

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2021
THURSDAY, AUGUST 5, 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 be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts.

The meeting will be limited to the number of in-person attendees due to COVID 19 restrictions. Five (5) attendees will be allowed in the meeting room at a time. Please email Info@jeffersoncountywv.org no later than 9:00 a.m. prior to the meeting to be added to the list. There is no registration needed for public comment.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- July 15, 2021 - Regular Meeting
- July 28, 2021 - Special Session

APPROVAL OF REQUISITIONS

- August 5, 2021

APPROVAL OF ACCOUNTS PAYABLE

- July 22, 2021
- July 29, 2021
- August 5, 2021

APPROVAL OF MANUAL CHECKS

- July 23, 2021
- July 30, 2021
- August 6, 2021

APPROVAL OF PAYROLL

- July 22, 2021

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PRESENTATIONS

1. 9:35 a.m. Angie Banks, Assessor
- Approval of Exonerations
2. 9:40 a.m. Debbie Lowe, Sheriff's Office
- 2021 Equitable Sharing Agreement and Certification (ESAC) Report
3. 9:55 a.m. Nikki Painter, County Clerk's Office
- Redistricting Overview
4. 10:10 a.m. Lynn Fields, Probate Office
- Fiduciary Commissioners
5. 10:20 a.m. Dennis Jarvis, II, Jefferson County Development Authority
- The JCDA requests permission to hire Program Manager Candidate
- The JCDA requests permission to advertise for the position of Administrative Assistant
6. 10:35 a.m. Michelle Gordon, Finance Director
- Review of FY2021 Budget to Actual as of 6/30/2021
- Review and Approval of FY2022 State Budget Revision 1 for the General Fund
- Review and Approval of FY2022 State Budget Revision 1 for the Coal Severance Fund
- Review and Approval of the ARPA Employee and Component Unit Stipends (continued from 7/1/2021)
- Discussion on American Rescue Plan Act (ARPA) Submissions
7. 11:05 a.m. Roger Goodwin, Chief County Engineer
- Chapel View Subdivision, Phase 2 (JCPC File No. 03-11) - Request for payment of invoices for site work from escrowed bond funds
- Presentation of Proposed "Cell Tower Facilities - Maintenance and Removal Bond & Surety Policy"
- Presentation and Overview of the City of Charles Town's proposed Stormwater Management Project involving the Reconstruction of the Jefferson County Commission's Employee Parking Lot
8. 11:35 a.m. 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.

9. 11:50 a.m. Nathan Cochran, Assistant Prosecuting Attorney
1. 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
 2. Discussion of legal issues regarding proposed solar text amendment including bonding and related matters, including Jefferson County Civil Action No.'s 2021-C-33 through 37 and Jefferson County Civil Action No.'s 2021-C-46 through 50
 3. Discussion of renewal of County cable franchise agreement and related issues

NEW BUSINESS

10. Decision - Draft and Revised Impact Fee Report
11. Request use of Library Meeting Room
12. Personnel Matters - Director of Communications

COUNTY ADMINISTRATOR REPORTS

- Amendment of minutes from April 12, 2021 meeting
- County Complex Project
- Letter of Support for WV Division of Personnel supporting JC Health Dept. Request for increase salaries

COUNTY COMMISSION REPORTS

13. ADJOURN

CORRESPONDENCE/INFORMATION

Notice of Intent to Appoint to the Jefferson County Building Commission.

Notice of Intent to Appoint to the Jefferson County Community Corrections Board.

Correspondence received from the City of Charles Town regarding Article 147 of the city code.

Minutes for the May 14th, 2021 meeting received from the Harpers Ferry/Bolivar PSD.

Correspondence received from Safe Haven Child Advocacy Center regarding ARPA funds.

Email received from Krystle Soren regarding Comcast coverage.

Email received from Andrew Wandler regarding funding for Bakerton FD.

Correspondence received from Wendy Barker regarding Xfinity/Comcast.

Public comment for July 15, 2021 meeting and July 1, 2021 meeting received from David Tabb.

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.

Minutes

Jefferson County Commission

Thursday, July 15, 2021

A meeting of the Jefferson County Commission was held on Thursday, July 15, 2021 during the third quarterly session at 6:00 p.m. The meeting was held via GoToWebinar. Present were, Steve Stolipher, President, Tricia Jackson, Vice President, Clare Ath, Caleb Hudson, 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, July 15, 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 June 23, 2021 Special Session Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the July 1, 2021 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
84903	ADAM WARD	243.60
84904	AHA-ARTS & HUMANITIES ALLIANCE	1,022.08
84905	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	2,833.52
84906	APRIL BLAKER	192.20
84907	BERKELEY CO SHERIFF'S OFFICE	2,062.03
84908	BOLAND TRANE SERVICES INC	1,931.00

84909		BOLIVAR / HARPERS FERRY PUBLIC LIBRARY		20,625.00
84910		BUREAU OF CHILD SUPPORT		502.16
84911		CAPITAL ELECTRIC		655.48
84912		COLONIAL LIFE		95.68
84913		DAVID BOOBER		280.54
84914		DELTA DENTAL OF WV		2,899.76
84915		DODSON SEPTIC SERVICE LLC		265.00
84916		DOUGLAS H FLETCHER		3,502.97
84917		EFTPS IRS TAXES		91,251.49
84918		EMPOWER RETIREMENT		5,768.99
84919		EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY		15,000.00
84920		ERIC SMITH		1,170.00
84921		ESI ELECTRONIC SYSTEMS INC		821.04
84922		ESTATE OF CHRISTINE MILLER		1,412.98
84923		FIDELITY POWER SYSTEMS		2,552.50
84924		GUTTMAN OIL CO		4,133.98
84925		HIGHMARK WV		197,055.89
84926		JASON MICKEY		88.28
84927		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		1,513.45
84928		JEFFERSON CO EMERGENCY SERVICES AGENCY		754,784.50
84929		JEFFERSON CO CONVENTION AND VISITORS BUREAU		25,552.02
84930		JEFF CO PARKS & RECREATION COMMISSION		87,711.49
84931		JEFFERSON DAY REPORT CENTER		37,502.50
84932		JEFFERSON SECURITY BANK		4,379.00
84933		KONE BROOKLYN		905.61
84934		LAURA STORM		258.72
84935		MARGARET GAINEY		333.65
84936		MATTHEW BENDER		99.08
84937		MICHAEL MONAGHAN		300.00
84938		MILLENIUM INSURANCE GROUP		900.00
84939		MILLERS SUPPLIES AT WORK		83.15
84940		NATIONAL VISION ADMIN.		1,696.40
84941		NATIONWIDE RETIREMENT SOLUTIONS		834.00
84942		OLD CHARLES TOWN LIBRARY		20,625.00
84943		PATRIOT FIRE AND SECURITY LLC		400.00
84944		POTOMAC EDISON		22,270.04
84945		R.E. MICHEL CO. LLC		274.55
84946		RANDALL DOANE		3,250.00
84947		RANSON POLICE DEPT		513.56
84948		RONALD GARZA		300.00

84949		SHENTEL		1,807.00
84950		SHEPHERDSTOWN PUB LIBRARY		20,625.00
84951		SHERIFF OF JEFFERSON COUNTY		131.09
84952		SOUTH JEFFERSON PUBLIC LIBRARY		20,625.00
84953		STATE TAX DEPARTMENT		822.23
84954		STORAGE NETWORKS		3,875.00
84955		TAMMY MOBLEY		5,256.72
84956		THE HARTFORD		2,336.80
84957		THE HARTFORD		3,565.38
84958		MOOREFIELD POLICE DEPARTMENT		350.64
84959		TRICIA JACKSON		98.00
84960		US POSTAL SERVICE		20,000.00
84961		WV DEPUTY SHERIFF RETIREMENT SYSTEM		16,457.62
84962		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		44,477.21
84963		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		166.49
84964		WV STATE BAR		2,250.00
84965		XEROX CORPORATION		2,357.85
TOTAL				1,466,054.92

Motion by Mr. Stolipher to approve the Accounts Payable for July 8, 2021 in the amount of \$1,466,054.92. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
84966		ALICE N PAINTER		69.25
84967		AMANDA JOHNSON		105.84
84968		AMERIFLEX		128.00
84969		APRIL BLAKER		155.68
84970		BAKERTON VOLUNTEER FIRE DEPARTMENT		60,976.69
84971		BENJAMIN S WILLIAMS		287.90
84972		BEST BEST & KRIEGER LLP		226.50
84973		BOLAND TRANE SERVICES INC		32,157.60
84974		CCAWV-COUNTY COMMISSION ASSOCIATION OF WV		3,900.00
84975		DOUGLAS PITTINGER		16.58
84976		EMILY MORROW		68.88
84977		FIFTH THIRD BANK		1,218.53
84978		FIFTH THIRD BANK		93,248.72
84979		GUTTMAN OIL CO		2,043.51
84980		J.C. EHRLICH		759.00

84981		JACQUELINE SHADLE		69.25
84982		MILLERS SUPPLIES AT WORK		105.04
84983		ROBERT L PETERSON SR		5.97
84984		RONALD DANTZIC		59.52
84985		RYAN SNYDER		154.56
84986		SHAUN PACETTI		69.25
84987		SOFTWARE SYSTEMS INC		1,149.00
84988		TEK ADVISORS LLC		4,200.00
84989		VERIZON WIRELESS SERVICES LLC		50.00
84990		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		45,837.50
84991		WVU WEST VIRGINIA UNIVERSITY		3,700.00
84992		XEROX CORPORATION		1,049.09
TOTAL				251,811.86

Motion by Mr. Stolipher to approve the Accounts Payable for July 15, 2021 in the amount of \$251,811.86. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
530	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 3,400.00
531	CS/2	JEFF CO COMMUNITY MINISTRIES		\$ 5,000.00
745	HD/8	ENVIVO HEALTH LLC		\$ 112.00
746	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,655.88
895	AV/56	PRINT-O-STAT		\$ 190.00
896	AV/56	WV ASSOC. OF COUNTIES		\$ 235.00
914	CW/059	TROPHIES R US INC.		\$ 89.95
TOTAL				10,682.83

Motion by Mr. Stolipher to approve the Manual Checks for July 9, 2021 in the amount of \$10,682.83. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
747	HD/8	FIFTH THIRD BANK		\$ 114.06
897	AV/56	ESRI		\$ 18,500.00
898	AV/56	FIFTH THIRD BANK		\$ 1,065.63
899	AV/56	SEGRA		\$ 616.00
339	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 172,649.19
1289	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 200,439.70
1290	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 5,892.42
1291	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 16,092.64
1292	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 1,741.81
TOTAL				417,111.45

Motion by Mr. Stolipher to approve the Manual Checks for July 15, 2021 in the amount of \$417,111.45. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Stolipher to approve the Payroll for July 8, 2021 in the amount of \$256,201.48. Motion seconded and unanimously approved.

PRESENTATIONS

1. Laura Storm, Circuit Clerk – requested approval to fill a part-time position in the Circuit Clerk’s Office.
 - **Motion by Ms. Jackson to approve the hire of Sandra Aponick as a part-time employee in the Circuit Clerk’s Office at \$17.00/hr, effective July 19, 2021. Motion seconded and unanimously approved.**

2. Nancy Strine, CDBG & HOME Administrator, City of Martinsburg – requested the approval of the Resolution for Jefferson County, WV authorizing participation in the Eastern Panhandle HOME Consortium of WV and approval of the Cooperative Agreement
 - **Motion by Mr. Stolipher to approve the Resolution for Jefferson County, WV authorizing participation in the Eastern Panhandle HOME Consortium of West Virginia for the period of July 1, 2021 to June 30, 2024 to cover Fiscal Years 2022-2024. Motion seconded and unanimously approved.**

- **Motion by Ms. Tabb to approve the “Housing Consortium Cooperative Agreement by and Between the City of Martinsburg and the Counties of Berkeley, Jefferson, and Morgan, West Virginia for the period of July 1, 2021 to June 30, 2024. Motion seconded and unanimously approved.**

- 3. Interview and Appointment to the Harpers Ferry-Bolivar Public Service District Board – one six year term ending June 30, 2027.
 - **Motion by Mr. Stolipher to reappoint David Simmons to the Harpers Ferry-Bolivar Public Service District Board for a six-year term ending June 30, 2027. Motion seconded and unanimously approved.**

- 4. Roger Goodwin, Chief County Engineer – requested the approval of employment offer to fill the position of Office Clerk in the Department of Engineering, Planning, and Zoning.
 - **Motion by Mr. Stolipher to approve the offer of employment, at \$35,000.00 per year, to fill the position of Office Clerk in the Department of Planning, Zoning, and Engineering, effective date to be determined. Motion seconded and unanimously approved.**

- 5. Elizabeth Wheeler, Director, Jefferson County Farmland Protection Board – requested the approval of the purchase of one Agricultural Conservation Easement.
 - **Motion by Ms. Tabb to approve the purchase by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection Program one conservation easement on the property in Jefferson County owned by William N. Snyder and Mary S. Snyder (Property KD01). Motion seconded and unanimously approved.**

- 6. Stephen S. Allen, Director, Jefferson County Homeland Security and Emergency Management – requested the consideration of changing the requirement for employees in the Office of Homeland Security and Emergency Management from residing in Jefferson County or an adjoining county to living within 50 travel miles of the office.
 - **Motion by Ms. Jackson to approve the changing of the job descriptions for the employees of the Jefferson County Homeland Security and Emergency Management from “must reside in Jefferson County or an adjoining county” to “must reside within 50 travel miles of Jefferson County OSEM Office. Motion seconded and unanimously approved.**

7. Public Hearing – Consideration of Draft and Revised Impact Fee Report

Mr. Stolipher opened the public hearing at 7:10 pm and stated the purpose of the public hearing was to receive public comment regarding the draft of the revised impact fee recalculation report from Tischler Bise.

Public comment was provided by the following: David Lutman, Lynch Christian, and Stacy Tabb.

Upon the completion of public comment, Mr. Stolipher stated the Commission was still waiting on the final edition of the Impact Fee Report and would not be voting on the matter that evening; however, a decision would be made during the August 5, 2021 regularly scheduled County Commission meeting.

8. PUBLIC COMMENT

Public comment was provided by the following: Chris Rife and Josh Nimetz.

9. Nathan Cochran, Assistant Prosecuting Attorney

- a. 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.
- b. Discussion of legal issues regarding proposed solar text amendment including bonding and related matters, including Jefferson County Civil Action No.'s 2021-C-33 through 37 and Jefferson County Civil Action No.'s 2021-C-46 through 50
- c. Discussion of Jefferson County Circuit Court Civil Action No. 2021-P-125

- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice regarding items b and c as listed above. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to come out of Executive Session and resume regular session. Motion seconded and unanimously approved.**

NEW BUSINESS

10. Discuss opening the County Commission meetings to the public (SS)

- **Motion by Mr. Stolipher to allow up to five in-person attendees for the regularly scheduled County Commission meetings, with the stipulation that those wishing to attend must pre-register with staff by a deadline to be determined by staff. Motion seconded and unanimously approved.**

11. Appoint a County Commissioner as a Liaison to the Telamon Community Board

- **Motion by Mr. Stolipher to appoint Commissioner Tricia Jackson as the Jefferson County Liaison to the Telamon Community Board. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

○ Approve Professional Services Agreement with the West Virginia Development Office for land use review of Hilltop Tourism Development District.

- **Motion by Mr. Stolipher to approve the agreement for Professional Services with the West Virginia Development Office to review the land use of the Hilltop Tourism Development District, and allow the Engineering Office to review the application, with fees not to exceed \$100,000.00. Motion seconded and unanimously approved.**

○ County Complex Project

○ Discuss creation of “Director of Emergency Services” position

- **Motion by Mr. Stolipher to authorize Ms. Grove to create a job title and description for a potential “Director of Emergency Services” position. Motion seconded and unanimously approved.**

12. The Commission adjourned at 8:19 p.m. on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

Steve Stolipher, 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 GoToWebinar in Charles Town, West Virginia on Wednesday, July 28, 2021, beginning at 9:30 o'clock a.m.

PRESENT: Steve Stolipher, President
Tricia Jackson, Vice President
Clare Ath, Commissioner
Caleb Hudson, Commissioner
Jane Tabb, Commissioner
Stephanie Grove, County Administrator
Cheryl Leanza, Communications Counsel
Nathan Cochran, Assistant Prosecuting Attorney
Jessica Carroll, Administrative Assistant

In re: Consideration of Support for the Federal Broadband/Internet Infrastructure package

The meeting was called to order at 9:30 a.m. by President Stolipher.

The purpose of the meeting was to discuss whether the Commission would like to consider sending a letter of support to Congress regarding the Federal Broadband/Internet Infrastructure package.

- **Motion by Mr. Stolipher to enter into Executive Session to receive legal counsel regarding the Federal Broadband/Internet Infrastructure package. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to send a letter to Congress regarding the County's support for the Federal Broadband/Internet Infrastructure package bill. Motion seconded and unanimously approved.**

There being no further business, the meeting was adjourned at 10:17 am.

Steve Stolipher, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

REQUISITIONS TO BE APPROVED

August 5, 2021

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
OTHER BUILDINGS	22006	\$ 7,575.00	Fidelity Power Systems	Annual Generator Maintenance
	22012	\$ 22,823.00	Fidelity Power Systems	Replace Alternator Assembly
LAW ENFORCEMENT	22007	\$ 35,371.76	RCS Security	Court Security Grant Project
	22013	\$ 10,000.00	Allegheny Systems	Mobile Track Filing System
MAINTENANCE	22008	\$ 26,505.00	Kent Parsons Ford	2022 Ford F250
	22009	\$ 57,140.00	Hoffman Ford	2021 Ford Explorer
	22010	\$ 47,424.00	Whiteside of Clairsville	Two 2022 Chevy Equinox
GRAND TOTAL		\$ 206,838.76		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$402,566.28		\$402,566.28
6.2% Tax Payable OASDI	\$23,899.21		\$23,899.21
1.45% Tax Payable HI	\$5,589.35		\$5,589.35
Fed Withholding	\$35,548.72		\$35,548.72
WV State Withholding	\$16,671.16		\$16,671.16
PERS Retirement Deduct 4.5%	\$9,367.85		\$9,367.85
PERS Retirement Deduct 6%	\$5,152.45		\$5,152.45
Hosp. Pre-Taxed	\$14,759.00		\$14,759.00
Cancer/ICU Pre-Taxed	\$583.26		\$583.26
Cancer/ICU Not Pre-Taxed	\$917.44		\$917.44
Optional Life Not Pre Taxed	\$1,759.44		\$1,759.44
Christmas Club	\$4,379.00		\$4,379.00
Wage Attach #1	\$561.24		\$561.24
Wage Attach #2	\$822.23		\$822.23
Wage Attach #3	\$3,286.38		\$3,286.38
DSRS Retirement Deduct 8.5%	\$6,833.55		\$6,833.55
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,849.96		\$4,849.96
457R - Roth	\$910.00		\$910.00
MD State Tax	\$1,145.32		\$1,145.32
D/VF	\$1,752.94		\$1,752.94
VA State Tax	\$192.93		\$192.93
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$139,863.27	\$0.00	\$139,863.27
Net Wages Total	\$262,703.01	\$0.00	\$262,703.01
Payroll Date	July 22, 2021		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 5, 2021**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2nd Choice: [Click here to enter text.](#)

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

Approval of Exonerations

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

Is this a funding request? Y/N [Click here to enter text.](#)

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*):

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

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Debbie Lowe

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

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice next meeting

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): 2021 Equitable Sharing Agreement and Certification (ESAC) Report

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

The Sheriff's Office receives funds for the forfeiture/seizure of property for cases that have been prosecuted federally. These funds are for the benefit of the Eastern Panhandle Drug and Violent Crimes Task Force as well as the Sheriff's Office. The report provides a summary of the funds received and how they were used. New guidance has been issued that requires the Commission to designate the person listed on the report (it is labeled Governing Body Head).

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 that the Commission President, Stephen Stolipher, be designated as the Governing Body Head on the ESAC report and authorize Debbie Lowe to electronically sign his name and submit the report.

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

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Equitable Sharing Agreement and Certification



NCIC/ORI/Tracking Number: WV0190000
Agency Name: Jefferson County Sheriff's Office
Mailing Address: 102 Industrial Blvd
 Kearneysville, WV 25430

Type: Sheriff's Office

Agency Finance Contact
Name: Gordon, Michelle
Phone: 3047248425 **Email:** mgordon@jeffersoncountywv.org

Jurisdiction Finance Contact
Name: Gordan, Michelle
Phone: 304-724-8425 **Email:** mgordan@jeffersoncountywv.org

ESAC Preparer
Name: Lowe, Deborah
Phone: 3047283205 **Email:** dlowe@jeffersoncountywv.org

FY End Date: 06/30/2021

Agency FY 2022 Budget: \$2,247,054.00

Annual Certification Report

Summary of Equitable Sharing Activity		Justice Funds ¹	Treasury Funds ²
1	Beginning Equitable Sharing Fund Balance	\$18,565.30	\$0.00
2	Equitable Sharing Funds Received	\$70,470.60	\$0.00
3	Equitable Sharing Funds Received from Other Law Enforcement Agencies and Task Force	\$0.00	\$0.00
4	Other Income	\$0.00	\$0.00
5	Interest Income	\$34.44	\$0.00
6	Total Equitable Sharing Funds Received (total of lines 2-5)	\$70,505.04	\$0.00
7	Equitable Sharing Funds Spent (total of lines a - n)	\$32,340.96	\$0.00
8	Ending Equitable Sharing Funds Balance <small>(difference between line 7 and the sum of lines 1 and 6)</small>	\$56,729.38	\$0.00

¹Department of Justice Asset Forfeiture Program participants are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA

²Department of the Treasury Asset Forfeiture Program participants are: IRS, ICE, CBP and USSS.

Summary of Shared Funds Spent		Justice Funds	Treasury Funds
a	Law Enforcement Operations and Investigations	\$0.00	\$0.00
b	Training and Education	\$5,355.00	\$0.00
c	Law Enforcement, Public Safety, and Detention Facilities	\$26,985.96	\$0.00
d	Law Enforcement Equipment	\$0.00	\$0.00
e	Joint Law Enforcement/Public Safety Equipment and Operations	\$0.00	\$0.00
f	Contracts for Services	\$0.00	\$0.00
g	Law Enforcement Travel and Per Diem	\$0.00	\$0.00
h	Law Enforcement Awards and Memorials	\$0.00	\$0.00
i	Drug, Gang, and Other Education or Awareness Programs	\$0.00	\$0.00
j	Matching Grants	\$0.00	\$0.00
k	Transfers to Other Participating Law Enforcement Agencies	\$0.00	\$0.00
l	Support of Community-Based Programs	\$0.00	\$0.00
m	Non-Categorized Expenditures	\$0.00	\$0.00
n	Salaries	\$0.00	\$0.00
	Total	\$32,340.96	\$0.00

Equitable Sharing Funds Received From Other Agencies

Transferring Agency Name	Justice Funds	Treasury Funds

Other Income

Other Income Type	Justice Funds	Treasury Funds

Matching Grants

Matching Grant Name	Justice Funds	Treasury Funds

Transfers to Other Participating Law Enforcement Agencies

Receiving Agency Name	Justice Funds	Treasury Funds

Support of Community-Based Programs

Recipient	Justice Funds	

Non-Categorized Expenditures

Description	Justice Funds	Treasury Funds

Salaries

Salary Type	Justice Funds	Treasury Funds

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Asset Forfeiture and Money Laundering Section at 1400 New York Avenue, N.W., Washington, DC 20005.

Privacy Act Notice

The Department of Justice is collecting this information for the purpose of reviewing your equitable sharing expenditures. Providing this information is voluntary; however, the information is necessary for your agency to maintain Program compliance. Information collected is covered by Department of Justice System of Records Notice, 71 Fed. Reg. 29170 (May 19, 2006), JMD-022 Department of Justice Consolidated Asset Tracking System (CATS). This information may be disclosed to contractors when necessary to accomplish an agency function, to law enforcement when there is a violation or potential violation of law, or in accordance with other published routine uses. For a complete list of routine uses, see the System of Records Notice as amended by subsequent publications.

Single Audit Information**Independent Auditor****Name:****Company:** Perry and Associates**Phone:** 7403730056**Email:** perrymta@perrycpas.net

Were equitable sharing expenditures included on your jurisdiction's prior fiscal year's Schedule of Expenditures of Federal Awards (SEFA)?

YES NO

Prior year Single Audit Number Assigned by Harvester Database:

Affidavit

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations under the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. The undersigned officials certify that the information submitted on the Equitable Sharing Agreement and Certification form (ESAC) is an accurate accounting of funds received and spent by the Agency.

The undersigned certify that the Agency is in compliance with the applicable nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the Agency, and (3) the Agency's governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited funds, property, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submitting this form, the Agency agrees that it will be bound by the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. Submission of the ESAC is a prerequisite to receiving any funds or property through the Equitable Sharing Program.

1. Submission. The ESAC must be signed and electronically submitted within 60 days of the end of the Agency's fiscal year. Electronic submission constitutes submission to the Department of Justice and the Department of the Treasury.

2. Signatories. The ESAC must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, administrator, commissioner, and governor. The governing body head cannot be an official or employee of the Agency and must be from a separate entity.

3. Uses. Shared assets must be used for law enforcement purposes in accordance with the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations.

4. Transfers. Before the Agency transfers funds to other state or local law enforcement agencies, it must obtain written approval from the Department of Justice or Department of the Treasury. Transfers of tangible property are not permitted. Agencies that transfer or receive equitable sharing funds must perform sub-recipient monitoring in accordance with the Code of Federal Regulations.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury, funds from state and local forfeitures, joint law enforcement operations funds, and any other sources must not be commingled with federal equitable sharing funds.

The Agency certifies that equitable sharing funds are maintained by the entity that maintains the Agency's appropriated or general funds and agrees that the funds will be subject to the standard accounting requirements and practices employed by the Agency's jurisdiction in accordance with the requirements set forth in the *Guide*, any subsequent updates, and the Code of Federal Regulations, including the requirement to maintain relevant documents and records for five years.

The misuse or misapplication of equitably shared funds or assets or supplantation of existing resources with shared funds or assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending equitably shared funds. Failure to comply with any provision of the *Guide*, any subsequent updates, and the Code of Federal Regulations may subject the Agency to sanctions.

6. Single Audit Report and Other Reviews. Audits shall be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The Agency must report its equitable sharing expenditures on the Schedule of Expenditures of Federal Awards (SEFA) under Catalog of Federal Domestic Assistance number 16.922 for Department of Justice and 21.016 for Department of the Treasury. The Department of Justice and the Department of the Treasury reserve the right to conduct audits or reviews.

7. Freedom of Information Act (FOIA). Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury. Agencies must follow local release of information policies.

8. Waste, Fraud, or Abuse. An Agency or governing body is required to immediately notify the Money Laundering and Asset Recovery Section of the Department of Justice and the Executive Office for Asset Forfeiture of the Department of the Treasury of any allegations or theft, fraud, waste, or abuse involving federal equitable sharing funds.

Civil Rights Cases

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?

Yes No

Agency Head

Name: Hansen, Thomas H.

Title: Sheriff

Email: thansen@jeffersoncountywv.org

Signature: Submitted Electronically

Date: 07/22/2021

To the best of my knowledge and belief, the information provided on this ESAC is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her agreement to abide by the Guide, any subsequent updates, and the Code of Federal Regulations, including ensuring permissibility of expenditures and following all required procurement policies and procedures.

Governing Body Head

Name: Stolipher, Stephen

Title: President

Email: stolipherjcc@gmail.com

Signature: Submitted Electronically

Date: 07/22/2021

To the best of my knowledge and belief, the Agency's current fiscal year budget reported on this ESAC is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her agreement to abide by the policies and procedures set forth in the Guide, any subsequent updates, and the Code of Federal Regulations.

I certify that I have obtained approval from and I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**

Department or Organization: **County Clerk's Office**

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

Date Requested – 1st Choice: **August 5**

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

Date Requested – 2nd Choice:

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

Please provide the County Commission with a description of your request or presentation, including any background information:
A brief overview of the upcoming redistricting process and estimated timeframe

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 5-10 minutes

DATE REQUESTED: 1ST CHOICE August 5th, 2021

IF A SPECIFIC DATE IS NEEDED, PLEASE PROVIDE REASON FOR SPECIFIC DATE:

SUBJECT: **Fiduciary Commissioners**

PLEASE PROVIDE THE CO. COMM. WITH A DESCRIPTION OF YOUR REQUEST OR PRESENTATION, INCLUDING ANY BACKGROUND INFORMATION:

Accept the resignation of David A. DeJarnett, and approve appointment of Ralph Lorenzetti, Jr.

ARE DOCUMENTS ATTACHED: yes

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

Bowles Rice

Attorneys at Law

101 South Queen Street, Martinsburg, WV 25401
P.O. Drawer 1419, Martinsburg, WV 25402-1419
304.263.0836

David A. DeJarnett
ddejarnett@bowlesrice.com
T 304.264.4232
F 304.267.3822

600 Quarrier Street
Charleston, WV 25301

125 Granville Square, Suite 400
Morgantown, WV 26501

501 Avery Street
Parkersburg, WV 26101

Post Office Box 390
Wheeling, WV 26003

Southpointe Town Center
1800 Main Street, Suite 200
Canonsburg, PA 15317

480 West Jubal Early Drive, Suite 130
Winchester, VA 22601

bowlesrice.com

July 14, 2021

County Commission of Jefferson County
Attn: Stephanie Grove, County Administrator
124 E. Washington Street
Post Office Box 250
Charles Town, West Virginia 25414

Received

JUL 20 2021

Jefferson County Commission

Re: Resignation as Fiduciary Commissioner

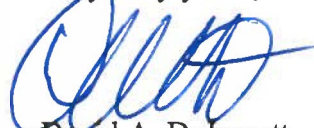
Dear Ms. Grove:

I hereby tender my resignation from my position as a Fiduciary Commissioner for Jefferson County, West Virginia, effective immediately. I have enjoyed my service and hope that I have served the County Commission and the people of Jefferson County well. After having been in this position for over eighteen years (since April 11, 2003), and in light of other demands on my time, I feel it is time for me to begin to move on.

To assist you in the transition to a new Fiduciary Commissioner, if you wish, I am willing to continue to supervise and tend to those matters to which I am currently assigned, until they come to a natural end. However, as of today, it is my desire that no more matters be assigned to me.

Please contact me if you have any questions or comments.

Very truly yours,



David A. DeJarnett

DAD/ldm

cc: Jacqueline C. Shadle, County Clerk
Lynn Fields, Deputy Probate Clerk (via email)

RALPH A. LORENZETTI, JR., Esq.

Attorney at Law

PO Box 728

Charles Town, WV 25414

304-725-6263

Lorenzet1@earthlink.net

March 2, 2021

Jefferson County Commission

Jefferson County Commission Building

Charles Town, WV 25414

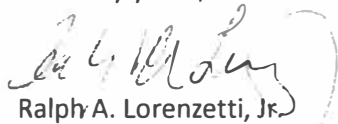
RE: Fiduciary Commissioner of Jefferson County

Dear Commissioners,

This is a request that I be considered for the position of Probate Fiduciary Commissioner as listed in the May 17, 2017 Spirit. My resume has been previously provided.

There is no desire on my part to replace any current Fiduciary Commissioner. However, it is my understanding that one of the Fiduciary Commissioner positions is vacant and has not been replaced. I served as a Jefferson County Fiduciary Commissioner prior to my election as Prosecuting Attorney, and now that I have completed my term as County Commissioner, I would ask to be reappointed to serve both the County Clerk Probate Office and the Circuit Clerk as needed. Thank you for your consideration.

Sincerely yours,



Ralph A. Lorenzetti, Jr.

Cc: Probate Clerk's Office

Circuit Clerk

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Dennis Jarvis, II**

Department or Organization: **Jefferson County Development Authority**

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

Date Requested – 1st Choice: **August 5, 2021**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **The JCDA requests permission to hire Program Manager Candidate**

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

Is this a funding request? **Y/N** **The action is budget neutral due to the current vacant position at the JCDA.**

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*):

Move to approve the hiring of Program Manager candidate at the salary amount presented with the effective start date.

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: **Dennis Jarvis, II**

Email address: djarvis@jcda.net

Phone Number: **Ext 3102 or 304-728-3255**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Dennis Jarvis, II**

Department or Organization: **Jefferson County Development Authority**

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

Date Requested – 1st Choice: **August 5, 2021**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **The JCDA requests permission to advertise for the position of Administrative Assistant.**

Please provide the County Commission with a description of your request or presentation, including any background information:
The JCDA is seeking the approval of the JCC to advertise the position of Administrative Assistant.

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*): **Move to authorize the request to advertise for the position of Administrative Assistant.**

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: **Dennis Jarvis, II**

Email address: djarvis@jcda.net

Phone Number: Ext 3102 or 304-728-3255

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: **August 5, 2021**

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

Date Requested – 2nd Choice:

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

- Review of FY2021 Budget to Actual as of 6/30/21
- Review and Approval of FY2022 State Budget Revision 1 for the General Fund
- Review and Approval of FY2022 State Budget Revision 1 for the Coal Severance Fund
- Review and Approval of the ARPA Employee and Component Unit Stipends (continued from 7/1/2021)
- Discussion on American Rescue Plan Act (ARPA) Submissions

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

- FY2021 Budget to Actual as of 6/30/21-Attached
- FY2022 State Budget Revision 1 for the General Fund-Attached
- FY2022 State Budget Revision 1 for the Coal Severance Fund
- ARPA Employee and Component Unit Stipends (continued from 7/1/2021)-Attached
- *Discussion on American Rescue Plan Act (ARPA) Submissions –*

Attached is the summary of Community Requests received as of 08-02-2021. That list totals over \$21M. To date, the County has received \$5.5M in ARPA revenue and is expected to receive an additional \$5.5M in December 2021. The county has spent \$1.5M for calendar year 2020 lost revenue. The remaining balance available is \$4.0M and the estimated balance in December 2021 will be \$9.5M. Due to the limited availability of ARPA funding, staff is looking for guidance regarding the requests that have been received. **More specifically, please provide staff with direction regarding which requests should be reviewed further for ARPA eligibility and potential consideration; and, if there are any requests that will not be considered for additional review by the Commission.**

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

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

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 accept FY22 State Budget Revision 1 for the General Fund
- Motion to accept FY22 State Budget Revision 1 for the Coal Severance Fund

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jefferson County Commission

FY2021 Cash Balances by Fund

As of 06/30/20

<u>Fund - Description</u>	<u>FY2021 Balance As of 06/30/2021</u>	<u>FY2020 Balance As of 06/30/2020</u>	<u>FY21-FY20 Variance Favorable/ (Unfavorable)</u>
Fund 001 -GENERAL FUND	7,098,601	6,944,531	154,070
Fund 002 -COAL SEVERANCE FUND	198,639	207,329	-8,690
Fund 003 -DOG KENNEL FUND	632	765	-133
Fund 004 -GENERAL SCHOOL FUND	0	0	0
Fund 005 -MAGISTRATE COURT FUND	0	3,030	-3,030
Fund 006 -WORTHLESS CHECK FUND	35,238	35,151	88
Fund 008 -HOME CONFINEMENT FUND	56,018	52,556	3,462
Fund 010 -STATE GRANTS FUND	-7,571	2,430	-10,000
Fund 023 -FLOOD HAZARD MITIGATION	34,959	34,959	0
Fund 039 -WASTE COAL REALLOCATION	8,606	8,563	43
Fund 053 -AMBULANCE SERVICE FEE	87,913	121,873	-33,960
Fund 056 -ASSESSOR VALUATION FUND	552,862	475,676	77,186
Fund 057 -JC FARMLAND PROTECTION FD	2	7	-5
Fund 058 -FINANCIAL STABILIZATION	0	200,000	-200,000
Fund 059 -CONCEALED WEAPONS	33,324	24,962	8,362
Fund 063 -VOTER REGIST LIST FUND	0	1	-1
Fund 073 -LAW ENFORCEMNT FORFEITURE F	19,028	19,005	24
Fund 074 -DRUG FORFEITURE - PAO	23,451	23,439	12
Fund 075 -SUBDIVISION FORFEITURE FUND	172	172	0
Fund 206 -COVID 19 FUNDS	54,319	100,000	-45,681
Fund 207 -AMERICAN RESCUE PLAN ACT-202	4,018,467	0	4,018,467
Fund 246 -CAPITAL OUTLAY FUND	12,049,707	4,191,153	7,858,554
Fund 249 -IMPACT FEES	8,476,911	5,375,591	3,101,320
Fund 315 -STATE POLICE FUND	60	60	0
Fund 369 -WV DEPUTY SHRF RETIREMENT	1	1	0
TOTAL CASH BALANCES - ALL FUNDS	32,737,971	17,820,285	14,917,686

Jefferson County Commission

FY2021 General Fund Revenues & Expenditures

As of 06/30/2021

Expenditures by Department

Description	FY2021 Budget	FY2021 YTD		Budget Variance Favorable/ (Unfavorable)	%	YTD Actual		% Var PY- CY
		Actual As of 06/30/21	Actual As of 06/30/20			FY2021-FY2020 Variance Favorable/ (Unfavorable)		
Beginning Fund Bal-Budget								
Total Beginning Fund Bal-Budget	(9,869,280)							
Revenues								
AD VALOREM TAXES	(14,944,397)	(14,693,151)	(251,246)	98.32%	(14,365,058)	328,092	2.28 %	
AMBULANCE FEES	(979,782)	(979,782)	-	100.00%	(916,183)	63,599	6.94 %	
BUILDING PERMIT FEES	(477,588)	(510,725)	33,137	106.94%	(412,819)	97,906	23.72 %	
CHARGES FOR SERVICES	(106,653)	(94,399)	(12,254)	88.51%	(18,505)	75,894	410.12 %	
CIRCUIT CLERKS EARNINGS	(60,000)	(45,425)	(14,575)	75.71%	(57,547)	(12,122)	-21.06 %	
CONTRIBUTIONS FR OTH ENTITIES	-	(2,772)	2,772	100.00%	(1,530)	1,242	81.18 %	
COUNTY CLERKS EARNINGS	(273,883)	(295,761)	21,878	107.99%	(242,582)	53,179	21.92 %	
EMERGENCY 911 FEES	(2,055,366)	(1,885,640)	(169,726)	91.74%	(2,046,615)	(160,975)	-7.87 %	
FEDERAL GRANTS	(3,029,417)	(3,144,702)	115,285	103.81%	(2,641,187)	503,515	19.06 %	
FEDERAL PMT IN LIEU OF TAXES	(20,000)	(22,560)	2,560	112.80%	(22,324)	236	1.06 %	
FILING FEES	(5,000)	(4,915)	(85)	98.30%	-	4,915	-100.00 %	
FRANCHISE AGREEMENTS	(566,000)	(413,194)	(152,806)	73.00%	(538,780)	(125,585)	-23.31 %	
GAS & OIL SEVERANCE TAX	(65,027)	(65,027)	-	100.00%	(100,552)	(35,526)	-35.33 %	
HORSE & DOG RACING TAX	(6,500)	(5,541)	(959)	85.25%	(6,510)	(969)	-14.88 %	
HOTEL OCCUPANCY TAX	(589,200)	(453,927)	(135,273)	77.04%	(638,709)	(184,782)	-28.93 %	
INTEREST EARNED	(56,024)	(59,783)	3,759	106.71%	(41,153)	18,630	45.27 %	
IRP FEES (INTERST REG PLAN)	(17,200)	(18,845)	1,645	109.56%	(14,694)	4,150	28.24 %	
MISCELLANEOUS REVENUE	(6,300)	(8,107)	1,807	128.67%	(5,140)	2,966	57.71 %	
MISECLLANEOUS REVENUE	(41,100)	(38,733)	(2,367)	94.24%	(53,803)	(15,070)	-28.01 %	
OTHER GRANTS	(98,288)	(75,372)	(22,916)	76.68%	(93,391)	(18,019)	-19.29 %	
PROPERTY TRANSFER TAX	(1,441,194)	(1,366,674)	(74,520)	94.83%	(1,121,056)	245,618	21.91 %	
PROSECUTING ATTY EARNINGS	(1,841)	(2,196)	355	119.27%	(2,099)	97	4.63 %	
REGIONAL JAIL REIMB	(51,600)	(51,559)	(41)	99.92%	(81,112)	(29,553)	-36.43 %	
REIMBURSEMENTS	(184,300)	(170,965)	(13,335)	92.76%	(193,321)	(22,356)	-11.56 %	
RENTS	(316,484)	(307,836)	(8,648)	97.27%	(307,700)	136	0.04 %	
SHERIFFS COMMISSION	(11,600)	(11,488)	(112)	99.03%	(9,160)	2,328	25.41 %	
SHERIFFS EARNINGS	(232,138)	(120,154)	(111,984)	51.76%	(202,011)	(81,857)	-40.52 %	
SHERIFFS SERVICE OF PROCESS	(18,900)	(11,412)	(7,488)	60.38%	(15,175)	(3,763)	-24.80 %	
TABLE GAMES	(479,400)	(446,991)	(32,409)	93.24%	(508,749)	(61,758)	-12.14 %	
TAX PENALTIES	(311,080)	(310,820)	(260)	99.92%	(290,822)	19,998	6.88 %	
VIDEO LOTTERY	(2,314,600)	(2,528,730)	214,130	109.25%	(2,428,346)	100,383	4.13 %	
WASTE COAL	(2,901)	(2,900)	(1)	99.98%	-	2,900	-100.00 %	
WINE & LIQUOR TAX	(308,460)	(327,762)	19,302	106.26%	(255,144)	72,618	28.46 %	
Total Revenues	(29,072,223)	(28,477,849)	(594,374)	97.96 %	(27,631,778)	846,071	3.06 %	
Expenditures								
401- COUNTY COMMISSION	1,934,894	1,802,421	132,473	93.15%	2,036,168	233,747	-11.48 %	
402- COUNTY CLERK	663,274	599,682	63,592	90.41%	740,849	141,168	-19.05 %	
403- CIRCUIT CLERK	508,743	511,668	(2,925)	100.57%	632,535	120,867	-19.11 %	
404- SHERIFF AND TREASURER	497,586	470,326	27,260	94.52%	512,826	42,500	-8.29 %	
405- PROSECUTING ATTORNEY	1,720,223	1,634,611	85,612	95.02%	1,839,523	204,912	-11.14 %	
406- ASSESSOR	450,290	439,469	10,821	97.60%	509,367	69,898	-13.72 %	
407- ASSESSORS VALUATION FUND	536,275	508,928	27,347	94.90%	519,867	10,939	-2.10 %	
408- STATEWIDE COMPUTER NET	71,871	26,970	44,901	37.53%	32,984	6,014	-18.23 %	
412- AGRICULTURAL AGENT	117,994	110,235	7,759	93.42%	126,621	16,386	-12.94 %	
413- ELECTIONS COUNTY CLERK	287,788	278,189	9,599	96.66%	321,820	43,631	-13.56 %	

Jefferson County Commission
 FY2021 General Fund Revenues & Expenditures
 As of 06/30/2021
 Expenditures by Department

