CITY OF CHARLES TOWN
BOARD OF PARKS AND RECREATION
AGENDA • MARCH 12, 2026

Commission/Board Meeting **COUNCIL CHAMBERS** **6:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2026-1248:** Charles Town Parks and Recreation Meeting Report. - Feb. 2026

3. UNFINISHED BUSINESS

: **2026-1249:** Jefferson Memorial Park Pool Update
dronePoolPic.jpg

: **2026-1250:** Parks Master Plan Discussion

: **2026-1251:** Tennis Staffing Discussion
Tennis Pay Report.docx

: **2026-1252:** Pool Operations Discussion
Pool Pricing Report Truncated.docx

: **2026-1253:** Liberty Street Parcel (next to 414 W. Liberty Street) Discussion - Possible Executive Session
Price and breakdown for 414 W. Liberty.docx

4. NEW BUSINESS

: **2026-1254:** Discussion About 415 W. Liberty Street Parcel - Possible Executive Session
415 W Liberty St notes.docx

: **2026-1255:** New Mowing Contracts Discussion
Mowing Report.docx

: **2026-1256:** Discussion of Happy Retreat MOU Special Meeting
MOU 12082015 Happy Retreat and Parks and Rec.pdf

: **2026-1257:** Seasonal Parks Maintenance Plan Discussion

: **2026-1258:** Preliminary Capital Budget Discussion
CT FY 2026 Capital Reserve Budget.pdf

: **2026-1259:** Pool Opening Event Planning

: **2026-1260:** Arbor Day Tree Planting Site Discussion
arborDayTreePlantingLocations2026.docx

: **2026-1261:** Parks and Recreation Manager's Report
Finacial Policy 1_08 to 1_10.docx
TopGunSealcoatingPickleBallUpdate.jpg
February 2026 P&R Financials.pdf
marchParkPics.docx

: **2026-1262:** Park Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates, Other Parkland. Public Comment

5. ADJOURNMENT

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

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

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1248: Charles Town Parks and Recreation Meeting Report. - Feb. 2026

The board will approve the previous meeting's report.

ATTACHMENTS:

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/12/26
Department: Board of Parks and Recreation
Category: Contract
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1249: Jefferson Memorial Park Pool Update

The board will discuss any updates to the pool project. Updates for this period will be communicated by the park manager.

ATTACHMENTS:
- dronePoolPic.jpg



Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1250: Parks Master Plan Discussion

The parks board is to discuss the possibility of requesting the development of a parks master plan.

ATTACHMENTS:

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1251: Tennis Staffing Discussion

The board will discuss staffing for the 2026 summer tennis program.

ATTACHMENTS:

- Tennis Pay Report.docx

Tennis Pay Report

What we currently pay

Head instructor

Summer: $30/hr.

Spring/Fall: 65% of registration revenue

Supporting staff

Summer: $12.75/hr.

Spring/Fall: N/A

What others Pay: Instructors

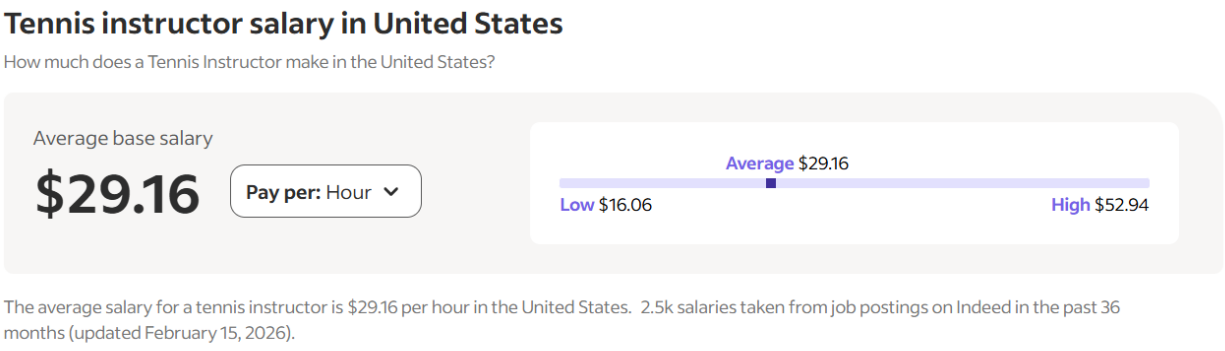


Figure taken from Indeed.com

Ida Lee Rec Center (Leesburg)

Tennis instructor

- 12.36-16.48$ depending on experience

Instructor with USPA or USPTR cert

- 20.60-23.69

Tennis pro

- 28/hr. (+ opportunity to make commissions with private lessons)

The Intercollegiate Tennis Association (ITA)

Tennis instructor - $25-$37.50/hr.

<u>What Others Pay: Support Staff</u>

Martinsburg-Berkeley County Parks and Recreation

Day Camp Counselor: $14/hr.

Part-time rec activities assistant (someone who helps set up equipment and operate scoreboards): $12/hr.

KE Camps in Purcellville, VA

Day Camp Counselor: $14-$16/hr.

City of Frederick

Tennis Aide - $15-$18/hr.

Jefferson County Parks and Rec

Camp Counselor - $13.20 – $16.20/hr.

Our Staff Breakdown

1 head coach

5 instructors

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1252: Pool Operations Discussion

The parks board will discuss policies relating to pool operation.

ATTACHMENTS:

- Pool Pricing Report Truncated.docx

Admissions Pricing

Brunswick

- Youth (12 & under): **$5**
- Teens/Seniors (13–17 / 60+): **$6**
- Adults: **$8**

Clarke County

- Ages 2 & under: **Free**
- Ages 3–5: **$3.50**
- Ages 6–15: **$4.50**
- Ages 16–54: **$5**
- Seniors & Military: **$3.50**

Frederick County, VA

- Weekdays: **$4**
- Weekends: **$5**

Shepherd University Wellness Center

- No admission fees listed (only memberships/lessons referenced).

City of Frederick

City Residents:

- Adults (16–54): **$5**
- Youth/Senior/ADA/Military: **$3**
- Ages 2 & under: **Free**

Non-Residents:

- Adults: **$6**
- Youth/Senior/ADA/Military: **$4**
- Ages 2 & under: **Free**

Berkeley County

- Admission: **$5 per person**

Loudon County

Lovettsville Pool

Daily

- 2 and under: free
- Youth (3-17) & senior (55+): $6
- Adults: $7
- Last hour each day (All ages): $4

10 Admission Punch Card (5$ in savings)

- Youth & Senior: $55
- Adult: $63

25 Admission Punch Card ($25 in savings)

- Youth & Senior: $120
- Adult: $140

Round Hill Indoor Aquatic Center

Daily

Children under 2: free

Youth and seniors: $3

Adult: $4

25 Admissions Pass (no expiration)

Youth & Senior: $60

Adult: $80

Jefferson Memorial Pool

- General: **$4**
- Senior: **$3**

Season Passes

Brunswick

- Youth: **$85**
- Teens/Seniors: **$100**
- Adults: **$130**
- Two-Person: **$180**
- Household (up to 4): **$220** (+$45 per additional person)

Clarke County

- **None offered**.

Frederick County, VA

- Individual: **$60**
- Family of 5: **$300**
- Additional member: **$50**

City of Frederick

City Residents:

- Family: **$180**
- Single Family: **$120**
- Adult / ADA / Military Family / Senior Couple: **$90**
- Youth/Senior/ADA/Military: **$65**

Non-Residents:

- Family: **$360**
- Single Family: **$240**
- Adult / ADA / Military Family / Senior Couple: **$180**
- Youth/Senior/ADA/Military: **$130**

Punch Pass (punch card good for 12 visits):

- Adult: $40 (resident) / $48 (non-resident)
- Youth/Senior/ADA/Military: $24 (resident) / $32 (non-resident)

Loudon County, VA

Unlimited Summer Pass - Good for Franklin Park Pool & Lovettsville Pool

- Family of 4 (ages 2 and under are free): $330
    - Additional youth or senior member: $25
- Individual Pass (only valid at Outdoor Pool of Purchase): $95

Shepherd University, Berkeley County

- No season pass information provided.

Facility Rentals

Brunswick

- Does not rent to swim teams (credential issues).
- Private event pricing depends on attendance, residency, and number of guards.
- Non-Residents are charged another $50

In-Town Pricing:

- ≤25 ppl: **$300**
- 26–50 ppl: **$325**
- 51–99 ppl: **$350**

Out-of-Town Pricing:

- ≤25 ppl: **$350**
- 26–50 ppl: **$375**
- 51–99 ppl: **$400**

Clarke County

- Residents: **$200 for 2 hrs**
- Non-Residents: **$250 for 2 hrs**

Frederick County, VA

- Residents:
    - 2 hrs: **$309**

    - 4 hrs: **$541**
- Non-Residents:
    - 2 hrs: **$371**
    - 4 hrs: **$649**

City of Frederick

- No rental information provided.

Shepherd University, Berkeley County

- No facility rental information specified

Loudon County, VA

<u>Dulles South Recreation and Community Center Pool</u>

- Private: $750/hr.
- Commercial: $1,125/hr.
- Pool Rental Staffing Fee: $20 per staff member required

- Birthday party packages – $250 for up to 15 participants, Sat and Sun at either 11am-2pm or 3-6pm
    - 3hrs party room access and unstructured activity time (swimming or climbing wall
    - One drink per child and adult participant (water)
    - Partyware included for up to 18 people (plates, forks, tablecloths, napkins)

<u>Franklin Park Pool</u>

- Tent rentals - $130 at during the last 2 hours of operation Mon-Fri
- Possibility of Camps and Group rentals to be requested – no price listed

Swim team rentals

- Single lap lane (before open hours or last two hours of weekday): $15/hour
- All lap lanes (outside of open hours) $100/hour (up to 200 swimmers)
- Additional staff (if over 200 swimmers) $25/hour

Lovettsville Community Pool

- Tent rentals: $100/two hours
- Pool rental (after hours only): $250/two hours
- *Swim team rentals*
- Single Lap Lane (outside of open hours): $15/hr
- All lap lanes (outside of open hours): $100/hr (up to 200 swimmers)
- Additional staff (if needed for over 200 swimmers): $25/hr

Claude Moore Recreation & Community Center

- Private: $750/hr.
- Commercial: $1,125/hr.
- Pool Rental Staffing Fee: $20 per staff member required

Round Hill Indoor Aquatic Center

- $150 Birthday package – Sat at 2:30-4:30pm and Sun at 12:30-2:30pm
    - 1hour pool rental (2 lanes and ramp area)
    - 1hour party room rental
    - Admission for 15
    - Table, chair and tablecloth

Jefferson Memorial Pool

- $230 for 50ppl for 2hrs
- $260 for 50ppl for 2hrs

Hours of Operation

Brunswick

- Season: Memorial Day → Labor Day
- Hours: **12 PM – 7 PM**
- Closes after dark (no lights)

Clarke County

- Mon–Fri: **9 AM – 6 PM**
- Sat–Sun: **12 PM – 6 PM**

Frederick County, VA

- Programming/Rentals: **7–11 AM**, **6–9 PM**
- Open Swim: **11 AM – 6 PM**

Shepherd University

- Mon–Fri: **6 AM – 7 PM**
- Weekends: **8 AM – 4 PM**

City of Frederick

Pre-Season (Memorial Day → last day of school):

- Mon–Fri: 4–7 PM
- Sat–Sun: 12:30–7 PM

Full Season:

- Mon–Fri: 11 AM – 8 PM
- Sat–Sun: 12:30–8 PM

Post-Season (Aug 20 → Labor Day):

- Sat: 11 AM – 7 PM
- Sun/Labor Day: 12:30–7 PM

Jefferson Memorial

Mon–Thurs:

- Private use (lessons/team): **9–11:50 AM**, **5–7:15 PM**
- Open Swim: **1–5 PM**

Friday:

- Open Swim: **1–10 PM**

Weekends:

- Open Swim: **10 AM – 6 PM**

Dulles South Recreation & Community Center Pool

Competition pool

- Mon–Fri: 5:00 AM – 9:15 PM
- Sat–Sun: 8:00 AM – 7:45 PM

Leisure pool

- Mon–Fri: 9:00 AM – 8:45 PM
- Sat–Sun: 11:00 AM – 7:45 PM

Claude Moore Recreation & Community Center Pool

Competition pool

- Mon–Fri: 5:00 AM – 9:15 PM
- Sat–Sun: 8:00 AM – 7:45 PM

Leisure pool

- Mon–Fri: 9:00 AM – 8:45 PM
- Sat–Sun: 11:00 AM – 7:45 PM

Round Hill Indoor Aquatic Center

Typical public hours

- Mon–Fri: 5:00 AM – 9:00 PM
- Sat–Sun: 8:00 AM – 7:00 PM

Franklin Park Pool

Aug 1–20

- Mon–Fri: 11:00 AM – 6:30 PM
- Sat–Sun: 12:00 PM – 6:30 PM

Aug 21–31

- Mon–Fri: 5:00 PM – 7:00 PM
- Sat–Sun: 12:00 PM – 6:30 PM

Labor Day

- 11:00 AM – 6:30 PM

Lovettsville Community Pool

Typical summer hours:

- Mon–Fri: 12:00 PM – 6:30 PM
- Sat–Sun: 12:00 PM – 6:30 PM

A.V. Symington Aquatic Center (Leesburg)

Pool Revenue Type	*MAY-SEPT 2021 POOL*	*MAY-SEPT 2022 POOL*	*Total over 2 years*	*Percentage of Revenue*
POOL ADMISSION	$ 14,901.00	$ 18,148.20	$ 33,049.20	45.5%
POOL CONCESSION	$ 2,769.00	$ 3,022.73	$ 5,791.73	8.0%
POOL RENTAL	$ 3,792.40	$ 3,209.50	$ 7,001.90	9.6%
POOL PASSES	$ 3,154.00	$ 2,689.00	$ 5,843.00	8.0%
BOYS AND GIRLS CLUB	$ 500.00	$ 500.00	$ 1,000.00	1.4%
COUNTY SWIM LESSONS	$ 6,753.45	$ 13,210.80	$ 19,964.25	27.5%
TOTAL	***$ 31,869.85***	***$ 40,780.23***	***$ 72,650.08***	

Swimmers 2022	*Percentage of Swimmers*
4,537	75.9%
250	4.2%
250	4.2%
940	15.7%
5,977	

Residents

- Mon–Fri: 11:00 AM – 7:00 PM
- Sat–Sun: 11:00 AM – 6:00 PM

Non-residents

- Mon–Fri: 12:00 PM – 7:00 PM
- Sat–Sun: 12:00 PM – 6:00 PM

Private Lessons

No Pools contacted or researched have contracts with private swimming coaches

Pool Season Polices

All outdoor pools included follow a Memorial Day-Labor day schedule, some (like in Frederick County, MD have a one-week preseason with reduced hours. All have a “post-season” that occurs after school is back in session until Labor Day with reduced hours.

