CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • MAY 15, 2023

Regular Session **COUNCIL CHAMBERS** **7:00 PM**
101 E Washington Street, Charles Town, WV 25414

CALL TO ORDER

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

: **2023-491:** City Council Meeting Minutes - May 1, 2023
May 1st Council minutes.docx

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

: **2023-465** Finance Committe Report - May 2023
FinanceCommitteeReport_2May2023.pdf

: **2023-466** Personnel Committee Report
Personnel Report .pdf

: **2023-467** Infrastructure Committee Report
InfrastructureCommitteeReport_05112023.pdf

: **2023-468** Special Committee Report - Charles Washington Hall Lease Agreement Updates

7. CITY MANAGER REPORT

: **2023-461** APUS Meeting Update

: **2023-481** Building Security Updates (Possible Executive Session)

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2023-460** ARPA II Discussions

: **2023-462** But For Allocations Fiscal Year 2023
Followup_Budget_Request_Letter_FY23_04142023.pdf
JCCM FY23 Response - City Council Members letter.pdf
Library & JeffCo Museum response 05-09-2023.pdf

10. NEW BUSINESS

: **2023-441** Sheetz Signal Agreement

Cover letter Traffic Signal Agreement.pdf
Resolution_for_DOT_DOH_Traffic_Signal.pdf

: **2023-459** A Resolution Creating a Mobile Food Vending Truck Pilot Program
FoodTruckFridayFest_Draft1.pdf
FoodTruckResolution_Draft5.pdf

: **2023-458:** Charles Washington Hall - Lease Agreements 2023

Charles Washington Hall - G.A.P. Coalition, Inc Lease Agreement 2023
Charles Washington Hall - OTS, LLC Lease Agreement 2023
CWHallLeaseGAP Bushel and Peck.pdf
CWHall_OTSLease2023.pdf

: **2023-463** General Fund Revision #3
FY23 Operating Budget (v17.0) - Balances thru March 31 2023 with Proposed Revision #3 5-15-2023 .pdf
FY2023 General Fund Revision #3 State Worksheet 5-4-23 .pdf
GF Budget Resolution Revision #3 - Council May 15, 2023.doc

: **2023-464** Capital Budget Fiscal Year 2024
FY24 Capital Budget Docs - RMT.pdf

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: **2023-492:** Payment of Bills - May 15, 2023
GENERAL FUND COUNCIL REPORT 2023 5 15.pdf
CAPITAL RESERVE COUNCIL REPORT 2023 5 15.pdf
PARKS & REC COUNCIL REPORT 2023 05 15.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING - Friday, June 2, 2023

: **2023-469** CTUB Minutes April 26, 2023
2023.04.26 UB MINUTES.pdf

: **2023-470** WV Fest Open Container Support Letters
WV Alcohol Beverage Control Administration(1).pdf
WV Alcohol Beverage Control Administration(2).pdf

: **2023-471** Old Opera House Resolution
2023-004 - A Resolution Recognzing the Old Opera House Theatre Company on Its Fiftieth Year Anniversary.pdf

: **2023-472** APUS Resolution
2023-005 - A Resolution Directing Charles Town City Staff to Pursue Options with Respect to Vacant Land, Easement Issues, and Untaxed Business in Charles Town.pdf

: **2023-473** Arbor Day Resolution
2023-03 - A Resolution to Celebrate Arbor Day April 29, 2023.pdf

: **2023-474** Health and Wellness Month Proclamation
Health and Wellness Proclamation.pdf

: **2023-475** Building Safety Month Proclamation
Building Safety Month Proclamation.pdf

: **2023-476** JCDA Appointment Letter
Ricketts JCDA appointment letter.pdf

: **2023-477** Tree City USA Letter

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

https://www.charlestownwv.us/government/agendas-and-minutes/

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-491: City Council Meeting Minutes - May 1, 2023

ATTACHMENTS:

- May 1st Council minutes.docx

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • May 1, 2023

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Bob Trainor	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Jean Petti	Councilmember	Present	
Julie Philabaum	Councilmember	Present	
Micheal George	Councilmember	Present	
Rikki Twyford	Councilmember	Present	

Ms. Alissa Meeks, Community Development Director and Interim City Clerk; Ms. Liz Cook, Business Development and Downtown Coordinator; Mr. James Newman, City Planner; and Chief Kutcher, Charles Town Police Department were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2023-416 Approval of Minutes - April 18, 2023

There being no changes, corrections or objections to the minutes as presented, Mayor Trainor declared the minutes approved.

3. PUBLIC COMMENT

Matt and Jesse Printz commented on their plans and vision concerning their business, Chuck City, LLC, and their efforts to acquire a parcel of land, approximately one-third of an acre, currently owned by American Public Education Inc (APEI)/American Public University System (APUS). Ms. Jessy Printz expressed the disappointing progress of the acquisition efforts due to the inconsistency of APEI's negotiation position/criterion for the land parcel. Ms. Printz conveyed her belief that the vision for Chuck City, LLC will be a great benefit for Charles Town.

Ms. Peggy Smith, a former Charles Town mayor, commented on the great working relationship and partnership that Charles Town and APUS have enjoyed in the past. She cited several examples of the positive results of this partnership, including the City's acquisition from APUS of the Municipal Building at 661 S. George Street, now home to the Charles Town Police Department and the Utility Board. She expressed her sadness that the positive working relationship between the City and APUS has changed so much.

Ms. Jacquelyn Milliron commented on confusion surrounding how sewer tariffs are applied to sewer customers. She also commented on the lack of detail in the Charles Town Utility Board (CTUB) of Director's agenda and meeting minutes. Finally, Ms. Milliron expressed her concerns relating to the process and understanding of testing for lead in the CTUB water system, explaining that testing for lead in source water is different from testing for lead at the household.

Mr. Randy Hilton, a former Charles Town mayor, thanked Matt and Jesse Printz for investing in Charles Town and expressed his support in their efforts to acquire the one-third of an acre parcel from APUS. He commented on the great and wonderful working relationship that Charles Town and APUS enjoyed in the past and stated that he believes that APUS needs to do the right thing and sell the parcel of land to the Printzs.

Mr. Harry Wilkens, representing APUS, informed the Council that APUS has no intention of moving jobs out of Charles Town and that most APUS employees telework. Mr. Wilkens also pointed out that APUS spent $3.9 million dollars remediating significant environmental hazards on their 3-acre property, which includes the one-third-acre parcel sought by Chuck City LLC. He stated that any APUS land sales must be approved by the Board of Directors and that APUS has commissioned a study to determine the best use of the property, the results of which are scheduled for discussion at a May 2023 APUS Board meeting.

4. WARD REPORTS

Ward #1

Ms. Ricketts reported the following:

- That she was recently appointed by the Jefferson County Commission as the Charles Town representative on the Jefferson County Development Authority.

- That she attended the workshop on the City Charter and the Arbor Day tree planting ceremony at the skate park and announced that the City has received the Tree City USA Designation for the 11th year.

- That she attended the productions of "Curtains" at the Old Opera House and that there will be a historical presentation at Fisherman's Hall on Sunday, May 7th at 3:00PM about Martin Delany.

- That the West Virginia Department of Highways (DOH) has completed their work of installing ramps on West Street but has left cones to mark areas that require asphalt. She has also noticed an abundance of advertising signage on utility poles that need to be removed.

Mr. Kratovil reported he attended the Arbor Day event, the production of "Curtains" at the Old Opera House and attended his committee meetings.

Ward #2

Mr. Hynes reported he attended the Planning Commission meeting, the Bushel and Peck/Charles Washington Hall Lease Renewal and DRB Huntfield Conditions of Annexation meetings. He also congratulated the 3rd/4th grade girls Wilde Lacrosse team for winning their game.

Mr. Tester reported the following:

- That he attended the DRB Huntfield Conditions of Annexation, Mayor's Select Committee and the Personnel Committee meetings.
- That he attended the production of "Curtains" at the Old Opera House and that the summer production will be announced in the near future.
- That he attended the first Jefferson County Transition Fair where they help families of students with special needs meet with organizations to help them transition to being part of society as an adult.

Ward #3

Ms. Petti reported that she worked as a docent during the successful Annual House and Garden Tour.

Ms. Philabaum reported she enjoyed her time as a performer in the Old Opera House's production of "Curtains" and wished everyone a happy Asian Pacific American Heritage Month.

Ward #4

Mr. George reported the following:

- That he met with the Eastern Panhandle Green Coalition.
- That several residents have spoken to him about traffic concerns with the proposed Hillside development.
- That he contacted Potomac Edison concerning two half dead trees on the corner of Bailey Brooks Way.
- That the Municipal Election will take place on May 25th with early voting on May 12th-13th, May 15th-20th, and May 22nd.

Ms. Twyford reported the following:

- That she has attended the Ordinance Committee meeting and the Charter Workshop.
- That the Charles Town Middle School Jazz Band received a Superior Rating at the King's Dominion Jazz Festival
- That she attended an American Legion Auxiliary meeting, a Jefferson County Chamber mixer, and her first Leadership West Virginia Session.
- That she saw the production of "Curtains" at the Old Opera House.
- She congratulated all the high school seniors who will be graduating this month, especially some great kids of our City Staff and Council.

- That there will be a Vendor Craft Show at the American Legion on May 13th.
- She wished all the City's mothers a very happy Mother's Day.

5. MAYOR'S REPORT

Mayor Trainor reported that he attended the Arbor Day tree planting ceremony and other various meetings.

2023-405 Building Safety Month Proclamation

Mayor Trainor read into the record the Building Safety Month Proclamation.

2023-407 Jury Duty Parking

Ms. Tina Renner, Jefferson County Circuit Clerk, came before the Council to discuss parking tickets issued to several jurors by the Charles Town Police Department. She explained that Jefferson County purchases parking passes for trial jurors valid at the City's parking lots and eight-hour metered spaces. However, at times jurors unknowingly park in a two-hour metered space instead of an eight-hour parking meter space, as indicated on their parking pass, and are issued a parking ticket. She requested that the City allow parking at any meter, regardless of the time limitation, for jurors who display the juror parking pass. The Council explained the reason for the two-hour and eight-hour metered spaces and that allowing people to park at a two-hour meter space for longer than two hours would have a negative impact on the businesses in the parking district.

2023-418 Physical Activity Proclamation - Co-Sponsor Wayne Clark

Mayor Trainor read into the record the Mayor's Health and Wellness Proclamation.

6. COMMITTEE REPORTS

Ms. Ricketts reported the following for the Board of Parks and Recreation:

- That the tennis and swim programs are on track to begin this season. Unfortunately, the tennis courts have once again cracked, and the root cause of the cracking needs to be determined to ensure a more permanent repair.
- That the Charles Town maintenance crew plans to correct the artificial damming condition of Evitts Run creek by removing debris in the creek. She thanked the K-Kids for all their work in cleaning up Evitts Run Park.
- That trees in Willingham Knolls Park will be trimmed by Potomac Edison in the coming weeks.
- That the Board was approached by a resident with a proposal to erect a cover over the pool to facilitate its year-round use.
- That three firms have responded to the Request for Proposal (RFP) for the pool renovation and will have presentations for the Board.

2023-406 Ordinance Committee Minutes - April 20, 2023

Ms. Twyford reported the committee is working on Article 171 - Municipal Court and Review of Fees/Penalties Associated with Municipal Ordinances and they will present a red-lined version to the Council at the May 15, 2023, Council meeting.

2023-410 Personnel Committee Report (Possible Executive Session)

Mr. Hynes moved that the Council go into Executive Session. Mr. Tester seconded the motion, and there were no objections.

Mayor Trainor declared the Council out of Executive Session. There was no action required by the Council.

7. CITY MANAGER REPORT

Ms. Meeks reported the following:

That Frontier Communications will remediate all damaged areas that they caused during their initial cabling work in the City. They have not agreed to the City's requirements for future work in Charles Town and as a result have not been permitted to renew their cabling project within the city limits.

That the municipal election date is May 25, 2023. Early voting begins on May 12th through May 22nd, except for the 14th and 21st. She reported that the training has been completed for all City poll workers.

That the City meet with Mr. Bob Franks, Engineering Permit Project Manager - Sheetz, and representatives of the West Virginia Department of Transportation (DOT) - Division of Highways (DOH) to discuss the characteristics of the proposed traffic signal at the intersection of Augustine Avenue and Patriot Drive/Sheetz entrance. Sheetz traffic light. DOH confirmed that the sequence of the signal at the intersection as follows:

(1) Dedicated green left turn signal for left turns onto Patriots Drive and the Sheetz entrance from Augustine Avenue - red signal for Patriots Drive and Sheetz exit traffic; then

(2) green traffic signal for Augustine Ave. thru traffic - red signal for Patriots Drive/Sheetz traffic; then

(3) red traffic signal for Augustine Ave. traffic and green traffic signal for Patriots Drive and Sheetz traffic, without a dedicated turn signal.

That summer programming registration and the hiring process for lifeguard and tennis staff have started.

8. POLICE CHIEF REPORT

2023-409 Parking Enforcement Officer - Introduction

Chief Kutcher introduced Corey Lewis, as the Charles Town Police Department's Parking Enforcement Officer. Mr. Lewis was administered the oath of office by Mayor Trainor on April 26, 2023.

Chief Kutcher reported that the Civil Service Commission is in the process of conducting interviews with several candidates. He also reported that Patrolman Jarrett Day will graduate from the Fairmont Academy on Friday, May 5, 2023, and that Corporal Newlin will be assigned as his training officer. Finally, he was sad to report

a fatal crash on Route 340 last week. The investigation is still ongoing but praised the officers who were on the scene.

9. UNFINISHED BUSINESS

There was no unfinished business.

10. NEW BUSINESS

2032-404 Open Container Waiver Request - WV Fest

Ms. Philabaum moved to authorize the Mayor to sign letters of support to the WV Alcohol Beverage Control Administration for the open container beer garden requests made by Charles Town Now and Abolitionist Ale Works for Charles Town's West Virginia Festival celebration. Ms. Petti seconded the motion, and it passed unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Julie Philabaum
SECONDER:	Jean Petti
AYES:	Kratovil, Ricketts, Tester, Hynes, Petti, Philabaum, George, Twyford

2023-415 Resolution for Old Opera House 50th Anniversary

Mr. George read into record the Resolution Recognizing the Old Opera House Theatre Company on Its Fiftieth Year Anniversary. Mayor Trainor asked if there were any objections to approving the Resolution with minor grammatical changes. There being no objections, Mayor Trainor declared the Resolution approved.

2023-421 Status of APUS Property - Staff requested by Council to provide property and negotiation updates.

City staff presented to the Council a brief history of negotiations between American Public University System (APUS) and Chuck City, LLC concerning the sale of a one-third-acre land parcel adjacent to Chuck City, LLC. Staff conveyed their frustration with the inconsistency of the APUS position regarding the sale of the parcel to Chuck City, LLC, and that the negotiations seem to be at an impasse.

Mayor Trainor informed the Council that he and members of staff will meet with the APUS president and staff on May 3, 2023, to discuss possible solutions for overcoming the impasse and moving forward.

Ms. Petti presented a Resolution directing Charles Town City Staff to Pursue Options with Respect to Vacant Land, Easement Issues, and Untaxed Business in Charles Town.

Ms. Petti moved to approve the Resolution with minor revisions. Mr. Hynes seconded the motion, and it passed unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jean Petti
SECONDER:	Jeff Hynes
AYES:	Kratovil, Ricketts, Tester, Hynes, Petti, Philabaum, George, Twyford

11. REFERRALS TO COMMITTEES/COMMISSIONS

2023-411 Text Amendment to Ordinance - Mobile Food Vendors

After extensive discussion Ms. Ricketts moved to table this agenda item until the June 21, 2023, regular Council meeting. Ms. Petti seconded the motion, and it passed by a 7-1 vote.

RESULT:	**APPROVED [7-1]**
MOVER:	Elizabeth Ricketts
SECONDER:	Jean Petti
AYES:	Kratovil, Ricketts, Tester, Hynes, Petti, George, Twyford
NAYS:	Philabaum

2023-412 Text Amendment - Buffering Standards

2023-413 Text Amendment - Driveway Standards

2023-414 Text Amendment - Townhouse Standards

Mr. George moved to send all three text amendments: Buffering Standards, Driveway Standards, and Townhouse Standards to the Ordinance Committee for review. Mr. Hynes seconded the motion, and it passed unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Micheal George
SECONDER:	Jeff Hynes
AYES:	Kratovil, Ricketts, Tester, Hynes, Petti, Philabaum, George, Twyford

12. APPROVAL OF BILLS

2023-433: Payment of Bills - May 1, 2023

Mr. Kratovil moved to approve the bills for payment. Mayor Trainor asked if there were any objections. Hearing none, he declared the bills approved for payment.

13. ADJOURNMENT

Mayor Trainor asked if there was any other business to come before the Council. Hearing none he declared the meeting adjourned.

14. INFORMATION ONLY - NEXT MEETING Monday, May 15, 2023, 7:00PM

2023-417 Mayor's Select Committee Letter to Reconcile Codified Code Articles 1759 and 1705

2023-419 Charles Town Utility Board Minutes - March 22, 2023

2023-420 Charles Town Utility Board Minutes - April 12, 2023

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

https://www.charlestownwv.us/government/agendas-and-minutes/

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-465 Finance Committe Report - May 2023

Finance Committee Report May 2023

ATTACHMENTS:

- FinanceCommitteeReport_2May2023.pdf

City of Charles Town Finance Committee Report
2 May 2023 Meeting

Drafted by: Bob Trainor - Chairman

Call to Order ooa 12:00PM

1. **Persons present:** Finance Committee Members Ms. Jean Pettit (Remote –departed the meeting at approximately 1:00PM), Mr. Jeff Hynes, and Mr. Bob Trainor; Finance Director, Ms. Breanna Andrews; and Community Development Director – Interim City Clerk, Ms. Alissa Meeks; Charles Town Police Chief, Mr. Chris Kutcher; and Mr. Jim Wysong, City Maintenance Supervisor.

2. Unfinished Business

2.1: Update Banking Signature Cards – This item was tabled until after the Council elections and a new City Manager is seated.

Recommendations to the City Council: None at this time, information only.

3. New Business

3.1: Tiny Treasures LLC B&O negotiation agreement

Tiny Treasures, a child care business, plans to renovate a building, for their business, that straddles Charles Town's city border with Jefferson County – approximately 70% is in the City and 30% is in the County. City staff have turned down a request made by representatives of Tiny Treasures, to waive City planning and building requirements so that Tiny Treasures could accomplish the planned renovations strictly working through Jefferson County.

The Committee directed staff to inform Tiny Treasures that they are required to follow Charles Town's requirements for renovations, licensing, and appropriate taxing.

Recommendations to the City Council: None at this time, information only.

3.2: Kimley-Horn Engineering Services Proposal – W. Congress and S. Lawrence Streets

Staff presented the Committee with a proposal to survey and design intersection repairs at W. Congress and S. Lawrence Streets necessitated by damaged caused by a vehicle incident several months ago.

After a lengthy discussion concerning the proper mechanism to move forward with the repairs, the Committee Chairman volunteered to research viable alternatives to begin the repair process.

Recommendations to the City Council: None at this time, information only.

3.3 FY2024 Capital Budget – Draft

Staff presented the Committee with the City's draft capital budget for FY2024. The Committee and staff vetted the requests and developed a draft proposal for Council consideration and approval, included as attachment (1) – 3 Parts.

Note: Ms. Petti had departed the meeting and was not involved in the discussion of this agenda item.

Recommendations to the City Council: Review and approve the FY2024 Capital Budget.

3.4 General Fund Revision #3

Staff presented the Committee with the third General Budget revision for FY2023, necessitated by increased revenues and expenditures

Recommendations to the City Council: Review and approve the General Fund Revision #3 for FY2023 that will be included in the City Council' 15 May 2023 meeting agenda.

3.5 Parks and Recreation Budget Discussion

This item was tabled until the 6 June 2023 Finance Committee meeting.

Recommendations to the City Council: None at this time, information only.

3.6 Red Line Travel Policy – Purchase Card Use and Per Diem Issuance

This item was tabled until the 6 June 2023 Finance Committee meeting.

Recommendations to the City Council: None at this time, information only.

3.7 Account Balances as of March 31, 2023

Staff presented to the Committee the City's account balances as of 31 Mar 2023, included as attachment (2).

Recommendations to the City Council: None at this time, information only.

4. Information Items

The next Finance Committee meeting is scheduled for 6 June 2023 at 12:00PM

5. Tabled Items

There are no information items.

6. Pending Items

There are no pending items.

7. The meeting was adjourned ooa 2:53PM

the city of Charles Town, WV

Attachment (1) - Part I - Page 1 of 1

FY 2024 Capital Reserve Proposed Budget (Summary)

2-May-23

Total Projected Revenues Less Pending	$ 2,622,608	**$**	**2,522,608**	Less Dev Fees
Total Recommended Expenditures	$ 2,400,081			
Balance	$ 222,527	$	122,527	

Revenues	**Projected**	**Pending**	**Grants**
Carryover	$ 299,928	$ -	$ -
Restricted	$ 230,000	$ -	$ -
Lottery	$ 557,680	$ -	$ -
Interest	$ 35,000	$ -	$ -
ARPA	$ 1,500,000	$ -	$ -
Grant	$ -	$ -	$ 3,496,229
Totals	**$ 2,622,608**	**$ -**	**$ 3,496,229**

Expenditures	**Requested**	**Recommended**	
PRIORITY 1			
Grant Match	$ 1,202,581	$ 852,581	
City Hall	$ 185,000	$ 185,000	
CTPD	$ 67,500	$ 67,500	
Infrastructure	$ 55,000	$ 50,000	
Maintenance	$ 380,000	$ 380,000	
Parks & Rec	$ 2,700,000	$ 100,000	
Totals	**$ 4,590,081**	**$ 1,635,081**	
PRIORITY 2			
Grant Match	$ -	$ -	
City Hall	$ 45,000	$ 45,000	
CTPD	$ -	$ -	
Infrastructure	$ 300,000	$ 130,000	$ 170,000
Maintenance	$ -	$ -	
Parks & Rec	$ 100,000	$ 100,000	
Totals	**$ 445,000**	**$ 275,000**	
PRIORITY 3			
Grant Match	$ -	$ -	
City Hall	$ -	$ -	
CTPD	$ 5,000	$ 5,000	
Infrastructure	$ 160,000	$ 50,000	
Maintenance	$ 250,000	$ -	
Parks & Rec	$ 540,000	$ 435,000	
Totals	**$ 955,000**	**$ 490,000**	

the city of Charles Town, WV

FY 2024 Capital Reserve Proposed Budget

Updated: 2 May 2023

		PROJECTED	PENDING	GRANT FUNDING	
Carryover		$ 299,928	$ -	$ -	Carryover balances implemented for FY2023 Capital Reserve - Improvement Budget.
Developer Fees		$ 100,000	$ -	$ -	Estimated based on FY2023 receipts - **Restricted**
Repaving Fees (Transferred from General Fund)		$ 130,000	$ -	$ -	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
Lottery / Gaming Revenue (Transferred from General Fund)		$ 557,680	$ -	$ -	All lottery/gaming revenue remitted to Charles Town gets XFRD to Capital Reserve from GenFund (less expenses previously funded by Capital Fund but moved to GenFund for FY23)
Interest on Bank Accounts & Other Sources		$ 35,000	$ -	$ -	Reveue from 3 diferent interest bearing accounts FY2023- PD Vehicle Disposal Revenues & Insurance Claim -$18,750 + $23,750 = $42,500
ARPA Revenue designated for Grant Matching		*$ 1,500,000*	*$ -*	*$ -*	*Per Council, $1.5 million of ARPA award has been designated as grant match funding source; ARPA funds budgeted in General Fund, so will XFR funds to Capital Reserve account as grants are completed via interfund reimbursement process.*
Grant Revenue - WVDOH TAP-II grant Augustine Avenue Trail Construction		*$ -*	*$ -*	*$ 560,000*	*Design grant expected to be complete by close of FY23; will include FY24 TAP grant on construction once award details concrete and City commits to project in FY24 ($560K grant with $140K match)*
Grant Revenue - CDS _ Senator Capito Grant Augustine Avenue Trail Construction		*$ -*	*$ -*	*$ 1,400,000*	*Trail Completion*
Grant Revenue - COPS Grant		*$ -*	*$ -*	*$ 400,000*	*PD Equipment Grant of $400K; will update number once award details provided (stretching $400K over X amount of award years)*
Grant Revenue - EARMARK - Liberty Street Flooding		*$ -*	*$ -*	*$ 375,000*	*Senator Earmark to mediate Liberty Street Flooding; requires $75Kmatch; will include the grant in revenues once award details concrete and City commits to project in FY24*
Grant Revenue - TAP George St Sidewalk			*$ -*	*$ 511,229*	*TAP Grant for the construction of George St Sidewalk; requires $127Kmatch; will include the grant in revenues once award details concrete and City commits to project in FY24*
Grant Revenue - LWCF JMP Pool		*$ -*	*$ -*	*$ 250,000*	*LWCF Grant for the renovation of JMP Pool; requires $250K match; will include the grant in revenues once award details concrete and City commits to renovations in FY24*
Receivables					
Total Revenues		**$ 2,622,608**	**$ -**	**$ 3,496,229**	

EXPENDITURES	Priority	FY 2024 REQUESTED	FY 2024 RECOMMENDED	FY 2024 GRANT FUNDING	NOTES
Liberty Street Flooding Mitigation - Grant Match	1	$ 305,774	$ 305,774		$680,774 Est Construction Cost - Grant = $375K; Match = $93,750; Balance = $212,024 Match + Balance = $304,774
Sidewalk Improvements - George Street - Grant Match	1	$ 127,807	$ 127,807		$639,036 Est Construction Cost - Grant = $511,229; Match = $127,807
Augustine Avenue Trail Design & Construction	1	$ 29,000	$ 29,000		Phase II design (Total = $145,000; Grant = $116,000 - Funded through WVDOT; City Match = $29,000). Anticipate design completion FY23/FY24.
Augustine Avenue Trail Construction - TAP II Grant	1	$ 140,000	$ 140,000		Construction - 1 (Total = $700,000; Grant = $560,000 - Funded through WVDOT; City Match = $140,000). Anticipate construction begin FY24. An additional $1,700,000 estimated for project completion - CDS Grant = $1,400,000; City Match = $350,000, likely in FY 2025
Augustine Avenue Trail Construction - CDS Grant	1	$ 350,000	$ -		CDS Grant = $1,400,000; City Match = $350,000, likely in FY 2025
Pool Renovation - Land & Water Conservation Fund (LWCF)	1	$ 250,000	$ 250,000		Land & Water Conservation Grant for Pool House renovation = $250,00; City Match = $250,000 Total Pool renovation estimated at $2,500,000.
Technology Upgrades	1	$ 105,000	$ 105,000	$ -	Staff to develop a more detailed equipment replacement plan; FY24 Requests are $100K for general upgrades, $5K for vacant structure software
Vehicles & Outfitting's	1	$ 67,500	$ 67,500	$ -	FY24 CTPD Vehicles purchased in FY23; funding requested: $54,500 for equipment covered under DOJ COPS EQUIP grant, $13,000 for Vehicle Labor and Graphics Cost not covered by DOJ grant
Basic Stormwater Improvements	1	$ 25,000	$ 25,000	$ -	ACKNOWLEDGED IMPROVEMENT LOCATIONS - Install new sidewalk drain in 200 block of W. Washington (design completed - JW project); fix Paradise Alley storm drain; design improvements for 100 block of Shutter St; 400 block of S. Samuel, and culvert at 4th and Hunter
Security Fence / Shop Improvements	1	$ 45,000	$ 45,000	$ -	Install perimeter fence along Evitts Run to improve lack of security of City Asset
City Hall Renovations	1	$ 50,000	$ 50,000	$ -	Planning and design fees for City Hall renovations (none of FY23 appropriation spent on design services yet); FY24 proposed amount to fund space and feasability study for current and future needs of all City buildings
City Hall Renovations - Facade repairs	1	$ 50,000	$ 50,000	$ -	Assessment and repairs to the City Hall building façade
General Infrastructure Improvements	1	$ 30,000	$ 25,000	$ -	FY22 expense - Brooke Street Sinkhole remediation; FY24 includes City Hall security upgrades ($25K) and minor City Hall renovation for additional office spaces to accommodate CDD staff ($5K)
Finance Software Upgrades	1	$ 80,000	$ 80,000	$ -	Current Finance Software (Incode 9) will become incompatible with continually updated windows platforms in near term future; requesting funding to upgrade to Incode 10 or pursue new software.
Maintenance Department Equipment Purchases	1	$ 235,000	$ 235,000	$ -	Leaf Vacuum & Box - $85,000; Tractor/Backhoe - $100,000; and: Maintenance Truck - $50,000;
Pool Renovation	1	$ 2,700,000	$ 100,000	$ -	In support of identified LWCF grant funding expected to be required for FY2024. A FY2024 Congressiona Directed Funding request for $1,500,000 pends

EXPENDITURES	*Priority*	*FY 2024*			*NOTES*
		REQUESTED	*RECOMMENDED*	*GRANT FUNDING*	
Street Paving / Improvements	2	$ 300,000	$ 130,000	$ -	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs. Due to large scope and delays in the Request for Bid process, Finance Committee recommends caping FY2024 paving/repairs expenses at $300K.; $130K FY24 income; **$170K from paving reserves**
Public Arts District - Wayfinding signage - 3-year program	2	$ 100,000	$ 100,000	$ -	CDD REQUEST $100K for wayfinding signage implementation phase 1 cost (3 years of phases) (request related to 2023 CTNOW ARPA Request)
City Hall Vehicles	2	$ 45,000	$ 45,000	$ -	City vehicle for code enforcement/building inspection staff. Currently Building Inspector is using private vehicle
Mordington Avenue Sidewalk Design	3	$ 110,000	$ -	$ -	CDD REQUEST Design and fund construction documents of Mordington Ave sidewalk from S George St to S West St. Currently included in FY2024 Congressional Directed Funding Request
Parking Meters	3	$ 5,000	$ 5,000	$ -	Routine replacement of a portion of the parking meters (25) in the downtown parking district
Charles Street Flooding	3	$ 50,000	$ 50,000	$ -	Engineering costs to determine Charles Street flooding mitigation
Maintenance Department Street Sweeper replaacement	3	$ 250,000	$ -	$ -	Finance Committee recommends rescheduling in FY2025
Amenities & Replacements / Park Upgrades	3	$ 40,000	$ -	$ -	Finance Committee recommends reevaluation after the Master Parks Plan is completed and approved
Master Park Planning	3	$ 75,000	$ 75,000	$ -	Development of the City's Master Parks Plan
Walking Bridges at Happy Retreat and Evitts Run Park	3	$ 25,000	$ -	$ -	Finance Committee recommends reevaluation after the Master Parks Plan is completed and approved
Skate Park	3	$ 40,000	$ -	$ -	Finance Committee recommends reevaluation after the Master Parks Plan is completed and approved
Depot Park Land Acquisition	3	$ 360,000	$ 360,000	$ -	Place holder for possible land acquisition from APUS for the Depot Park initiative
Charles Town Police Department Equipment (COPS Grant)	2	$ 108,112	$ -	$ 108,112	Funding requested: $81,600 for equipment covered under DOJ COPS EQUIP grant ($13.6K for pursuit stop stick, $34K for trauma kits, $34K for ballistic shields), $5,512 for taser not covered by DOJ grant, $21,000 in reserve funding for future FY equipment purchases
TOTALS		**$ 5,990,081**	**$ 2,400,081**	**$ -**	
BALANCE		**$ (3,367,473)**	**$ 222,527**	**$ (3,496,229)**	

the city of Charles Town, WV

Attachment (1) - Part III - Page1 of 2

Capital Fund Balances - Estimates

2-May-23

Sales Tax Fund

	FY23 Balance Thru 31 Mar 2023	Projected Thru 30 June 2023	FY24 Projected	Total
Revenues				
	$ 3,208,307	$ 600,000	$ 1,600,000	
Unencombered Balance	$ 2,688,812			$ 4,288,812
Expenditures				
CW Hall		$ 200,004	$ 200,004	
Municipal Annex		$ 124,692	$ 124,692	
		$ 324,696	$ 324,696	
Transfer to Operating Budget		$ 675,304	$ 1,275,304	
Total		$ 1,000,000	$ 1,600,000	
Estimated FY 2024 Avaliable Balance				$ 2,688,812

Street Improvement Fund

	FY23 Balance Thru 31 Mar 2023	Projected Thru 30 June 2023	FY24 Projected	Total
Revenues				
	$ 1,533,624	$ 77,564	$ 130,000	
Unencombered Balance	$ 1,281,060			$ 1,411,060
Expenditures				
Street Improvements			$ 50,000	
Paving			$ 300,000	
		$ -	$ 350,000	$ 1,061,060
Estimated FY 2024 Avaliable Balance				$ 1,061,060

the city of Charles Town, WV

Attachment (1) - Part III - Page 2 of 2

Capital Fund Balances - Estimates

2-May-23

Capital Reserve Fund

	FY23 Balance Thru 31 Mar 2023	Projected Thru 30 June 2023	FY24 Projected	Total
Revenues				
	$ 2,053,812	$ -		
Gaming & Interest			$ 592,680	$ 2,646,492
Expenditures				
Carry over, Lottery, & Interest			$ 892,608	
Developer Fees			$ 100,000	
			$ 992,608	
Estimated FY 2024 Avaliable Balance				$ 1,653,884

APRA Fund

	FY23 Balance Thru 31 Mar 2023			Total
Revenues	$ 2,342,000			
Expenditures		**Grant Match**	**$ 1,500,000**	
AA Trail	$ 490,000	Grant Match		
George Street Sidewalk	$ 127,807	Grant Match		
Liberty Street Flooding	$ 305,774	Grant Match		
Jefferson Memorial Pool	$ 250,000	Grant Match		
	$ 1,173,581			
Balance	$ 1,168,419		$ 326,419	

City of Charles Town Bank and Investment Accounts
As of March 31, 2023

Revised: May 1, 2023

Account	Fund	December 31, 2022 Account Balance	March 31, 2023 Account Balance	Near-Term Expenditures	UNRESTRICTED FUNDS Unencumbered Balance	RESTRICTED FUNDS Unencumbered Balance	Comments
Charles Town Building Commission	Bldg Commission	$ 164,134	$ 154,617	$ -	$ -	$ 154,617	Near-term expenditures (i.e. debt service) are paid from the BC fund and directly reimbursed through monthly lease payments from General Fund. Other funds restricted to BC purposes.
Residual Fund	Residual	$ 620,121	$ 625,353	$ -	$ 625,353	$ -	Savings account/emergency fund for the city. No planned expenditures.
Sales Tax	Sales Tax	$ 2,560,064	$ 2,688,812	$ -	$ 2,688,812	$ -	$1 million committed to debt service (CWH and Annex reimb) and general operating costs for fiscal year 2023
Federal Equitable Fund	Investigative	$ 93,052	$ 93,179	$ -	$ -	$ 93,179	Funds restricted for limited police activities per DOJ guidelines.
General Fund	General	$ 4,675,030	$ 5,472,671	$ 3,972,671		$ 1,500,000	General fund for operations; assumes complete draw down in near-term. $1.5 million ARPA funding held in General Fund for grant matching
Coal Severance Tax Revenue Fund	Coal Severance	$ 112,026	$ 119,327	$ -	$ -	$ 119,327	Special revenue fund used for select projects; saving for longer-term park project.
CWH Landlord, LLC	CWH Landlord	$ 630,401	$ 631,464	$ 125,000	$ 506,464	$ -	Unrestricted revenues from the sale of federal historic tax credits; near-term expenditures are to begin design of city hall renovations.
American Rescue Plan Account	ARPA Fund	$ 8,733	$ 8,883	$ -	$ 8,883	$ -	Funds from the 2021 American Rescue Plan Act; both tranches have been transferred to the General Fund as of 01/06/2023 to execute the Standard Allowance Revenue Loss Replacement election Council made in April 2022. Balance is banking interest generated since account inception.
Housing Rehab Program	CDBG	$ 63,342	$ 63,479	$ -	$ -	$ 63,479	Funds restricted to housing rehab services.
Investigation Account - CTPD	Investigative	$ 36,009	$ 43,897	$ -	$ -	$ 43,897	Funds for police use -- Federal Equitable Recorded unde separate bank account
Employees Fund CTPD	Employees Fund	$ 961	$ 962	$ -	$ -	$ 962	Funds for police use
Capital Reserve Fund	Capital Reserve	$ 2,299,201	$ 2,471,724	$ 708,585	$ 1,763,139	$ -	Near term funding for capital projects approved in FY23 CIP budget (minus capital expenses already paid, and repaving expenses paid from other account).
Summit Broker Buster - Repaving	Capital Reserve	$ 868,121	$ 909,148		$ -	$ 909,148	Savings account for future road resurfacing projects; all street improvements budgeted for FY2023 have been paid
EPA/RLF Fund	Capital Reserve	$ 53,037	$ 174,340	$ -	$ 174,340	$ -	EPA project completed but account remains open because it is a depository for federal overtime funds for drug task force (those funds later transferred to GRF) and is used to manage cash flow for reimbursable grants.
Board of Park & Recreation	Parks & Rec	$ 73,440	$ 88,640	$ 88,640	$ -	$ -	Operating account for the city's parks programs
Board of Park & Recreation - CIP	Parks & Rec	$ 2,938	$ 4,541		$ -	$ 4,541	Account dedicated to Parks & Rec Donations/Contributions for future Parks CIP (tennis courts, pool, etc.)
Debt Service Reserve (B.C.)	Bldg Commission	$ 47,718	$ 47,724	$ -	$ 47,724	$ -	Established in 2010 at the same time the Building Commission established the Sinking Fund for a 1999 bond issuance. Bond has been repaid, funds to be consolidated with Repaving fund by end of FY2023.
1999 Series Revenue Bond Interest & Sinking Fund (B.C)	Bldg Commission	$ 304,852	$ 304,890	$ -	$ 304,890	$ -	Account includes original deposit of $52k to establish fund and additional deposits from street fees and interest earnings. Now that bond is paid, funds are "unrestricted" and can be combined with the Repaving fund.
Board of Trustees Police Pension Relief Fund	Police Pension	$ 54,515	$ 47,853	$ 47,853	$ -	$ -	Funds used to support pension beneficiaries (includes regular contributions from the general fund to this account and accident report pymts).

City of Charles Town Bank and Investment Accounts
As of March 31, 2023

Revised: May 1, 2023

Account	Fund	December 31, 2022 Account Balance	March 31, 2023 Account Balance	Near-Term Expenditures	UNRESTRICTED FUNDS Unencumbered Balance	RESTRICTED FUNDS Unencumbered Balance	Comments
Bond Escrow Fund	Bond Escrow	$ 182,413	$ 182,721	$ -	$ -	$ 182,721	Account is used to deposit funds from developers and held until projects are completed. Current funds are for the Samuel Street Station and Tate Manor projects.
Total Bank Accounts		$ 12,850,108	$ 14,134,223	$ 4,942,748	$ 6,119,604	$ 3,071,871	
					$ -		
Fidelity Police Pension Fund #6846	Police Pension	$ 456,363	$ 470,735	$ -	$ -	$ 470,735	Investment fund for restricted use; future pension payments
Fidelity City Residual Fund #9959	Residual	$ 660,553	$ 667,834	$ -	$ 667,834	$ -	Investment fund for budget stabilization.
					$ -		
Total Bank Accounts plus two Investment Accounts		$ 13,967,025	$ 15,272,792	$ 4,942,748	$ 6,787,437	$ 3,542,606	

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-466 Personnel Committee Report

Personnel Committee Report - May 8, 2023

ATTACHMENTS:

- Personnel Report .pdf

City of Charles Town Personnel Committee Report

8 May 2023 Meeting
Drafted by: Micheal George – Chairman

I. Call to Order ooa 5:02PM

Persons present : Personnel Committee Members Micheal George; Elizabeth Ricketts, Julie Philabaum, and Kevin Tester; Mayor, Bob Trainor.

II. Unfinished Business__

1. 2023-430: City Manager Search

The committee entered into executive season (5:02) to discuss city manager selection process. Exited executive session at 7:19

Recommendations to the City Council: None

2. 2023-431 Student Summer Internship

The committee unanimously authorized the Community Development Divission to hire a student intern at a rate up to $15/hour and up to 20 hours a week for the summer.

Recommendations to the City Council: None

III. New_Business_

1. Information__

Next meeting will be on Monday May 15 at 5:30 pm

2. The meeting was adjourned ooa 7:22PM

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-467 Infrastructure Committee Report

Infrastructure Commitee Report - May 2023

ATTACHMENTS:

- InfrastructureCommitteeReport_05112023.pdf

City of Charles Town Infrastructure Committee Report
11 May 2023 6:00PM Meeting at City Hall

I. CALL TO ORDER ooa 6:04pm

II. PERSONS IN ATTENDANCE

Councilmembers Jim Kratovil, Elizabeth Ricketts, Julie Philabaum; CTUB General Manager Kristen Stolipher; Members of the Public Tim Cook and Nicola Bastian

III. UNFINISHED BUSINESS

2023-450 Update on Augustine Avenue Trail

Staff provided an update on the current status of this project. Councilwoman Ricketts advised that during the site visit, the topic of a mid-block crossing by Craig Hill Estates & Perry Drive was brought up and there didn't seem to be any objections at the time.

Recommendation to council: *Request ALPHA Engineers incorporate a mid-block crossing at Craig Hill Estate & Perry Drive into the plans for the Augustine Ave Trail and to upgrade the crossing in front of Charles Towers Apartments.*

2023-452 Sheetz/Augustine Ave Update

No new updates from staff.

Recommendation to council: *none at this time*

2023-456 Liberty Street Stormwater

Staff advised the city's grant writer had advised there was a quickly approaching TAP grant deadline that the city could use for this project.

Recommendation to council: *none at this time***.**

IV. NEW BUSINESS

2023-453 Lead Pipe Inventory

Nicola Bastian gave public comment on this topic about the work she has been doing with the Jefferson County NAACP and Eastern Panhandle Green Coalition and advised there is grant money still available from the EPA to put towards the completion of this survey. CTUB General Manager Kristen Stolipher gave an update on the Lead & Cooper Pipe Survey being conducted by 120Water. CTUB and 120Water have been researching the lines and dates of the homes in the service district to determine which pipes will need to be physically investigated. The survey will cover the main and service lines up to 18 inches to the home. CTUB and 120Water will be sending out a survey to homeowners of older homes to determine if the lines have been recently updated to rule them out for risk of having lead pipes. CTUB and 120Water are also working with schools and daycares to not only test the lines running up to their buildings, but inside the buildings as well, which is not currently required. The commercially available testing kits for in the home range in quality and price.

Recommendation to council: *Have city staff work with CTUB staff and community groups, such as the Jefferson County NAACP and Eastern Panhandle Green Coalition, to purchase high quality in-home testing kits to be distributed to the residents of Charles Town and for the results to be included in the survey.*

2023-457 CTUB Auxiliary Trail/Line replacement – behind Save-A-Lot

Ms. Stolipher presented a copy of the current engineering plans that are still in the early stages. No work has been started as funding sources are still being sought out. Councilwoman Philabaum advised a community group had reached out with interest in seeing this trail completed and would be interested in helping maintain the trail. Trail material will depend on scope changes during construction and total funding obtained.

Recommendation to council: *none at this time*

2023-454 Congress & Lawrence Intersection

An update from staff was provided that Kimley-Horn had given a price of $32,881.00 for engineering services for this project. The committee had a few questions: Has this situation been declared an emergency by the Mayor? Is the City able to collect an insurance claim from the accident?

Recommendation to council: *none at this time*

2023-455 HEPMPO Draft Plan

Councilwoman Ricketts advised the deadline for public comment is May 16th for the HEPMPO draft plan. She will present a letter for the council's consideration to send to HEPMPO asking for a Safe Streets for All action plan.

Recommendation to council: *Authorize the mayor to execute and submit the presented letter to HEPMPO.*

V. ADJOURNMENT ooa 7:14PM

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-468 Special Committee Report - Charles Washington Hall Lease Agreement Updates

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-461 APUS Meeting Update

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-481 Building Security Updates (Possible Executive Session)

Building Security Updates (Possible Executive Session)

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-460 ARPA II Discussions

Continuing discussion of the ARPA phase II community grant information.

To review the applications received during the second round, please refer to the City Council Workshop Agenda dated February 6, 2023 on the Charles Town website.

Staff will provide table drops of the summary sheet containing data on all applicants.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-462 But For Allocations Fiscal Year 2023

As requested at the April 3rd council meeting, staff sent out notices to the 6 "But-For" organizations requesting responses/memos on funding needs for FY2023, as well as intended uses. Attached are the responses received from the organizations. Neither fire company's responded to the City notice as of May 11.

ATTACHMENTS:

- Followup_Budget_Request_Letter_FY23_04142023.pdf
- JCCM FY23 Response - City Council Members letter.pdf
- Library & JeffCo Museum response 05-09-2023.pdf

Eastern Panhandle Transit Authority

April 14, 2023

City of Charles Town
101 E. Washington Street
Charles Town, WV 25414
Attn: Breanna Andrews, Charles Town Finance Director

Re: FY 23 Funding Request

Dear Ms. Andrews,

EPTA is requesting $25,000 annual support for funding in FY 23. The funds will be used to support routes 16 and 20 service in Charles Town. Charles Town is the transfer location for these routes that connect residents to Harpers ferry, the VA Medical Center and beyond. EPTA uses cost allocation to determine per hour costs for operational expenses, which include but not limited to salaries, fuel, preventative maintenance of vehicles and insurance. The cost to operate public transit route services in Jefferson County is approximately $651,656 for FY 23 and the cost breakdown for Charles Town is approximately 25% of the costs of operations. EPTA expects to see increases for replacement parts and maintenance for capital equipment carry-over into the next fiscal year.

Thank you to the City of Charles Town for the support of EPTA and our mission shown over the years. EPTA's mission involves, in part, operation of Routes 16 and 20 in Jefferson County Monday thru Friday 5:00 am to 8:40 pm. EPTA has seen increased federal allocations for funding over the last few fiscal years, the transit system needs the funding support of local municipalities to access those federal funds and to maintain the current level of operations. EPTA is a direct recipient of federal funds from the Federal Transit Administration in support of transit operations as well as capital improvements. The federal funds allocated to EPTA cannot be accessed without matching funds, notably funds from local governments and municipalities. Charles Town has historically provided such matching funds. All local funding will be employed as matching funds to access those federal funds and then, in company with the federal funding, applied to the route operations that provide services to the elderly, the disabled, veterans, and all other riders as they travel for work, shopping, and/or enjoying our local attractions. In this manner, EPTA is an important part of the fabric of your community; contributing to the economic growth and enhancing the quality of life for residents of Jefferson County.

In addition, EPTA has increased non-emergency medical transportation services and demand response ridership by acquiring 2 expansion vehicles in 2020 and adding one in 2022 mini-van. Using scheduling software provided by a grant, EPTA has been able to optimize these services

seeing a 51.5% increase in FY 22 and EPTA is on track to maintain that growth and see an increase over last fiscal year.

EPTA is committed to provide Charles Town residents with safe, accessible, reliable, and affordable transit options. I appreciate the consideration of our funding request. Please let me know if you have any additional questions or need.

Respectfully,



Elaine Bartoldson, CCTM
Executive Director
Cc:
Budget File
Nicolas Diehl - EPTA BOD President

Jefferson County Community Ministries

April 14, 2023

City of Charles Town City Council
C/O Breanna Andrews, Charles Town Finance Director
101 East Washington Street
Charles Town, WV 25414

Dear City Council Members,

The City of Charles Town has long provided substantial support to Jefferson County Community Ministries (JCCM). Your past support includes publishing the Mayor's Select Committee on Homeless Report, providing JCCM with assistance in replacing our aging roof at our current facility (ARPA funds of $65,000), and a continued support of our ongoing operations (Last year's contribution of $20,000.), and other financial support in past years. For all this we express our heartfelt thank you!

Over the past year, JCCM has had an increase of well over 200% in support requests and assistance provided. Previously, JCCM served over 1,500 individuals and 500 families. Looking at this past year, we have provided services to over 4,000 individuals and over 2,000 families. Your contribution from last year allowed us to increase the number of case managers to help us with the increase in workload and improve our day programs among other activities.

JCCM is requesting $30,000 this year from the City to further assist us in maintaining our case management load (We have increased to over 400 clients in case management over last year), and continued support of all other actions taken on behalf of clients. This past year our 14 employees and over 150 volunteers provided well over 17,000 counted services.

As always, JCCM thanks the Mayor, members of the City Council, and the staff members for making this possible. Your generous donations create opportunities to help us help our neighbors.

Regards,

Keith A. Lowry
Executive Director, JCCM

Cc:, Mayor Trainor, Charles Town Mayor
Allisa Meeks, Charles Town City Clerk

The Charles Town Library

Old Charles Town Library, Inc.
200 E. Washington St.
Charles Town, WV 25414

The Jefferson County Museum

9 May 2023

Ms. Breanna Andrews
Charles Town Finance Director
101 East Washington Street
P.O. Box 14
Charles Town, WV 25414

Dear Ms. Andrews:

As the executive director of the Old Charles Town Library, Inc., I am replying to the letters you sent to the Charles Town Library and the Jefferson County Museum, both of which are part of one organization.

The Charles Town Library and the Jefferson County Museum have provided services to the City of Charles Town for almost 100 years. We offer free library and museum services to anyone who lives or works in Jefferson County. The library does not charge fines. We are a community space, a place to interact with neighbors and friends, to attend programs, or enjoy a quiet afternoon researching local history. The library and museum promote literacy, education, and preservation of the county's history and culture. In essence, the library and museum belong to the community.

The Old Charles Town Library, including both the library and museum, was founded in its current location in 1927 by a group of civic-minded women. Following a model much used in New England, the library started as a subscription library where members paid a nominal fee to join. By pooling resources, readers would have access to a variety of resources, far more than could be purchased individually. The library followed this model throughout the 20th century. Also fitting the New England model, a museum was added to the library in 1965 with the building of the current structure and in 1983, a larger museum space, as well as a special collections room, focusing on the history of Jefferson County, were added. The library holds well over 70,000 volumes and provides access to over one million digital items.

The Jefferson County Museum serves Jefferson County residents and draws tourists and visitors to Charles Town as well. Its diverse collection contains items of national significance which draws the public to the museum. Visitors and residents alike frequently come to the museum with research requests, often about homes, properties, and people in Charles Town and the County. These questions are answered through archival collections, photographs, and genealogical files. Tourists rely on the museum to provide information about things to see and do in Charles Town and the surrounding area.

The library and museum contribute more than $700,000 worth of services to the community each year (down somewhat since the Pandemic); these services attract both tourists and residents into downtown Charles Town. The City of Charles Town has, since 2005 (earliest year data is available) supported the library and museum with a yearly average contribution of $10,779 for a total of $183,250.00. In 2022, the City of Charles Town provided approximately 3.5% of the library and museum's budget.

Let me put that dollar figure into perspective.

As the largest library and museum in the county and the one most centrally located, our service area encompasses more than half the county, or approximately 29,400 people

LOCAL FUNDING
The Old Charles Town Library, Inc

FY2022	
Jefferson County Commission	$82,500
Ranson	$5,000
Total	$87,500
Per person (22,866 service area)	$3.82
OCTL	$351,500
Per person (29,400 service area)	$12.00
Charles Town	$16,000
Charles Town (pop. 6,534)	$2.45
Charles Town ($16,000 & OCTL ($78,408): total per person spending for Charles Town residents	$14.45

In 2022, local government funding covered not quite 23% of the library and museum expenditures. The population of Charles Town comprises 22% of the library's service area and funds the library at $2.45 per person. The remainder of our service area funds the library at $3.82 per person

Three Public + One Community Libraries in Jefferson County

FY 2022	Funding
County Commission	$247,500
Municipalities	$15,900
Board of Education	90,000
State	$272,535
Total	$625,935
OCTL's Local Funding	$103,500
Total Government Funding	$729,435
Jefferson County pop. 58,370 (2021)	
Per person	$12.50
+ OCTL	$351,500
Total ($729,435 + $351,500)	$1,080,935
Per person (County-wide)	$18.52

In 2022, The Old Charles Town Library Inc. provided 32.5% of library and museum funding in the county

National Funding Perspective

FY2020		**Actual (2022)**
National Average Funding	$45.00 per person	
To match national average		
Jefferson County	$2,626,650	$729,435
Charles Town	$294,030	$16,000
Average per capita household income (U.S.)	$69,021	
Average per capita household income (**Charles Town**)	$79,158	

Looking at library funding from a national average perspective, all the libraries in Jefferson County are underfunded—with just $12.50 per capita spent on libraries from government monies. The City of Charles Town spends only $2.45 per person on library funding. The Old Charles Town library spends $12.00 per Charles Town resident, for a total of $14.45 per person. Together, this is less than a third of national average funding. What does this level of spending mean for a library & museum? It means that we do not have staffing for extended hours; it means that we are highly limited in the materials we can purchase for the community or to provide access to. E-books and e-audiobooks are very popular. For example, the average cost to purchase either format is about $60.00. $15,000 buys about 250 e-books/e-audiobooks. And it means that we cannot provide the robust programs that a library & museum should. It has been demonstrated that the better a library & museum is funded, the more it is used, and the more it contributes to the community.

The following information was requested:

The contribution amount needed by your organization in 2023 and
The anticipated use of the 2023 contribution funds, should they be awarded to your organization

Does the city council have a preference for the use of the funding provided to the library? The $15,000 funding directed to the library in prior years is about 3.5% of our annual budget which covers materials, programming, utilities, building upkeep, free public access to a variety of services, including internet and wi-fi, local history and genealogy, research services, meeting rooms, and many other services that have been offered at this address for nearly 100 years and are still offered today.

We can designate the money for a specific use or have it go towards funding the library as a whole. Keep in mind, a well-supported library is an attractive feature for prospective newcomers to the area. It raises property values and is vital to the well-being of a community.

The $1,000 funding directed to the museum in prior years, if renewed, will go towards producing new advertising and promotional materials. Stocking rack cards at the county and local visitors centers, Harpers Ferry National Historical Park, and other historic, tourism, and commercial sites is crucial to generate awareness of the museum and draw new visitors. This is more necessary than ever as the museum has recently expanded its hours and opened a new exhibit. With funds from the City of Charles Town, the museum can produce double-sided rack cards and enhance signage advertising when the museum is open to the public.

The Charles Town Library and Jefferson County Museum have been and will continue to be a necessary and positive part of this community. We see our role as a partner in the community. Because you've asked how much we need, I would like to suggest that the City of Charles Town match the amount OCTL provides for library and museum services. For 2023, it is more than $80,000. Remember, our funding determines the level of services we can provide. Charles Town is a vibrant town that needs and deserves the materials and services we provide—the more robust the better.

Yours sincerely,

Marcella Genz, MLIS, Phd
Executive Director

c: Mayor Trainor
✓ c: Alissa Meeks

Attachment: Infographic

The Charles Town Library

The value and cost of providing quality library and museum services to Charles Town.

The Jefferson County Museum

The City of Charles Town provided $15,000 & $1,000 in 2022 for the library and museum.

In the past year, we have provided more than $700,000 in services.

Adult books - $273,700
Children's books - $275,978
Magazines/Newspapers - $15,500
Computer use - $15,180
E-books - $28,905
Audiobooks - $34,760
Videos - $6,584
Adult programs - $6,000
Youth programs - $8,911
Museum visits - $10,000
Center for Book Arts - Priceless

Old Charles Town Library Budget (Library & Museum) 2023

Personnel: $310,000
Library: $60,000 ($40,000 materials)
Utilities: $40,000
Maintenance & Repairs: $28,000
Museum: $20,000
TOTAL: $458,000

$16,000 equals 3.6% of our budget.

Library funding : U.S. vs. Charles Town

Average funding in the U.S.
$45 per person
Charles Town pop. (2020): 6,534
Average U.S. funding: **$294,030**

Funding in Charles Town
$2.45 per person
Median household income (2020)
U.S.: $69,021
Charles Town: $79,158

We partner with

WVU Medicine, Charles Town Now, the Charles Town Farmers Market, the Ranson Community Gardens, Jefferson County Parks & Recreation, the Potomac Valley Audubon Society, local artists, homeschooling groups and local businesses that support our educational programs.

Charles Town Library card holders: 7,306

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Category: Permit
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-441 Sheetz Signal Agreement

ATTACHMENTS:

- Cover letter Traffic Signal Agreement.pdf
- Resolution_for_DOT_DOH_Traffic_Signal.pdf

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways
1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Gregory L. Bailey, P.E.
Interim
State Highway Engineer

Jimmy Wriston, P. E.
Secretary of Transportation
Commissioner of Highways

February 9, 2023

Mr. Robert Franks
Sheetz, Inc.
5700 6th Avenue
Altoona, Pennsylvania 16602

Dear Mr. Franks:

Enclosed is a proposed three-party agreement between the West Virginia Division of Highways (DOH), the City of Charles Town, and Sheetz, Inc. for the installation of a new traffic signal at the intersection of CR 340/18 (Augustine Avenue) with Washington Patriots Drive and the proposed Sheetz development approach and the modification of an existing traffic signal at the intersection of US 340 (Berryville Pike) with CR 340/18 (Augustine Avenue) in Charles Town, Jefferson County.

The agreement sets forth the joint responsibilities of Sheetz, Inc., the City of Charles Town, and the Division of Highways regarding traffic signals. All four copies of the agreement should be executed, forwarded to the City for their execution, and returned to this office for final execution by the Division of Highways. The date of the agreement will be the date the Division executes it; therefore, *the date space at the top of the agreement's first page is to be left blank.* After the appropriate officials of the Division have affixed the necessary signatures, we will return one fully executed agreement for your files.

If you have any questions, please contact me at (304) 558-3063.

Sincerely,

Ted J. Whitmore, P.E.
Director-
Traffic Engineering Division

TJW:DMp

Enclosures

2302034

RESOLUTION OF THE COUNCIL OF THE CITY OF CHARLES TOWN, WEST VIRGINIA, AUTHORIZING EXECUTION OF AN AGREEMENT WITH THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, WITH REGARD TO ESTABLISHMENT AND MAINTENANCE OF A TRAFFIC SIGNAL SYSTEM WITHIN THE MUNICIPAL LIMITS OF THE CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA.

BE IT RESOLVED BY THE CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA, AS FOLLOWS:

1. That the Mayor of the City of Charles Town, West Virginia, a Municipal Corporation, be and is hereby authorized to execute, to have acknowledged, and to have delivered on behalf of said City, an agreement, a copy of which is attached hereto and made a part hereof, with the West Virginia Department of Transportation, Division of Highways, with regard to the establishment and maintenance of a traffic signal system within the Corporate Limits of said City; and
2. That the City Clerk and Recorder do properly attest the signature of said officials and affix the seal of the City to said agreement.

On motion made by _____ and seconded by _____, the City Council of Charles Town, West Virginia, does hereby approve and authorize the adoption of said Resolution.

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON
CITY OF CHARLES TOWN

I, _____, City Clerk and Recording Officer of said Municipality, do hereby certify that the foregoing are true copies from the records of order made and entered into by the Council of said Municipality on the _____ day of _____, 20____.

_____
City Clerk and Recording Officer

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 20___, by and between the **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS**, a State Agency, hereinafter referred to as "Division;" **SHEETZ, INC.**, hereinafter referred to as "Developer;" and the **CITY OF CHARLES TOWN**, a Municipal Corporation, hereinafter referred to as "City."

WITNESSETH

THAT WHEREAS, Developer is constructing a new access to serve the Sheetz development at the intersection of CR 340/18 (Augustine Avenue) with Washington Patriots Drive and proposed Sheetz access in Charles Town, Jefferson County, West Virginia; and,

WHEREAS, Division, Developer, and City are mutually agreed with respect to the installation of a new traffic signal at the intersection of CR 340/18 (Augustine Avenue) with Washington Patriots Drive and proposed Sheetz access and the modification of an existing traffic signal at the intersection of US 340 (Berryville Pike) with CR 340/18 (Augustine Avenue) in Charles Town, Jefferson County, West Virginia; and

WHEREAS, due to the fact that the necessity for installing the new traffic signal and modifying the existing traffic signal at the above described locations arises from traffic flowing into and out of the Developer development and regulation of said traffic will benefit the patrons of said facilities, the Developer has indicated a desire to pay for the construction costs of installing and modifying such traffic signals, said contribution to be in the form of a donation to the State Road Fund to be conditioned upon use of the entire amount thus donated for purposes hereinafter set forth

WHEREAS, by Resolution bearing date of ___ day of _____, 20__, the Council of the City of Charles Town has authorized and directed proper authorities to execute, acknowledge, and deliver an agreement on behalf of said City, setting out terms and conditions thereof, a copy of which Resolution is affixed to this agreement and made part hereof, and

WHEREAS, Division, Developer, and City are desirous of cooperating in adoption of said rules, regulations, stipulations, and conditions in order to establish their mutual responsibilities and obligations with regard to the future maintenance and operation of said traffic signals.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH, that for and in consideration of the mutual covenants herein entered into and mutual benefits to be derived by parties hereto, said Division, Developer, and City do hereby agree that the following will be the duties and responsibilities of each party, respectively.

DUTIES AND RESPONSIBILITIES OF THE DIVISION

The Division agrees:

1. To prepare plans and specifications necessary for a project for the construction of the installation of a new traffic signal at the intersection of CR 340/18 (Augustine Avenue) with Washington Patriots Drive and proposed Sheetz access and modification of an existing traffic signal at the intersection of US 340 (Berryville Pike) with CR 340/18 (Augustine Avenue), and to let a contract for the erection thereof, and to supervise the installation of the same.
2. To pay for the installation of a communications connection and pay the continuing service cost.
3. To program all intersection controllers.
4. To perform all major maintenance of the traffic signal system and communications system, excluding cleaning and/or replacement of LED signal indications at Division's sole expense and without cost or expense of any nature whatsoever to Developer or City.

DUTIES AND RESPONSIBILITIES OF DEVELOPER

Developer agrees:

1. To contribute upon being advised by the Division of the actual cost, a donation to the State Road Fund a sum of money equal to one hundred percent (100%) of the construction costs of installing the new traffic signal at the intersection of CR 340/18 (Augustine Avenue) with Washington Patriots Drive and proposed Sheetz access and modification of the existing traffic signal at the intersection of US 340 (Berryville Pike) with CR 340/18 (Augustine

Avenue), currently estimated to be three hundred twenty-five thousand dollars ($325,000).

2. That the terms of this agreement shall be binding upon successors and assigns.

DUTIES AND RESPONSIBILITIES OF THE CITY

The City agrees:

1. To perform properly all minor maintenance of the traffic signal, including cleaning and/or replacement of LED signal indications at the City's sole cost and without cost or expense of any nature to Developer or Division.
2. To pay for the continuing power costs of the traffic signals.
3. Not to alter in any way and not to remove any part of the traffic signal without prior approval by the Division.
4. To permit construction and maintenance on City property of any pole, foundation, signal and support or any other appurtenance necessary for completion of the project.
5. To enact any appropriate ordinances, resolutions, or regulations necessary to accomplish the purposes of this agreement and to enforce such ordinances, resolutions, and/or regulations.

IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN DIVISION AND DEVELOPER:

1. That the work agreed to be done by the Division in connection with the overall installation and modification of the aforesaid traffic signals shall be done in three phases, to wit:
   a. The preparation of plans and specifications for a contract letting;
   b. The advertising and acceptance of competitive bids on the contract;
   c. The awarding of a contract for said traffic signals and the supervision of the construction thereof.
2. That the construction cost shall include contract bid amount, estimated contract administration and inspection cost of Division personnel assigned to the project, and the cost of materials supplied from the Division's inventory to expedite the completion of the contract. Division shall provide Developer with appropriate detail and/or back up information related to construction costs for which Developer is

responsible under this Agreement.

3. That upon completion of the installation and modification of the traffic signals, all equipment, poles, and all other appurtenances, are and shall remain the property of Division.

4. That Developer has not had, does not have now, and shall not have in the future, any responsibility in respect to the planning, design, construction or maintenance of the installation and modification of said traffic signals.

5. That the Developer grants the Division or City the right and privilege to enter upon such portions of the Developer's property located near the intersections for the purpose of constructing and maintaining the traffic signals and their appurtenances.

6. This agreement shall be governed by and interpreted in accordance with the substantive laws of the State of West Virginia. Any civil action pursuant to this contract must be commenced and head in the State of West Virginia.

IN WITNESS WHEREOF the parties, hereto have caused their respective names to be signed by their duly authorized officers:

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

By: _____
Jimmy Wriston, P.E.
Its: Secretary of Transportation / Commissioner of Highways

SHEETZ, INC.

By: _____
Steven P. Augustine

Its: _____

APPROVED AS TO FORM THIS
9TH DAY FEB. 2023
ATTORNEY LEGAL DIVISION
WEST VIRGINIA DEPARTMENT
OF TRANSPORTATION.
DIVISION OF HIGHWAYS
2302034

CITY OF CHARLES TOWN
A Municipal Corporation

By: _____
Its: Mayor

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-459 A Resolution Creating a Mobile Food Vending Truck Pilot Program

A Resolution Creating a Mobile Food Vending Pilot Program.

ATTACHMENTS:

- FoodTruckFridayFest_Draft1.pdf
- FoodTruckResolution_Draft5.pdf

Resolution 2023-____

A Resolution Celebrating the Creation of the Mobile Food Vending Pilot Program

WHEREAS, the City has launched the Mobile Food Vending Pilot Program based on feedback from the public; and,

WHEREAS, the City is excited to provide a variety of dining options for visitors and residents by allowing mobile food vending in downtown and at two of our city parks; and,

WHEREAS, mobile food vendors being present in downtown is believed to increase visitor and resident presence in downtown to create more sales opportunities for our businesses; and,

WHEREAS, the Mobile Food Vending Pilot Program will begin allowing mobile food vendors within the city limits without a Special Activities Permit beginning in June 2023; and,

WHEREAS, mobile food vendors are more commonly referred to as food trucks; and,

NOW, THEREFORE, LET IT BE RESOLVED the City of Charles Town will host the Food Truck Friday Fest on Friday, June 2, 2023 from 4:30pm-8:00pm on the 100 block of North Charles Street, inviting all mobile food vendors who have received their Temporary Mobile Food Vending Pilot Program License from the City of Charles Town to participate on a first come, first served basis beginning at 4:00pm.

Signed this day, the 15th of May, 2023.

_____ _____

Robert M. Trainor, Mayor Alissa Meeks, Clerk

Resolution 2023-___

A Resolution creating a Mobile Food Vending Pilot Program within the City of Charles Town

WHEREAS, the City received public input regarding mobile food vendors including holding an open workshop on March 23, 2023; and

WHEREAS, a well-regulated mobile food vending program may activate the streetscape and increase vibrancy; and,

WHEREAS, mobile food vending has a relatively low barrier to entry and encourages entrepreneurship; and,

WHEREAS, increasing economic opportunities for people to support themselves and their families is a priority for the City; and,

WHEREAS, regulating the sale of food and non-alcoholic beverages in the public right of way and in city parks is needed to protect public health, safety, and welfare,

WHEREAS, a Mobile Food Vending Pilot Program will allow the City to assess feasibility over five months to ascertain value and reveal any potential deficiencies of allowing mobile food vendors via City Ordinance.

NOW, THEREFORE, the City of Charles Town resolves to create the Mobile Food Vending Pilot Program as follows:

1. General Guidelines

a. Mobile food vendors shall only operate during specified hours of 7am to 8pm, and only on the following specified days:

Tuesday, June 6, 2023

Wednesday, June 7, 2023

Monday, July 3, 2023

Wednesday, July 5, 2023

Thursday, August 3, 2023

Friday, August 4, 2023

Friday, September 15, 2023

Saturday, September 16, 2023*

Sunday, October 1, 2023

Monday, October 2, 2023

Mobile Food Vendors are permitted to operate at different hours and days, subject to approval of a Special Activity Permit. *No Mobile Food Vendors will be allowed on the 100 Block of S.

Samuel St from 7:00am-12:00pm on Saturday, September 16, 2023, due to the regularly scheduled Charles Town Farmers Market.

b. Only food and non-alcoholic drinks may be sold by the Mobile Food Vendor.

c. In order to operate in the City of Charles Town, Mobile Food Vendors:

(1) Shall obtain all applicable health department and State Fire Marshal permit(s) before applying for a City Business License and a Temporary Mobile Food Vendor Pilot Program License.

(2) May not operate until all approvals are obtained through the City of Charles Town.

(3) Shall keep their Health Permit and Business License in plain sight.

d. Mobile Food Vendors are not permitted to set up seating, tents, or other items in such a manner as to negatively impact public safety. Sidewalks, handicap parking spaces, access ramps and stairs, and building entrances and exits, may not be blocked or have access impaired by a mobile food vendor.

e. Any electricity generators required for mobile food vendors located in the public right-of-way or in a parking lot of the city's parks shall be self-contained and self-provided. Vendors shall not draw on public utilities from a public source. No utility cable shall be extended on or across any City street or sidewalk.

2. Location

a. Parking spaces within the public right-of-way and in the parking lots of the City's parks shall not be reserved for specific vendors. Placement is first come, first served.

b. Within the public right-of-way, mobile food vendors may only locate in metered parking spaces along the 100 block of N. Charles Street (2 hour meters), the 100 block of N. Lawrence Street (8 hour meters), the 100 block of S. Samuel Street (8 hour meters) and 200 block W. Congress Street (2 hour and 8 hour meters). Mobile food vendors may also locate in the parking lot at the Jefferson Memorial Park Pool (unmetered) and the parking lot at Evitts Run Park (unmetered). However, no more than 1 mobile food vendor may set up at a time at any of these separate locations listed above.

c. Parking a mobile food vending unit on private commercially zoned property is permitted if notarized written permission is given from the property owner, and such authorization is included with the Mobile Food Vending Pilot Program application. Mobile food vendors on private commercially zoned property are subject to the specified times and days listed in section 1(a) above, and only one food truck is permitted at any private commercially zoned property at a time unless a Special Activity Permit has been obtained.

d. Mobile food vendors are permitted to operate at other locations beyond those specified in subsections b and c above, subject to approval of a Special Activity Permit.

e. A mobile food vending unit is not permitted to park:

(1) Within 50 feet of the entrance of any restaurant,

(2) Within 15 feet of any bus stop zone,

(3) Within 15 feet of a pedestrian crosswalk or intersection,

(4) Within 15 feet of a handicapped parking space,

(5) Within any loading zone or other area where vehicles are prohibited to park.

(6) Within the public right-of-way in any residential zoning district in the City of Charles Town when not in use.

(7) In a manner that would force customers to stand in a city street or an additional parking spot to conduct business with the mobile food vendor.

(8) Additionally, it is not permitted to be parked on any street of Charles Town when not in use in accordance with these regulations.

f. Mobile food vending units shall be subject to Ordinance 361 Parking Generally and Ordinance 365 Charles Town Parking District.

3. Advertisement and Signage

a. Signage may be imprinted on the exterior body of a licensed mobile food vending unit and include the use of an attached or detached menu board. This is the only signage permitted.

b. No banners or balloons may be attached to a mobile food vending unit or otherwise located on the mobile food site. No flashing or blinking or strobe lights are allowed.

4. Noise

a. Mobile food vendors shall be subject to Ordinance 527 Noise Control.

5. Waste Material Disposal

a. All waste shall be removed and disposed of daily by the mobile food vendor.

b. No liquid or solid waste may be discharged from the mobile food vending unit.

c. Public trash receptacles shall not be used for disposal of waste that is directly generated by the mobile food vending unit, such as grease, food scraps, food packaging material, and other waste products.

d. Receptacles for the disposal of waste materials or other litter must be provided for customers.

6. Approval Process:

a. The Zoning Administrator shall approve the issuance of a Temporary Mobile Food Vending Pilot Program License only if the application is complete, complies with the requirements of this Resolution, including applicable Health Department approvals, City Business License and provided the application is accompanied by the required fee.

b. The Zoning Administrator shall have the authority to revoke any Temporary Mobile Food Vending Pilot Program License at any time.

c. All Temporary Mobile Food Vending Pilot Program Licenses shall expire on October 3, 2023.

7. Fees:

a. A fee of $50 shall accompany each Temporary Mobile Food Vending Pilot Program License application.

b. Application fees shall not be refunded in part or in full if the application is denied or a Temporary Mobile Food Vending Pilot Program License is revoked.

Signed this day, the 15th of May, 2023.

_____ _____

Robert M. Trainor, Mayor Alissa Meeks, Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Category: Contract
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-458: Charles Washington Hall - Lease Agreements 2023

Charles Washington Hall - G.A.P. Coalition, Inc Lease Agreement 2023
Charles Washington Hall - OTS, LLC Lease Agreement 2023

Charles Washington Hall - G.A.P. Coalition, Inc. Lease Agreement 2023

ATTACHMENTS:
- CWHallLeaseGAP Bushel and Peck.pdf
- CWHall_OTSLease2023.pdf

Charles Washington Hall – G.A.P. Coalition, Inc.
Lease Agreement - 2023

This Lease Agreement is made between CW Hall Manager, LLC, a West Virginia Limited Liability Company (hereinafter referred to as "Lessor''), that is managed by the City of Charles Town, a Municipal Corporation, whose mailing address is PO Box 14, Charles Town, WV 25414; and Jefferson G.A.P. Coalition, Inc. (hereinafter referred to as "Lessee"), a West Virginia non-profit Corporation whose mailing address is 100 W. Washington St. Suite 101 Charles Town WV 25414

Lessee offers to lease the following commercial space, known as the center/east bay, from Lessor:

1) The first-floor retail space, located in the center/east bay of the building known as Charles Washington Hall, 100 W. Washington Street, Charles Town, WV 25414.

2) The basement of the building known as Charles Washington Hall, 100 W. Washington Street, Charles Town, WV 25414. The basement will be shared between center/east bay tenant and west bay tenant, provided, however, that no operations of the Lessee, nor any items that the Lessee, may store therein, shall interfere with the fixtures and systems contained therein.

3) All that/those certain trade equipment, systems, fixtures, furniture, and miscellaneous items, which are a part of, or contained in, the area to be leased by the Lessee, at the time of the execution of this Lease Agreement. See Appendix A for a list of trade equipment so leased as part of this agreement.

Term and Rent. Lessor leases to Lessee the premises identified above for an initial term of twenty-five (25) months commencing June 1, 2023, and terminating June 30, 2025. For year one, the rent shall be Five Hundred Dollars ($500) per month, and one percent (1%) of sales originating in the center/east bay per month. After twelve months, the rent shall be five hundred dollars plus one point five (1.5%) percent of sales originating in the center/east bay per month.

Security Deposit. Security Deposit will be equal to one month's rent, due on the signing of the renewal option of this lease in year 2025.

Renewal Option. Provided the Lessee is not in default under the terms and conditions of this lease, Lessee shall have the right to renew this lease for an additional period of twelve (12) months under the same terms and conditions as stated herein, except that the rent shall increase to six hundred dollars ($600) per month, plus two percent (2%) of sales originating in the center/east bay per month. Lessee shall give Lessor notice in writing of Lessee's intention to exercise this option at least One Hundred and Eighty (180) calendar days prior to the expiration of this lease.

Rent Due. Rent is due and payable in advance on the first day of each month. A late fee of Fifty Dollars ($50) shall be assessed after the tenth (10) day of the month. Failure to pay rent on time may be cause for termination of this Lease Agreement.

Use. Lessee shall use and occupy the premises identified above for the operation and management of a retail store with a local-foods focus. The premises shall be used by Lessee for no other purpose without the prior, written consent of the Lessor.

Assignment, Subletting. Lessee shall not further assign this lease or sublet any portion of the premises without prior, written consent of Lessor. Any such assignment or subletting without consent shall be void and, at the option of Lessor, may terminate this lease.

Second Floor Access. Lessee agrees to allow access to the second floor of the building to Lessor and/or any of its agents, assignees, designees or sub-lessors via the first-floor entrance on N. George Street. Lessor, its agents, assignees, designees or sub- lessors shall have the right to use the entrance on N. George Street, the alcove immediately inside the entrance and the staircase and *elevator* inside said *alcove,* for access to the second floor.

Care and Maintenance of Premises. Lessee acknowledges that the premises are in good order and repair to the extent reasonably known by a visual inspection of the premises. Lessee shall maintain the premises in good and safe condition and at the conclusion of this lease return premises in the same condition, ordinary wear and tear excepted.

The Lessor shall remain responsible for all major repairs to the premises and appurtenances and shall perform said repairs in a reasonable time after being given notice by the Lessee of the need for repair. The Lessee shall be responsible for all minor repairs to the premises and shall, during the term of this lease, use all reasonable precautions to prevent waste, damage, or injury to the premises. A major repair is defined as any repair, which, including parts and labor at the prevailing rates, exceeds the sum of five hundred dollars ($500) Lessee shall immediately notify Lessor of damage or concerns of damage, needed repairs, or the potential need for repair.

The Lessor shall be responsible for shoveling the sidewalks and leaving the same free and clear of ice and snow.

Lessee shall be responsible for the cost of leasing a dumpster and/or providing a system for the regular removal of all trash and debris originating in or on the premises leased by the Lessee herein. Lessee shall regularly clean interior and exterior spaces, including interior and exterior windows on that portion of the premises leased to the Lessee herein. The fenced area in rear will be shared with west bay tenant.

Alterations. Lessee shall not make any material alterations, additions, or improvements, in, to or about the premises without first obtaining the prior, written consent of the Lessor.

Ordinances and Statutes. Lessee shall comply with all statutes, ordinances and requirements of all Jefferson County, West Virginia and Charles Town, West Virginia municipal, West Virginia state, and federal authorities now in force, or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use thereof by the Lessee. Provided, however, that if compliance requires any structural alteration to the premises, Lessee shall have the right to terminate this lease.

Utilities: All applications and connections for necessary utility services that support the operations of the first floor of the building shall be made in the name of Lessee only, and Lessee shall be solely liable for utility charges as they become due, including those for water and sewer, electricity, trash removal, telephone, internet, and pest control. The meters associated with the first floor are numbered S310324315 and S310326458. The center/east bay tenant will be responsible for S310324315.

Lessor represents that connections for electricity for the second floor of said premises are separate and shall be made in the name of Lessor and/or its agents, assignees or designees and the same shall be solely liable as they come due. These meters are numbered S18826689 and S310324474.

**This will remain in effect until such time that the electricity is evaluated and separated by Lessor.

Water will be in the name of the center/east bay tenant, with the agreement that the center/east bay tenant will be responsible for seventy dollars ($70) of the charges, and west bay tenant will be responsible for the remainder of the charges less the seventy dollars.

The Lessor shall be responsible for maintaining an active fire alarm for the premises.

Entry and Inspection. Lessee shall permit Lessor and/or its agents or assignees to enter upon the premises at reasonable times and upon reasonable notice, for the purpose of inspecting the same.

Indemnification. Lessor shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the premises or any part thereof, leased herein by the Lessee, and Lessee agrees to hold Lessor harmless from any claims for such damages to the extent occurring on the

premises leased by the Lessee herein. The Lessor shall not be held liable for any loss of income by Lessee, unless caused by willful or malicious conduct of the Lessor.

Notices. All notices from Lessor to Lessee under this Lease and applicable law shall be delivers to the following address: 100 W. Washington St. Charles Town WV 25414.

Insurance. Lessee, at its expense and at all times, shall maintain plate glass and public liability insurance including bodily injury and property damage insuring Lessee and Lessor with a minimum of one million dollars ($1,000,000.00) in coverage. Lessee shall provide Lessor with a Certificate of Insurance showing Lessor as additional insured. The Certificate shall provide for a thirty (30) day written notice to Lessor in the event of cancellation or material change of coverage. Lessee shall provide said documentation to Lessor within ten (10) calendar days of the commencement of this lease. To the maximum extent permitted by insurance policies, which may be owned by Lessor or Lessee, Lessee and Lessor, for the benefit of each other, waive any and all rights of subrogation, which might otherwise exist. Failure of Lessee to provide said documentation within the time frame stated above, or failure of Lessees to maintain public liability insurance during the term of this lease as described above may result in immediate termination of this lease at the sole discretion of the Lessor. If this lease shall have been so terminated by Lessor, Lessor may at any time thereafter resume possession of the premises by any lawful means and remove Lessees or other occupants and their effects in accordance with applicable law.

Destruction of Premises. In the event of a partial destruction of the premises during the term hereof, from any cause, Lessor shall forthwith repair the same, provided that such repairs can be made within sixty (60) days under existing governmental laws and regulations, but such partial destruction shall not terminate this lease. If such repairs cannot be made within said sixty (60) days, this lease may be terminated at the option of either party. In the event that the building in which the demised premises may be situated to an extent of not less than one-third of the replacement costs thereof, Lessor may elect to terminate this lease whether the demised premises be insured or not. A total destruction of the building in which the premises may be situated shall terminate this lease.

Lessor's Remedies on Default of Covenants and Conditions. If Lessee defaults in the performance of any of the covenants or conditions hereof, Lessor may give Lessee notice of such default and if Lessee does not cure any such default within ten (10) calendar days after the giving of such notice (or if such other default is of such a nature that it cannot be completely cured within such period, if Lessee does not commence such curing within ten (10) calendar days and thereafter proceed with reasonable diligence and in good faith to cure such default), then Lessor may terminate this lease on not less than five (5) calendar days' notice to Lessee. On the date specified in such notice the term of this lease shall terminate, and Lessee shall then quit and surrender the premises to Lessor, without extinguishing Lessee's liability. If this lease shall have been so terminated by Lessor, Lessor may at any time thereafter resume possession of the premises by any lawful means and remove Lessee or other occupants and their effects in accordance with applicable law.

Waiver. No failure of Lessor to enforce any term hereof shall be deemed to be a waiver.

Heirs, Assigns, Successors. This lease is binding upon and inures to the benefit of the heirs, assigns and successors in interest to the parties hereto.

Subordination. This lease is and shall be subordinated to all existing liens and encumbrances against the property.

Signs. Lessee is entitled to erect no more than two (2) signs outside the front street-level entrance to the premises, upon approval of the City of Charles Town Historic Landmarks Commission. It is anticipated in this Lease Agreement that no more than two (2) signs shall front on Washington Street. Prior, written

consent of the Lessor shall be required before any additional signs beyond the number anticipated herein shall be permitted.

Title. Lessor represents and warrants to Lessee that it has good and marketable fee simple title to the leased premises.

Lessee's Right to Terminate. Lessee shall have the right to terminate this lease with ninety (90) calendar days' notice to the Lessor. Provided, however, that the Lessee's termination of this Lease Agreement shall not otherwise extinguish the Lessee's liability for any of its obligations becoming due prior to the termination of this Lease Agreement.

Entire Agreement. The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by both parties.

Lessor Owned and Provided Equipment: Lessee shall be responsible for proper use and maintenance of equipment.

Open Produce Display Case (2) – SC-0P35E-6S-B-LED – 1742294-05 Used/2018

Produce Misting System – Used/2018

Refrigerated Merchandiser – GF22BM-LED – 1742296-05 – Used/2018

Freezer Merchandiser (2)- Used/2018

Refrigerated Deli Display Case Used/2018

Signatures

CW Hall Manager, LLC: _____

By: _____

Date: _____

G.A.P. Coalition Inc: _____

By: _____

Date: _____

Charles Washington Hall – OTS, LLC
Lease Agreement - 2023

This Lease Agreement is made between CW Hall Manager, LLC, a West Virginia Limited Liability Company (hereinafter referred to as "Lessor''), that is managed by the City of Charles Town, a Municipal Corporation, whose mailing address is PO Box 14, Charles Town, WV 25414; and OTS, LLC. (Hereinafter referred to as "Lessee"), a restaurant whose mailing address is 100 W. Washington St. 101 Charles Town WV 25414.

Lessee offers to lease the following commercial space, known as the West Bay, from Lessor:

1) The first-floor restaurant space, located in the west bay of the building known as Charles Washington Hall, 100 W. Washington Street, Charles Town, WV 25414.
2) The basement of the building known as Charles Washington Hall, 100 W. Washington Street, Charles Town, WV 25414. The basement will be shared between center/east bay tenant and west bay tenant, provided, however, that no operations of the Lessee nor any items that the Lessee may store therein, shall interfere with the fixtures and systems contained therein.
3) All that/those certain trade equipment, systems, fixtures, furniture, and miscellaneous items, which are a part of, or contained in, the area to be leased by the Lessee, at the time of the execution of this Lease Agreement. See Appendix A for a list of trade equipment so leased as part of this agreement.

Term and Rent. Lessor leases to Lessee the premises identified above for an initial term of twenty-five (25) months commencing June 1, 2023, and terminating June 30, 2025, The rent shall be One Thousand Six Hundred **($1,600)** per month.

Security Deposit. Security Deposit will be equal to one months rent, due on the signing of the renewal option of this lease in year 2025.

Renewal Option. Provided the Lessee is not in default under the terms and conditions of this lease, Lessee shall have the right to renew this lease for an additional period of twelve (12) months under the same terms and conditions as stated herein, except that the rent shall increase to One Thousand Seventeen Hundred and Sixty Dollars ($1760). Lessee shall give Lessor notice in writing of Lessee's intention to exercise this option at least One Hundred and Eighty (180) calendar days prior to the expiration of this lease.

Rent Due. Rent is due and payable in advance on the first day of each month. A late fee of Fifty Dollars ($50) shall be assessed after the tenth (10) day of the month. Failure to pay rent on time may be cause for termination of this Lease Agreement.

Use. Lessee shall use and occupy the premises identified above for the operation and management of a restaurant. The premises shall be used by Lessee for no other purpose without the prior, written consent of the Lessor.

Assignment, Subletting. Lessee shall not further assign this lease or sublet any portion of the premises without prior, written consent of Lessor. Any such assignment or subletting without consent shall be void and, at the option of Lessor, may terminate this lease.

Care and Maintenance of Premises. Lessee shall be responsible for maintaining the restrooms on the first floor. Lessee acknowledges that the premises are in good order and repair to the extent reasonably known by a visual inspection of the premises. Lessee shall maintain the premises in good and safe condition and at the conclusion of this lease return premises in the same condition, ordinary wear and tear excepted.

The Lessor shall remain responsible for all major repairs to the premises and appurtenances and shall perform said repairs in a reasonable time after being given notice by the Lessee of the need for repair. The Lessee shall be responsible for all minor repairs to the premises and shall, during the term of this lease, use all reasonable precautions to prevent waste, damage, or injury to the premises. A major repair is defined as any repair, which, including parts and labor at the prevailing rates, exceeds the sum of Five

Hundred Dollars ($500). Lessee shall immediately notify Lessor of damage or concerns of damage, needed repairs, or the potential need for repair.

The Lessor shall be responsible for shoveling the sidewalks and leaving the same free and clear of ice and snow.

Lessee shall be responsible for the cost of leasing a dumpster and/or providing a system for the regular removal of all trash and debris originating in or on the premises leased by the Lessee herein. Lessee shall regularly clean interior and exterior spaces, including interior and exterior windows on that portion of the premises leased to the Lessee herein. The fenced area in rear will be shared with center/east bay tenant.

Lessee shall ensure immediate removal of used grease by a qualified contractor and shall clean the grease trap on a regular basis.

Alterations. Lessee shall not make any material alterations, additions, or improvements, in, to or about the premises without first obtaining the prior, written consent of the Lessor.

Ordinances and Statutes. Lessee shall comply with all statutes, ordinances and requirements of all Jefferson County, West Virginia and Charles Town, West Virginia municipal, West Virginia state, and federal authorities now in force, or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use thereof by the Lessee. Provided, however, that if compliance requires any structural alteration to the premises, Lessee shall have the right to terminate this lease.

Utilities. All applications and connections for necessary utility services that support the operations of the first floor of the building shall be made in the name of Lessee only, and Lessee shall be solely liable for utility charges as they become due, including those for water and sewer, electricity, trash removal, telephone, internet, and pest control. The meters associated with the first floor are numbered S310324315 and S310326458. The West Bay tenant will be responsible for S310326458.

Lessor represents that connections for electricity for the second floor of said premises are separate and shall be made in the name of Lessor and/or its agents, assignees or designees and the same shall be solely liable as they come due. These meters are numbered S18826689 and S310324474.

Water will be in the name of the center/east bay tenant, with the agreement that the center/east bay tenant will be responsible for seventy dollars ($70) of the charges, and west bay tenant will be responsible for the remainder of the charges less the seventy dollars.

**This will remain in effect until such a time that the electricity is evaluated and separated by Lessor.

The Lessor shall be responsible for maintaining an active fire alarm for the premises.

Entry and Inspection. Lessee shall permit Lessor and/or its agents or assignees to enter upon the premises at reasonable times and upon reasonable notice, for the purpose of inspecting the same.

Indemnification. Lessor shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the premises or any part thereof, leased herein by the Lessee, and Lessee agrees to hold Lessor harmless from any claims for such damages to the extent occurring on the premises leased by the Lessee herein. Lessor shall not be held liable for any loss of income by Lessee, unless caused by willful or malicious conduct of the Lessor.

Notices. All notices from Lessor to Lessee under this Lease and applicable law shall be delivers to the following address: 100 W. Washington St. Charles Town WV 25414.

Insurance. Lessee, at its expense and at all times, shall maintain plate glass and public liability insurance including bodily injury and property damage insuring Lessee and Lessor with a minimum of one million dollars ($1,000,000.00) in coverage. Lessee shall provide Lessor with a Certificate of Insurance showing Lessor as additional insured. The Certificate shall provide for a thirty (30) day written notice to Lessor in the event of cancellation or material change of coverage. Lessee shall provide said documentation to Lessor within ten (10) calendar days of the commencement of this lease. To the maximum extent permitted by insurance policies, which may be owned by Lessor or Lessee, Lessee and Lessor, for the benefit of each other, waive any and all rights of subrogation, which might otherwise exist. Failure of Lessee to provide

said documentation within the time frame stated above, or failure of Lessees to maintain public liability insurance during the term of this lease as described above may result in immediate termination of this lease at the sole discretion of the Lessor. If this lease shall have been so terminated by Lessor, Lessor may at any time thereafter resume possession of the premises by any lawful means and remove Lessees or other occupants and their effects in accordance with applicable law.

Destruction of Premises. In the event of a partial destruction of the premises during the term hereof, from any cause, Lessor shall forthwith repair the same, provided that such repairs can be made within sixty (60) days under existing governmental laws and regulations, but such partial destruction shall not terminate this lease. If such repairs cannot be made within said sixty (60) days, this lease may be terminated at the option of either party. In the event that the building in which the which the demised premises may be situated is destroyed to extent of not less than one-third of the replacement costs thereof, Lessor may elect to terminate this lease whether the demised premises be insured or not. A total destruction of the building in which the premises may be situated shall terminate this lease.

Lessor's Remedies on Default of Covenants and Conditions. If Lessee defaults in the performance of any of the covenants or conditions hereof, Lessor may give Lessee notice of such default and if Lessee does not cure any such default within ten (10) calendar days after the giving of such notice (or if such other default is of such a nature that it cannot be completely cured within such period, if Lessee does not commence such curing within ten (10) calendar days and thereafter proceed with reasonable diligence and in good faith to cure such default), then Lessor may terminate this lease on not less than five (5) calendar days' notice to Lessee. On the date specified in such notice the term of this lease shall terminate, and Lessee shall then quit and surrender the premises to Lessor, without extinguishing Lessee's liability. If this lease shall have been so terminated by Lessor, Lessor may at any time thereafter resume possession of the premises by any lawful means and remove Lessee or other occupants and their effects in accordance with applicable law.

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Lessor Owned and Provided Equipment: Lessee shall be responsible for proper use and maintenance of equipment.

Reach in Refrigerator -AR493 – 6121286 Used/2018

Reach in Freezer – AF23 – 6146971 Used/2018

Range 36", 6 Open Burners-X36-6r -1702100101662 Used/2018

Gas Countertop Griddle- GG26G – 1616119330 Used/2018

Gas Fryer – SR142GP – 1611MA0235 Used/2018

Gas Convection Oven – BCO-G1 – 555111707010 Used/2018

Deli Refrigerador SP60-16 – 1520044 Used/2018

Signatures:

CW Hall Manager, LLC: _____

By: _____

Date: _____

Ortega's Taco Shop: _____

By: _____

Date: _____

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-463 General Fund Revision #3

At the recommendation of the Finance Committee, attached is the General Fund revision to accommodate a myriad of higher tracking revenue figures (Building Permits, Zoning Fees, Hotel Taxes, Video Lottery, etc.) totaling an increase of $422,100, as well as the following expense changes per department:

- $42,470 increase to City Manager Department to accommodate severance payment to previous CM and staff stipends
- $23,580 decrease to Building Inspector Department, given that part time inspector is no longer on staff and current inspector is budgeted under Planning & Zoning; the $23.5K is rolling into Planning & Zoning.
- $37,500 increase to Planning & Zoning Department to accommodate Kimley-Horn contract needs; increased zoning fee collections addressed above offsets cost.
- $25,875 increase to City Hall Department to accommodate increased utility and phone service costs, repair and maintenance to the City Hall building, printer rental costs, higher card processing fees associated with MyPermitNow online collections, and software expenses.
- $46,000 decrease to Contingencies department to cover CM departmental increase and the County fireworks event contribution
- $2,800 increase to Police Special Duty (Crossing Guard) Department to cover staffing costs; BOE reimburses the City's costs for crossing guards semi-annually
- $23,000 increase to Visitor Center Department to accommodate required hotel tax contributions and utility expenses
- $26,500 increase to Parks and Recreation Department to accommodate required hotel tax contributions and $4K contribution to the County for the summer firework event.

There are internal revisions (moving funds between expense lines within a department, but not increasing the overall department budget) to the following departments:

- Treasurer's department
- Police Judge's department
- Parking Enforcement department
- Police Department
- Streets Department

The proposed revision results in a surplus balance of $548,464 - an increase from the prior budget balance surplus by $333,536

Proposed Motion:

Move to approve the proposed FY23 budget revision to the general fund budget for submission to the WV State Auditor

ATTACHMENTS:

- FY23 Operating Budget (v17.0) - Balances thru March 31 2023 with Proposed Revision #3 5-15-2023 .pdf

- FY2023 General Fund Revision #3 State Worksheet 5-4-23 .pdf
- GF Budget Resolution Revision #3 - Council May 15, 2023.doc

the city of Charles Town, WV

FY 23 GENERAL FUND BUDGET Balances thru 03/31/2023
Proposed Revision #3 - City Council Meeting
Version 17

	REVENUES	FY22 Revised	FY22 Thru June 30,2022	FY 23 Revised 1/17/23	Balances Thru March 31, 2023	FY23 Proposed Revision #3	
1	Carryover	$ 419,851	$ 419,851	$ 2,226,685	$ 2,226,685	$ 2,226,685	$1,010,022 of Carryover is unencumbered ARPA Revenue Funds from FY22 tranche transfer that must be allocated/expensed/budgeted to department 975 (General Government). True carryover is $1,216,663, $716,663 higher than anticipated - $634,233 higher collections in B&O is a large chunk of excess carryover.
2	Taxes Ad Valorem	$ 1,246,119	$ 1,235,279	$ 1,305,380	$ 1,254,711	$ 1,305,380	FY2022 Reduced Levy Rate of 12.30 for Class I property; FY2023 Levy rate of 11.83 for Class I property.
3	Supplemental Taxes	$ 25,000	$ 26,220	$ 25,000	$ 26,759	$ 28,000	
4	Tax Loss Restoration	$ -	$ 890	$ -	$ 297	$ -	
5	Interest as Penalty - Ad Valorem	$ 9,500	$ 8,708	$ 9,500	$ 5,317	$ 9,500	
6	Gas & Oil Severance Tax	$ 11,000	$ 37,998	$ 12,000	$ -	$ 12,000	Distributed in October of the following fiscal year
7	Utility Tax	$ 250,000	$ 246,464	$ 250,000	$ 159,255	$ 200,000	
8	B&O Tax	$ 750,000	$ 1,384,233	$ 1,100,000	$ 759,947	$ 1,100,000	Increased to reflect new contractor payments for Washington Landing ($350k) expected during FY23. Not recurring after that date. New developments, like TJP, came online in FY22. - $287,584 as of 1/12/2023
9	Liquor Tax	$ 10,000	$ 23,477	$ 10,000	$ 11,972	$ 15,000	State law change substantially reduced collections in FY20 (i.e. only establishments in city boundaries)
10	Animal Control Tax	$ 1,800	$ 1,617	$ 1,800	$ 1,585	$ 1,800	
11	Hotel/Motel Tax	$ 135,000	$ 183,960	$ 125,000	$ 128,670	$ 155,000	Collections tracked higher in FY21 and continuing into FY22 due to repayment plan with local Hotel.
12	Court Cost Fees	$ 300,000	$ 244,667	$ 250,000	$ 184,508	$ 250,000	Declining trend reflected in FY23 estimate
13	Parking Violations	$ 20,000	$ 37,590	$ 30,000	$ 21,840	$ 30,000	Revised based on new program details and current year performance.
14	Business Licenses	$ 25,000	$ 21,387	$ 20,000	$ 21,263	$ 20,000	Concerning trend down (compliance or number of businesses?)
15	Building Permits	$ 200,000	$ 248,671	$ 150,000	$ 327,119	$ 450,000	Building activity increasing/expected to remain strong; FY22 includes major subdivision/residential developments, as well as general home improvements and new home builds related to housing market.
16	Franchise Tax	$ 65,000	$ 79,800	$ 80,000	$ 36,729	$ 80,000	Second cable franchisee expected to enter the market in FY22
17	Interstate/International Registration Plan	$ 55,000	$ 69,604	$ 60,000	$ 42,120	$ 60,000	
18	Emergency Service Fees	$ 1,500	$ 1,672	$ 1,600	$ 1,143	$ 1,600	Revenue from utility bills for EMS (5 cents)
19	Parks & Rec Fees	$ 1,500	$ 1,672	$ 1,600	$ 1,143	$ 1,600	Revenue from utility bills for parks and recreation (5 cents)
20	Parking Meters	$ 70,000	$ 43,227	$ 50,000	$ 37,981	$ 50,000	Based on new program details - including permits;
21	Rent and Concession Revenue	$ 60,000	$ 56,988	$ 60,000	$ 37,631	$ 50,000	CTUB rental of 661 space ($30k total); CW Hall and Rouss Hall rentals (approximately $10K); and increased to reflect collections from "sales percentages" built into existing leases
22	Zoning Fees	$ 5,000	$ 26,410	$ 7,500	$ 24,316	$ 30,000	
23	Street Fees	$ 100,000	$ 130,434	$ 125,000	$ 89,108	$ 125,000	Revenue from utility bills for street improvements ($4 per month); pending fee decision from Council
24	State Gov't Grants	$ 6,000	$ 5,940	$ 6,000	$ 5,940	$ 6,000	Could be substantially higher with aggressive strategy for ARPA funds
26	Federal Grants	$ 15,000	$ -	$ 15,000	$ -	$ 15,000	Could be substantially higher with aggressive strategy for ARPA funds
27	Contributions from Other Funds (Sales Tax)	$ 1,557,615	$ 1,557,615	$ 1,000,000	$ 1,000,000	$ 1,000,000	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets); Propose revising down the contribution by $400,000 due to excess carryover, and allowing Sales Tax Fund to build reserves until needed in future.

28	Contributions from Other Funds (ARPA Grant)	$ 1,332,522	$ 1,332,522	$ 1,332,522	$ 1,332,523	$ 1,332,523	With Council's election to take the standard revenue loss allowance of up to $10 million for the City's full ARPA award of $2.67 million, this line item is to capture the second tranche transfer to General Fund. Previous tranche funding was used to payout community grant awards approved at June 2022 meeting, excess funds held in General Government services expense line item until funding is encumbered. - 2nd tranche funding XFRD in January 2023
29	Transfers from Rainy Day Fund	$ -	$ -	$ -	$ -	$ -	
30	Special Events	$ -	$ -	$ -	$ 14,826		Carshow, Special Activity Permits, Christmas,
31	Gaming Income	$ 250,000	$ 260,183	$ 225,000	$ 173,245	$ 225,000	Revised down slightly to reflect current collections and recent trends
32	Interest Income - Operating Acct	$ 3,000	$ 10,768	$ 10,000	$ 23,946	$ 30,000	
33	Misc. Reimbursements	$ 100,000	$ 97,836	$ 100,000	$ 80,112	$ 100,000	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; etc.;
34	Insurance Claims	$ -	$ 3,248	$ -	$ 23,290	$ 24,000	
35	Refunds and Rebates	$ -	$ 3,844	$ -	$ 100	$ 100	
36	Filing Fees	$ -	$ -	$ -	$ 300		
37	Video Lottery	$ 650,000	$ 782,893	$ 625,000	$ 574,634	$ 700,000	$648K through April
38	Miscellaneous Rev	$ 35,000	$ 50,334	$ 35,000	$ 34,042	$ 37,500	Special permit fees; CW event revenue, miscellaneous revenue; sale of assets, etc.
39	**Total Revenues**	**$ 7,710,407**	**$ 8,636,004**	**$ 9,249,587**	**$ 8,663,053**	**$ 9,671,688**	
40							
42	**DEPARTMENT LINE ITEMS**		**FY22**				**NOTES AND EXPLANATIONS**
43	**Economic Development - 402**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
44	Training	$ -	$ -	$ -	$ -	$ -	
45	Travel	$ -	$ -	$ -	$ -	$ -	
46	Professional Services	$ 3,000	$ -	$ -	$ -	$ -	Allocate unspent Economic Development funds to P&Z for DownTown Coord. Travel
47	**Total Economic Development**	**$ 3,000**	**$ -**	**$ -**	**$ -**	**$ -**	
48							
49	**Federal Grants - 403**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
53	Professional Services	$ -	$ -	$ -	$ -	$ -	Expenses included in city hall budget for grant writing services.
54	Departmental Supplies	$ -	$ -	$ -	$ -	$ -	
55	**Total Federal Grants**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
56							
57	**Mayor's Office - 409**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	
58	Salary	$ 12,500	$ 12,500	$ 12,500	$ 9,375	$ 12,500	
59	FICA	$ 1,000	$ 956	$ 1,000	$ 717	$ 1,000	
60	Telephone	$ 800	$ -	$ -	$ -		
61	Travel	$ 1,500	$ 1,681	$ 2,000	$ 707	$ 1,750	WVML Participation, etc.
62	Training & Education	$ 1,000	$ 570	$ 1,000	$ 34	$ 750	WVML Participation, etc.
63	Advertising/Legal Publications	$ -	$ -	$ -	$ -	$ -	
64	Insurance & Bonds	$ 500	$ 911	$ 500	$ 703	$ 1,000	
65	Departmental Supplies	$ 200	$ 2,109	$ 200	$ -	$ 200	
66	Contracted Services	$ -	$ -	$ -	$ -	$ -	
67	Contributions	$ 2,000	$ -	$ 2,000	$ -	$ 2,000	Funding for Mayor's Community Sponsorship Program
68	**Total Mayor's Office**	**$ 19,500**	**$ 18,728**	**$ 19,200**	**$ 11,536**	**$ 19,200**	

42	DEPARTMENT LINE ITEMS		FY22				NOTES AND EXPLANATIONS
69							
70	**Council - 410**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
71	Salaries	$ 32,200	$ 33,967	$ 34,800	$ 26,100	$ 34,800	Two seats remain at $2400, other six at $5000
72	FICA	$ 2,600	$ 2,598	$ 2,700	$ 1,996	$ 2,700	
73	Travel	$ 500	$ 462	$ 3,000	$ 1,444	$ 3,000	More interest in training and travel from current Council
74	Advertising/Legal Publications	$ -	$ -	$ -	$ -	$ -	
75	Training & Education	$ 2,000	$ 3,125	$ 3,000	$ 1,828	$ 3,000	More interest in training and travel from current Council
76	Professional Services	$ -	$ -	$ -	$ -	$ -	
77	Insurance & Bonds	$ 3,200	$ 2,376	$ 3,200	$ 1,956	$ 3,200	Travelers insurance;
78	Departmental Supplies	$ 500	$ 1,017	$ 1,000	$ 533	$ 1,000	
79	**Total Council**	**$ 41,000**	**$ 43,545**	**$ 47,700**	**$ 33,858**	**$ 47,700**	
80							
81	**City Manager - 412**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
82	Salaries	$ 175,000	$ 141,128	$ 195,530	$ 139,060	$ 237,500	$217K through April due to CM severance pay of $68.3K and $4K in monthly staff stipends for additional duties
83	FICA	$ 12,300	$ 10,705	$ 14,500	$ 9,599	$ 17,000	Additional $2.5k proposed for tax expenses related to severance pay
84	Group Insurance	$ 12,000	$ 7,706	$ 12,000	$ 3,946	$ 8,000	
85	Retirement	$ 15,700	$ 14,525	$ 15,100	$ 10,705	$ 13,000	
86	OPEB	$ 4,300	$ 731	$ 2,500	$ 1,345	$ 2,500	
87	Telephone	$ 300	$ 330	$ 500	$ 115	$ 500	
88	Travel	$ 2,000	$ 4,138	$ 1,500	$ 5,701	$ 6,000	Relocation Expenses for CM Barkley
89	Advertising and Postage	$ 300	$ 2,244	$ 300	$ -	$ 2,500	Advertising Expense for vacancy
90	Training & Education	$ 1,500	$ 438	$ 1,500	$ -	$ -	WV Municipal League
91	Dues & Subscriptions	$ 1,500	$ 1,194	$ 1,500	$ 127	$ 500	ICMA and WVML fees
92	Professional Services	$ 250	$ 524	$ 250	$ -	$ 250	
93	Insurance & Bonds	$ 13,000	$ 13,722	$ 15,000	$ 9,809	$ 15,000	
94	Contracted Services	$ -	$ 25	$ -	$ -	$ -	
95	Departmental Supplies	$ 750	$ 169	$ 500	$ 321	$ 500	
96	Auto Supplies	$ 100	$ 70	$ 100	$ -	$ -	
97	**Total City Manager**	**$ 239,000**	**$ 197,648**	**$ 260,780**	**$ 180,728**	**$ 303,250**	
98							
99	**Treasurer - 413**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
100	Salaries	$ 140,783	$ 138,793	$ 160,300	$ 124,291	$ 169,000	To accommodate Accounting Clerk III and Finance Director increase in salaries
101	FICA	$ 10,600	$ 10,536	$ 11,600	$ 9,782	$ 12,000	
102	Group Insurance	$ 13,000	$ 20,522	$ 20,000	$ 16,345	$ 20,000	
103	Retirement	$ 13,800	$ 14,208	$ 13,600	$ 11,377	$ 13,600	
104	OPEB Other	$ 2,200	$ 2,207	$ 12,000	$ 2,587	$ 6,350	
105	Special Emergency Pay	$ -	$ -	$ -	$ -		
106	Telephone	$ 100	$ -	$ 100	$ -	$ 100	
107	Travel	$ 1,000	$ -	$ 1,000	$ -	$ -	
108	Advertising/Legal Publications	$ 1,500	$ 1,172	$ 1,000	$ 860	$ 1,500	Increased advertising costs for for FY24 NPH Levy Increase
109	Training & Education	$ 1,500	$ 288	$ 6,000	$ 1,585	$ 2,500	Leadership Jefferson, GFOA training, graduate studies
110	Dues & Subscriptions	$ 200	$ 191	$ 300	$ 318	$ 450	Adobe, GFOA

42	DEPARTMENT LINE ITEMS		FY22				NOTES AND EXPLANATIONS
111	Professional Services	$ 1,500	$ 1,151	$ 1,500	$ 1,900	$ 2,000	CWH Trial Balance Prep Services, Police Pension Annual Report Services
112	Audit Costs	$ 65,000	$ 64,200	$ 40,000	$ 25,500	$ 42,000	SINGLE AUDIT COST INCREASE, COMPILATION COST INCREASE EXPECTED
113	Insurance & Bonds	$ 15,000	$ 10,872	$ 14,000	$ 8,517	$ 12,000	
114	Contracted Services	$ -	$ -	$ -	$ -	$ -	
115	Departmental Supplies	$ 1,500	$ 1,295	$ 1,500	$ 576	$ 1,500	
116	Auto Supplies	$ -	$ -	$ 100	$ -	$ -	
117	**Total Treasurer**	**$ 267,683**	**$ 265,434**	**$ 283,000**	**$ 203,639**	**$ 283,000**	**Internal Revision Only**
118							
119	**Court Clerk - 415**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
120	Salaries	$ 58,000	$ 51,261	$ 57,767	$ 41,965	$ 57,767	Municipal Court Clerk position
121	FICA	$ 4,100	$ 3,892	$ 4,200	$ 3,210	$ 4,200	
122	Group Insurance	$ 10,700	$ 11,120	$ 10,700	$ 8,095	$ 10,700	
123	Retirement	$ 5,300	$ 5,245	$ 4,900	$ 3,733	$ 4,900	
124	OPEB	$ 2,000	$ 894	$ 3,000	$ 1,234	$ 3,000	
125	Special Emergency Pay	$ -	$ -	$ -	$ -	$ -	
126	Travel	$ 1,500	$ 268	$ 1,500	$ -	$ 1,500	Court clerk training
127	Advertising and Postage	$ 500	$ 440	$ 700	$ 465	$ 700	
128	Training & Education	$ 500	$ 555	$ 750	$ 540	$ 750	State and National Court Clerk's Association
129	Dues & Subscriptions	$ 100	$ -	$ 100	$ -	$ 100	Election and Municipal Clerk membership dues
130	Professional Services	$ 100	$ -	$ 100	$ -	$ 100	
131	Insurance & Bonds	$ 3,000	$ 4,479	$ 4,000	$ 3,170	$ 4,000	
132	Contracted Services	$ 250	$ 25	$ -	$ 25	$ -	
133	Departmental Supplies	$ 750	$ 423	$ 1,000	$ 536	$ 1,000	
134	**Total Court Clerk**	**$ 86,800**	**$ 78,602**	**$ 88,717**	**$ 62,972**	**$ 88,717**	
135							
136	**Police Judges - 416**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
137	Salaries	$ 21,900	$ 18,662	$ 32,000	$ 19,112	$ 30,700	Two Municipal Court judges; two magistrates; two prosecuting attorneys; and extra $1k for special judge
138	FICA	$ 1,700	$ 1,428	$ 2,400	$ 1,462	$ 2,400	
142	Special Emergency Pay	$ -	$ -	$ -	$ -	$ -	
143	Travel	$ 500	$ -	$ 500	$ -	$ 500	WV State mandated annual training for magistrates
144	Training & Education	$ 500	$ -	$ 500	$ -	$ 500	WV State mandated annual training for magistrates
145	Dues and Subscriptions	$ 100	$ -	$ 100	$ -	$ 100	
146	Professional Services	$ 2,100	$ 1,558	$ 2,100	$ -	$ 2,100	Reduced because professional services now in salaries line item.
147	Insurance	$ 1,000	$ 1,607	$ 1,200	$ 1,799	$ 2,500	
148	Special Emergency Expense	$ -	$ -	$ -	$ -	$ -	
149	Departmental Supplies	$ -	$ -	$ -	$ -	$ -	
150	**Total Police Judges**	**$ 27,800**	**$ 23,254**	**$ 38,800**	**$ 22,373**	**$ 38,800**	**Internal Revision Only**
151							
152	**City Attorney - 417**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
153	Professional Services	$ 225,000	$ 212,494	$ 200,000	$ 133,481	$ 200,000	Cost for outside legal counsel thru February 2023

42	DEPARTMENT LINE ITEMS		FY22				NOTES AND EXPLANATIONS
154	**Total Attorney**	**$ 225,000**	**$ 212,494**	**$ 200,000**	**$ 133,481**	**$ 200,000**	
155							
156	**Regional Dev Authority - 435**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
157	Dues & Subscriptions	$ 2,000	$ 1,946	$ 3,600	$ 3,524	$ 3,600	Fee increasing in FY23 per Region 9
158	**Total Regional Dev. Authority**	**$ 2,000**	**$ 1,946**	**$ 3,600**	**$ 3,524**	**$ 3,600**	
159							
160	**Building Inspections - 436**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
161	Salaries	$ 35,389	$ 35,086	$ 34,900	$ 23,059	$ 23,500	Part-time Building Code Inspector - retired as of 12/29/2022; residual funding to be rolled over to P&Z salary
162	FICA	$ 2,700	$ 2,664	$ 2,700	$ 1,764	$ 1,800	
163	Group Insurance	$ 400	$ 62	$ 400	$ 56	$ 60	
164	Retirement	$ 3,500	$ 3,599	$ 3,140	$ 2,053	$ 2,100	
165	Telephone	$ 1,100	$ 344	$ 1,000	$ 81	$ 100	
166	Travel	$ 500	$ -	$ 500	$ -	$ -	
167	R&M to Auto	$ 500	$ -	$ 500	$ -	$ -	
168	Advertising	$ -	$ -	$ -	$ -	$ -	
169	Training & Education	$ 500	$ -	$ 500	$ -	$ -	Training to maintain licensing/accreditation; conference registrations
170	Dues & Subscriptions	$ 500	$ -	$ 6,500	$ -	$ -	WV Building Officials annual dues; Adobe subscription; MyPermit Now licensing fees (new in FY23), etc.
171	Professional Services	$ 500	$ -	$ 500	$ -	$ -	
172	Insurance & Bonds	$ 3,000	$ 2,747	$ 3,000	$ 1,962	$ 3,000	
173	Departmental Supplies	$ 500	$ -	$ 500	$ 85	$ 500	
174	Auto Supplies	$ 500	$ -	$ 500	$ -	$ -	Gas, oil, tires
175	Uniform	$ -	$ -	$ -	$ -	$ -	
176	**Total Building Inspections**	**$ 49,589**	**$ 44,502**	**$ 54,640**	**$ 29,061**	**$ 31,060**	
177							
178	**Planning & Zoning - 437**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
179	Salaries	$ 202,800	$ 175,930	$ 292,475	$ 185,669	$ 292,475	Permits Technician; Code/Building Inspector; Economic Development/Downtown Coordinator; Community Development Director and City Planner
180	FICA	$ 15,200	$ 13,220	$ 21,200	$ 14,204	$ 21,200	
181	Group Insurance	$ 13,000	$ 26,131	$ 26,000	$ 18,390	$ 26,000	
182	Retirement	$ 19,800	$ 17,955	$ 24,950	$ 16,438	$ 24,950	
183	OPEB	$ 7,000	$ 3,397	$ 10,000	$ 4,451	$ 10,000	
184	Special Emergency Pay	$ -	$ -	$ -	$ -		
185	Telephone	$ 300	$ 290	$ 700	$ 53	$ 700	
186	Travel	$ 3,000	$ 1,671	$ 4,000	$ 3,521	$ 5,000	State planning conference, Main Street conference; building inspection training -
187	Postage	$ 500	$ 904	$ 750	$ 656	$ 1,250	Increase for Public Hearing Notice mailings
188	Repair and Maintence - Equipment	$ -		$ -	$ -	$ -	
189	Advertising/Legal Publications	$ 3,000	$ 1,026	$ 3,000	$ 3,189	$ 4,500	

42	DEPARTMENT LINE ITEMS		FY22				NOTES AND EXPLANATIONS
190	Training & Education	$ 2,500	$ 895	$ 4,000	$ 1,499	$ 4,000	State planning conference, Main Street conference; building inspection training - rolling over $1,500 from Economic Development budget for DownTown Coordinator conference travel
191	Dues & Subscriptions	$ 1,500	$ 2,200	$ 1,500	$ 3,593	$ 5,000	APA annual dues; National Trust; Adobe subscriptions; Main Street
192	Professional Services	$ 20,000	$ 2,650	$ 5,000	$ 2,267	$ 5,000	
193	Insurance & Bonds	$ 12,000	$ 14,989	$ 15,000	$ 15,584	$ 21,000	
194	Contracted Services	$ 20,000	$ 29,661	$ 15,000	$ 33,087	$ 50,000	Increase funding for Kimley Horn engineering services; Comp plan implementation, VSB demolitions; etc. ; COST IS OFFSET BY ZONING FEE REVENUE
195	Contracted Services - City Trees	$ 12,000	$ 6,152	$ 12,000	$ -		
196	Departmental Supplies	$ 3,500	$ 5,023	$ 4,000	$ 4,308	$ 6,000	
197	**Total Planning and Zoning**	**$ 336,100**	**$ 302,094**	**$ 439,575**	**$ 306,910**	**$ 477,075**	**$23.5k Building Inspector budget rollover**
198	**Total City Bldg Inspection and P&Z**	**$ 385,689**	**$ 346,596**	**$ 494,215**	**$ 335,971**	**$ 508,135**	
199							
200	**Elections - 438**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
201	Advertising	$ -	$ -	$ 750	$ 89	$ 750	Elections in spring of 2021 and 2023; includes funding for special charter election in FY23
202	Contracted Services	$ -	$ -	$ 10,000	$ -	$ 10,000	
203	Departmental Supplies	$ -	$ -	$ 10,000	$ -	$ 10,000	
204	**Total Elections**	**$ -**	**$ -**	**$ 20,750**	**$ 89**	**$ 20,750**	
205							
206	**City Hall - 440**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
207	Salaries	$ 151,694	$ 154,525	$ 115,000	$ 99,079	$ 115,000	Funds Operations Director - now vacant position
208	FICA	$ 12,600	$ 12,179	$ 12,300	$ 8,344	$ 12,300	
209	Group Insurance	$ 12,000	$ 22,361	$ 22,000	$ 12,286	$ 15,000	Decrease due to vacancy
210	Retirement	$ 16,400	$ 15,855	$ 14,500	$ 9,773	$ 11,000	
211	OPEB	$ -	$ 1,788	$ 5,000	$ 2,900	$ 5,000	
212	Telephone	$ 20,500	$ 21,391	$ 22,000	$ 16,255	$ 22,500	Server based phone system
214	Utilities	$ 18,700	$ 20,682	$ 19,000	$ 15,101	$ 21,000	Water, sewer, electric
215	Travel	$ 500	$ 316	$ 500	$ 481	$ 500	
216	R&M Building & Grounds	$ 1,000	$ 1,097	$ 1,500	$ 2,623	$ 3,000	
217	R&M Equipment	$ 2,000	$ 878	$ 2,000	$ 137	$ 2,000	Equipment rentals required for city hall maintenance
218	R&M Auto	$ 1,000	$ -	$ 1,000	$ -	$ 1,000	Maintenance of city hall vehicles
219	Postage	$ 5,000	$ 2,982	$ 3,500	$ 1,755	$ 3,500	
220	Building & Equipment Rental	$ 263,700	$ 245,810	$ 240,125	$ 202,137	$ 250,000	Annual rent for CH ($120); monthly for CW Hall ($16,667 per month; and CTUB portion of 661 S. George $2,500); another $10k for equipment rental - INCREASE DUE TO NEW PRINTER RENTALS THAT BOAST HIGHER COST
221	Training and Education	$ 500	$ 600	$ 500	$ 300	$ 500	
222	Advertising/Legal Publications	$ 3,500	$ 4,900	$ 5,000	$ 2,471	$ 5,000	
223	Dues & Subscriptions	$ 2,500	$ 6,193	$ 4,000	$ 2,994	$ 4,000	Various publication subscriptions
224	Audit Costs	$ -		$ -	$ -	$ -	Audit fees included in the Treasurer's budget
225	Professional Services	$ 2,000	$ 3,150	$ 2,000	$ 2,813	$ 3,000	
226	Insurance & Bonds	$ 20,000	$ 12,759	$ 15,000	$ 9,001	$ 15,000	Estimate maintained based on additional staff in this budget category

42	DEPARTMENT LINE ITEMS		FY22				NOTES AND EXPLANATIONS
227	Contracted Services	$ 60,000	$ 58,942	$ 70,000	$ 43,736	$ 70,000	Cleaning; grant/consulting services; etc.; $10k Granicus licensing fees (new in FY23)
228	Bank Charges	$ 4,000	$ 15,684	$ 20,000	$ 16,448	$ 27,000	Fees related to acceptance of credit cards and online payments; additional $7k funding proposed to cover charges associated with increased MyGovOnline payment activity
229	Other Fees/Taxes	$ 1,200	$ 1,694	$ 1,500	$ 1,253	$ 1,500	
230	Departmental Supplies	$ 12,000	$ 9,029	$ 11,000	$ 6,710	$ 11,000	
231	Other Contributions	$ -	$ -	$ -	$ -	$ -	
232	Special Emergency Expense	$ -	$ 11,180	$ -	$ 4,680	$ 5,000	Additional building cleanings, ceased at end of calendar year 2022
	Software	$ -	$ -	$ -	$ 7,022	$ 10,000	MyPermitNow monthly fees
233	Auto Supplies	$ -	$ -	$ 500	$ -	$ -	Oil, Gas
234	**Total City Hall**	**$ 610,794**	**$ 623,996**	**$ 587,925**	**$ 468,300**	**$ 613,800**	
235							
236	**Contributions/Transfers - 444**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
237	Contributions - "But For" Donations	$ 60,000	$ 60,000	$ 60,000	$ -	$ 60,000	Annual But-For Donations issued January/February of each year; discuss change in process or funding level?
238	Contributions - Revive Grant	*$ 40,000*	$ 10,000	$ 38,500	$ 8,500	$ 38,500	FIP and REVIVE grant historically funded out of CIP, but expense is moving to FY2023 General Operating budget to reflect ongoing and not capital expenses. Revive Grant & FIP were budgeted together for FY22, breaking out line items to accommodate individual budgets for each program in FY23; FY22 Revive Grant award winers who have not yet received their funding ($18,500 of funding) proposed to rollover so that fund payouts do not impact potential FY23 awardees.
239	*Contributions - Façade Improvement Program*	*$ 40,000*	*$ 11,500*	$ 20,000	$ 10,377	$ 20,000	FIP and REVIVE grant historically funded out of CIP, but expense is moving to FY2023 General Operating budget to reflect ongoing and not capital expenses. Revive Grant & FIP were budgeted together for FY22, breaking out line items to accommodate individual budgets for each program in FY23. *This expense does not factor into carryover, as expense was paid out directly from CIP funds before decision to move expense to Operating budget in FY23.*
240	*Contributions - Homeless Solutions*	*$ 25,000*	*$ -*	$ 25,000	$ -	$ 25,000	Homelessness Solutions historically funded out of CIP, but expense is moving to FY2023 General Operating budget to reflect ongoing and not capital expenses.
241	*Contributions - Sidewalk Improvement Program*	*$ 40,000*	*$ -*	$ 20,000	$ 5,000	$ 20,000	SIP grant historically funded out of CIP, but expense is moving to FY2023 General Operating budget to reflect ongoing and not capital expenses.
242	*Contributions - Nuisance Property Expenses*	*$ 50,000*	*$ 23,993*	$ 50,000	$ 15,600	$ 50,000	Nuisance Property Expenditures historically funded out of CIP, but expense is moving to FY2023 General Operating budget to reflect ongoing and not capital expenses. *This expense does not factor into carryover, as expense was paid out directly from CIP funds before decision to move expense to Operating budget in FY23.*
243	Contribution - Community ARPA Awards	$ 322,500	$ 322,500	$ -	$ -	$ -	Council Approved ARPA grant payouts for community grant requests - Currently advertising second round of community grant fundings, will need to do revision once ARPA Community payouts are approved with a solid total $ amount needed to fund said payouts

42	DEPARTMENT LINE ITEMS		FY22				NOTES AND EXPLANATIONS
244	Transfers to Capital Reserve	$ 892,500	$ 1,182,030	$ 742,500	$ 759,551	$ 742,500	FY21 - just street and gaming/lottery transfer. FY22 to date just street and gaming/lottery transfer. FY23 budget transfer includes lottery money (gaming and video) and street fee collections to capital budget (less donations, FIP/Revive, homeless, SIP, nuisance, and parks supplemental).
245	**Total Contributions/Transfers**	**$ 1,470,000**	**$ 1,574,530**	**$ 956,000**	**$ 799,028**	**$ 956,000**	
246							
247	**Parking - 571**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
248	Salaries	$ 33,503	$ 33,011	$ 34,100	$ 25,540	$ 34,100	
249	FICA	$ 2,600	$ 2,504	$ 2,600	$ 1,954	$ 2,600	
250	Group Insurance	$ 12,000	$ 11,026	$ 11,000	$ 6,065	$ 11,000	
251	Retirement	$ 3,300	$ 3,349	$ 3,100	$ 2,226	$ 3,100	
252	OPEB	$ 2,600	$ 894	$ 1,500	$ 623	$ 1,500	
253	Special Emergency Pay		$ -	$ -	$ -	$ -	
254	Utilities	$ 1,000	$ 1,024	$ 1,000	$ 818	$ 1,000	
255	R&M Equipment	$ 3,000	$ -	$ 3,000	$ -	$ 1,500	Additional internal mechanisms in FY21 and maintained funding in FY22; June 30, be able to eliminate after new meters are installed via CIP
256	Advertising/Legal Publication	$ -	$ -	$ -	$ -	$ 1,500	Advertising January and April position vacancy
257	Postage and Printing	$ 100	$ 116	$ 800	$ -	$ 800	New parking brochure;
258	Building & Equipment Rental	$ 1,700	$ 1,700	$ 1,700	$ 1,700	$ 1,700	Rental fee for parking lot at the Legion; confirm final year of payment
259	Insurance & Bonds	$ 3,000	$ 2,614	$ 3,000	$ 1,917	$ 3,000	
260	Contracted Services	$ -		$ 800	$ -	$ 800	
261	Departmental Supplies	$ 4,000	$ 1,866	$ 6,000	$ 2,591	$ 5,000	Parking application software services fee and other departmental expenses
262	Uniforms	$ 1,000	$ -	$ 500	$ 573	$ 1,500	
263	**Total Parking**	**$ 67,803**	**$ 58,105**	**$ 69,100**	**$ 44,006**	**$ 69,100**	**Internal Revision Only**
264							
265	**Contingencies - 699**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
266	Other Contributions	$ 340,014	$ 26,420	$ 429,433	$ -	$ 383,433	Decrease by $46,000 to accomodate City Manager salaries cost (severance payment, $4K monthly stipends) and $4k Fireworks contribution; amount reported to SAO is $931,896 as we can't report a surplus or deficit legally, so any overages must be budgeted in Contingencies. . (Notes - Per SAO local government division budgeting guide, Contingencies line item cannot exceed 10% of total budget)
267	**Total Contingencies**	**$ 340,014**	**$ 26,420**	**$ 429,433**	**$ -**	**$ 383,433**	
268							
269	**Police Department - 700**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
270	Salaries	$ 1,282,710	$ 1,178,043	$ 1,336,995	$ 966,668	$ 1,336,995	DISTRIBUTING FY2023 COLA OF 5.8% PREVIOUSLY CAPTURED IN CONTINGENCIES LINE ITEM Chief, 14 officers; 1 SRO; and 2 admin staff; includes shift differential; longevity; uniform; and holiday/overtime (all other overtime is in separate line item); does not include additional staffing based on police study yet, those recommendations are captured in contingencies
271	FICA	$ 32,300	$ 29,730	$ 32,500	$ 25,312	$ 35,000	To accommodate higher tracking expense

42	DEPARTMENT LINE ITEMS		FY22				NOTES AND EXPLANATIONS
272	Group Insurance	$ 130,000	$ 128,536	$ 125,000	$ 85,813	$ 125,000	
273	Retirement	$ 140,700	$ 128,644	$ 114,000	$ 93,315	$ 120,000	To accommodate higher tracking expense
274	Police Pension	$ 80,000	$ 57,558	$ 75,000	$ 49,051	$ 60,000	Lower contribution amounts, per the actuarial study provided by MPOB
275	Overtime	$ 141,900	$ 93,297	$ 138,000	$ 90,833	$ 138,000	Includes court/investigations/events/training/etc;
276	OPEB	$ 31,500	$ 13,444	$ 40,000	$ 29,023	$ 40,000	
277	Special Emergency Pay		$ 502	$ -	$ -	$ -	
278	Telephone	$ 40,000	$ 45,955	$ 48,000	$ 33,913	$ 48,000	4 cell phones; in car wifi/CAD; internet; fax; office phones
279	Utilities	$ 36,000	$ 40,453	$ 45,000	$ 24,711	$ 45,000	Electric/power; cable/Comcast; water and sewer, etc.
280	Travel	$ 2,500	$ 4,387	$ 7,500	$ 1,851	$ 5,000	CALEA accreditation, in-service training (16 sworn), Perdmin
281	R&M Building & Grounds	$ 2,500	$ 3,650	$ 2,000	$ 177	$ 2,000	
282	R&M Equipment	$ 5,000	$ 275	$ 5,000	$ -	$ 3,000	In-car and body cameras; zebra printers; fire safety; etc.
283	R&M Auto	$ 32,500	$ 32,642	$ 32,500	$ 29,895	$ 40,000	23 +/- vehicles to keep operational; auto service (oil changes, tire rotations, wipers, normal wear and tear), etc. ; higher auto expenses
284	Postage	$ 1,000	$ 925	$ 1,500	$ 839	$ 1,500	Capias letters, parking late/boot notices, error notirces in traffic tickets, certified mail for evidence submission, etc.
285	Building & Equipment Rental	$ 93,800	$ 97,452	$ 97,500	$ 80,650	$ 100,000	Building rent calculated at $7,892 per month (another $2,500 per month is paid by CTUB and accounted for in the city hall budget); balance is for copier, which is at a higher rental rate with new equipment etc.
286	Advertising/Legal Publications	$ 4,000	$ 5,438	$ 10,000	$ 3,750	$ 10,000	Legal notices, asset forfeiture notices; officer vacancy advertising, additional $5k proposed.
287	Training & Education	$ 7,500	$ 16,490	$ 12,000	$ 8,000	$ 12,000	16 in-service hours (16 sworn = 256 hours)+ 8 hours supervisory (6 sworn = 48 hours); CALEA accreditation manager's training; Defense Tactics instructor, baton instructor, new detective crime scene management; tuition reimbursement
288	Dues & Subscriptions	$ 2,000	$ 3,857	$ 2,000	$ 638	$ 2,000	WV Chief Association; IACP, Journal, NASRO, NRA (weapons instructor = $600 year);
289	Professional Services	$ 10,000	$ 11,397	$ 7,500	$ 550	$ 6,300	Miscellaneous legal services; hiring assistance for vacancies (physicals, drug tests, psych exams), additional $2.5k proposed; etc.
290	Insurance & Bonds	$ 100,000	$ 100,832	$ 110,000	$ 73,546	$ 100,000	Travelers
291	Contracted Services	$ 40,000	$ 40,094	$ 40,000	$ 27,799	$ 40,000	Alarm monitoring; cleaning; generator; pest control; etc; increased for new facility;
293	Departmental Supplies	$ 25,000	$ 16,737	$ 32,500	$ 13,307	$ 32,500	Office supplies; etc.; additional funds for ammunition (qualification 2 times per year; 9mm, .223, slug, bird shot); etc.; additional $2.5k funding for police hiring testing materials propsed
294	Special Emergency Expense		$ 6,628	$ -	$ 3,125	$ 3,200	Additional building cleanings, ceased at end of calendar year 2022
295	Auto Supplies	$ 50,000	$ 59,083	$ 50,000	$ 40,837	$ 57,500	Gas and tires only
296	**Computer Software**	$ -	$ -	$ 23,700	$ 12,666	$ 23,700	Placeholder for CAD maintenace; CALEA and PowerDMS, Guardian, PD website; $2500 for Report Beam (City's share); Police One Academy $1800; $3700 for body camera software licenses(bt)
297	Uniforms	$ 10,000	$ 11,364	$ 12,000	$ 6,948	$ 13,500	Class A, BDU shirst; collar pins, badges, rank insignia, jackets, bullistic vests, (does not include uniform for any net new positions).
298	**Total Police Dept**	**$ 2,300,910**	**$ 2,127,413**	**$ 2,400,195**	**$ 1,703,217**	**$ 2,400,195**	**Internal Revision Only**
299							
300	**Police-Special Duty Crossing Guard - 704**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**

42	DEPARTMENT LINE ITEMS		FY22				NOTES AND EXPLANATIONS
301	Salaries	$ 23,000	$ 22,209	$ 23,000	$ 20,513	$ 25,000	Funding for 6 crossing guards; costs reimbursed by BOE semi-annually
302	FICA	$ 1,800	$ 1,699	$ 1,800	$ 1,569	$ 2,000	
303	Advertising/Legal Publications	$ 100	$ -	$ -	$ -	$ -	
304	Insurance & Bonds	$ 1,500	$ 1,735	$ 1,500	$ 1,246	$ 1,750	
305	Departmental Supplies	$ 250	$ 45	$ 150	$ 92	$ 500	Stop signs
306	Uniforms	$ 500	$ 61	$ 300	$ 125	$ 300	Reflective jackets and vests
307	**Total Police - Special Duty Crossing Guard**	**$ 27,150**	**$ 25,749**	**$ 26,750**	**$ 23,546**	**$ 29,550**	
308	**Total Police and Crossing Guards**		**$ 2,153,162**	**$ 2,426,945**	**$ 1,726,762**	**$ 2,429,745**	
309							
310	**Dog Warden - 707**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
311	Contributions	$ 1,800	$ 1,617	$ 1,800	$ -	$ 1,800	City passes along the dog tag fees to the County at end of the fiscal year
312	**Total Dog Warden**	**$ 1,800**	**$ 1,617**	**$ 1,800**	**$ -**	$ 1,800	
313							
314	**Streets - 750**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
315	Salaries	$ 220,342	$ 202,293	$ 224,650	$ 175,671	$ 226,000	DISTRIBUTING FY2023 COLA OF 5.8% PREVIOUSLY CAPTURED IN CONTINGENCIES LINE ITEM - Includes maintenance supervisor and three crew members
316	FICA	$ 14,600	$ 15,073	$ 16,300	$ 13,439	$ 18,000	
317	Group Insurance	$ 40,000	$ 18,250	$ 35,000	$ 13,176	$ 22,500	
318	Retirement	$ 19,100	$ 20,461	$ 19,100	$ 15,518	$ 21,050	
319	OPEB	$ 8,800	$ 1,887	$ 8,000	$ 3,477	$ 8,000	
320	Special Emergency Pay	$ -		$ -	$ -	$ -	
322	Telephone	$ 4,000	$ 2,125	$ 3,500	$ 918	$ 3,500	Field staff equipped with cell phones
323	Utilities	$ 100,000	$ 94,982	$ 100,000	$ 74,889	$ 100,000	Electric (street lights), water, sewer, and internet
324	Travel	$ 1,500	$ -	$ 1,500	$ -	$ 1,500	Maintain certifications; other skill enhancement training as required/proposed
325	R&M Buildings & Grounds	$ 15,000	$ 9,353	$ 15,000	$ 6,655	$ 13,300	General maintenance of city buildings.
326	R&M Equipment	$ 10,000	$ 16,866	$ 15,000	$ 17,338	$ 25,000	Primary Expense is Street Sweeper repairs
327	R&M Auto	$ 5,000	$ 4,400	$ 7,500	$ 5,217	$ 7,500	Regular maintenance of department vehicles.
328	Building & Equipment Rental	$ 2,000	$ -	$ 2,000	$ -	$ 250	Equipment rented as required to maintain various city buildings.
329	Advertising/Legal Publications/Postage	$ 500	$ -	$ 500	$ -	$ 250	Spring and Fall Cleanup. Additional city sponsored projects as required.
330	Training & Education	$ 2,000	$ 1,050	$ 1,000	$ -	$ 1,000	Maintain certifications; other skill enhancement training as required/proposed
331	Dues & Subscriptions	$ 500	$ 188	$ 500	$ 138	$ 500	
332	Professional Services	$ 100		$ 100	$ 220	$ 300	
333	Insurance & Bonds	$ 18,000	$ 16,890	$ 19,000	$ 12,036	$ 19,000	
334	Contracted Services	$ 40,000	$ 39,170	$ 50,000	$ 21,738	$ 45,000	4-yr snow average is just over $33,100 (update for last year); recent high of $106,900 in FY14; additional $50k for snow held in reserve in the contingency account (699).
335	Departmental Supplies	$ 15,000	$ 22,272	$ 15,000	$ 4,351	$ 15,000	
336	Special Emergency Expense	$ -		$ -	$ -	$ -	
337	Auto Supplies	$ 20,000	$ 24,333	$ 20,000	$ 17,109	$ 25,000	Other city vehicle maintenance.
338	Uniforms	$ 9,000	$ 8,400	$ 9,000	$ 7,193	$ 10,000	
339	**Total Streets**	**$ 545,442**	**$ 497,991**	**$ 562,650**	**$ 389,082**	**$ 562,650**	**Internal Revision Only**
340							

42	DEPARTMENT LINE ITEMS		FY22				NOTES AND EXPLANATIONS
351	**Visitor's Center - 901**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
352	Utilities	$ 3,000	$ 3,659	$ 3,000	$ 3,005	$ 4,500	Utilities are for Rouss Hall, where Visitors Center is currently located.
353	R&M Building & Grounds	$ -	$ -	$ -	$ -	$ -	
354	Contracted Services	$ 1,000	$ -	$ 1,000	$ -	$ -	
355	Contributions	$ 75,000	$ 85,900	$ 62,500	$ 69,741	$ 85,000	Includes half of hotel/motel collections (FY21 significantly higher than $43k estimate). Another $18k in in-kind services provided as rent space in CW hall (non-cash expense).
356	**Total Visitor's Center**	**$ 79,000**	**$ 89,559**	**$ 66,500**	**$ 72,747**	**$ 89,500**	
357							
358	**Fairs/Festivals - 903**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
364	Postage	$ -	$ -	$ -	$ -	$ -	
365	Travel Expenses	$ -		$ -	$ -	$ -	
366	Printing	$ -	$ -	$ -	$ -	$ -	
367	Bldg & Equip Rental	$ -	$ 986	$ -	$ -	$ -	
368	Advertising/Legal Publications	$ -	$ 1,566	$ -	$ 687	$ -	Advertising Events
369	Contracted Services	$ -	$ 10,830	$ -	$ 5,603	$ -	
370	Departmental Supplies	$ 30,000	$ 13,212	$ 30,000	$ 12,086	$ 30,000	
371	Contributions	$ 2,500	$ 2,700	$ 5,000	$ 3,300	$ 5,000	Car show contribution
372	**Total Fairs/Festivals**	**$ 32,500**	**$ 29,295**	**$ 35,000**	**$ 21,677**	**$ 35,000**	
373							
374	**Transfers - 960**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
375	Transfers Out - Primarily Parks & Rec	$ 117,500	$ 128,400	$ 100,000	$ 107,241	$ 126,500	$37.5K in annual contribution, $85K for Hotel Tax, $4K for County Fireworks event
376	**Total Transfers**	**$ 117,500**	**$ 128,400**	**$ 100,000**	**$ 107,241**	**$ 126,500**	
377							
378	**General Government - 975**	**FY22 Revised**	**Thru June 30,2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	**Notes and Explanations**
379	Contributions	$ 1,010,022	$ -	$ 2,342,544	$ -	$ 2,342,544	**Unencumbered ARPA grant funding absorbed by General Fund due to revenue loss allowance. Balance of first tranche transfer, less community grant payouts, will be held in the General Government expense item until encumberance occurs (at the recommendation of WVSAO staff). FY22 unencumbered funding of $1,010,022 plus FY23 second tranche transfer of $1,332,522.**
380	**Total General Government**	**$ 1,010,022**		**$ 2,342,544**	**$ -**	**$ 2,342,544**	
381							
382		**FY22 Revised**	**FY22 Thru June 30, 2022**	**FY 23 Revised 1/17/23**	**Balances Thru March 31, 2023**	**FY23 Proposed Revision #3**	
383	**Total Expenses**	**$ 7,900,407**	**$ 6,371,320.43**	**$ 9,034,659**	**$ 4,617,013**	**$ 9,123,224**	
384							
387	**Surplus or Deficit**	$ (190,000)	$ 2,264,683	$ 214,928	$ 4,046,040	$ 548,464	

LGSD BR (Ver. 2020)

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5114
Fax: 304-340-5090
Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER
Fiscal Year Ending: FY23
Fund: 1
Revision Number: 3
Pages: 1 of 1

City of Charles Town
GOVERNMENT ENTITY

Person To Contact Regarding Request:
Name: Breanna Andrews
Phone: 304-724-3257
Fax:
Email: bandrews@charlestownwv.us

101 East Washington Street
STREET OR PO BOX

CITY ZIP CODE

Municipality
Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
301-06	Supplemental Taxes	25,000	3,000		28,000
304	Excise Tax on Utilities	250,000		50,000	200,000
306	Wine & Liquor Tax	10,000	5,000		15,000
308	Hotel Occupancy Tax	125,000	30,000		155,000
326	Building Permit Fees	150,000	300,000		450,000
345	Rents/Royalties and Concessions	60,000		10,000	50,000
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			422,100		

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
412	City Manager's Office	260,780	42,470		303,250
436	Building Inspection	54,640		23,580	31,060
437	Planning & Zoning	439,575	37,500		477,075
440	City Hall	587,925	25,875		613,800
699	Contingencies*	644,361	287,535		931,896
704	Police-Special Duty	26,750	2,800		29,550
901	Visitors Bureau	66,500	23,000		89,500
900	Parks & Recreation	100,000	26,500		126,500
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			422,100		

APPROVED BY THE STATE AUDITOR

BY:
Deputy State Auditor, Local Government Services Division **Date**

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

REVENUES (CONT) City of Charles Town

LGSD: BR City of Charles Town CONTROL NUMBER: FY23 1 3

FY FUND REV #

BUDGET REVISION REQUEST-SUPPLEMENT

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
399	Miscellaneous Revenues	42,500	25,000		67,500
380	Interest Earned on Investments	10,000	20,000		30,000
386	Insurance Claims		24,000		24,000
397	Video Lottery	625,000	75,000		700,000
382	Refunds and Rebates		100		100
	#N/A				
	#N/A				
	#N/A			

RESOLUTION – GENERAL FUND

At a regular session of the municipal council, held May 15, 2023, the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the City of Charles Town for the General Fund. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the municipal council does hereby direct the General Fund budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on General Fund Budget Revision #3, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, and duly seconded by _____the vote thereon was as follows:

Elizabeth Ricketts	Yes or No or Absent
James Kratovil	Yes or No or Absent
Jeff Hynes	Yes or No or Absent
Kevin Tester	Yes or No or Absent
Julie Philabaum	Yes or No or Absent
Jean Petti	Yes or No or Absent
Micheal George	Yes or No or Absent
Rikki Twyford	Yes or No or Absent

WHEREUPON, the Presiding Officer, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the City Clerk is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-464 Capital Budget Fiscal Year 2024

Attached is the Finance Committee Chairman's documents for the FY24 Capital Budget to discuss recommendations and priorities for the new fiscal year. Finance Director will provide a more detailed table drop spreadsheet if Council would like further detail.

ATTACHMENTS:

- FY24 Capital Budget Docs - RMT.pdf

the city of Charles Town, WV

Attachment (1) - Part I - Page 1 of 1

FY 2024 Capital Reserve Proposed Budget (Summary)

2-May-23

Total Projected Revenues Less Pending	$ 2,622,608	**$**	**2,522,608**	Less Dev Fees
Total Recommended Expenditures	$ 2,400,081			
Balance	$ 222,527	$	122,527	

Revenues	**Projected**	**Pending**	**Grants**
Carryover	$ 299,928	$ -	$ -
Restricted	$ 230,000	$ -	$ -
Lottery	$ 557,680	$ -	$ -
Interest	$ 35,000	$ -	$ -
ARPA	$ 1,500,000	$ -	$ -
Grant	$ -	$ -	$ 3,496,229
Totals	**$ 2,622,608**	**$ -**	**$ 3,496,229**

Expenditures	**Requested**	**Recommended**	
PRIORITY 1			
Grant Match	$ 1,202,581	$ 852,581	
City Hall	$ 185,000	$ 185,000	
CTPD	$ 67,500	$ 67,500	
Infrastructure	$ 55,000	$ 50,000	
Maintenance	$ 380,000	$ 380,000	
Parks & Rec	$ 2,700,000	$ 100,000	
Totals	**$ 4,590,081**	**$ 1,635,081**	
PRIORITY 2			
Grant Match	$ -	$ -	
City Hall	$ 45,000	$ 45,000	
CTPD	$ -	$ -	
Infrastructure	$ 300,000	$ 130,000	$ 170,000
Maintenance	$ -	$ -	
Parks & Rec	$ 100,000	$ 100,000	
Totals	**$ 445,000**	**$ 275,000**	
PRIORITY 3			
Grant Match	$ -	$ -	
City Hall	$ -	$ -	
CTPD	$ 5,000	$ 5,000	
Infrastructure	$ 160,000	$ 50,000	
Maintenance	$ 250,000	$ -	
Parks & Rec	$ 540,000	$ 435,000	
Totals	**$ 955,000**	**$ 490,000**	

the city of Charles Town, WV

FY 2024 Capital Reserve Proposed Budget

Updated: 2 May 2023

		PROJECTED	PENDING	GRANT FUNDING	
Carryover		$ 299,928	$ -	$ -	Carryover balances implemented for FY2023 Capital Reserve - Improvement Budget.
Developer Fees		$ 100,000	$ -	$ -	Estimated based on FY2023 receipts - **Restricted**
Repaving Fees (Transferred from General Fund)		$ 130,000	$ -	$ -	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
Lottery / Gaming Revenue (Transferred from General Fund)		$ 557,680	$ -	$ -	All lottery/gaming revenue remitted to Charles Town gets XFRD to Capital Reserve from GenFund (less expenses previously funded by Capital Fund but moved to GenFund for FY23)
Interest on Bank Accounts & Other Sources		$ 35,000	$ -	$ -	Reveue from 3 diferent interest bearing accounts FY2023- PD Vehicle Disposal Revenues & Insurance Claim -$18,750 + $23,750 = $42,500
ARPA Revenue designated for Grant Matching		*$ 1,500,000*	*$ -*	*$ -*	*Per Council, $1.5 million of ARPA award has been designated as grant match funding source; ARPA funds budgeted in General Fund, so will XFR funds to Capital Reserve account as grants are completed via interfund reimbursement process.*
Grant Revenue - WVDOH TAP-II grant Augustine Avenue Trail Construction		*$ -*	*$ -*	*$ 560,000*	*Design grant expected to be complete by close of FY23; will include FY24 TAP grant on construction once award details concrete and City commits to project in FY24 ($560K grant with $140K match)*
Grant Revenue - CDS _ Senator Capito Grant Augustine Avenue Trail Construction		*$ -*	*$ -*	*$ 1,400,000*	*Trail Completion*
Grant Revenue - COPS Grant		*$ -*	*$ -*	*$ 400,000*	*PD Equipment Grant of $400K; will update number once award details provided (stretching $400K over X amount of award years)*
Grant Revenue - EARMARK - Liberty Street Flooding		*$ -*	*$ -*	*$ 375,000*	*Senator Earmark to mediate Liberty Street Flooding; requires $75Kmatch; will include the grant in revenues once award details concrete and City commits to project in FY24*
Grant Revenue - TAP George St Sidewalk			*$ -*	*$ 511,229*	*TAP Grant for the construction of George St Sidewalk; requires $127Kmatch; will include the grant in revenues once award details concrete and City commits to project in FY24*
Grant Revenue - LWCF JMP Pool		*$ -*	*$ -*	*$ 250,000*	*LWCF Grant for the renovation of JMP Pool; requires $250K match; will include the grant in revenues once award details concrete and City commits to renovations in FY24*
Receivables					
Total Revenues		**$ 2,622,608**	**$ -**	**$ 3,496,229**	

EXPENDITURES	Priority	FY 2024 REQUESTED	FY 2024 RECOMMENDED	FY 2024 GRANT FUNDING	NOTES
Liberty Street Flooding Mitigation - Grant Match	1	$ 305,774	$ 305,774		$680,774 Est Construction Cost - Grant = $375K; Match = $93,750; Balance = $212,024 Match + Balance = $304,774
Sidewalk Improvements - George Street - Grant Match	1	$ 127,807	$ 127,807		$639,036 Est Construction Cost - Grant = $511,229; Match = $127,807
Augustine Avenue Trail Design & Construction	1	$ 29,000	$ 29,000		Phase II design (Total = $145,000; Grant = $116,000 - Funded through WVDOT; City Match = $29,000). Anticipate design completion FY23/FY24.
Augustine Avenue Trail Construction - TAP II Grant	1	$ 140,000	$ 140,000		Construction - 1 (Total = $700,000; Grant = $560,000 - Funded through WVDOT; City Match = $140,000). Anticipate construction begin FY24. An additional $1,700,000 estimated for project completion - CDS Grant = $1,400,000; City Match = $350,000, likely in FY 2025
Augustine Avenue Trail Construction - CDS Grant	1	$ 350,000	$ -		CDS Grant = $1,400,000; City Match = $350,000, likely in FY 2025
Pool Renovation - Land & Water Conservation Fund (LWCF)	1	$ 250,000	$ 250,000		Land & Water Conservation Grant for Pool House renovation = $250,00; City Match = $250,000 Total Pool renovation estimated at $2,500,000.
Technology Upgrades	1	$ 105,000	$ 105,000	$ -	Staff to develop a more detailed equipment replacement plan; FY24 Requests are $100K for general upgrades, $5K for vacant structure software
Vehicles & Outfitting's	1	$ 67,500	$ 67,500	$ -	FY24 CTPD Vehicles purchased in FY23; funding requested: $54,500 for equipment covered under DOJ COPS EQUIP grant, $13,000 for Vehicle Labor and Graphics Cost not covered by DOJ grant
Basic Stormwater Improvements	1	$ 25,000	$ 25,000	$ -	ACKNOWLEDGED IMPROVEMENT LOCATIONS - Install new sidewalk drain in 200 block of W. Washington (design completed - JW project); fix Paradise Alley storm drain; design improvements for 100 block of Shutter St; 400 block of S. Samuel, and culvert at 4th and Hunter
Security Fence / Shop Improvements	1	$ 45,000	$ 45,000	$ -	Install perimeter fence along Evitts Run to improve lack of security of City Asset
City Hall Renovations	1	$ 50,000	$ 50,000	$ -	Planning and design fees for City Hall renovations (none of FY23 appropriation spent on design services yet); FY24 proposed amount to fund space and feasability study for current and future needs of all City buildings
City Hall Renovations - Facade repairs	1	$ 50,000	$ 50,000	$ -	Assessment and repairs to the City Hall building façade
General Infrastructure Improvements	1	$ 30,000	$ 25,000	$ -	FY22 expense - Brooke Street Sinkhole remediation; FY24 includes City Hall security upgrades ($25K) and minor City Hall renovation for additional office spaces to accommodate CDD staff ($5K)
Finance Software Upgrades	1	$ 80,000	$ 80,000	$ -	Current Finance Software (Incode 9) will become incompatible with continually updated windows platforms in near term future; requesting funding to upgrade to Incode 10 or pursue new software.
Maintenance Department Equipment Purchases	1	$ 235,000	$ 235,000	$ -	Leaf Vacuum & Box - $85,000; Tractor/Backhoe - $100,000; and: Maintenance Truck - $50,000;
Pool Renovation	1	$ 2,700,000	$ 100,000	$ -	In support of identified LWCF grant funding expected to be required for FY2024. A FY2024 Congressional Directed Funding request for $1,500,000 pends

EXPENDITURES	Priority	FY 2024 REQUESTED	FY 2024 RECOMMENDED	FY 2024 GRANT FUNDING	NOTES
Street Paving / Improvements	2	$ 300,000	$ 130,000	$ -	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs. Due to large scope and delays in the Request for Bid process, Finance Committee recommends caping FY2024 paving/repairs expenses at $300K.; $130K FY24 income; **$170K from paving reserves**
Public Arts District - Wayfinding signage - 3-year program	2	$ 100,000	$ 100,000	$ -	CDD REQUEST $100K for wayfinding signage implementation phase 1 cost (3 years of phases) (request related to 2023 CTNOW ARPA Request)
City Hall Vehicles	2	$ 45,000	$ 45,000	$ -	City vehicle for code enforcement/building inspection staff. Currently Building Inspector is using private vehicle
Mordington Avenue Sidewalk Design	3	$ 110,000	$ -	$ -	CDD REQUEST Design and fund construction documents of Mordington Ave sidewalk from S George St to S West St. Currently included in FY2024 Congressional Directed Funding Request
Parking Meters	3	$ 5,000	$ 5,000	$ -	Routine replacement of a portion of the parking meters (25) in the downtown parking district
Charles Street Flooding	3	$ 50,000	$ 50,000	$ -	Engineering costs to determine Charles Street flooding mitigation
Maintenance Department Street Sweeper replaacement	3	$ 250,000	$ -	$ -	Finance Committee recommends rescheduling in FY2025
Amenities & Replacements / Park Upgrades	3	$ 40,000	$ -	$ -	Finance Committee recommends reevaluation after the Master Parks Plan is completed and approved
Master Park Planning	3	$ 75,000	$ 75,000	$ -	Development of the City's Master Parks Plan
Walking Bridges at Happy Retreat and Evitts Run Park	3	$ 25,000	$ -	$ -	Finance Committee recommends reevaluation after the Master Parks Plan is completed and approved
Skate Park	3	$ 40,000	$ -	$ -	Finance Committee recommends reevaluation after the Master Parks Plan is completed and approved
Depot Park Land Acquisition	3	$ 360,000	$ 360,000	$ -	Place holder for possible land acquisition from APUS for the Depot Park initiative
Charles Town Police Department Equipment (COPS Grant)	2	$ 108,112	$ -	$ 108,112	Funding requested: $81,600 for equipment covered under DOJ COPS EQUIP grant ($13.6K for pursuit stop stick, $34K for trauma kits, $34K for ballistic shields), $5,512 for taser not covered by DOJ grant, $21,000 in reserve funding for future FY equipment purchases
TOTALS		**$ 5,990,081**	**$ 2,400,081**	**$ -**	
BALANCE		**$ (3,367,473)**	**$ 222,527**	**$ (3,496,229)**	

the city of Charles Town, WV

Attachment (1) - Part III - Page1 of 2

Capital Fund Balances - Estimates

2-May-23

Sales Tax Fund

	FY23 Balance Thru 31 Mar 2023	Projected Thru 30 June 2023	FY24 Projected	Total
Revenues				
	$ 3,208,307	$ 600,000	$ 1,600,000	
Unencombered Balance	$ 2,688,812			$ 4,288,812
Expenditures				
CW Hall		$ 200,004	$ 200,004	
Municipal Annex		$ 124,692	$ 124,692	
		$ 324,696	$ 324,696	
Transfer to Operating Budget		$ 675,304	$ 1,275,304	
Total		$ 1,000,000	$ 1,600,000	
Estimated FY 2024 Avaliable Balance				$ 2,688,812

Street Improvement Fund

	FY23 Balance Thru 31 Mar 2023	Projected Thru 30 June 2023	FY24 Projected	Total
Revenues				
	$ 1,533,624	$ 77,564	$ 130,000	
Unencombered Balance	$ 1,281,060			$ 1,411,060
Expenditures				
Street Improvements			$ 50,000	
Paving			$ 300,000	
		$ -	$ 350,000	$ 1,061,060
Estimated FY 2024 Avaliable Balance				$ 1,061,060

the city of Charles Town, WV

Attachment (1) - Part III - Page 2 of 2

Capital Fund Balances - Estimates

2-May-23

Capital Reserve Fund

	FY23 Balance Thru 31 Mar 2023	Projected Thru 30 June 2023	FY24 Projected	Total
Revenues				
	$ 2,053,812	$ -		
Gaming & Interest			$ 592,680	$ 2,646,492
Expenditures				
Carry over, Lottery, & Interest			$ 892,608	
Developer Fees			$ 100,000	
			$ 992,608	
Estimated FY 2024 Avaliable Balance				$ 1,653,884

APRA Fund

	FY23 Balance Thru 31 Mar 2023			Total
Revenues	$ 2,342,000			
Expenditures		**Grant Match**	**$ 1,500,000**	
AA Trail	$ 490,000	Grant Match		
George Street Sidewalk	$ 127,807	Grant Match		
Liberty Street Flooding	$ 305,774	Grant Match		
Jefferson Memorial Pool	$ 250,000	Grant Match		
	$ 1,173,581			
Balance	$ 1,168,419		$ 326,419	

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-492: Payment of Bills - May 15, 2023

ATTACHMENTS:

- GENERAL FUND COUNCIL REPORT 2023 5 15.pdf
- CAPITAL RESERVE COUNCIL REPORT 2023 5 15.pdf
- PARKS & REC COUNCIL REPORT 2023 05 15.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
KNOTT JAMES E	5/12/23	6/12/23 TRAINING-MEAL EXP	GENERAL FUND	POLICE DEPARTMENT	44.25
				TOTAL:	44.25
BOLAND TRANE SERVICES INC	5/12/23	MAY23 HVAC SERV 661 GEORGE	GENERAL FUND	POLICE DEPARTMENT	457.00
				TOTAL:	457.00
CINTAS	5/12/23	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	188.53
	5/12/23	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	188.53
				TOTAL:	377.06
COMCAST CORPORATION	5/12/23	661 INTERNET SERV 5/3-6/2/	GENERAL FUND	POLICE DEPARTMENT	305.35
	5/12/23	MAINT SHOP INTERNET 5/7-6/	GENERAL FUND	STREETS & HIGHWAYS	95.30
				TOTAL:	400.65
CREAMERS AUTO SERVICE CENTER, LLC	5/12/23	#18 REPL REAR PAD&ROTOR	GENERAL FUND	POLICE DEPARTMENT	736.89
	5/12/23	#26MOUNT & BALANCE 4 TIRES	GENERAL FUND	POLICE DEPARTMENT	190.98
				TOTAL:	927.87
CHARLES TOWN UTILITY BOARD	5/12/23	661S GEORGE ST SER 3/15-4/	GENERAL FUND	NON-DEPARTMENTAL	89.18
	5/12/23	105S GEORGE ST SERV 3/15-4	GENERAL FUND	CITY HALL	108.95
	5/12/23	108N GEORGE ST SER 3/15-4/	GENERAL FUND	CITY HALL	100.13
	5/12/23	661S GEORGE ST SER 3/15-4/	GENERAL FUND	POLICE DEPARTMENT	181.07
	5/12/23	34 N WATER ST SERV3/15-4/1	GENERAL FUND	STREETS & HIGHWAYS	68.84
				TOTAL:	548.17
DIVISION OF JUSTICE & COMMUNITY SERVIC	5/12/23	DAY POLICE ACAD 1/16-5/5/2	GENERAL FUND	POLICE DEPARTMENT	1,500.00
				TOTAL:	1,500.00
EXECUTIVE EMERGENCY LIGHTING LLC	5/12/23	#4INSTALL 2HD LGHT W/MOUNT	GENERAL FUND	POLICE DEPARTMENT	290.00
	5/12/23	#4INSTALL 2HD LGHT W/MOUNT	GENERAL FUND	POLICE DEPARTMENT	15.00
	5/12/23	#4INSTALL 2HD LGHT W/MOUNT	GENERAL FUND	POLICE DEPARTMENT	194.00
	5/12/23	#4INSTALL 2HD LGHT W/MOUNT	GENERAL FUND	POLICE DEPARTMENT	10.00
				TOTAL:	509.00
FIRST-CITIZENS BANK & TRUST CO	5/12/23	3RD FLOOR COPIER RENTAL MA	GENERAL FUND	CITY HALL	110.00
				TOTAL:	110.00
FRONTIER, INC.	5/12/23	RH-108N GEORGE-4/25/23-5/2	GENERAL FUND	CITY HALL	42.86
	5/12/23	RH-108N GEORGE 3/25/23-4/2	GENERAL FUND	CITY HALL	33.18
	5/12/23	PD RINGDOWN 4/22/23-5/21/2	GENERAL FUND	POLICE DEPARTMENT	51.17
				TOTAL:	127.21
GEORGE MANNING	5/12/23	6/12/23 TRAINING-MEAL EXP	GENERAL FUND	POLICE DEPARTMENT	44.25
				TOTAL:	44.25

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/12/23	4/26 WEEKLY EVENT CALENDAR	GENERAL FUND	CITY HALL	69.50
				TOTAL:	278.00
CHRISTOPHER KUTCHER	5/12/23	5/5/23 DAY GRAD MEAL EXP	GENERAL FUND	POLICE DEPARTMENT	44.25
	5/12/23	6/12/23 TRAINING-MEAL EXP	GENERAL FUND	POLICE DEPARTMENT	44.25
				TOTAL:	88.50
MELISSA SEGURA	5/12/23	COURT TRANSLATOR 5/2 & 5/3	GENERAL FUND	POLICE DEPARTMENT	150.00
				TOTAL:	150.00
POTOMAC EDISON COMPANY, INC.	5/12/23	661 ELECTRIC SERV 4/4-5/2/	GENERAL FUND	NON-DEPARTMENTAL	1,278.30
	5/12/23	RH 108N GEORGE SER 3/30-4/	GENERAL FUND	CITY HALL	159.60
	5/12/23	661 ELECTRIC SERV 4/4-5/2/	GENERAL FUND	POLICE DEPARTMENT	2,595.33
				TOTAL:	4,033.23
POWERDMS, INC.	5/12/23	ANNUAL PD SUBS 4/27/23-4/2	GENERAL FUND	POLICE DEPARTMENT	3,402.07
				TOTAL:	3,402.07
PURCHASE POWER	5/12/23	POSTAGE REFILL 4/14/23	GENERAL FUND	CITY HALL	100.00
				TOTAL:	100.00
DONALD B RICE TIRE CO INC	5/12/23	4 GOODYEAR TIRES CAR#26	GENERAL FUND	POLICE DEPARTMENT	591.20
				TOTAL:	591.20
SOUTH CENTRAL PLANNING & DEVELOPMENT C	5/12/23	MYPERMITNOW FEES APRIL 202	GENERAL FUND	CITY HALL	730.00
				TOTAL:	730.00
STAPLES ADVANTAGE	5/12/23	DIGITAL RECORDER P&Z	GENERAL FUND	PLANNING & ZONING	39.97
	5/12/23	INK, 2 PACKS SHARPIE PENS	GENERAL FUND	CITY HALL	54.89
	5/12/23	5 BOXES COPY PAPER	GENERAL FUND	CITY HALL	244.95
				TOTAL:	339.81
STEPTOE & JOHNSON PLLC	5/12/23	LEGAL SERVICES MARCH 2023	GENERAL FUND	CITY ATTORNEY	20,968.75
				TOTAL:	20,968.75
SUSTAINABLE STRATEGIES DC	5/12/23	APRIL2023 BASE RETAINER FE	GENERAL FUND	CITY HALL	2,400.00
				TOTAL:	2,400.00
LYLE C TABB & SONS, INC.	5/12/23	BOX RENTAL FEES APRIL 2023	GENERAL FUND	STREETS & HIGHWAYS	1,450.00
				TOTAL:	1,450.00
U.S. BANK	5/12/23	APRIL2023 GAS P-CARD PURCH	GENERAL FUND	NON-DEPARTMENTAL	3,801.94
	5/12/23	APRIL2023 CORP P-CARD PURC	GENERAL FUND	NON-DEPARTMENTAL	6,987.99
				TOTAL:	10,789.93

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========

001	GENERAL FUND	66,602.62
	GRAND TOTAL:	66,602.62

TOTAL PAGES: 3

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: AP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 5/12/2023 THRU 5/12/2023

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADVANTAGE TECHNOLOGY LLC	5/12/23	VMWARE 1 YEAR SUPPORT-	CAPITAL RESERVE	GENERAL GOVERNMENT	620.22
	5/12/23	VMWARE 1 YEAR SUPPORT-	CAPITAL RESERVE	GENERAL GOVERNMENT	620.22
	5/12/23	CITY- DELL DOCK FOR JIM'S	CAPITAL RESERVE	GENERAL GOVERNMENT	304.46
	5/12/23	APRIL2023 MONTHLY AGREEMEN	CAPITAL RESERVE	GENERAL GOVERNMENT	1,909.15
	5/12/23	APRIL2023 MONTHLY AGREEMEN	CAPITAL RESERVE	GENERAL GOVERNMENT	1,382.40
				TOTAL:	4,836.45
ALPHA ASSOCIATES, INCORPORATED	5/12/23	AUGUSTINE AVE-TRAIL-DESIGN	CAPITAL RESERVE	CULTURE & RECREATION	16,897.63
				TOTAL:	16,897.63

========== FUND TOTALS ==========

200	CAPITAL RESERVE	21,734.08
	GRAND TOTAL:	21,734.08

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: CAP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 5/12/2023 THRU 5/12/2023

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CBP ENTERPRISES	5/12/23	APR23 MOWING EVITTS RUN	PARKS & REC	PARKS & REC	960.00
	5/12/23	APR23 MOWING HAPPY RETREAT	PARKS & REC	PARKS & REC	920.00
	5/12/23	APR23 MOWING CRAIG HILL	PARKS & REC	PARKS & REC	940.00
	5/12/23	APR23 MOWING JEFF MEM PARK	PARKS & REC	PARKS & REC	1,580.00
	5/12/23	APR23 MOWING WILLINGHAM KN	PARKS & REC	PARKS & REC	1,180.00
				TOTAL:	5,580.00
CITY OF CHARLES TOWN GENERAL FUND	5/12/23	FY23 ENCOVA INS P&R	PARKS & REC	PARKS & REC	251.45
	5/12/23	REIM. DEC22-MAR23 P-CARD P	PARKS & REC	PARKS & REC	154.00
	5/12/23	REIM. DEC22-MAR23 P-CARD P	PARKS & REC	PARKS & REC	121.07
	5/12/23	REIM. DEC22-MAR23 P-CARD P	PARKS & REC	PARKS & REC	66.36
	5/12/23	REIM. DEC22-MAR23 P-CARD P	PARKS & REC	PARKS & REC	128.00
	5/12/23	REIM. DEC22-MAR23 P-CARD P	PARKS & REC	PARKS & REC	29.37
	5/12/23	REIM. DEC22-MAR23 P-CARD P	PARKS & REC	PARKS & REC	53.15
	5/12/23	REIM. DEC22-MAR23 P-CARD P	PARKS & REC	PARKS & REC	82.46
	5/12/23	REIM. DEC22-MAR23 P-CARD P	PARKS & REC	PARKS & REC	74.66
	5/12/23	REIM. DEC22-MAR23 P-CARD P	PARKS & REC	PARKS & REC	3.65
	5/12/23	REIM. DEC22-MAR23 P-CARD P	PARKS & REC	PARKS & REC	1,215.92
	5/12/23	REIM. DEC22-MAR23 P-CARD P	PARKS & REC	PARKS & REC	34.10
	5/12/23	REIM. DEC22-MAR23 P-CARD P	PARKS & REC	PARKS & REC	62.90
	5/12/23	REIM. DEC22-MAR23 P-CARD P	PARKS & REC	PARKS & REC	19.25
	5/12/23	EDWARDS CELL SER DEC22-MAR	PARKS & REC	PARKS & REC	17.72
	5/12/23	EDWARDS CELL SER DEC22-MAR	PARKS & REC	PARKS & REC	17.72
	5/12/23	EDWARDS CELL SER DEC22-MAR	PARKS & REC	PARKS & REC	17.72
	5/12/23	EDWARDS CELL SER DEC22-MAR	PARKS & REC	PARKS & REC	17.72
	5/12/23	1/23-3/23 JMP TRASH SER RE	PARKS & REC	PARKS & REC	525.00
	5/12/23	1/23-3/23 JMP TRASH SER RE	PARKS & REC	PARKS & REC	525.00
	5/12/23	1/23-3/23 JMP TRASH SER RE	PARKS & REC	PARKS & REC	525.00
	5/12/23	FY23 TRAVELERS INS P&R	PARKS & REC	PARKS & REC	221.21
	5/12/23	FY23 TRAVELERS INS P&R	PARKS & REC	PARKS & REC	218.67
	5/12/23	FY23 TRAVELERS INS P&R	PARKS & REC	PARKS & REC	69.58
	5/12/23	FY23 TRAVELERS INS P&R	PARKS & REC	PARKS & REC	136.95
	5/12/23	FY23 TRAVELERS INS P&R	PARKS & REC	PARKS & REC	254.80
	5/12/23	FY23 TRAVELERS INS P&R	PARKS & REC	PARKS & REC	214.84
	5/12/23	FY23 TRAVELERS INS P&R	PARKS & REC	PARKS & REC	68.38
	5/12/23	FY23 TRAVELERS INS P&R	PARKS & REC	PARKS & REC	134.55
				TOTAL:	5,261.20
CHARLES TOWN UTILITY BOARD	5/12/23	22 WATER ST SER 3/15-4/15	PARKS & REC	PARKS & REC	55.41
				TOTAL:	55.41
FRONTIER, INC	5/12/23	JMP PHONE SERV MAY 2023	PARKS & REC	PARKS & REC	69.82
				TOTAL:	69.82
POTOMAC EDISON COMPANY, INC	5/12/23	JMP ELECTRIC SERV MARCH 20	PARKS & REC	PARKS & REC	27.27

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
207 PARKS & REC	11,276.25
GRAND TOTAL:	11,276.25

TOTAL PAGES: 2

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 03-CT BOARD OF P&R
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PARK1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 5/12/2023 THRU 5/12/2023

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-469 CTUB Minutes April 26, 2023

CTUB Minutes April 26, 2023

ATTACHMENTS:

- 2023.04.26 UB MINUTES.pdf

Charles Town Utility Board
Regular Board Meeting
April 26, 2023

The Charles Town Utility Board held a regular meeting on April 26, 2023 at 4:00 P.M. Members of the Board present were Robert Trainor, Chairman; Duke Pierson, Vice Chairman; Tommy Stocks, Treasurer; Jeff Whitten, Board Member and Heidi Parker, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; and Robert Rodecker, Legal Counsel.

CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES

Approval of April 12, 2023 Regular Meeting Minutes

The Chairman called for changes or corrections to the April 12, 2023 regular meeting minutes. Mrs. Parker suggested the following corrections:

> "Mrs. Parker asked for Capital Projects to be included in the 2024 budget during Ms. Shultz' overview of the 2024 Budget, which she said she would include."
>
> "Mrs. Parker asked for an update on rate equalization, which the Manager requested be on the agenda for 4/26/2023."

Action: **Due to a lack of a motion to include Mrs. Parker's corrections in the minutes, the Board approved the minutes as presented 3-1. Mrs. Parker opposed.**

PUBLIC COMMENT

The Board received a public comment from Jacqueline Milliron.

OLD BUSINESS

Resolution 2023-04 – Approval of Fiscal Year 2024 Budget

Mrs. Shultz highlighted the changes and projections for the FY 2024 water and sewer budgets. The Board provided discussions. Mrs. Shultz also mentioned the class cost of service study for water and the second phase for sewer should be available for Board review soon.

Action: **Motion made by Mr. Pierson, second by Mr. Whitten, the Board unanimously approved the Fiscal Year 2024 Budget as submitted.**

NEW BUSINESS

Property Fencing at 842 South George Street

Mrs. Stolipher briefed the Board on the installation of a chain link fence around a portion of the property at the lower end of the wastewater treatment plant to replace a hedge row with an old wire fence. The low bid of $10,535.00 from Long Fence was included for the Board to review. Another bid was received for $11,700.00. Mrs. Stolipher will confirm if CTUB needs to proceed with the City's permitting process to install the fence. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, to approve the Long Fence quote as submitted with the caveat of quoting the addition of a double gate. Motion was amended by Mr. Whitten, second by Mr. Pierson, the Board unanimously approved the Long Fence quote as presented and pursue the addition of a gate as long as it is under $3,000.00.**

Sewer Vehicle Update and Purchase

Mrs. Stolipher provided an update on the dump truck purchase for hauling sludge from the wastewater plant the Board recently approved not to exceed $115,000.00. Rather than purchasing a new one, they are using one from the maintenance department to haul the sludge and converted the 2018 Dodge maintenance truck into a dump truck for maintenance to utilize. This cost roughly $22,000.00 and was a significant cost savings for the utility. Mrs. Stolipher would like to purchase a new sewer truck for the new chief operator not to exceed $60,000.00. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Whitten, the Board unanimously approved the purchase of a truck not to exceed $60,000.00.**

Mower Purchase

Mrs. Stolipher included mower quotes in the packet to purchase a new mower for staff. The new mower would replace one that needs a new motor. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Whitten, to approve the purchase of a mower of staff's choice not to exceed $14,410.00. After board discussions, Mr. Pierson withdrew his original motion. Motion made by Mr. Pierson to purchase a mower not to exceed $13,250.00 with the best warranty. Motion was amended by Mrs. Parker, second by Mr. Pierson, to approve the purchase of option #4, the John Deere mower for $12,450.00. The amended motion was approved unanimously. Mr. Pierson requested the Board review the warranty at the next meeting.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher briefed the Board on this month's sewer and water efforts including an update on rate equalization and the cost savings on the digester tank re-conditioning.

Action: **No action required by the Board.**

Chairman Report

The Chairman had no updates to report.

Action: **No action required by the Board.**

APPROVAL OF BILLS

April 26, 2023

Action: **Motion by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved the payment of the bills.**

INFORMATION ONLY

Mrs. Stolipher included the Board approved contract with Dewberry for the valve assessment program totaling $29,700.00 in the packet.

The next regular meeting is scheduled for Wednesday, May 10, 2023 at 4:00 P.M. at 661 S. George Street.

There being no further business at this time, the Board adjourned the meeting at 4:58 P.M.

Robert M. Trainor
Chairman

Ashley Stottlemyer
Secretary

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-470 WV Fest Open Container Support Letters

WV Fest Open Container Support Letters

ATTACHMENTS:

- WV Alcohol Beverage Control Administration(1).pdf
- WV Alcohol Beverage Control Administration(2).pdf

City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

MAYOR
Robert M. Trainor

CITY COUNCIL
Elizabeth Ricketts
James Kratovil
Jeff Hynes
Kevin Tester
Julie Philabaum
Jean Petti
Michael George
Rikki Twyford

CITY CLERK
Alissa Meeks

May 1. 2023

WV Alcohol Beverage Control Administration
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302

To Whom It May Concern,

I am writing on behalf of the City of Charles Town to ask that the WV Alcohol Beverage Control Administration approve the request by Josh Vance and Abolitionist Ale Works, for a one-day permit to host an outdoor beer garden at this year's WV Fest. The festival takes place in downtown Charles Town and is a major event in the region every year. This event is scheduled for June 17, 2023 and the city agrees to suspend all open container laws an related ordinances in the specified area of the beer garden.

If you have any questions regarding this event or our support for the application from Abolitionist Ale Works, please do not hesitate to contact our Downtown Coordinator, Liz Cook. She can be reached by phone at 304-270-0174, or ecook@charlestownwv.us.

Thank you for your assistance with this request.

Sincerely,

Robert M. Trainor
Mayor

c: Liz Cook, Business Development and Downtown Coordinator
Josh Vance, Abolitionist Ale Works

City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

MAYOR
Robert M. Trainor

CITY COUNCIL
Elizabeth Ricketts
James Kratovil
Jeff Hynes
Kevin Tester
Julie Philabaum
Jean Petti
Michael George
Rikki Twyford

CITY CLERK
Alissa Meeks

May 1. 2023

WV Alcohol Beverage Control Administration
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302

To Whom It May Concern,

I am writing on behalf of the City of Charles Town to ask that the WV Alcohol Beverage Control Administration approve the request by Charles Town Now, doing business as Discover Downtown Charles Town Inc., for a one-day permit to host an outdoor beer garden at this year's WV Fest. The festival takes place in downtown Charles Town and is a major event in the region every year. This event is scheduled for June 17, 2023 and the city agrees to suspend all open container laws an related ordinances in the specified area of the beer garden.

If you have any questions regarding this event or our support for the application from Charles Town Now, doing business as Discover Downtown Charles Town Inc., please do not hesitate to contact our Downtown Coordinator, Liz Cook. She can be reached by phone at 304-270-0174, or ecook@charlestownwv.us.

Thank you for your assistance with this request.

Sincerely,

Robert M. Trainor
Mayor

c: Liz Cook, Business Development and Downtown Coordinator
Ann Paonessa, Charles Town Now

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-471 Old Opera House Resolution

Old Opera House Resolution

ATTACHMENTS:

- 2023-004 - A Resolution Recognzing the Old Opera House Theatre Company on Its Fiftieth Year Anniversary.pdf

City of Charles Town
101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

A Resolution Recognizing the Old Opera House Theatre Company on Its Fiftieth Year Anniversary

WHEREAS, the Old Opera House Theatre Company was officially incorporated on May 7, 1973; and

WHEREAS, in 1910, Annie G. Packette raised $50,000 and employed a Washington, D.C. architect to design and construct the New Opera House at 204 N. George St, Charles Town; and

WHEREAS, the first entertainment that took place in Charles Town's New Opera House was on the night of February 14, 1911 by home talent; and

WHEREAS, from 1948 to the 1970s, the New Opera House stage was dark because of the emergence of movies; and

WHEREAS, in 1971, Dixie Kilham, owner of Hilltop House in Harpers Ferry, and Robert and Diane Angel contacted the owners of the building, Mr. and Mrs. Augustine Todd, about using the theatre for local productions. The Todds agreed at least to the cleaning of the structure. Once the building was clean, a group of local citizens joined together to form The Old Opera House Theatre Company; and

WHEREAS, in October 1976, the "new" Old Opera House opened its main stage doors to the public with a production of My Fair Lady. Since then, the offerings of the theatre have continued to increase in diversity and frequency. Today the theatre presents six main stage productions, a summer family production, a one-act play festival and a ballet every other year; and

WHEREAS, the mission statement of the Old Opera House Theatre Company is: "Excite and involve the community in all aspects of the performing and visual arts."

NOW, THEREFORE BE IT RESOLVED, the City Council of Charles Town, WV do hereby congratulate the Old Opera House Theatre Company on its fifty years of excellent service to our community and proclaim May 7, 2023, as Old Opera House Theatre Company Day in Charles Town, WV and wish continued success to Old Opera House Theatre Company and all its employees and volunteers!

Adopted this 1st day of May 2023.

Robert M. Trainor
Mayor

Attest:

Alissa Meeks
City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-472 APUS Resolution

APUS Resolution

ATTACHMENTS:

- 2023-005 - A Resolution Directing Charles Town City Staff to Pursue Options with Respect to Vacant Land, Easement Issues, and Untaxed Business in Charles Town.pdf

City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

A Resolution Directing Charles Town City Staff to Pursue Options with Respect to Vacant Land, Easement Issues, and Untaxed Business in Charles Town

WHEREAS, the City of Charles Town recognizes and values the contributions to date of American Public University, Inc. (APEI) to the community, has enjoyed the relationship of mutual trust and respect that has existed, and seeks to restore open lines of communication with APEI to serve the best interests of all stakeholders; and

WHEREAS, land parcels owned by APEI on the north side of the railroad tracks between N. George Street and N. Mildred Street have been vacant and underutilized, and the long-term vacancy of these properties has limited the Charles Town community's opportunities; and

WHEREAS, the City of Charles Town has sought to cooperate and negotiate with APEI on productive uses of these lands for public and other purposes since the beginning of 2022, but these conversations have been abruptly discontinued by APEI; and

WHEREAS, APEI legal counsel has raised to the city the issue of a city-controlled easement, and asked that the easement be addressed to facilitate APEI potential action to sell its flagship building, the Academic Center at 330 N. George Street; and

WHEREAS, APEI has made substantial and increasing revenues since it established its headquarters in Charles Town, which revenues have never been subject to Business & Occupation Tax as all other businesses in Charles Town are unless exempted by State law.

LET IT THEREFORE BE RESOLVED, that the City Council supports and requests that the Mayor and municipal staff continue efforts to negotiate with APEI while also pursuing legal counsel to advise the city on its options with respect to this situation.

Robert M. Trainor
Mayor

Attest:

Alissa Meeks
City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Category: Proclamation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-473 Arbor Day Resolution

Arbor Day Resolution

ATTACHMENTS:

- 2023-03 - A Resolution to Celebrate Arbor Day April 29, 2023.pdf

City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

A Resolution to Celebrate Arbor Day April 29, 2023

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, the National Arbor Day Foundation, in cooperation with the National Association of State Foresters and the USDA Forest Service, has named the City of Charles Town as a Tree City USA for the 11th cumulative year; and

WHEREAS, the City of Charles Town, with citizen volunteers and with support from the Division of Forestry, are planting new trees in the downtown district and our Skate Park.

NOW, THEREFORE LET IT BE RESOLVED, that the City of Charles Town urges all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

NOW THEREFORE LET IT BE FURTHER RESOLVED, that the City of Charles Town encourages all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Adopted this 18th day of April, 2023.

Robert M. Trainor
Mayor

Attest:

Alissa Meeks
City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Category: Proclamation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-474 Health and Wellness Month Proclamation

Health and Wellness Month Proclamation

ATTACHMENTS:

- Health and Wellness Proclamation.pdf

Health and Wellness Proclamation

Whereas, physical activity is vital for healthy aging and can reduce the burden of chronic diseases and prevent early death; and

Whereas, physically active persons generally live longer and are at less risk for serious health problems, such as obesity, diabetes, heart disease, and various other health related issues; and

Whereas, according to the Centers for Disease Control and Prevention, over half of adults in the United States have been diagnosed with a chronic condition, and over a 25% have been diagnosed with two or more chronic conditions; and

Whereas, almost 1 in 5 children and 2 in 5 adults in the United States suffer with obesity according to the Centers for Disease Control and Prevention; and

Whereas, American Physical Activity Guidelines recommend that children ages 6 to 17 engage in at least 60 minutes of moderate-to-vigorous physical activity each day and adults engage in at least 150 minutes a week of moderate intensity activity such as brisk walking; and

Whereas, the Centers for Disease Control and Prevention is leading the Active People, Healthy Nation℠ national initiative to help 27 million Americans become more physically active by 2027, which can improve health, quality of life, and help reduce the risk of chronic diseases.

Now, Therefore, be it resolved that by virtue of the authority vested in me as Mayor of our City, I do hereby proclaim the month of May 2023 as:

Health and Wellness Month

in Charles Town, West Virginia and recommit our City to its goals of walkability through improved sidewalks and trail networks; facilitating increased physical activity and events in our parks and recreational areas; and renewed commitment to green spaces throughout our community.

In Witness Whereof, I have hereunto set my hand and caused the Seal of Charles Town, West Virginia to be affixed this first day of May, two thousand twenty-three

Robert M. Trainor
Mayor

Alissa Meeks
City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Category: Proclamation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-475 Building Safety Month Proclamation

Building Safety Month Proclamation

ATTACHMENTS:

- Building Safety Month Proclamation.pdf

Building Safety Month Proclamation

Whereas: our City of Charles Town, West Virginia is committed to recognizing that our growth and strength depends on the safety and essential role our homes, buildings and infrastructure both in everyday life and when disasters strike; and

Whereas: our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who work year-round to ensure the safe construction of buildings; and

Whereas: these guardians are dedicated members of the International Code Council, a nonprofit organization that brings together local, state, territorial, tribal and federal officials who are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work and play; and

Whereas: these modern building codes include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes; and

Whereas: Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown protectors of public safety—our local code officials—who assure us of safe, sustainable and affordable buildings that are essential to our prosperity; and

Whereas: "It Starts with You," the theme for Building Safety Month 2023, encourages us all to raise awareness about building safety on a personal, local and global scale; and

Whereas: each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

Now Therefore, be it resolved, as Mayor of Charles Town, West Virginia, do hereby proclaim the month of May 2023 as Building Safety Month in the City of Charles Town and encourage our citizens to join us as we participate in Building Safety Month activities such as they are.

In Witness Whereof, I have hereunto set my hand and caused the Seal of Charles Town, West Virginia to be affixed this first day of May, two thousand twenty-three.

Robert M. Trainor

Alissa Meeks
City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-476 JCDA Appointment Letter

JCDA Appointment Letter

ATTACHMENTS:

- Ricketts JCDA appointment letter.pdf

JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
Phone: (304) 728-3284 **Fax:** (304) 725-7916
Web: www.jeffersoncountywv.org

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COMMISSIONER
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COMMISSIONER
Jennifer Krouse

COMMISSIONER
Jane Tabb

April 25, 2023

Elizabeth Ricketts
309 W. Washington St.
Charles Town, WV 25414

Dear Ms. Ricketts:

The Jefferson County Commission has appointed you to serve on the Jefferson County Development Authority Board of Directors for a three-year term as the City of Charles Town representative. A representative from the Jefferson County Development Authority Board of Directors should call you to provide further information on upcoming meetings and activities.

All representatives serving on Boards, Commissions and Authorities for Jefferson County are required to take an Oath of Office. Please contact the County Clerk's office and arrange to take this Oath as soon as possible. Also, please review the information regarding ethics, the Opening Meetings Act, and Robert's Rules of Order on the County's website at the following link:

http://www.jeffersoncountywv.org/county-government/elected-officials/county-commission/boards-commissions-committees

If you have any questions about your appointment, please feel free to contact me. Thank you for your willingness to serve Jefferson County.

For the Commission

Jessica James
Assistant Deputy County Administrator

Interim County Administrator
Cindy Rezmer

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/15/23
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-477 Tree City USA Letter

Tree City USA Letter

ATTACHMENTS: