible for listing, although not formally listed, Federal agencies will be required to allow for the Advisory Council on Historic Preservation to have an opportunity to comment before the agency may fund, license, or assist a project which will affect the property. If you choose to object to the listing of your property, the notarized objection must be submitted to Ms. Susan M. Pierce, Deputy State Historic Preservation Officer, West Virginia Division of Culture and History, 1900 Kanawha Boulevard East, Charleston, West Virginia, 25305-0300 by March 1, 2021.

If you wish to comment on the nomination of the property to the National Register, please send your comments to the State Historic Preservation Office before the Archives and History Commission considers this nomination on March 1, 2021. A copy of the nomination and information on the National Register and the Federal tax provisions are available from the above address upon request.

### **FEDERAL RESULTS OF LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES**

**Eligibility for Federal tax provisions:** If a property is listed in the National Register, certain Federal tax provisions may apply. The Tax Cut and Jobs Act of 2017 revises the historic preservation tax incentives authorized by Congress in the Tax Reform Act of 1976, the Revenue Act of 1978, the Tax Treatment Extension Act of 1980, the Economic Recovery Tax Act of 1981, the Tax Reform Act of 1984, the Tax Reform Act of 1986, and, as of January 1, 2018, provides for a 4 percent investment tax credit for 5 years with a full adjustment to basis for rehabilitation historic commercial, industrial and rental residential buildings. The Tax Treatment Extension Act of 1980 provides Federal tax deductions for charitable contributions for conservation purposes of partial interests in historically important land areas or structures. Whether these provisions are advantageous to a property owner is dependent upon the particular circumstances of the property and the owner. Because the tax aspects outlined above are complex, individuals should consult legal counsel or the appropriate local Internal Revenue Service office for assistance in determining the tax consequences of the above provisions. For further information on certification requirements, please refer to 36 CFR 67.

**Consideration in planning for Federal, federally licensed, and federally assisted projects:** Section 106 of the National Historic Preservation Act of 1966 requires that Federal agencies take into account the effect of an undertaking on any building, structure, site, or district that is listed in or eligible for inclusion in the National Register of Historic Places. Agencies must also afford the Advisory Council on Historic Preservation the opportunity to comment on all projects affecting historic properties listed in or eligible for inclusion in the National Register. For further information, please refer to 36 CFR 800.

**Consideration in issuing a surface coal mining permit:** In accordance with the Surface Mining and Control Act of 1977, there must be consideration of historic values in the decision to issue a surface coal mining permit where coal is located. For further information, please refer to 30 CFR 700 et. seq.

**Qualification for Federal grants for historic preservation where funds are available:** Presently, funding is unavailable.

**(OVER)**

## STATE RESULTS OF LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES

**Eligibility for state tax provisions:** If a property is listed in the National Register, certain state tax provisions may also apply. The 1999 West Virginia legislature approved a state income tax credit for homeowners. The Rehabilitation Investment Tax Credit Program provides a West Virginia state income tax credit for the rehabilitation of historic private residences. This is a 20% state income tax credit which is based on qualified expenditures undertaken as part of the rehabilitation of a historic private residence. The state credit is applied directly against state taxes owed by the owner. This credit is available to private homeowners for approved rehabilitation work on their own residence. This benefit is available to the owner of a private residence that is rehabilitated according to the Secretary of the Interior's Standards for Rehabilitation. The building must be listed in the National Register of Historic Places either individually or as a contributing building in an historic district that is listed in the National Register of Historic Places. It must be listed in the National Register prior to submission of the Historic Preservation Certification Application Request for Certification of Completed Work.

Also available through the state is a rehabilitation tax credit that was enacted in 1990 by the West Virginia legislature. At that time, the legislature approved a state income tax credit for commercial income producing properties, to be utilized in combination with the Federal tax credit. In 2017, the West Virginia legislature through house bill 203, increased the tax credit from 10% to 25% effective January 1, 2018.