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

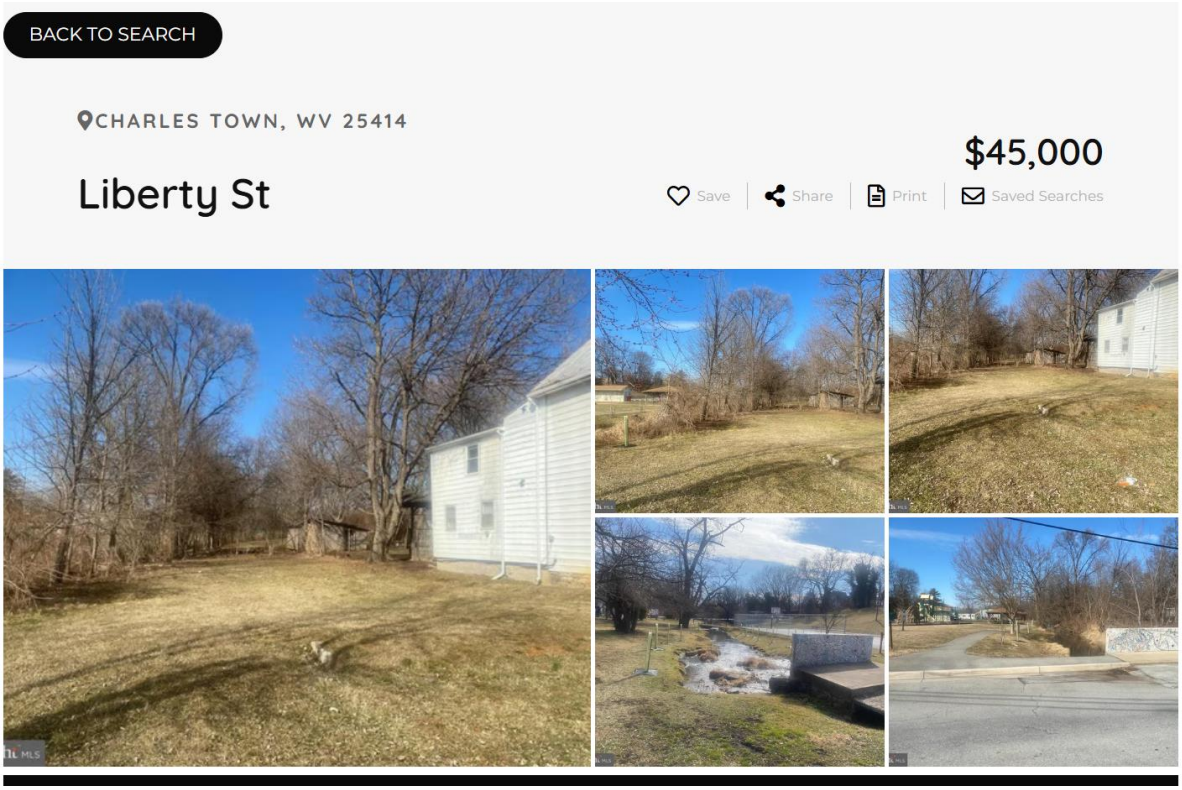
AGENDA ITEM (ID #)

2026-1253: Liberty Street Parcel (next to 414 W. Liberty Street) Discussion - Possible Executive Session

THe board will discuss the possibility of acquiring a parcel of land in-between Evitts Run Park and 414 W. Liberty St. The board may go into executive session for this item.

ATTACHMENTS:

- Price and breakdown for 414 W. Liberty.docx



List Price, $45,000

Tax assessed Value $18,400

Value based off of tax assessed value $30,666.67 (assuming TAV is 60% of its fair market value)

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1254: Discussion About 415 W. Liberty Street Parcel - Possible Executive Session

Board will discuss the possibility of acquiring 415 W. Liberty St. - The board may go into executive session for this item.

ATTACHMENTS:

- 415 W Liberty St notes.docx

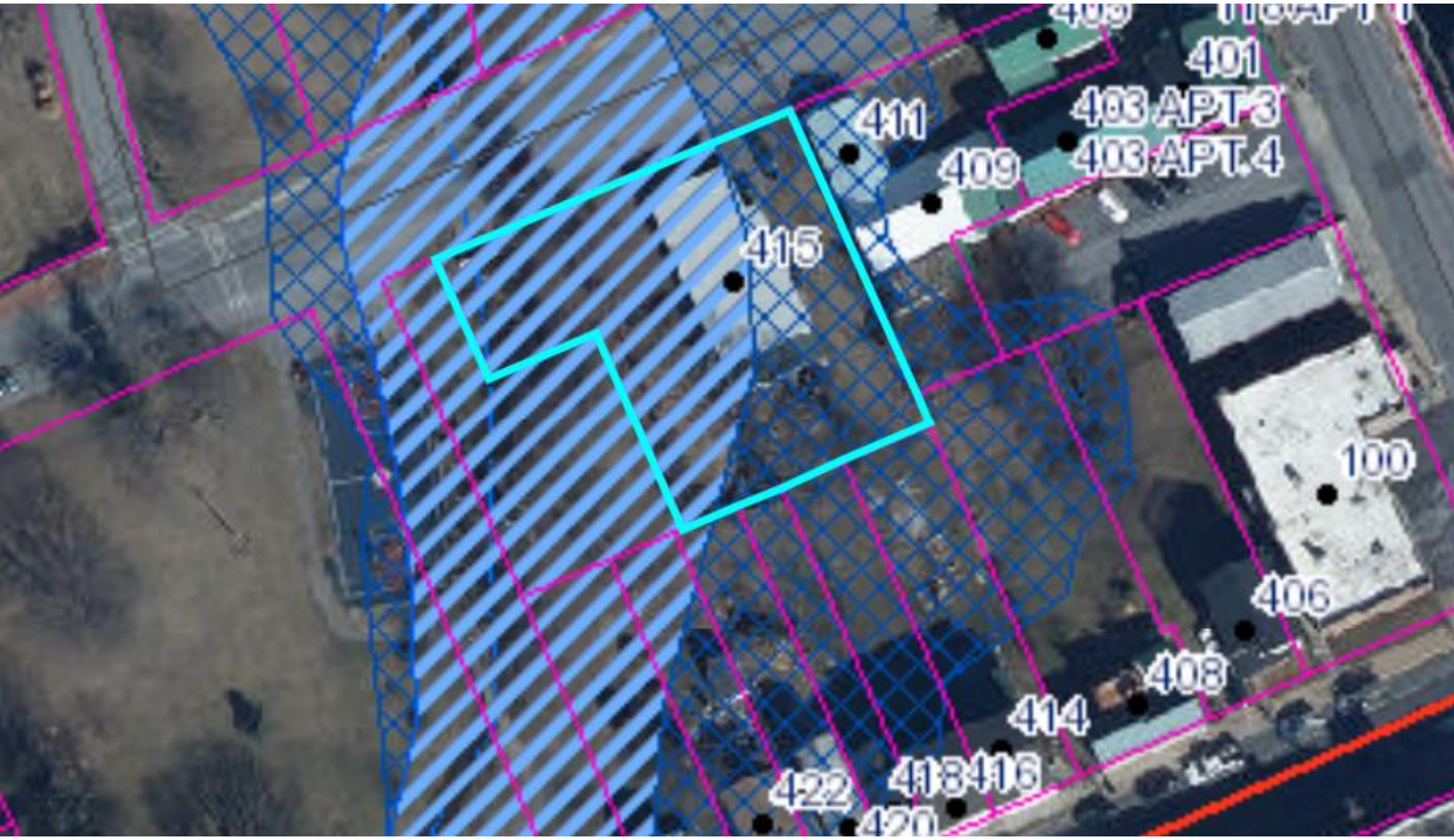
415 W. Liberty St.

“[T]he owner of this parcel reached out to Liz Cook and advised this property (which does contain a building and is positioned directly next to Evitts Run stream) is for sale with an asking price of $75K. It does sit in the floodplain so no additional building can be added (without lots of hurdles, of course) but renovations can be done to the existing structure.”

“I think there is potential at this location especially once the park system expands and summer programming could be run out of the building.”

- Alissa




401
411
403 APT.3
403 APT.4
409
415
100
406
408
414
422
418
416
420

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1255: New Mowing Contracts Discussion

The city has been given updated rates for mowing the parks. Board will discuss these changes.

ATTACHMENTS:

- Mowing Report.docx

Mowing Contract details

Craighill walking trail

Currently: $230.00

new price: $245.00

Willingham Knolls Park

Currently: $290.00

new price: $305.00

Jefferson Memorial Park

Currently: $390.00

new price: $410.00

Evans Run Park

Currently: $235.00

new price:$250.00

Happy Retreat

Currently: $225.00

new price: $240.00

Note: The contractor currently only mows about 70% (give-or-take) of property. Price would be $330.00 per mow if they did the whole property.

Total Old: $1,370, **Old 4-week:** $5,480

Total New: $1,450, **New 4-week:** $5,800 ---> 5% increase in price

Seasonal Groundskeeping position

This position would be seasonal from April-November(-ish, I assume) and be responsible for the mowing of the park grounds, vegetation management (pruning of bushes, removal of trees), and other park ground maintenance (such as mulching). Groundskeeper would report to the City Parks Manager and work closely with City Maintenance.

Similar Jobs in the area

Groundskeeper II – Jefferson County Parks and Rec – Shenandoah Junction, WV

- Full time
- **$19.50/hr.**, $3,120 every 4 weeks

Seasonal Gardener – Kinloch Farm - The Plains, VA

- Seasonal – full time
- **$15-18/hr.**, $2,400-2,880 every 4 weeks

Seasonal Golf Course Grounds Crew – The Woods – Hedgesville, WV

- Seasonal – full time
- **$14/hr.**, $2,240 every 4 weeks

Lawn Care Technician – Green T – Fredrick, MD

- Full time
- **$20/hr.**, $3,200 every 4 weeks

Costs of dedicated mowing from the city (figures from maintenance)

<u>Initial Costs</u>

3 Mowers - $45,000

Weedeaters/blowers - $3,000

Trailer - $5,000

Weekly expenses

Fuel - $200-300

Labor - $20/hr., 3-man job each working 25 hours/week therfore,

$20/hr*75 man-hours = $1,500/week

Monthly Maintenance

Blades - $100 per set or $20 per Sharpen

Equipment Maintenance $200 per service

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1256: Discussion of Happy Retreat MOU Special Meeting

Board will receive a copy of the MOU between City of Charles Town Parks and Rec and the Friends of Happy Retreat to review.

ATTACHMENTS:

- MOU 12082015 Happy Retreat and Parks and Rec.pdf

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding, dated this 8th day of December, 2015, is intended to memorialize the substance of agreements made between Friends of Happy Retreat, Inc., a not for profit corporation (hereinafter referred to as "FOHR") and the Board of Parks and Recreation Commissioners of Charles Town (hereinafter referred to as "The Board"), a public body corporate, to wit;

RECITALS:

By deeds dated the 19th day of June, 2015, and recorded in the Office of the Clerk of the County Commission of Jefferson County in Deed Book 1158 at pages 718 and 721 respectively, The Board and FOHR acquired, by division into two separate parcels, the real estate known as "Happy Retreat" which two tracts comprised of a total of 12.3 Acres. The division was made by plat recorded in the said Clerk's Office in Plat Book 25 at page 509 consisting of 2.3 Acres, more or less, allocated to and acquired by FHOR and 10 acres, more or less, allocated to and acquired by The Board. FHOR's tract is improved by the historic mansion known as "Happy Retreat" which is surrounded by the The Board's 10-acre portion of the real estate and FHOR's tract is accessed by a right of way to the adjoining street as depicted on the above mentioned plat, and

The subject real estate was acquired by the parties in a corroborative undertaking to preserve the historic grounds and commit the real estate to public purposes for events, festivals, cultural and educational activities, both on a short term and long term basis.

The parties wish, by this instrument, to memorialize the essential components of their understanding for future reference by the representatives of their respective entities,

NOW THEREFORE, the parties agree as follows:

1. FOHR and The Board will work together to create a comprehensive site plan for the entire 12.3-acre Happy Retreat property. The plan shall include landscaping, access driveways, trails, parking space, and facilities for events, festivals, cultural and educational activities, both on a short term and long term basis.
2. FOHR, at its sole expense, will be allowed to conduct archaeologic surveys and excavations on the acreage owned by the Board. The Board will

cooperate with FOHR in protecting any archaeologic sites discovered on the acreage owned by The Board.

3. FOHR and The Board will work together with the City of Charles Town and other appropriate entities to identify and develop heritage tourism, historical, cultural, artistic, educational and other activities appropriate to the organizations' missions and interests.
4. FOHR and The Board will work together in December of each year to create a calendar for the joint use of the Happy Retreat property for events for the following calendar year. The calendar will be made available to both FOHR and the Board and will be updated monthly.
5. FOHR and The Board will consult with an arborist and/or the WV Division of Forestry to develop a comprehensive forestry management and improvement plan for the entire 12.3-acre property, including a plan for maintaining the ash trees growing on the entire property, and considering additional tree conservation or planting. FOHR and the Board will pay their proportional costs for treating ash trees on both properties for the emerald ash tree borer.
6. FOHR and the Board will develop a joint property maintenance plan for the entire 12.3-acre property which includes lawn mowing, tree maintenance and snow removal. FOHR agrees to pay its proportional share of the cost of these services. The Board will bill FOHR on a monthly basis for these services.
7. FOHR and The Board will coordinate insurance for jointly sponsored events.
8. FOHR and The Board will work together, and with the City of Charles Town, to identify and pursue opportunities for federal, state, philanthropic and other sources of grant funding to support improvements to the entire property consistent with the comprehensive site plan and tourism/use plan.

This agreement may be supplemented and amended from time to time, but only by written agreement, executed by the respective parties and only in a manner consistent with the goals, purposes and intent expressed herein. This agreement shall neither be construed so as to create, nor to evidence, a partnership or joint venture between the parties. It shall not be construed so as to obligate The Board to any undertaking not otherwise authorized by West Virginia Code Section 8-21-1, et seq. or any action not authorized by Article 138 of the Codified Ordinances of the City of Charles Town. The duration of this agreement shall be perpetual.

WITNESSETH, the following signatures and seals:

1/18/2016
Date

FRIENDS OF HAPPY RETREAT, INC.
By: WALTER WASHINGTON
Its: PRESIDENT

1/19/2016
Date

CITY OF CHARLES TOWN BOARD OF PARKS AND RECREATION COMMISSIONERS
By: Ann M. Paoressa
Its: President

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1257: Seasonal Parks Maintenance Plan Discussion

Board will discuss plans for seasonal maintenance.

ATTACHMENTS:

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/12/26
Department: Board of Parks and Recreation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1258: Preliminary Capital Budget Discussion

Board will have a preliminary discussion about any items they would wish to be added to the capital reserve budget.

ATTACHMENTS:

