

AGENDA and NOTICE OF SPECIAL MEETING
JEFFERSON COUNTY BUILDING COMMISSION
THURSDAY, December 19, 2024

10:00 a.m.

County Administrative Offices
located at 124 E. Washington Street, Charles Town, WV

Zoom Broadcast (live):

<https://us06web.zoom.us/j/86964060607?pwd=GLp1dZRYHxVZp0eLMmrspWaaDmrabY.1>

Meeting ID: 869 6406 0607

Passcode: 245530

If you are attending virtually and would like to speak during the public comment period, please use the “raise hand” icon.

Call to Order

Pledge of Allegiance

Public Comment:

To participate in public comment in person, please sign the public comment sign-in sheet located on the table in the back of the room. To participate virtually, please “raise your hand” on the Zoom control panel. Please submit comments via email to info@jeffersoncountywv.org. Your name and any written comments submitted for the record will be included in the minutes.

Special Session Agenda- It is expected that all items will include discussion and possible action

1. 10:05 pm Election of officers
2. 10:10 am Reaffirmation of bylaws
3. 10:15 am Overview presentation: Building Commissions, lease revenue bonds, and the use of lease revenue bonds for the purchase of 393 N. Lawrence Street- Cam Siegrist, Bowles Rice
4. 11:00 am Resolution approving in concept the financing of a portion of the costs relating to the purchase of 393 N. Lawrence Street.
4. 11:00 am Overview presentation regarding the transfer of 419 16th Street, Ranson, WV- Jefferson County Emergency Services Agency
Mike Sine, director and chief JCESA

Bessie Nelson, finance and administration manager JCESA

4. Adjourn

BY-LAWS AND RULES OF PROCEDURE
OF
JEFFERSON COUNTY BUILDING COMMISSION

ARTICLE I
OFFICE

The principal office of the Jefferson County Building Commission (the "Commission"), shall be located at 124 East Washington Street, Charles Town, West Virginia 25414. The Commission may have such other offices within Jefferson County as the Board may designate or as the business of the Commission may require from time to time.

ARTICLE II
PURPOSES AND POWERS

SECTION 1. This Commission is organized for the purpose of acquiring, equipping, constructing, improving, maintaining and operating public buildings, structures, and projects, with all usual and convenient appurtenances and facilities, of any type or types for which The County Commission of Jefferson County is permitted by law to expend public funds.

SECTION 2. This Commission shall have all of the powers conferred upon it by Chapter 8, Article 33 of the Code of West Virginia, 1931, as amended, and all powers incidental, convenient, or necessary for carrying out the powers and purposes set forth therein.

ARTICLE III
MEMBERSHIP

SECTION 1. All property, powers and duties and the management and control of the Commission shall be vested in a Board consisting of three (3) representatives appointed by The County Commission of Jefferson County.

SECTION 2. Eligibility. To be eligible for membership on the Board of the Commission, a person must be appointed to the Board of this Commission by The County Commission of Jefferson County and must otherwise meet the eligibility requirements of Chapter 8, Article 33 of the Code of West Virginia, 1931, as amended. Without limiting the generality of the foregoing, as the term of each of the members of the Commission shall expire, the successor to fill the vacancy created by such expired term shall be appointed by The County Commission of Jefferson County for a term of five years and, thereafter, successors shall likewise be appointed by The County Commission of Jefferson County for terms of five years. No more than two thirds of the total number of members of the Board of the Commission shall be from the same political party and no member of 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 such Board shall be residents of Jefferson County, West Virginia. No member of such Board shall receive any compensation for his services as such, but each member shall be reimbursed by the Commission for any reasonable and necessary expenses actually incurred in the discharge of his duties as a member of the Board.

SECTION 3. Meetings. The regular annual meeting of the Commission shall be held on the first Tuesday in April at 4:00 p.m. of each year, unless such date or time shall be changed by resolution of the Commission. Special meetings of the Commission, for any purpose may be called by the Chairman or in his absence, by the Vice Chairman. Unless such notice is waived on the record it will be necessary to provide two days' notice to the membership of special meetings. Notice may be given by telephone, electronic mail ("email"), facsimile transmission, personal contact, or by mailing written notices.

SECTION 4. Place of Meetings. The Chairman, or in his absence, the Vice Chairman, may designate any place, either within or without Jefferson County, West Virginia, as a place of meeting for any meeting. If no special designation is made, the place of meetings shall be the principal office of the Commission.

SECTION 5. Quorum. A majority of all the members shall be necessary to constitute a quorum.