**Consideration in planning for state, state licensed, and state assisted projects:** The Division of Culture and History will review all undertakings permitted, funded, licensed or otherwise assisted, in whole or in part, by the state for the purposes of furthering the duties outlined in W. Va. Code §29-1-8. The review process will be conducted on lands owned or leased by the state, or on private lands where investigation and development rights have been acquired by the state by lease or contract as outlined in W. Va. Code §29-1-8b. Permit approval of activities affecting historic properties listed in the National Register or determined eligible for listing in the National Register will be demonstrated by written letter from the Division of Culture and History upon completion of the review process.

**Qualification for state grants for historic preservation where funds are available:** The West Virginia State Historic Preservation Office administers two grant programs. The Certified Local Government program receives 10% of the state's annual allotment of the Federal Historic Preservation Fund. This program supports survey and planning activities. The second grant fund, the State Historic Preservation Development Grant program, assists with the rehabilitation of properties listed in the National Register of Historic Places. Both programs are matching grants.

## Jessica Carroll

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**From:** rebecca phipps <beckyhipps502@gmail.com>  
**Sent:** Friday, January 15, 2021 11:15 PM  
**To:** JCCInfo  
**Subject:** Recent events

Writing to let you know that I support the superintendent of schools' efforts in connection with the employees who attended the January 6 events on Capitol Hill in DC. If they didn't ask for leave in advance, there should be consequences. As I understand it, that is the real issue and not one of free speech. I also support the boards' cautious efforts at returning students to school in light of the global pandemic. None of this is easy, the thing that saves the most lives is the thing that should be done.

Thank you,  
Rebecca Phipps  
Shepherdstown

## Jessica Carroll

---

**From:** Marilee c <modonnell05@comcast.net>  
**Sent:** Saturday, January 16, 2021 12:01 AM  
**To:** JCCInfo  
**Subject:** Support BOE decisions.

County Commissioner:

I strongly support the actions of the Jefferson County Board of Education Supervisor's recent actions pertaining to the two employees who were temporarily suspended (with pay) pending an investigation into allegations of impropriety. It's important to our schools, our school staff, and to the students to be forever confident in the people who work within the school system. Dr. Gibson's actions were well within the purview of caution in this matter, and I support them completely.

Dr. Gibson did nothing more than her job, and that primary function is to keep the children and the entire system safe for everyone in it.

Please do not listen to those who would interfere with the work of the BOE for political reasons. The safety of our children and staff is the important consideration.

Thank you.  
Marilee Cunningham  
Harpets Ferry, WV

Sent from my iPhone

## Jessica Carroll

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**From:** Leonard Lehman <lehma01@outlook.com>  
**Sent:** Monday, January 18, 2021 4:01 PM  
**To:** Jessica Carroll  
**Cc:** Sandra McDonald  
**Subject:** JCESA civilian board member

J. Carroll,

My name is Leonard Lehman, I would like to put my application for the JSEA civilian board member. I know the finally date was Jan. 15, 2021. I just found out this position was open.

I live at 61 Pheasant CT

Harpers Ferry, WV 25425

Phone: 304-676-8651

E-mail: [lehmedic@gmail.com](mailto:lehmedic@gmail.com)

I am a retired paramedic form BCEAA in 2018, and worked for them for 13 years. I got my paramedic in 1996. I am a 40 year retired member of the BRMVFC. I started as a firefighter and then became a firefighter/Medic.

I was employed by JCESA for about 10 years and retired from JCESA about two months after retiring from BCEAA.

I would like to thank you for your time and consecration to the JCESA board.

Any question, please call at 304-676-8651 or text and E-mail at [lehmedic@gmail.com](mailto:lehmedic@gmail.com)

Thank You'

Leonard Lehman

Jan. 18, 2021

Sent from [Mail](#) for Windows 10

## Jessica Carroll

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**From:** Janet Riner <rinerorders@comcast.net>  
**Sent:** Monday, January 18, 2021 10:52 AM  
**To:** JCCInfo; jjcompton05@gmail.com  
**Subject:** Jefferson County Schools - Parent Comments

This message is long overdue. I am a parent of a current 8th grader, who has had difficult problems with the school system ever since elementary school. This child is an A student, good family, tries very hard with work, always present in classes, never wanted to miss a day of school, outgoing. Once you bring the problems to principals, and the board of education including the superintendent, and they do nothing to help you. When my child was in 5th grade, a teacher took her into the hallway, yelled at her, and had other teachers circle around her at the same time, they all verbally attacked my child. I know I could not believe it either, seriously, It was so bad, I removed my child from the school, and did private school to finish out the year. I could not get any assistance, I was advised I should not talk to the teacher because the teacher was not approachable. This was a very stressful time, and I had to get my child out of that school and away from the teacher, Bondy at that time, just wrote me an email about nothing, a lot of words that meant nothing, and never did anything to help us. Which is why we left. We would have stayed with private but at the time that school didn't offer private school or high school so we were forced to return to public school the following year. There have been other instances over the years, where you do not get any assistance these people are on a different kind of level they are above everyone who does not agree. In addition to the specific problems we encountered, the type of material that is delivered to the students, some is completely inappropriate for their age. I am overly through with the school system, my child will be doing complete private schooling through the rest of their time to get a diploma. I am 100% finished with trying to get good school, and no support from the board of education. Nothing can change my mind. I am actually pleased that Bondy sent those letters to those employees to expose her wrongdoings, and anyone else who was involved with her. When your going at it with the board and or Bondy and you get no where, what else do you have. I even tried to get in touch with people at the WV Dept. of Education, and I was always always directed back to my local school board. Too many times, getting the run around, seeing how it has affected my child and this family is just finished. **A word of advice, Don't put your children through the mess, thinking that one day it will get better and your child will be fine, because it does not get better and the one that really suffers is the child. I am speaking that from the heart and that would be my advice to anyone now that we have been through so much nonsense.**

Thanks for your time  
Janet

**Jessica Carroll**

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**From:** molly.heffner <molly.heffner@yahoo.com>  
**Sent:** Friday, January 15, 2021 10:38 PM  
**To:** JCCInfo

Dear Jefferson County Commissioners:

I strongly support the actions of the Jefferson County Board of Education Supervisor's recent actions pertaining to the two employees who were temporarily suspended (WITH PAY) pending an investigation into allegations of impropriety. It's important to our schools, our school staff, and to the students to be forever confident in the people who work within the school system. Dr. Gibson's actions were well within the purview of caution in this matter, and I support them completely. As well, I support the rights of those who opted to express their freedoms on January 6, 2021 in Washington, D.C., as long as they did not stray beyond the bounds of free speech and into destructive behavior and violence that accompanied the day.

I understand those employees in question have been cleared of any wrongdoing and placed back on the job.

I believe that Dr. Gibson did nothing more than her job, and that primary function is to keep the children safe.

Sincerely,

Molly Heffner  
Charles Town Resident

Sent from my Sprint Samsung Galaxy Note8.



**Natalie Parrish**



1h •

I really don't think the school system realizes how much going virtual has taken a toll on the children's mental health. They don't get to socialize be with friends, play sports, feel safe. Some children their parents are on drugs so the only time they are truly safe would be at school and some don't even get fed unless they go to school. It's so sad watching my own son struggle so much. A hole punched in my door, a shattered screen protector thankful it was not his phone but still. Its okay for teachers to go out and shop, go to the movies, restaurants, have family gatherings, etc but not okay for them to teach these children in a class room setting. They signed up for it. I just don't get it. What would the world do if Healthcare workers went on strike or shut the hospitals down. How would a teacher/school employee feel if I denied to hold their parents hand as they were dying, to make sure they were fed, bathed or brief changed. My son went from honor roll to failing. I am a single mom and have to work to pay my bills and I can not afford a tutor so what would my next option be? To let him fail? So over it. The school board should really reach out to local mental health facilities and ask how much of a change they have seen or witnessed in children.

## Jessica Carroll

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**From:** Kathryn Bellacosa <kbella21@gmail.com>  
**Sent:** Friday, January 15, 2021 7:12 PM  
**To:** JCCInfo  
**Subject:** JC BOE support

I strongly support the actions of the Jefferson County Board of Education Supervisor's recent actions pertaining to the two employees who were temporarily suspended (with pay) pending an investigation into allegations of impropriety. It's important to our schools, our school staff, and to the students to be forever confident in the people who work within the school system. Dr. Shay's actions were well within the purview of caution in this matter, and I support them completely. As well, I support the rights of those who opted to express their freedoms on January 6, 2021 at our Nation's Capitol, so long as they did not stray beyond the bounds of free speech and into destructive behavior that accompanied the day.

I have two children within the Jefferson County School System, and I've never felt safer and more confident in the ability of the system to protect and support them, and the multitude of friends & family who are also teachers, staff, and support personnel.

Dr. Shay did nothing more than her job, and that primary function is to keep the children and the entire system safe for everyone in it.

Sincerely,

Kathryn Bellacosa  
WHS  
CTMS

## Jessica Carroll

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**From:** Christina Slagle <cpikturgrl@gmail.com>  
**Sent:** Friday, January 15, 2021 7:49 PM  
**To:** JCCInfo  
**Subject:** BOE

Good evening,

My name is Christina Slagle. I was raised in Jefferson County and am currently a Jefferson County resident and teacher. I want you to know that I choose to work in Jefferson County rather than travel over the border because I love this county- my home! I love it so much that I even worked here when I was living in Berkeley County and worked hard to be able to move back. Now to my point, I am writing to you today because I hear that some are looking to the Commission to "do something about the BOE" and their recent decisions. So here is my opinion also as a Jefferson County Resident: Do I always agree with the board- of course not! However, as a parent and as a teacher I agree with their decision about postponing the reopening of school to in person learning. A decision that was made with safety in mind and by consulting health experts.

Let me start with my reasons as a parent- I'm it! I'm the working, raising, in their life 24/7 biological parent. See my nuclear family was destroyed by and is still affected by our states opioid crisis. My health and well being is directly tied to that of my children. Getting sick with Covid or having lasting complications is not an option. I'm scared. Some complain to you because they are being inconvenienced! I'm imploring you to take my family's well being into account.

As a teacher, I know that many Jefferson County families are single parent households or are households where older family members are raising children. How would I ever forgive myself if my students carried the virus home to their families and something horrible happened. Yes, I desperately want to be back in school but not until it is deemed safe for everyone. Students, teachers, aides, bus drivers, cooks, janitors, admin, secretaries...safe for all of us. Students will recover academically and schools are working to help students who are not doing well with remote learning or emotionally. Is this ideal? No. Is any of this? No.

Thanks for your time,  
Christina Slagle

## Jessica Carroll

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**From:** WebmastervJCC <webmaster@jeffersoncountywv.org>  
**Sent:** Tuesday, January 26, 2021 5:31 PM  
**To:** JCCInfo  
**Subject:** Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

**Form Name:** County Commission Contact  
**Date & Time:** 01/26/2021 5:30 PM  
**Response #:** 1723  
**Submitter ID:** 5318  
**IP address:** 50.110.178.7  
**Time to complete:** 16 min. , 23 sec.

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### Survey Details

#### Page 1

**1. Name**

Ray Plaag

**2. Email**

signalcorps51@aol.com

**3. Questions or Concerns**

Dear folks ,I' get right to the point Is there anything that can be done with the out of control School board ..They are defying the state for kids to go back to school.also the Gibson woman tried to fire people for there political beliefs..You read it in the paper for sure..She should have been fired..

Many of us here in SP believe the levy was fraudulently passed ...Many people were against..This said levy will make it hard on older long time residents ..

If you can't do anything these corrupt people ..let me know and I will pass it on to everyone..Then we try something else ..Attorney General perhaps ...

Thank Ray

**4. Would you like to receive email notifications from Jefferson County?**

Yes

Thank you,  
Jefferson County Commission, WV

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