Description	FY2021 Budget	FY2021 YTD	Budget	% Rec'd/ Exp'd	FY2020 YTD	YTD Actual	
		Actual As of 06/30/21	Variance Favorable/ (Unfavorable)		Actual As of 06/30/20	Variance Favorable/ (Unfavorable)	% Var PY- CY
415- MAGISTRATE COURT	3,200	2,644	556	82.61%	2,966	323	-10.88 %
423- INSURANCE PROGRAM	2,232,005	1,730,947	501,058	77.55%	-	(1,730,947)	-100.00 %
424- COURTHOUSE (MAINTENANCE)	1,067,784	1,013,068	54,716	94.88%	1,045,787	32,719	-3.13 %
425- OTHER BUILDINGS	740,810	643,486	97,324	86.86%	613,514	(29,972)	4.89 %
428- IT DATA PROCESSING	676,219	493,076	183,143	72.92%	526,872	33,795	-6.41 %
429- REGIONAL DEVELOPMENT AUTH	29,974	29,973	1	100.00%	19,794	(10,179)	51.42 %
431- DEVELOPMENT AUTHORITY	463,885	451,697	12,188	97.37%	528,383	76,686	-14.51 %
440- ENGINEERING	1,203,497	1,165,500	37,997	96.84%	1,472,612	307,111	-20.85 %
697- CONT/TRF OTHER STATUTORY ENT	45,000	27,905	17,095	62.01%	38,193	10,288	-26.94 %
700- SHERIFF LAW ENFORCEMENT	4,057,746	3,830,151	227,595	94.39%	4,209,711	379,559	-9.02 %
701- SHERIFF SVC OF PROCESS	18,900	18,900	-	100.00%	9,096	(9,804)	107.79 %
704- REGIONAL JAIL	1,050,000	674,246	375,755	64.21%	759,070	84,824	-11.17 %
711- HOMELAND SECURITY	240,403	176,598	63,805	73.46%	233,985	57,386	-24.53 %
712- COMMUNICATIONS CENTER	2,014,665	1,798,535	216,130	89.27%	1,908,901	110,366	-5.78 %
713- FIRE DEPARTMENTS	577,500	565,498	12,002	97.92%	577,500	12,002	-2.08 %
715- AMBULANCE AUTHORITY	3,708,393	3,699,014	9,379	99.75%	3,179,476	(519,538)	16.34 %
716- ANIMAL CONTROL	232,980	237,752	(4,772)	102.05%	238,373	621	-0.26 %
717- CENTRAL GARAGE	312,879	257,307	55,572	82.24%	256,392	(915)	0.36 %
800- LOCAL HEALTH DEPT	80,782	80,782	-	100.00%	80,380	(402)	0.50 %
900- PARKS AND RECREATION	853,776	984,338	(130,562)	115.29%	675,974	(308,364)	45.62 %
903- ARTS AND HUMANITIES	10,885	16,775	(5,890)	154.11%	12,010	(4,765)	39.67 %
909- HISTORICAL COMMISSION	16,116	24,840	(8,724)	154.13%	17,784	(7,056)	39.67 %
911- VISITORS BUREAU	376,198	523,482	(147,284)	139.15%	307,758	(215,724)	70.10 %
916- LIBRARIES	330,000	330,000	-	100.00%	330,000	-	0.00 %
953- PUBLIC TRANSPORTATION	30,000	30,000	-	100.00%	60,000	30,000	-50.00 %
Total Expenditures	27,162,535	25,189,012	1,973,523	92.73 %	24,377,088	(811,924)	3.33 %
Transfers To/(From) Other Funds							
698- TRANSFERS TO OTHER FUNDS	8,027,155	8,027,155	-	100.00%	600,000	(7,427,155)	1,237.86 %
GENERAL SCHOOL FUND REIMB	(264,000)	(182,733)	(81,267)	69.22%	(252,026)	(69,293)	-27.49 %
TRANSFERS FROM ASSR VAL FUND	(536,275)	(509,124)	(27,151)	94.94%	(522,609)	(13,484)	-2.58 %
TRANSFERS FROM OTHER FUNDS	-	(1,595,148)	1,595,148	100.00%	(136,381)	1,458,767	1,069.63 %
Total Transfers To/(Fr) Other Funds	7,226,880	5,740,150	1,486,730	79.43 %	(311,015)	(6,051,165)	1,945.62 %
Fund Balance-Budget							
Total Ending Fund Bal-Budget	4,552,088						
Fund Balance							
BEGINNING FUND BALANCE	(9,869,280)		(9,869,280)				
NET USE OF FUNDS-(SURPLUS)/DEFICIT	2,451,313		(3,565,705)				
Total Fund Balance	(7,417,967)		(13,434,985)				

Jefferson County Commission
 FY2021 General Fund Revenues & Expenditures
 As of 06/30/2021
 Expenditures by Object

Description	FY2021 Budget	FY2021 YTD		Budget Variance Favorable/ (Unfavorable)	%	YTD Actual	
		Actual As of 06/30/21				FY2020 YTD Actual As of 06/30/20	FY2021-FY2020 Variance Favorable/ (Unfavorable)
Beginning Fund Bal-Budget							
Total Beginning Fund Bal-Budget	(9,869,280)						
Revenues							
TAX REVENUE	(15,255,477)	(15,003,971)	(251,506)	98.35%	(14,655,881)	348,091	2.38 %
OTHER TAX REVENUE	(2,413,282)	(2,221,831)	(191,451)	92.07%	(2,121,971)	99,860	4.71 %
INTERGOVERNMENTAL	(3,147,705)	(3,242,634)	94,929	103.02%	(2,756,902)	485,732	17.62 %
GAMING REVENUE	(2,794,000)	(2,975,721)	181,721	106.50%	(2,937,096)	38,625	1.32 %
LICENSES AND PERMITS	(477,588)	(510,725)	33,137	106.94%	(412,819)	97,906	23.72 %
CHARGES FOR SERVICES	(4,632,547)	(4,178,785)	(453,762)	90.20%	(4,366,330)	(187,546)	-4.30 %
FINES AND FORFEITURE	(51,600)	(51,559)	(41)	99.92%	(81,112)	(29,553)	-36.43 %
MISCELLANEOUS REV	(237,000)	(223,958)	(13,042)	94.50%	(257,814)	(33,856)	-13.13 %
INTEREST REVENUE	(63,024)	(68,665)	5,641	108.95%	(41,853)	26,811	64.06 %
Total Revenues	(29,072,223)	(28,477,849)	(594,374)	97.96 %	(27,631,778)	846,071	3.06 %
Expenditures							
PERSONNEL SERVICES							
FICA	849,063	788,888	60,175	92.91%	783,719	(5,169)	0.66 %
HEALTH INSURANCE	2,297,549	2,031,017	266,532	88.40%	2,194,839	163,822	-7.46 %
RETIREMENT	1,079,166	1,056,376	22,790	97.89%	1,044,605	(11,771)	1.13 %
SALARIES	11,563,119	10,788,384	774,735	93.30%	10,711,712	(76,673)	0.72 %
PERSONNEL SERVICES	15,788,897	14,664,665	1,124,231	92.88%	14,734,874	70,209	-0.48 %
CONTRACTUAL SERVICES							
ADVERTISING/LEGAL PUBS	34,800	19,328	15,472	55.54%	25,093	5,764	-22.97 %
AUDIT COSTS	35,000	33,372	1,628	95.35%	27,000	(6,372)	23.60 %
BANK CHARGES	750	672	78	89.63%	380	(292)	76.86 %
BLDG/ EQPT RENTAL	23,096	21,453	1,643	92.89%	21,493	39	-0.18 %
CONTRACTED SERVICES	310,496	294,533	15,963	94.86%	184,887	(109,646)	59.30 %
COURT COSTS AND DAMAGES	6,000	10,016	(4,016)	166.93%	2,781	(7,235)	260.14 %
DUES AND SUBSCRIPTIONS	42,898	22,941	19,957	53.48%	33,611	10,670	-31.75 %
INSURANCE AND BONDS	486,400	468,196	18,204	96.26%	458,738	(9,458)	2.06 %
INSURANCE PREMIUM RETIREE	105,000	93,245	11,755	88.80%	103,266	10,021	-9.70 %
MAINT/REP AUTO	5,000	1,317	3,683	26.33%	2,695	1,378	-51.14 %
MAINT/REP BLDG & GROUNDS	32,500	16,744	15,756	51.52%	25,609	8,865	-34.62 %
MAINT/REP EQUIPMENT	267,206	268,568	(1,362)	100.51%	168,841	(99,727)	59.07 %
POSTAGE	122,400	142,948	(20,548)	116.79%	146,086	3,139	-2.15 %
PRINTING	23,550	15,207	8,343	64.57%	11,320	(3,887)	34.34 %
PROFESSIONAL SERVICES	375,738	312,110	63,628	83.07%	411,301	99,191	-24.12 %
REFUNDING ERRONEOUS PMTS	-	300	(300)	100.00%	-	(300)	-100.00 %
TELEPHONE	254,261	198,686	55,575	78.14%	235,701	37,015	-15.70 %
TRAINING AND EDUCATION	70,885	25,833	45,052	36.44%	34,215	8,381	-24.50 %
TRAVEL	73,434	8,998	64,436	12.25%	25,122	16,124	-64.18 %
UTILITIES	467,492	407,444	60,048	87.16%	376,498	(30,946)	8.22 %
CONTRACTUAL SERVICES	2,736,906	2,361,911	374,995	86.30%	2,294,637	(67,274)	2.93 %
COMMODITIES							
AUTO SUPPLIES	226,000	174,185	51,815	77.07%	170,440	(3,745)	2.20 %

Jefferson County Commission

FY2021 General Fund Revenues & Expenditures

As of 06/30/2021

Expenditures by Object

Description	FY2021 Budget	FY2021 YTD		Budget Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd	YTD Actual		
		Actual As of 06/30/21				FY2020 YTD Actual As of 06/30/20	FY2021-FY2020 Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd
C/F PRISONERS REG JAIL FEE	1,050,000	674,246		375,755	64.21%	759,070	84,824	-11.17 %
CHARGES BY OTHER GOV UNITS	71,871	26,970		44,901	37.53%	32,984	6,014	-18.23 %
COMPUTER HARDWARE	139,656	22,823		116,833	16.34%	70,787	47,965	-67.76 %
COMPUTER SOFTWARE	49,872	30,599		19,273	61.36%	27,937	(2,662)	9.53 %
ERROR-NO CATEGORY	-	131		(131)	100.00%	-	(131)	-100.00 %
INFORMATION TECH SUPPORT	56,250	43,716		12,534	77.72%	48,323	4,607	-9.53 %
LICENSE AND ANNUAL FEES	108,133	140,343		(32,210)	129.79%	97,834	(42,508)	43.45 %
MATERIALS AND SUPPLIES	502,397	451,594		50,803	89.89%	347,524	(104,070)	29.95 %
RECORD BOOKS	9,400	2,396		7,004	25.49%	5,001	2,605	-52.09 %
UNIFORMS	33,563	41,858		(8,295)	124.71%	26,966	(14,892)	55.23 %
COMMODITIES	2,247,142	1,608,860		638,282	71.60%	1,586,865	(21,995)	1.39 %
CAPITAL OUTLAY								
C/O - CONST IN PROGRESS	-	11,900		(11,900)	100.00%	836	(11,064)	1,323.44 %
C/O - EQUIPMENT	-	15,461		(15,461)	100.00%	59,520	44,059	-74.02 %
CAPITAL OUTLAY	-	27,361		(27,361)	100.00%	60,356	32,995	-54.67 %
CONTRIBUTIONS TO OTH								
CONTRIBUTION TO OTH AGENCY	271,689	266,689		5,000	98.16%	276,189	9,500	-3.44 %
CONTRIBUTION TO OTH GOV UNIT	6,117,901	6,373,792		(255,891)	104.18%	5,370,223	(1,003,569)	18.69 %
CONTRIBUTIONS TO OTH	6,389,590	6,640,481		(250,891)	103.93%	5,646,412	(994,069)	17.61 %
Total Expenditures	27,162,535	25,303,279		1,859,256	93.16 %	24,323,144	(980,135)	4.03 %
Transfers To/(Fr) Other Funds								
TRANSFERS IN	(800,275)	(2,287,005)		1,486,730	285.78%	(911,015)	1,375,990	151.04 %
TRANSFERS OUT	8,027,155	8,027,155		0	100.00%	600,000	(7,427,155)	1,237.86 %
Total Transfers To/(From) Other Funds	7,226,880	5,740,150		1,486,730	79.43 %	(311,015)	(6,051,165)	1,945.62 %
Fund Balance-Budget								
Total Ending Fund Bal-Budget	4,552,088							
Fund Balance								
BEGINNING FUND BALANCE	(9,869,280)		(9,869,280)					
NET USE OF FUNDS-(SURPLUS)/DEFICIT	2,451,313		-					
Total Fund Balance	(7,417,967)		(9,869,280)					

Jefferson County Commission
FY2021 General Fund Revenues & Expenditures
 As of 06/30/2021
 Expenditures by Funding Source

Description	FY2021 Budget	FY2021 YTD		Budget Variance Favorable/ (Unfavorable)	%	YTD Actual		% Var PY- CY
		Actual As of 06/30/21	Actual As of 06/30/20			FY2020 YTD Actual As of 06/30/20	FY2021-FY2020 Variance Favorable/ (Unfavorable)	
STATUTORY REVENUES & EXPENDITURES								
AD VALOREM TAXES	(14,944,397)	(14,693,151)	(251,246)	98.32%	(14,365,058)	328,092	2.28 %	
EMERGENCY 911 FEES	(2,055,366)	(1,885,640)	(169,726)	91.74%	(2,046,615)	(160,975)	-7.87 %	
Total Revenues	(16,999,763)	(16,578,791)	(420,972)	97.52%	(16,411,673)	167,118	1.02 %	
401- COUNTY COMMISSION	1,934,894	1,802,421	132,473	93.15%	2,036,168	233,747	-11.48 %	
402- COUNTY CLERK	663,274	599,682	63,592	90.41%	740,849	141,168	-19.05 %	
403- CIRCUIT CLERK	508,743	511,668	(2,925)	100.57%	632,535	120,867	-19.11 %	
404- SHERIFF AND TREASURER	497,586	470,326	27,260	94.52%	512,826	42,500	-8.29 %	
405- PROSECUTING ATTORNEY	1,720,223	1,634,611	85,612	95.02%	1,839,523	204,912	-11.14 %	
406- ASSESSOR	450,290	439,469	10,821	97.60%	509,367	69,898	-13.72 %	
408- STATEWIDE COMPUTER NET	71,871	26,970	44,901	37.53%	32,984	6,014	-18.23 %	
413- ELECTIONS COUNTY CLERK	287,788	278,189	9,599	96.66%	321,820	43,631	-13.56 %	
415- MAGISTRATE COURT	3,200	2,644	556	82.61%	2,966	323	-10.88 %	
423- INSURANCE PROGRAM	2,232,005	1,730,947	501,058	77.55%	-	(1,730,947)	-100.00 %	
424- COURTHOUSE (MAINTENANCE)	1,067,784	1,013,068	54,716	94.88%	1,045,787	32,719	-3.13 %	
429- REGIONAL DEVELOPMENT AUTH	29,974	29,973	1	100.00%	19,794	(10,179)	51.42 %	
700- SHERIFF LAW ENFORCEMENT	4,057,746	3,906,000	151,746	96.26%	4,194,184	288,184	-6.87 %	
704- REGIONAL JAIL	1,050,000	674,246	375,755	64.21%	759,070	84,824	-11.17 %	
711- HOMELAND SECURITY	240,403	176,598	63,805	73.46%	233,985	57,386	-24.53 %	
712- COMMUNICATIONS CENTER	2,014,665	1,811,291	203,374	89.91%	1,896,144	84,853	-4.48 %	
Total Expenditures	16,830,446	15,108,101	1,722,345	89.77%	14,778,002	(330,099)	2.23 %	
SUBTOTAL STATUTORY REVENUES & EXPENDITURES	(169,317)	(1,470,690)	1,301,373	868.60%	(1,633,671)	(162,981)	-9.98 %	
AMBULANCE FEE REVENUES & EXPENDITURES								
AMBULANCE FEES	(979,782)	(979,782)	-	100.00%	(916,183)	63,599	6.94 %	
Total Revenues	(979,782)	(979,782)	-	100.00%	(916,183)	63,599	6.94 %	
713- FIRE DEPARTMENTS	577,500	565,498	12,002	97.92%	577,500	12,002	-2.08 %	
715- AMBULANCE AUTHORITY	3,708,393	3,699,014	9,379	99.75%	3,179,476	(519,538)	16.34 %	
Total Expenditures	4,285,893	4,264,512	21,381	99.50%	3,756,976	(507,536)	13.51 %	
SUBTOTAL AMBULANCE FEE REVENUES & EXPENDITURES	3,306,111	3,284,730	21,381	99.35%	2,840,793	(443,937)	15.63 %	
HOTEL OCCUPANCY TAX REVENUES & EXPENDITURES								
HOTEL OCCUPANCY TAX	(589,200)	(453,927)	(135,273)	77.04%	(638,709)	(184,782)	-28.93 %	
Total Revenues	(589,200)	(453,927)	(135,273)	77.04%	(638,709)	(184,782)	-28.93 %	
900- PARKS AND RECREATION	853,776	984,338	(130,562)	115.29%	675,974	(308,364)	45.62 %	
903- ARTS AND HUMANITIES	10,885	16,775	(5,890)	154.11%	12,010	(4,765)	39.67 %	
909- HISTORICAL COMMISSION	16,116	24,840	(8,724)	154.13%	17,784	(7,056)	39.67 %	
911- VISITORS BUREAU	376,198	523,482	(147,284)	139.15%	307,758	(215,724)	70.10 %	
Total Expenditures	1,256,975	1,549,435	(292,460)	123.27%	1,013,527	(535,909)	52.88 %	
SUBTOTAL HOTEL OCCUPANCY TAX REVENUES & EXPENDITURES	667,775	1,095,509	(427,734)	164.05%	374,818	(720,691)	192.28 %	
PERMIT FEE REVENUES & EXPENDITURES								
BUILDING PERMIT FEES	(477,588)	(510,725)	33,137	106.94%	(412,819)	97,906	23.72 %	

Jefferson County Commission
 FY2021 General Fund Revenues & Expenditures
 As of 06/30/2021
 Expenditures by Funding Source

Description	FY2021 Budget	FY2021 YTD		Budget Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd	YTD Actual		% Var PY- CY
		Actual As of 06/30/21				FY2020 YTD Actual As of 06/30/20	FY2021-FY2020 Variance Favorable/ (Unfavorable)	
Total Revenues	(477,588)	(510,725)		33,137	106.94%	(412,819)	97,906	23.72 %
440- ENGINEERING	1,203,497	1,165,500		37,997	96.84%	1,472,612	307,111	-20.85 %
Total Expenditures	1,203,497	1,165,500		37,997	96.84%	1,472,612	307,111	-20.85 %
SUBTOTAL PERMIT FEE REVENUES & EXPENDITURES	725,909	654,775		71,134	90.20%	1,059,792	405,017	-38.22 %
SERVICE OF PROCESS REVENUES & EXPENDITURES								
SHERIFFS SERVICE OF PROCESS	(18,900)	(11,412)		(7,488)	60.38%	(15,175)	(3,763)	-24.80 %
Total Revenues	(18,900)	(11,412)		(7,488)	60.38%	(15,175)	(3,763)	-24.80 %
701- SHERIFF SVC OF PROCESS	18,900	18,900		-	100.00%	9,096	(9,804)	107.79 %
Total Expenditures	18,900	18,900		-	100.00%	9,096	(9,804)	107.79 %
SUBTOTAL SERVICE OF PROCESS REVENUES & EXPENDITURES	0	7,488		(7,488)	100.00%	(6,079)	(13,567)	-223.17 %
ASSESSOR VALUATION FUND REVENUES & EXPENDITURES								
407- ASSESSORS VALUATION FUND	536,275	508,928		27,347	94.90%	519,867	10,939	-2.10 %
Total Expenditures	536,275	508,928		27,347	94.90%	519,867	10,939	-2.10 %
TRANSFERS FROM ASSR VAL FUND	(536,275)	(509,124)		(27,151)	94.94%	(522,609)	(13,484)	-2.58 %
Total Transfers To/(Fr) Other Funds	(536,275)	(509,124)		(27,151)	94.94%	(522,609)	(13,484)	-2.58 %
SUBTOTAL ASSESSOR VALUATION FUND REVENUES & EXPENDITURES	0	(196)		196	100.00%	(2,742)	(2,546)	-92.85 %
NON-DEDICATED REVENUES & EXPENDITURES								
CHARGES FOR SERVICES	(106,653)	(94,399)		(12,254)	88.51%	(18,505)	75,894	410.12 %
CIRCUIT CLERKS EARNINGS	(60,000)	(45,425)		(14,575)	75.71%	(57,547)	(12,122)	-21.06 %
CONTRIBUTIONS FR OTH ENTITIES	-	(2,772)		2,772	100.00%	(1,530)	1,242	81.18 %
COUNTY CLERKS EARNINGS	(273,883)	(295,761)		21,878	107.99%	(242,582)	53,179	21.92 %
FEDERAL GRANTS	(3,029,417)	(3,144,702)		115,285	103.81%	(2,641,187)	503,515	19.06 %
FEDERAL PMT IN LIEU OF TAXES	(20,000)	(22,560)		2,560	112.80%	(22,324)	236	1.06 %
FILING FEES	(5,000)	(4,915)		(85)	98.30%	-	4,915	-100.00 %
FRANCHISE AGREEMENTS	(566,000)	(413,194)		(152,806)	73.00%	(538,780)	(125,585)	-23.31 %
GAS & OIL SEVERANCE TAX	(65,027)	(65,027)		-	100.00%	(100,552)	(35,526)	-35.33 %
HORSE & DOG RACING TAX	(6,500)	(5,541)		(959)	85.25%	(6,510)	(969)	-14.88 %
INTEREST EARNED	(56,024)	(59,783)		3,759	106.71%	(41,153)	18,630	45.27 %
IRP FEES (INTERST REG PLAN)	(17,200)	(18,845)		1,645	109.56%	(14,694)	4,150	28.24 %
MISCELLANEOUS REVENUE	(6,300)	(8,107)		1,807	128.67%	(5,140)	2,966	57.71 %
MISECLLANEOUS REVENUE	(41,100)	(38,733)		(2,367)	94.24%	(53,803)	(15,070)	-28.01 %
OTHER GRANTS	(98,288)	(75,372)		(22,916)	76.68%	(93,391)	(18,019)	-19.29 %
PROPERTY TRANSFER TAX	(1,441,194)	(1,366,674)		(74,520)	94.83%	(1,121,056)	245,618	21.91 %
PROSECUTING ATTY EARNINGS	(1,841)	(2,196)		355	119.27%	(2,099)	97	4.63 %
REGIONAL JAIL REIMB	(51,600)	(51,559)		(41)	99.92%	(81,112)	(29,553)	-36.43 %
REIMBURSEMENTS	(184,300)	(170,965)		(13,335)	92.76%	(193,321)	(22,356)	-11.56 %
RENTS	(316,484)	(307,836)		(8,648)	97.27%	(307,700)	136	0.04 %
SHERIFFS COMMISSION	(11,600)	(11,488)		(112)	99.03%	(9,160)	2,328	25.41 %
SHERIFFS EARNINGS	(232,138)	(120,154)		(111,984)	51.76%	(202,011)	(81,857)	-40.52 %
TABLE GAMES	(479,400)	(446,991)		(32,409)	93.24%	(508,749)	(61,758)	-12.14 %
TAX PENALTIES	(311,080)	(310,820)		(260)	99.92%	(290,822)	19,998	6.88 %
VIDEO LOTTERY	(2,314,600)	(2,528,730)		214,130	109.25%	(2,428,346)	100,383	4.13 %

Jefferson County Commission
FY2021 General Fund Revenues & Expenditures
As of 06/30/2021
Expenditures by Funding Source

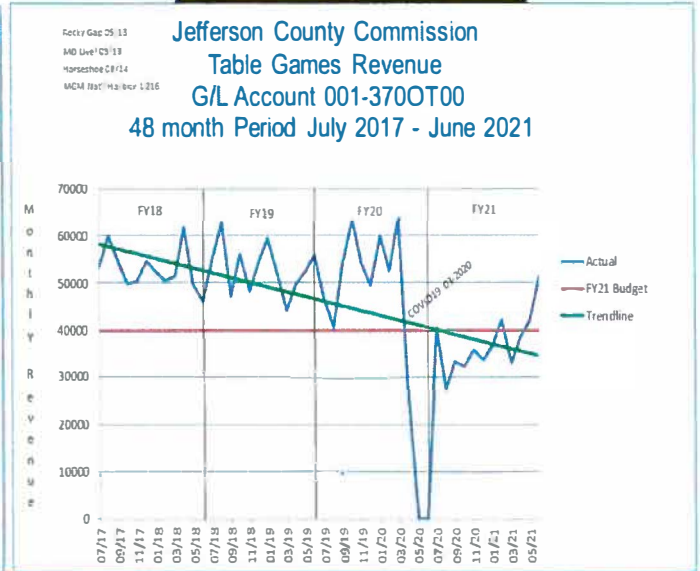
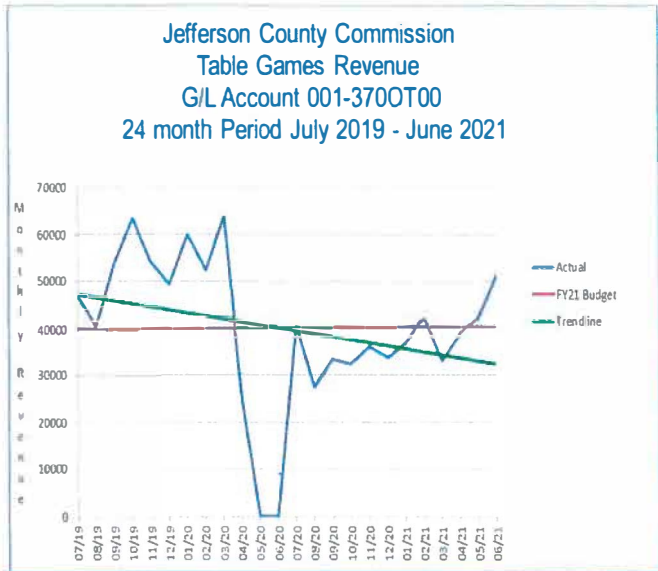
Description	FY2021 Budget	FY2021 YTD Actual As of 06/30/21	Budget Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd	FY2020 YTD Actual As of 06/30/20	YTD Actual FY2021-FY2020	
						Variance Favorable/ (Unfavorable)	% Var PY- CY
WASTE COAL	(2,901)	(2,900)	(1)	99.98%	-	2,900	-100.00 %
WINE & LIQUOR TAX	(308,460)	(327,762)	19,302	106.26%	(255,144)	72,618	28.46 %
Total Revenues	(10,006,990)	(9,943,212)	(63,778)	99.36%	(9,237,218)	705,994	7.64 %
412- AGRICULTURAL AGENT	117,994	110,235	7,759	93.42%	126,621	16,386	-12.94 %
425- OTHER BUILDINGS	740,810	650,501	90,309	87.81%	606,499	(44,002)	7.26 %
428- IT DATA PROCESSING	676,219	511,723	164,496	75.67%	508,225	(3,498)	0.69 %
431- DEVELOPMENT AUTHORITY	463,885	451,697	12,188	97.37%	528,383	76,686	-14.51 %
697- CONT/TRF OTHER STATUTORY EN	45,000	27,905	17,095	62.01%	38,193	10,288	-26.94 %
716- ANIMAL CONTROL	232,980	237,752	(4,772)	102.05%	238,373	621	-0.26 %
717- CENTRAL GARAGE	312,879	257,307	55,572	82.24%	256,392	(915)	0.36 %
800- LOCAL HEALTH DEPT	80,782	80,782	-	100.00%	80,380	(402)	0.50 %
916- LIBRARIES	330,000	330,000	-	100.00%	330,000	-	0.00 %
953- PUBLIC TRANSPORTATION	30,000	30,000	-	100.00%	60,000	30,000	-50.00 %
Total Expenditures	3,030,549	2,687,901	342,648	88.69%	2,773,065	85,164	-3.07 %
698- TRANSFERS TO OTHER FUNDS	8,027,155	8,027,155	-	100.00%	600,000	(7,427,155)	1,237.86 %
GENERAL SCHOOL FUND REIMB	(264,000)	(182,733)	(81,267)	69.22%	(252,026)	(69,293)	-27.49 %
TRANSFERS FROM OTHER FUNDS	-	(1,595,148)	1,595,148	100.00%	(136,381)	1,458,767	1,069.63 %
Total Transfers To/(Fr) Other Funds	7,763,155	6,249,274	1,513,881	80.50%	211,593	(6,037,681)	2,853.44 %
SUBTOTAL NON-DEDICATED REVENUES & EXPENDITURES	786,714	(1,006,036)	1,792,750	-127.88%	(6,252,560)	(5,246,524)	-83.91 %
Total Beginning Fund Bal-Budget	(9,869,280)						
Total Ending Fund Bal-Budget	4,552,088						
BEGINNING FUND BALANCE		(9,869,280)			(9,869,280)		
NET USE OF FUNDS-(SURPLUS)/ DEFIC		2,451,313			-		
Total Fund Balance		(7,417,967)			(9,869,280)		

	Act Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Decrease from FY12	
						%	Cumulative
FY12	1,596,516	1,596,516	920,000	35.2%	133,043		
FY13	1,556,473	1,556,473	1,800,000	-2.5%	129,706		(40,043)
FY14	1,032,251	1,032,251	1,163,539	-33.7%	86,021		(564,265)
FY15	891,153	891,153	943,444	-13.7%	74,263	-44.2%	(705,363)
FY16	853,009	853,009	790,000	-4.3%	71,084	-46.6%	(743,507)
FY17	736,572	736,572	740,000	-13.2%	61,381	-53.9%	(859,944)
FY18	634,044	634,044	617,700	-13.9%	52,837	-60.3%	(962,472)
FY19	635,683	635,683	544,200	0.3%	52,974	-60.2%	(960,833)
FY20	508,749	508,749	536,610	-15.6%	42,396	-68.1%	(1,087,767)
FY21	446,991	446,991	479,400	-12.1%	37,249	-72.0%	(1,149,525)
FY22	-	-	365,400	-18.3%	-	-	-
			Avg Dec FY16-20	-9.4%			(3,875,594)
			Act Dec FY12-20	-6.8%			

Table Games Revenue
FY21 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY21 Total Revenue	FY21 Budget	Projected Variance	Decrease Over PY
07/20	40,365						-13.6%
08/20	27,528						-32.1%
09/20	33,326						-38.4%
10/20	32,313						-48.9%
11/20	35,884						-33.6%
12/20	33,708						-31.8%
01/21	36,735						-38.7%
02/21	42,191						-19.5%
03/21	32,881						-48.4%
04/21	38,685						57.4%
05/21	41,980						100.0%
06/21	51,395						100.0%
Totals	446,991			446,991	479,400	(32,409)	

Orig Bud 564,400 (Dec 85k)

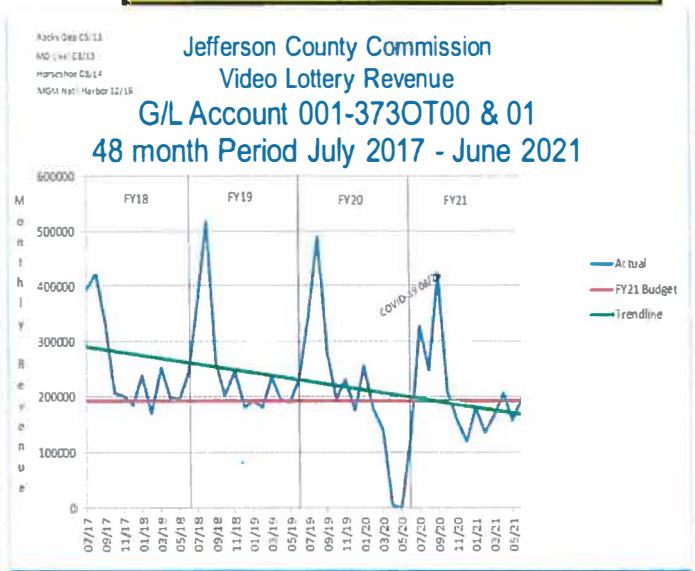
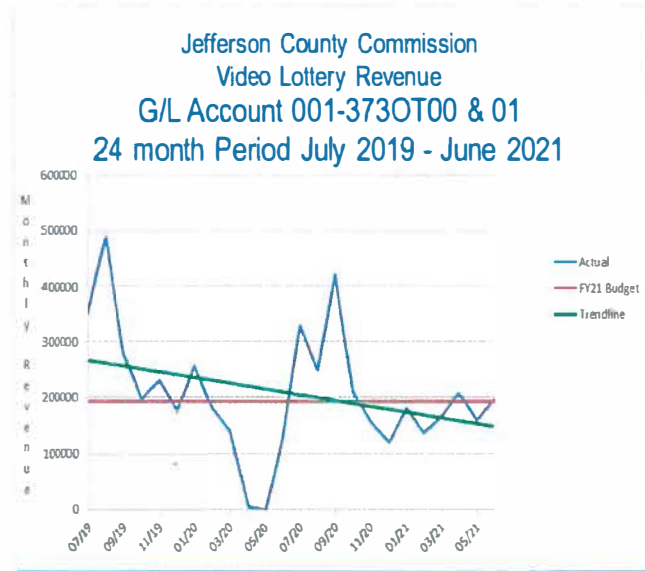


	Actual Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Change from FY12	
						%	Cumulative
FY12	4,269,886	4,269,886	4,700,000	3.6%	355,824		
FY13	3,632,491	3,632,491	4,100,000	-14.9%	302,708		(637,395)
FY14	3,365,543	3,365,543	3,303,301	-7.3%	280,462		(904,343)
FY15	3,237,305	3,237,305	3,224,793	-3.8%	269,775	-24.2%	(1,032,581)
FY16	3,263,264	3,263,264	3,114,553	0.8%	271,939	-23.6%	(1,006,622)
FY17	3,183,192	3,183,192	3,140,000	-2.5%	261,667	-25.5%	(1,086,694)
FY18	3,038,421	3,038,421	3,020,000	-4.5%	265,266	-28.8%	(1,231,465)
FY19	2,999,871	2,999,871	2,941,500	-1.3%	245,125	-29.7%	(1,328,386)
FY20	2,428,347	2,428,347	2,332,432	-22.2%	194,369	-43.1%	(1,937,454)
FY21	2,528,722	2,528,722	2,314,600	4.1%			(1,955,286)
FY22			2,114,800	-16.4%			(2,155,086)
			Avg Dec FY16-20	-5.9%			(5,899,100)
			Act Dec FY12-20	-5.8%			

Video Lottery Revenue
FY21 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY21 Total Revenue	FY21 Budget	Projected Variance	Decrease Over PY
07/20	327,878						-6.0%
08/20	248,279						-49.4%
09/20	420,555						50.6%
10/20	209,550						7.0%
11/20	157,061						-31.7%
12/20	120,208						-31.8%
01/21	180,492						-29.4%
02/21	135,659						-24.2%
03/21	167,150						19.3%
04/21	206,683						3917.9%
05/21	158,429						100.0%
06/21	196,778						53.9%
Totals	2,528,722			2,528,722	2,314,600	214,122	

Orig Bud 2,834,600 (Dec 520k)



Ora Ash, Director
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26302
 Phone: 627-2415 ext 5114
 Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

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

Jefferson County Commission

GOVERNMENT ENTITY

CONTROL NUMBER

2022

FY

001

FUND

1

REV. NO.

1 of 1

PG. OF NO.

Person To Contact Regarding

Budget Revision: **Michelle Gordon**

Phone: **304-724-8425**

Fax: **304-725-7916**

P.O. Box 250

STREET OR PO BOX

Charles Town

CITY

25414

ZIP CODE

COUNTY

Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	4,670,441	2,747,526		7,417,967
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

2,747,526

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
698	Transfers/Reim. (Audit Findings)	257,155	2,747,526		3,004,681
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

2,747,526

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 5th Day of August 2021, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2022 budget revision number #1 to the General County Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

_____, and duly seconded by _____
the vote was as follows:

Clare Ath	_____
Jane M. Tabb	_____
Caleb Hudson	_____
Stephen Stolipher	_____
Tricia Jackson	_____

Whereupon, Commissioner **Stolipher** declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and **Stephen Stolipher**, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Stephen Stolipher, President
Jefferson County Commission

07/29/2021 11:33
mgordon

Jefferson County, WV - Production
YEAR-TO-DATE BUDGET REPORT

P 1
glytdbud

FOR 2021 13

JOURNAL DETAIL 2020 1 TO 2020 13

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND	-30,672,215	-9,069,563	-39,741,778	-30,764,853.79	.00	-8,976,924.21	77.4%
001401 COUNTY COMMISSION	1,907,280	27,614	1,934,894	1,802,420.54	.00	132,473.46	93.2%
001402 COUNTY CLERK	663,274	0	663,274	599,681.63	.00	63,592.37	90.4%
001403 CIRCUIT CLERK	508,465	278	508,743	511,668.10	.00	-2,925.10	100.6%
001404 SHERIFF AND TREASURER	497,586	0	497,586	470,326.20	.00	27,259.80	94.5%
001405 PROSECUTING ATTORNEY	1,712,568	7,655	1,720,223	1,634,610.82	.00	85,612.18	95.0%
001406 ASSESSOR	449,332	958	450,290	439,468.51	.00	10,821.19	97.6%
001407 ASSESSORS VALUATION FUND	536,275	0	536,275	508,928.30	.00	27,346.70	94.9%
001408 STATEWIDE COMPUTER NET	54,871	17,000	71,871	26,969.91	.00	44,901.09	37.5%
001412 AGRICULTURAL AGENT	117,994	0	117,994	110,234.55	.00	7,759.45	93.4%
001413 ELECTIONS COUNTY CLERK	287,788	0	287,788	278,188.53	.00	9,599.47	96.7%
001415 MAGISTRATE COURT	3,000	200	3,200	2,643.58	.00	556.42	82.6%
001423 INSURANCE PROGRAM	2,383,624	-151,619	2,232,005	1,730,947.18	.00	501,057.82	77.6%
001424 COURTHOUSE (MAINTENANCE)	1,067,784	0	1,067,784	1,013,067.84	.00	54,716.16	94.9%
001425 OTHER BUILDINGS	726,300	14,510	740,810	643,485.53	23,550.00	73,774.47	90.0%
001428 IT DATA PROCESSING	547,471	128,748	676,219	493,076.40	79,583.06	103,559.54	84.7%
001429 REGIONAL DEVELOPMENT AUTH	29,974	0	29,974	29,973.26	.00	.74	100.0%
001431 DEVELOPMENT AUTHORITY	458,585	5,300	463,885	451,696.99	.00	12,188.01	97.4%
001440 ENGINEERING-PLANNING-ZONING	1,275,722	-72,225	1,203,497	1,165,500.36	.00	37,996.64	96.8%
001696 FINANCIAL STABILIZATION	200,000	1,284,867	1,484,867	.00	.00	1,484,867.00	.0%
001697 CONTR/TRF OTH STATUTORY ENTI	3,100	41,900	45,000	27,905.04	.00	17,094.96	62.0%
001698 TRANSFERS TO OTHER FUNDS	239,350	7,787,805	8,027,155	8,027,155.00	.00	.00	100.0%
001699 CONTINGENCIES	4,352,088	-1,284,867	3,067,221	.00	.00	3,067,221.00	.0%
001700 SHERIFF LAW ENFORCEMENT	3,888,334	169,412	4,057,746	3,830,151.13	6,572.00	221,022.87	94.6%
001701 SHERIFF SVC OF PROCESS	18,900	0	18,900	18,900.00	.00	.00	100.0%
001704 REGIONAL JAIL	1,050,000	0	1,050,000	674,245.50	.00	375,754.50	64.2%
001711 HOMELAND SECURITY	240,403	0	240,403	176,598.38	.00	63,804.62	73.5%
001712 COMMUNICATIONS CENTER	1,997,282	17,383	2,014,665	1,798,534.82	.00	216,130.18	89.3%
001713 FIRE DEPARTMENTS	577,500	0	577,500	565,498.42	.00	12,001.58	97.9%
001715 AMBULANCE AUTHORITY	2,622,847	1,085,546	3,708,393	3,699,013.67	.00	9,379.33	99.7%
001716 ANIMAL CONTROL	232,980	0	232,980	237,751.74	.00	-4,771.74	102.0%
001717 CENTRAL GARAGE	312,879	0	312,879	257,307.47	.00	55,571.53	82.2%
001800 LOCAL HEALTH DEPT	80,782	0	80,782	80,782.00	.00	.00	100.0%
001900 PARKS AND RECREATION	803,892	49,884	853,776	984,337.63	.00	-130,561.63	115.3%
001903 ARTS AND HUMANITIES	16,884	-5,999	10,885	16,775.37	.00	-5,890.37	154.1%
001909 HISTORICAL COMMISSION	25,001	-8,885	16,116	24,840.12	.00	-8,724.12	154.1%
001911 VISITORS BUREAU	422,100	-45,902	376,198	523,482.35	.00	-147,284.35	139.2%
001916 LIBRARIES	330,000	0	330,000	330,000.00	.00	.00	100.0%
001953 PUBLIC TRANSPORTATION	30,000	0	30,000	30,000.00	.00	.00	100.0%
TOTAL GENERAL FUND	0	0	0	2,451,313.08	109,705.06	-2,561,018.44	%
TOTAL REVENUES	-30,672,215	-9,069,563	-39,741,778	-30,764,853.79	.00	-8,976,924.21	
TOTAL EXPENSES	30,672,215	9,069,563	39,741,778	33,216,166.87	109,705.06	6,415,905.77	

PRIOR FUND BALANCE 9,869,279.76
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES -2,451,313.08
REVISED FUND BALANCE 7,417,966.68

FY21 Ending Fund Balance 7,417,967
FY22 Orig Budget Beg FB -4,670,441
FY22 FB Bud Revision 2,747,526

Ora Ash, Director
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26302
 Phone: 627-2415 ext. 5114
 Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER

2022

FY

002

FUND

1

REV. NO.

1 of 1

PG. OF NO.

Jefferson County Commission

GOVERNMENT ENTITY

Person To Contact Regarding

Budget Revision: **Michelle Gordon**

Phone: **304-724-8425**

Fax: **304-725-7916**

P.O. Box 250

STREET OR PO BOX

Charles Town

CITY

25414

ZIP CODE

COUNTY

Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	186,002	9,237		195,239
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

9,237

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	207,595	9,237		216,832
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

9,237

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 5th day of August, 2021, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2022 budget revision number #1 to the Coal Severance Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

_____, and duly seconded by _____
the vote was as follows:

Clare Ath	_____
Jane M. Tabb	_____
Caleb Hudson	_____
Stephen Stolipher	_____
Tricia Jackson	_____

Whereupon, Commissioner **Stolipher** declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and **Stephen Stolipher**, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Stephen Stolipher, President
Jefferson County Commission

Jefferson County Commission
State Budget Revision Entry

Budget Revision #1 of Coal Severance Fund FY22

Description	GL acct	Increase	Decrease	
Assigned Fund Balance	002.298002	(9,237)		Adj year end fund balance
Co Comm Prof Services	002401.422300	9,237		Adj year end fund balance

Totals - -

07/28/2021 09:08
mgordon

Jefferson County, WV - Production
YEAR-TO-DATE BUDGET REPORT

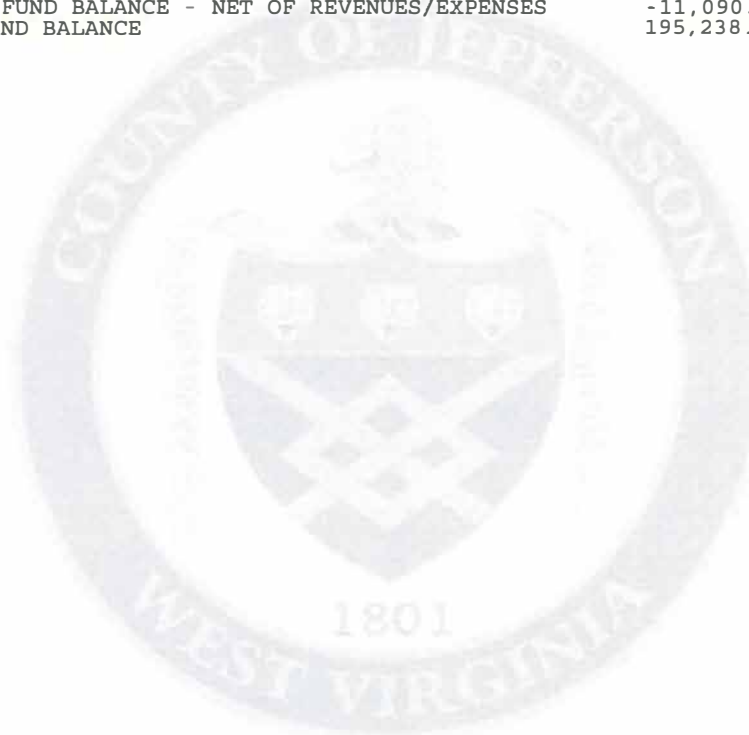
P 1
glytdbud

FOR 2021 13

JOURNAL DETAIL 2020 1 TO 2020 13

ACCOUNTS FOR: 002 COAL SEVERANCE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
002 COAL SEVERANCE FUND	-208,645	-103,659	-312,304	-72,317.36	.00	-239,986.64	23.2%
002401 COUNTY COMMISSION	151,348	72,451	223,799	.00	35,000.00	188,799.00	15.6%
002403 CIRCUIT CLERK	0	1,200	1,200	314.00	.00	886.00	26.2%
002440 ENGINEERING	0	30,008	30,008	19,796.60	12,616.40	-2,405.00	108.0%
002801 MENTAL HEALTH	15,000	0	15,000	21,000.00	.00	-6,000.00	140.0%
002908 COMMUNITY CENTER	12,000	0	12,000	12,000.00	.00	.00	100.0%
002952 SENIOR CITIZENS	15,963	0	15,963	15,963.00	.00	.00	100.0%
002953 PUBLIC TRANSPORTATION	14,334	0	14,334	14,334.00	.00	.00	100.0%
TOTAL COAL SEVERANCE FUND	0	0	0	11,090.24	47,616.40	-58,706.64	100.0%
TOTAL REVENUES	-208,645	-103,659	-312,304	-72,317.36	.00	-239,986.64	
TOTAL EXPENSES	208,645	103,659	312,304	83,407.60	47,616.40	181,280.00	
PRIOR FUND BALANCE				206,328.97			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-11,090.24			
REVISED FUND BALANCE				195,238.73			

FY21 Ending Fund Balance 195,239
 FY22 Original Fund Balance 186,002
 FY22 Budget Revision 9,237





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

PRESIDENT
Stephen Stolipher

VICE PRESIDENT
Tricia Jackson

COMMISSIONER
Caleb Wayne Hudson

COMMISSIONER
Jane Tabb

COMMISSIONER
Clare Ath

To: Honorable Commissioners
From: Michelle Gordon, Finance Director
Stephanie Grove, County Administrator
Date: June 26, 2021
Re: COVID19 Premium Pay for Calendar Year 2020

The American Rescue Plan Act permits counties to offer additional compensation, up to \$13 per hour in additional wages, to county employees who have faced and continue to face the greatest health risks due to their service. Funds can be used retroactively back to January 27, 2020.

During the June 23, 2021 Special Session, staff requested that the Commission consider a gross payment of \$3,000 to full-time regular employees as a retroactive premium pay for time worked during the pandemic. County employees in all departments have continued to work during the pandemic to ensure that county services continued and support was provided to the local community. All county employees were deemed to be essential staffing to ensure continuity of operations. Due to revenue loss that resulted from the pandemic, the county has not been able to recognize the extraordinary work that county employees and county component unit employees performed and the potential health risks that they were exposed to.

Examples of employee life saving measures and health risk exposure include:

- Elections staff were exposed to tens of thousands of residents while performing 2 elections related to a presidential election year, the primary and the regular election.
- Deputies in the sheriff's office, employees at the health department and medical technicians at JCESA were our frontline public safety employees and were exposed to thousands of in person contacts while performing their duties.
- Maintenance staff were exposed to health risks while cleaning and sanitizing work areas before and after confirmed COVID19 cases. Those employees also cleaned and sanitized public common areas where thousands of people frequented.
- Staff in the assessor's office, permit inspections, animal control and parks and recreation were exposed to thousands of residents and commercial businesses while performing onsite property assessments and inspections, youth and resident recreation programs and the influx of visitors at local parks.
- Customer service in our tax office, county and circuit clerk's office, permitting office, prosecutor's office, county commission office and many other departments continued in person contact and collections. Those employees were exposed to thousands of persons during the course of completing their work.
- Other departments such as our 911 communications center, health department, commission office, and our emergency operations center provided essential, life saving services to the community to ensure that all employees, property owners and visitors to Jefferson County were informed and protected.

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Shusher McDonald

One-time Payment & Estimated Cost

The one-time, premium pay, retro-active payment would be provided to employees who meet all of the following conditions:

1. Coverage period of January 27, 2020 through December 31, 2020. January 27, 2020 is the date recognized by the US Treasury as the start of the pandemic payroll event.
2. Must be a full-time employee.
3. Must have been physically at work a minimum of thirty (30) business days during this covered period.
4. Must be an active employee and currently employed as of Wednesday, June 23, 2021.
5. Excludes any full-time employees that left employment during this time period (January 27, 2020 through June 23, 2021) except retirees eligible for rehire.
6. Excludes full-time employees that have tendered a resignation prior to June 23, 2021.

During the coverage period, some employees worked remotely for short periods. Based on the above criteria, total cost is estimated as follows:

Description	Count	Stipend	FICA/Medicare	Retirement	Total	ARPA Request
Deputies	32	96,000	7,344	12,480	115,824	235,000
Regular Employees	125	375,000	28,688	37,500	441,188	589,405
Retirees	3	9,000	689	1,170	10,859	35,595
Sub-total County	160	480,000	36,720	51,150	567,870	860,000
<i>Component Units</i>						180,000
JCESA						
EMS's	33	99,000	7,574	10,395	116,969	
Admin	1	3,000	230	300	3,530	
Retiree EMS	1	3,000	230	315	3,545	
Sub-total JCESA	35	105,000	8,033	11,010	124,043	
JCPR	5	15,000	1,148	1,500	17,648	
JCHD	9	27,000	2,066	2,700	31,766	
Grand Total	209	627,000	47,966	66,360	741,326	1,040,000
<i>Amount over/(under) ARPA requested amount</i>						<i>(298,675)</i>

Funding Source

Staff proposes to utilize American Rescue Plan Act (ARPA) funds for this retro-active, premium pay. These federal grant funds include strict criteria on premium pay to employees making this one-time payment an eligible cost. By enforcing the criteria previously outlined, the county will maintain compliance with the guidelines established by the US Treasury. Staff recommends reimbursement from ARPA funds.

ARP Guidance Summary from the State Auditor's Office Page 1

Essential Workers, Eligible Workers, and Eligible Employers

Essential worker- workers who performed work regular in-person interactions with patients, the public, or coworkers of the individual that is performing the work; or regular physical handling of items that were handled by, or are to be handled by patients, the public, or coworkers of the individual that is performing the work.

Eligible worker- workers needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors; as each Governor of a State or territory may designate as critical to protect the health and well-being of the residents of their State, territory, or Tribal government.

Eligible Employer- an employer of an eligible worker who performs essential work.

ARP, Coronavirus, State and Local Fiscal Recovery Funds Treasury Guidance FAQ sheet as of May 10, 2021, Page 10

Eligible Uses – Premium Pay

28. What criteria should recipients use in identifying essential workers to receive premium pay?

Essential workers are those in critical infrastructure sectors who regularly perform in-person work, interact with others at work, or physically handle items handled by others.

Critical infrastructure sectors include healthcare, education and childcare, transportation, sanitation, grocery and food production, and public health and safety, among others, as provided in the Interim Final Rule. Governments receiving Fiscal Recovery Funds have the discretion to add additional sectors to this list, so long as the sectors are considered critical to protect the health and well-being of residents.

Jefferson County Commission
08/2/2021 ARPA Special Session
Community Requests

Priority	Name	Description	Amount	Reductions	Subtotal	Status
	Michelle Gordon, Finance Director on behalf of County Departments	COLA Increase 0.7% -from General Revenue	\$ 75,000	\$ (75,000)		Denied
1		Merit Increase - from General Revenue	195,000	(195,000)		Denied
1		Revenue Loss Estimate 2021-2024 (Estimate \$2.0-\$2.5M)	2,200,000			
1		2021-2024 COVID Expenditures Estimate (2020 total COVID expense was \$5.7M)	2,000,000			
1		Premium Pay-Retro active stipend \$3k per eligible employee-County Staff	625,000			Tabled
1		Premium Pay-Retro active stipend \$3k per eligible employee-Component Units	180,000			Tabled
1		Restoration of 5 positions eliminated due to revenue loss (3 deputies, 1 CAD Admin, 1 Co Comm Admin)	380,000		\$ 5,385,000	
1	Jeff Polczynski, 911 Communication Center	Next generation 911 ESINET	750,000		750,000	
1	Roger Goodwin, County Engineering	Demo of Smoot building for stormwater management of county parking lot run off	100,000			
1		Digital screen for public use permit process	15,000		115,000	
1	Russ Burgess, County Information Tech	Commission meeting room, public meeting technology improvements	50,000			
1		Email system upgrade	75,000		125,000	
1	Debbie Lowe for Sheriff Hansen	Premium Pay for Deputies \$7500/Deputy	235,000			Tabled
6		New Vehicles-Not eligible for ARPA, Would need to use C/O Fund	165,000			
1		Renovate Animal Control building	50,000		450,000	
2	Jefferson County Health Department	Revenue replacement for unbilled vaccine administrative costs	255,000			
1		HVAC for building	100,000			
2		Community Outreach Position	95,000		450,000	
5	Jefferson County Parks & Recreation	Public Sewer tie in	1,000,000			
2		James Hite Park infrastructure plan	100,000			
2		Program revenue replacement	517,077	(517,077)		To be withdrawn
2		COVID Expenditures	88,552		1,188,552	
3	Charles Town	Homeless Support	150,000		150,000	
4	Jefferson Medical Center	Forensic camera	21,000			
4		Sexual assault nurse training	9,000		30,000	
4	African American Community Association of Jefferson County	Revenue Loss due to COVID	20,000		20,000	
4	Charles Town Race Track Chaplaincy	Economic support and revenue lost	10,000		10,000	
4	Safe Haven Child Advocacy Center	VOCA Grant Funding loss	10,000		10,000	
5	Commissioner Tabb	Broadband Infrastructure (Tabb & Jackson)	912,805			
4		Day Report Center	30,500		943,305	
4	JCCOA	FT and PT employee stipend	86,000			
4		Walk-in cooler replacement	18,000		104,000	
4	WV Thoroughbred Breeders Assoc Inc	Breeding Promotion	60,000		60,000	
4	Charles Town Horsemen's Benevolent Protective Association	Study on the economic impact of thoroughbred industry on the local economy	65,000			
4		Equine internship / over 3 years	150,000		215,000	
5	Harpers Ferry	Pedestrian sidewalks, curbing and stormwater run off	1,300,000			
5		Water distribution improvements and repairs	2,125,000			
6		High Street Improvements	1,275,000			
5		Broadband IT Security and digital record keeping	60,000			
5		Armory Canal Trail west	116,300			
6		Harpers Ferry entry Arch & visitor signage	85,000		4,961,300	
5	Harpers Ferry-Bolivar PSD	Sewer Pipe line rehab projects				
5	Charles Town Utility Board	Rate Equalization	5,563,820		5,563,820	
5	Jefferson County Water Advisory Comm	3 year study	397,000			
5		Water test study	25,000			
5		Sinkhole study	30,000		452,000	
Totals			\$ 21,770,054	\$ (787,077)	\$ 20,982,977	

Jefferson County Commission
 08/2/2021 ARPA Special Session
 Community Requests

Priority	Name	Description	Amount	Relations	Subtotal	Status
	Total ARPA Funding Received				5,549,970.50	
	Less ARPA Expenditures				<u>1,534,634.42</u>	
	Balance ARPA Funding				4,015,336.08	
	Anticipated ARPA Funding				<u>5,549,970.50</u>	
	Anticipated ARPA Balance				<u><u>9,565,306.58</u></u>	

Priority

- 1 County Department Request
- 2 County Component Unit Request
- 3 Local government request
- 4 Outside Agency/Organization Request
- 5 Utility Request
- 6 Potentially ineligible

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Engineering Department**

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

Date Requested – 1st Choice: **August 5, 2021**

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Chapel View Subdivision, Phase 2 (JCPC File No. 03-11) – Request for payment of invoices for site work from escrowed bond funds.**

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

The developer of the Chapel View Subdivision, Orchard Knolls, LLC, defaulted on their bonding agreement and failed to complete all the site improvements. As a result, the county commission called-in the bond on August 12, 2010. The bond amount of \$226,263.78 was placed in a bank escrow account (no. xxxx1527) at the Bank of Charles Town for use toward completion of the site improvements.

In February, 2019, the county commission and the Chapel View Subdivision HOA agreed that the HOA could move ahead with managing the completion of the site improvements in order to speed up the process. They have since hired CTL Engineering, Inc., from Morgantown, WV, to help them bid the work and oversee the completion of the work. CTL Engineering, Inc., completed a scope of work, estimated quantities and provided a cost estimate. CTL Engineering, Inc. also obtained bids for the work and provided construction inspection services.

Jefferson Asphalt Company was hired to repair and repave a cul-de-sac, place the finishing asphalt surface course on the streets, place stone shoulders, and grade a drainage swale around an a power company transformer. CTL Engineering, Inc. issued a letter, dated June 8, 2021, confirming that the work is complete; and the Chapel View Homeowners Association, Inc. issued a letter, dated July 8, 2021, accepting the work.

Under the agreement between the Chapel View Subdivision HOA and the Jefferson County Commission, the County Commission holds the bond funds in a bank escrow account at the Bank of Charles Town. The County Commission issues payment for the work from the available funds upon receipt of approved invoices. The Engineering office provided general oversight to ensure that the funds are expended only for sitework related expenses.

CTL Engineering of West Virginia, Inc.
1091 Chaplin Road, Morgantown, West Virginia 26501
Phone: (304) 292-1135 * Fax: (304) 296-9302
e-mail: ctlwv@ctleng.com

AN EMPLOYEE OWNED COMPANY



Consulting Engineers • Testing • Inspection Services • Analytical Laboratories

Established 1927

June 8, 2021

Property Management People, Inc.
340 Edmond Road, Suite E
Kearneysville, WV 25430

Attn: Mr. Richard Sussman

Re: Chapel View Road Rehabilitation
Middleway District
Jefferson County, WV 24530
CTL Project No.: 18100057MOR

Dear Mr. Sussman,

CTL Engineering of WV, Inc. (CTL) has prepared this report at your request. Chapel View Home Owners Association requested construction work to repair their roads and to adjust a swale to direct water away from a power box. The final list of work to be done was proposed by Jefferson Asphalt Products Co., Inc. and was submitted to you December 15, 2020 and approved. At your request, CTL inspected the work as it was being performed, then returned to the site on June 2, 2021 to confirm that the work was complete.

As of June 2, 2021, CTL acknowledges that the work proposed by Jefferson has been completed, except that the proposed two feet of shoulder stone has not been placed.

CTL has prepared this report for your use in accordance with generally accepted engineering practices. Analysis, conclusions and other work products of CTL are instruments of service for this project only. This report has been prepared exclusively for the client only and shall not be extended to a third party without the expressed written consent from CTL Engineering of WV., Inc.

Should conditions change or additional information becomes available, which differ from that used in this report, the Engineer should be notified in order to make any modifications to our report to account for those changed conditions.

Should you have any questions or need additional information, please do not hesitate to contact our office.

Respectfully Submitted,
CTL Engineering of WV, Inc.

A handwritten signature in blue ink that reads 'Reuben Haight'. The signature is written in a cursive style and includes a date '6/8/21' at the bottom right.

Reuben Haight, P.E. 23617
Project Engineer

Chapel View Homeowners Association, Inc.

Property Management People
340 Edmond Road, Suite E, Kearneysville, WV 25430
Phone: 681-252-0217 * Fax: 304-725-5986

July 8, 2021

To whom it may concern:

This letter is to confirm that the Board of Directors of the Chapel View Homeowners Association, hereby accepts the roads as they have been resurfaced by Jefferson Asphalt. The Association hereby fully accepts any and all future repairs, maintenance, and replacements regarding the same.

Please let us know if you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Richard Sussmann', with a long horizontal flourish extending to the right.

Richard Sussmann, CMCA, AMS, PCAM
Community Manager
richard.sussmann@pmpbiz.com

For the Board of Directors
Chapel View Homeowners Association, Inc.



BCT
BANK OF CHARLES TOWN

Phone: (304) 725-8431
Web: www.mybct.com

Date 6/30/21 Page 1
Primary Account ~~3304~~1527
Images

SHERIFF OF JEFFERSON COUNTY
JEFFERSON COUNTY COMMISSION
CHAPEL VIEW SUBDIVISION SECTION 2 03-11

*** DO NOT MAIL ***

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and make easy, touch-free purchases from your iPhone or iPad
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stores, websites, and apps. Get started today!

---- CHECKING ACCOUNTS ----

PUBLIC FUNDS-INTEREST		Number of Images	0
Account Number	33041527	Statement Dates	6/01/21 thru 6/30/21
Previous Balance	197,737.55	Days This Statement Period	30
Deposits	.00	Average Ledger	197,737
Checks/Charges	.00	Average Collected	197,737
Service Charge	.00	Interest Earned	16.26
Interest Paid	16.26	Annual Percentage Yield Earned	0.10%
Current Balance	197,753.81	2021 Interest Paid	98.04

Deposits and Additions		
Date	Description	Amount
6/30	INTEREST PAID 30 DAYS	16.26

Daily Balance Information			
Date	Balance	Date	Balance
6/01	197,737.55	6/30	197,753.81

*** END OF STATEMENT ***

To report Lost or Stolen ATM/Debit Cards call us Monday through Friday
8:30AM to 5:00PM at 304-725-8431, all other times call 1-866-546-8273.

Jefferson Asphalt Prod Co.Inc.
175 John J Thomas Way
Charles Town WV 25414-
Phone:(304) 725-2539 Fax:(304) 728-8548

WV 25414

INVOICE

INVOICE NUMBER: 19658
INVOICE DATE: 4/7/2021
PAGE: Page 1 of 1

SOLD TO:
Property Managment People
340 Edmond Road
Suite E
Kearneysville WV 25430

PROJECT:
Chapel View
340 Edmond Road
Kearneysville WV

CUSTOMER ID: OPMANAGE
SHIP DATE:

CUSTOMER PO:

TERMS: NET DUE IN 30 DAYS
DUE DATE: 5/7/2021

<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
	Rustling Leaf (2,114 sy)		
	Glory Ridge (864 sy)		
	Amber Ridge (1,205 sy)		
	Inspiration (2,245 sy)		
	Summer Grove (5,072 sy)		
	Price includes all milling, sweeping, tack coat (furnish and apply), asphalt laydown (furnish and apply), compacting, stone		
1.0000	TOTAL PRICE	184,881.00	184,881.00

SUBTOTAL: \$ 184,881.00
TAX: \$ 0.00
BALANCE: \$ 184,881.00

THANK YOU FOR YOUR BUSINESS

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

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

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1st Choice: **August 5, 2021**

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Presentation of Proposed “Cell Tower Facilities – Maintenance and Removal Bond & Surety Policy”.**

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

In accordance with Article 4B, Section 4B.8 and 4B.9 of the Zoning Ordinance, the Property Owner/Developer of a Cell Tower facility shall provide a Maintenance & Removal bond as a guarantee that the cell tower shall be maintained in both exterior appearance and structural soundness; and upon ceasing operation, the tower and all its appurtenances, shall be fully removed from the site and the site restored to its original condition.

The Property Owner/Developer shall insure that all parts of the cell tower facility shall be removed from the premises and the land shall be restored to a condition reasonably similar to its original condition prior to the installation of the cell tower facility. The pre-development condition shall be documented as part of the Site Plan submission. Removal shall consist of the removal of the tower, all other structures, utilities, driveways, paved/gravel areas, fencing and any other items not present in the pre-development condition. The site shall be graded to as close to the pre-developed condition as possible, and fully stabilized with a minimum of 70% grass growth.

The intent of the Maintenance & Removal bond is to ensure that the Property Owner/Developer do not abandon the cell tower and appurtenances in place if and when the cell tower facility becomes obsolete or ceases operation. The ordinance requires that the Maintenance and Removal bond shall be secured with a form of surety acceptable to the County Commission.

The Zoning & Land Development Ordinance, Article 4, Section 4B.8 & 4B.9 states the following:

Section 4B.8 Maintenance & Removal Bonds

Prior to issuance of a Zoning Certificate, each applicant for a Facility shall be required to execute a standard Maintenance / Removal agreement binding the applicant and its successors and assigns to properly maintain the exterior appearance of, and to ultimately remove such facilities, upon abandonment or cessation of operations. The applicant shall be required to post a bond for this purpose in accordance with the Department of Engineering,

Planning, and Zoning schedule of fees and charges. The applicant shall be required to continue such bond or other security until such time as the facility has been removed and all other requirements of the Maintenance/Removal agreement have been satisfied. Private business users operating a single Facility at their principal place of business and Governmental Users are exempt from this bond requirement.

Section 4B.9 Abandonment & Removal

A. Any Facility or Support Structure that is not operated for a period of twelve (12) consecutive months may be referred to the Property Safety Enforcement Agency Board for a determination of the structural soundness of the Facility or Structure.

B. If a structure is determined to be unsound, it will be considered abandoned.

C. The owner or operator of any Facility or Support Structure shall remove the Facility pursuant to the requirements of the Jefferson County Property Safety Ordinance.

This bond and surety policy is presented to the County Commission for consideration of adoption of the policy.

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

Motion Requested: **Yes.**

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

Move to adopt the “Cell Tower Facilities – Maintenance and Removal Bond & Surety Policy” as presented, effective August 5, 2021.

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

See attached 07/20/2021 draft of the “Cell Tower Facilities – Maintenance and Removal Bond & Surety Policy”

If not attached, explain:

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 Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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

JEFFERSON COUNTY COMMISSION

West Virginia

Cell Tower Facilities

Maintenance and Removal Bond & Surety Policy

(Effective August 5, 2021 ???)

1. **Cell Tower Maintenance and Removal Bond & Bond Surety:**

The Property Owner/Developer of a Cell Tower facility shall provide a Maintenance and Removal bond as a guarantee that the Cell Tower shall be maintained in both exterior appearance and structural soundness, and upon ceasing operation, the tower and all its appurtenances, shall be fully removed from the site and the site restored to its original condition. The Maintenance and Removal bond shall be secured with a form of surety acceptable to the County Commission.

2. **Removal Guidelines:**

In accordance with Article 4B, Section 4B.8 and 4B.9 of the Zoning Ordinance, the Property Owner/Developer shall insure that all parts of the cell tower facility shall be removed from the premises and the land shall be restored to a condition reasonably similar to its original condition prior to the installation of the cell tower facility. The pre-development condition shall be documented as part of the Site Plan submission.

Removal shall consist of the removal of the tower, all other structures, utilities, driveways, paved/gravel areas, fencing and any other items not present in the pre-development condition.

The site shall be graded to as close to the pre-developed condition as possible, and fully stabilized with a minimum of 70% grass growth.

3. **Bonding Arrangements & Bond Surety Amount:**

A. Maintenance and Removal bond arrangements shall only be made after Planning Commission approval of a project.

B. The Property Owner/Developer shall submit a bond surety in the amount of \$200,000.00, (*Two Hundred Thousand Dollars, and no cents,*) to the Bonding Administrator. The Bonding Administrator will then prepare the cell tower facility Maintenance and Removal bond documents (See Appendix A).

Upon notification by the Bonding Administrator that the cell tower facility Maintenance and Removal Bond agreement and bond surety documents are in order and in accordance with this Cell Tower Facilities Maintenance and Removal Bond & Surety Policy, the County Commission President or County Administrator may affix their signature to the bond; this will constitute acceptance by the County Commission of Jefferson County. All such action shall be reported to the County Commission as an agenda information item at their next meeting.

The Maintenance and Removal bond agreement and bond surety shall be in place prior to issuance of building permits for the project.

4. Length of Maintenance and Removal Bonds:

The Maintenance and Removal Bond must be in good standing for the life of the facility. The property owner shall insure that the bond is renewed, and that documentation of renewal is provided to the Bonding Administrator a minimum of 90 days prior to the expiration of the current bond.

The Chief County Engineer has the authority to reevaluate the bond amount if, in his judgement, the amount is no longer sufficient due to inflation or any other cost increases in associated work. Should the Chief County Engineer determine that the amount must be updated, the Property Owner/Developer shall provide a new surety in the required amount.

Failure to provide the renewed surety ninety (90) calendar days prior to expiration of the current surety, shall constitute a default on the bonding agreement and forfeiture of the bond surety.

5. Approved Forms of Bond Surety:

A. Acceptable forms of bond surety are limited as follows:

1. Irrevocable Letter-of-Credit (see Appendix B) from any FDIC-insured bank or lending institution within 150 miles of Charles Town, West Virginia; or
2. Cash-in-Escrow (see Appendix B) that is escrowed at any FDIC-insured bank or lending institution within 150 miles of Charles Town, West Virginia; or

3. Performance / Surety Bond (see Appendix B) from an acceptable surety bond provider shall be allowed.

B. Surety documents shall be formatted as required by this policy unless other format is approved by the County Administrator or the County Commission in writing.

6. Renewal of Bond Surety:

A. Irrevocable Letters-of-Credit:

The Property Owner/Developer, or surety provider, shall renew any letter of credit surety before it expires and provide evidence of renewal to the Bonding Administrator a minimum of ninety (90) calendar days prior to the surety's expiration date. It shall be the Owner/Developer's responsibility to monitor the expiration date and renew the letter of credit surety as required.

If within ninety (90) days in advance of the Termination Date, the County Commission has not been provided with a letter of credit in the place and stead of the Letter of Credit under the provisions of the Agreement, the County Commission of Jefferson County, West Virginia, may draw an amount not to exceed one-hundred percent (100%) of the amount of the Letter of Credit.

B. Cash-in-Escrow:

Surety in the form of cash-in-escrow will not have an expiration date and shall run for the duration of the Maintenance and Removal bond/project; but shall be subject to an increase in amount if deemed necessary by the Chief County Engineer.

C. Surety / Performance Bonds:

Surety in the form of a surety / performance bond shall be in effect for a minimum of five (5) years and shall automatically renew for additional minimum terms of five (5) years, unless, and until, the surety provider shall give ninety (90) calendar days prior written notice by certified mail, return receipt requested, to:

Bonding Administrator
Jefferson County Engineering Department
116 East Washington Street, Suite 100
Charles Town, WV 25414

...of its intent to terminate the surety bond at the expiration of the ninety (90) day period.

If within ninety (90) days in advance of the Termination Date, the County Commission has not been provided with a performance bond in the place and stead of the Performance Bond under the provisions of the Agreement, the County Commission of Jefferson County, West Virginia, may draw an amount not to exceed one-hundred percent (100%) of the amount of the surety.

7. Default by the Property Owner or Developer:

In accordance with Article 4B of the Zoning Ordinance, failure of the Lessee, Property Owner and/or Developer to meet and/or comply with this Policy may result in the County pursuing legal action pursuant to Article 3, Section 3.3 of the Zoning Ordinance, including legal action to have the Cell Tower Facility, or portions thereof as applicable, removed at the Property Owner's expense. The County may seek to recover its costs, legal fees, and legal expenses incurred to have the facility removed and the site restored in compliance with this Policy.

The Property Owner/Developer shall begin removal of the cell tower facility from the site within ninety (90) calendar days of ceasing operations. All work required to remove the cell tower facility from the site shall be completed within one-hundred and eighty (180) calendar days. Time is of the essence and failure to begin removal of the cell tower facility from the site, and/or finishing the work within the required time limits, shall constitute a default under the bonding agreement.

In the event the Property Owner/Developer defaults on their obligation to begin and/or complete the required removal work, the County Commission may "call-in" the bond and use the surety funds to remove the tower and associated appurtenances, and restore the site. All costs incurred by the County shall be recoverable and shall be valid charges against the surety. This includes, but is not limited to, all materials, equipment and labor costs, construction/demolition costs, administrative costs, engineering and construction management fees, legal fees, and insurance; and shall include costs incurred for both in-house and/or contracted services.

The County's financial obligation, with regard to the removal and restoration of the site, shall be limited to the amount of the surety funds available. The County shall not be obligated to fund any portion of the cost for the removal of a cell tower facility even if there are insufficient surety funds. The Property Owner and Developer shall assume all liability for all the costs.

The county commission shall have the right to place a lien on the property for any removal and restoration expenses not recouped from the surety funds by them; and/or to take legal action under the laws of West Virginia to recoup any costs from the Property Owner. The laws of the State of West Virginia shall take precedent and shall apply to all matters under the agreement.

8. Indemnification:

The Property Owner and Developer shall be required to indemnify, defend and hold harmless the Jefferson County Commission and its officers, directors, employees and/or agents from any action against them arising out of this Agreement and/or the removal and restoration of the cell tower facility, including by a third-party. The Property Owner and Developer shall bear all reasonable costs for legal defense against such actions.

DRAFT 07/23/2021

The Property Owner and Developer, or their agent, acknowledges receipt of the Jefferson County Cell Tower Facilities – Maintenance and Removal Bond & Surety Policy.

(Cell Tower Facility Developer)

_____ (print name)

_____ (title)

_____ (company/organization name)

_____ (mailing address)

_____ (city) _____ (state) _____ (zip code)

Cell Tower Facility Developer Signature: _____ Date: _____

DRAFT 07/23/2021

(Property Owner(s))

_____ (print name #1)

_____ (print name #2)

_____ (company/organization name)

_____ (mailing address)

_____ (city) _____ (state) _____ (zip code)

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Appendix A

Maintenance and Removal Bond Agreement Forms

Form No.	Type	Surety Type	Project Type
A-1	Bond Agreement	Irrevocable Letter of Credit	Cell Tower Facility Maintenance and Removal
A-2	Bond Agreement	Cash-in-Escrow	Cell Tower Facility Maintenance and Removal
A-3	Bond Agreement	Surety / Performance Bond	Cell Tower Facility Maintenance and Removal

DRAFT 07/23/2021

Form A-1

**AGREEMENT
CELL TOWER FACILITY MAINTENANCE AND REMOVAL BOND
(IRREVOCABLE LETTER-OF-CREDIT)**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, (Property Owner/Developer Name), (Mailing/Street Address, City, State, Zip Code), is held and firmly bound to the COUNTY COMMISSION OF JEFFERSON COUNTY, a West Virginia public corporation with control and supervisory functions over the Jefferson County Planning Commission, in the penal sum of

\$ _____ *(Dollar amount in figures)*

_____ *(Dollar amount in words)*,

for the maintenance of, and complete removal of the cell tower facility and associated appurtenances in accordance with the Cell Tower Maintenance and Removal Policy, for the payment of which, well and truly to be made, it binds itself, its successors in title and assigns.

The condition of the above obligation is such that, whereas, the Jefferson County Planning Commission has approved and consented to the issuance of Improvement Location Permit(s) for property located on (describe location of property, lot no., route no., street name, etc.), which is to consist of (generally describe the cell tower facility project), with associated cell tower facility site improvements and appurtenances thereto, on (# of acres), more or less; and whereas the improvements allowed to be made on such project, as allowed by the Jefferson County Improvement Location Permit Ordinance, have not yet been made, which improvements are detailed in Planning Commission File No. (JCPC file no.)

NOW THEREFORE, if (Property Owner/Developer Name), the Property Owner and Developer shall well and truly complete the full removal of the cell tower facility, in accordance with the Jefferson County Cell Tower Maintenance and Removal Bond Policy, which is hereby made a part of this agreement, upon the ceasing of operations, or by the bond expiration date (bond expiration date), whichever shall come first, and pay all costs attendant thereto, and all done in compliance with all

county, state and federal laws and ordinances, then this bond shall be wholly null and void; otherwise, it shall remain in full force and effect.

A. Release of Bond:

The County Commission of Jefferson County, West Virginia, shall execute and deliver to the Maker hereof complete satisfaction of this bond when the same is requested by the Maker hereof, according to the following provisions:

1. A complete satisfaction and exoneration shall be granted by the County Commission of Jefferson County upon presentation of evidence by the Maker that all terms and conditions of this bond have been satisfied.
2. The County Commission of Jefferson County shall not consent to any satisfaction under provision 1 above until being first provided with a written statement from the County Engineer certifying that the required removal of the cell tower facility has been satisfactorily completed in accordance with the Jefferson County Cell Tower Maintenance and Removal Bond Policy. The Property Owner/Developer shall provide to the County Engineer, upon request, documentation demonstrating the removal and restoration of the in accordance with the Jefferson County Cell Tower Maintenance and Removal Bond Policy. Furthermore, the County Commission of Jefferson County shall not consent to any satisfaction under provision 1 above, until the Maker has paid the County Commission of Jefferson County all fees for the processing of each bond release request, the review of documentation, and for each site inspection performed by the County Engineer to verify the requirements are met.

B. Bond Surety:

The Bond is secured by an Irrevocable Letter-of-Credit (LOC #), dated the _____ day of (Month, Year), from (Bank Name), (Mailing Address, City, State, Zip), which is on file in the offices of the Jefferson County Department of Engineering, Planning & Zoning. By acceptance of the above irrevocable letter-of-credit as security, the following conditions shall apply:

1. The Irrevocable Letter-of-Credit in the amount of \$ _____ shall be attached to this Maintenance and Removal Bond Agreement and made a part hereof; and
2. The irrevocable letter of credit shall be clearly written to provide the beneficiary with direct and immediate access to the loan funds upon submission by the beneficiary of a written and signed draft request; and
3. An irrevocable letter-of-credit shall remain in full force and effect as security for this Bond until such time as this Bond is released.

The Property Owner/Developer, or surety provider, shall renew any letter of credit surety before it expires and provide evidence of renewal to the Bonding Administrator a minimum of ninety (90) calendar days prior to the surety's expiration date. It shall be the Owner/Developer's responsibility to monitor the expiration date and renew the letter of credit surety as required.

If within ninety (90) days in advance of the Termination Date, the County Commission has not been provided with a letter of credit in the place and stead of the Letter of Credit under the provisions of the Agreement, the County Commission of Jefferson County, West Virginia, may draw an amount not to exceed one-hundred percent (100%) of the amount of the Letter of Credit.

EXPIRATION DATES FOR ALL LETTERS-OF-CREDIT SHALL BE EITHER JANUARY 15TH OR JULY 15TH OF A GIVEN YEAR.

4. Signed draft requests against the irrevocable letter-of-credit will be made by the Jefferson County Commission (beneficiary) for one or both of the two following reasons:
 - A. Failure on the part of (Applicant/Developer Name & Cell Tower Facility Name), to complete the full removal of the cell tower facility according to the terms of this bond.
 - B. Failure on the part of (Applicant/Developer Name & Cell Tower Facility Name), to renew the irrevocable letter-of-credit ninety (90) calendar days prior to the expiration date.
5. Drafts made against the irrevocable letter-of-credit, for reason 4A above, by the Jefferson County Commission, will be used exclusively for the purpose of the removal of the cell tower facility herein required.
6. Drafts made against the irrevocable letter-of-credit, for reason 4B above, will be escrowed with a local bank or savings and loan association by the Jefferson County Commission and will be held, during the life of this bond to guarantee the removal of the cell tower facility herein required.

C. Length of Maintenance and Removal Bonds:

The Maintenance and Removal Bond must be in good standing for the life of the facility. The property owner shall insure that the bond is renewed, and that documentation of renewal is provided to the Bonding Administrator a minimum of 90 days prior to the expiration of the current bond.

The Chief County Engineer has the authority to reevaluate the bond amount, if it, in his judgement, the amount no longer is sufficient, due to inflation, or any

other increases in associated work. Should the Chief County Engineer determine that the amount must be updated, the Property Owner/Developer shall provide a new surety in the required amount.

Failure to provide the renewed surety ninety (90) calendar days prior to expiration of the current surety, shall constitute a default on the bonding agreement and forfeiture of the bond surety.

Failure to provide the renewed surety ninety (90) calendar days prior to expiration of the current surety, shall constitute a default on the bonding agreement and forfeiture of the bond surety.

D. Default by the Property Owner and/or Developer:

In accordance with Article 4B of the Zoning Ordinance, failure of the Lessee, Property Owner and/or Developer to meet and/or comply with this Policy may result in the County pursuing legal action pursuant to Article 3, Section 3.3 of the Zoning Ordinance, including legal action to have the Cell Tower Facility, or portions thereof as applicable, removed at the Property Owner's expense. The County may seek to recover its costs, legal fees, and legal expenses incurred to have the facility removed, and the site restored in compliance with this Policy.

The Property Owner/Developer shall begin removal of the cell tower facility site within ninety (90) calendar days of ceasing operations. All work required to remove the cell tower facility site shall be completed within one-hundred and eighty (180) calendar days. Time is of the essence and failure to begin removal of the site, and/or finishing the work within the required time limits, shall constitute a default under the bonding agreement.

In the event the Property Owner/Developer defaults on their obligation to begin and/or complete the required removal work, the County Commission may "call-in" the bond and use the surety funds to remove the tower and associated

appurtenances, and restore the site. All costs incurred by the County shall be recoverable and shall be valid charges against the surety. This includes, but is not limited to, all materials, equipment and labor costs, construction/demolition costs, administrative costs, engineering and construction management fees, legal fees, and insurance; and shall include costs incurred for both in-house and/or contracted services.

The County's financial obligation, with regard to the removal and restoration of the site, shall be limited to the amount of the surety funds available. The County shall not be obligated to fund any portion of the cost for the removal of a cell tower facility even if there are insufficient surety funds. The Property Owner and Developer shall assume all liability for all the costs.

The county commission shall have the right to place a lien on the property for any removal and restoration expenses not recouped from the surety funds by them; and/or to take legal action under the laws of West Virginia to recoup any costs from the Property Owner. The laws of the State of West Virginia shall take precedent and shall apply to all matters under the agreement.

E. Indemnification:

The Property Owner and Developer shall be required to indemnify, defend and hold harmless the Jefferson County Commission and its officers, directors, employees and/or agents from any action against them arising out of this Agreement and/or the removal and restoration of the cell tower facility, including by a third-party. The Property Owner and Developer shall bear all reasonable costs for legal defense against such actions.

F. Severability:

Any provision or part of the Agreement documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the Property

Owner and Developer, who agree that the Agreement documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

The Agreement shall supersede all prior or contemporaneous negotiations, commitments, agreements, writings or policy with respect to the subject matter hereof.

G. Successors and Assigns:

The Property Owner and Developer each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in this Agreement.

(Remainder of Page Intentionally Left Blank)

This AGREEMENT shall be effective (month, date & year), witness the following signatures and seals:

WITNESS:

(Applicant/Developer Name)

(Project Name)

By: _____

Date: _____

Print Name: _____

Title: _____

Date: _____

WITNESS:

(Property Owner Name)

(Project Name)

By: _____

Date: _____

Print Name: _____

Title: _____

Date: _____

WITNESS:

COUNTY COMMISSION OF JEFFERSON COUNTY,
WEST VIRGINIA

By: _____

Date: _____

Print Name: _____

Title: _____

Date: _____

DRAFT 07/23/2021

Form A-2

**AGREEMENT
CELL TOWER FACILITY MAINTENANCE AND REMOVAL BOND
(CASH-IN-ESCROW)**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, (Property Owner/Developer Name), (Mailing/Street Address, City, State, Zip Code), is held and firmly bound to the COUNTY COMMISSION OF JEFFERSON COUNTY, a West Virginia public corporation with control and supervisory functions over the Jefferson County Planning Commission, in the penal sum of

\$ _____ (*Dollar amount in figures*)

_____ (*Dollar amount in words*),

for the maintenance of, and complete removal of the cell tower facility and associated appurtenances, in accordance with the Cell Tower Maintenance and Removal Policy, for the payment of which, well and truly to be made, it binds itself, its successors in title and assigns.

The condition of the above obligation is such that, whereas, the Jefferson County Planning Commission has approved and consented to the issuance of Improvement Location Permit(s) for property located on (describe location of property, lot no., route no., street name, etc.), which is to consist of (generally describe the cell tower facility project), with associated cell tower facility site improvements and appurtenances thereto, on (# of acres), more or less; and whereas the improvements required to be made on such project, as allowed by the Jefferson County Improvement Location Permit Ordinance, have not yet been made, which improvements are detailed in Planning Commission File No. (JCPC file no.)

NOW THEREFORE, if (Property Owner/Developer Name), the Property Owner and Developer shall well and truly complete the full removal of the cell tower facility, in accordance with the Jefferson County Cell Tower Maintenance and Removal Bond Policy, which is hereby made a part of this agreement – upon the ceasing of operations, or by the bond expiration date (bond expiration date), whichever shall come first, and pay all costs attendant thereto, and all done in compliance with all

county, state and federal laws and ordinances, then this bond shall be wholly null and void; otherwise, it shall remain in full force and effect.

A. Release of Bond:

The County Commission of Jefferson County, West Virginia, shall execute and deliver to the Maker hereof complete satisfaction of this bond when the same is requested by the Maker hereof, according to the following provisions:

1. A complete satisfaction and exoneration shall be granted by the County Commission of Jefferson County upon presentation of evidence by the Maker that all terms and conditions of this bond have been satisfied.
2. The County Commission of Jefferson County shall not consent to any satisfaction under provision 1 above until being first provided with a written statement from the County Engineer certifying that the required removal of the cell tower facility has been satisfactorily completed in accordance with the Jefferson County Cell Tower Maintenance and Removal Bond Policy. The Property Owner/Developer shall provide to the County Engineer, upon request, documentation demonstrating the removal and restoration of the in accordance with the Jefferson County Cell Tower Maintenance and Removal Bond Policy.

Furthermore, the County Commission of Jefferson County shall not consent to any satisfaction under provision 1 above, until the Maker has paid the County Commission of Jefferson County all fees for the processing of each bond release request, the review of documentation, and for each site inspection performed by the County Engineer to verify the requirements are met.

B. Bond Surety:

The Bond is secured by an Escrow Agreement, dated the ____ day of (Month, Year), from (Bank Name), (Mailing Address, City, State, Zip), which is on file in the offices of the Jefferson County Department of Engineering, Planning & Zoning. By acceptance of the above escrow agreement as security, the following conditions shall apply:

1. The Escrow Agreement shall be in the amount of \$_____ and shall be attached to this Maintenance and Removal Bond Agreement and made a part hereof; and
2. The Escrow Agreement shall be clearly written to provide the beneficiary with direct and immediate access to the funds upon submission by the beneficiary of a written and signed draft request; and
3. An Escrow Agreement shall remain in full force and effect as security for this Bond until such time as the Bond is released.
4. Signed draft requests against the Escrow Agreement will be made by the Jefferson County Commission (beneficiary) for failure on the part of (Applicant/Developer Name & Cell tower Facility Name), to maintain, or complete the full removal and restoration of the cell tower facility according to the terms of this bond.
5. Drafts made against the Escrow Agreement, by the Jefferson County Commission, will be used exclusively for the removal of the cell tower facility herein required.

C. Length of Maintenance & Removal Bonds:

The Maintenance and Removal Bond must be in good standing for the life of the facility. The property owner shall insure that the bond is renewed, and that documentation of renewal is provided to the Bonding Administrator a minimum of 90 days prior to the expiration of the current bond.

The Chief County Engineer has the authority to reevaluate the bond amount, if it, in his judgement, the amount no longer is sufficient, due to inflation, or any other increases in associated work. Should the Chief County Engineer determine that the amount must be updated, the Property Owner/Developer shall provide a new surety in the required amount

Failure to provide the renewed surety ninety (90) calendar days prior to expiration of the current surety, shall constitute a default on the bonding agreement and forfeiture of the bond surety.

D. Default by the Property Owner and/or Developer:

In accordance with Article 4B of the Zoning Ordinance, failure of the Lessee, Property Owner and/or Developer to meet and/or comply with this Policy may result in the County pursuing legal action pursuant to Article 3, Section 3.3 of the Zoning Ordinance, including legal action to have the Cell Tower Facility, or portions thereof as applicable, removed at the Property Owner's expense. The County may seek to recover its costs, legal fees, and legal expenses incurred to have the facility removed and the site restored in compliance with this Policy.

The Property Owner/Developer shall begin removal of the cell tower facility site within ninety (90) calendar days of ceasing operations. All work required to remove the cell tower facility site shall be completed within one-hundred and eighty (180) calendar days. Time is of the essence and failure to begin

removal of the site, and/or finishing the work within the required time limits, shall constitute a default under the bonding agreement.

In the event the Property Owner/Developer defaults on their obligation to begin and/or complete the required removal work, the County Commission may "call-in" the bond and use the surety funds to remove the tower and associated appurtenances, and restore the site. All costs incurred by the County shall be recoverable and shall be valid charges against the surety. This includes, but is not limited to, all materials, equipment and labor costs, construction/demolition costs, administrative costs, engineering and construction management fees, legal fees, and insurance; and shall include costs incurred for both in-house and/or contracted services.

The County's financial obligation, with regard to the removal and restoration of the site, shall be limited to the amount of the surety funds available. The County shall not be obligated to fund any portion of the cost for the removal of a cell tower facility even if there are insufficient surety funds. The Property Owner and Developer shall assume all liability for all the costs.

The county commission shall have the right to place a lien on the property for any removal and restoration expenses not recouped from the surety funds by them; and/or to take legal action under the laws of West Virginia to recoup any costs from the Property Owner. The laws of the State of West Virginia shall take precedent and shall apply to all matters under the agreement.

E. Indemnification:

The Property Owner and Developer shall be required to indemnify, defend and hold harmless the Jefferson County Commission and its officers, directors, employees and/or agents from any action against them arising out of this Agreement and/or the removal of the cell tower facility, including by a third-party. The Property Owner and Developer shall bear all reasonable costs for legal defense against such actions.

F. Severability:

Any provision or part of the Agreement documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the Property Owner and Developer, who agree that the Agreement Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

The Agreement shall supersede all prior or contemporaneous negotiations, commitments, agreements, writings or policy with respect to the subject matter hereof.

G. Successors and Assigns:

The Property Owner and Developer each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in this Agreement.

(Remainder of Page Intentionally Left Blank)

This AGREEMENT shall be effective (month, date & year), witness the following signatures and seals:

WITNESS:

(Applicant/Developer Name)

(Project Name)

By: _____

Date: _____

Print Name: _____

Title: _____

Date: _____

WITNESS:

(Property Owner Name)

(Project Name)

By: _____

Date: _____

Print Name: _____

Title: _____

Date: _____

WITNESS:

COUNTY COMMISSION OF JEFFERSON COUNTY,
WEST VIRGINIA

By: _____

Date: _____

Print Name: _____

Title: _____

Date: _____

DRAFT 07/23/2021

Form A-3

**AGREEMENT
CELL TOWER FACILITY MAINTENANCE AND REMOVAL BOND
(SURETY / PERFORMANCE BOND)**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, (Property Owner/Developer Name), (Mailing/Street Address, City, State, Zip Code), is held and firmly bound to the COUNTY COMMISSION OF JEFFERSON COUNTY, a West Virginia public corporation with control and supervisory functions over the Jefferson County Planning Commission, in the penal sum of

\$ _____ *(Dollar amount in figures)*

_____ *(Dollar amount in words)*,

for the maintenance of, and complete removal of the cell tower facility and associated appurtenances in accordance with the Cell Tower Maintenance and Removal Policy, for the payment of which, well and truly to be made, it binds itself, its successors in title and assigns.

The condition of the above obligation is such that, whereas, the Jefferson County Planning Commission has approved and consented to the issuance of Improvement Location Permit(s) for property located on (describe location of property, lot no., route no., street name, etc.), which is to consist of (generally describe the cell tower facility project), with associated cell tower facility site improvements and appurtenances thereto, on (# of acres), more or less; and whereas the improvements required to be made on such project, as allowed by the Jefferson County Improvement Location Permit Ordinance, have not yet been made, which improvements are detailed in Planning Commission File No. (JCPC file no.)

NOW THEREFORE, if (Property Owner/Developer Name), the Property Owner and Developer shall well and truly complete the full removal of the cell tower facility, in accordance with the Jefferson County Cell Tower Maintenance and Removal Bond Policy, which is hereby made a part of this agreement, upon the ceasing of operations, or by the surety / performance bond expiration date (bond expiration date), whichever shall come first, and pay all costs attendant thereto, and all done in

compliance with all county, state and federal laws and ordinances, then this bond shall be wholly null and void; otherwise, it shall remain in full force and effect.

A. Release of Bond:

The County Commission of Jefferson County, West Virginia, shall execute and deliver to the Maker hereof complete satisfaction of this bond when the same is requested by the Maker hereof, according to the following provisions:

1. A complete satisfaction and exoneration shall be granted by the County Commission of Jefferson County upon presentation of evidence by the Maker that all terms and conditions of this bond have been satisfied.
2. The County Commission of Jefferson County shall not consent to any satisfaction under provision 1 above until being first provided with a written statement from the County Engineer certifying that the required removal of the cell tower facility has been satisfactorily completed in accordance with the Jefferson County Cell Tower Maintenance and Removal Bond Policy. The Property Owner/Developer shall provide to the County Engineer, upon request, documentation demonstrating the removal and restoration of the in accordance with the Jefferson County Cell Tower Maintenance and Removal Bond Policy.

Furthermore, the County Commission of Jefferson County shall not consent to any satisfaction under provision 1 above, until the Maker has paid the County Commission of Jefferson County all fees for the processing of each bond release request, the review of documentation, and for each site inspection performed by the County Engineer to verify the requirements are met.

B. Bond Surety:

The Bond is secured by a Surety / Performance Bond, dated the _____ day of (Month, Year), from (Surety Company Name), (Mailing Address, City, State, Zip), which is on file in the offices of the Jefferson County Department of Engineering, Planning & Zoning. By acceptance of the above surety / performance bond as security, the following conditions shall apply:

1. The Surety / Performance Bond shall be in the amount of \$_____ and shall be attached to this Maintenance and Removal Bond Agreement and made a part hereof; and
2. The Surety / Performance Bond shall be clearly written to provide the beneficiary with direct and immediate access to the funds upon submission by the beneficiary of a written and signed draft request; and
3. A Surety / Performance Bond shall remain in full force and effect as security for this Bond until such time as the Bond is released.

If within ninety (90) days in advance of the Termination Date, the County Commission has not been provided with a performance bond in the place and stead of the Performance Bond under the provisions of the Agreement, the County Commission of Jefferson County, West Virginia, may draw an amount not to exceed one-hundred percent (100%) of the Performance Bond.

4. Signed draft requests against the Surety / Performance Bond will be made by the Jefferson County Commission (beneficiary) for failure on the part of (Applicant/Developer Name & Cell tower Facility Name), to complete the full removal and restoration of the cell tower facility according to the terms of this bond.

5. Drafts made against the Surety / Performance Bond, by the Jefferson County Commission, will be used exclusively for the removal and restoration of the cell tower facility herein required.

C. Length of Maintenance & Removal Bond:

The Maintenance and Removal Bond must be in good standing for the life of the facility. The property owner shall insure that the bond is renewed, and that documentation of renewal is provided to the Bonding Administrator a minimum of 90 days prior to the expiration of the current bond.

The Chief County Engineer has the authority to reevaluate the bond amount, if it, in his judgement, the amount no longer is sufficient, due to inflation, or any other increases in associated work. Should the Chief County Engineer determine that the amount must be updated, the Property Owner/Developer shall provide a new surety in the required amount

Failure to provide the renewed surety ninety (90) calendar days prior to expiration of the current surety, shall constitute a default on the bonding agreement and forfeiture of the bond surety.

Failure to provide the renewed surety ninety (90) calendar days prior to expiration of the current surety, shall constitute a default on the bonding agreement and forfeiture of the bond surety.

D. Default by the Property Owner and/or Developer:

In accordance with Article 4B of the Zoning Ordinance, failure of the Lessee, Property Owner and/or Developer to meet and/or comply with this Policy may result in the County pursuing legal action pursuant to Article 3, Section 3.3 of the Zoning Ordinance, including legal action to have the Cell Tower Facility, or portions thereof as applicable, removed at the Property Owner's expense.

The County may seek to recover its costs, legal fees, and legal expenses incurred to have the facility removed, and the site restored in compliance with

this Policy.

The Property Owner/Developer shall begin removal of the cell tower facility site within ninety (90) calendar days of ceasing operations. All work required to remove the cell tower facility site shall be completed within one-hundred and eighty (180) calendar days. Time is of the essence and failure to begin removal of the site, and/or finishing the work within the required time limits, shall constitute a default under the bonding agreement.

In the event the Property Owner/Developer defaults on their obligation to begin and/or complete the required removal work, the County Commission may “call-in” the bond and use the surety funds to remove the tower and associated appurtenances, and restore the site. All costs incurred by the County shall be recoverable and shall be valid charges against the surety. This includes, but is not limited to, all materials, equipment and labor costs, construction/demolition costs, administrative costs, engineering and construction management fees, legal fees, and insurance; and shall include costs incurred for both in-house and/or contracted services.

The County’s financial obligation, with regard to the removal and restoration of the site, shall be limited to the amount of the surety funds available. The County shall not be obligated to fund any portion of the cost for the removal of a cell tower facility even if there are insufficient surety funds. The Property Owner and Developer shall assume all liability for all the costs.

The county commission shall have the right to place a lien on the property for any removal and restoration expenses not recouped from the surety funds by them; and/or to take legal action under the laws of West Virginia to recoup any costs from the Property Owner. The laws of the State of West Virginia shall take precedent and shall apply to all matters under the agreement.

E. Indemnification:

The Property Owner and Developer shall be required to indemnify, defend and hold harmless the Jefferson County Commission and its officers, directors, employees and/or agents from any action against them arising out of this Agreement and/or the removal of the cell tower facility, including by a third-party. The Property Owner and Developer shall bear all reasonable costs for legal defense against such actions.

F. Severability:

Any provision or part of the Agreement documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the Property Owner and Developer, who agree that the Agreement documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

The Agreement shall supersede all prior or contemporaneous negotiations, commitments, agreements, writings or policy with respect to the subject matter hereof.

G. Successors and Assigns:

The Property Owner and Developer each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in this Agreement.

This AGREEMENT shall be effective (month, date & year), witness the following signatures and seals:

WITNESS:

(Applicant/Developer Name)

(Project Name)

By: _____

Date: _____

Print Name: _____

Title: _____

Date: _____

WITNESS:

(Property Owner Name)

(Project Name)

By: _____

Date: _____

Print Name: _____

Title: _____

Date: _____

WITNESS:

COUNTY COMMISSION OF JEFFERSON COUNTY,
WEST VIRGINIA

By: _____

Date: _____

Print Name: _____

Title: _____

Date: _____

DRAFT 07/23/2021

Appendix B

Bond Surety Forms

Form No.	Surety Type	Project Type
B-1	Irrevocable Letter of Credit	Cell Tower Facility Maintenance and Removal
B-2	Cash-in-Escrow	Cell Tower Facility Maintenance and Removal
B-3	Performance/Surety Bond	Cell Tower Facility Maintenance and Removal

DRAFT 07/23/2013

Form B-1

(Irrevocable Letter-of-Credit – Cell Tower Facility Maintenance and Removal)

Bank Name

Address

Telephone Number

Date

County Commission of Jefferson County
110 East Washington Street
P.O. Box 250
Charles Town, WV 25414

Re: Irrevocable Letter-of-Credit # _____ Amount \$ _____

Dear Jefferson County Commission:

By this letter, (Bank Name) hereby establishes an Irrevocable Letter-of-Credit, No. _____, and authorizes you to draw on us for the account of (Project Name/Borrower) up to an aggregate amount of \$ _____, subject to the terms and conditions stated herein.

Draws under this Letter-of-Credit are available by your draft presented to our Bank at its (Bank's Location), on or before its expiration on (January 15th or July 15th of a given year), and accompanied by the following documents:

1. A certification executed and signed by a duly authorized member of the County Commission of Jefferson County, West Virginia, that (Project Name/Borrower) has failed to perform its obligation under, and according to, the terms of that certain cell tower facility Maintenance and Removal Bond Agreement, attached hereto and made a part hereof; and
2. The original Letter-of-Credit.

We hereby agree that drafts under and in compliance with the terms of this Letter-of-Credit will be duly honored if presented as aforesaid on or before its expiration on (January 15th or July 15th of a given year).

Except as otherwise stated herein, this credit is subject to the Uniform Commercial Code and shall be construed under the laws of the State of West Virginia. Any draft upon this Letter-of-Credit shall be marked "Drawn under (Bank Name) Letter-of-Credit" for (Project Name/Borrower) dated (Date of Letter-of-Credit).

Very Truly Yours,

(Bank Name)

(Signature of Bank Officer)

(Type Bank Officer's Name & Title)

(Date)

Form B-2
(Cash-in-Escrow – Cell Tower Facility Maintenance and Removal)

ESCROW AGREEMENT

THIS AGREEMENT dated this ____ day of (Month, Year), by and between (Owner/Developer Name), having their address at (Mailing/Street Address), (City), (State), (Zip Code), party of the first part, and (Bank Name), (Mailing/Street Address), (City), (State), (Zip Code), as Escrow Agent for the County Commission of Jefferson County, West Virginia, party of the second part.

WITNESSETH that the party of the first part has this day deposited with the party of the second part the sum of (Dollar Amount in Words), (Dollar Amount in Figures), as security for its undertaking to complete the cell tower facility Maintenance and Removal, as required under the Jefferson County Maintenance and Removal Bond Policy, to serve the (Site Plan Name), as more particularly described in Planning Commission File (JCPC file no). This construction is to be subject to the supervision and approval of the County Commission of Jefferson County acting by and through the Jefferson County Engineering Department. Construction must be completed by (required completion date).

The parties hereto agree that the escrow agent shall hold the respective funds as security for the performance of said undertakings by the party of the first part, and that respective funds may not be released to the party of the first part without the approval in writing of the County Commission of Jefferson County.

In case of default, the escrow agent shall be obliged to turn over to the County Commission of Jefferson County the escrowed funds or any part thereof, for the completion of the required removal and restoration of the tower facility and apputenances.

ATTEST: _____ (Owner/Developer Name)
BY: _____

DATE: _____ PRINT NAME: _____
TITLE: _____
DATE: _____

ATTEST: _____ (Bank Name)
BY: _____

DATE: _____ PRINT NAME: _____
AFFIX BANK SEAL TITLE: _____
DATE: _____

Jefferson County, West Virginia
Cell Tower Facility Maintenance and Removal
PERFORMANCE/SURETY BOND
INSTRUCTIONS

1. The following forms shall be used when a performance/surety bond is used. There shall be no deviation from this form without written approval of Jefferson County Commission or the County Administrator.

2. The full legal name, business address, and telephone number of both the Principal(s) and Surety(ies) shall be inserted in the spaces designated "Principal" and "Surety" on the face of the form. The Bond shall be signed by the person authorized to act on behalf of the Principal and the Surety. Where such person is signing in a representative capacity (e.g., an attorney-in-fact), but is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved, evidence of his authority shall be furnished. For a power-of-attorney from a surety company to execute bonds, a certified copy of such power-of-attorney shall be submitted.

3. Surety, Fidelity, and Insurance Companies executing the Bond shall be licensed to transact business in West Virginia by the West Virginia Insurance Commissioner. The surety provider shall provide to the County Commission of Jefferson County, the Obligee, a "Certificate of Good Standing" from the West Virginia Offices of the Insurance Commissioner. If the Surety Company was not organized under the laws of West Virginia, the bond must be countersigned by a resident agent licensed in West Virginia. The Company must have an A.M. Best rating of "A-", or better, with a Financial Size Category (FSC) of "VI" , or higher.

4. The name of each person signing this Bond must be typed or legibly printed in the space provided.

5. The "DATE BOND EXECUTED", as shown on the face of the Bond, must be the same as, or later than, the Bond Agreement that the Surety Bond secures.

6. The performance bond shall be submitted to:

Jefferson County Engineering Department
P.O. Box 716
116 East Washington Street
Charles Town, WV 25414

Attention: Bonding Administrator

Phone: 304-728-3257

(Remainder of Page Intentionally Left Blank)

DRAFT 07/23/2021

Form B-3

Jefferson County, West Virginia

Performance/Surety Bond

(Cell Tower Facility Maintenance & Removal)

<p>BOND NO.</p>	<p>DATE BOND EXECUTED:</p>									
<p>PRINCIPAL(S)/CO-PRINCIPAL(S): (Legal Name(s), Status, Business Address(es) and Phone Numbers)</p>	<p>TYPE OF ORGANIZATION: (check one)</p> <p>() Individual</p> <p>() Partnership or Joint Venture</p> <p>() Limited Liability Company</p> <p>() Corporation</p> <p>() Other (specify) _____</p> <hr/> <p>STATE OF INCORPORATION OR ORGANIZATION:</p>									
<p>(Hereinafter "Principal" whether one or more than one)</p>										
<p>SURETY(IES): (Name(s), Business Address(es) and Phone Numbers)</p>	<p>SUM OF BOND:</p> <table border="1" style="width:100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <th colspan="3" style="text-align: center;">Bond Amount in Dollar Figures</th> </tr> <tr> <th style="width:33%;">Million(s)</th> <th style="width:33%;">Thousand(s)</th> <th style="width:33%;">Hundred(s)</th> </tr> <tr> <td style="text-align: center;">\$</td> <td></td> <td></td> </tr> </table> <p style="text-align: center; border: 1px solid black; padding: 2px;">Bond Amount in Words</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Project Approval Date: ____/____/____</p> <p>Project Name: _____</p> <p>_____</p> <p>_____</p>	Bond Amount in Dollar Figures			Million(s)	Thousand(s)	Hundred(s)	\$		
Bond Amount in Dollar Figures										
Million(s)	Thousand(s)	Hundred(s)								
\$										
<p>NAIC # _____</p> <p>A.M. Best No. _____</p> <p>A.M. Best Rating _____</p> <p>A.M. Best F.S.C. _____</p> <p>(Herein after "Surety" whether one or more than one)</p>	<p>JCPC Project File No. _____</p>									

KNOW ALL MEN BY THESE PRESENTS, that, we, the Principal and Surety hereto recite and declare that:

1. We are held and firmly bound to the Obligee, the County Commission of Jefferson County, West Virginia (herein after called "County"), a political subdivision of the State of West Virginia, in the sum written above in lawful money of the United States of America, to be paid to the County, its successors or assigns, for the payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by this Bond.
2. The condition of this Bond is that if the Principal shall in every respect discharge its obligations under the project identified above and satisfactorily complete the required maintenance and removal of the cell tower facility and appurtenances, as required by law and in accordance with the Maintenance and Removal Bond Policy, and any permits, all by the surety / performance bond expiration date (bond expiration date), then this Bond shall be null and void; otherwise, this Bond shall remain in full force and effect until discharged in accordance with its terms, as determined by the County. This Bond shall only be terminated upon written release by the County Commission of Jefferson County, stating that the Principal/Developer has well and truly performed and fulfilled the obligations required under the Maintenance and Removal Bond Policy and this Bond.
3. If Principal fails to complete its obligations, the County shall notify the Principal and Surety that they are in default. If such obligations are not then completed by the Principal and Surety within fifteen (15) days after notification by the County, the Surety shall pay the full penal sum amount of the Bond to the County within thirty (30) days of the initial notification referenced above. Payment by the Surety shall not be conditional on suit by the County. The County may extend the time period for completion of the Principal's and Surety's obligations; any time extension granted shall be in writing.
4. Surety expressly Waives any right to receive notice of, review, or approve any revisions to the approved project plans, and no such revision shall in any way affect the obligation of the Surety under this Bond.
5. In the event that any suit, action, or proceeding is brought by the County in order to enforce the provisions of this Bond, it is expressly agreed and understood that, regardless of when the breach of the underlying project obligations occurs, or the breach of this Bond occurs, the measure of damages recoverable shall be computed as the costs of completion or correction, or both, of the work required to be completed under the project, (1) at the time the work is actually completed and/or corrected to local and state approval and acceptance, or (2) at the time of final judgment of a court of competent jurisdiction; it is further expressly agreed and understood that the measure of damages shall include expenses attributable, but not limited to,

administrative costs, litigation costs, attorney's fees, maintenance costs, deterioration, inflation, and any cost increases arising from delay occasioned by litigation, action, or proceedings necessary to enforce the provision of this Bond.

6. Nothing in the Bond shall be construed as creating an obligation upon the County to pay for the completion or correction of the work guaranteed under the provisions of this Bond.

7. By signatures, hereto, the Principal and the Surety do hereby expressly Waive any objection that they, or either of them, might interpose in the authority of the County to require each and every provision of the foregoing Bond.

(Remainder of This Page Intentionally Left Blank. Signature Page Follows)

DRAFT 07/23/2021

BOND NO. _____

IN WITNESS WHEREOF, the parties hereto have caused this BOND to be executed under the Seal as of the day and year on the date set forth above.

PRINCIPAL / CO-PRINCIPAL

SIGNATURE: _____ (SEAL)

NAME: _____
(Typed)

TITLE: _____
(Typed)

SIGNATURE: _____ (SEAL)

NAME: _____
(Typed)

TITLE: _____
(Typed)

(Notary Certification Shall Be On The Same Page As The Signatures Being Notarized)

STATE OF _____, COUNTY OF _____, to wit:

I _____, a Notary Public in and for the State and County aforesaid, do hereby certify that _____ and _____, as _____ and _____, respectively of the _____,

whose names are signed to the foregoing, this day personally appeared before me in my State and County aforesaid and acknowledged their signatures above (and the Corporate Seal as the genuine Seal of the said corporation).

Given under my hand this _____ day of _____, 20_____.

My Commission Expires: _____

BOND NO. _____

IN WITNESS WHEREOF, the parties hereto have caused this BOND to be executed under the seal as of the day and year on the date set forth above.

CORPORATE SURETY

NAME: _____ (Typed)

ADDRESS: _____ (Mailing Address)

(City) (State) (Zip Code)

TELEPHONE NO.: _____ (Typed)

STATE OF INCORPORATION OR ORGANIZATION: _____

LIABILITY LIMIT: _____

Attorney(s)-In-Fact

SIGNATURES: 1. _____ (SEAL) 2. _____ (SEAL)

NAME: _____ (Typed) _____ (Typed)

TITLE: _____ (Typed) _____ (Typed)

(Notary Certification Shall Be On The Same Page As The Signatures Being Notarized)

STATE OF _____, COUNTY OF _____, to wit:

I _____, a Notary Public in and for the State and County aforesaid, do hereby certify that _____

and _____, as _____

and _____, respectively of the _____,

whose names are signed to the foregoing, this day personally appeared before me in my State and County aforesaid and acknowledged their signatures above (and the Corporate Seal as the genuine Seal of the said corporation).

Given under my hand this _____ day of _____, 20_____.

My Commission Expires: _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

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

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1st Choice: **August 5, 2021**

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Presentation and Overview of the City of Charles Town's proposed Stormwater Management Project Involving the Reconstruction of the Jefferson County Commission's Employee Parking Lot.**

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

In February, 2021, Greenway Engineering, on behalf of the City of Charles Town, approached the County Administrator about the city's proposed stormwater management project in the vicinity of Liberty Street & George Street. The City of Charles Town obtained grant funding to design a solution to improve storm drainage and reduce flooding along Liberty Street. However, the design includes constructing improvements within the Jefferson County employee parking lot.

The County Commission agreed to let the employee parking lot be included in the City of Charles Town's design phase of the project. The Engineering Office was then asked to review the proposed plan and raise any issues or concerns. The County Administrator, Finance Director, Maintenance Department Director, Chief County Engineer, County Planner, Zoning Administrator and other staff met with Greenway Engineering staff to discuss our concerns. Those concerns were addressed in a March 12, 2021 letter from Randy Kepler, P.E., Director of Engineering at Greenway Engineering.

The project design involves installation of improvements along Liberty Street within the street right-of-way, and stormwater management - best management practices (BMP's) within the Jefferson County employee parking lot. These BMP's include pervious pavers to allow infiltration of stormwater runoff, rain gardens, and removal of impervious pavement and creation of landscaped grass turf green spaces. The proposed plan will require a reconfiguration of the parking spaces layout. The number of parking spaces will be reduced due to the installation of the stormwater BMP's.

Randy Kepler of Greenway Engineering will make a presentation on the proposed project to inform the County Commission of the purpose and final design and how the project will affect the employee parking lot. At this time the City of Charles Town does not appear to have funding for the construction phase of the project.

Is this a funding request? **No; the presentation is for informational purposes only.**
If so, how much?

Motion Requested: **No**

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

(None)

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

If not attached, explain:

Is equipment needed?

Projector Y/N **Yes, Slide Presentation**

Internet/Wi Fi Y/N **No**

Telephone for conference call Y/N **No**

Contact information:

Email address: 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>



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 5, 2021**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2nd Choice: [Click here to enter text.](#)

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

Decision - Draft and Revised Impact Fee Report

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

Is this a funding request? **Y/N** [Click here to enter text.](#)

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*):

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

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

DRAFT
Impact Fee Study

Prepared for:
Jefferson County, West Virginia

July 16, 2021



4701 Sangamore Road

Suite S240

Bethesda, MD 20816

301.320.6900

www.TischlerBise.com

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TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
GENERAL LEGAL FRAMEWORK	1
CONCEPTUAL IMPACT FEE CALCULATION.....	2
METHODOLOGY	3
EVALUATION OF CREDITS	3
IMPACT FEE SUMMARY	4
IMPACT FEE COMPONENTS.....	4
PROPOSED IMPACT FEES.....	5
CURRENT IMPACT FEES.....	6
DIFFERENCE BETWEEN PROPOSED AND CURRENT IMPACT FEES.....	6
COUNTY ADMINISTRATION IMPACT FEES	7
METHODOLOGY	7
SERVICE AREA.....	7
PROPORTIONATE SHARE.....	8
IMPACT FEE COMPONENTS.....	9
Court Facilities – Cost Recovery	9
Impact Fee Study – Plan-Based.....	10
PROJECTED DEMAND.....	10
Court Facilities – Cost Recovery	10
PROPOSED COUNTY ADMINISTRATION IMPACT FEES.....	11
PROJECTED COUNTY ADMINISTRATION IMPACT FEE REVENUE.....	12
EMS IMPACT FEES	13
METHODOLOGY	13
SERVICE AREA.....	13
PROPORTIONATE SHARE.....	14
IMPACT FEE COMPONENTS.....	15
EMS Facilities – Cost Recovery.....	15
EMS Vehicles and Equipment – Incremental Expansion	16
Impact Fee Study – Plan-Based.....	17
PROJECTED DEMAND.....	17
EMS Facilities – Cost Recovery	17
EMS Vehicles and Equipment – Incremental Expansion	18
PROPOSED EMS IMPACT FEES.....	19
PROJECTED EMS IMPACT FEE REVENUE.....	20
LAW ENFORCEMENT IMPACT FEES	21
METHODOLOGY	21
SERVICE AREA.....	21
PROPORTIONATE SHARE.....	22
IMPACT FEE COMPONENTS.....	23
Sheriff Facilities – Incremental Expansion	23

Sheriff Vehicles – Incremental Expansion	24
Law Enforcement Equipment – Incremental Expansion	25
Animal Control Facilities – Incremental Expansion	27
Animal Control Vehicles – Incremental Expansion	28
Impact Fee Study – Plan Based	29
PROJECTED DEMAND	29
Sheriff Facilities – Incremental Expansion	29
Sheriff Vehicles – Incremental Expansion	30
Law Enforcement Equipment – Incremental Expansion	31
Animal Control Facilities – Incremental Expansion	32
Animal Control Vehicles– Incremental Expansion.....	33
PROPOSED LAW ENFORCEMENT IMPACT FEES	34
PROJECTED LAW ENFORCEMENT IMPACT FEE REVENUE	35
PARKS AND RECREATION IMPACT FEES	36
METHODOLOGY	36
SERVICE AREA.....	36
PROPORTIONATE SHARE.....	36
IMPACT FEE COMPONENTS.....	37
Park Land – Incremental Expansion	37
Park Improvements – Incremental Expansion.....	38
Park Facilities – Incremental Expansion	40
Park Vehicles and Equipment – Incremental Expansion.....	41
Impact Fee Study – Plan Based	42
PROJECTED DEMAND	42
Park Land – Incremental Expansion	42
Park Improvements – Incremental Expansion.....	43
Park Facilities– Incremental Expansion.....	44
Park Vehicles and Equipment – Incremental Expansion.....	45
PROPOSED PARKS AND RECREATION IMPACT FEES	46
PROJECTED PARKS AND RECREATION IMPACT FEE REVENUE	47
SCHOOL IMPACT FEES	48
METHODOLOGY	48
SERVICE AREA.....	48
PROPORTIONATE SHARE.....	49
STUDENT GENERATION RATES	49
Public School Students and Housing Units – PUMA 00400	50
Unadjusted Student Generation Rates – PUMA 00400	50
Public School Students and Housing Units – Jefferson County	51
Adjusted Student Generation Rates – Jefferson County Schools	51
STUDENT ENROLLMENT.....	52
Historical Enrollment.....	52
Projected Enrollment.....	52
CAPACITY UTILIZATION	53
IMPACT FEE COMPONENTS.....	54
High Schools – Incremental Expansion.....	54

Impact Fee Study – Plan-Based.....	55
PROJECTED DEMAND.....	56
High Schools – Incremental Expansion.....	56
CREDITS.....	57
School Building Authority Funding.....	57
Series 2021 Credit.....	58
PROPOSED SCHOOL IMPACT FEES.....	59
PROJECTED SCHOOL IMPACT FEE REVENUE.....	60
APPENDIX A: LAND USE ASSUMPTIONS.....	61
SUMMARY OF GROWTH INDICATORS.....	62
RESIDENTIAL DEVELOPMENT.....	63
Recent Residential Construction.....	63
Housing Unit Size.....	64
Residential Estimates.....	65
Residential Projections.....	66
NONRESIDENTIAL DEVELOPMENT.....	67
Employment Estimates.....	68
Nonresidential Projections.....	69
AVERAGE WEEKDAY VEHICLE TRIPS.....	70
Nonresidential Trip Generation Rates.....	70
Trip Rate Adjustments.....	70
Adjustment for Pass-By Trips.....	70
FUNCTIONAL POPULATION.....	71
DEVELOPMENT PROJECTIONS.....	72
Countywide.....	72
Unincorporated.....	73
NONRESIDENTIAL VEHICLE TRIP PROJECTIONS.....	74
Countywide.....	74
Unincorporated.....	75
APPENDIX B: LAND USE DEFINITIONS.....	76
RESIDENTIAL DEVELOPMENT.....	76
NONRESIDENTIAL DEVELOPMENT.....	77
APPENDIX C: SERVICE AREA MAPS.....	78
COUNTYWIDE SERVICE AREA.....	78
LAW ENFORCEMENT SERVICE AREA.....	79
APPENDIX D: PARK IMPROVEMENT INVENTORY.....	80
APPENDIX E: PUBLIC USE MICRODATA AREA MAP.....	83

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EXECUTIVE SUMMARY

Jefferson County, West Virginia, contracted with TischlerBise to recalibrate the County's impact fees using current level-of-service standards. Impact fees are one-time payments used to construct system improvements needed to accommodate future development. The fee represents future development's proportionate share of infrastructure costs. Impact fees may be used for infrastructure improvements or debt service for growth-related infrastructure. In contrast to general taxes, impact fees may not be used for operations, maintenance, replacement, or correcting existing deficiencies. This update of Jefferson County's impact fees includes the following capital facilities:

1. County Administration
2. EMS
3. Law Enforcement
4. Parks and Recreation
5. School

GENERAL LEGAL FRAMEWORK

Both state and federal courts have recognized the imposition of impact fees on development as a legitimate form of land use regulation, provided the fees meet standards intended to protect against regulatory takings. Land use regulations, development exactions, and impact fees are subject to the Fifth Amendment prohibition on taking of private property for public use without just compensation. To comply with the Fifth Amendment, development regulations must be shown to substantially advance a legitimate governmental interest. In the case of impact fees, that interest is in the protection of public health, safety, and welfare by ensuring that development is not detrimental to the quality of essential public services. The means to this end are also important, requiring both procedural and substantive due process. The process followed to receive community input, with stakeholder meetings, work sessions, and public hearings provide opportunity for comments and refinements to the impact fees.

There is little federal case law specifically dealing with impact fees, although other rulings on other types of exactions (e.g., land dedication requirements) are relevant. In one of the most important exaction cases, the U. S. Supreme Court found that a government agency imposing exactions on development must demonstrate an "essential nexus" between the exaction and the interest being protected (see *Nollan v. California Coastal Commission*, 1987). In a more recent case (*Dolan v. City of Tigard, OR*, 1994), the Court ruled that an exaction also must be "roughly proportional" to the burden created by development. However, the *Dolan* decision appeared to set a higher standard of review for mandatory dedications of land than for monetary exactions such as impact fees.

There are three reasonable relationship requirements for impact fees that are closely related to "rational nexus" or "reasonable relationship" requirements enunciated by a number of state courts. Although the term "dual rational nexus" is often used to characterize the standard by which courts evaluate the validity of impact fees under the U.S. Constitution, we prefer a more rigorous formulation that recognizes three elements: need, benefit, and proportionality. The dual rational nexus test explicitly addresses only the first two, although proportionality is reasonably implied, and was specifically mentioned by the U.S.

Supreme Court in the *Dolan* case. Individual elements of the nexus standard are discussed further in the following paragraphs.

All new development in a community creates additional demands on some, or all, public facilities provided by local government. If the capacity of facilities is not increased to satisfy that additional demand, the quality or availability of public services for the entire community will deteriorate. Impact fees may be used to recover the cost of growth-related facilities, but only to the extent that the need for facilities is a consequence of development that is subject to the fees. The *Nollan* decision reinforced the principle that development exactions may be used only to mitigate conditions created by the developments upon which they are imposed. That principle clearly applies to impact fees. In this study, the impact of development on infrastructure needs is analyzed in terms of quantifiable relationships between various types of development and the demand for specific facilities, based on applicable level-of-service standards.

The requirement that exactions be proportional to the impacts of development was clearly stated by the U.S. Supreme Court in the *Dolan* case (although the relevance of that decision to impact fees has been debated) and is logically necessary to establish a proper nexus. Proportionality is established through the procedures used to identify growth-related facility costs, and in the methods used to calculate impact fees for various types of facilities and categories of development. The demand for facilities is measured in terms of relevant and measurable attributes of development (e.g. a typical housing unit's average weekday vehicle trips).

A sufficient benefit relationship requires that impact fee revenues be segregated from other funds and expended only on the facilities for which the fees were charged. Impact fees must be expended in a timely manner and the facilities funded by the fees must serve the development paying the fees. However, nothing in the U.S. Constitution or the state enabling legislation requires that facilities funded with fee revenues be available *exclusively* to development paying the fees. In other words, benefit may extend to a general area including multiple real estate developments. All of these procedural, as well as substantive, issues are intended to ensure that new development benefits from the impact fees they are required to pay. The authority and procedures to implement impact fees is separate from and complementary to the authority to require improvements as part of subdivision or zoning review.

CONCEPTUAL IMPACT FEE CALCULATION

In contrast to project-level improvements, impact fees fund growth-related infrastructure that will benefit multiple development projects, or the entire service area (usually referred to as system improvements). The first step is to determine an appropriate demand indicator for the particular type of infrastructure. The demand indicator measures the number of service units for each unit of development. For example, an appropriate indicator of the demand for parks is population growth and the increase in population can be estimated from the average number of persons per housing unit. The second step in the impact fee formula is to determine infrastructure units per service unit, typically called level-of-service (LOS) standards. In keeping with the park example, a common LOS standard is improved park acres per thousand people. The third step in the impact fee formula is the cost of various infrastructure units. To complete the park example, this part of the formula would establish a cost per acre for land acquisition and/ or park improvements.

METHODOLOGY

Impact fees for the capital facilities made necessary by future development must be based on the same level of service (LOS) provided to existing development in the service area. There are three basic methodologies used to calculate impact fees. They examine the past, present, and future status of infrastructure. Each methodology has advantages and disadvantages in a particular situation and can be used simultaneously for different cost components. Reduced to its simplest terms, the process of calculating impact fees involves two main steps: (1) determining the cost of growth-related capital improvements and (2) allocating those costs equitably to various types of development. In practice, though, the calculation of impact fees can become quite complicated because of the many variables involved in defining the relationship between development and the need for facilities within the designated service area. The following paragraphs discuss basic methodologies for calculating impact fees and how those methodologies can be applied.

- **Cost Recovery** (past improvements) - The rationale for recoupment, often called cost recovery, is that new development is paying for its share of the useful life and remaining capacity of facilities already built, or land already purchased, from which new growth will benefit. This methodology is often used for utility systems that must provide adequate capacity before new development can take place.
- **Incremental Expansion** (concurrent improvements) - The incremental expansion methodology documents current LOS standards for each type of public facility, using both quantitative and qualitative measures. This approach assumes there are no existing infrastructure deficiencies or surplus capacity in infrastructure. New development is only paying its proportionate share for growth-related infrastructure. Revenue will be used to expand or provide additional facilities, as needed, to accommodate new development. An incremental expansion cost method is best suited for public facilities that will be expanded in regular increments to keep pace with development.
- **Plan-Based** (future improvements) - The plan-based methodology allocates costs for a specified set of improvements to a specified amount of development. Improvements are typically identified in a long-range facility plan and development potential is identified by a land use plan. There are two basic options for determining the cost per demand unit: (1) total cost of a public facility can be divided by total demand units (average cost), or (2) the growth-share of the public facility cost can be divided by the net increase in demand units over the planning timeframe (marginal cost).

EVALUATION OF CREDITS

There are two types of credits that should be addressed in impact fee studies and ordinances. The first type of credit is a revenue credit due to possible double payment situations, which could occur when other revenues may contribute to the capital costs of infrastructure covered by the impact fee. This type of credit is integrated into the fee calculation, thus reducing the fee amount.

The second type of credit is a site-specific credit, or developer reimbursement, for dedication of land or construction of system improvements. This type of credit is addressed in the administration and implementation of the impact fee program. For ease of administration, TischlerBise normally recommends developer reimbursements for system improvements.

IMPACT FEE SUMMARY

IMPACT FEE COMPONENTS

Shown below, Figure 1 summarizes service areas, methodologies, and capital facilities for each infrastructure category.

Figure 1: Proposed Impact Fee Service Areas, Methodologies, and Capital Facilities

Infrastructure Category	Service Area	Cost Recovery	Incremental Expansion	Plan-Based	Cost Allocation
County Administration	Jefferson County	Court Facilities	N/A	Impact Fee Report	Population, Jobs
EMS	Jefferson County	EMS Facilities	EMS Vehicles and Equipment	Impact Fee Report	Population, Jobs
Law Enforcement	Unincorporated Jefferson County	N/A	Sheriff Facilities, Sheriff Vehicles, Law Enforcement Equipment, Animal Control Facilities, Animal Control Vehicles	Impact Fee Report	Population, Vehicle Trips
Parks and Recreation	Jefferson County	N/A	Park Land, Park Improvements, Park Facilities, Park Vehicles and Equipment	Impact Fee Report	Population
School	Jefferson County	N/A	High School Facilities, Land	Impact Fee Report	Students

PROPOSED IMPACT FEES

Proposed impact fees for residential development will be assessed per dwelling unit, based on the type of unit. Nonresidential impact fees will be assessed per 1,000 square feet of floor area, based on the type of development. Proposed impact fees are shown below in Figure 2.

Fees shown below represent the maximum allowable fees. Jefferson County may adopt fees that are less than the amounts shown; however, a reduction in impact fee revenue will necessitate an increase in other revenues, a decrease in planned capital improvements and/or a decrease in Jefferson County’s level-of-service standards. All costs are in current dollars with no assumed inflation rate over time. If cost estimates change significantly over time, impact fees should be recalibrated.

Figure 2: Proposed Impact Fees

Residential Fees per Unit						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Single Family	\$44	\$100	\$531	\$946	\$2,920	\$4,539
Multi-Family	\$31	\$71	\$380	\$677	\$1,450	\$2,610

Nonresidential Fees per 1,000 Square Feet						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Light Industrial	\$26	\$60	\$148	\$0	\$0	\$234
Business Park	\$50	\$113	\$371	\$0	\$0	\$534
Manufacturing	\$26	\$59	\$117	\$0	\$0	\$201
Warehousing	\$6	\$13	\$52	\$0	\$0	\$70
Commercial/Shopping Center	\$38	\$86	\$743	\$0	\$0	\$867
Office/Institutional	\$48	\$109	\$290	\$0	\$0	\$448
Hotel (per room)	\$2	\$5	\$100	\$0	\$0	\$107
Nursing Home (per bed)	\$17	\$39	\$91	\$0	\$0	\$147

CURRENT IMPACT FEES

Current impact fees for residential development are assessed per dwelling unit, based on the type of unit. During the 2015 adoption, the Jefferson County Commission adopted residential fees at 70 percent of the maximum allowable fees. Nonresidential impact fees are assessed per 1,000 square feet of floor area, based on the type of development. In 2013, the Jefferson County Commission amended the impact fee ordinance to assess nonresidential fees at one-half of one percent of the adopted fees. Current impact fees shown below in Figure 3 represent the adopted fees.

Figure 3: Current Impact Fees

Residential Development	Fees per Unit					
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Single Family Detached	\$0	\$52	\$176	\$481	\$5,991	\$6,700
Multi-Family	\$0	\$39	\$129	\$354	\$4,185	\$4,707

Nonresidential Development	Fees per 1,000 Square Feet					
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Light Industrial	\$0	\$65	\$75	\$0	\$0	\$140
Business Park	\$0	\$87	\$134	\$0	\$0	\$221
Manufacturing	\$0	\$50	\$40	\$0	\$0	\$90
Warehousing	\$0	\$26	\$38	\$0	\$0	\$64
Commercial/Shopping Center	\$0	\$57	\$304	\$0	\$0	\$361
Office/Institutional	\$0	\$93	\$118	\$0	\$0	\$211

Nonresidential fees assessed at one-half of one percent of adopted fee amount based on 2013 ordinance amendment

DIFFERENCE BETWEEN PROPOSED AND CURRENT IMPACT FEES

The differences between proposed and current impact fees are displayed in Figure 4.

Figure 4: Difference Between Proposed and Current Impact Fees

Residential Fees per Unit						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Single Family	\$44	\$48	\$355	\$465	(\$3,071)	(\$2,161)
Multi-Family	\$31	\$32	\$251	\$323	(\$2,735)	(\$2,097)

Nonresidential Fees per 1,000 Square Feet						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Industrial	\$26	(\$5)	\$73	\$0	\$0	\$94
Business Park	\$50	\$26	\$237	\$0	\$0	\$313
Manufacturing	\$26	\$9	\$77	\$0	\$0	\$111
Warehousing	\$6	(\$13)	\$14	\$0	\$0	\$6
Commercial	\$38	\$29	\$439	\$0	\$0	\$506
Office & Institutional	\$48	\$16	\$172	\$0	\$0	\$237

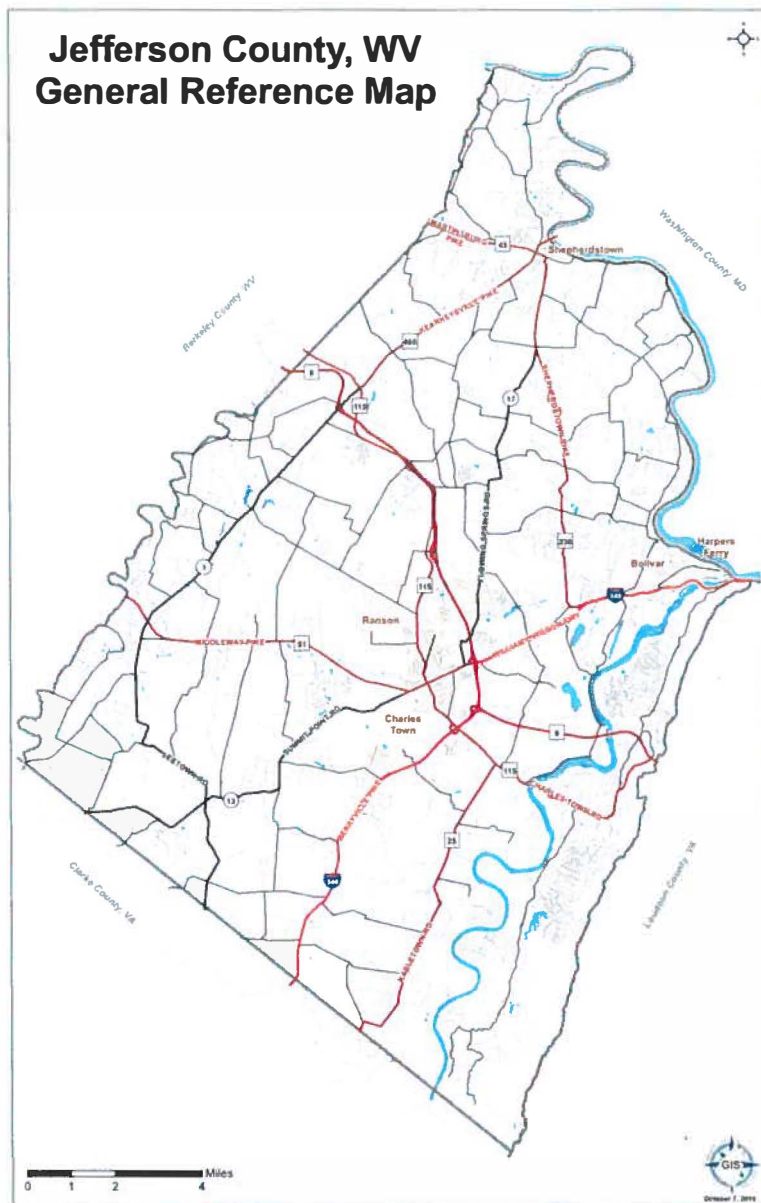
COUNTY ADMINISTRATION IMPACT FEES

METHODOLOGY

The County Administration impact fees include components for court facilities and the cost of preparing the Impact Fee Study. The cost recovery methodology is used for court facilities, and a plan-based methodology is used for the Impact Fee Study.

SERVICE AREA

Jefferson County government provides administrative services throughout Jefferson County; therefore, there is a single service area for the County Administration impact fees.



PROPORTIONATE SHARE

Impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The County Administration impact fees allocate the cost of capital facilities between residential and nonresidential development using functional population. Based on 2017 estimates from the U.S. Census Bureau’s OnTheMap web application, residential development accounts for approximately 78 percent of functional population and nonresidential development is responsible for the remaining 22 percent.

Figure CA1: Proportionate Share

Demand Units in 2017				
Residential			Demand Hours/Day	Person Hours
Population	58,195			
Residents Not Working	33,271		20	665,417
Employed Residents	24,924			
Employed in Jefferson County, WV	7,194		14	100,716
Employed outside Jefferson County, WV	17,730		14	248,220
			Residential Subtotal	1,014,353
			Residential Share	78%
Nonresidential				
Non-working Residents	33,271		4	133,083
Jobs Located in Jefferson County, WV	15,660			
Residents Employed in Jefferson County, WV	7,194		10	71,940
Non-Resident Workers (inflow commuters)	8,466		10	84,660
			Nonresidential Subtotal	289,683
			Nonresidential Share	22%
			Total	1,304,036

Source: TischlerBise calculation (population); U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics (employment).

The proportionate share of costs attributable to residential development will be allocated to population and then converted to an appropriate amount by type of housing unit, based on housing unit size. TischlerBise recommends using jobs as the best demand indicator for County Administration facilities. Employment density rates are highest for office/institutional development and lowest for industrial/warehouse development. Commercial development, such as a shopping center, falls between the other two categories. This ranking of employment density is consistent with the relative demand for County Administration services from nonresidential development.

IMPACT FEE COMPONENTS

Court Facilities – Cost Recovery

Jefferson County currently provides 11,361 square feet of court facilities and plans to repay itself for costs related to excess capacity in these facilities. Shown below, Jefferson County recently acquired the Circuit Court facility and the Prosecutor’s office at a cost of \$1,453,473. Based on discussions with staff, these facilities have enough capacity to serve future development in 2030.

This analysis uses functional population to allocate the proportionate share of demand to residential and nonresidential development. The planned level of service for residential development is 0.1279 square feet per person (11,361 square feet X 78 percent residential share / 69,282 persons). The planned nonresidential level of service is 0.1178 square feet per job (11,361 square feet X 22 percent nonresidential share / 21,212 jobs). Based on the acquisition cost and the court facilities square footage, the cost is \$128 per square foot (\$1,453,473 acquisition cost / 11,361 square feet). This court facilities cost is \$16.36 per person (0.1279 square feet per person X \$128 per square foot) and \$15.07 per job (0.1178 square feet per job X \$128 per square foot).

Figure CA2: Level of Service and Cost Allocation

Description	Square Feet
Circuit Court	6,569
Prosecutor's Office	4,792
Total	11,361

Cost Factors	
Existing Facility Cost	\$1,453,473
Existing Facility Square Feet	11,361
Cost per Square Foot	\$128

Level-of-Service (LOS) Standards	
Existing Square Feet	11,361
Residential	
Residential Share	78%
2030 Population	69,282
Square Feet per Person	0.1279
Cost per Person	\$16.36
Nonresidential	
Nonresidential Share	22%
2030 Jobs	21,212
Square Feet per Job	0.1178
Cost per Job	\$15.07

Source: Department of Engineering, Planning, & Zoning

Impact Fee Study – Plan-Based

The cost to prepare the County Administration impact fees equals \$6,400, and Jefferson County plans to update its impact fees every five years. Based on this cost, proportionate share, and five-year projections of future residential and nonresidential development, the cost is \$1.17 per person and \$1.07 per job.

Figure CA3: Impact Fee Study

Infrastructure Category	Cost	Proportionate Share		Service Unit	5-Year Change	Cost per Service Unit
County Administration	\$6,400	Residential	78%	Population	4,265	\$1.17
		Nonresidential	22%	Jobs	1,314	\$1.07

PROJECTED DEMAND

Court Facilities – Cost Recovery

Based on a projected population increase of 8,285 persons from 2020 to 2030, future residential development demands approximately 1,060 square feet (8,285 additional persons X 0.1279 square feet per person) of the existing court facilities. With projected employment growth of 2,537 jobs from 2020 to 2030, future nonresidential development demands approximately 299 square feet (2,537 additional jobs X 0.1178 square feet per job) of the existing court facilities. Future development demands approximately 1,359 square feet of the existing court facilities at a cost of \$173,822 (1,358.7 square feet X \$128 per square foot).

Figure CA4: Projected Demand

Type of Infrastructure	Level of Service	Demand Unit	Cost per Sq Ft
Court Facilities	0.1279 Square Feet	per Person	\$128
	0.1178 Square Feet	per Job	

Demand for Court Facilities					
Year	Population	Jobs	Square Feet		
			Residential	Nonresidential	Total
2020	60,997	18,675	7,801.8	2,200.5	10,002.3
2021	61,850	18,938	7,910.9	2,231.4	10,142.4
2022	62,702	19,201	8,020.0	2,262.4	10,282.5
2023	63,555	19,463	8,129.1	2,293.4	10,422.5
2024	64,408	19,726	8,238.2	2,324.3	10,562.6
2025	65,261	19,989	8,347.3	2,355.3	10,702.6
2026	66,065	20,234	8,450.2	2,384.1	10,834.3
2027	66,869	20,478	8,553.0	2,413.0	10,966.0
2028	67,674	20,723	8,655.9	2,441.8	11,097.7
2029	68,478	20,967	8,758.7	2,470.6	11,229.3
2030	69,282	21,212	8,861.6	2,499.4	11,361.0
10-Yr Increase	8,285	2,537	1,059.7	298.9	1,358.7

Growth-Related Expenditures	\$135,578	\$38,244	\$173,822
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PROPOSED COUNTY ADMINISTRATION IMPACT FEES

Infrastructure components and cost factors for County Administration impact fees are summarized in the upper portion of Figure CA5. For County Administration impact fees, the capital cost is \$17.53 per person and \$16.14 per job.

County Administration impact fees for residential development are assessed according to the number of persons per housing unit. The single-family fee of \$44 is calculated using a cost of \$17.53 per person multiplied by a demand unit of 2.50 persons per housing unit.

Nonresidential impact fees are assessed according to the number of jobs per 1,000 square feet of floor area. The commercial/shopping center fee of \$38 per 1,000 square feet of floor area is derived from a cost of \$16.14 per job multiplied by a demand unit of 2.34 jobs per 1,000 square feet.

Figure CA5: Proposed Impact Fees

Fee Component	Cost per Person	Cost per Job
Court Facilities	\$16.36	\$15.07
Impact Fee Report	\$1.17	\$1.07
Total	\$17.53	\$16.14

Residential Fees per Unit				
Development Type	Persons per Housing Unit ¹	Proposed Fees	Current Fees	Increase / Decrease
Single Family	2.50	\$44	\$0	\$44
Multi-Family	1.79	\$31	\$0	\$31

Nonresidential Fees per 1,000 Square Feet				
Development Type	Jobs per 1,000 Sq Ft ¹	Proposed Fees	Current Fees	Increase / Decrease
Light Industrial	1.63	\$26	\$0	\$26
Business Park	3.08	\$50	\$0	\$50
Manufacturing	1.59	\$26	\$0	\$26
Warehousing	0.34	\$6	\$0	\$6
Commercial/Shopping Center	2.34	\$38	\$0	\$38
Office/Institutional	2.97	\$48	\$0	\$48
Hotel (per room)	0.13	\$2	\$0	\$2
Nursing Home (per bed)	1.05	\$17	\$0	\$17

1. See Land Use Assumptions

PROJECTED COUNTY ADMINISTRATION IMPACT FEE REVENUE

Projected fee revenue shown below is based on the development projections, shown in Appendix A, and the proposed County Administration impact fees shown in Figure CA5. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease, along with impact fee revenue. Projected impact fee revenue equals \$180,196 and projected expenditures equal \$1,459,873. Jefferson County may not use impact fee revenue to fund existing development’s share of the court facilities.

Figure CA6: Projected Impact Fee Revenue

Fee Component	Growth Share	Existing Share	Total
Court Facilities	\$173,822	\$1,279,651	\$1,453,473
Impact Fee Report	\$6,400	\$0	\$6,400
Total	\$180,222	\$1,279,651	\$1,459,873

		Single Family \$44 per unit	Multi-Family \$31 per unit	Industrial \$26 per 1,000 sq ft	Comm/Shop \$38 per 1,000 sq ft	Office/Inst \$48 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF
Base	2020	21,209	4,455	1,599	3,044	3,015
Year 1	2021	21,506	4,517	1,622	3,087	3,057
Year 2	2022	21,802	4,579	1,644	3,130	3,100
Year 3	2023	22,099	4,641	1,667	3,172	3,142
Year 4	2024	22,396	4,704	1,689	3,215	3,185
Year 5	2025	22,692	4,766	1,712	3,258	3,227
Year 6	2026	22,972	4,825	1,733	3,298	3,266
Year 7	2027	23,251	4,883	1,754	3,338	3,306
Year 8	2028	23,531	4,942	1,775	3,378	3,345
Year 9	2029	23,810	5,001	1,795	3,418	3,385
Year 10	2030	24,090	5,060	1,816	3,457	3,424
10-Year Increase		2,881	605	217	414	410
Projected Revenue		\$122,167	\$18,371	\$5,514	\$15,140	\$19,003

Projected Fee Revenue	\$180,196
Total Expenditures	\$1,459,873
Existing Development Share	\$1,279,677

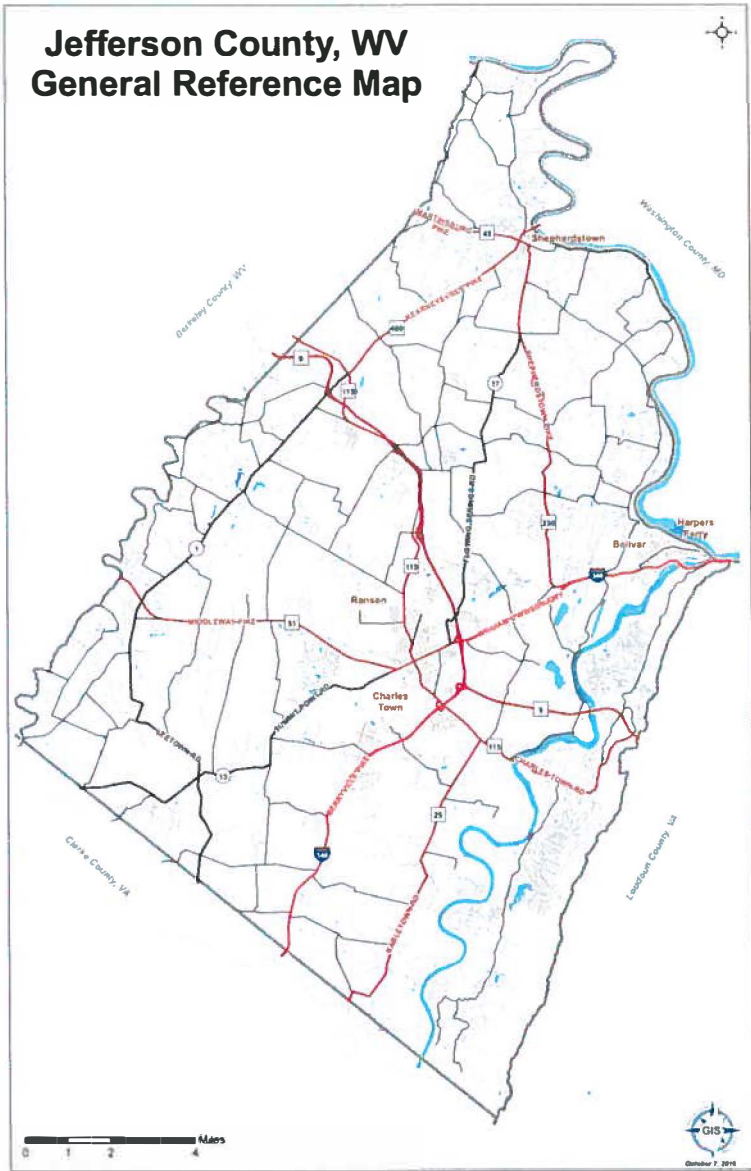
EMS IMPACT FEES

METHODOLOGY

The EMS impact fees include components for EMS facilities, EMS vehicles and equipment, and the cost of preparing the Impact Fee Study. The cost recovery methodology is used for repayment of debt related to EMS facilities, and the incremental expansion methodology is used for EMS vehicles and equipment. The plan-based methodology is used for the Impact Fee Study.

SERVICE AREA

Jefferson County provides EMS services throughout Jefferson County; therefore, there is a single service area for the EMS impact fees.



PROPORTIONATE SHARE

Impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The EMS impact fees allocate the cost of capital facilities between residential and nonresidential development using functional population. Based on 2017 estimates from the U.S. Census Bureau’s OnTheMap web application, residential development accounts for approximately 78 percent of functional population and nonresidential development is responsible for the remaining 22 percent.

Figure E1: Proportionate Share

Demand Units in 2017				
Residential			Demand Hours/Day	Person Hours
Population	58,195			
Residents Not Working	33,271		20	665,417
Employed Residents	24,924			
Employed in Jefferson County, WV		7,194	14	100,716
Employed outside Jefferson County, WV		17,730	14	248,220
		Residential Subtotal		1,014,353
		Residential Share		78%
Nonresidential				
Non-working Residents	33,271		4	133,083
Jobs Located in Jefferson County, WV	15,660			
Residents Employed in Jefferson County, WV		7,194	10	71,940
Non-Resident Workers (inflow commuters)		8,466	10	84,660
		Nonresidential Subtotal		289,683
		Nonresidential Share		22%
		Total		1,304,036

Source: TischlerBise calculation (population); U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics (employment).

The proportionate share of costs attributable to residential development will be allocated to population and then converted to an appropriate amount by type of housing unit, based on housing unit size. Since nonresidential calls for service were unavailable by specific nonresidential use (i.e. retail, office, industrial, etc.), TischlerBise recommends using jobs as the best demand indicator for EMS facilities. Employment density rates are highest for office/institutional development and lowest for industrial/warehouse development. Commercial development, such as a shopping center, falls between the other two categories. This ranking of employment density is consistent with the relative demand for EMS services from nonresidential development.

IMPACT FEE COMPONENTS

EMS Facilities – Cost Recovery

Jefferson County plans to repay itself for costs related to excess capacity in existing EMS facilities. Shown below, total principal and interest related to Jefferson County’s 2009 USDA loan equals \$2,428,920. Based on discussions with staff, EMS facilities have enough capacity to serve all development in 2039 – the year of the final debt payment. For this analysis, total principal and interest costs are allocated to total projected development in 2039.

This analysis uses functional population to allocate the proportionate share of demand to residential and nonresidential development in 2039. For residential development, the cost is \$24.86 per person (\$2,428,920 total cost X 78 percent residential share / 76,199 persons). For nonresidential development, the cost is \$22.90 per job (\$2,428,920 total cost X 22 percent nonresidential share / 23,331 jobs).

Figure E2: Level of Service and Cost Allocation

Cost Factors	
2009 USDA Loan	\$2,428,920

Level-of-Service (LOS) Standards	
Residential	
Residential Share	78%
2039 Population	76,199
Cost per Person	\$24.86
Nonresidential	
Nonresidential Share	22%
2039 Jobs	23,331
Cost per Job	\$22.90

Source: Jefferson County EMS Department

EMS Vehicles and Equipment – Incremental Expansion

Jefferson County plans to expand its current inventory of EMS vehicles and equipment to serve future development. The current inventory includes 116 units with a total cost of \$1,062,000, so this analysis uses the average cost of \$9,155 per unit.

This analysis uses functional population to allocate the proportionate share of demand to residential and nonresidential development. The existing level of service for residential development is 0.0015 units per person (116 units X 78 percent residential share / 60,997 persons). The existing nonresidential level of service is 0.0014 units per job (116 units X 22 percent nonresidential share / 18,675 jobs). Using the average cost of \$9,155 per unit, the EMS vehicles and equipment cost is \$13.58 per person (0.0015 units per person X \$9,155 per unit) and \$12.51 per job (0.0014 units per job X \$9,155 per unit).

Figure E3: Level of Service and Cost Allocation

Description	Units	Unit Cost	Total Cost
3-Body Mortuary Refrigerator	1	\$10,000	\$10,000
CAD Tablets	10	\$1,500	\$15,000
Deceased Transport Van	1	\$40,000	\$40,000
Field Chase Vehicles	4	\$65,000	\$260,000
JCESA Owned Mobile Radios	4	\$5,000	\$20,000
JCESA Owned Portable Radios	8	\$5,000	\$40,000
Lifepak 15 Cardiac Monitor	4	\$35,000	\$140,000
LUCAS CPR Device	4	\$18,000	\$72,000
Reserve Vehicles	2	\$45,000	\$90,000
Staff Vehicles	3	\$50,000	\$150,000
Structural Fire Turnout PPE	75	\$3,000	\$225,000
Total	116	\$9,155	\$1,062,000

Cost Factors	
Average Cost per Unit	\$9,155

Level-of-Service (LOS) Standards	
Existing Units	116
Residential	
Residential Share	78%
2020 Population	60,997
Units per Person	0.0015
Cost per Person	\$13.58
Nonresidential	
Nonresidential Share	22%
2020 Jobs	18,675
Units per Job	0.0014
Cost per Job	\$12.51

Source: Jefferson County EMS Department

Impact Fee Study – Plan-Based

The cost to prepare the EMS impact fees equals \$8,100, and Jefferson County plans to update its impact fees every five years. Based on this cost, proportionate share, and five-year projections of future residential and nonresidential development, the cost is \$1.48 per person and \$1.36 per job.

Figure E4: Impact Fee Study

Infrastructure Category	Cost	Proportionate Share		Service Unit	5-Year Change	Cost per Service Unit
EMS	\$8,100	Residential	78%	Population	4,265	\$1.48
		Nonresidential	22%	Jobs	1,314	\$1.36

PROJECTED DEMAND

EMS Facilities – Cost Recovery

Based on a projected population increase of 15,202 persons over the life of the 2009 USDA loan, future residential development’s share of EMS facilities costs is \$377,983 (15,202 additional persons X \$24.86 per person). With projected employment growth of 4,656 jobs over the life of the 2009 USDA loan, future nonresidential development’s share of EMS facilities costs is \$106,635 (4,656 additional jobs \$22.90 per job). Future development’s share of EMS facilities costs is \$484,618. As shown below, future development’s share is \$264,106 over the next 10 years and \$220,512 beyond 10 years (\$484,618 total growth cost). Existing development’s share of \$1,080,686 (\$1,565,304 remaining balance - \$484,618 growth cost) must use non-development funds for repayment.

Figure E5: Projected Demand

Type of Infrastructure	Cost Allocation	Demand Unit	Total Cost
EMS Facilities	\$24.86	per Person	\$2,428,920
	\$22.90	per Job	

Demand for EMS Facilities					
Year	Population	Jobs	Cost		
			Residential	Nonresidential	Total
2020	60,997	18,675	\$1,516,575	\$427,727	\$1,944,302
2021	61,850	18,938	\$1,537,782	\$433,746	\$1,971,528
2022	62,702	19,201	\$1,558,989	\$439,765	\$1,998,755
2023	63,555	19,463	\$1,580,196	\$445,785	\$2,025,981
2024	64,408	19,726	\$1,601,403	\$451,804	\$2,053,207
2025	65,261	19,989	\$1,622,610	\$457,823	\$2,080,433
2030	69,282	21,212	\$1,722,574	\$485,834	\$2,208,408
2035	73,268	22,434	\$1,821,690	\$513,822	\$2,335,512
2039	76,199	23,331	\$1,894,558	\$534,362	\$2,428,920
19-Yr Increase	15,202	4,656	\$377,983	\$106,635	\$484,618

Growth-Related Expenditures: 10 Years	\$205,999	\$58,107	\$264,106
Growth-Related Expenditures: 10 Years+	\$171,984	\$48,528	\$220,512

EMS Vehicles and Equipment - Incremental Expansion

Based on a projected population increase of 8,285 persons over the next 10 years, future residential development demands an additional 12.3 units (8,285 additional persons X 0.0015 units per person). With projected employment growth of 2,537 jobs over the next 10 years, future nonresidential development demands an additional 3.5 units (2,537 additional jobs X 0.0014 units per job). Future development demands an additional 15.8 units of EMS vehicles and equipment at a cost of \$144,257 (15.8 units X \$9,155 per unit).

Figure E6: Projected Demand

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
EMS Vehicles and Equipment	0.0015 Units	per Person	\$9,155
	0.0014 Units	per Job	

Demand for EMS Vehicles and Equipment					
Year	Population	Jobs	Units		
			Residential	Nonresidential	Total
2020	60,997	18,675	90.5	25.5	116.0
2021	61,850	18,938	91.7	25.9	117.6
2022	62,702	19,201	93.0	26.2	119.2
2023	63,555	19,463	94.3	26.6	120.9
2024	64,408	19,726	95.5	27.0	122.5
2025	65,261	19,989	96.8	27.3	124.1
2026	66,065	20,234	98.0	27.6	125.6
2027	66,869	20,478	99.2	28.0	127.2
2028	67,674	20,723	100.4	28.3	128.7
2029	68,478	20,967	101.6	28.7	130.2
2030	69,282	21,212	102.8	29.0	131.8
10-Yr Increase	8,285	2,537	12.3	3.5	15.8

Growth-Related Expenditures	\$112,517	\$31,740	\$144,257
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PROPOSED EMS IMPACT FEES

Infrastructure components and cost factors for EMS impact fees are summarized in the upper portion of Figure E7. For EMS impact fees, the capital cost is \$39.93 per person and \$36.77 per job.

EMS impact fees for residential development are assessed according to the number of persons per housing unit. The single-family fee of \$100 is calculated using a cost of \$39.93 per person multiplied by a demand unit of 2.50 persons per housing unit.

Nonresidential impact fees are assessed according to the number of jobs per 1,000 square feet of floor area. The commercial/shopping center fee of \$86 per 1,000 square feet of floor area is derived from a cost of \$36.77 per job multiplied by a demand unit of 2.34 jobs per 1,000 square feet.

Figure E7: Proposed Impact Fees

Fee Component	Cost per Person	Cost per Job
EMS Facilities	\$24.86	\$22.90
EMS Vehicles and Equipment	\$13.58	\$12.51
Impact Fee Report	\$1.48	\$1.36
Total	\$39.93	\$36.77

Residential Development	Fees per Unit			
Development Type	Persons per Housing Unit ¹	Proposed Fees	Current Fees	Increase / Decrease
Single Family	2.50	\$100	\$52	\$48
Multi-Family	1.79	\$71	\$39	\$32

Nonresidential Development	per 1,000 Square Feet			
Development Type	Jobs per 1,000 Sq Ft ¹	Proposed Fees	Current Fees	Increase / Decrease
Light Industrial	1.63	\$60	\$65	(\$5)
Business Park	3.08	\$113	\$87	\$26
Manufacturing	1.59	\$59	\$50	\$9
Warehousing	0.34	\$13	\$26	(\$13)
Commercial/Shopping Center	2.34	\$86	\$57	\$29
Office/Institutional	2.97	\$109	\$93	\$16
Hotel (per room)	0.13	\$5	n/a	n/a
Nursing Home (per bed)	1.05	\$39	n/a	n/a

1. See Land Use Assumptions

PROJECTED EMS IMPACT FEE REVENUE

Projected fee revenue shown below is based on the development projections, shown in Appendix A, and the proposed EMS impact fees shown in Figure E7. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease, along with impact fee revenue. Projected impact fee revenue over the next 10 years equals \$416,450 and total projected expenditures equal \$1,717,661. Cost recovery related to EMS facilities beyond the 10-year projection timeline shown below equals \$220,502. Existing development’s share of the remaining balance of the 2009 USDA loan equals \$1,080,686 and must use non-development funds for repayment.

Figure E8: Projected Impact Fee Revenue

Fee Component	Growth Share		Existing Share	Total
	Years 1-10	Years 11-19		
EMS Facilities	\$264,106	\$220,512	\$1,080,686	\$1,565,304
EMS Vehicles and Equipment	\$144,257	\$0	\$0	\$144,257
Impact Fee Report	\$8,100	\$0	\$0	\$8,100
Total	\$416,463	\$220,512	\$1,080,686	\$1,717,661

		Single Family \$100 per unit	Multi-Family \$71 per unit	Industrial \$60 per 1,000 sq ft	Comm/Shop \$86 per 1,000 sq ft	Office/Inst \$109 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF
Base	2020	21,209	4,455	1,599	3,044	3,015
Year 1	2021	21,506	4,517	1,622	3,087	3,057
Year 2	2022	21,802	4,579	1,644	3,130	3,100
Year 3	2023	22,099	4,641	1,667	3,172	3,142
Year 4	2024	22,396	4,704	1,689	3,215	3,185
Year 5	2025	22,692	4,766	1,712	3,258	3,227
Year 6	2026	22,972	4,825	1,733	3,298	3,266
Year 7	2027	23,251	4,883	1,754	3,338	3,306
Year 8	2028	23,531	4,942	1,775	3,378	3,345
Year 9	2029	23,810	5,001	1,795	3,418	3,385
Year 10	2030	24,090	5,060	1,816	3,457	3,424
10-Year Increase		2,881	605	217	414	410
Projected Revenue		\$282,371	\$42,459	\$12,746	\$34,949	\$43,926

Projected Fee Revenue (Years 1-10)	\$416,450
Projected Fee Revenue (Years 11-19)	\$220,502
Total Expenditures	\$1,717,661
Existing Development Share	\$1,080,686

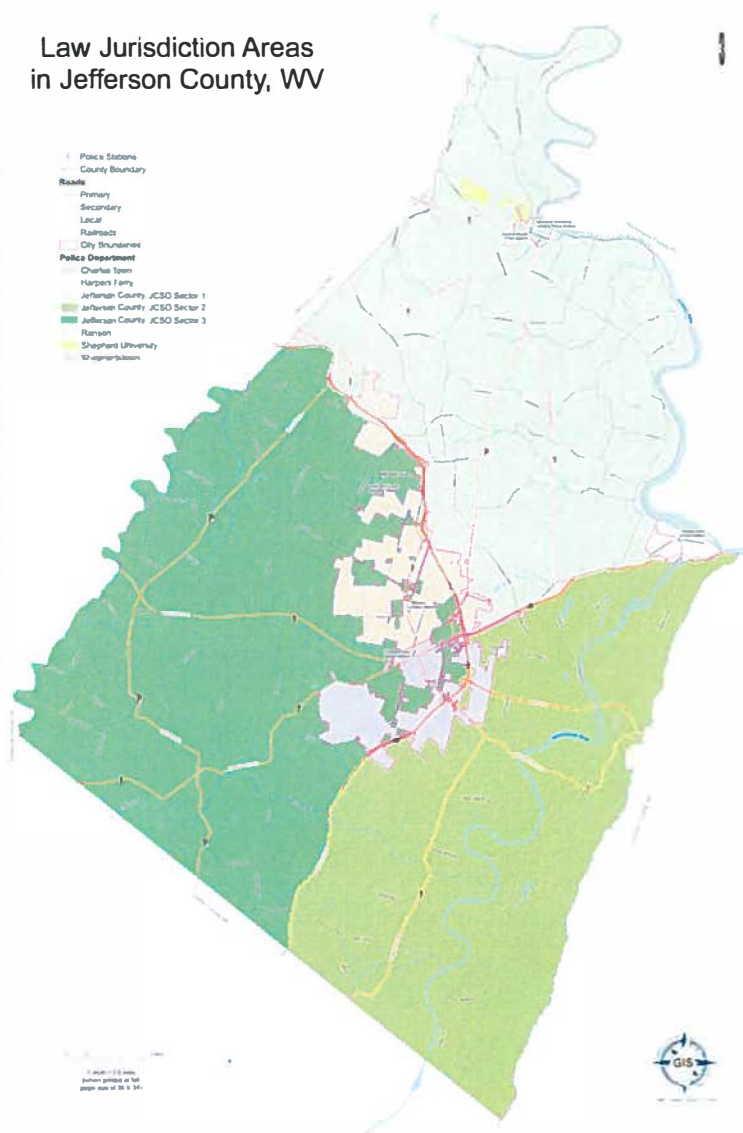
LAW ENFORCEMENT IMPACT FEES

METHODOLOGY

The Law Enforcement impact fees include components for sheriff facilities, sheriff vehicles, law enforcement equipment, animal control facilities, animal control vehicles, and the cost of preparing the Impact Fee Study. The incremental expansion methodology is used for sheriff facilities, sheriff vehicles, law enforcement equipment, animal control facilities, and animal control vehicles. A plan-based methodology is used for the Impact Fee Study.

SERVICE AREA

Jefferson County provides law enforcement services in unincorporated areas of Jefferson County; therefore, there is a single service area for the Law Enforcement impact fees (unincorporated areas only).



PROPORTIONATE SHARE

Impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The Law Enforcement impact fees allocate the cost of capital facilities between residential and nonresidential development using functional population. Based on 2017 estimates from the U.S. Census Bureau’s OnTheMap web application, residential development accounts for approximately 78 percent of functional population and nonresidential development is responsible for the remaining 22 percent. Animal control components will be assessed only to residential development.

Figure L1: Proportionate Share

Demand Units in 2017				
Category	Population		Demand Hours/Day	Person Hours
Residential				
Population	58,195			
Residents Not Working	33,271		20	665,417
Employed Residents	24,924			
Employed in Jefferson County, WV		7,194	14	100,716
Employed outside Jefferson County, WV		17,730	14	248,220
			Residential Subtotal	1,014,353
			Residential Share	78%
Nonresidential				
Non-working Residents	33,271		4	133,083
Jobs Located in Jefferson County, WV	15,660			
Residents Employed in Jefferson County, WV		7,194	10	71,940
Non-Resident Workers (inflow commuters)		8,466	10	84,660
			Nonresidential Subtotal	289,683
			Nonresidential Share	22%
			Total	1,304,036

Source: TischlerBise calculation (population); U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics (employment).

The proportionate share of costs attributable to residential development will be allocated to population and then converted to an appropriate amount by type of housing unit, based on housing unit size. Since nonresidential calls for service were unavailable by specific nonresidential use (i.e. retail, office, industrial, etc.), TischlerBise recommends using average weekday nonresidential vehicle trips as the best demand indicator for law enforcement facilities. Trip generation rates are highest for commercial development, such as a shopping center, and lowest for industrial/warehouse development. Office/institutional trip rates fall between the other two categories. This ranking of trip rates is consistent with the relative demand for law enforcement protection from nonresidential development. Other possible nonresidential demand indicators, such as employment or floor area, do not accurately reflect the demand for law enforcement services. If employees per 1,000 square feet of building area were used as the demand indicator, Law Enforcement impact fees would be too high for office/institutional development.

IMPACT FEE COMPONENTS

Sheriff Facilities – Incremental Expansion

Jefferson County plans to expand its current inventory of sheriff facilities to serve future development. The current inventory includes 16,000 square feet. This analysis uses a construction cost of \$251 per square foot – calculated in the 2015 Jefferson County Impact Fee Study.

This analysis uses functional population to allocate the proportionate share of demand to residential and nonresidential development. The existing level of service for residential development is 0.4171 square feet per person (16,000 square feet X 78 percent residential share / 29,917 persons). The existing nonresidential level of service is 0.1251 square feet per vehicle trip (16,000 square feet X 22 percent nonresidential share / 28,143 vehicle trips). Using a construction cost of \$251 per square foot, the sheriff facilities cost is \$104.70 per person (0.4171 square feet per person X \$251 per square foot) and \$31.39 per vehicle trip (0.1251 square feet per vehicle trip X \$251 per square foot).

Figure L2: Level of Service and Cost Allocation

Description	Square Feet
Sheriff's Building	15,000
Blue Ridge Community Facility	1,000
Total	16,000

Cost Factors	
Cost per Square Foot¹	\$251

Level-of-Service (LOS) Standards	
Existing Square Feet	16,000
Residential	
Residential Share	78%
2020 Population - Unincorporated	29,917
Square Feet per Person	0.4171
Cost per Person	\$104.70
Nonresidential	
Nonresidential Share	22%
2020 Veh. Trips - Unincorporated	28,143
Square Feet per Vehicle Trip	0.1251
Cost per Vehicle Trip	\$31.39

Source: Jefferson County Sheriff's Office
1. 2015 Jefferson County Impact Fee Study

Sheriff Vehicles – Incremental Expansion

Jefferson County plans to expand its current inventory of sheriff vehicles to serve future development. The current inventory includes 43 units with a total cost of \$2,724,000, so this analysis uses the average cost of \$63,349 per unit.

This analysis uses functional population to allocate the proportionate share of demand to residential and nonresidential development. The existing level of service for residential development is 0.0011 units per person (43 units X 78 percent residential share / 29,917 persons). The existing nonresidential level of service is 0.0003 units per vehicle trip (43 units X 22 percent nonresidential share / 28,143 vehicle trips). Using the average cost of \$63,349 per unit, the sheriff vehicles cost is \$71.02 per person (0.0011 units per person X \$63,349 per unit) and \$21.29 per vehicle trip (0.0003 units per vehicle trip X \$63,349 per unit).

Figure L3: Level of Service and Cost Allocation

Description	Units	Unit Cost	Total Cost
CanAm Spyder	1	\$18,000	\$18,000
Chevrolet Tahoe	1	\$68,000	\$68,000
Chevy Equinox	1	\$30,000	\$30,000
Dodge Ram	1	\$40,000	\$40,000
Ford Crown Victoria	3	\$68,000	\$204,000
Ford E350 Van	1	\$35,000	\$35,000
Ford Expedition	1	\$68,000	\$68,000
Ford Explorer	30	\$68,000	\$2,040,000
GMC Van	1	\$35,000	\$35,000
Jeep Cherokee	2	\$68,000	\$136,000
Jeep Patriot	1	\$50,000	\$50,000
Total	43	\$63,349	\$2,724,000

Cost Factors	
Average Cost per Unit	\$63,349

Level-of-Service (LOS) Standards	
Existing Units	43
Residential	
Residential Share	78%
2020 Population - Unincorporated	29,917
Units per Person	0.0011
Cost per Person	\$71.02
Nonresidential	
Nonresidential Share	22%
2020 Veh. Trips - Unincorporated	28,143
Units per Vehicle Trip	0.0003
Cost per Vehicle Trip	\$21.29

Source: Jefferson County Sheriff's Office

Law Enforcement Equipment – Incremental Expansion

Jefferson County plans to expand its current inventory of law enforcement equipment to serve future development in unincorporated areas of Jefferson County. Shown below, the current inventory includes 364 units with a total cost of \$758,323. This analysis uses the average cost of \$2,083 per unit.

Figure L4: Existing Inventory

Description	Units	Unit Cost	Total Cost
Chemical Munitions Launcher	2	\$1,200	\$2,400
IR laser	31	\$2,795	\$86,645
License Plate Readers	6	\$16,820	\$100,920
Mobile Data Terminals	35	\$2,150	\$75,250
Night Vision Goggles	10	\$7,916	\$79,164
Patrol Rifle	31	\$1,000	\$31,000
Pistol	39	\$425	\$16,575
Pistol Light	31	\$411	\$12,741
Radios	40	\$1,245	\$49,784
Rifle Sights	32	\$725	\$23,200
Shotgun	28	\$1,250	\$35,000
Simmunition Pistol	10	\$450	\$4,500
Sniper Rifle w/ Scope	2	\$2,600	\$5,200
SRT Communication Equipment	10	\$850	\$8,500
SRT Helmet w/ mount	10	\$1,200	\$12,000
Tactical Vest	10	\$3,094	\$30,940
Taser	31	\$1,113	\$34,503
Traffic Monitoring Camera	6	\$25,000	\$150,000
Total	364	\$2,083	\$758,323

This analysis uses functional population to allocate the proportionate share of demand to residential and nonresidential development. The existing level of service for residential development is 0.0095 units per person (364 units X 78 percent residential share / 29,917 persons). The existing nonresidential level of service is 0.0028 units per vehicle trip (364 units X 22 percent nonresidential share / 28,143 vehicle trips). Based on \$2,083 per unit, the law enforcement equipment cost is \$19.77 per person (0.0095 units per person X \$2,083 per unit) and \$5.93 per vehicle trip (0.0028 per vehicle trip X \$2,083 per unit).

Figure L5: Level of Service and Cost Allocation

Cost Factors	
Average Cost per Unit	\$2,083
Level-of-Service (LOS) Standards	
Existing Units	364
Residential	
Residential Share	78%
2020 Population - Unincorporated	29,917
Units per Person	0.0095
Cost per Person	\$19.77
Nonresidential	
Nonresidential Share	22%
2020 Veh. Trips - Unincorporated	28,143
Units per Vehicle Trip	0.0028
Cost per Vehicle Trip	\$5.93

Source: Jefferson County Sheriff's Office

Animal Control Facilities – Incremental Expansion

Jefferson County plans to expand its current inventory of Animal Control facilities to serve future development. The current inventory includes 22 kennels.

This analysis allocates 100 percent of demand to residential development. The existing level of service for residential development is 0.0007 kennels per person (22 kennels X 100 percent residential share / 29,917 persons). Using an average cost of \$10,000 per kennel, the animal control facilities cost is \$7.35 per person (0.0007 kennels per person X \$10,000 per kennel). Animal Control facilities were not included in the previous study.

Figure L6: Level of Service and Cost Allocation

Description	Kennels
Poor Farm House	22

Cost Factors	
Cost per Kennel	\$10,000

Level-of-Service (LOS) Standards	
Existing Kennels	22
Residential	
Residential Share	100%
2020 Population - Unincorporated	29,917
Kennels per Person	0.0007
Cost per Person	\$7.35
Nonresidential	
Nonresidential Share	- 0%
2020 Veh. Trips - Unincorporated	28,143
Kennels per Vehicle Trip	0.0000
Cost per Vehicle Trip	\$0.00

Animal Control Vehicles – Incremental Expansion

Jefferson County plans to expand its current inventory of Animal Control vehicles to serve future development. The current inventory includes four units with a total cost of \$192,000, so this analysis uses the average cost of \$48,000 per unit.

This analysis allocates 100 percent of demand to residential development. The existing level of service for residential development is 0.0001 units per person (four units X 100 percent residential share / 29,917 persons). Using the average cost of \$48,000 per unit, the animal control vehicle cost is \$6.42 per person (0.0001 units per person X \$48,000 per unit). Animal Control vehicles were not included in the previous study.

Figure L7: Level of Service and Cost Allocation

Description	Units	Unit Cost	Total Cost
Ford F250 Super Duty	1	\$48,000	\$48,000
Ford Ranger	1	\$48,000	\$48,000
GMC Canyon	2	\$48,000	\$96,000
Total	4	\$48,000	\$192,000

Cost Factors	
Average Cost per Unit	\$48,000

Level-of-Service (LOS) Standards	
Existing Units	4
Residential	
Residential Share	100%
2020 Population - Unincorporated	29,917
Units per Person	0.0001
Cost per Person	\$6.42
Nonresidential	
Nonresidential Share	0%
2020 Veh. Trips - Unincorporated	28,143
Units per Vehicle Trip	0.0000
Cost per Vehicle Trip	\$0.00

Source: Jefferson County Sheriff's Office

Impact Fee Study – Plan Based

The cost to prepare the Law Enforcement impact fees equals \$9,200, and Jefferson County plans to update its impact fees every five years. Based on this cost, proportionate share, and five-year projections of future residential and nonresidential development, the cost is \$2.96 per person and \$1.01 per vehicle trip.

Figure L8: Impact Fee Study

Infrastructure Category	Cost	Proportionate Share		Service Unit	5-Year Change	Cost per Service Unit
Law Enforcement	\$9,200	Residential	78%	Population	2,424	\$2.96
		Nonresidential	22%	Vehicle Trips	1,996	\$1.01

PROJECTED DEMAND

Sheriff Facilities – Incremental Expansion

Based on a 10-year projected population increase of 4,708 persons in unincorporated areas, future residential development demands an additional 1,964 square feet of sheriff facilities (4,708 additional persons X 0.4171 square feet per person). With projected growth of 3,838 vehicle trips in unincorporated areas, future nonresidential development demands an additional 480 square feet (3,838 additional vehicle trips X 0.1251 square feet per vehicle trip). Future development in unincorporated areas demands an additional 2,444 square feet of sheriff facilities at a cost of \$613,478 (2,444 square feet X \$251 per square foot).

Figure L9: Projected Demand

Type of Infrastructure	Level of Service	Demand Unit	Cost per Sq Ft
Sheriff Facilities	0.4171 Square Feet	per Person	\$251
	0.1251 Square Feet	per Vehicle Trip	

Demand for Sheriff Facilities					
Year	Population	Vehicle Trips	Square Feet		
			Residential	Nonresidential	Total
2020	29,917	28,143	12,480	3,520	16,000
2021	30,402	28,542	12,682	3,570	16,252
2022	30,887	28,942	12,884	3,620	16,504
2023	31,372	29,341	13,087	3,670	16,756
2024	31,856	29,740	13,289	3,720	17,009
2025	32,341	30,139	13,491	3,770	17,261
2026	32,798	30,508	13,682	3,816	17,497
2027	33,255	30,876	13,872	3,862	17,734
2028	33,712	31,244	14,063	3,908	17,971
2029	34,169	31,613	14,254	3,954	18,207
2030	34,626	31,981	14,444	4,000	18,444
10-Yr Increase	4,708	3,838	1,964	480	2,444

Growth-Related Expenditures	\$492,993	\$120,484	\$613,478
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Sheriff Vehicles - Incremental Expansion

Based on a projected population increase of 4,708 persons in unincorporated areas between 2020 and 2030, future residential development demands an additional 5.3 units (4,708 additional persons X 0.0011 units per person). With projected growth of 3,838 vehicle trips in unincorporated areas between 2020 and 2030, future nonresidential development demands an additional 1.3 units (3,838 additional vehicle trips X 0.0003 units per vehicle trip). Future development in unincorporated areas demands an additional 6.6 units of sheriff vehicles at a cost of \$416,114 (6.6 units X \$63,349 per unit).

Figure L10: Projected Demand

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Sheriff Vehicles	0.0011 Units	per Person	\$63,349
	0.0003 Units	per Vehicle Trip	

Demand for Sheriff Vehicles					
Year	Population	Vehicle Trips	Units		
			Residential	Nonresidential	Total
2020	29,917	28,143	33.5	9.5	43.0
2021	30,402	28,542	34.1	9.6	43.7
2022	30,887	28,942	34.6	9.7	44.4
2023	31,372	29,341	35.2	9.9	45.0
2024	31,856	29,740	35.7	10.0	45.7
2025	32,341	30,139	36.3	10.1	46.4
2026	32,798	30,508	36.8	10.3	47.0
2027	33,255	30,876	37.3	10.4	47.7
2028	33,712	31,244	37.8	10.5	48.3
2029	34,169	31,613	38.3	10.6	48.9
2030	34,626	31,981	38.8	10.8	49.6
10-Yr Increase	4,708	3,838	5.3	1.3	6.6

Growth-Related Expenditures	\$334,391	\$81,723	\$416,114
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Law Enforcement Equipment – Incremental Expansion

Based on a projected population increase of 4,708 persons in unincorporated areas between 2020 and 2030, future residential development demands an additional 44.7 units of equipment (4,708 additional persons X 0.0095 units per person). With projected growth of 3,838 vehicle trips in unincorporated areas between 2020 and 2030, future nonresidential development demands an additional 10.9 units (3,838 additional vehicle trips X 0.0028 units per vehicle trip). Future development in unincorporated areas demands an additional 55.6 units of law enforcement equipment at a cost of \$115,840 (55.6 units X \$2,083 per unit).

Figure L11: Projected Demand

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Law Enforcement Equipment	0.0095 Units	per Person	\$2,083
	0.0028 Units	per Vehicle Trip	

Demand for Law Enforcement Equipment					
Year	Population	Vehicle Trips	Units		
			Residential	Nonresidential	Total
2020	29,917	28,143	283.9	80.1	364.0
2021	30,402	28,542	288.5	81.2	369.7
2022	30,887	28,942	293.1	82.4	375.5
2023	31,372	29,341	297.7	83.5	381.2
2024	31,856	29,740	302.3	84.6	386.9
2025	32,341	30,139	306.9	85.8	392.7
2026	32,798	30,508	311.3	86.8	398.1
2027	33,255	30,876	315.6	87.9	403.5
2028	33,712	31,244	319.9	88.9	408.8
2029	34,169	31,613	324.3	90.0	414.2
2030	34,626	31,981	328.6	91.0	419.6
10-Yr Increase	4,708	3,838	44.7	10.9	55.6

Growth-Related Expenditures	\$93,090	\$22,751	\$115,840
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Animal Control Facilities – Incremental Expansion

Based on a projected population increase of 4,708 persons in unincorporated areas between 2020 and 2030, future residential development demands an additional 3.5 kennels (4,708 additional persons X 0.0007 kennels per person). The Animal Control facilities cost is \$34,624 (3.5 kennels X \$10,000 per kennel).

Figure L12: Projected Demand

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Animal Control Facilities	0.0007 Kennels	per Person	\$10,000
	0.0000 Kennels	per Vehicle Trip	

Demand for Animal Control Facilities					
Year	Population	Vehicle Trips	Kennels		
			Residential	Nonresidential	Total
2020	29,917	28,143	22.0	0.0	22.0
2021	30,402	28,542	22.4	0.0	22.4
2022	30,887	28,942	22.7	0.0	22.7
2023	31,372	29,341	23.1	0.0	23.1
2024	31,856	29,740	23.4	0.0	23.4
2025	32,341	30,139	23.8	0.0	23.8
2026	32,798	30,508	24.1	0.0	24.1
2027	33,255	30,876	24.5	0.0	24.5
2028	33,712	31,244	24.8	0.0	24.8
2029	34,169	31,613	25.1	0.0	25.1
2030	34,626	31,981	25.5	0.0	25.5
10-Yr Increase	4,708	3,838	3.5	0.0	3.5

Growth-Related Expenditures	\$34,624	\$0	\$34,624
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Animal Control Vehicles– Incremental Expansion

Based on a projected population increase of 4,708 persons in unincorporated areas between 2020 and 2030, future residential development demands an additional 0.6 units (4,708 additional persons X 0.0001 units per person). The Animal Control vehicles cost is \$30,217 (0.6 units X \$48,000 per unit).

Figure L13: Projected Demand

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Animal Control Vehicles	0.0001 Units	per Person	\$48,000
	0.0000 Units	per Vehicle Trip	

Demand for Animal Control Vehicles					
Year	Population	Vehicle Trips	Units		
			Residential	Nonresidential	Total
2020	29,917	28,143	4.0	0.0	4.0
2021	30,402	28,542	4.1	0.0	4.1
2022	30,887	28,942	4.1	0.0	4.1
2023	31,372	29,341	4.2	0.0	4.2
2024	31,856	29,740	4.3	0.0	4.3
2025	32,341	30,139	4.3	0.0	4.3
2026	32,798	30,508	4.4	0.0	4.4
2027	33,255	30,876	4.4	0.0	4.4
2028	33,712	31,244	4.5	0.0	4.5
2029	34,169	31,613	4.6	0.0	4.6
2030	34,626	31,981	4.6	0.0	4.6
10-Yr Increase	4,708	3,838	0.6	0.0	0.6

Growth-Related Expenditures	\$30,217	\$0	\$30,217
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PROPOSED LAW ENFORCEMENT IMPACT FEES

Infrastructure components and cost factors for Law Enforcement impact fees are summarized in the upper portion of Figure L14. For Law Enforcement impact fees, the capital cost is \$212.23 per person and \$59.63 per trip.

Law Enforcement impact fees for residential development are assessed according to the number of persons per housing unit. The single-family fee of \$531 is calculated using a cost of \$212.23 per person multiplied by a demand unit of 2.50 persons per housing unit.

Nonresidential impact fees are assessed according to the number of jobs per 1,000 square feet of floor area. The commercial/shopping center fee of \$743 per 1,000 square feet of floor area is derived from a cost of \$59.63 per trip multiplied by a demand unit of 12.46 average weekday vehicle trips per 1,000 square feet.

Figure L14: Proposed Impact Fees

Fee Component	Cost per Person	Cost per Trip
Sheriff Facilities	\$104.70	\$31.39
Sheriff Vehicles	\$71.02	\$21.29
Law Enforcement Equipment	\$19.77	\$5.93
Animal Control Facilities	\$7.35	\$0.00
Animal Control Vehicles	\$6.42	\$0.00
Impact Fee Report	\$2.96	\$1.01
Total	\$212.23	\$59.63

Residential Development		Fees per Unit		
Development Type	Persons per Housing Unit ¹	Proposed Fees	Current Fees	Increase / Decrease
Single Family	2.50	\$531	\$176	\$355
Multi-Family	1.79	\$380	\$129	\$251

Nonresidential Development		Fees per 1,000 Square Feet		
Development Type	Avg Weekday Vehicle Trips ¹	Proposed Fees	Current Fees	Increase / Decrease
Light Industrial	2.48	\$148	\$75	\$73
Business Park	6.22	\$371	\$134	\$237
Manufacturing	1.97	\$117	\$40	\$77
Warehousing	0.87	\$52	\$38	\$14
Commercial/Shopping Center	12.46	\$743	\$304	\$439
Office/Institutional	4.87	\$290	\$118	\$172
Hotel (per room)	1.68	\$100	n/a	n/a
Nursing Home (per bed)	1.53	\$91	n/a	n/a

1. See Land Use Assumptions

PROJECTED LAW ENFORCEMENT IMPACT FEE REVENUE

Projected fee revenue shown below is based on the development projections, shown in Appendix A, and the proposed Law Enforcement impact fees shown in Figure L14. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease, along with impact fee revenue. Projected impact fee revenue equals \$3,652,586 and projected expenditures equal \$3,652,586.

Figure L15: Projected Impact Fee Revenue

Fee Component	Growth Share	Existing Share	Total
Sheriff Facilities	\$613,478	\$0	\$613,478
Sheriff Vehicles	\$416,114	\$0	\$416,114
Law Enforcement Equipment	\$115,840	\$0	\$115,840
Animal Control Facilities	\$34,624	\$0	\$34,624
Animal Control Vehicles	\$30,217	\$0	\$30,217
Impact Fee Report	\$9,200	\$0	\$9,200
Total	\$1,219,473	\$0	\$1,219,473

		Single Family \$531 per unit	Multi-Family \$380 per unit	Industrial \$148 per 1,000 sq ft	Comm/Shop \$743 per 1,000 sq ft	Office/Inst \$290 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF
Base	2020	10,403	2,185	796	1,514	1,500
Year 1	2021	10,571	2,220	807	1,536	1,521
Year 2	2022	10,740	2,256	818	1,557	1,542
Year 3	2023	10,908	2,291	829	1,579	1,564
Year 4	2024	11,077	2,326	841	1,600	1,585
Year 5	2025	11,245	2,362	852	1,622	1,606
Year 6	2026	11,404	2,395	862	1,642	1,626
Year 7	2027	11,563	2,429	873	1,661	1,646
Year 8	2028	11,722	2,462	883	1,681	1,665
Year 9	2029	11,881	2,495	894	1,701	1,685
Year 10	2030	12,040	2,529	904	1,721	1,704
10-Year Increase		1,637	344	108	207	205
Projected Revenue		\$862,751	\$129,740	\$15,914	\$152,155	\$58,913

Projected Fee Revenue	\$1,219,473
Total Expenditures	\$1,219,473

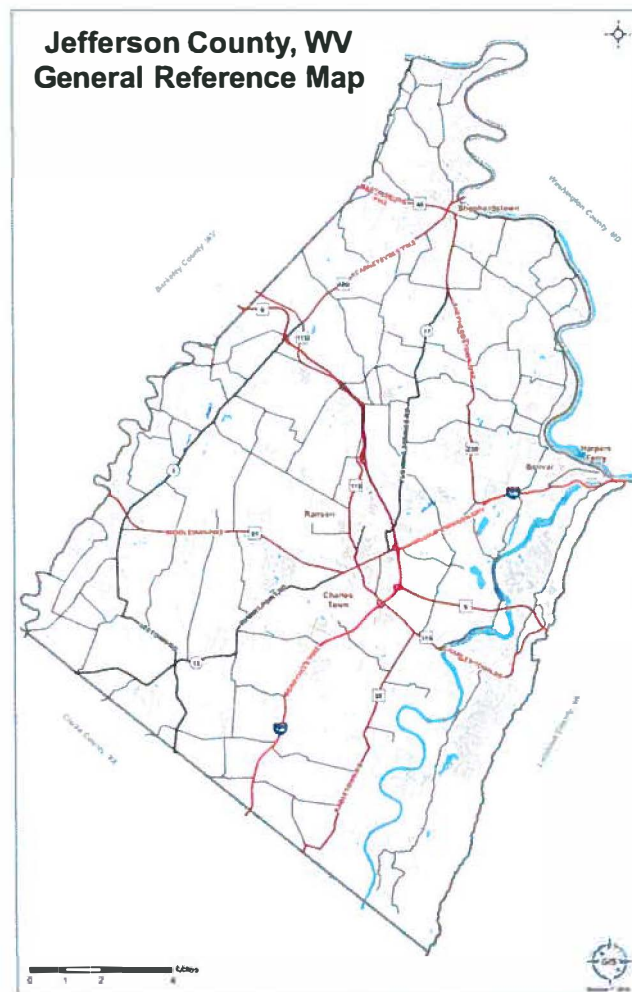
PARKS AND RECREATION IMPACT FEES

METHODOLOGY

The Parks and Recreation impact fees include components for park land, park improvements, park facilities, park vehicles and equipment, and the cost of preparing the Impact Fee Study. The incremental expansion methodology is used for park land, park improvements, park facilities, and park vehicles and equipment. A plan-based methodology is used for the Impact Fee Study.

SERVICE AREA

Jefferson County provides park and recreation amenities throughout Jefferson County; therefore, there is a single service area for the Parks and Recreation impact fees.



PROPORTIONATE SHARE

Impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The Parks and Recreation impact fees allocate 100 percent of the cost of capital facilities to residential development.

IMPACT FEE COMPONENTS

Park Land – Incremental Expansion

Jefferson County plans to expand its current inventory of park land to serve future development. The current inventory includes 384.9 acres.

This analysis allocates 100 percent of demand to residential development. The existing level of service for residential development is 0.0063 acres per person (384.9 acres X 100 percent residential share / 60,997 persons). Based on recent land acquisition costs provided by staff, the analysis uses a cost of \$10,500 per acre. The park land cost is \$66.26 per person (0.0063 acres per person X \$10,500 per acre).

Figure P1: Level of Service and Cost Allocation

Description	Acres
Bolivar Nature Park	6.80
Harvest Hills Park	21.77
Heather Marriot Park	11.00
James Hite Park	119.73
Leetown Park	10.87
Moulton Park	2.88
Mount Mission Park	3.50
Sam Michael's Park	137.24
South Jefferson Park	71.11
Total	384.9

Cost Factors	
Cost per Acre	\$10,500

Level-of-Service (LOS) Standards	
Existing Acres	384.9
Residential	
Residential Share	100%
2020 Population	60,997
Acres per Person	0.0063
Cost per Person	\$66.26
Nonresidential	
Nonresidential Share	0%
2020 Jobs	18,675
Acres per Job	0.0000
Cost per Job	\$0.00

Source: Jefferson County Parks Department

Park Improvements – Incremental Expansion

Jefferson County plans to expand its current inventory of park improvements to serve future development. The current inventory includes 214 units with a total cost of \$15,076,083, so this analysis uses the average cost of \$70,449 per improvement. Appendix D includes a detailed inventory.

Figure P2: Existing Inventory

Description	Improvements	Unit Cost	Total Cost
Amphitheatre	1	\$600,000	\$600,000
Baseball Field	12	\$371,153	\$4,453,840
Baseball Field Lights	2	\$125,000	\$250,000
Basketball Court	2	\$21,150	\$42,300
Benches (Steel)	8	\$340	\$2,720
Bleachers	22	\$1,000	\$22,000
Boat Ramp	1	\$21,530	\$21,530
Camping Area	1	\$1,000	\$1,000
Camping Pads	11	\$1,081	\$11,887
Columns (Wedding Venue)	1	\$5,000	\$5,000
Concession Stand	3	\$65,033	\$195,100
Cross Country Trail	1	\$32,300	\$32,300
Disc Golf (18 holes)	1	\$8,000	\$8,000
Dog Park	1	\$60,000	\$60,000
Electric/Solar Gates	2	\$2,814	\$5,627
Fence	5	\$91,106	\$455,532
Gazebo	1	\$32,300	\$32,300
Horseshoe Pits	2	\$1,080	\$2,160
Infrastructure	6	\$703,310	\$4,219,860
Landscaping	5	\$3,820	\$19,100
Maintenance Building	3	\$81,983	\$245,950
Nature Playground	1	\$3,000	\$3,000
Nature Trail	1	\$1,080	\$1,080
Old Church Bldg. (Storage)	1	\$220,050	\$220,050
Parking Lot	7	\$153,076	\$1,071,530
Pavilion	10	\$76,308	\$763,079
Picnic Tables (Steel)	33	\$1,077	\$35,533
Picnic Tables (Wood)	25	\$712	\$17,796
Playground	6	\$84,960	\$509,759
Sign	9	\$1,274	\$11,470
Soccer / Multi-Use Field	14	\$86,811	\$1,215,350
Softball Fields with Lights	2	\$45,000	\$90,000
Storage Shed	1	\$5,000	\$5,000
Storage/Dugouts	4	\$13,460	\$53,840
Tennis Courts	4	\$65,000	\$260,000
Trailer (Special Event Office)	1	\$5,000	\$5,000
Volleyball Court	1	\$5,380	\$5,380
Walking Trail	2	\$60,465	\$120,931
Water Balloon Area	1	\$1,080	\$1,080
Total	214	\$70,449	\$15,076,083

This analysis allocates 100 percent of demand for park improvements to residential development. The existing residential level of service is 0.0035 improvements per person (214 improvements X 100 percent residential share / 60,997 persons). Using the average cost of \$70,449 per unit, the park improvement cost is \$247.16 per person (0.0035 improvements per person X \$70,449 per unit).

Figure P3: Level of Service and Cost Allocation

Cost Factors	
Average Cost per Unit	\$70,449
Level-of-Service (LOS) Standards	
Existing Improvements	214
Residential	
Residential Share	100%
2020 Population	60,997
Improvements per Person	0.0035
Cost per Person	\$247.16
Nonresidential	
Nonresidential Share	0%
2020 Jobs	18,675
Improvements per Job	0.0000
Cost per Job	\$0.00

Source: Jefferson County Parks Department

Park Facilities – Incremental Expansion

Jefferson County plans to expand its current inventory of park facilities to serve future development. The current inventory includes 19,577 square feet. Based on the construction cost of \$3,375,000, the cost is \$172 per square foot.

This analysis allocates 100 percent of demand to residential development. The existing level of service for residential development is 0.3210 square feet per person (19,577 square feet X 100 percent residential share / 60,997 persons). Using the construction cost of \$172 per square foot, the park facilities cost is \$55.33 per person (0.3210 square feet per person X \$172 per square foot).

Figure P4: Level of Service and Cost Allocation

Description	Square Feet
Jefferson County Community	19,577

Cost Factors	
Total Cost	\$3,375,000
Total Square Feet	19,577
Cost per Square Foot	\$172

Level-of-Service (LOS) Standards	
Existing Square Feet	19,577
Residential	
Residential Share	100%
2020 Population	60,997
Square Feet per Person	0.3210
Cost per Person	\$55.33
Nonresidential	
Nonresidential Share	0%
2020 Jobs	18,675
Square Feet per Job	0.0000
Cost per Job	\$0.00

Source: Jefferson County Parks Department

Park Vehicles and Equipment – Incremental Expansion

Jefferson County plans to expand its current inventory of park vehicles and equipment to serve future development. The current inventory includes 30 units with a total cost of \$415,000.

This analysis allocates 100 percent of demand to residential development. The existing level of service for residential development is 0.0005 units per person (30 units X 100 percent residential share / 60,997 persons). Using the average cost of \$13,833 per unit, the park vehicles and equipment cost is \$6.80 per person (0.0005 units per person X \$13,833 per unit).

Figure P5: Level of Service and Cost Allocation

Description	Units	Unit Cost	Total Cost
Dump Truck	1	\$50,000	\$50,000
Pick-Up Truck	3	\$40,000	\$120,000
Scag Mowers	6	\$9,000	\$54,000
John Deere Tractors	2	\$17,000	\$34,000
Trailers	3	\$4,000	\$12,000
Miscellaneous Tools	1	\$10,000	\$10,000
John Deere Z Trak	1	\$9,600	\$9,600
John Deere Gator	1	\$12,000	\$12,000
John Deere Mowers	3	\$18,500	\$55,500
Kubota Tractors	2	\$14,500	\$29,000
Troy Built Snowblower	1	\$900	\$900
Trailers	3	\$4,000	\$12,000
Snow Blades	2	\$5,000	\$10,000
Ford Tractor	1	\$6,000	\$6,000
Total	30	\$13,833	\$415,000

Cost Factors	
Average Cost per Unit	\$13,833

Level-of-Service (LOS) Standards	
Existing Units	30
Residential	
Residential Share	100%
2020 Population	60,997
Units per Person	0.0005
Cost per Person	\$6.80
Nonresidential	
Nonresidential Share	0%
2020 Jobs	18,675
Units per Job	0.0000
Cost per Job	\$0.00

Source: Jefferson County Parks Department

Impact Fee Study – Plan Based

The cost to prepare the Parks and Recreation impact fees equals \$11,6000, and Jefferson County plans to update its impact fees every five years. Based on this cost, proportionate share, and five-year projections of future residential development, the cost is \$2.72 per person.

Figure P6: Impact Fee Study

Infrastructure Category	Cost	Proportionate Share		Service Unit	5-Year Change	Cost per Service Unit
Parks and Recreation	\$11,600	Residential	100%	Population	4,265	\$2.72
		Nonresidential	0%			\$0.00

PROJECTED DEMAND

Park Land – Incremental Expansion

Based on a projected population increase of 8,285 persons over the next 10 years, future residential development demands an additional 52.3 acres (8,285 additional persons X 0.0063 acres per person). The park land cost is \$548,949 (52.3 acres X \$10,500 per acre).

Figure P7: Projected Demand

Type of Infrastructure	Level of Service	Demand Unit	Cost per Acre
Park Land	0.0063 Acres	per Person	\$10,500
	0.0000 Acres	per Job	

Demand for Park Land					
Year	Population	Jobs	Acres		
			Residential	Nonresidential	Total
2020	60,997	18,675	384.9	0.0	384.9
2021	61,850	18,938	390.3	0.0	390.3
2022	62,702	19,201	395.7	0.0	395.7
2023	63,555	19,463	401.0	0.0	401.0
2024	64,408	19,726	406.4	0.0	406.4
2025	65,261	19,989	411.8	0.0	411.8
2026	66,065	20,234	416.9	0.0	416.9
2027	66,869	20,478	422.0	0.0	422.0
2028	67,674	20,723	427.0	0.0	427.0
2029	68,478	20,967	432.1	0.0	432.1
2030	69,282	21,212	437.2	0.0	437.2
10-Yr Increase	8,285	2,537	52.3	0.0	52.3

Growth-Related Expenditures	\$548,949	\$0	\$548,949
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Park Improvements – Incremental Expansion

Based on a projected population increase of 8,285 persons over the next 10 years, future residential development demands an additional 29.1 park improvements (8,285 additional persons X 0.0035 improvements per person). The park improvement cost is \$2,047,806 (29.1 improvements X \$70,449 per unit).

Figure P8: Projected Demand

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Park Improvements	0.0035 Improvements	per Person	\$70,449
	0.0000 Improvements	per Job	

Demand for Park Improvements					
Year	Population	Jobs	Improvements		
			Residential	Nonresidential	Total
2020	60,997	18,675	214.0	0.0	214.0
2021	61,850	18,938	217.0	0.0	217.0
2022	62,702	19,201	220.0	0.0	220.0
2023	63,555	19,463	223.0	0.0	223.0
2024	64,408	19,726	226.0	0.0	226.0
2025	65,261	19,989	229.0	0.0	229.0
2026	66,065	20,234	231.8	0.0	231.8
2027	66,869	20,478	234.6	0.0	234.6
2028	67,674	20,723	237.4	0.0	237.4
2029	68,478	20,967	240.2	0.0	240.2
2030	69,282	21,212	243.1	0.0	243.1
10-Yr Increase	8,285	2,537	29.1	0.0	29.1

Growth-Related Expenditures	\$2,047,806	\$0	\$2,047,806
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Park Facilities– Incremental Expansion

Based on a projected population increase of 8,285 persons over the next 10 years, future residential development demands an additional 2,659.2 square feet of park facilities (8,285 additional persons X 0.3210 square feet per person). The park facilities cost is \$458,431 (2,659.2 square feet X \$172 per square foot).

Figure P9: Projected Demand

Type of Infrastructure	Level of Service	Demand Unit	Cost per Sq Ft
Park Facilities	0.3210 Square Feet	per Person	\$172
	0.0000 Square Feet	per Job	

Demand for Park Facilities					
Year	Population	Jobs	Square Feet		
			Residential	Nonresidential	Total
2020	60,997	18,675	19,577.0	0.0	19,577.0
2021	61,850	18,938	19,850.8	0.0	19,850.8
2022	62,702	19,201	20,124.5	0.0	20,124.5
2023	63,555	19,463	20,398.3	0.0	20,398.3
2024	64,408	19,726	20,672.0	0.0	20,672.0
2025	65,261	19,989	20,945.8	0.0	20,945.8
2026	66,065	20,234	21,203.9	0.0	21,203.9
2027	66,869	20,478	21,461.9	0.0	21,461.9
2028	67,674	20,723	21,720.0	0.0	21,720.0
2029	68,478	20,967	21,978.1	0.0	21,978.1
2030	69,282	21,212	22,236.2	0.0	22,236.2
10-Yr Increase	8,285	2,537	2,659.2	0.0	2,659.2

Growth-Related Expenditures	\$458,431	\$0	\$458,431
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Park Vehicles and Equipment – Incremental Expansion

Based on a projected population increase of 8,285 persons over the next 10 years, future residential development demands an additional 4.1 units (8,285 additional persons X 0.0005 units per person). The park vehicles and equipment cost is \$56,370 (4.1 units X \$13,833 per unit).

Figure P10: Projected Demand

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Park Vehicles and Equipment	0.0005 Units	per Person	\$13,833
	0.0000 Units	per Job	

Demand for Park Vehicles and Equipment					
Year	Population	Jobs	Units		
			Residential	Nonresidential	Total
2020	60,997	18,675	30.0	0.0	30.0
2021	61,850	18,938	30.4	0.0	30.4
2022	62,702	19,201	30.8	0.0	30.8
2023	63,555	19,463	31.3	0.0	31.3
2024	64,408	19,726	31.7	0.0	31.7
2025	65,261	19,989	32.1	0.0	32.1
2026	66,065	20,234	32.5	0.0	32.5
2027	66,869	20,478	32.9	0.0	32.9
2028	67,674	20,723	33.3	0.0	33.3
2029	68,478	20,967	33.7	0.0	33.7
2030	69,282	21,212	34.1	0.0	34.1
10-Yr Increase	8,285	2,537	4.1	0.0	4.1

Growth-Related Expenditures	\$56,370	\$0	\$56,370
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PROPOSED PARKS AND RECREATION IMPACT FEES

Infrastructure components and cost factors for Parks and Recreation impact fees are summarized in the upper portion of Figure P11. For Parks and Recreation impact fees, the capital cost is \$378.27 per person.

Parks and Recreation impact fees for residential development are assessed according to the number of persons per housing unit. The single-family fee of \$946 is calculated using a cost of \$378.27 per person multiplied by a demand unit of 2.50 persons per housing unit.

Jefferson County will not assess Parks and Recreation impact fees to nonresidential development.

Figure P11: Proposed Impact Fees

Fee Component	Cost per Person	Cost per Job
Park Land	\$66.26	\$0.00
Park Improvements	\$247.16	\$0.00
Park Facilities	\$55.33	\$0.00
Park Vehicles and Equipment	\$6.80	\$0.00
Impact Fee Report	\$2.72	\$0.00
Total	\$378.27	\$0.00

Residential Development		Fees per Unit		
Development Type	Persons per Housing Unit ¹	Proposed Fees	Current Fees	Increase / Decrease
Single Family	2.50	\$946	\$481	\$465
Multi-Family	1.79	\$677	\$354	\$323

Nonresidential Development		Fees per 1,000 Square Feet		
Development Type	Jobs per 1,000 Sq Ft ¹	Proposed Fees	Current Fees	Increase / Decrease
Light Industrial	1.63	\$0	\$0	\$0
Business Park	3.08	\$0	\$0	\$0
Manufacturing	1.59	\$0	\$0	\$0
Warehousing	0.34	\$0	\$0	\$0
Commercial/Shopping Center	2.34	\$0	\$0	\$0
Office/Institutional	2.97	\$0	\$0	\$0
Hotel (per room)	0.13	\$0	n/a	n/a
Nursing Home (per bed)	1.05	\$0	n/a	n/a

1. See Land Use Assumptions

PROJECTED PARKS AND RECREATION IMPACT FEE REVENUE

Projected fee revenue shown below is based on the development projections, shown in Appendix A, and the proposed Parks and Recreation impact fees shown in Figure P10. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease, along with impact fee revenue. Projected impact fee revenue equals \$3,123,156 and projected expenditures equal \$3,123,156.

Figure P12: Projected Impact Fee Revenue

Fee Component	Growth Share	Existing Share	Total
Park Land	\$548,949	\$0	\$548,949
Park Improvements	\$2,047,806	\$0	\$2,047,806
Park Facilities	\$458,431	\$0	\$458,431
Park Vehicles and Equipment	\$56,370	\$0	\$56,370
Impact Fee Report	\$11,600	\$0	\$11,600
Total	\$3,123,156	\$0	\$3,123,156

		Single Family \$946 per unit	Multi-Family \$677 per unit	Industrial \$0 per 1,000 sq ft	Comm/Shop \$0 per 1,000 sq ft	Office/Inst \$0 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF
Base	2020	21,209	4,455	1,599	3,044	3,015
Year 1	2021	21,506	4,517	1,622	3,087	3,057
Year 2	2022	21,802	4,579	1,644	3,130	3,100
Year 3	2023	22,099	4,641	1,667	3,172	3,142
Year 4	2024	22,396	4,704	1,689	3,215	3,185
Year 5	2025	22,692	4,766	1,712	3,258	3,227
Year 6	2026	22,972	4,825	1,733	3,298	3,266
Year 7	2027	23,251	4,883	1,754	3,338	3,306
Year 8	2028	23,531	4,942	1,775	3,378	3,345
Year 9	2029	23,810	5,001	1,795	3,418	3,385
Year 10	2030	24,090	5,060	1,816	3,457	3,424
10-Year Increase		2,881	605	217	414	410
Projected Revenue		\$2,714,890	\$408,265	\$0	\$0	\$0

Projected Fee Revenue	\$3,123,156
Total Expenditures	\$3,123,156

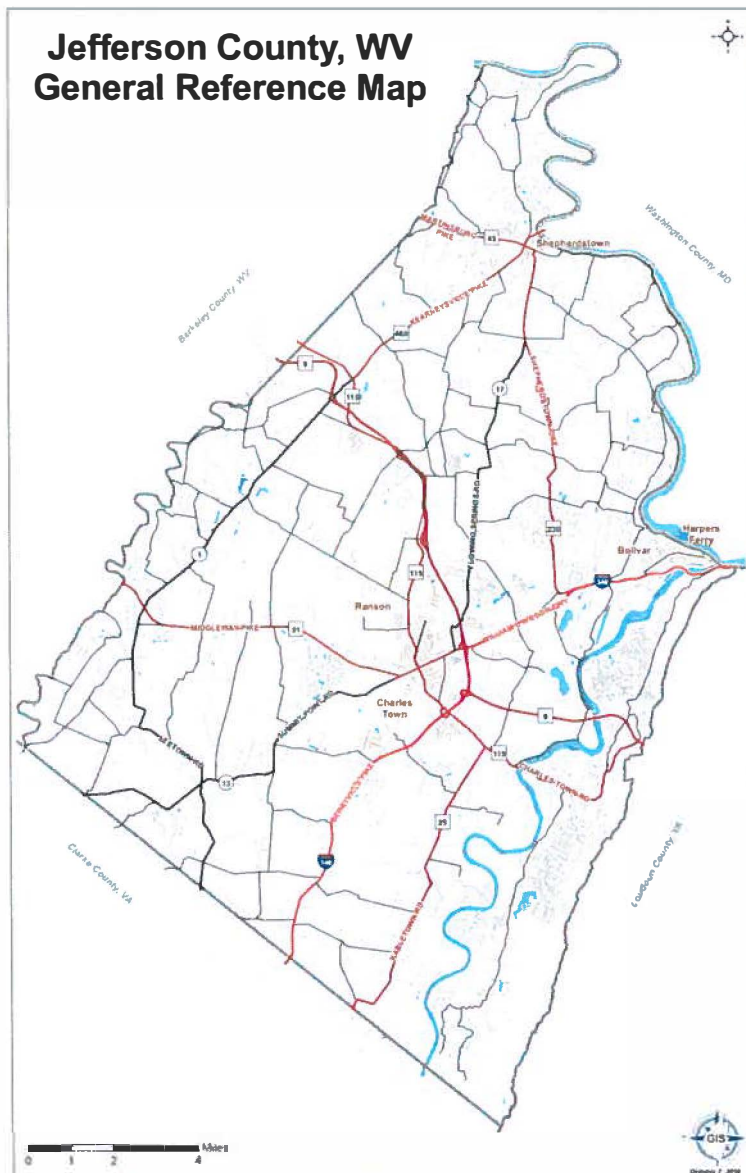
SCHOOL IMPACT FEES

METHODOLOGY

The School impact fees include components for high school facilities, land, and the cost of preparing the Impact Fee Study. The incremental expansion methodology is used for high school facilities and land. A plan-based methodology is used for the Impact Fee Study.

SERVICE AREA

Jefferson County Schools provide public school facilities throughout Jefferson County; therefore, there is a single service area for the School impact fees.



PROPORTIONATE SHARE

Impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The School impact fees allocate 100 percent of the cost of capital facilities to residential development.

STUDENT GENERATION RATES

Demand for additional school capacity will come from future residential development. To determine the level of this demand, this analysis uses custom student generation rates. The term “student generation rate” refers to the number of public school students per housing unit in Jefferson County. Public school students are a subset of school-aged children, which includes students in private schools and home-schooled children. Student generation rates are important demographic factors that help account for variations in demand for school facilities by housing unit type. Student generation rates per housing unit are held constant over the projection period since the impact fees represent a snapshot approach of current levels of service.

TischlerBise derives custom student generation rates for Jefferson County using demographic data from survey responses published by the U.S. Census Bureau in files known as Public Use Microdata Samples (PUMS) and 2018-2019 school year enrollment data from the Jefferson County Schools. TischlerBise uses American Community Survey (ACS) 2014-2018 PUMS data – the most recent year available – to derive the number of students per housing unit by type of unit. PUMS data are only available for areas of roughly 100,000 persons, and Jefferson County is included in West Virginia Public Use Microdata Area (PUMA) 00400. As shown in Appendix E, PUMA 00400 includes Berkeley County, Hampshire County, Jefferson County, Mineral County, and Morgan County. As shown on the following pages, this analysis calculates unadjusted student generation rates based on all public school students and housing units in PUMA 00400 and then adjusts these rates based on local enrollment and housing unit estimates for Jefferson County.

Public School Students and Housing Units – PUMA 00400

Given demographic characteristics and potential for future development in Jefferson County, student generation rates are calculated for the following housing unit types: (1) Single-Family and (2) Multi-Family. Student generation rates are calculated for three school levels: (1) elementary (grades Pre-K to 5), (2) middle (grades 6 to 8), and (3) high (grades 9 to 12). Shown below, Figure S1 includes total public school students by school level and total housing units by housing unit type for PUMA 00400. This reflects all public school students who live in PUMA 00400.

Figure S1: Public School Students and Housing Units in PUMA 00400 by Housing Unit Type

	Public School Students		Total
	Single-Family	Multi-Family	
Elementary	17,983	538	18,521
Middle	7,499	343	7,842
High	10,674	534	11,208
Total	36,156	1,415	37,571

	Housing Units		Total
	Single-Family	Multi-Family	
Housing Units	98,086	9,878	107,964

Source: Cross tabulation by TischlerBise using U. S. Census Bureau, 2014-2018 ACS 5-Year Estimates Weighted Public Use Microdata Sample for West Virginia PUMA 400.

Unadjusted Student Generation Rates – PUMA 00400

Next, using the totals shown in Figure S1, student generation rates by housing unit type are calculated by dividing the number of students in each type of housing unit by the total number of housing units. Shown below, Figure S2 represents the unadjusted student generation rates by housing unit type for PUMA 00400.

Figure S2: Unadjusted Student Generation Rates by Housing Unit Type

	Housing Unit Type		Weighted Average
	Single-Family	Multi-Family	
Elementary	0.183	0.054	0.172
Middle	0.076	0.035	0.073
High	0.109	0.054	0.104
Total	0.369	0.143	0.348

Source: Cross tabulation by TischlerBise using U. S. Census Bureau, 2014-2018 ACS 5-Year Estimates Weighted Public Use Microdata Sample for West Virginia PUMA 400.

Public School Students and Housing Units – Jefferson County

To reflect demand for public school facilities in Jefferson County, this analysis applies the unadjusted student generation rates in Figure 52 to housing unit estimates from 2014-2018 American Community Survey (ACS) 5-year estimates shown at the bottom of Figure 53. For example, applying the unadjusted student generation rate 0.054 high school students in multi-family units to the local estimate of 2,133 multi-family units provides an estimate of 115 high school students in existing multi-family units. This analysis compares the enrollment estimates from the previous step, equaling 7,997 students, to the actual enrollment of 9,034 students for the 2018-2019 school year.

Figure S3: Public School Students in Jefferson County by Housing Unit Type

	Public School Students		Total	Jefferson County 2018-2019
	Single-Family	Multi-Family		
Elementary	3,826	116	3,942	4,210
Middle	1,595	74	1,669	2,080
High	2,271	115	2,386	2,744
Total	7,692	306	7,997	9,034

Housing Units	Housing Units		Total	2018 Housing Units
	Single-Family	Multi-Family		
Housing Units	20,866	2,133	22,999	22,999

Source: TischlerBise estimates for Jefferson County using U.S. Census Bureau, 2014-2018 ACS 5-Year Estimates Weighted PUMS for West Virginia PUMA 400 (calibrated to JCS enrollment for 2018-2019 and 2014-2018 ACS housing unit estimate.)

Adjusted Student Generation Rates – Jefferson County Schools

By adjusting estimated enrollment to actual enrollment, the adjusted student generation rate for all housing units in Jefferson County is 0.392 students per housing unit – 0.416 students per single-family unit and 0.163 students per multi-family unit. Student generation rates are shown with three decimal places, but it is often easier to understand the rates based on the expected number of students from 100 housing units. For example, Jefferson County should expect 100 new housing units to generate approximately 39 additional public school students (100 units X 0.392 public school students per unit). Continuing the example, those 100 housing units are expected to generate 18.3 elementary school students (100 units X 0.183 students per unit), 9.0 middle school students (100 units X 0.090 students per unit), and 11.9 high school students (100 units X 0.119 students per unit).

Figure S4: Adjusted Student Generation Rates by Housing Unit Type

	Housing Types		Weighted Average
	Single-Family	Multi-Family	
Elementary	0.196	0.058	0.183
Middle	0.095	0.043	0.090
High	0.125	0.062	0.119
Total	0.416	0.163	0.392

Source: TischlerBise tabulation of U.S. Census Bureau 2014-2018 5-Year Estimates ACS Weighted PUMS for West Virginia PUMA 400 (Calibrated to JCS enrollment for 2018-2019 and 2014-2018 ACS housing unit estimates.)

STUDENT ENROLLMENT

Historical Enrollment

Since the 2010-2011 school year, overall enrollment in Jefferson County has increased by a total of 97 students. Since the 2014-2015 school year, elementary school enrollment decreased by 324 students, middle school enrollment decreased by 20 students, and high school enrollment increased by 220 students. Due to declining enrollment in Jefferson County elementary and middle schools, TischlerBise does not recommend collecting impact fees related to elementary and middle schools.

Figure S5: Historical Enrollment

Historical Enrollment				
School Year	Elementary	Middle	High	Total
2010-2011	4,496	1,872	2,477	8,845
2011-2012	4,436	2,002	2,404	8,842
2012-2013	4,444	2,074	2,440	8,958
2013-2014	4,418	2,147	2,496	9,061
2014-2015	4,432	2,088	2,546	9,066
2015-2016	4,367	2,084	2,687	9,138
2016-2017	4,363	2,058	2,781	9,202
2017-2018	4,363	2,065	2,745	9,173
2018-2019	4,210	2,080	2,744	9,034
2019-2020	4,108	2,068	2,766	8,942
Increase	(388)	196	289	97

Source: Jefferson County Schools

Projected Enrollment

Enrollment projections are based on student generation rates shown in Figure S4 and projected housing unit growth shown in Appendix A. By the 2029-2030 school year, high school enrollment in Jefferson County is projected to equal 3,164 students – an increase of 398 students.

Figure S6: Projected Enrollment

Projected Enrollment	
School Year	High
2019-2020	2,766
2020-2021	2,807
2021-2022	2,848
2022-2023	2,889
2023-2024	2,930
2024-2025	2,971
2025-2026	3,010
2026-2027	3,048
2027-2028	3,087
2028-2029	3,126
2029-2030	3,164
10-Yr Increase	398

CAPACITY UTILIZATION

Jefferson County Schools have capacity for 9,665 students. By school level, capacity is as follows: (1) elementary school: 4,697 students, (2) middle school: 2,252 students, and (3) high school: 2,716 students. Based on 2019-2020 enrollment, current capacity utilization is 87 percent for elementary schools, 92 percent for middle schools, and 102 percent for high schools.

To serve future development, Jefferson County Schools will need to construct additional high school infrastructure. As shown below, projected enrollment from future development increases the capacity utilization in high schools to 117 percent.

Figure S7: High School Capacity Utilization

High School			
School Year	Enrollment	Capacity	Utilization
2019-2020	2,766	2,716	102%
2020-2021	2,807	2,716	103%
2021-2022	2,848	2,716	105%
2022-2023	2,889	2,716	106%
2023-2024	2,930	2,716	108%
2024-2025	2,971	2,716	109%
2025-2026	3,010	2,716	111%
2026-2027	3,048	2,716	112%
2027-2028	3,087	2,716	114%
2028-2029	3,126	2,716	115%
2029-2030	3,164	2,716	117%
10-Yr Increase	398		15%

IMPACT FEE COMPONENTS

High Schools – Incremental Expansion

Shown below, Figure S8 includes the current inventory for high schools in Jefferson County. High schools include 122.6 acres and 397,124 square feet of floor area with capacity to serve 2,716 students. Total enrollment for the 2019-2020 school year of 2,766 students represents a utilization rate of 102 percent.

Figure S8: Existing Inventory

High School	Acres ¹	Facility Square Feet ¹	Student Capacity ¹	2019-2020 Enrollment ²	Utilization
Jefferson	64.6	188,124	1,406	1,457	104%
Washington	58.0	209,000	1,310	1,309	100%
Total	122.6	397,124	2,716	2,766	102%

1. Jefferson County Schools
2. West Virginia Department of Education

School Facilities

For high school facilities, the existing LOS is 143.57 square feet per student (397,124 square feet / 2,766 students). Using construction cost estimates of \$300 per square foot provided by the School Building Authority of West Virginia, the facilities cost is \$43,072.02 per student (143.57 square feet per student X \$300 per square foot). The construction cost estimate of \$300 per square foot represents an increase of 20 percent when compared to the School Building Authority of West Virginia construction cost estimate of \$250 per square foot used in the previous study.

Figure S9: Existing Level of Service and Cost Allocation

Cost Allocation Factors	
Cost per Square Foot ¹	\$300

Level-of-Service (LOS) Standards	
Existing Enrollment	2,766
Existing Square Feet	397,124
Square Feet per Student	143.57
Cost per Student	\$43,072.02

1. School Building Authority of West Virginia

Land

For high school land, the existing LOS for land is 0.0443 acres per student (122.6 acres / 2,766 students). Based on recent land acquisition costs of \$10,964 per acre, the land cost is \$485.99 per student (0.0443 acres per student X \$10,964 per acre).

Figure S10: Existing Level of Service and Cost Allocation

Cost Allocation Factors	
Total Acquisition Cost ¹	\$2,777,940
Total Acres ¹	253.4
Cost per Acre	\$10,964

Level-of-Service (LOS) Standards	
Existing Enrollment	2,766
Existing Acres	122.6
Acres per Student	0.0443
Cost per Student	\$485.99

Source: Jefferson County Schools

1. Strider, Ranson, Welsh, and Shepherdstown sites

Impact Fee Study – Plan-Based

The cost to prepare the Schools impact fees totals \$18,600. Jefferson County plans to update its impact fees every five years. Based on this cost, proportionate share, and five-year projections of new residential development, the cost is \$91.81 per student.

Figure S11: Impact Fee Study

Infrastructure Category	Cost	Proportionate Share		Service Unit	5-Year Change	Cost per Service Unit
School	\$18,600	Residential	100%	HS Students	203	\$91.81
		Nonresidential	0%			\$0.00

PROJECTED DEMAND

High Schools – Incremental Expansion

Shown below, high school enrollment is projected to increase by 398 students over the next 10 years. Using the existing LOS, future residential development will demand approximately 57,165 additional square feet of high school facilities (398 additional students X 143.57 square feet per student) and 17.6 acres of land (398 additional students X 0.0443 acres per student). The growth-related expenditure equals \$17,149,551 for school facilities (57,165.2 square feet X \$300 per square foot) and \$193,501 for land (17.6 acres X \$10,964 per acre).

Figure S12: Projected Demand

Component	Level of Service	Demand Unit	Cost per Unit
School Facilities	143.57 Square Feet	per Student	\$300
Land	0.0443 Acres	per Student	\$10,964

Demand for High Schools			
Year	Enrollment	School Facilities	Land
2020	2,766	397,124.0	122.6
2021	2,807	403,009.0	124.4
2022	2,848	408,894.0	126.2
2023	2,889	414,779.1	128.1
2024	2,930	420,664.1	129.9
2025	2,971	426,549.1	131.7
2026	3,010	432,097.1	133.4
2027	3,048	437,645.1	135.1
2028	3,087	443,193.2	136.8
2029	3,126	448,741.2	138.5
2030	3,164	454,289.2	140.2
10-Yr Increase	398	57,165.2	17.6

Growth-Related Expenditures	\$17,149,551	\$193,501
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CREDITS

School Building Authority Funding

The West Virginia School Building Authority provides funding to offset construction costs of some school facilities. To calculate impact fees, the analysis must adjust the construction cost factors to reflect the local share of construction costs for school facilities. Shown below, Figure S13 displays local funding compared to School Building Authority funding for recent school facilities projects in Jefferson County. The column to the far right shows the share of local funding for each project. Based on historical funding trends, Jefferson County Schools will be responsible for 59 percent of school facilities costs.

Figure S13: School Building Authority Funding

Year	Project	SBA Funding	Local Funding	Total	Local Share
2006	Jefferson High School Renovations	\$9,500,000	\$3,202,334	\$12,702,334	25%
2006	Washington High School	\$9,500,000	\$34,756,689	\$44,256,689	79%
2008	Driswood Elementary	\$6,431,900	\$4,772,823	\$11,204,723	43%
2009	Blue Ridge Primary	\$7,571,500	\$1,510,155	\$9,081,655	17%
2009	South Jefferson Addition (MIP)	\$1,000,000	\$912,835	\$1,912,835	48%
2011	Shepherdstown Sidewalk	\$0	\$221,832	\$221,832	100%
2011	Harpers Ferry Middle School	\$0	\$933,369	\$933,369	100%
2012	North Jefferson Parking Lot	\$0	\$492,352	\$492,352	100%
2013	Harpers Ferry Middle School	\$4,871,862	\$8,440,483	\$13,312,345	63%
2013	Washington High School Wall	\$0	\$54,645	\$54,645	100%
Total		\$38,875,262	\$55,297,517	\$94,172,779	59%

Source: Jefferson County Schools

Series 2021 Credit

Jefferson County Schools, through the Jefferson County Building Commission, will issue debt to finance future school facilities. This analysis includes a credit for future principal payments related to the Series 2021 debt. A credit is necessary since future residential units will pay for school facilities through the impact fee and will also contribute to future principal payments on this debt. A credit is not necessary for interest payments because interest costs are not included in the impact fee.

As shown in Figure S14, planned debt for future school facilities will be repaid through 2036. The original principal balance will be \$43,735,000. Annual principal payments are divided by student enrollment to determine the credit per student. To account for the time value of money, annual payments per student are discounted using a net present value formula based on a discount rate of 5.00 percent. The net present value of future principal payments is \$2,661.58 per student.

Figure S14: Credit for Future Principal Payments (Series 2021)

Year	Principal	Enrollment	Credit
2020	\$0	8,942	\$0.00
2021	\$0	9,076	\$0.00
2022	\$2,190,000	9,209	\$237.80
2023	\$2,460,000	9,343	\$263.30
2024	\$2,530,000	9,477	\$266.97
2025	\$2,605,000	9,610	\$271.07
2026	\$2,660,000	9,736	\$273.21
2027	\$2,715,000	9,862	\$275.30
2028	\$2,795,000	9,988	\$279.83
2029	\$2,905,000	10,114	\$287.22
2030	\$3,020,000	10,240	\$294.92
2031	\$3,145,000	10,365	\$303.42
2032	\$3,205,000	10,490	\$305.53
2033	\$3,270,000	10,615	\$308.06
2034	\$3,340,000	10,740	\$310.99
2035	\$3,410,000	10,865	\$313.86
2036	\$3,485,000	10,979	\$317.41
Total	\$43,735,000		\$4,308.90

Discount Rate	5.00%
Net Present Value	\$2,661.58

PROPOSED SCHOOL IMPACT FEES

Infrastructure components and cost factors for School impact fees are summarized in Figure S15. For School impact fees, the cost is \$23,328.71 per high school student. School impact fees are assessed according to the number of students per housing unit.

The single-family fee of \$2,920 is the sum of the high school components – Jefferson County will not assess fees related to elementary and middle schools. The high school component of \$2,920 is calculated using a cost of \$23,328.71 per high school student multiplied by a demand unit of 0.125 high school students per housing unit.

Figure S15: Proposed Impact Fees

Fee Component	Elementary	Middle	High
School Facilities (Gross)	-	-	\$43,072.02
<i>x Local Share</i>	-	-	59%
School Facilities (Net)	-	-	\$25,412.49
Land	-	-	\$485.99
Impact Fee Study	-	-	\$91.81
Series 2021 Credit	-	-	(\$2,661.58)
Total			\$23,328.71

Development Type	Students per Housing Unit			Proposed Fees	Current Fees	Increase/Decrease
	Elementary	Middle	High			
Single Family	0.196	0.095	0.125	\$2,920	\$5,991	(\$3,071)
Multi-Family	0.058	0.043	0.062	\$1,450	\$4,185	(\$2,735)

PROJECTED SCHOOL IMPACT FEE REVENUE

Projected fee revenue shown in Figure 516 is based on the development projections, shown in Appendix A, and the maximum allowable School impact fees. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease, along with impact fee revenue. Projected impact fee revenue equals \$9,270,726 and projected expenditures equal \$16,301,918. The difference of \$7,031,192 is equal to the anticipated funding provided by the School Building Authority.

Figure S16: Projected School Impact Fee Revenue

Fee Component	Growth Share	Existing Share	Total
School Facilities	\$17,149,551	\$0	\$17,149,551
Land	\$193,501	\$0	\$193,501
Impact Fee Report	\$18,600	\$0	\$18,600
Series 2021 Credit	(\$1,059,734)	\$0	(\$1,059,734)
Total	\$16,301,918	\$0	\$16,301,918

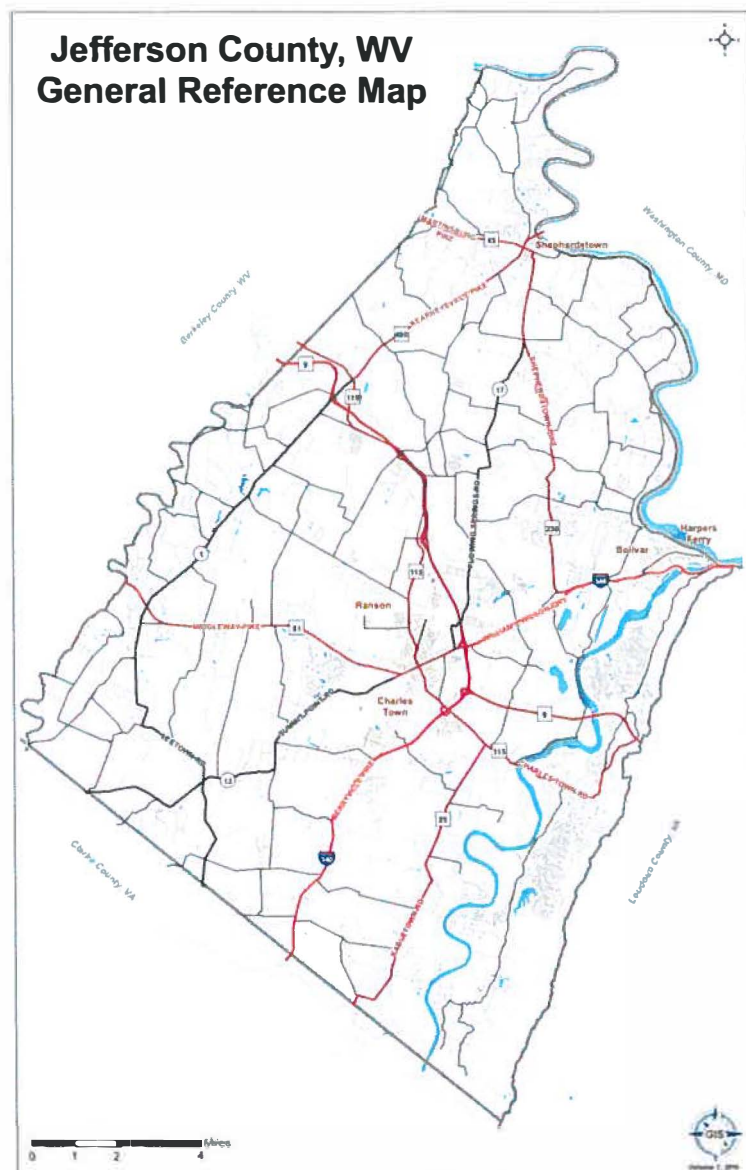
		Single Family \$2,920 per unit	Multi-Family \$1,450 per unit	Industrial \$0 per 1,000 sq ft	Comm/Shop \$0 per 1,000 sq ft	Office/Inst \$0 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF
Base	2020	21,209	4,455	1,599	3,044	3,015
Year 1	2021	21,506	4,517	1,622	3,087	3,057
Year 2	2022	21,802	4,579	1,644	3,130	3,100
Year 3	2023	22,099	4,641	1,667	3,172	3,142
Year 4	2024	22,396	4,704	1,689	3,215	3,185
Year 5	2025	22,692	4,766	1,712	3,258	3,227
Year 6	2026	22,972	4,825	1,733	3,298	3,266
Year 7	2027	23,251	4,883	1,754	3,338	3,306
Year 8	2028	23,531	4,942	1,775	3,378	3,345
Year 9	2029	23,810	5,001	1,795	3,418	3,385
Year 10	2030	24,090	5,060	1,816	3,457	3,424
10-Year Increase		2,881	605	217	414	410
Projected Revenue		\$8,394,935	\$875,791	\$0	\$0	\$0

Projected Fee Revenue	\$9,270,726
Total Expenditures	\$16,301,918
School Building Authority	\$7,031,192

APPENDIX A: LAND USE ASSUMPTIONS

Jefferson County, West Virginia, retained TischlerBise to analyze the impacts of development on its capital facilities and to calculate impact fees based on that analysis. TischlerBise prepared current demographic estimates and future development projections for both residential and nonresidential development that will be used in the calculation of the impact fees. Current demographic data estimates for 2020 are used in calculating levels of service (LOS) provided to existing development in Jefferson County.

The estimates and projections of residential and nonresidential development in this *Land Use Assumptions* document are for areas within the boundaries of Jefferson County, West Virginia. The map below illustrates the areas within the Countywide Service Area for EMS, Municipal Facilities, Parks and Recreation, and School impact fees. Appendix C includes a map of the Law Enforcement Service Area.



SUMMARY OF GROWTH INDICATORS

Key land use assumptions for the Jefferson County Impact Fee Study are population, housing units, and employment. Based on discussions with staff, TischlerBise estimates population using data used in the 2019 Metro Washington Council of Governments, Round 9.1a Cooperative Forecasts. For housing units, TischlerBise applies person per housing unit factors derived from 2014-2018 American Community Survey 5-Year Estimates to population estimates and projections. For nonresidential development, the base year employment estimate is calculated based on data used in the 2019 Metro Washington Council of Governments, Round 9.1a Cooperative Forecasts. TischlerBise converts employment estimates and projections to nonresidential floor area based on average square feet per job multipliers published by the Institute of Transportation Engineers (ITE). The projections contained in this document provide the foundation for the Impact Fee Study. These metrics are the service units and demand indicators used in the Impact Fee Study.

Development projections, summarized below, will be used to estimate impact fee revenue and to indicate the anticipated need for growth-related infrastructure. However, impact fee methodologies are designed to reduce sensitivity to development projections in the determination of the proportionate share fee amounts. If actual development is slower than projected, fee revenue will decline, but so will the need for growth-related infrastructure. In contrast, if development is faster than anticipated, Jefferson County will receive an increase in fee revenue, but will also need to accelerate infrastructure improvements to keep pace with the actual rate of development. During the next 10 years, countywide development projections indicate an increase of 3,486 housing units and approximately 1.04 million square feet of nonresidential floor area.

Jefferson County, WV	2020	2025	2030	10-Year
	Base Year	5	10	Increase
Resident Population	60,997	65,261	69,282	8,285
Housing Units				
Single Family	21,209	22,692	24,090	2,881
Multi-Family	4,455	4,766	5,060	605
Total Housing Units	25,664	27,458	29,150	3,486
Employment				
Industrial	2,600	2,783	2,954	353
Commercial	7,129	7,630	8,097	968
Office & Institutional	8,946	9,576	10,161	1,215
Total Employment	18,675	19,989	21,212	2,537
Nonres. Floor Area (x1,000)				
Industrial	1,599	1,712	1,816	217
Commercial	3,044	3,258	3,457	414
Office & Institutional	3,015	3,227	3,424	410
Total Nonres. Floor Area	7,658	8,197	8,698	1,040

RESIDENTIAL DEVELOPMENT

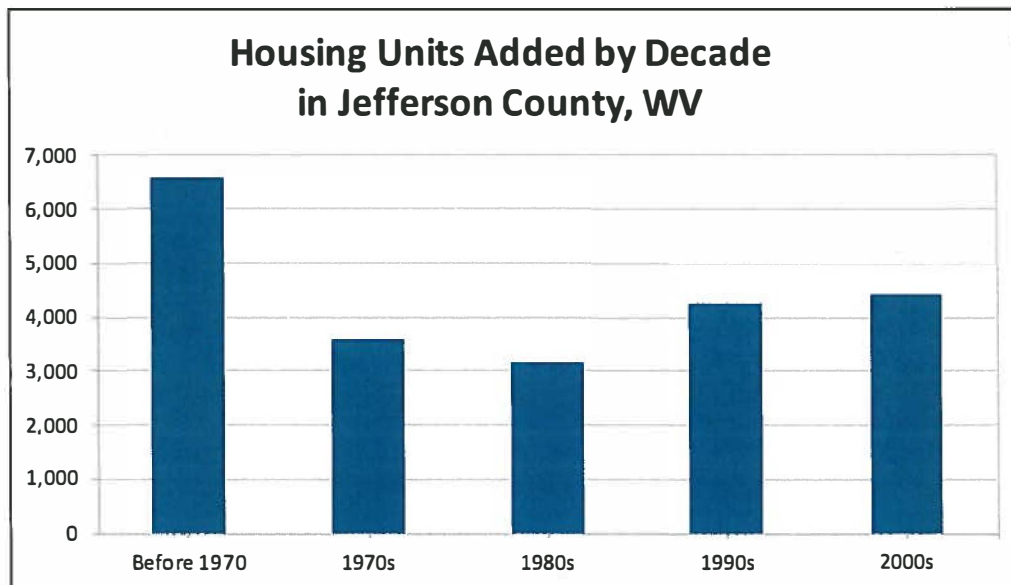
Current estimates and future projections of residential development are detailed in this section including population and housing units by type.

Recent Residential Construction

For residential development, current levels of service are determined using estimates of population and housing units. Shown below, Figure A1 indicates the estimated number of housing units added by decade according to data obtained from the U.S. Census Bureau. Jefferson County experienced strong growth from 2000 to 2010, when housing inventory increased by an average of 441 units per year.

Figure A1: Housing Units by Decade

Census 2010 Housing Units	22,037	Jefferson County added an average of 441 housing units per year from 2000 to 2010.
Census 2000 Housing Units	17,623	
New Housing Units 2000 to 2010	4,414	



Source: U.S. Census Bureau, Census 2010 Summary File 1, Census 2000 Summary File 1, 2014-2018 American Community Survey 5-Year Estimates (for 1990s and earlier, adjusted to yield total units in 2000).

Shown below, Jefferson County permit data show an average annual increase of 236 units per year.

Figure A2: Residential Building Permit Data

Year	Single Family	Multi-Family
2015	190	100
2016	175	0
2017	233	4
2018	210	57
2019	201	11
Average	202	34

Source: Jefferson County building permit data

Housing Unit Size

According to the U.S. Census Bureau, a household is a housing unit occupied by year-round residents. Impact fees often use per capita standards and persons per housing unit (PPHU) or persons per household (PPH) to derive proportionate share fee amounts. When PPHU is used in the fee calculations, infrastructure standards are derived using year-round population. When PPH is used in the fee calculations, the impact fee methodology assumes a higher percentage of housing units will be occupied, thus requiring seasonal or peak population to be used when deriving infrastructure standards. TischlerBise recommends that Jefferson County impose impact fees for residential development according to the number of persons per housing unit (PPHU).

Occupancy calculations require data on population and the types of units by structure. The 2010 census did not obtain detailed information using a “long-form” questionnaire. Instead, the U.S. Census Bureau switched to a continuous monthly mailing of surveys, known as the American Community Survey (ACS), which has limitations due to sample-size constraints. For example, data on detached housing units are now combined with attached single units (commonly known as townhouses, which share a common sidewall, but are constructed on an individual parcel of land). For impact fees in Jefferson County, detached stick-built units and attached are included in the “Single-Family” category. The second residential category includes duplexes and all other structures with two or more units on an individual parcel of land. This is referred to as the “Multi-Family” category. The “Multi-Family” category also includes mobile homes, boats, RV, vans, and all other units.

Figure A3 below shows the occupancy estimates for Jefferson County. Single-family units average 2.50 persons per housing unit and multi-family units average 1.79 persons per housing unit.

Figure A3: Persons per Housing Unit

Housing Type	Persons	Households	Persons per Household	Housing Units	Persons per Housing	Housing Mix	Vacancy Rate
Single-Family Units ¹	47,548	17,583	2.70	19,007	2.50	82.6%	7.50%
Multi-Family Units ²	7,151	3,312	2.16	3,992	1.79	17.4%	17.00%
Total	54,699	20,895	2.62	22,999	2.38	100.0%	9.10%

Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates, Tables B25024, B25032, B25033.

1. Includes detached and attached (i.e. townhouses) units.

2. Includes dwellings in structures with two or more units, mobile homes, and all other units.

Residential Estimates

TischlerBise uses the Metro Washington Council of Governments Round 9.1a Cooperative Forecasts traffic analysis zone (TAZ) data to derive 2020 base year population estimates. Shaded yellow in Figure A4, countywide population estimates equal 57,889 persons in 2015 and 62,688 persons in 2020. TischlerBise allocates population to interim years using a linear projection. Since population in group quarters is not associated with a housing unit, the analysis excludes group quarters population. TischlerBise uses resident population, calculated by subtracting group quarters population from total population, to project demand from future residential development. The base year resident population estimate equals 60,997 persons.

To estimate housing units, TischlerBise applies the persons per housing unit factor derived from 2014-2018 American Community Survey 5-Year Estimates to the resident population estimates and projections. For example, the 2015-2016 resident population increase of 934 persons (57,261 persons – 56,327 persons) divided by 2.38 persons per housing unit equals 393 additional housing units (24,092 housing units – 23,699 housing units). To estimate housing units by type, the analysis maintains the existing housing mix shown in Figure A3. This results in an additional 325 single-family units (82.6 percent X 393 housing units) and 68 multi-family units (17.4 percent X 393 housing units). The base year housing estimate includes 25,664 housing units.

Figure A4: Residential Estimates

Jefferson County, WV	2015	2016	2017	2018	2019	2020
Population¹						
Resident	56,327	57,261	58,195	59,129	60,063	60,997
Group Quarters	1,562	1,588	1,614	1,640	1,666	1,691
Total	57,889	58,849	59,809	60,768	61,728	62,688
Housing Units²						
Single Family	19,586	19,910	20,235	20,560	20,884	21,209
Multi-Family	4,114	4,182	4,250	4,318	4,386	4,455
Total	23,699	24,092	24,485	24,878	25,271	25,664

Source: 2015 and 2020 total population from Metro Washington Council of Governments, Round 9.1a Cooperative Forecasts TAZ data. Interim years based on straight-line allocation of population.

1. TischlerBise calculation (persons per housing unit X housing units)
2. TischlerBise calculation (resident population / persons per housing unit)

Residential Projections

The Metro Washington Governments Round 9.1a Cooperative Forecasts project countywide population from 2020 to 2040 in five-year increments, and TischlerBise allocates population to interim years using a linear projection. Based on these projections, Jefferson County’s resident population will increase to 69,282 persons in 2030. TischlerBise converts projected population to projected housing units using the same steps outlined in the previous section. This results in a total housing unit projection of 29,150 units in 2030.

Population and housing unit projections are used to illustrate the possible future pace of service demands, revenues, and expenditures. To the extent these factors change, the projected need for infrastructure will also change. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease.

Figure A5: Residential Projections

Jefferson County, WV	2020	2021	2022	2023	2024	2025	2030	10-Year Increase
	Base Year	1	2	3	4	5	10	
Resident Population	60,997	61,850	62,702	63,555	64,408	65,261	69,282	8,285
Housing Units								
Single Family	21,209	21,506	21,802	22,099	22,396	22,692	24,090	2,881
Multi-Family	4,455	4,517	4,579	4,641	4,704	4,766	5,060	605
Total Housing Units	25,664	26,023	26,381	26,740	27,099	27,458	29,150	3,486

NONRESIDENTIAL DEVELOPMENT

Current estimates and future projections of nonresidential development are detailed in this section including jobs and nonresidential floor area. TischlerBise uses the term jobs to refer to employment by place of work. In Figure A6, gray shading indicates the nonresidential development prototypes used by TischlerBise to derive employment densities and average weekday vehicle trip ends. For nonresidential development, TischlerBise uses data published in Trip Generation, Institute of Transportation Engineers, 10th Edition (2017).

The prototype for industrial development is Light Industrial (110) which generates 4.96 average weekday vehicle trip ends per 1,000 square feet of floor area and has 615 square feet of floor area per employee. For office and institutional development, the proxy is General Office (ITE 710); it generates 9.74 average weekday vehicle trip ends per 1,000 square feet of floor area and has 337 square feet of floor area per employee. The prototype for commercial development is Shopping Center (ITE 820) which generates 37.75 average weekday vehicle trips per 1,000 square feet of floor area and has 427 square feet of floor area per employee.

Figure A6: Nonresidential Demand Units

ITE Code	Land Use/Size	Demand Unit	Wkdy Trip Ends Per Dmd Unit ¹	Wkdy Trip Ends Per Employee ¹	Emp Per Dmd Unit	Sq Ft Per Emp
110	Light Industrial	1,000 Sq Ft	4.96	3.05	1.63	615
130	Industrial Park	1,000 Sq Ft	3.37	2.91	1.16	864
140	Manufacturing	1,000 Sq Ft	3.93	2.47	1.59	628
150	Warehousing	1,000 Sq Ft	1.74	5.05	0.34	2,902
254	Assisted Living	bed	2.60	4.24	0.61	na
310	Hotel	room	8.36	14.34	0.58	na
520	Elementary School	1,000 Sq Ft	19.52	21.00	0.93	1,076
530	High School	1,000 Sq Ft	14.07	22.25	0.63	1,581
540	Community College	student	1.15	14.61	0.08	na
610	Hospital	1,000 Sq Ft	10.72	3.79	2.83	354
620	Nursing Home	bed	3.06	2.91	1.05	na
710	General Office (average size)	1,000 Sq Ft	9.74	3.28	2.97	337
715	Single Tenant Office	1,000 Sq Ft	11.25	3.77	2.98	335
730	Government Office	1,000 Sq Ft	22.59	7.45	3.03	330
750	Office Park	1,000 Sq Ft	11.07	3.54	3.13	320
820	Shopping Center (average size)	1,000 Sq Ft	37.75	16.11	2.34	427

1. Trip Generation, Institute of Transportation Engineers, 10th Edition (2017).

Employment Estimates

TischlerBise uses the Metro Washington Council of Governments Round 9.1a Cooperative Forecasts traffic analysis zone (TAZ) data to derive 2020 base year employment estimates. Shaded yellow in Figure A7, countywide employment estimates equal 17,247 jobs in 2015 and 18,675 jobs in 2020. TischlerBise allocates employment to interim years using a linear projection. To calculate employment by industry sector, TischlerBise applies 2020 Esri Business Analyst data to Metro Washington Council of Government total employment estimates.

To estimate nonresidential floor area, TischlerBise applies the employment density factors shown in Figure A6 to employment estimates, by industry sector, shown below in Figure A7. For example, 2020 countywide industrial employment of 2,600 jobs multiplied by an employment density factor of 615 square feet per employee equals 1,599,185 square feet of industrial floor area. TischlerBise repeats this process for commercial and office & institutional development. The 2020 base year estimate includes approximately 7.66 million square feet of nonresidential floor area.

Figure A7: Nonresidential Estimates

Jefferson County, WV	2015	2016	2017	2018	2019	2020
Employment¹						
Industrial	2,401	2,441	2,481	2,521	2,561	2,600
Commercial	6,584	6,693	6,802	6,911	7,020	7,129
Office & Institutional	8,262	8,399	8,536	8,672	8,809	8,946
Total	17,247	17,533	17,818	18,104	18,389	18,675
Nonresidential Floor Area²						
Industrial	1,476,902	1,501,359	1,525,815	1,550,272	1,574,729	1,599,185
Commercial	2,811,173	2,857,725	2,904,276	2,950,827	2,997,379	3,043,930
Office & Institutional	2,784,290	2,830,396	2,876,503	2,922,609	2,968,715	3,014,821
Total	7,072,366	7,189,480	7,306,594	7,423,708	7,540,822	7,657,936

Source: 2015 and 2020 total employment from Metro Washington Council of Governments, Round 9.1a Cooperative Forecasts TAZ data. Interim years based on straight-line allocation of employment.

1. TischlerBise calculation (Esri Business Analyst share of 2020 employment by sector X Metro Washington Council of Governments, Round 9.1a Cooperative Forecasts 2020 total employment).
2. TischlerBise calculation (employment by sector X ITE square feet per job factor).

Nonresidential Projections

The Metro Washington Governments Round 9.1a Cooperative Forecasts project countywide employment from 2020 to 2040 in five-year increments, and TischlerBise allocates employment to interim years using a linear projection. Based on these projections, Jefferson County’s countywide employment will increase to 21,212 jobs in 2030. TischlerBise converts projected employment to projected floor area using the same steps outlined in the previous section. This results in a total nonresidential floor area projection of 8.7 million square feet in 2030.

Employment and nonresidential floor area projections are used to illustrate the possible future pace of service demands, revenues, and expenditures. To the extent these factors change, the projected need for infrastructure will also change. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease.

Figure A8: Nonresidential Projections

Jefferson County, WV	2020	2021	2022	2023	2024	2025	2030	10-Year Increase
	Base Year	1	2	3	4	5	10	
Employment								
Industrial	2,600	2,637	2,673	2,710	2,747	2,783	2,954	353
Commercial	7,129	7,229	7,329	7,430	7,530	7,630	8,097	968
Office & Institutional	8,946	9,072	9,198	9,324	9,450	9,576	10,161	1,215
Total Employment	18,675	18,938	19,201	19,463	19,726	19,989	21,212	2,537
Nonres. Floor Area (x1,000)								
Industrial	1,599	1,622	1,644	1,667	1,689	1,712	1,816	217
Commercial	3,044	3,087	3,130	3,172	3,215	3,258	3,457	414
Office & Institutional	3,015	3,057	3,100	3,142	3,185	3,227	3,424	410
Total Nonres. Floor Area	7,658	7,766	7,873	7,981	8,089	8,197	8,698	1,040

AVERAGE WEEKDAY VEHICLE TRIPS

Jefferson County will use average weekday vehicle trips (AWVT) as the nonresidential demand units for Law Enforcement fees.

Nonresidential Trip Generation Rates

For nonresidential development, TischlerBise uses trip generation rates published in *Trip Generation*, Institute of Transportation Engineers, 10th Edition (2017). The prototype for industrial development is Light Industrial (110) which generates 4.96 average weekday vehicle trip ends per 1,000 square feet of floor area. For office and institutional development, the proxy is General Office (ITE 710), and it generates 9.74 average weekday vehicle trip ends per 1,000 square feet of floor area. The prototype for commercial development is Shopping Center (ITE 820) which generates 37.75 average weekday vehicle trips per 1,000 square feet of floor area.

Figure A9: Average Weekday Vehicle Trip Ends by Land Use

ITE Code	Land Use / Size	Demand Unit	Wkdy Trip Ends Per Dmd Unit ¹	Wkdy Trip Ends Per Employee ¹	Emp Per Dmd Unit	Sq Ft Per Emp
110	Light Industrial	1,000 Sq Ft	4.96	3.05	1.63	615
710	General Office (average size)	1,000 Sq Ft	9.74	3.28	2.97	337
820	Shopping Center (average size)	1,000 Sq Ft	37.75	16.11	2.34	427

1. *Trip Generation*, Institute of Transportation Engineers, 10th Edition (2017).

Trip Rate Adjustments

Average Weekday Vehicle Trips (AWVT) are used as a measure of demand by land use. Vehicle trips are estimated using average weekday vehicle trip ends from the reference book, *Trip Generation, 10th Edition*, published by the Institute of Transportation Engineers (ITE) in 2017. A vehicle trip end represents a vehicle entering or exiting a development (as if a traffic counter were placed across a driveway). To calculate the impact fees, trip generation rates are adjusted to avoid double counting each trip at both the origin and destination points. The basic trip adjustment factor is 50 percent. As discussed further below, the impact fee methodology includes additional adjustments to make the fees proportionate to the infrastructure demand for particular types of development.

Adjustment for Pass-By Trips

For commercial development, the trip adjustment factor is less than 50 percent because this type of development attracts vehicles as they pass by on arterial and collector roads. For example, when someone stops at a convenience store on the way home from work, the convenience store is not the primary destination. For the average shopping center, ITE data indicate 34 percent of the vehicles that enter are passing by on their way to some other primary destination. The remaining 66 percent of attraction trips have the commercial site as their primary destination. Because attraction trips are half of all trips, the trip adjustment factor is 66 percent multiplied by 50 percent, or approximately 33 percent of the trip ends.

FUNCTIONAL POPULATION

TischlerBise recommends functional population to allocate the cost of infrastructure to residential and nonresidential development. Functional population is similar to what the U.S. Census Bureau calls "daytime population," which accounts for people living and working in a jurisdiction, but also considers commuting patterns and time spent at home and at nonresidential locations. OnTheMap is a web-based mapping and reporting application that shows where workers are employed and where they live. OnTheMap was developed through a unique partnership between the U.S. Census Bureau and its Local Employment Dynamics (LED) partner states.

Residents who do not work are assigned 20 hours per day to residential development and four hours per day to nonresidential development (annualized averages). Residents who work in Jefferson County are assigned 14 hours to residential development and 10 hours to nonresidential development. Residents who work outside Jefferson County are assigned 14 hours to residential development, and inflow commuters are assigned 10 hours to nonresidential development. Based on 2017 data, residential development accounts for 78 percent of functional population and nonresidential development accounts for the remaining 22 percent.

Figure A10: Functional Population

Demand Units in 2017				
Residential			Demand Hours/Day	Person Hours
Population	58,195	↙		
Residents Not Working	33,271		20	665,417
Employed Residents	24,924	↘		
Employed in Jefferson County, WV			14	100,716
Employed outside Jefferson County, WV			14	248,220
			Residential Subtotal	1,014,353
			Residential Share 78%	
Nonresidential				
Non-working Residents	33,271		4	133,083
Jobs Located in Jefferson County, WV	15,660	↘		
Residents Employed in Jefferson County, WV			10	71,940
Non-Resident Workers (inflow commuters)			10	84,660
			Nonresidential Subtotal	289,683
			Nonresidential Share 22%	
			Total	1,304,036

Source: TischlerBise calculation (population); U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics (employment).

DEVELOPMENT PROJECTIONS

Countywide

Provided below are summaries of countywide development projections used in the Impact Fee Study. Development projections are used to illustrate a possible future pace of demand for service units and cash flows resulting from revenues and expenditures associated with those demands.

Figure A11: Countywide Development Projections Summary

Jefferson County, WV	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	10-Year Increase
	Base Year	1	2	3	4	5	6	7	8	9	10	
Resident Population	60,997	61,850	62,702	63,555	64,408	65,261	66,065	66,869	67,674	68,478	69,282	8,285
Housing Units												
Single Family	21,209	21,506	21,802	22,099	22,396	22,692	22,972	23,251	23,531	23,810	24,090	2,881
Multi-Family	4,455	4,517	4,579	4,641	4,704	4,766	4,825	4,883	4,942	5,001	5,060	605
Total Housing Units	25,664	26,023	26,381	26,740	27,099	27,458	27,796	28,135	28,473	28,811	29,150	3,486
Employment												
Industrial	2,600	2,637	2,673	2,710	2,747	2,783	2,817	2,851	2,885	2,919	2,954	353
Commercial	7,129	7,229	7,329	7,430	7,530	7,630	7,724	7,817	7,910	8,004	8,097	968
Office & Institutional	8,946	9,072	9,198	9,324	9,450	9,576	9,693	9,810	9,927	10,044	10,161	1,215
Total Employment	18,675	18,938	19,201	19,463	19,726	19,989	20,234	20,478	20,723	20,967	21,212	2,537
Nonres. Floor Area (x1,000)												
Industrial	1,599	1,622	1,644	1,667	1,689	1,712	1,733	1,754	1,775	1,795	1,816	217
Commercial	3,044	3,087	3,130	3,172	3,215	3,258	3,298	3,338	3,378	3,418	3,457	414
Office & Institutional	3,015	3,057	3,100	3,142	3,185	3,227	3,266	3,306	3,345	3,385	3,424	410
Total Nonres. Floor Area	7,658	7,766	7,873	7,981	8,089	8,197	8,297	8,397	8,498	8,598	8,698	1,040

Unincorporated

Provided below are summaries of unincorporated development projections used in the Impact Fee Study for Law Enforcement impact fees only. As previously discussed, TischlerBise uses data published by the Metro Washington Council of Governments Round 9.1a Cooperative Forecasts to estimate and project countywide development. TischlerBise excludes population and employment data located in traffic analysis zones (TAZ) associated with Jefferson County’s incorporated areas to estimate and project development in unincorporated Jefferson County. The estimates and projections shown below represent existing and future development in unincorporated Jefferson County. Development projections are used to illustrate a possible future pace of demand for service units and cash flows resulting from revenues and expenditures associated with those demands.

Figure A12: Unincorporated Development Projections Summary

Unincorporated Jefferson County, WV	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	10-Year Increase
	Base Year	1	2	3	4	5	6	7	8	9	10	
Resident Population	29,917	30,402	30,887	31,372	31,856	32,341	32,798	33,255	33,712	34,169	34,626	4,708
Housing Units												
Single Family	10,403	10,571	10,740	10,908	11,077	11,245	11,404	11,563	11,722	11,881	12,040	1,637
Multi-Family	2,185	2,220	2,256	2,291	2,326	2,362	2,395	2,429	2,462	2,495	2,529	344
Total Housing Units	12,587	12,791	12,995	13,199	13,403	13,607	13,799	13,992	14,184	14,376	14,568	1,981
Employment												
Industrial	1,294	1,312	1,330	1,349	1,367	1,385	1,402	1,419	1,436	1,453	1,470	176
Commercial	3,547	3,597	3,647	3,698	3,748	3,798	3,845	3,891	3,937	3,984	4,030	484
Office & Institutional	4,451	4,514	4,577	4,640	4,703	4,766	4,825	4,883	4,941	4,999	5,058	607
Total Employment	9,291	9,423	9,555	9,686	9,818	9,950	10,072	10,193	10,315	10,436	10,558	1,267
Nonres. Floor Area (x1,000)												
Industrial	796	807	818	829	841	852	862	873	883	894	904	108
Commercial	1,514	1,536	1,557	1,579	1,600	1,622	1,642	1,661	1,681	1,701	1,721	207
Office & Institutional	1,500	1,521	1,542	1,564	1,585	1,606	1,626	1,646	1,665	1,685	1,704	205
Total Nonres. Floor Area	3,810	3,864	3,918	3,972	4,026	4,080	4,130	4,180	4,230	4,280	4,329	520

NONRESIDENTIAL VEHICLE TRIP PROJECTIONS

Countywide

Provided below are countywide summaries of nonresidential vehicle trip projections used in the Impact Fee Study.

Figure A13: Countywide Nonresidential Vehicle Trip Projections Summary

Development Type	Dev. Unit	ITE Code	Weekday VTE	Trip Adj
Industrial	KSF	110	4.96	50%
Commercial	KSF	820	37.75	33%
Office & Institutional	KSF	710	9.74	50%

Jefferson County, WV	Base	1	2	3	4	5	6	7	8	9	10	10-Year Increase
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
Industrial KSF	1,599	1,622	1,644	1,667	1,689	1,712	1,733	1,754	1,775	1,795	1,816	217
Commercial KSF	3,044	3,087	3,130	3,172	3,215	3,258	3,298	3,338	3,378	3,418	3,457	414
Office & Institutional KSF	3,015	3,057	3,100	3,142	3,185	3,227	3,266	3,306	3,345	3,385	3,424	410
Industrial Trips	3,966	4,022	4,078	4,133	4,189	4,245	4,297	4,349	4,401	4,453	4,505	539
Commercial Trips	37,920	38,453	38,987	39,521	40,054	40,588	41,085	41,581	42,078	42,574	43,071	5,151
Office & Institutional Trips	14,682	14,889	15,095	15,302	15,509	15,715	15,908	16,100	16,292	16,484	16,677	1,995
Nonresidential Trips	56,568	57,364	58,160	58,956	59,752	60,548	61,289	62,030	62,771	63,512	64,253	7,685

Unincorporated

Provided below are unincorporated summaries of nonresidential vehicle trip projections used in the Impact Fee Study for Law Enforcement impact fees. The estimates and projections shown below do not include vehicle trips generated in the incorporated areas of Jefferson County.

Figure A14: Unincorporated Nonresidential Vehicle Trip Projections Summary

Development Type	Dev. Unit	ITE Code	Weekday VTE	Trip Adj
Industrial	KSF	110	4.96	50%
Commercial	KSF	820	37.75	33%
Office & Institutional	KSF	710	9.74	50%

Unincorporated Jefferson County, WV	Base	1	2	3	4	5	6	7	8	9	10	10-Year Increase
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
Industrial KSF	796	807	818	829	841	852	862	873	883	894	904	108
Commercial KSF	1,514	1,536	1,557	1,579	1,600	1,622	1,642	1,661	1,681	1,701	1,721	207
Office & Institutional KSF	1,500	1,521	1,542	1,564	1,585	1,606	1,626	1,646	1,665	1,685	1,704	205
Industrial Trips	1,973	2,001	2,029	2,057	2,085	2,113	2,139	2,165	2,191	2,216	2,242	269
Commercial Trips	18,865	19,133	19,401	19,668	19,936	20,204	20,450	20,697	20,944	21,191	21,438	2,573
Office & Institutional Trips	7,305	7,408	7,512	7,615	7,719	7,823	7,918	8,014	8,109	8,205	8,301	996
Nonresidential Trips	28,143	28,542	28,942	29,341	29,740	30,139	30,508	30,876	31,244	31,613	31,981	3,838

APPENDIX B: LAND USE DEFINITIONS

RESIDENTIAL DEVELOPMENT

As discussed below, residential development categories are based on data from the U.S. Census Bureau, American Community Survey. Jefferson County will collect impact fees from all new residential units. One-time impact fees are determined by site capacity (i.e. number of residential units).

Single-Family Units:

1. Single-family detached is a one-unit structure detached from any other house, that is, with open space on all four sides. Such structures are considered detached even if they have an adjoining shed or garage. A one-family house that contains a business is considered detached as long as the building has open space on all four sides.
2. Single-family attached (townhouse) is a one-unit structure that has one or more walls extending from ground to roof separating it from adjoining structures. In row houses (sometimes called townhouses), double houses, or houses attached to nonresidential structures, each house is a separate, attached structure if the dividing or common wall goes from ground to roof.

Multi-Family Units:

1. 2+ units (duplexes and apartments) are units in structures containing two or more housing units, further categorized as units in structures with "2, 3 or 4, 5 to 9, 10 to 19, 20 to 49, and 50 or more apartments."
2. Mobile home includes both occupied and vacant mobile homes, to which no permanent rooms have been added. Mobile homes used only for business purposes or for extra sleeping space and mobile homes for sale on a dealer's lot, at the factory, or in storage are not counted in the housing inventory.
3. Boat, RV, Van, Etc. includes any living quarters occupied as a housing unit that does not fit the other categories (e.g., houseboats, railroad cars, campers, and vans). Recreational vehicles, boats, vans, railroad cars, and the like are included only if they are occupied as a current place of residence.

NONRESIDENTIAL DEVELOPMENT

The proposed general nonresidential development categories (defined below) can be used for all new construction within Jefferson County. Nonresidential development categories represent general groups of land uses that share similar average weekday vehicle trip generation rates and employment densities (i.e., jobs per thousand square feet of floor area).

Commercial: Establishments primarily selling merchandise, eating/drinking places, and entertainment uses. By way of example, *Commercial* includes shopping centers, supermarkets, pharmacies, restaurants, bars, nightclubs, automobile dealerships, movie theaters, hotels, and motels.

Industrial: Establishments primarily engaged in the production, transportation, or storage of goods. By way of example, *Industrial* includes manufacturing plants, distribution warehouses, trucking companies, utility substations, power generation facilities, and telecommunications buildings.

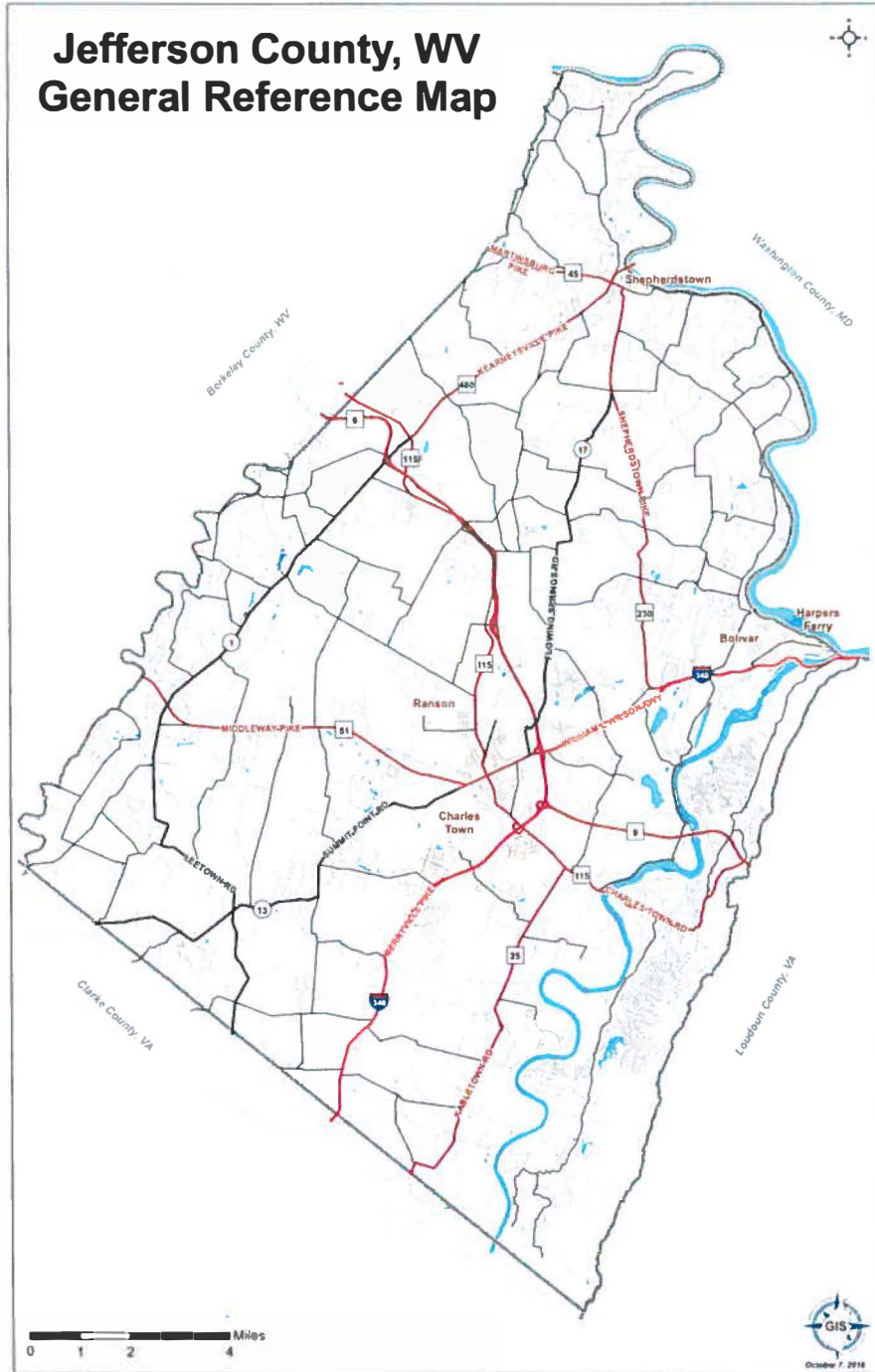
Institutional: Public and quasi-public buildings providing educational, social assistance, or religious services. By way of example, *Institutional* includes schools, universities, churches, daycare facilities, hospitals, government buildings, assisted living facilities, and nursing home facilities.

Office: Establishments providing management, administrative, professional, or business services. By way of example, *Office* includes banks, business offices, medical offices, and veterinarian clinics.

APPENDIX C: SERVICE AREA MAPS

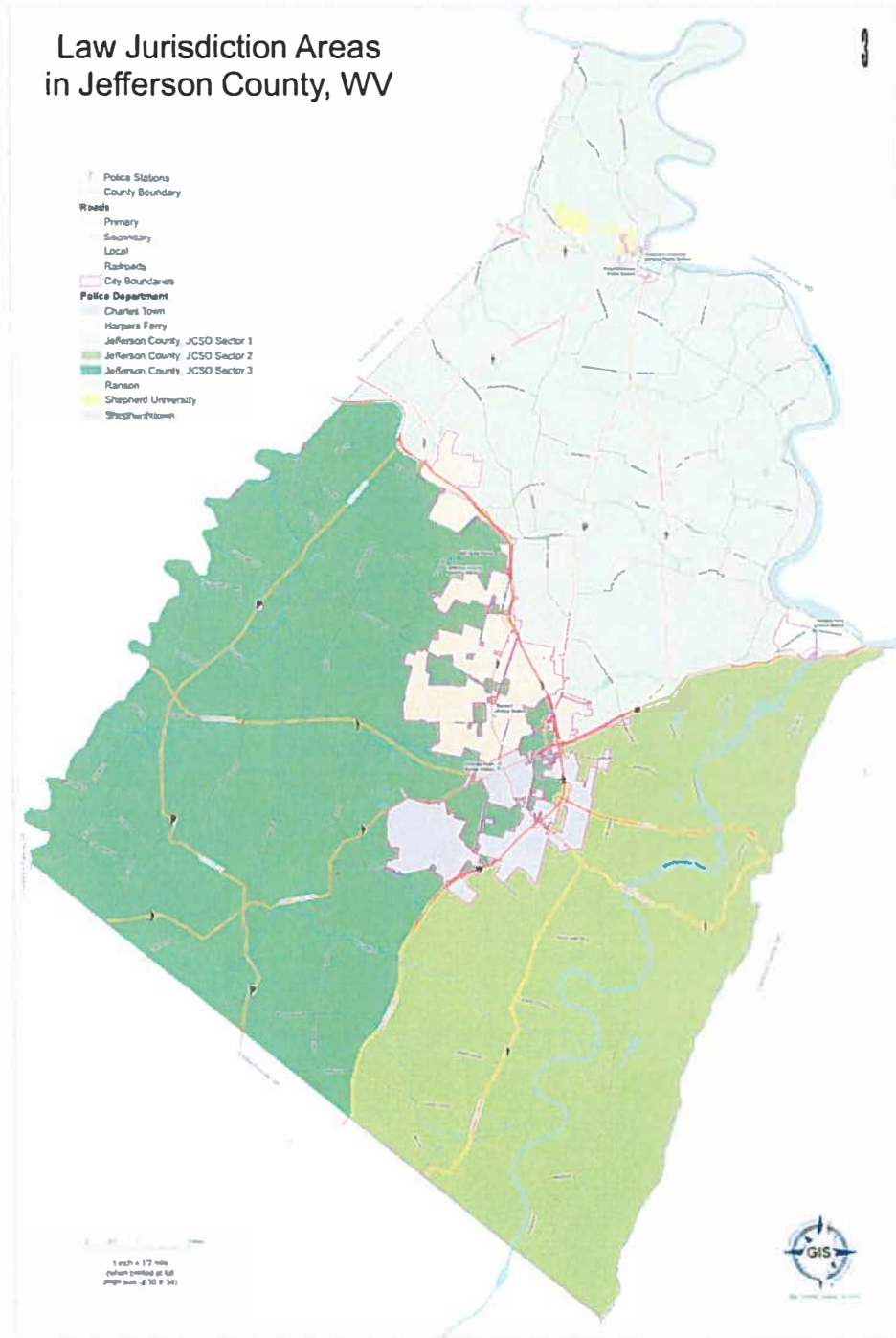
COUNTYWIDE SERVICE AREA

The map below represents the Countywide Service Area for County Administration, EMS, Parks and Recreation, and School impact fees.



LAW ENFORCEMENT SERVICE AREA

The map below represents the Law Enforcement Service Area. All development located within the Jefferson County Sheriff Office Jurisdiction will pay Law Enforcement impact fees. Development located in areas served by a local police department will not pay Law Enforcement impact fees.



APPENDIX D: PARK IMPROVEMENT INVENTORY

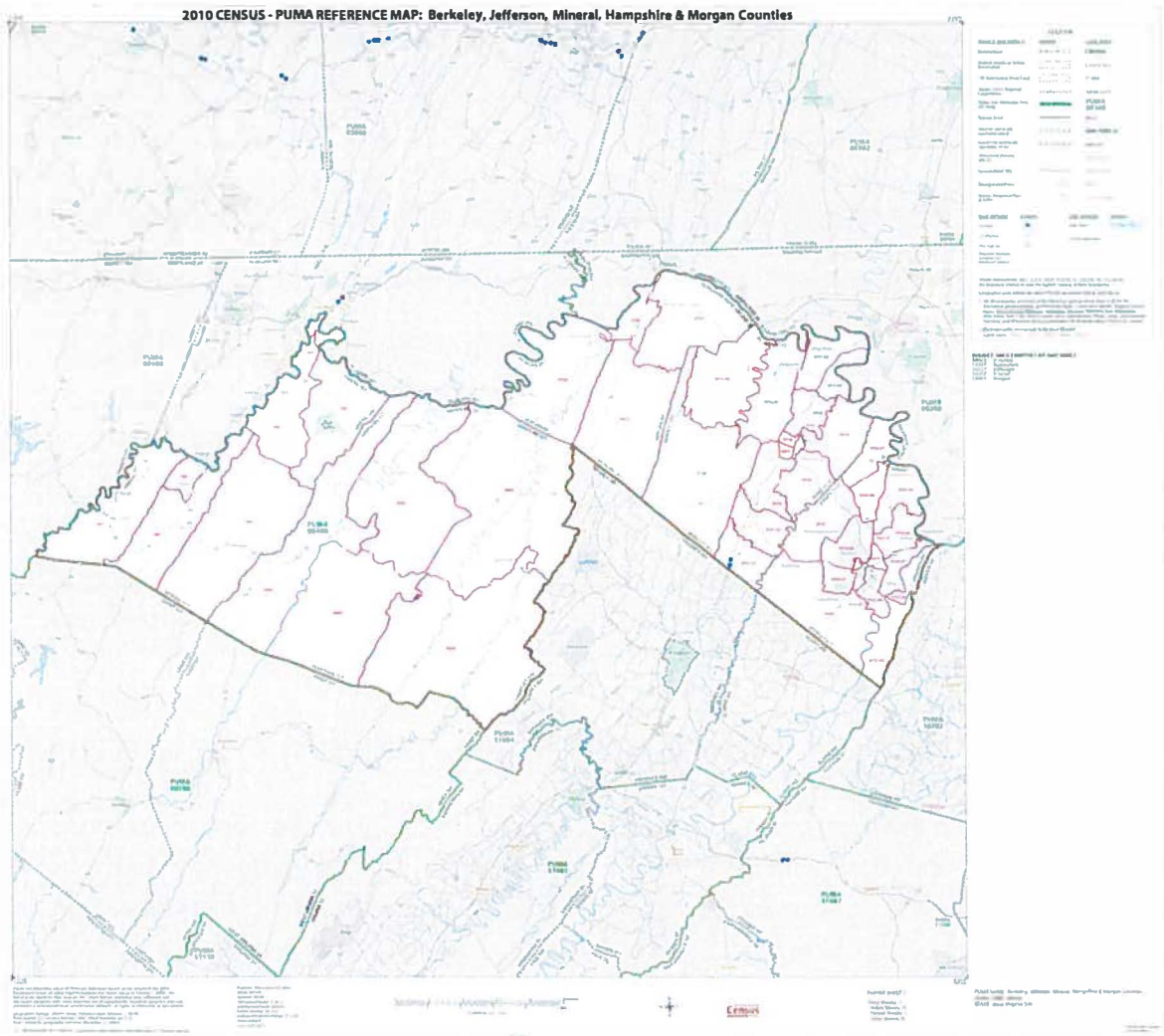
Park Improvement	Park Name	Units	Unit Cost	Total Cost
Gazebo	Bolivar Nature Park	1	\$32,300	\$32,300
Infrastructure	Bolivar Nature Park	1	\$2,260	\$2,260
Landscaping	Bolivar Nature Park	1	\$2,150	\$2,150
Nature Trail	Bolivar Nature Park	1	\$1,080	\$1,080
Picnic Tables (Steel)	Bolivar Nature Park	3	\$1,077	\$3,231
Sign	Bolivar Nature Park	1	\$1,330	\$1,330
Concession Stand	Leetown Park	1	\$52,500	\$52,500
Tennis Courts	Leetown Park	2	\$50,000	\$100,000
Pavilion	Leetown Park	1	\$53,840	\$53,840
Softball Fields with Lights	Leetown Park	2	\$45,000	\$90,000
Storage/Dugouts	Leetown Park	4	\$13,460	\$53,840
Fence	Leetown Park	1	\$126,000	\$126,000
Playground	Leetown Park	1	\$92,259	\$92,259
Horseshoe Pits	Leetown Park	1	\$1,080	\$1,080
Picnic Tables (Steel)	Leetown Park	8	\$1,077	\$8,613
Sign	Leetown Park	1	\$1,080	\$1,080
Landscaping	Leetown Park	1	\$6,460	\$6,460
Infrastructure	Leetown Park	1	\$107,670	\$107,670
Soccer / Multi-Use Field	James Hite Park	12	\$83,333	\$1,000,000
Parking Lot	James Hite Park	3	\$100,000	\$300,000
Walking Trail	James Hite Park	1	\$80,000	\$80,000
Playground	James Hite Park	1	\$106,000	\$106,000
Picnic Tables (Wood)	James Hite Park	16	\$709	\$11,336
Infrastructure	James Hite Park	1	\$500,000	\$500,000
Pavilion	James Hite Park	4	\$26,060	\$104,239
Camping Pads	Moulton Park	11	\$11,887	\$11,887
Fence	Moulton Park	1	\$58,942	\$58,942
Boat Ramp	Moulton Park	1	\$21,530	\$21,530
Parking Lot	Moulton Park	1	\$21,530	\$21,530
Sign	Moulton Park	2	\$1,330	\$2,660
Infrastructure	Moulton Park	1	\$2,260	\$2,260
Pavilion	Mount Mission Park	1	\$60,000	\$60,000
Playground	Mount Mission Park	1	\$80,750	\$80,750
Old Church Bldg. (Storage)	Mount Mission Park	1	\$220,050	\$220,050
Fence	Mount Mission Park	1	\$12,920	\$12,920
Baseball Field	Mount Mission Park	1	\$53,840	\$53,840
Picnic Tables (Wood)	Mount Mission Park	9	\$718	\$6,460
Sign	Mount Mission Park	1	\$1,330	\$1,330

Park Improvement	Park Name	Units	Unit Cost	Total Cost
Landscaping	Mount Mission Park	1	\$2,260	\$2,260
Horseshoe Pits	Mount Mission Park	1	\$1,080	\$1,080
Basketball Court	Mount Mission Park	1	\$10,000	\$10,000
Pavilion	Sam Michaels Park	2	\$175,000	\$350,000
Maintenance Building	Sam Michaels Park	1	\$192,500	\$192,500
Soccer / Multi-Use Field	Sam Michaels Park	1	\$161,510	\$161,510
Walking Trail	Sam Michaels Park	1	\$40,931	\$40,931
Pavilion	Sam Michaels Park	1	\$175,000	\$175,000
Playground	Sam Michaels Park	2	\$75,000	\$150,000
Dog Park	Sam Michaels Park	1	\$60,000	\$60,000
Amphitheatre	Sam Michaels Park	1	\$600,000	\$600,000
Baseball Field	Sam Michaels Park	3	\$400,000	\$1,200,000
Baseball Field Lights	Sam Michaels Park	1	\$125,000	\$125,000
Concession Stand	Sam Michaels Park	1	\$78,000	\$78,000
Picnic Tables (Steel)	Sam Michaels Park	16	\$1,077	\$17,227
Water Balloon Area	Sam Michaels Park	1	\$1,080	\$1,080
Cross Country Trail	Sam Michaels Park	1	\$32,300	\$32,300
Sign	Sam Michaels Park	3	\$1,330	\$3,990
Landscaping	Sam Michaels Park	1	\$5,000	\$5,000
Electric/Solar Gates	Sam Michaels Park	2	\$2,814	\$5,627
Infrastructure	Sam Michaels Park	1	\$3,500,000	\$3,500,000
Pavilion	Sam Michaels Park	1	\$20,000	\$20,000
Disc Golf (18 holes)	Sam Michaels Park	1	\$8,000	\$8,000
Camping Area	Sam Michaels Park	1	\$1,000	\$1,000
Benches (Steel)	Sam Michaels Park	8	\$340	\$2,720
Trailer (Event Office)	Sam Michaels Park	1	\$5,000	\$5,000
Columns (Wedding Venue)	Sam Michaels Park	1	\$5,000	\$5,000
Bleachers	Sam Michaels Park	6	\$1,000	\$6,000
Storage Shed	Sam Michaels Park	1	\$5,000	\$5,000
Fence	Sam Michaels Park	1	\$150,000	\$150,000
Parking Lot	Sam Michaels Park	3	\$250,000	\$750,000
Nature Playground	Sam Michaels Park	1	\$3,000	\$3,000
Concession Stand	South Jefferson Park	1	\$64,600	\$64,600
Baseball Field Lights	South Jefferson Park	1	\$125,000	\$125,000
Fence	South Jefferson Park	1	\$107,670	\$107,670
Maintenance Building	South Jefferson Park	1	\$48,450	\$48,450
Basketball Court	South Jefferson Park	1	\$32,300	\$32,300
Tennis Courts	South Jefferson Park	2	\$80,000	\$160,000
Volleyball Court	South Jefferson Park	1	\$5,380	\$5,380
Playground	South Jefferson Park	1	\$80,750	\$80,750

DRAFT Impact Fee Study
Jefferson County, West Virginia

Park Improvement	Park Name	Units	Unit Cost	Total Cost
Picnic Tables (Steel)	South Jefferson Park	6	\$1,077	\$6,462
Sign	South Jefferson Park	1	\$1,080	\$1,080
Soccer / Multi-Use Field	South Jefferson Park	1	\$53,840	\$53,840
Landscaping	South Jefferson Park	1	\$3,230	\$3,230
Infrastructure	South Jefferson Park	1	\$107,670	\$107,670
Baseball Field	South Jefferson Park	8	\$400,000	\$3,200,000
Bleachers	South Jefferson Park	16	\$1,000	\$16,000
Maintenance Building	South Jefferson Park	1	\$5,000	\$5,000
Total		214	\$70,449	\$15,076,083

APPENDIX E: PUBLIC USE MICRODATA AREA MAP





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 5, 2021**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2nd Choice: [Click here to enter text.](#)

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

- **Request use of Library Meeting Room – Wednesday, September 22, 2021 3-5pm – FEMA, Mapping engineers, and WV Division of Emergency Management**

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

Is this a funding request? Y/N [Click here to enter text.](#)

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*):

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

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

Sandra McDonald

From: Sneed, Kevin L <kevin.l.sneed@wv.gov>
Sent: Tuesday, July 27, 2021 2:34 PM
To: Sandra McDonald
Subject: Jefferson County Mapping Meeting

Good afternoon Sandy,

I spoke with Mason Carter earlier about setting up a mapping meeting for Jefferson County WV. This is a mapping Kickoff meeting that FEMA , our Mapping engineers (Wood Group) and myself from WV Division of Emergency Management will be attending. We would like to have this meeting on Wednesday September 22nd from 3-5pm. Should be less than 20 people attending.

Any questions please call me aty 304-545-2864

Kevin Sneed



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **August 5, 2021**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2nd Choice: [Click here to enter text.](#)

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

- Amendment of minutes from April 12, 2021
- County Complex Project
- Letter of Support to WV Division of Personnel supporting JC Health Dept request for increase salaries

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

Is this a funding request? **Y/N** [Click here to enter text.](#)

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*):

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

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

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, April 12, 2021 beginning at 6:00 o'clock p.m.

PRESENT:

Josh Compton, President
Caleb Hudson, Commissioner
Tricia Jackson, Commissioner
Jane Tabb, Commissioner
Stephanie Grove, County Administrator
Nathan Cochran, Asst. Prosecuting Attorney
Alex Beaulieu, Zoning Administrator
Jessica Carroll, Administrative Assistant

In re: Special Called meeting for public hearing to receive input on the Planning Commission's recommended text amendment to the Zoning and Land Development Ordinance to allow Solar Energy Facilities to process in Jefferson County

The meeting was called to order by President Compton at 6:02 pm. President Compton stated the purpose of this meeting was to hear comments regarding Zoning Text Amendment 19-03 concerning the allowance of solar energy facilities to function as a Principal Permitted Use. Ms. Beaulieu provided the Commission and the audience with a history of the text amendment and stated the Planning Commission had found the text amendment to be consistent with the Comprehensive Plan.

Mr. Compton then opened the floor for public comment, which was received by the following: Christine Marshall, Tim Ross, Michael Reagan, Anastasia Tabb, Rodney Rice, Bob Aitcheson, Ty Lawson, and Doug Rockwell.

- **Motion by Mr. Compton to approve Zoning Text Amendment 19-03 to allow Solar Energy Facilities to process as a Principal Permitted Use (by right) in the following zoning districts: General Commercial, Highway Commercial, Light Industrial, Major Industrial, Rural, Residential Growth, Residential-Light Industrial-Commercial, and Industrial Commercial. Motion seconded but tabled by Mr. Compton.**
- **Motion by Mr. Compton to enter into Executive Session to receive legal advice from Counsel. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**

- **Motion by Mr. Compton to rescind his original motion and add the requirement of a 50 ft. setback with vegetation screen to Zoning Text Amendment 19-03. Motion seconded and passes on a vote of 3-1 with Commissioner Tabb opposing.**
- **Motion by Mr. Compton to approve Zoning Text Amendment 19-03 to allow Solar Energy Facilities to process as a Principal Permitted Use (by right) in the following zoning districts: General Commercial, Highway Commercial, Light Industrial, Major Industrial, Rural, Residential Growth, Residential-Light Industrial-Commercial, and Industrial Commercial, with the additional requirement of a 50ft. setback and vegetation screen serve as a buffer for adjoining properties, effective April 13, 2021. Motion seconded and passes on a vote of 3-1 with Commissioner Tabb opposing.**

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

Josh Compton, PRESIDENT

Respectively Submitted:

Jessica D. Carroll

Administrative Assistant

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, August 19, 2021, or as soon thereafter as the Commission may decide:

Jefferson County Building Commission - three five-year terms ending July 27, 2026

Per West Virginia State Code:

"No more than two thirds of the total number of members of the board of each commission shall be from the same political party and no member of any such board shall hold any office (other than the office of notary public) or employment under the United States of America, the state of West Virginia, any county or political subdivision thereof, or any political party. All members of any board shall be residents of the county for which appointed."

Interested applicants must not have ties to any local financial agencies or institutions that may potentially bid on projects approved by the members of the Jefferson County Building Commission.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 pm on the Monday prior to the proposed appointment date.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, August 19, 2021 or as soon thereafter as the Commission may decide:

Jefferson County Community Criminal Justice Board - two three-year terms ending July 03, 2024

The following board member positions are vacant:

- One member with a background in mental health care and services.

- One member who can represent organizations or programs advocating for the rights of victims of crimes with preference given to organizations or programs advocating for the rights of victims of the crimes of domestic violence.

All appointees must be residents of Jefferson County.

“The Community Criminal Justice Board evaluates and monitors community corrections programs, services, and facilities to determine their impact on offenders and develop and apply for approval of community corrections programs operated by the Jefferson Day Report Center, a non-profit organization.”

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 pm on the Monday before the proposed appointment date.

Please direct any questions regarding the background needed to apply for these positions to Kelly Franklin, Executive Director, Jefferson Day Report Center at (304) 728-3527.

Additional information regarding appointments to County boards, commissions, and committees may be obtained by calling the Commission Office at (304) 728-3284.



City of Charles Town

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

July 23, 2021

VIA US MAIL AND EMAIL – SGROVE@JEFFERSONCOUNTYWV.ORG

Stephanie F. Grove
Jefferson County Administrator
124 East Washington Street
Charles Town, WV 25414

Dear Ms. Grove:

I am following up on a letter, dated May 28, 2021, that you sent to me regarding the Jefferson County Commission's request to the Charles Town City Council (Council) concerning Article 147 of the city code. More specifically, the letter requested that Council amend its ordinance regarding the membership of the Charles Town Utility Board (Board) to designate a county commissioner as the voting member of the Board. After careful consideration, the Council has determined this is not a change they are willing to make at the moment and have tabled the request indefinitely.

I hope you know how much we appreciate the many contributions that the county's current representative, Ms. Jacquelyn Milliron, and county liaisons, Commissioner Hudson and former Commissioner Compton, have made while working with the Board. It remains our sincere hope that every ratepayer formerly served by the Jefferson County Public Service District and living in Jefferson County continues to feel well served by its utility. If you, or any county commissioner, ever have any questions about the operations of the utility or the effectiveness of the Board, please do not hesitate to reach out to me. I can be reached by email at citymanager@charlestownwv.us or by phone at (304) 725-2311.

Regards,

Daryl Hennessy
City Manager

cc: Charles Town Mayor and Councilmembers
Jacquelyn Milliron, CTUB Director
Kristen Stolipher, CTUB General Manager

Harpers Ferry/ Bolivar PSD
P. O. BOX 235
192 LAKE QUIGLEY DRIVE
HARPERS FERRY, WEST VIRGINIA 25425
(304)-535-2390 FAX (304)-535-2524

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE MAY MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON MAY 14th, 2021.

The meeting was called to order at 8:00 a.m.

Those in attendance were:

David Simmons-Chairman Term 6/30/2021
Mike Lowrey-Secretary Term 6/30/2022

Eddy Tennant- Operations Supervisor
Joe Adams-Plant Operator
Jim Williams-HFBPSD Consultant

Motion by Mr. Simmons, seconded by Mr. Lowrey to approve the April minutes, approved.

Motion by Mr. Simmons, seconded by Mr. Lowrey to approve the April revenue checking account financial statement, approved.

Motion by Mr. Simmons, seconded by Mr. Lowrey to approve the April security deposits account financial statement, approved.

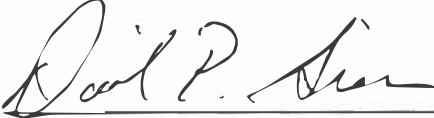
Motion by Mr. Lowrey, seconded by Mr. Simmons to approve the April working capital reserve account, approved.

Discussion by Mr. Tennant to transfer \$2,400.00 from the regular checking account to the working capital reserve.


Motion by Mr. Simmons, seconded by Mr. Lowrey to transfer \$2,400.00 from the regular checking account over to the working reserve account, approved.

Discussion on COVID protocols remain the same staff both at the plant. Continue to monitor temperature daily.

The meeting was adjourned at 8:20 a.m.



David Simmons-Chairman



Mike Lowrey-Secretary

Helen Dettmer-Treasurer



SAFE HAVEN CHILD ADVOCACY CENTER

A Program of Children's Home Society of WV

653 Winchester Avenue
Martinsburg, WV 25401
(ph) 304-596-2022 (fx) 304-264-2084
Safehaven@childshsvv.org

July 1, 2021

Jefferson County Commission
124 E. Washington Street
Charles Town, WV 25414

Dear President Stolipher,

I am writing on behalf of the Safe Haven Child Advocacy Center to urge the Jefferson County Commission to support the Center with recently awarded American Rescue Plan funds. As you know, Safe Haven provides essential services to all the children in the Eastern Panhandle. We work closely with investigative agencies to reduce trauma for the children who are victims of sexual abuse, severe physical abuse, witness to violence and drug abuse, and neglect. We also provide valuable sexual abuse prevention education to members of our community. Our program is funded through local and state grants, as well as private contributions and support from the community. Our annual fundraising efforts have diminished due to pandemic limitations. After reading the outline of the American Rescue Plan, I believe Safe Haven Child Advocacy Center is a strong candidate to receive support through these funds.

Safe Haven Child Advocacy Center has remained open during the pandemic; we have continued providing forensic interviews, advocacy, and therapy services in our community and have experienced a drastic increase in those we are serving. July 1, 2020 through June 30, 2021, Safe Haven Child Advocacy Center provided 320 children with forensic interviews, a 25% increase compared to last year. Since March of 2020, we have provided services to 525 clients and their caregivers.

In addition to all the challenges of the pandemic, we recently were informed that our major source of funding, the Victims of Crime Act (VOCA) will be reduced over the next several years. This gap in funding will impact the ability of Safe Haven Child Advocacy Center to provide the quality supports that we have provided in the Eastern Panhandle in years past.

We are committed to continuing our efforts to find ways to raise the additional funds to meet these gaps: limited fundraising opportunities during the pandemic, our need to expand services due to an increase in children we are serving, and the VOCA reductions. I am asking you to consider allocating \$10,000 (less than .10%) of your American Rescue Plan funds to Safe Haven Child Advocacy Center to ensure there is no disruption of services to the children over the next few years. In addition, I am asking the same from our surrounding Counties. Any amount that you can allocate to Safe Haven Child Advocacy Center would be an investment in the futures of the most vulnerable children and families in our community. I would be honored to speak with the Commission at an upcoming meeting to address this request. Thank you for your time and consideration of this critical matter. I look forward to hearing from you.

Sincerely,

Jessica Carroll

From: Krystle Booth <kbooth16567@yahoo.com>
Sent: Tuesday, July 13, 2021 8:02 AM
To: Stephanie Grove; Sandra McDonald; Jessica Carroll; Dawn Weimer; Michelle Gordon
Cc: Darron Soren; Erin Storey-Davis; Lee Davis; kristinaazink@gmail.com; rdshark@outlook.com
Subject: Comcast Coverage/Service Complaint

To Whom It May Concern:

I recently moved to the Harpers Ferry, WV area with my husband after his retirement from the military. We did not realize parts of the area were so "technology" challenged with respect to internet and broadband capabilities. We moved into a new construction house, and from the beginning it should have been a red flag when Comcast had issues with our address and would not get back to us.

Comcast has provided our new area the following excuses (1) we are outside of our service area; (2) address(es) are more than 300 ft. from our physical network; (3) homeowner's association has an agreement with another service provider; and (4) our address does not exist. To give you a complete picture – there are 3 new houses on this street. There are 2 existing houses at the end that have been here for 15+ years. There is a subdivision in front of us that is well established. All of these are serviced by Comcast. We do not have a homeowner's association – so these excuses are either by incompetence or laziness, or a combination of the two.

After filing a FCC complaint, Comcast came back and said it would cost us \$14,000! I am not sure how they determined it would cost this much money when (1) our address does not exist; (2) no one from their company has actually been to our street to look at any box/utility or housing set up; and (3) they never provided an itemization for what these "costs" included.

This situation impacts not just one household – but three. All three new houses on this street. I work from home sometimes, and am also enrolled in an online graduate program – all of which requires high speed internet. The second house also had children attending online school until recently. Everyone in this new section requires high speed internet for something.

Comcast has said they are a private company and there are other providers in the area. This is inaccurate on several points. While there may be other providers – they do not service this area. The providers that DO service this area do not provide the high speed internet required or most people to actually be able to work or do an education program from home.

With increased focus on infrastructure and greater accessibility for communities that have historically been underserved – this should be a primary focus and companies such as Comcast held accountable and to a standard to the communities they are supposed to serve. How many Federal and County dollars have been given to Comcast with the specific purpose of building infrastructure and addressing areas that have not been provided service before?

We do not see how anyone could or should be expected to pay thousands of dollars for essentially a utility service that they clearly have a monopoly on in this area.

Jefferson County's population is on the rise with a record number of new builds in the area. It is incumbent on local and state officials that they advocate for their citizens in response to Comcast's dismissive, frustrating and overall poor treatment. The experience our three households have had will be repeated and become part of an endless complaint cycle some type of action is not initiated now. We look forward to hearing from you and what you are going to do to assist our area in getting this resolved.

Sincerely,
Krystle Soren
813-690-6740

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org >
Sent: Saturday, July 17, 2021 3:22 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: 07/17/2021 3:21 PM
Response #: 2071
Submitter ID: 5871
IP address: 50.110.185.4
Time to complete: 4 min. , 35 sec.

Survey Details

Page 1

1. Name

Andrew Wandler

2. Email

andrew.wandler@gmail.com

3. Questions or Concerns

Aren't you supposed to fund the Bakerton FD with the fees I pay as a Jefferson County (Harpers Ferry) resident and taxpayer?

Withholding funding must be illegal, or at a minimum immoral. Please restore funding to the Bakerton FD asap.

Thank you

Andrew and Anne Wandler - Harpers Ferry residents

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

No

Thank you,
Jefferson County Commission, WV

This is an automated message generated by Granicus. Please do not reply directly to this email.

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Tuesday, July 20, 2021 5:30 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: 07/20/2021 5:30 PM
Response #: 2075
Submitter ID: 5880
IP address: 73.212.69.68
Time to complete: 5 min. , 1 sec.

Survey Details

Page 1

1. Name

Wendy Barker

2. Email

poohbear.wendy@aol.com

3. Questions or Concerns

During a conversation with Xfinity/Comcast, I was guaranteed the \$100.00 installation fee would be credited back to my account resulting in a no charge. My bill came in and I was charged fully. When I contacted xfinity/comcast again to obtain the credit, they agreed there was a note on the account but denied full credit. Considering this company is my only internet choice, I have no choice but to accept the \$60.00 (not the agreed to \$100.00) credit and continue doing business with them. The reason for my email is to ask one, how can there be a monopoly and two, is this the kind of representation we are presenting in Jefferson County, WV?
Thank you for your time!

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

Yes

Thank you,
Jefferson County Commission, WV

This is an automated message generated by Granicus. Please do not reply directly to this email.

From: David Tabb <sssi27@yahoo.com>
Sent: Thursday, July 15, 2021 3:26 PM
To: JCCInfo
Subject: Public Comment

Public Comment for Jefferson County Commission meeting July 15, 2021

I, David Tabb, a lifelong resident/taxpayer protests the Jefferson County Commission (JCC) hindering residents/taxpayers from the recorded public comment.

It is time to reopen the meetings to the public comment or stop making decisions that affect the resident/taxpayer of this county. Such as appointments, purchases, projects: new and old, permits, studies or any non-essential approvals and/or actions. *The Governor has made an executive to re-open all Government facilities to the public!*

It appears the JCC and Jefferson County Administrator have yet release the FIOA of the 12 proposals/bids connected to the proposed Courthouse complex.

It appears the JCC has failed to sit properly, post notice, since May 2, 2019 and previously with the Jefferson County Circuit Court ignoring the August 2018 County Commission Meeting requirements of the same. If the JCC was not sitting properly, to approve the minutes, then the Commission was not proper to hold a meeting, hence Case # 21-0229, West Virginia Supreme Court, Respondent: Jefferson County Commission, Jefferson County Administrator and now to include Matthew Harvey, PA, Judge Hammer and Laura Storm, Circuit Clerk.

PUBLIC COMMENT:

Here we go! The July 15, 2021 regular County Commission Meeting with 234 pages. With one County Commissioner's (Stolipher) opinion stopping a taxpayer from challenging their decision to spend or waste tax money.

PRESENTATION #2 – NANCY STRINE - HUD

Has anyone read the HUD proposal for 2022-2023-2024 that includes Harpers Ferry/Bolivar, Charles Town, Ranson and Shepherdstown?

PRESENTATION #6 – STEPHEN ALLEN, DIRECTOR JEFFERSON COUNTY -HOMELAND SECURITY AND EMERGENCY MANAGEMENT

To change the requirement for employees to not live in Jefferson County, appears HSEM is attempting to hand pick an out of county or state person to bypass the people in Jefferson County, that could use a job. The JCC is required at minimum to have a public hearing to change employment requirements forever. Better yet, the county should vote on changes such as this. The JCC only have the authority to make day to day decision not change policy.

PRESENTATION #7 – PUBLIC HEARING - IMPACT FEE REPORT

This is over 100 pages, with creative math and no instructions on how to follow it. The fire and rescue are required to be funded thru the impact of new housing and/or businesses. Parks and Recs should be removed. I object to a public hearing when I don't have the electronic equipment to participate in a public hearing that has not been posted properly nor can one attend. I motion the County Commission to postpone any portion of the Impact Fee until which time the public can participate in which they were accustomed. I will also include this my filings with the WVSC.

PRESENTATION #8 – PUBLIC COMMENT

Public comment is required to be held before a meeting addresses any agenda. This is in accordance with Robert's Rules, Open Meeting Act and the Sunshine Law. I will include this cover sheet with 2019-P-69/21-0229 WVSC case that the JCC is named.

PRESENTATION #9 – Nathan Cochran

The JCC has failed again to post case 2019-P-69/21-0229 within their agenda packet. I will be sure to include this in my Brief to the WVSC. p.s. All of the County Commissioners, including the new ones are named in the WVSC case, if you don't reject it that means you approve it. Commissioner Alt, thank you for volunteering to fill a vacant County Commission seat so that you could be named in a case that you probably don't know anything about.

PRESENTATION #10 – Discussing Opening the JCC meetings to the Public

You must have heard about my request to Governor Jim Justice. You put the Public Comment in the wrong place (after the administration) then won't let the resident/taxpayer speak. That's just wrong and illegal.

COUNTY ADMINISTRATOR REPORTS

Where is the paperwork for Hilltop Tourism project?

Where is the paperwork for the County Complex project? So, when is the Public Hearing?

Where is the paperwork to create a Director of Emergency Services Position? Was this put into the FY2022 Budget? You know you had to have this done/entered in February of 2021. I motion this request to be proponed until FY2023 budget. This is the rules. Follow them.

CORRESPONDANCE/INFORMATION

Where is Mr. Tabb's public comment? Sent the day before the July 1, 2021 meeting. So, that your records can be complete, I have attached another copy for you.

"The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The government's order to "stay at home" deprived the public of notice and comments without reimbursement provisions. This is affecting every resident and business owner to be responsible for all loses, including the government."

It is hard to be safe, with the current County Commission.

Have a nice day!

FOR YOU TO INCLUDE FROM JULY 1, 2021

Public Comment for Jefferson County Commission meeting July 1, 2021

I, David Tabb, a lifelong resident/taxpayer protests the Jefferson County Commission (JCC) hindering residents/taxpayers from the recorded public comment.

It is time to reopen the meetings to the public comment or stop making decisions that affect the resident/taxpayer of this county. Such as appointments, purchases, projects: new and old, permits, studies or any non-essential approvals and/or actions. *The Governor has made an executive to re-open all Government facilities to the public!*

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PUBLIC COMMENT:

The JCC approved (May 6, 2021) for the staff to seek outside assistance/consultation to improve the ambulance service. The JCC held a joint meeting with the volunteer fire companies, of which, the volunteer personal offered their expertise and guidance on how to make the ambulance service operate efficiently. The volunteers have been doing this for 70 years without any funding. Once again, the JCC is spending money on outside sources instead of funding the volunteer fire companies as required by law.

I was also informed that the ESA 20/21 budget was \$2,728,611, the 21/22 budget is now 3,939,138, a 1.2 million increase with no input from the public to their decision to increase ESA's budget by 33%. On the other hand, the Volunteer Fire Companies budget (7 different companies) 20/21 budget is 577,500 (82,500. each) and now the 21/22 budget 490,000 (70,000 each) a 15% reduction when the JCC has not been funding the volunteer fire companies correctly in accordance with state requirements.

PRESENTATION #8 – PUBLIC COMMENT

This is now listed after decision have been made within the agenda that the public had no opportunity to voice their concerns prior to those decisions. This is a violation of the Open Meeting Act, giving the public access to official meeting that the public can voice their concerns prior to a decision of an official meeting by the government. I will make sure this will be included in the West Virginia Supreme Court Case no. 21-0229.

PRESENTATION #9 – NATHAN COCHRAN, Assistant Prosecuting Attorney

Presentation of Cases

... has failed to include Case No. 21-0229 with the West Virginia Supreme Court: David Tabb v. The Jefferson County Commission

PRESENTATION #10 – Discussion of ARPA Stipend and FY22 merit increases & Cost of Living Adjustment (COLA)

My understanding is the ARPA Stipend is Federal and has nothing to do with the State or County. Also, I believe that no cost-of-living adjustment should occur when the county continues to defund the volunteer fire companies of which the county is required by state regulatory requirements to fund the fire and rescue. The JCC continues to hinder the volunteer fire companies by requiring the volunteer fire companies to respond - whether they can afford to or not with deficiencies of equipment and personal.

“The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The government’s order to “stay at home” deprived the public of notice and comments without reimbursement provisions. This is affecting every resident and business owner to be responsible for all loses, including the government.”

It is hard to be safe, with the current County Commission.

Have a nice day!