SECTION 6. Telephonic Meetings. Any regular or special meeting may be held telephonically, so long as at least one member of the Commission is physically present at the designated meeting location, and a speakerphone or other means of communication available to all members and public attendees is used for such purpose.

SECTION 7. Proxies. At all meetings of members, a member must vote in person or telephonically, and no proxy voting shall be permitted.

SECTION 8. Notices of Meetings. A notice shall be posted by the Secretary of the Commission or his designee at the Jefferson County Courthouse, 100 East Washington Street, Charles Town, West Virginia at least three business days before a regular meeting is to be held, stating the date, time and place fixed and entered of record by the Commission for the holding of regularly scheduled meetings, together with an agenda for each such meeting. If a particular regularly scheduled meeting is cancelled or postponed, a notice of such cancellation or postponement shall be posted at the same location as soon as feasible after such cancellation or postponement has been determined.

A notice shall also be posted by the Secretary of the Commission or his designee at the Jefferson County Courthouse, 100 East Washington Street, Charles Town, West Virginia at least two business days before a special meeting is to be held, stating the date, time, place and purpose or purposes for which such special meeting shall be held. If the special meeting is

cancelled, a notice of such cancellation shall be posted at the same location as soon as feasible after such cancellation has been determined.

The form of notice for posting as to a special meeting may be generally as follows:

**JEFFERSON COUNTY BUILDING COMMISSION
NOTICE OF SPECIAL MEETING**

The members of the Jefferson County Building Commission, Jefferson County, West Virginia, will meet in special session on _____, 20____, at ____m., prevailing time, at _____, West Virginia, for the following purposes:

Secretary

Date:

**ARTICLE IV
OFFICERS**

SECTION 1. Number. The officers of the Commission shall be a Chairman, a Vice Chairman, and a Secretary. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the members. The Secretary need not be a member of the Commission.

SECTION 2. Election and Term of Office. The officers of the Commission shall be elected by the members at the regular annual meeting each year. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as may be convenient. The election of the officers of the Commission may also be held at any special meeting so long as such election is included in the notice for such special meeting. Each officer shall hold office until his successor shall have been duly appointed and qualified or until his death or until he shall resign or shall have been removed in the manner hereinafter provided.

SECTION 3. Removal of Officers. Any officer may be removed from such office by the members whenever, in their judgment, the best interests of the Commission will be served thereby.

SECTION 4. Chairman. The Chairman shall be the principal executive officer of the Commission and, subject to the control of the members, shall in general supervise and control all of the business and affairs of the Commission. He shall, when present, preside at all meetings of the members. He may sign any deeds, mortgages, deeds of trust, bonds, notes, contracts, or other instruments which the Commission has authorized to be executed,

except in cases where the signing and execution thereof shall be expressly delegated by the Commission or by these By-Laws to some other officer or agent of the Commission, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of Chairman and such other duties as may be prescribed by the members from time to time.

SECTION 5. Vice Chairman. The Vice Chairman shall perform all of the duties of the Chairman in the absence of the Chairman, and such other duties as the Chairman or the members may assign from time to time.

SECTION 6. Secretary. The Secretary shall perform all the duties normally carried on by the Secretary. The Secretarial duties shall include, but not be limited to the following:

- a. keeping the minutes of the meetings of the members and maintaining the minutes in one or more books provided for that purpose once the minutes have been approved by the members of the Board;
- b. seeing that all notices are duly given in accordance with the provisions of these By-Laws or as otherwise required by law;
- c. acting as custodian of the Commission records and of the seal of the Commission, and seeing that the seal of the Commission is affixed to all documents to which said Seal is required;
- d. keeping a register of the phone number, email address and post office address of each member which shall be furnished to the Secretary by such member;
- e. signing where appropriate any deeds, mortgages, deeds of trust, bonds, notes, contracts or other instruments which the Commission has authorized to be executed; and
- f. in general performing all duties incident to the office of the Secretary and such other duties as from time to time may be assigned to him by the Chairman or by the members.

ARTICLE V CONTRACTS, LOANS, CHECKS AND DEPOSITS

SECTION 1. Contracts. The members by majority vote of the members present may authorize any officer or officers to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Commission, and such authority may be general or confined to specific instances.

SECTION 2. Loans. No loans shall be contracted on behalf of the Commission and no evidences of indebtedness shall be issued in its name unless authorized

by a resolution, order or ordinance adopted by the affirmative vote of a majority of the members present. Such authority may be general or confined to specific instances.

SECTION 3. Checks, drafts, etc. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Commission, shall be signed by the Chairman or other such officer or officers and in such manner as shall from time to time be determined by resolution of the members.

SECTION 4. Deposits. All funds of the Commission not otherwise employed shall be deposited from time to time to the credit of the Commission in such banks, trust companies or other depositories as the members may designate. No deposits shall be made in any bank not previously designated as a depository by the members.

ARTICLE VI FISCAL YEAR

The fiscal year of the Commission shall begin on the 1st day of July and end on the 30th day of June of the following year.

ARTICLE VII COMMISSION SEAL

The official seal of the Commission shall consist of 2 concentric circles between which circles shall be inscribed Jefferson County Building Commission, and in the center "seal" as follows:

ARTICLE VIII WAIVER OF NOTICE

Unless otherwise provided by law, whenever any notice is required to be given to any member of the Commission under the provisions of these By-Laws or under the provisions of the Order or Ordinance creating the Commission or otherwise as required by law, a waiver thereof in writing, signed by the persons or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

**ARTICLE IX
RULES OF CONSTRUCTION**

The headings used in these Bylaws are for convenience only and shall not define or limit the provisions thereof.

Any reference made in the masculine or feminine gender shall be deemed to have been made in both such genders.

**ARTICLE X
AMENDMENTS**

These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by the affirmative vote of a majority of the members present at any meeting upon proper notice.

CERTIFICATION

I, Larry Togans, duly appointed Secretary of the JEFFERSON COUNTY BUILDING COMMISSION, do hereby certify that the foregoing is a true and accurate copy of the By-Laws and Rules of Procedure adopted by the members of the Building Commission at a special meeting thereof held on January 16, 2015, pursuant to proper notice, at which meeting a quorum was present and acting throughout.

Dated this 16th day of January, 2015.

By: C. Larry Togans
Secretary

To: Edwina Benites-LM, County Administrator
The County Commission of Jefferson County

From: Camden P. Siegrist

Date: December 17, 2024

Subject: Proposed Jefferson County Building Commission Lease Revenue Bonds

As we have discussed, The County Commission of Jefferson County (the “County Commission”) has formed the Jefferson County Building Commission (the “Building Commission”) pursuant to Chapter 8, Article 33 of the Code of West Virginia, 1931, as amended. The qualifications for membership on the Building Commission are set forth in Chapter 8, Article 33, Section 3, a copy of which is attached hereto.

It is my understanding that the County Commission has determined to acquire one of the American Public University buildings that would be the future home of the Jefferson County government. You have indicated that the County Commission desires to finance a portion of the costs of the acquisition, renovation, improvement, equipping and furnishing of such building (the “Project”) with proceeds of lease revenue bonds to be issued by the Building Commission.

As part of the proposed transaction, either the Building Commission would acquire the subject building together with related land and any other improvements thereon (the “Property”) directly or, if the Property is acquired by the County Commission, the County Commission would convey the Property to the Building Commission. The Building Commission would then borrow money in such amount as may be determined by the County Commission and the Building Commission to finance costs of the Project and pay issuance and other related costs by issuing lease revenue bonds (the “Bonds”) to an underwriter, bank(s) or other bond purchaser(s).

At the time of issuance of the Bonds, the Building Commission would grant a first lien deed of trust on the Property, as well as a first-priority security interest in any personal property such as equipment acquired with proceeds of the Bonds, to secure the repayment of the Bonds. The Building Commission would then lease the Property, together with any such personal property, to the County Commission (the “Lease”). The Lease would require the County Commission to make lease payments equal to the installments of principal and interest payable with respect to the Bonds and to pay all costs of operation, maintenance and repair of the Property and any such personal property subject to the Lease. The County Commission would also be required by the Lease to provide liability and casualty insurance coverage for the Property. Pursuant to W. Va. Code Section 8-33-4(1), the County Commission would have the option to terminate the Lease during any fiscal year covered by the Lease. Once the Bonds have been paid in full, the County Commission would have the option of purchasing the Property, together with any personal property acquired with proceeds of the Bonds, for a nominal consideration, e.g. \$10.00.

The responsibilities of the members of the Building Commission would include taking an oath of office after being appointed and attending an organizational meeting at which a Chair, Vice Chair and Secretary of the Building Commission would be elected, rules of procedure and by-laws would be adopted and, if desired by the members of the Building Commission, initial action could be taken on the proposed financing in the form of an Inducement Resolution. The process to approve the issuance of the Bonds typically requires the enactment of an ordinance at two separate meetings held at least one week apart and then a final meeting at which a public hearing would be held after the publication of a Notice of Public Hearing as a Class II legal advertisement (once a week for two successive weeks), the first publication of which needs to be at least ten days before the final meeting. At such final meeting, the Building Commission usually adopts a Supplemental Resolution approving parameters for the interest rate(s), principal amounts, maturity dates, purchase price and other terms with respect to the Bonds.

If an underwriter has been retained for the sale of the Bonds, the underwriter would send out a Preliminary Official Statement following the final meeting. The Preliminary Official Statement is the offering document used for bonds like these to facilitate the underwriter's marketing of the Bonds. After marketing the Bonds for about one week, the underwriter will present a Bond Purchase Agreement to the County Commission and Building Commission which, if approved and signed, would lock in the final interest rates, principal amounts, maturity dates, purchase price and other terms of the Bonds. The signing of the closing documents and payment for the Bonds by the underwriter would typically happen about two weeks after the execution of the Bond Purchase Agreement. If an underwriter is not utilized and the Bonds are placed directly with one or more bank(s) or other bond purchaser(s), the execution of the closing documents and payment for the Bonds could be done at the final meeting if the parties are otherwise ready to close on the issuance of the Bonds.

As part of the closing of the issuance of the Bonds, the Building Commission would assign to the Bond Trustee, if the Bonds are publicly offered through an underwriter and, accordingly, a Bond Indenture is utilized, or directly to the bank(s) or other bond purchaser(s) if an underwriter is not involved, the Building Commission's right to receive the lease payments payable pursuant to the Lease. The Building Commission would also delegate to the County Commission the right to requisition proceeds of the Bonds to pay costs of the Project and pay issuance and other related costs. Accordingly, the Building Commission would have no active involvement with the Project or payments being made on the Bonds with the lease payments payable pursuant to the Lease following the closing unless amendments to the bond documents are needed, which is normally not required.

If you have any questions or comments regarding the forgoing, or if I can be of any further assistance to you, please contact me at 304-347-1129 or at csiegrist@bowlesrice.com at your convenience. Thank you again for allowing us to assist you in this matter.

Enclosure

§8-33-3. Authority vested in board; composition of board; appointment; qualifications and terms of members; vacancies; reimbursement of expenses.

All property, powers and duties and the management and control of each commission shall be vested in a board consisting of representatives appointed by the governmental body or bodies creating and establishing such commission. In the case of a municipal building commission or a county building commission such board shall consist of not less than three nor more than five members and in the case of a municipal-county building commission each participating municipality shall appoint two members and each participating county shall appoint three members. All members of any board shall be appointed for terms of five years. Prior to making the initial appointments to the board, the governmental body or bodies shall make such initial appointments so that approximately one fifth of the total number of members of the board shall be appointed for a term of one year, approximately one fifth of the total number of members of the board shall be appointed for a term of two years, approximately one fifth of the total number of members of the board shall be appointed for a term of three years, approximately one fifth of the total number of members of the board shall be appointed for a term of four years, and approximately one fifth of the total number of members of the board shall be appointed for a term of five years. As the term of each such initial appointee expires the successor to fill the vacancy created by such expired term shall be appointed for a term of five years.

The ordinance or order creating a building commission may provide for the manner of appointments to the membership of such commission by the governmental body creating such commission, which, in the case of a county, shall be the county commission or other tribunal in lieu thereof and, in the case of a municipality, shall be the governing body thereof.

If any member of any board die, resign or for any reason cease to be a member of the board, the governmental body which such member represented shall appoint another individual to fill the unexpired portion of the term of such member. 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 municipality or county for which appointed. No member of any board shall receive any compensation for his services as such, but each member shall be reimbursed by the commission for any reasonable and necessary expenses actually incurred in the discharge of his duties as a member of the board.

THE JEFFERSON COUNTY BUILDING COMMISSION

RESOLUTION APPROVING IN CONCEPT THE FINANCING OF A PORTION OF THE COSTS RELATING TO THE ACQUISITION, RENOVATION, IMPROVEMENT, EQUIPPING AND FURNISHING OF A BUILDING TO BE LEASED TO AND USED BY THE COUNTY COMMISSION OF JEFFERSON COUNTY WITH PROCEEDS OF LEASE REVENUE BONDS TO BE ISSUED IN ONE OR MORE SERIES BY THE JEFFERSON COUNTY BUILDING COMMISSION AND APPROVING THE TAKING OF ACTIONS IN CONNECTION THEREWITH

WHEREAS, The County Commission of Jefferson County (the “County Commission”) has entered into a contract with American Public University to purchase a building, together with the related land and any other improvements thereon located at 393 N. Lawrence Street, Charles Town, Jefferson County, West Virginia (the “Property”); and

WHEREAS, if the Property is acquired by the County Commission, the County Commission has determined to renovate, improve, equip and furnish the Property for use as a county building (the “Project”); and

WHEREAS, the County Commission has requested that a portion of the costs of the Project be financed through the issuance of one or more series of Lease Revenue Bonds (the “Bonds”) by the Jefferson County Building Commission (the “Building Commission”) in an estimated principal amount not to exceed \$[9,000,000]; and

WHEREAS, the Building Commission desires to approve in concept the issuance of the Bonds and the financing of a portion of the costs of the Project with proceeds of the Bonds, the issuance of the Bonds to be contingent upon the final approval by the Building Commission and its legal counsel, as well as the final approval of the County Commission and its legal counsel, of the various documents relating to the issuance of the Bonds and the final terms and provisions thereof; and

WHEREAS, the Building Commission desires to authorize the taking of actions in connection with such proposed financing of the Project, including without limitation requesting proposals from underwriters, placement agents and banks with regard to the Bonds.

NOW, THEREFORE, BE IT RESOLVED, That the Building Commission approves in concept the issuance of one or more series of the Bonds and the financing of a portion of the costs of the Project with proceeds of the Bonds; and

BE IT FURTHER RESOLVED, That the members of the Building Commission, the members of the County Commission, together with its County Administrator, Deputy County Administrator, Chief Financial Officer and other employees of the County Commission, and Bond Counsel hereafter designated are authorized to move forward with the proposed financing

of the Project and in connection therewith to request proposals from underwriters, placement agents and banks with regard to the Bonds; and

BE IT FURTHER RESOLVED, That Bowles Rice LLP is hereby appointed as Bond Counsel to prepare all documents with respect to the proposed issuance of the Bonds, the fees and expenses of such Bond Counsel to be paid from the proceeds of the Bonds; and

BE IT FURTHER RESOLVED, That the issuance of the Bonds and the execution and delivery of the documents relating to the Bonds to which the Building Commission is a party may be approved by further ordinance or resolution of the Building Commission contingent upon the approval of the forms of the various documents and the final terms and provisions thereof by the Building Commission and its legal counsel.

Adopted this 19th day of December 2024.

JEFFERSON COUNTY
BUILDING COMMISSION

By: _____
Its: Chairman



393 N. LAWRENCE STREET
CHARLES TOWN, WV



ENHANCING CONSTITUENT ACCESS, CUTTING COSTS, AND MODERNIZING OPERATIONS

For over a decade, Jefferson County officials have grappled with the challenges of balancing constituent access, space, aging buildings, and operational efficiency. The Commission has addressed these issues approving the purchase and sale agreement of 393 N. Lawrence Street as the future home of County operations under one, modern roof.

In our current buildings, with dozens of unsecured access points, the County has closed access to non-county staff.

The high energy costs of operating in aging, historic buildings have unduly used county resources - compounded by the burden of significantly deferred maintenance.

The need for a sustainable solution has become even more urgent with the pressing requirement to relocate the Tax Office to accommodate a new magistrate in the court building.

In response, the County's purchase of a new facility promises to address these long-standing concerns by streamlining and ensuring access, enhancing safety, significantly reducing operating costs, and modernizing operations to reduce operational and maintenance costs.

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ADDRESSING THE CONCERNS

01 > SPACE

The new facility will address critical space limitations, providing adequate room for staff and services to better meet constituent needs. Current square footage- 70,000 / 91,600 future square footage.

03 > ACCESS

By consolidating entry points, the new building will enhance secure and efficient access for both staff and constituents. Current access points/ future access points.

02 > COST

The move will significantly reduce energy and repair costs associated with maintaining outdated and historic buildings. Estimated annual energy and operating costs savings- \$145,000.

04 > MODERNIZATION

The new facility will modernize county operations, fostering a more professional environment with updated infrastructure and technology to enhance efficiency and service delivery.


CONCERN: SPACE


As the county has expanded in square footage over the years, it has done so without a strategic plan, resulting in a patchwork of scattered buildings poorly suited for county operations. For example, the Tax Office has been located in the court building, which created complications as the number of magistrates increased. The Commission was only able to secure a temporary approval while searching for a permanent solution to relocate the Tax Office.

Additionally, for decades, the Commission has relied on renting ad hoc meeting spaces. In 2024 alone, the Commission has had to open overflow meeting space or rent larger venues six times due to the current facility being too small to meet constituent access needs.

The capacity in the current Commission meeting room is under 100. The capacity of largest meeting room in the 393 building is over 300.



 +30%
The 393 Building is 30% larger (square footage) than the current County Complex.

 +342%
The current county commission meeting room is 1000 square feet. The 393 meeting room is 4425 square feet. Costly lease and rental space will be eliminated.

 +20%
Increase of 875 sq feet of space for magistrate offices/ 20%.

CONCERN: COST

The 393 building is a more cost-effective and space-efficient option for the County. The current buildings, totaling 70,000 square feet, face imminent expenses of approximately \$1,000,000 for major repairs and replacements to components like HVAC systems, roofs, and windows within the next five to ten years. Frequent “churn,” involving continuous office rearrangements and minor renovations to “band aid” space issues, leads to inefficient HVAC operations, costly utilities, frequent networking and electrical reconfigurations, and disruptions that lower productivity. The current facilities also have higher utility and operating costs, averaging \$0.79 per square foot per month, leading to an annual expense of \$663,600. The 393 building, despite being larger at 91,600 square feet, boasts a more efficient utility and operating cost of \$0.47 per square foot per month, totaling \$516,624 annually. The estimated annual energy and operating costs savings is \$145,000.

The 393 building is **LEED Certified Platinum**, the highest level in the globally recognized Leadership in Energy and Environmental Design (LEED) system, developed by the U.S. Green Building Council. Platinum certification reflects superior sustainability through energy and water efficiency, high indoor environmental quality, use of sustainable materials, and smart site development. This certification ensures reduced environmental impact, energy savings, and healthier indoor spaces that enhance occupant well-being.



-22%

The 393 building, although larger, has an annual cost savings of **\$145,000** for energy and operating costs

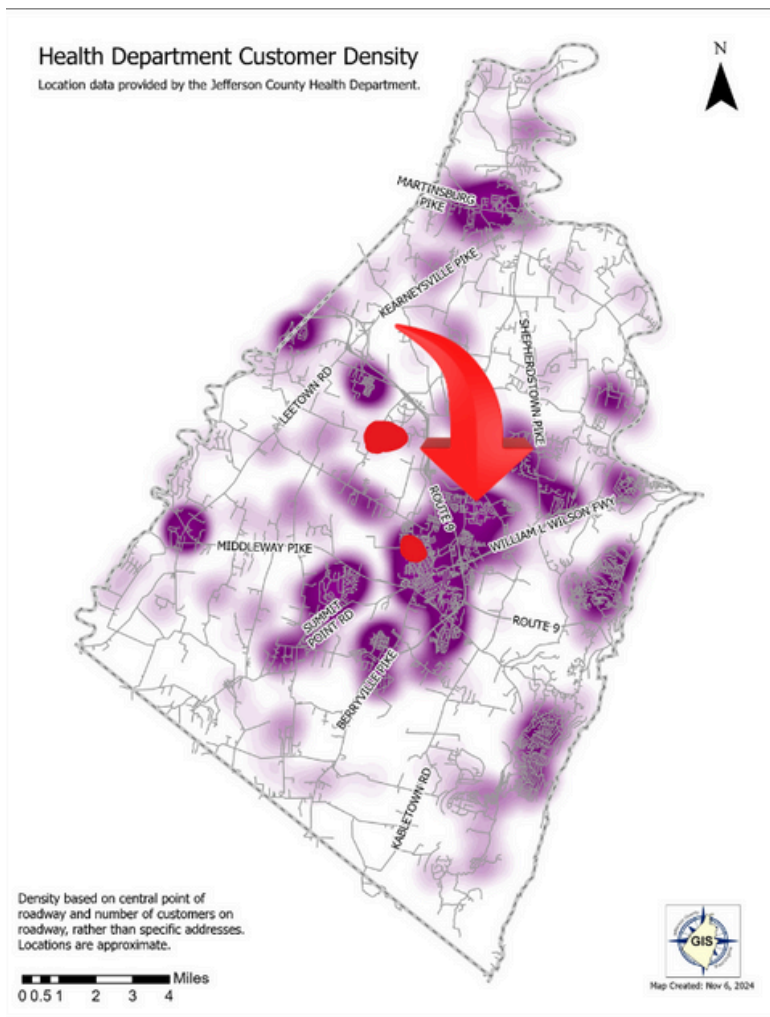


-\$1,000,000

Cost savings on deferred maintenance.

CONCERN: ACCESS

Multiple entry points to county government and court buildings cause confusion, accessibility issues, security concerns, and inefficiencies in service delivery. Visitors often face navigational challenges due to scattered entrances, leading to frustration and difficulty completing transactions across dispersed offices, particularly for older adults and individuals with disabilities. Limited connectivity between departments exacerbates these challenges, requiring multiple trips between offices. Not all entry points are equipped with necessary accessibility features like ramps or automatic doors, restricting access for those with mobility issues. The Jefferson County Health Department's remote location and lack of public transportation further hinder access for disadvantaged individuals needing health services. Streamlining entry points and improving accessibility are crucial for enhancing public experience and equitable service access.



100%

Departments and elected accessible through one entry point.



+300%

Increase in residents able to attend in-person Commission meetings due to increased meeting space.



+226%

Increased parking to ensure access.

CONCERN: MODERNIZATION

The 393 building stands out as a superior, modern facility compared to the current aging and historic county buildings. Unlike the older structures that face limitations due to outdated infrastructure and design constraints, the 393 building incorporates contemporary features that support efficient operations, flexibility, and adaptability. Its advanced HVAC systems, energy-efficient lighting, and modern building materials contribute to better environmental control, lower utility costs, and improved occupant comfort. Additionally, the 393 building's layout supports modern workspaces, allowing for seamless reconfigurations and future technological upgrades without the challenges posed by retrofitting historic buildings. This modernization ensures enhanced productivity, operational efficiency, and a more sustainable future for county services.



CONSIDERATION OF OPTIONS- BUY VS. REBUILD

In the early phases of planning, consideration was given to building a new administrative complex between the Courthouse and the Hunter House on East Washington Street. The buildings between would be demolished to provide space for the new construction. Construction Costs for new construction of a mid-rise commercial building, range from \$330-\$870 per square foot. The mid-range of \$600 per square foot was used for this construction cost estimate.

The estimated new construction cost of a 90,000 square foot building would be **\$54,000,000**.

Other expenses to consider with new Construction:
During construction, county departments would need to be relocated. Unless there is another alternative, locally, temporary office trailers would need to be leased. This also presents a challenge in finding a suitable location to place the trailers.

At least ten doublewide trailers for one year with 2500 square feet of space each would be needed.



-69%

Purchasing 393 represents a **69% cost savings** over reconstruction.



-4 YEARS

Reconstruction would put departments in upheaval for four years, significantly reducing departmental efficiency. In comparison, purchasing 393 offers a **four-year savings** over the costs and disruptions associated with reconstruction.



-2 YEARS

The Commission has received “temporary approval” from the WV Supreme Court. The Commission meets final approval **2 years early**.

REVIEW TIMELINE

PAGE 1 OF 6
(1990- 2016)



1990-2016

Expansion of the Charles Town campus begins.

- All buildings within the 100 block of East Washington Street are acquired and occupied by County departments.
- St. Margaret's Judicial Building opens.
- The Old County Jail was renovated for court and office space.
- The Sheriff's office relocates to Bardane.
- The Gray Building was acquired for the Prosecuting Attorney's office.
- Expansions are limited to those immediately necessary- no strategic planning for future needs.



2019

The County Commission identifies need for significant building improvements to meet code, access, and space needs. The Commission approves first space study to ascertain needs and understand options.



MAY 2019

Planning began regarding a new County administrative building. A working group was formed, including the county administrator, county engineer, finance director, facilities director, and County Commission President. The proposed location was East Washington Street, between the Courthouse and the Hunter House.

2019- 2024



REVIEW TIMELINE

PAGE 2 OF 6
(2019-2020)

> AUGUST 2019

The County Commission approved releasing a Request for Qualifications (RFQ) to select professional architectural and engineering firms for a space feasibility study and design work for the new facility.

> OCTOBER 2019

RFQs were received, evaluated, and shortlisted by the working group.

> NOVEMBER 2019

Shortlisted professional architectural and engineering firms present their proposals to the working group.

> DECEMBER 2019

Contract negotiations begin with professional architectural and engineering firms for a space feasibility study and design work for the new facility

> 2020- 2024

Space and building issues compound:

- Parking becomes progressively an issue including staff returning home because they are unable to park near the Charles Town campus.
- Constituents became increasingly upset about issues navigating the Charles Town campus and access to buildings and seating at Commission meetings.
- Staff often have to relocate because of sensitivity to mold or Sick Building Syndrome (SBS).

REVIEW TIMELINE

PAGE 3 OF 6
(2020-2023)



JANUARY 2020

The County Commission approved the contract with ZMM Architects & Engineers.



MARCH 2020

The plans to construct a new courthouse ended due to the COVID-19 pandemic.



JUNE 2022

The Director of Fleet & Facilities Management (FFM) began discussions with magistrates regarding courtroom space needs, anticipating the addition of a fourth magistrate in Jefferson County.



JANUARY 2023

The West Virginia Supreme Court's administrative offices conducted a study to assess court space needs. Pending Supreme Court approval, a fourth magistrate would appear on the 2024 ballot.



REVIEW TIMELINE

PAGE 4 OF 6
(2023)



MARCH 2023

The FFM Director revisited the 2020 contract with ZMM. ZMM agreed to honor the original contract pricing and amended the contract to explore the option of purchasing an existing building rather than constructing a new one. This was approved for the FY24 budget deliberations, set to begin in July 2023.



APRIL 2023

Official approval was granted for a fourth magistrate in Jefferson County by the West Virginia Supreme Court. Office space would be needed for the new magistrate and assistant by January 2025.



JULY 2023

A space feasibility study kick-off meeting took place between ZMM and county staff.



SEPTEMBER 2023

County departments and elected officials were interviewed regarding their space needs at the Charles Town campus. Tours of downtown buildings and a potential space at 330 North George Street (330) were conducted.

2024



REVIEW TIMELINE

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2024



FEBRUARY 2024

The architect submitted a block space plan for the 330 building. It was determined that this building did not meet current space needs or allow for future growth.



MARCH 2024

Discussions continued with ZMM to reassess space issues, and temporary solutions for the fourth magistrate were explored in coordination with the WV Supreme Court and magistrates.



APRIL 2024

County staff conducted a walkthrough and explored the option of purchasing a larger building at 393 North Lawrence Street (393).



MAY 2024

Commission staff meet with representatives of Charles Town NOW and Charles Town staff regarding the future (generally) of the the Charles Town Commission campus.



JUNE 2024

The FFM Director presented the county's office building and space needs challenges to the County Commission at their June 27th meeting.

REVIEW TIMELINE

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JULY 2024

Another walkthrough of the 393 building was conducted with ZMM.



AUGUST 2024

ZMM provided a space block plan for the 393 building. The County Administrator and FFM Director met with elected officials, who approved minor revisions, agreeing that the plan met their space needs.

The County Commission reviewed the space block plan for the 393 building in executive session.

Minor renovations were completed at St. Margaret's Judicial Center to temporarily accommodate the fourth magistrate and assistant. The Supreme Court approves these renovations as temporary until non-court staff can be relocated.



OCTOBER 2024

Additional walkthroughs of the 393 building were conducted by County staff.



NOVEMBER 2024

Building walkthrough to evaluate information technology infrastructure.

Walkthrough with elected officials who approved of the building and plans for their offices.

OUR INVESTMENT

Building Purchase	Status	Total
Down payment	<u>Estimated</u>	\$10 million
Financing	<u>Estimated</u>	\$6.6 million
Agreed upon price	Final	\$16.6 million

Sources	Status	Annual	10 year
Amount saved for the future building (Capital Outlay)	Actual	Current: \$17,741,088	Current: \$17,741,088
Annual Repair Savings	<u>Estimated</u>	\$100,000	\$1,000,000
Annual Energy & Operational Savings	<u>Estimated</u>	\$146,976	\$1,469,760
Additional impact fees collected specially for the building repayment	<u>Estimated</u>	\$1,000,000	\$10,000,000



NEXT STEPS

Signing the Purchase and Sale Agreement is just the initial step toward acquiring the new building. Now begins the critical due diligence period, during which the Commission has 120 days, until March 7th, to complete essential tasks such as securing financing, conducting ordinance reviews by the Building Commission, and performing thorough building and land inspections.

Should the purchase proceed, the next phase will involve finalizing build-out plans, relocating departments into the new facility, and collaborating with Charles Town to develop a comprehensive plan for the current Charles Town campus.

The Commission has already taken a proactive step by designating the Bardane campus as the strategic site for Jefferson County's first-of-its-kind Public Safety Center.

MAY 6, 2025

Possible closing on the building after due diligence

MAY 2025- JUNE 2026, EST.

Building build out and department move.

Commission works with Charles Town regarding strategic plans for previous campus.