- CT FY 2026 Capital Reserve Budget.pdf

the city of Charles Town WV

FY 2026 Capital Reserve Budget

Approved : 6/16/2025

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET REVENUES						
Capital Reserve Carryover		$ 5,550,704	$ 3,002,355	$ 8,553,059	Carryover balance from FY2025 Capital Reserve (This is carryover for unfinished projects noted in red. Carryover will be adjusted in the 1st Revision in July 2025.)	Adjust carry over amount to actual balanace as of June 30 2025
36800 Contributions from GF			$ 427,386	$ 427,386	Contributions from GF (Determined in July 2025 1st Revision)	
36800 Contributios from GF - Lottery / Gaming Revenue		$ 810,000		$ 810,000	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.	
33000 Developer Fees		$ 150,000		$ 150,000	Developer Proffer fees.	
38000 Interest on Bank Accounts & Other Sources		$ 80,000		$ 80,000		
TOTAL REVENUES	**$ -**	**$ 6,590,704**	**$ 3,429,741**	**$ 10,020,445**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET EXPENSES						
975 GENERAL GOVERNMENT						
Information Technology						
City Hall WIFI Replacements - 975-59 General Government Capital Outlay		$ 10,000		$ 10,000		
Computer Replacement - 975-59 General Government Capital Outlay Technology		$ 15,000		$ 15,000	Computer replacement program for all General Government departments. (5 replacements are planned.)	
CW Hall WIFI Installation - 975-59 General Government Capital Outlay		$ 15,000		$ 15,000		
Tyler Tech Version 10 Software - 975-59 General Government Capital Outlay Technology		$ 71,000		$ 71,000	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and enhance Incode. Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement. ($71,000 carried over from FY25.)	
TOTAL INFORMATION TECHNOLOGY	**$ -**	**$ 111,000**	**$ -**	**$ 111,000**		
Other - General Government						
Drone - 975-15 General Government Capital Outlay Equipment			10,000	$ 10,000		Supports advertising, event coverage, photography, structural inspections, damage assessment, police search and rescue, hostile environment response, and fire and disaster management.
Rouss Hall Landlord buy back - 975-58 General Government Capital Outlay		$ 140,000		$ 140,000	$140,000 carried over from FY25.	
Salary Study - 975-23 General Government Professional Services			$ 30,000	$ 30,000		Investing in initiatives to track and retain talent. Improving performance, and reducing long-term costs associated with turnover. To ensure we can identify high-performing individuals, support growth, and build a workforce committed to long-term success.
Zoning & Subdivision Ordinance Overhaul - 975-23 General Government Professional Services		$ 246,000		$ 246,000	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000. ($146,000 carried over from FY25 & $100,000 encimbered in FY25.)	
TOTAL OTHER - GENERAL GOVERNMENT	**$ -**	**$ 386,000**	**$ 40,000**	**$ 426,000**		
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 497,000**	**$ 40,000**	**$ 537,000**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES
976 PUBLIC SAFETY						
Equipment						
Officer Equipment - 976-60 Public Safety Capital Outlay Equipment		$ 18,500	$ -	$ 18,500	4 - APX N50 Portable Radios (3 Admin Staff & 1 spare)	
Speed Alert 24 Radar Trailer - 976-60 Public Safety Capital Outlay Equipment			$ 21,000	$ 21,000		The current trailer is outdated. The new equipment allows the PD to remotely monitor vehicle speeds and provides the ability to electronically notify residents of road closures and broadcast community event information. This enhanced functionality ensures more effective communication and public safety outreach.
TOTAL EQUIPMENT		**$ 18,500**	**$ 21,000**	**$ 39,500**		
Information Technology						
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department		$ 52,000		$ 52,000	12 In-car Panasonic Tough Tablets (To replace generation 1 & 2)	
Cell Phone Forensic Downloading Equipment - 975-60 General Government Capital Outlay Technology PD		$ 27,000		$ 27,000	Possible grant funding.	
Cradle Point WIFI Mobile Routers - 975-60 General Government Capital Outlay Technology Police Dept.		$ 18,500		$ 18,500	9 Routers at $14,400 and $4100 installation labor.	
TOTAL INFORMATION TECHNOLOGY		**$ 97,500**	**$ -**	**$ 97,500**		
Vehicles						
Police Cars - 976-59 Public Safety Capital Outlay Vehicles		$ 118,000		$ 118,000	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.	
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles		$ 12,000		$ 12,000	This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant.	
Police Cars - 976-59 Public Safety Capital Outlay Vehicles			$ 60,000	$ 60,000		Replace vehicle due to fire loss
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles			$ 45,000	$ 45,000		Replacement Vehicle uplift cost due to fire loss
TOTAL VEHICLES	**$ -**	**$ 130,000**	**$ 105,000**	**$ 235,000**		
Parking						
Parking Meters - 976-62 Public Safety		$ 16,000		$ 16,000	10 - Model 90 Duplex Meter Housings at $6100; 15 -Model 90 Single Meter Housings at $4900; POM Parking Meter assembly at $5000.	
TOTAL PARKING	**$ -**	**$ 16,000**	**$ -**	**$ 16,000**		
TOTAL PUBLIC SAFETY	**$ -**	**$ 262,000**	**$ 126,000**	**$ 388,000**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES
977 STREETS & TRANSPORTATION						
Buildings						
Charles Washington Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			22,500	$ 22,500		This is a small section of the rooftop that contains 4 rooftop AC units. This area has failed sealant and degraded membranes. It will be replaced with a 2 Ply-Cold System which has a usefull life of 30 years.
Charles Washington Hall - Paint Interior - 977-57 Streets & Transportation Capital Outlay Buildings			8,000	$ 8,000		Repainting of stairway walls, stage face, upper balcony ledge, and doors and trim.
Charles Washington Hall - Refinish Floor - 977-57 Streets & Transportation Capital Outlay Buildings			10,000	$ 10,000		Replacement of ballroom floor, steps, elevator ramp and bathroom landing.
Charles Washington Hall - Replace Blinds - 977-57 Streets & Transportation Capital Outlay Buildings			20,000	$ 20,000		Replacement of ballroom blinds.
City Hall - replace rooftop AC units - 977-57 Streets & Transportation Capital Outlay Buildings		$ 25,000	$ 30,000	$ 55,000	$25,000 carried over from FY25.	Replacement of 2 City Hall rooftop AC units
City Hall - interior repair/maintenance - 977-57 Streets & Transportation Capital Outlay Buildings		$ 55,000	$ 50,000	$ 105,000	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency. ($55,000 carried over from FY25.)	Additional funds needed for engineering costs, asbestos removal, ceiling tiles, and relocation of 1st floor wall.
City Hall - water damage repair - 977-57 Steets & Transprotation Capital Outlay Buildings			$ 25,000	$ 25,000		2nd Floor water damage repair, including brick repointing, asbestos removal, and interior renovation.
Maintenance Equipment Building - 977-57 Streets & Transportation Capital Outlay Buildings		$ 150,000		$ 150,000	Current building is maxed out on space. ($150,000 carried over from FY25.)	
Maintenance Yard Study & Engineering - 977-57 Streets & Transportation Capital Outlay Buildings		$ 80,000	$ 170,000	$ 250,000	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going. (80,000 carried over from FY25.)	Council requests that a study be conducted for the best location of the Maintenance Yard along with associated engineering.
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-57 Streets & Transportation Capital Outlay Buildings			$ 80,000	$ 80,000		All window sills at Rouss Hall have peeling paint and rotted wood. Correcting this disrepair will put the building in good condition.
Rouss Hall - Replace Gallery Floor - 977-57 Streets & Transportation Capital Outlay Buildings			$ 25,000	$ 25,000		Replacement of 1st floor Art Gallery Floor including construction of ADA compliant ramp.
Rouss Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			$ 42,500	$ 42,500		The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a usefull life of 10 years.
TOTAL BUILDINGS	**$ -**	**$ 310,000**	**$ 483,000**	**$ 793,000**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES
Streets/Infrastructure						
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements			80,000	$ 80,000		Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications.
Depot Square Design - 977-58 Streets & Transportation Capital Outlay Other Improvements			50,000	$ 50,000		Design for potential uses and amenities of the City's new town square.
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 60,000		$ 60,000	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding. ($60,000 carried over from FY25.)	
Stormwater Assessment Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 204,000		$ 204,000	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($204,000 carried over from FY25.)	
TOTAL STREETS/INFRASTRUCTURE	**$ -**	**$ 264,000**	**$ 130,000**	**$ 394,000**		
Vehicles						
Bucket Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 175,000		$ 175,000	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. ($22,000 carried over from FY25 and $153,000 encumbered in FY25.)	
Dump Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 90,000		$ 90,000		
Pick-up Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 65,000		$ 65,000		
TOTAL VEHICLES	**$ -**	**$ 330,000**	**$ -**	**$ 330,000**		
Other - Streets & Transportation						
Flower planters - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 5,000	$ 13,000	$ 18,000	FY25 & 26 two year plan to install flower planters on Washington Street. ($5000 encumbered in FY25.)	An initiative to replace the aging flower pedestals along Washington Street. This aims to enhance the overall aesthetic appeal of the downtown area by systematically replacing outdated or deteriorating pedestals with durable, visually consistent alternatives.
Potter's Field - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 66,000		$ 66,000	Installation of Interpretative signs, fencing, monument and landscaping. (66,000 carried over from FY25.)	
TOTAL OTHER - STREETS & TRANSPORTATION	**$ -**	**$ 71,000**	**$ 13,000**	**$ 84,000**		
TOTAL STREETS & TRANSPORTATION		**$ 975,000**	**$ 626,000**	**$ 1,601,000**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES
979 CULTURE & RECREATION						
Parks & Recreation						
Bridges at Happy Retreat & Stake Park - 979-58 Culture & Recreation Other Improvements		$ 84,000		$ 84,000	$84,000 carried over from FY25.	
Pickle Ball Courts - 979-59 Culture & Recreation Capital Other Improvements			$ 65,000	$ 65,000		Allowance for 60 X 60 paved court, 4 ft. chain link fence around the court, resurfacing in 2 colors, and 2 portable pickle ball nets
Paving Path from bridge to road by the Skate Park - 979-58 Culture & Recreation Other Improvements		$ 5,000		$ 5,000	Connect the existing path on one side of the bridge to the other side. ($5000 carried over from FY25.)	
Pick-up Truck - 977-59 Culture & Recreation Capital Outlay Equipment		$ 50,000		$ 50,000	This truck will be for the use of the Parks Manager.	
TOTAL PARKS & RECREATION	**$ -**	**$ 139,000**	**$ 65,000**	**$ 204,000**		
Culture						
Decorative String Lights for Art Alley and Charles Street - 979-58 Culture & Recreation Other Improvements			$ 6,000			Installation of lights at Charles Street and Art Alley for safety and City beautification. This will complete the 2nd half of Charles Street.
Depot Square Christmas Design - 979-58 Culture & Recreation Other Improvements			$ 60,000			Outfitting the Depot Square with Christmas decorations and the beginning stages of holiday marketplace implementation. (Electric to the Depot Square 25,000; five marketplace huts $20,000; lights and Christmas decorations 15,000)
Historical Signs - 979-58 Culture & Recreation Other Improvements		$ 17,000		$ 17,000		
Movie Screen - 977-59 Culture & Recreation Capital Outlay Equipment			$ 15,000	$ 15,000		25 X 14 movie screen with inflatable frame for event use.
Wayfinding signage - 979-58 Culture & Recreation Other Improvements	$ 100,000	$ 197,400		$ 197,400	CDD REQUEST $100K for Wayfinding Signage implementation (3 years of phases at $100,000 per year ending in FY27.) (Request related to 2023 CTNOW ARPA Request) ($97,400 carried over from FY25 and $100,000 encumbered in FY25.)	
Festival Blow Up Games - 979-58 Culture & Recreation Other Improvements			$ 6,000	$ 6,000		Basketball Shootout and Football Blitz blowup games for use at Festivals and P&R events. This will help save money with rental expenses during WV Fest.
TOTAL CULTURE	**$ 100,000**	**$ 214,400**	**$ 87,000**	**$ 235,400**		
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 353,400**	**$ 152,000**	**$ 439,400**		
Contingencies		$ 166,000	$ 2,485,741	$ 2,651,741	This amount will be adjusted in the 1st Revision in July 2025.	
Encumberances for Subsequent Years		$ 350,000		$ 350,000	$100,000 for Wayfinding Signage; $250,000 for Augustine Avenue Project	
Transfer to Grant Projects		$ 3,987,304		$ 3,987,304	$76,444 to Augustine Avenue Project. $861,555 to Liberty Street Project. $3,049,305 to JMP Pool Project.	
TOTAL EXPENSES	**$ 100,000**	**$ 6,590,704**	**$ 3,429,741**	**$ 9,954,445**		
REVENUES OVER EXPENSES	**$ (100,000)**	**$ -**	**$ -**	**$ 66,000**		

REPAVING BUDGET

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES
REVENUES					
Repaving Carryover		$ 290,000	$ 1,391,704	$ 1,681,704	Carryover balance from FY2025 Repaving Funds. This amount will be adjusted in the first revision in July 2025.
36877 Contributions from GF - Repaving Fees		$ 150,000		$ 150,000	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving
38000 Interest on Bank Accounts & Other Sources		$ 50,000		$ 50,000	
TOTAL REVENUES	**$ -**	**$ 490,000**	**$ 1,391,704**	**$ 1,881,704**	
EXPENDITURES					
977-60 Streets & Transportation Capital Outlay Street Paving		$ 305,000		$ 305,000	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs.
Paving Contingency - 977-60 Streets & Transportation Capital Outlay Street Paving		$ 185,000	$ 1,391,704	$ 1,576,704	This contingency represents past income collected by CTUB earmarked for street paving. It will be adjusted in the first revision in July 2025.
TOTAL EXPENSES	**$ -**	**$ 490,000**	**$ 1,391,704**	**$ 1,881,704**	
REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1259: Pool Opening Event Planning

Board will discuss ideas for the pool opening event this summer.

ATTACHMENTS:

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1260: Arbor Day Tree Planting Site Discussion

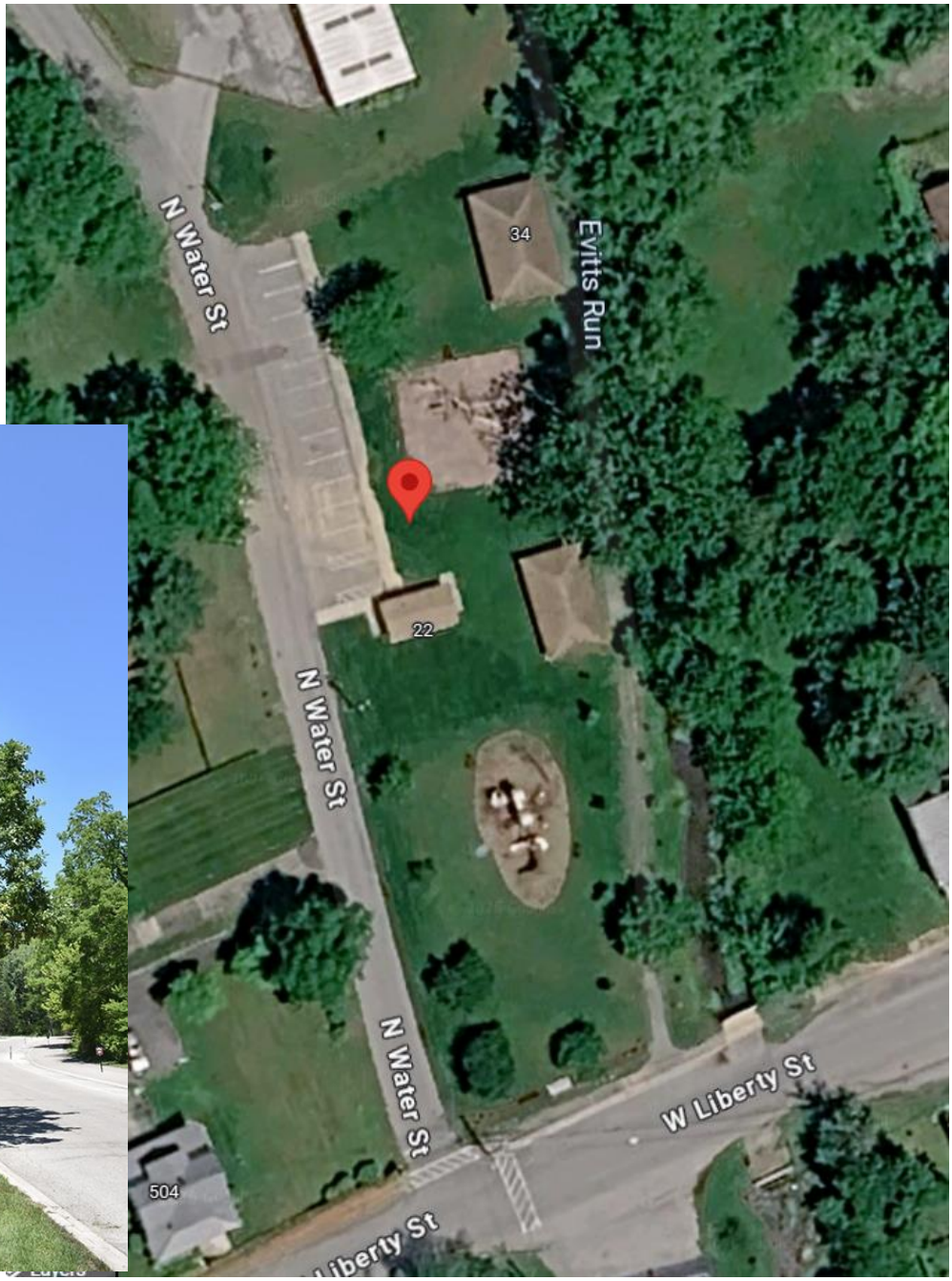
The tree board is planning to plant a tree on April 25th in recognition of Arbor Day. Parks will discuss site suggestions for this planting.

ATTACHMENTS:

- arborDayTreePlantingLocations2026.docx

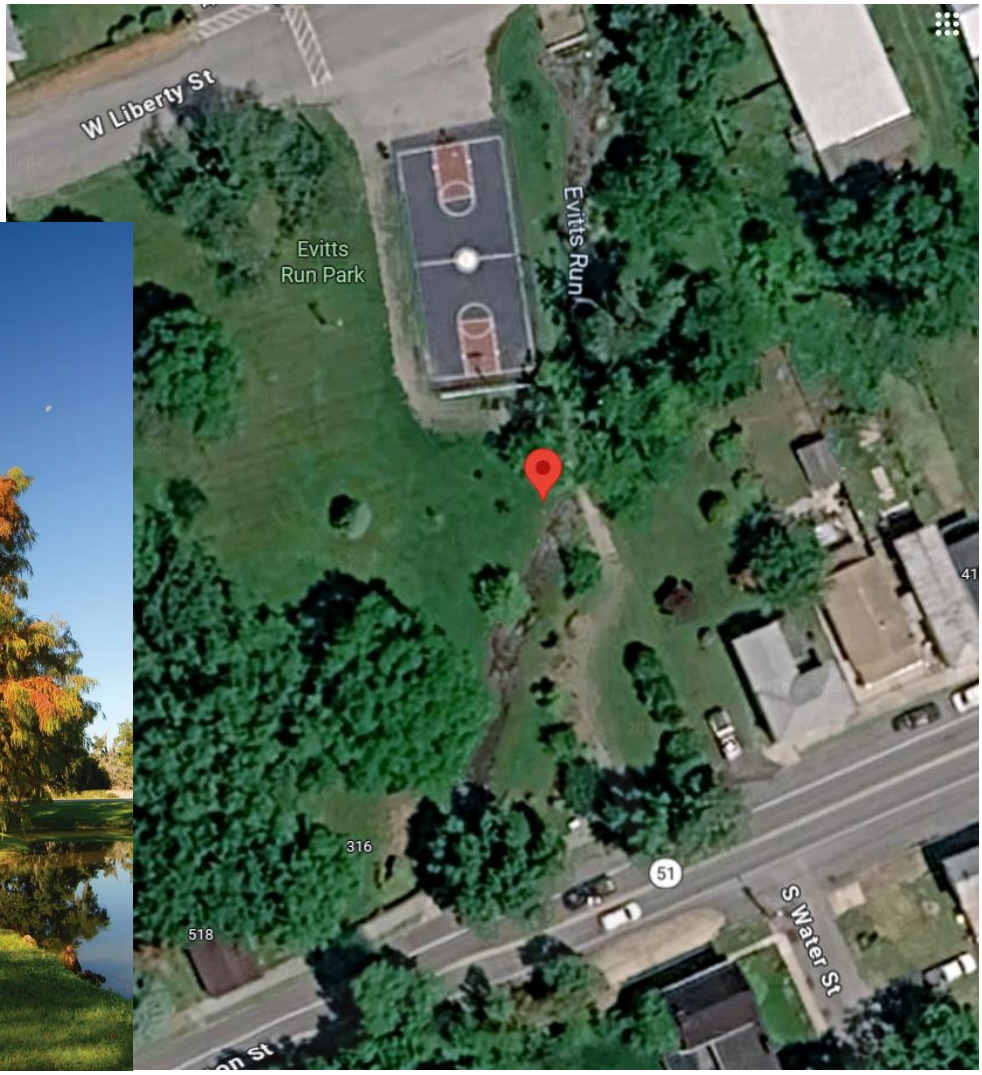
Bur Oak – location is near the corner of the ropes playground at Evitts Run Park.





Bald Cypress – location along the Western Evitts Run bank, near the pedestrian bridge.





Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1261: Parks and Recreation Manager's Report

Parks Manager will give update on state of the parks, and any pertinent updates.

ATTACHMENTS:

- Finacial Policy 1_08 to 1_10.docx
- TopGunSealcoatingPickleBallUpdate.jpg
- February 2026 P&R Financials.pdf
- marchParkPics.docx

1.09 PURCHASING AND BID POLICY

A purchasing and bid policy is needed to standardize the sales, bids, and purchasing procedures of the City of Charles Town. It is also needed to promote the fair and equitable treatment of all consumers and suppliers of goods and services, to secure goods and services from local vendors whenever practical, and to provide the most advantageous services to the citizens of Charles Town. Article 111.02(a) of the Codified Ordinances of Charles Town, updated in February 2022, provides that the policies and procedures contained in this document shall govern the expenditure of funds, except in the case of a declared emergency by the Mayor or the Mayor Pro-Tempore when performing the duties of the office in the absence of the Mayor. For purposes of the City's fiscal procedures, an expenditure of public funds for goods or services included in the annual budget is considered prior approval. The payment for such goods or services will continue to be a part of the routine approval of bills included on the Council agenda.

The purpose of this Purchasing and Bid Policy is to assist staff in following approved procedures for selecting contractors and vendors. The following policies and procedures apply to the purchase of goods or services by all City staff. In the event of a declared emergency by the Mayor, or the Mayor Pro-tempore when serving in such stead, the Mayor may waive the written quote and competitive selection process for purchases above $5,000 when the purchase is determined to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the citizens of the City of Charles Town. The Mayor will document such purposes when presenting the bills for payment at subsequent Council meetings. The Mayor may not waive the competitive selection process required by state law for the construction of facilities exceeding a cost of $10,000.

When practical, any single purchase expected to be over $5,000 but less than $10,000 will require the solicitation of at least three written quotes, which may include review of Internet pricing, by City staff from businesses believed to be qualified to provide the product or service. A preference should be given to identifying local businesses for these quotes. In the event the purchase is so specialized that only one source can effectively provide the product or service, staff will document the specialized nature of the purchase, identify the limitations of other potential suppliers, and seek a waiver from the City's finance committee of the requirement to solicit additional quotes. Per WV State Code, any construction of facilities exceeding a cost of $10,000 requires a minimum of three written and sealed competitive bids.

Other City purchases expected to exceed $10,000 require a competitive selection process that for the City of Charles Town includes at least an advertisement for bids in the local newspaper of record, posting the opportunity on the City website, the request for written and sealed competitive bids, and the selection of a provider based on

COPY

qualifications, price, and responsiveness. Solicitation for competitive, sealed bids will be open for at least 15 days. Preference will be given to local contractors and vendors where the local bid is within a 5% difference of the lowest and most responsive bid received. This preference only applies to contractors and vendors with a primary business address located within the municipal boundaries.

Purchases of more than $10,000 for used, public works, service, or safety equipment with specialized features may be purchased using the three quote process noted above. The City may also purchase products or services valued at more than $10,000 from state term contracts or municipal bulk purchasing programs where a competitive process has already been completed to identify vendors offering the best price. In such instances, staff may shop the competitive price with local contractors and vendors and apply the same 5% preference to determine the lowest and most responsive bid. A Request for Qualifications process will be used to solicit bids for professional services where the qualifications of the contractor are the primary factor in determining the best and most responsive bid. A Request for Proposals process will be used to solicit bids for goods or services where price is the primary factor in determining the best and most responsive bid. Renewal of existing contracts may be exempt from this policy with approval of the City Council.

This policy supplements existing WV State Code 8-12-10 and 8-27-23.

1.10 INVOICE PROCESSING POLICY

1.10.A Procedures

The following procedures are to be followed by each department, board, and commission

when submitting bills for payment:

1. Review the Invoice. To avoid double payments, the Finance Department will only process payments from original invoices. Each department must ensure that no sales tax is being charged and that only the current balance on the original invoice is being paid.

2. Approve the invoice. All invoices must be signed by the Department head to certify that the goods have been received, the services have been provided, delivery is satisfactory, and that the supporting documents are accurate complete and in compliance with applicable laws and regulations. The Department Head must indicate the departmental budget line from which the invoice is to be paid.

COPY

3. Finance Department review. The Finance Department will review all invoices submitted for payment for accuracy and determine if adequate funds are available in the Department's budget.

4. Request prior approval if needed. Any invoice requested to be paid from a line that has reached 75% of its total funding, requires the prior approval of the Finance Director.

1.10.B Credit Cards

City Departments are to use the State purchasing card (p-card) to fullest extent possible. Although some purchases may be restricted, the card is generally available for most purchases. The p-card program is administered by the Finance Department.

1.10.C Essential Services

Essential services are non-competitive goods and services incurred by departments and paid by Accounts Payable. Invoices for essential services are exempt from the requirements outlined in Section 1.09 of this Policy if 1) they are approved in the City's operating budget for the current fiscal year and 2) there is adequate funding available in the Department's particular line. The Finance Department is responsible for processing and paying most essential services effected through the p-card to the maximum extent possible.

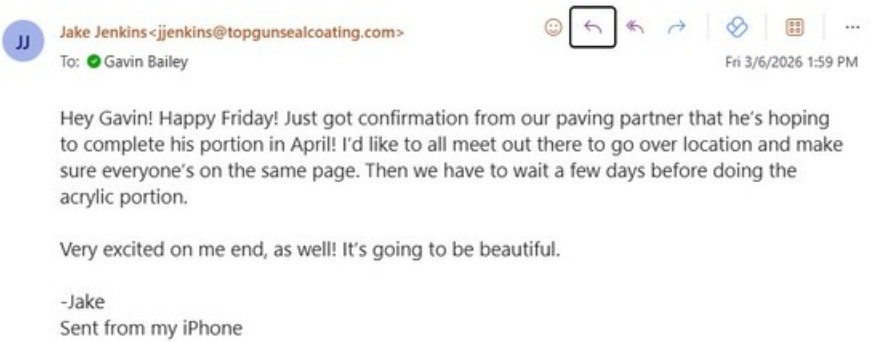
1.10.D Check and Vouchers for Payment of City Bills

The Finance Department shall prepare checks and vouchers for payment of all bills that cannot be effected with the p-card and shall present such checks to members of the Finance Committee for authorized signature.

1.10.E Presentation to Council

The Finance Director shall prepare and present to the Council a report detailing disbursements from the City's General and Capital Reserve Funds. A detailed report of p-card purchases shall be presented to Council on a monthly basis.

COPY


JJ
Jake Jenkins<jjenkins@topgunsealcoating.com>
To: Gavin Bailey
Fri 3/6/2026 1:59 PM
Hey Gavin! Happy Friday! Just got confirmation from our paving partner that he's hoping to complete his portion in April! I'd like to all meet out there to go over location and make sure everyone's on the same page. Then we have to wait a few days before doing the acrylic portion.
Very excited on me end, as well! It's going to be beautiful.
-Jake
Sent from my iPhone

the city of Charles Town, WV

FY 2026 P&R

REVENUES	CURRENT BUDGET	FEBRUARY 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	151,293		151,293	-	100%		FY 2025 carryover brought into FY 2026.
207-340-000 Pool Admission	20,400		-	20,400	0%		
207-340-010 Pool Concession Stand	3,000		16	2,984	1%		
207-340-020 Pool Rental	2,000		-	2,000	0%		
207-340-030 Pool Passes	3,000		-	3,000	0%		
207-340-040 Swimming Lessons	5,000		-	5,000	0%		
207-340-070 Pavilion Rental	4,000		1,400	2,600	35%		
207-340-100 Park Donations	-		2,500	(2,500)			
207-340-120 Hotel/Motel	100,000	2,976	46,552	53,448	47%		
207-340-140 Tennis CIP Donations	1,000		-	1,000	0%		
207-340-210 Junior Tennis	1,200		455	745	38%		
207-340-220 Tennis Lessons	7,500		5,640	1,860	75%		
207-380-000 Interest on Investments	750		1,433	(683)	191%		
207-369-000 Contributions from GF	20,000		20,000	-	100%		
207-340-520 Sale of Items	-		170	(170)			
TOTAL REVENUES	**319,143**	**2,976**	**229,459**	**89,854**	**137%**		

EXPENSES	CURRENT BUDGET	FEBRUARY 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
207-900-103 Salaries	62,000		11,100	50,900	18%	Pool - 15 Part-time employees @ $25,000 Tennis - 7 Part-time employees @ $6500	
207-900-104 FICA Tax Expense	5,000		849	4,151	17%	FICA @ 7.65% of Salary	
207-900-108 Overtime	1,000		-	1,000	0%		
207-900-211 Telephone	1,000		-	1,000	0%	Jefferson Memorial Pool Phone Line	
207-900-213 Utilities	12,000	12	2,144	9,856	18%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $5,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $5000	
207-900-215 Buildings and Grounds	12,000		425	11,575	4%	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies, and Kiddie Matt mulch (moved from Department Supplies).	
207-900-216 Pool supplies and equipment	5,000		-	5,000	0%	Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts.	
207-900-220 Advertising/Legal Pub	200		-	200	0%	Publishing fees	
207-900-221 Training	1,000		380	620	38%	CPR/First Aid training	Allowance for Park Manager Pool Operation Certification
207-900-000 Dues			120	(120)		NRPA Membership	
207-900-226 Insurance & Bonds	4,000		5,795	(1,795)	145%	Commercial Property, Umbrella Liability, Automobile, Worker's	
207-900-230 Contracted Services	50,000	1,107	31,376	18,624	63%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000; Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300	
207-900-236 Refunds	300		100	200	33%		Allowance for refund of pavillion rental and registration fees.
207-900-237 Other Fees/Taxes	150		-	150	0%	Pool permit fee Health Department	
207-900-341 Departmental Supplies	13,150	71	5,575	7,575	42%	Trophies, T-shirts, Floats and whistles.	
207-900-341 Junior Tennis Supplies	850		-	850	0%	Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls.	
207-900-342 Concession Stand Supplies	1,000		-	1,000	0%		
207-900-345 Uniforms	2,000		145	1,855	7%		Guard uniforms
207-900-359 Capital Outlay	114,000		-	114,000	0%		
207-699-568 Contingencies	34,493		-	34,493	0%		
TOTAL EXPENSES	**319,143**	**1,190**	**58,009**	**261,134**	**18%**		
REVENUES OVER EXPENSES	**-**	**1,786**	**171,450**				

SHELIA CLIFFORD TRUST CAPITAL PROJECT

REVENUES	CURRENT BUDGET	FEBRUARY 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	433,636		433,636	-	100%		FY 2025 Donations received carried into FY 2026
207-340-216 Clifford Trust Restricted Donation	28,000		27,947	53	100%		Additional donations received from the Clifford Trust.
207-380-000 Interest on Investments	7,000		-	7,000	0%		Interest earned on money market checking account.
207-380-050 Dividends	1,600	1,552	8,814	(7,214)	551%		Dividends received on investments.
207-380-100 Gains/ Losses on Investments	35,000		34,884	116	100%		Gains/Losses received on investments.
TOTAL REVENUES	**505,236**	**1,552**	**505,281**	**(45)**	**100%**		

EXPENSES	CURRENT BUDGET	FEBRUARY 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
207-900-223 Professional Services	1,800	213	3,345	(1,545)	186%		Portfolio management fees.
207-900-459 Clifford Trust Capital Expenditures	503,436		-	503,436	-		Expenditures for dog watering pavillion station and heated bird baths with garden as specified in the Trust Agreement.
TOTAL EXPENSES	**505,236**	**213**	**3,345**	**501,891**	**1%**		
REVENUES OVER EXPENSES	**-**	**1,339**	**501,936**				















Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1262: Park Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates, Other Parkland. Public Comment

Open for discussion of any updates or concerns from board members about the city parks. Discussion and review of public comments.

ATTACHMENTS: