CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • MARCH 17, 2025

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

: **2025-336:** City Council Workshop Meeting Minutes - March 3, 2025
City Council Workshop Minutes - March 3rd.pdf

: **2025-326:** City Council Meeting Minutes - March 3, 2025
CityCouncilMeetingMinutes_3Mar2025_Draft_rmt.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

: **2025-324:** Finance Committee Meeting Report - March 5, 2025
FinanceCommitteeReport_5Mar2025.pdf

: **2025-325:** Personnel Committee Meeting Report - March 6th and March 10, 2025
Personnel Committee Report 3-6-25.pdf
Personnel Committee Report 3-10-25.pdf

7. CITY MANAGER REPORT

: **2025-327:** City Manager Report - March 17, 2025
City Manager Report - March 17, 2025.pdf

: **2025-344:** Position Descriptions: Deputy Parks and Recreation Director, Maintenance Crew Position, and Planner
Deputy Parks and Recreation Director - CR edits.pdf
Maintenance Crew I - Position Description (2021).pdf
Position Description - Long Range Planner.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2025-288:** Opioid Distribution Plan
Opioid_Spending_Restrictions.pdf
Opioid_Settlements_Projected_Payments.pdf

: **2025-289:** Article 111 Council and Finance Policy Discussion
Ord. 2022-002 - Article 111 Council.pdf
Bid Policy Section 1.09.pdf

10. NEW BUSINESS

: **2025-293:** FY2025 General Fund Revision #4
FY 2025 GF Revision #4.pdf
FY25 GenFund Revision #4 State Worksheet.pdf

: **2025-294:** FY2025 Capital Fund Revision #2
Capital Budget 2nd Revision.pdf

: **2025-291:** FY2026 General Fund Budget Approval
FY26 BUDGET.pdf
FY 2026 Ad Valorem Documents.pdf

: **2025-292:** FY2026 Coal Severance Budget Approval
FY26 Budget Worksheet - Coal Severance.pdf

: **2025-296:** Budget Request for Recruiting Services for the City Manager Hire

: **2025-323:** Report from Sustainable Strategies DC on Current Grants and Potential Funding Opportunities Including Congressionally Directed Grants.

: **2025-335:** Charles Town Tree Board Update
Budget draft I.pdf
Tree Board Accomplishments 2024-2025.pdf
Master Tree Board Plan Final 2025.pdf
Ord. 2020.011 - Article 1104 Trees.pdf
2023 Tree City Application.pdf
2024 Tree City Application.pdf
Tree City Application PrintScreen.pdf

: **2025-345:** Sidewalk Improvement Plan - Joan and Joe Coffee

: **2025-348:** Appointment to the Personnel Committee

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2025-290:** Refer to Ordinance Committee - Article 522 Private Outdoor Designated Areas (PODA)

12. APPROVAL OF BILLS

: **2025-351:** Payment of Bills - March 17, 2025
COUNCIL REPORT PCARD 03-17-25.pdf
GEN FUND COUNCIL REPORT 2025-03-17.pdf
PARKS N REC COUNCIL REPORT 2025-03-17.pdf
CAPITAL RESERVE COUNCIL REPORT 2025-03-17.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING Monday, April 7, 2025, at 7:00PM.

: **2025-337:** An Ordinance Vacating, Abandoning, and Annulling that Portion of Iron Bridge Road
An Ordinance Vacating, Abandoing and Annulling Iron Bridge Road.pdf

: **2025-338:** An Ordinance Providing for the Acquisition of Real Property
An Ordinance Providing for the Acquisition of Real Property.pdf

: **2025-339:** Open Container Waiver for Depot Land
WV ABC - Depot Land March 3, 2025.pdf

: **2025-340:** Charles Town Now Presentation
2025CTNPresentationdesktop.pdf

: **2025-341:** Special Activity Permit Policy
Special Activity Permit Policy.pdf

: **2025-342:** Community Promotion Funding Policy
Community Promotion Funding Policy - signed.pdf

: **2025-346:** Article 522 Private Outdoor Designated Areas (PODA)
2025-002 - Article 522 - Private Outdoor Designated Areas (PODA).pdf

: **2025-349:** Charles Town Utility Board (CTUB) Meeting Minutes - February 26, 2025
2025.02.26 UB MINUTES.pdf

: **2025-352:** Charles Town Parks and Recreation Report - February Meeting
P&R Report_ February 2025.pdf

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: 03/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-336: City Council Workshop Meeting Minutes - March 3, 2025

ATTACHMENTS:

- City Council Workshop Minutes - March 3rd.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • March 3, 2025

Workshop **Council Chambers** **6:00 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	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Julie Philabaum	Councilmember	Present	
Priscilla Rodd	Councilmember	Remote	
Micheal George	Councilmember	Present	
Andie Sugrue	Councilmemeber	Present	

Mr. John Nissel, City Manager; Ms. Stephanie Grove, City Attorney; Ms. Alissa Meeks, Community Development Director; Ms. Lori Nice, Finance Director; Ms. Cindy Rezmer, Operations Director; Mr. Jim Wysong, Maintenance Director; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. NEW BUSINESS

2025-261: FY2026 Budget Discussion

Ms. Nice reviewed the FY2026 proposed budget with the Council.

2. ADJOURNMENT

Mayor Trainor asked if there was any objection to adjourning the meeting. Hearing none he adjourned the meeting at 6:55 PM.

3. 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: 03/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-326: City Council Meeting Minutes - March 3, 2025

ATTACHMENTS:

- CityCouncilMeetingMinutes_3Mar2025_Draft_rmt.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • March 3, 2025

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	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Julie Philabaum	Councilmember	Present	
Priscilla Rodd	Councilmember	Remote	Departed at 8:15PM
Micheal George	Councilmember	Present	
Andie Sugrue	Councilmember	Present	

Mr. John Nissel, City Manager; Ms. Stephanie Grove, City Attorney; Ms. Alissa Meeks, Community Development Director; Ms. Cindy Rezmer, Operations Director; Ms. Lori Nice, Finance Director; Ms. Liz Cook, Business Development/Downtown Coordinator; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2025-243: City Council Meeting Minutes - February 18, 2025

The following changes were made to the minutes:

Packet page 9, Unfinished Business - Agenda Item 2025-213:

Second paragraph, first line: replace **"Hines"** with **"Hynes"** to read "Mr. **Hynes** moved to open the public hearing."

Fourth paragraph, first line: replace **"Hines"** with **"Hynes"** to read "Mr. **Hynes** seconded the motion…"

Packet page 10, Unfinished Business - Agenda Item 2024[5]-214:

Second paragraph, first line: replace **"Hines"** with **"Hynes"** to read "Mr. **Hynes** moved to open the public hearing."

Fourth paragraph, first line: replace **"Hines"** with **"Hynes"** to read "Mr. **Hynes** seconded the motion…"

3. PUBLIC COMMENT

One person signed up for public comment.

Ms. Smith, a member of the Board of Directors of the Charles Town Library and Jefferson County Museum, requested that the Council support the library with a "But For" monetary donation.

4. WARD REPORTS

Ward #1

Mr. Kratovil had nothing to report.

Ms. Ricketts reported that the United Way of the Eastern Panhandle's Unity Campaign will run through March 15, 2025. She would like the Council to consider allowing Joan and Joe Coffee to apply for any remaining balance of sidewalk grant funding money to help off-set the installation of a brand-new sidewalk.

Ward #2

Mr. Hynes reported that the traffic light at the intersection of Patriots Drive, Augustine Avenue, and the Sheetz Gas Station should be installed and operating soon.

Mr. Tester had nothing to report.

Ward #3

Ms. Philabaum had nothing to report.

Ms. Rodd had nothing to report.

Ward #4

Mr. George had nothing to report.

Ms. Sugrue reported that the next “Walks About Nothing” will take place Wednesday, March 5, 2025, at 6:00PM.

5. MAYOR'S REPORT

Mayor Trainor announced that, per the request of the Charles Town Utility Board’s (CTUB) General Manager, a Council workshop will be scheduled for March 17, 2025, at 6:00PM in Council chambers. The Charles Town Utilities Board of Directors recently awarded Raftelis, a utility consulting firm, to review and provide recommendations to CTUB’s Capacity Improvement Fee structure. The workshop will primarily consist of a presentation by representatives of Raftelis.

6. COMMITTEE REPORTS

2025-244: Ordinance Committee Meeting - February 20, 2025

Mr. Tester reviewed the actions of the Ordinance Committee’s February meeting. He committed to providing the Committee’s written report for inclusion in the March 17, 2025, Council meeting agenda packet.

2025-245: Parks and Recreation Commission Meeting - February 27, 2025

Ms. Ricketts reviewed the actions of the Parks and Recreation Commission’s February meeting. She committed to providing the Commission’s written report for inclusion in the March 17, 2025, Council meeting agenda packet.

7. CITY MANAGER REPORT

2025-263: City Manager Report - March 3, 2025

Mr. Nissel reviewed the City Manager Report with the Council.

8. POLICE CHIEF REPORT

Chief Kutcher reported that two candidates have accepted patrol officer positions with the CTPD. Both candidates are scheduled to begin employment on March 10, 2025. He also reported that the CTPD will be testing for their last open position on Saturday, March 8, 2025. Finally, he reported that there weren't any incidents associated with the February 28, 2025, protest that took place in front of the Jefferson County Courthouse.

9. UNFINISHED BUSINESS

2025-258: Public Hearing on the Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Area (PODA)

Mr. George moved to open the public hearing. Ms. Philabaum seconded the motion, and there were no objections.

Thirteen people spoke in support of the proposed PODA Ordinance and one person spoke against the proposed PODA Ordinance.

Mr. George moved to close the public hearing. Mr. Tester seconded the motion, and there were no objections.

2025-246: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Area (PODA)

Ms. Philabaum moved to approve the second reading. Mr. George seconded the motion.

The following edits to the ordinance were added to the motion:

Packet page 28, Section 522.10 Creation and Boundaries (b), 3rd, 4th, and 5th lines, Remove: **"...then continue in a northerly direction along N. Lawrence Street, then continue in an easterly direction..."**

Packet page 28, Section 522.10 Creation and Boundaries (b), 5th line (existing), Add: **"...including the 200 block of N Charles Street and Opera House Way."** to read:

"The City Center PODA shall begin at the southwestern corner of the intersection of S. West Street and W. Washington Street, then continue along West Street in a northerly direction to W. Liberty Street, then continue in an easterly direction along Liberty Street to N. Goerge Street, **including the 200 block of N Charles Street and Opera House Way.,** then continue north to a point perpendicular with the intersection of N. Samuel Street and Bell Place, then east along that perpendicular line to the intersection of Bell Place and N. Mildred Street then south to the intersection of N. Mildred Street and E. Washington

Street, continue westerly to the southwestern corner of the intersection of S. West Street and W. Washington Street."

Packet page 29, Section 522.12 Personnel Needed: Remove the entire section and insert the following:

"The PODA district is regularly patrolled by the Charles Town Police Department and the City Council anticipates that these police officers will be working their regular shifts."

The second reading, as amended, passed by a 6-2 vote.

RESULT:	**APPROVED [6-2]**
MOVER:	Julie Philabaum
SECONDER:	Micheal George
AYES:	Kratovil, Hynes, Tester, Philabaum, George, Sugrue
NAYS:	Ricketts, Rodd

Mr. Hynes requested adding an agenda item to the March 17, 2025, Council meeting, to refer Article 522 Private Outdoor Designated Area, to the Ordinance Committee for the purpose of expanding the PODA by adding those recently acquired APUS properties, approximately the area bounded by N. George and N. Mildred Streets, a line perpendicular to the intersection of N. Samuel and Bell Place, and E 1st Avenue.

2025-189: City of Charles Town's Special Activity Permit Policy - Draft

Mr. Hynes moved to remove this agenda item from the Table. Mr. Tester seconded the motion, and there were no objections.

The following amendments to the proposed Policy were approved:

Packet page 31, DEFINITIONS: Remove **Boot Drive** in its entirety.

Packet page 33, B. SPECIAL ACTIVITY PERMIT SUBMISSION AND APPROVAL (5), first line: Add the word **"Liability"** between the words "… of" and "Insurance" to read, "Applicants will be required to submit a Certificate of **Liability** Insurance...".

Packet page 35, F. FEES (2): Remove **"and Park Usage Fees"** to read "Street Closure Fees"

Packet page 36, K IDEMNIFICATION, Replace **"IDEMNIFICATION"** with **"INDEMNIFICATION"**

Packet page 37, L. INSURANCE REQUIREMENTS (1) Replace **"may be"** with **"is"** to read, "General liability insurance coverage, in the amount of $1 million, **is required.**.."

Numerous formatting and spelling errors throughout the policy draft.

Mr. Kratovil moved to approve the Special Activity Permit Policy as amended. Mr. Hynes seconded the motion, and it passed by a 7-0 vote.

RESULT:	**APPROVED [7-0]**
MOVER:	James Kratovil
SECONDER:	Jeff Hynes
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, George, Sugrue
ABSENT:	Rodd

2025-252: First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia in Regard to an Outdoor Dining Ordinance

Mr. Tester moved to remove this agenda item from the Table. Mr. Hynes seconded the motion, and there were no objections.

Mr. Kratovil moved to approve the first reading of Article 907 Outdoor Dining as amended (numerous formatting corrections). Mr. George seconded the motion, and it passed by a 7-0 vote.

RESULT:	**APPROVED [7-0]**
MOVER:	James Kratovil
SECONDER:	Micheal George
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, George, Sugrue
ABSENT:	Rodd

2025-253: "But For"/Community Grant Presentation

Mr. Hynes moved to remove this agenda item from the Table. Mr. Tester seconded the motion, and there were no objections.

The following revisions were made to the Community Promotion Funding Policy:

Packet page 45:

Community Partnership Grants, 2nd paragraph, 1st line: Replace the word **"guaranteed"** with the words **"eligible to receive"**, to read, "In order to be **eligible to receive** funding...".

Community Grants, 2nd line: Remove **"that are not Community Partnership organizations."**; 8th and 9th lines: Remove the last sentence **"Community Partnership Organizations are not eligible to apply for Community Grants."**

Application Process for Community Grants, 1st paragraph, 1st line: Insert the word **"must"** between the words "City" and "complete" to read "…that desires financial assistance from the City **must** complete..."; 3rd paragraph, 5th line: Replace the word **"during"** with **"after"** to read, "…considered annually **after** the City's regular 1st revision of the…"; 3rd paragraph, 6th line: Replace **"May 31st"** with **"June 30th"** to read "…will be due by **June 30th** of each year."

Mr. George moved to approve the Community Promotion Funding Policy, as amended, Ms. Ricketts seconded the motion, and it passed by a 6-1 vote.

RESULT:	**APPROVED [6-1]**
MOVER:	Micheal George
SECONDER:	Elizabeth Ricketts
AYES:	Kratovil, Ricketts, Tester, Philabaum, George, Sugrue
NAYS:	Hynes
ABSENT:	Rodd

10. NEW BUSINESS

2025-203: Charles Town NOW Presentation

Ms. Ann Paonessa, the president of Charles Town Now, presented to the Council the history, organization, and role of Charles Town Now and their relationship with the City of Charles Town.

2025-248: Article 111 Council and Finance Policy Discussion

Mr. Hynes moved to Table this agenda item until the March 17, 2025, Council meeting. Ms. Ricketts seconded the motion, and it passed by a 7-0 vote.

RESULT:	**TABLE [7-0]**
MOVER:	Jeff Hynes
SECONDER:	Elizabeth Ricketts
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, George, Sugrue
ABSENT:	Rodd

2025-251: Presentation of the Eastern Panhandle Transit Authority (EPTA) and Budget Request

Ms. Elaine Bartoldson presented to the Council an update on the Eastern Panhandle Transit Authority (EPTA) operations and requested Council contribute $50,000. for operations in FY2026.

2025-259: Open Container Waiver for Depot Land

Mr. Hynes moved to approve the open-container waiver letter for April 5, 2025, at 325 N. George Street, the Depot District Square. Mr. George seconded the motion, and it was approved by a 7-0 vote.

RESULT:	**APPROVED [7-0]**
MOVER:	Jeff Hynes
SECONDER:	Micheal George
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, George, Sugrue
ABSENT:	Rodd

2025-260: FY26 Budget Discussion

Staff presented Council with their recommended City of Charles Town General Fund Budget for FY2026. The following revisions were made to the General Fund Budget as presented.

Add a revenue line item entitled "Leins" with a projected amount of $00.00; there were no objections.

Account 412 – City Manager – Salaries: Increase City Manager's salary by $15,000 to $150,000 and the corresponding benefits by $3,000, totaling an increase of $18,000 to the account for a revised total of $320,500 to the account; there were no objections.

Mr. Hynes moved to reduce Account 437 – Planning and Zoning – Contracted Services – Tree Board (Line 31) from $12,000 to $00.00. Ms. Philabaum seconded the motion, and it passed by a 4-3 vote.

RESULT:	**APPROVED [4-3]**
MOVER:	Jeff Hynes
SECONDER:	Julie Philabaum
AYES:	Jeff Hynes, Kevin Tester, Julie Philabaum, Micheal George
NAYS:	Kratovil, Ricketts, Sugrue
ABSENT:	Rodd

Mr. George moved to reduce Account 437 – Planning and Zoning – Contracted Services (Line 30) by $6,000 to $44,000. Mr. Tester seconded the motion, and it passed by a 6-1 vote.

RESULT:	**APPROVED [6-1]**
MOVER:	Micheal George
SECONDER:	Kevin Tester
AYES:	Kratovil, Ricketts, Tester, Philabaum, George, Sugrue
NAYS:	Hynes
ABSENT:	Rodd

Account 440 – City Hall – Bank Charges (Line 32). Staff recommended passing credit card service fees to the card holders; there were no objections.

Account 444 – Contributions/Transfers – Homeless Solutions (Line 68). Mr. Kratovil moved to retain $25,000 in the Homeless Solutions line item. Mr. Hynes seconded the motion, and it passed by a 7-0 vote.

RESULT:	**APPROVED [7-0]**
MOVER:	James Kratovil
SECONDER:	Jeff Hynes
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, George, Sugrue
ABSENT:	Rodd

Account 900 – Parks and Recreation. Ms. Philabaum moved to approve the inclusion of a Parks and Recreation Director position in the proposed FY2026 General Fund Budget. Ms. Ricketts seconded the motion, and it passed by a 5-2 vote.

RESULT:	**APPROVED [5-2]**
MOVER:	Julie Philabaum
SECONDER:	Elizabeth Ricketts
AYES:	Kratovil, Ricketts, Philabaum, George, Sugrue
NAYS:	Hynes, Tester
ABSENT:	Rodd

Note: Staff committed to include the position description for the proposed Parks and Recreation Director in the agenda packet for the next scheduled Council meeting – March 17, 2025.

Account 437 – Planning and Zoning. Mr. Hynes moved to approve the inclusion of an additional Planner position in the proposed FY2026

General Fund Budget. Mr. Tester seconded the motion, and it passed by a 7-0 vote.

RESULT:	**APPROVED [7-0]**
MOVER:	Jeff Hynes
SECONDER:	Kevin Tester
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, George, Sugrue
ABSENT:	Rodd

Note: Staff committed to include the position description for the proposed additional Planner in the agenda packet for the next scheduled Council meeting – March 17, 2025.

Account 750 – Maintenance. Mr. Hynes moved to approve the inclusion of an additional Maintenance Department staff position in the proposed FY2026 General Fund Budget. Mr. George seconded the motion, and it passed by a 7-0 vote.

RESULT:	**APPROVED [7-0]**
MOVER:	Jeff Hynes
SECONDER:	Micheal George
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, George, Sugrue
ABSENT:	Rodd

Note: Staff committed to include the position description for the proposed additional Maintenance Department staff in the agenda packet for the next scheduled Council meeting – March 17, 2025.

Account 444 – Contributions/Transfers – Community Partnership Grants (Line 68). Ms. Philabaum moved to increase this line item by $40,000 to $100,000 and reducing Account 960/698 – Transfer to Capital Reserve – Table Games by $40,000 (Revised total $810,000). Mr. Kratovil seconded the motion, and it passed by a 5-2 vote.

RESULT:	**APPROVED [5-2]**
MOVER:	Julie Philabaum
SECONDER:	James Kratovil
AYES:	Kratovil, Ricketts, Tester, Philabaum, George
NAYS:	Hynes, Sugrue
ABSENT:	Rodd

Ms. Philabaum moved to distribute the FY2026 Community Partnership Grants as follows:

$10,000 to Citizens Fire Company

$10,000 to Independent Fire Company

$10,000 to Jefferson County Community Ministries

$20,000 to the Charles Town Library

$50,000 to the Eastern Panhandle Transit Authority (EPTA).

Ms. Sugrue seconded the motion, and it passed by a 5-2 vote.

RESULT:	**APPROVED [5-2]**
MOVER:	Julie Philabaum
SECONDER:	Andie Sugrue
AYES:	Kratovil, Ricketts, Philabaum, George, Sugrue
NAYS:	Hynes, Tester
ABSENT:	Rodd

2025-265: Authorization for Public Notice of Public Hearing in Consideration of the FY2026 Levy Rate

Mr. Kratovil moved to equalize the levy at 11.34[/$100 – Class 1] Mr. Hynes seconded the motion.

Ms. Philabaum then moved to Table this item until after Agenda Item 2025-260: FY2026 Budget Discussion is concluded. Mr. Hynes seconded the motion, and it passed by a 5-2 vote.

RESULT:	**TABLED [5-2]**
MOVER:	Julie Philabaum
SECONDER:	Jeff Hynes
AYES:	Ricketts, Hynes, Philabaum, George, Sugrue
NAYS:	Kratovil, Tester
ABSENT:	Rodd

After agenda item 2025-260 – Budget Discussion was concluded, Ms. Ricketts moved to remove this agenda item from the Table. Mr. Hynes seconded the motion, and there were no objections.

Mr. Hynes moved to equalize the levy at 11.34[/$100 – Class 1]. Ms. Philabaum seconded the motion, and it passed by a 7-0 vote.

RESULT:	**APPROVED [7-0]**
MOVER:	Jeff Hynes
SECONDER:	Julie Philabaum
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, George, Sugrue
ABSENT:	Rodd

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

12. APPROVAL OF BILLS

2025-270: Payment of Bills - March 3, 2025

Mr. Kratovil moved to approve the bills for payment. Hearing no objections, Mayor Trainor 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 adjourned the meeting at 11:27PM.

14. INFORMATION ONLY: COUNCIL WORKSHOP – March 17, 2025 at 6:00PM REGULAR COUNCIL MEETING – March 17, 2025, at 7:00PM

2025-254: B&O Waiver Request

2025-255: Academy and S. Samuel Street Information

2025-256: Mr. Tolbert Public Comment Handouts

2025-257: Charles Town Police Department January Statistical Report

2025-271: Charles Town Utility Board (CTUB) Meeting Minutes - February 12, 2025

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: 03/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-324: Finance Committee Meeting Report - March 5, 2025

ATTACHMENTS:

- FinanceCommitteeReport_5Mar2025.pdf

Drafted by: Bob Trainor - Chairman

Call to Order ooa 10:00AM

1. **Persons present:** Finance Committee Members: Ms. Julie Philabaum and Mr. Bob Trainor; City Manager, Mr. John Nissel; Financial Director, Ms. Lori Nice; and Accounting Clerk III, Ms. Briana Ballou

2. Unfinished Business

2025-272: HdL Update

Staff provided the Committee with an updated status on HdL's activities *(attach (1))*.

Recommendations to the City Council: None, information only

2025-273: License Fee Waiver Request - Possible Executive Session

This agenda item was addressed in Executive Session with agenda items 2025-276 and 2025-277 (New Business) and 2025-274 (Unfinished Business)

2025-274: B&O Waiver Requests - Possible Executive Session

This agenda item was addressed in Executive Session with agenda items 2025-276 and 2025-277 (New Business) and 2025-273 (Unfinished Business)

3. New Business

2025-275: Bank of Charles Town Presentation

Mr. Steven Shaffer, BCT Vice President & Cash Management Support Officer presented various initiatives *(attach (2))* to improve the City's banking services; including IntraFi Cash Sweeps (ICS) to replace the current system of collateralization, tying interest earned on the City's accounts to the Federal Funds Target Rate (FFTR), and Remote Deposit Capture (RDC).

Recommendations to the City Council: Provide feedback on the proposed initiatives.

2025-276: License Fee Waiver Request – Possible Executive Session

This agenda item was addressed in Executive Session with agenda items 2025-273 and 2025-274 (Unfinished Business) and 2025-277 (New Business)

2025-177: B&O Waiver Requests - Possible Executive Session

The Committee entered into Executive Session to address this agenda item as well as agenda items 2025-273, 2025-274 (Unfinished Business) and 2025-276 (New Business).

After Executive Session, Mr. Philabaum moved the following:

Vendor Account Numbers	Committee Action	Remarks
8007 & 1574	**Un-table and Approve** B&O Fee Waiver requests	
8051	**Approve** B&O Fee Waiver Request & $1,000 of the $1,250 License Fees	

Mayor Trainor seconded the motion and it passed by unanimous vote – 2 to 0.

Recommendations to the City Council: None, information only

2025-278: General Fund Revision #4

Staff reviewed the proposed 4th Revision to the FY2025 General Fund Budget *(attach (3))*.

Recommendations to the City Council: Review and approve the proposed General Fund Revision #4

2025-279: Capital Fund Revision #2

Staff reviewed the proposed 2nd Revision to the FY2025 Capital Fund Budget as follows:

Capital Budget – Expenditures

975-59 General Government Capital Outlay Technology - Computer Replacement	**+$18,000**	**$43,000**	Replacement of non-functioning computers
975-60 General Government Capital Outlay Technology Police Department - Computer Replacement	**+$7,050**	**$65,000**	Recoded computer purchase from Operating Budget
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Samuel St. Emergency Repair	**+172,000**	**+172,000**	Emergency Stormwater repair S. Samuel Street
Contingencies	**-197,050**	**$2,006,958**	

Grant Projects – Revenues

36501 Federal Grant Revenue - COPS Grant	**+$143.,414**	**$215,120**	Required to receive all the COPS grant funds by the end FY2025
Grant Projects – Expenditures			
976-59 Public Safety Capital Outlay Vehicles - Police Vehicle Upfit Costs	**+$143.,414**	**$215,120**	Procure uplift equipment in FY2025

Recommendations to the City Council: Review and approve the proposed Capital Budget Revision #2

2025-284: Review of Article 111.02(a) and Section 1.09 of the City of Charles Town Budget and Fiscal Policies if Referred by Council.

Since the item was not referred by the City Council, the Committee tabled the item.

4. Finance Director's Report

2025-280: January General Fund Budget Update

Staff reviewed the General Fund Budget statements through January 2025 *(attach (4))*.

Recommendations to the City Council: None, information only

2025-281: January Capital Fund Budget Update

Staff reviewed the Capital Budget statements through January 2025 *(attach (5)).*

Recommendations to the City Council: None, information only

2025-282: January P&R Fund Budget Update

Staff reviewed the Parks and Recreation Budget statements through January 2025 *(attach (6))*.

Recommendations to the City Council: None, information only

2025-154: Account Balance Update

Staff reviewed the City's Account Balances with the Committee *(attach (7))*.

Recommendations to the City Council: None, information only

5. **Chairman's Report**
6. **The meeting was adjourned ooa 12:20PM**
7. **Next Scheduled Finance Committee meeting is Wednesday, 9 April 2025 at 10:00AM.**

HdL Credit Worksheet

Business	HdL Invoice May June & July	Revised Invoice	Received by Charles Town	Amount to sent HdL	Recommend Refund	HdL Credit	Month
Praxair Distribution/Linde Gas	$ 21,392.39	$ 5,642.39	$ 21,392.39	$ 10,696.20	$ 15,750.00	$ 7,875.00	May
Safelite Fulfillment Inc	$ 21,733.78	$ 5,733.78	$ 21,733.78	$ 10,866.89	$ 16,000.00	$ 8,000.00	June
Williams Scotsman, Inc	$ 5,236.07	$ 2,586.07	$ 5,236.07	$ 2,618.04	$ 2,650.00	$ 1,325.00	June
American Builders/ABC Supply Co.	$ 22,208.57	$ 6,908.57	$ 22,208.57	$ 11,104.29	$ 15,300.00	$ 7,650.00	July
McGrath Rent Corp	$ 2,768.46	$ 768.46	$ 2,768.46	$ 1,384.23	$ 2,000.00	$ 1,000.00	July
Pace Analytical Services	$ 22,410.09	$ 6,210.09	$ 22,410.09	$ 11,205.05	$ 16,200.00	$ 8,100.00	July
Pitney Bowes Global	$ 22,933.25	$ 7,133.25	$ 22,933.25	$ 11,466.63	$ 15,800.00	$ 7,900.00	July
Pitney Bowes Inc	$ 21,512.50	$ 5,712.50	$ 21,512.50	$ 10,756.25	$ 15,800.00	$ 7,900.00	July
Totals	**$ 140,195.11**	**$ 40,695.11**	**$ 140,195.11**	**$ 70,097.56**	**$ 99,500.00**	**$ 49,750.00**	

Business	HdL Invoice August	Revised Invoice	Received by Charles Town	Amount to sent HdL	Recommend Refund	HdL Credit	Month
Rug Doctor LLC	$ 21,701.36	$ 5,851.36	$ 21,701.36	$ 10,850.68	$ 15,850.00	$ 7,925.00	August
United Rentals Inc	$ 27,381.86	$ 10,731.86	$ 27,381.86	$ 13,690.93	$ 16,650.00	$ 8,325.00	August
Totals	**$ 49,083.22**	**$ 16,583.22**	**$ 49,083.22**	**$ 24,541.61**	**$ 32,500.00**	**$ 16,250.00**	

Beginning Credit Balance	$ 49,750.00
Less: October 2024 15% Refund	$ 6,089.36
Less: November 2024 15% Refund	$ 730.26
Less: December 2024 15% Refund	$ 1,903.23
Less: January 2025 15% Refund	$ 1,820.96
Remaining Credit Balance	**$ 39,206.19**

Attachment (1)
1 Page

City of Charles Town

Banking Services
Proposal Presentation

BCT

March 5, 2025

www.mybct.bank | OTC: PTBS

Member FDIC

EQUAL HOUSING LENDER

5 March 2025 FC Report
Attachment (2)
8 Pages

Why BCT?

- Founded in 1871 by 38 farmers, orchardists, and small business owners, BCT has at its core the idea of neighbor helping neighbor. Perhaps our greatest neighbors are organizations like yours that serve the local communities. From our founding until today, we have provided tailored banking services to organizations like yours.
- Our commitment to our local communities, coupled with a culture devoted to an excellent client experiences, has set BCT apart from competitors of all sizes.
- The seasoned BCT team of Bankers focuses on listening to our clients' needs and delivering practical and creative financial solutions. BCT seeks to build a close working relationship with our clients with the goal of becoming a trusted advisor for their organization.
- BCT maintains many active relationships with both professional and community organizations in the markets we serve.
- BCT provides in-person banking in our branches in:

Virginia	West Virginia	Maryland
Leesburg	Charles Town	Hagerstown
Middleburg	Harpers Ferry	
Purcellville	Hedgesville	
Fredericksburg *(Lending only)*	Kearneysville	
	Martinsburg	

Community Commitments to Simplify Financial Lives

BCT CORE VALUES

Integrity
Teamwork
Growth
Client Commitment
Community Focus



VOLUNTEERING IN JEFFERSON COUNTY

Community Focus is one of our core values. We've supported the following:

- CCM - Kidz Power Pacs
- Jefferson County Community Ministries
- Meals on Wheels of Jefferson County





PROGRAMS AND EDUCATION

- First Home Grant Assistance Program
- Callar Educator Scholarship
- Robert "Bob" F. Baronner, Jr. Memorial Scholarship

IntraFi Cash Sweeps (ICS)

As a replacement for the current system of the collateralization of the City of Charles Town's deposit accounts. BCT would like to present the following solution, allowing for the consolidation of the City's banking relationship.

- **IntraFi Cash Sweeps (ICS)**

For enhanced FDIC insurance coverage on Demand Deposit Accounts. BCT is offering the City of Charles Town our IntraFi Cash Sweep (ICS) Accounts for all City of Charles Town accounts. ICS accounts have the guarantee of 100% FDIC insurance coverage on all deposits up to $190,000,000 (as on 03/04/2025) This account structure will replace the current Federal Home Loan Bank letter of credit that is set at a fixed amount on an annual basis. ICS will provide liquid FDIC Insurance no matter what the sizes of the balances in your accounts with BCT.

- **Main Operating Account:**

BCT proposes that one account of the City of Charles Town's choosing maintain a core threshold balance of $200,000 in a non-interest earning checking account. balances above this threshold will sweep to the below referenced IntraFi Cash Sweeps account. For State Auditing purposes, BCT recommends all remaining accounts and balances fully utilize IntraFi Cash Sweeps to ensure compliance with West Virginia Code 12-1 B-5 and 12-1 B-7.

- **Rate:**

Upon acceptance of this proposal, BCT will provide the City of Charles Town with a Variable Indexed rate equal to 40% of Federal Funds Target Rate (FFTR). The FFTR is often represented as a rate range and BCT will use the lower bound rate in its initial and ongoing rate adjustments with FFTR. As of February 5, 2025, the FFTR rate range is 4.25% to 4.50%. Therefore, on all ICS accounts, BCT will provide the City of Charles Town at rate equal to 4.25% X 40% = 1.70%.

BCT Business Online Banking Service

- **Remote Deposit Capture** (RDC): This service allows the City of Charles town to deposit checks from your office location. Access to this RDC service may be direct or through BCT's Business online banking depending on desired user permissions.
- All check images are retained and available for 2 years.
- BCT will provide the City of Charles Town two scanners for your convenience.
- BCT will provide installation and employee training on the use of this service as well as ongoing support.
- BCT will provide the City of Charles Town our RDC program at no cost to the City of Charles Town.



Additional Optional Cash Management Services for Consideration

- **ACH and Wire Transfers** – Customized ACH and Wire Transfer limits that are quickly adjustable based on the City of Charles Town's operational needs, with optional dual control approval.

- **Positive Pay** – Allows City Charles Town staff the ability to verify transactions to protect your organization from fraudulent checks or ACH transactions.

- **Autobooks** – Digital invoicing and payment receipts.

- **Electronic Data Interchange (EDI) Files** – Provides a higher level of detail that may accompany an incoming ACH file for payments such as government payments, insurance payments, or hospital payments.

Investment Services (For Future Consideration)

- **BCT Investments**
  - BCT Investments provides customized investment solutions using independent research, expert analysis and objective advice. Offers advice on a wide array of retail financial products such as Mutual Funds, Asset Management, Annuities, and Insurance Products for individuals and businesses.
- **BCT Wealth Management**
  - The Wealth Management team provides clients with a full range of services and financial planning tools for individuals and businesses.

•INVESTMENTS ARE:

Not Insured by FDIC or Any Other Government Agency	Not Bank Guaranteed
Not Bank Deposits or Obligations	May Lose Value

IntraFi | ICS®



Cash management today for government finance officers

Access Millions of Dollars in Aggregate FDIC Insurance Across IntraFi's Network of Banks Working Directly with Just Us

Through ICS®, IntraFi Cash Service®, government depositors, like you, can place funds into demand deposit accounts, money market deposit accounts or both to meet your organization's cash management needs.

Note: A list identifying IntraFi network banks can be found at www.IntraFi.com/network-banks. Certain conditions must be satisfied for "pass-through" FDIC deposit insurance coverage to apply.

Earn a return. Earn interest at a rate set by us. Funds placed through ICS may earn returns that compare favorably to Treasuries and government money market mutual funds and avoid the risks associated with prime money market mutual funds.

Simplify and save time. By providing access to FDIC insurance, ICS can help your organization comply with investment policy mandates and avoid the hassles associated with ongoing collateral-tracking or having to footnote uninsured deposits in financial statements.

Gain transparency. Reporting shows balances, transactions, interest, and other important details associated with your accounts. You also enjoy 24/7 access to information online.

Manage liquidity. Enjoy access to funds placed through ICS into demand deposit accounts and money market deposit accounts.

Support the community. Feel good knowing that the full amount of your funds can stay local to support lending opportunities that build a stronger community.[1]

How does ICS work?

We, like other institutions that offer ICS, are members of the IntraFi network. When we place your deposit through ICS, that deposit is divided into amounts under the standard FDIC insurance maximum of $250,000. The amounts are then placed into deposit accounts at multiple, FDIC-insured banks. As a result, you can access FDIC coverage from many institutions while working directly just with us. Receive one statement from our bank and, as always, know that your confidential information is protected.

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[1] When deposited funds are exchanged on a dollar-for-dollar basis with other institutions that use ICS, our bank can use the full amount of a deposit placed through ICS for local lending, satisfying some depositors' local investment goals or mandates. Alternatively, with a depositor's consent, our bank may choose to receive fee income instead of deposits from other participating institutions. Under these circumstances, deposited funds would not be available for local lending.

Deposit placement through an IntraFi service is subject to the terms, conditions, and disclosures in applicable agreements. Deposits that are placed through an IntraFi service at FDIC-insured banks in IntraFi's network are eligible for FDIC deposit insurance coverage at the network banks. The depositor may exclude banks from eligibility to receive its funds. To meet conditions for pass-through FDIC deposit insurance, deposit accounts at FDIC-insured banks in IntraFi's network that hold deposits placed using an IntraFi service are titled, and deposit account records are maintained, in accordance with FDIC regulations for passthrough coverage. Although deposits are placed in increments that do not exceed the FDIC standard maximum deposit insurance amount ("SMDIA") at any one bank, a depositor's balances at the institution that places deposits may exceed the SMDIA before settlement for deposits or after settlement for withdrawals. The depositor must make any necessary arrangements to protect such balances consistent with applicable law and must determine whether placement through an IntraFi service satisfies any restrictions on its deposits. IntraFi, CDARS, Certificate of Deposit Account Registry Service, IntraFi logo, and IntraFi hexagon are registered trademarks of IntraFi LLC.

ICS PUD 1224

ICS for Public Funds

In the State of West Virginia



Chapter 12. Public Moneys and Securities.
Article 1. State Depositories.
§ 12-1-4. Bonds to be given by depositories

* * *

(c) A banking institution is not required to provide a bond or security in lieu of bond pursuant if the deposits accepted are placed in a designated state depository that is selected and authorized by the State to arrange for the redeposit of the funds through a deposit placement program that meets the following conditions:

(1) On or after the date that the funds are received the selected depository (i) arranges for the redeposit of the funds into deposit accounts in one or more federally insured banks or savings and loan associations that are located in the United States, and (ii) serves as custodian for the State with respect to the funds redeposited into such accounts.
(2) State funds deposited in a selected depository in accordance with this section and held at the close of business in the selected depository in excess of the amount insured by the Federal Deposit Insurance Corporation shall be secured in accordance with section 7-6-2.
(3) The full amount of the funds of the State redeposited by the selected depository into deposit accounts in banks or savings and loan associations pursuant to this section (plus accrued interest, if any) shall be insured by the Federal Deposit Insurance Corporation.
(4) On the same date that the funds of the State are redeposited pursuant to this section the selected depository receives an amount of deposits from customers of other financial institutions through the deposit placement program that are equal to the amount of the State funds redeposited by the selected depository.

Chapter 8. Municipal Corporations
Article I. Purpose
Part II. Definition
§ 8-1-2. Definitions of terms.
(a) For the purpose of this chapter:
(1) "**Municipality**" is a word of art and shall mean and include any Class I, Class II and Class III **city** and any Class IV **town or village**, heretofore or hereafter incorporated as a municipal corporation under the laws of this State;

§8-13-22a. Investment of municipal funds.
All municipal funds, the investment of which is not governed by other provisions of this code and not required for the payment of current obligations and not otherwise prohibited, may be invested and reinvested in:

* * *

(11) Deposits with any duly designated state depository that is selected and authorized by the municipality to arrange for the redeposit of the funds through a deposit placement program that meets the following conditions:

(a) On or after the date that the municipal funds are received the selected depository: (i) Arranges for the redeposit of the funds into deposit accounts in one or more federally insured banks or savings and loan associations that are located in the United States; and (ii) serves as custodian for the municipality with respect to the funds deposited into such accounts.
(b) Municipal funds deposited in a selected depository in accordance with this section and held at the close of business in the selected depository in excess of the amount insured by the Federal Deposit Insurance Corporation shall be secured in accordance with section four, article one, chapter twelve of this code.
(c) The full amount of the funds of the municipality redeposited by the selected depository into deposit accounts in banks or savings and loan associations pursuant to this subsection (plus accrued interest, if any) shall be insured by the Federal Deposit Insurance Corporation.
(d) On the same date that the funds of the municipality are redeposited pursuant to this subsection, the selected depository receives an amount of deposits from customers of other financial institutions through the direct placement program that are equal to the amount of the municipality's funds redeposited by the selected depository.

W. Va. Code § 7-6-2 includes investment authority for **counties** similar to that for municipalities under § 18-13-22a(11).

W. Va. Code § 18-9-6 includes investment authority for **school districts** similar to that for municipalities under § 18-13-22a(11).

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: FY25
Fund: 1
Revision Number: 4
Pages: 1 of 1

City of Charles Town
GOVERNMENT ENTITY

101 E. Washington Street
STREET OR PO BOX

Charles Town | 25414
CITY | ZIP CODE

Municipality
Government Type

Person To Contact Regarding Request:
Name: Lori Nice
Phone: 304-724-3257
Fax:
Email: lnice@charlestownwv.us

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
367	Other Grants		7,400		7,400
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			7,400		

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
415	City Clerk	102,556	600		103,156
425	Enforcement Agency	164,034		20,000	144,034
436	Building Inspection	138,431	35,000		173,431
437	Planning & Zoning	411,990	37,400		449,390
440	City Hall	774,259	44,400		818,659
699	Contingencies*	142,973		103,000	39,973
750	Streets and Highways	710,771	13,000		723,771
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			7,400		

5 March 2025 FC Report Attachment (3)

APPROVED BY THE STATE AUDITOR

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

AUTHORIZED SIGNATURE OF ENTITY

3/17/2025
APPROVAL DATE

the city of Charles Town, WV

General Fund January 2025 Budget to Actual

5 March 2025 FC Report
Attachment (4)
18 Pages

REVENUES	Current Budget	January 2025	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations
30005 Unassigned Fund Balance (Carryover)	4,724,453		4,724,453	(0)	100%	$500K reserve for revenue/expense FY24 + $659,452 remaining Revenue/Loss balance
30101 Taxes - Ad Valorem	1,688,544	15,506	1,030,031	658,513	61%	
30106 Supplemental Taxes	36,000	2,851	27,737	8,263	77%	Property taxes owed from previous years, but paid in the current fiscal year.
30200 Interest as Penalty	10,000	489	9,057	943	91%	
30300 Gas & Oil Severence Tax	33,000		24,053	8,947	73%	5% severance tax on gross receipts at the well head of oil and natural gas. $66K appears to be for 2 years. Confirm when payments are received.
30400 Utility Tax (2%)	200,000	18,860	179,906	20,094	90%	
30500 Business & Occupation (B&O) Tax	1,995,000	517,425	1,617,957	377,043	81%	$459K actuals in FY24 thru 2/29/2024. Collections should continue through August 31 then be accrued to FY24, resulting in another revision to carry over balance.
30600 Liquor Tax	25,000		13,481	11,519	54%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.
30700 Animal Control Tax	1,600	51	1,634	(34)	102%	
30800 Hotel/Motel Tax	200,000	12,398	114,383	85,617	57%	4 traditional hotels (Turf Motel, Days Inn, TravelLodge, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, AirBnB, Hotel Tonight, Evolve Vacation Rental Network)
32000 Court Costs, Fees & Charges	260,000	23,358	150,234	109,766	58%	
32100 Parking Violation Penalties	40,000	3,140	21,671	18,329	54%	Revised based on new program details and current year performance.
32500 Business License Revenue	30,000	4,960	91,884	(61,884)	306%	
32600 Building Permit Fees	550,000	102,156	406,132	143,868	74%	Building activity increasing/expected to remain strong through FY2025 with new development projects on the horizon and increases in permit fee structure.
32800 Franchise Tax	75,000		31,979	43,021	43%	Two Cable Franchisees; working with Shentel/GloFiber on franchisee compliance
33000 International Registration Plan (IRP) Fees	70,000		31,953	38,047	46%	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions.
33900 Emergency Service Fee	1,700		681	1,019	40%	Revenue from utility bills for EMS (5 cents)
34000 Parks & Rec Fee	1,700		681	1,019	40%	Revenue from utility bills for parks and recreation (5 cents)
34200 Parking Meter Revenues	44,000	978	40,088	3,912	91%	Revenue from parking meters and parking permits including ParkMobile app.
34500 Rents & Concessions	60,000	9,924	56,031	3,969	93%	CTUB rental of 661 space ($30k total); CW Hall Revenue is recorded as Due to Building Commission/CWH Landlord, so revising down to reflect true flow of revenues
35300 Zoning Fee	17,000	1,375	11,768	5,232	69%	Zoning applications
35500 Street Improvement Fee	135,000		53,441	81,559	40%	Revenue from utility bills for street improvements ($4 per month); pending fee decision from Council
36504 Federal Government Grants	41,667		-	41,667	0%	DOJ/COPS grant for additional police officer. $125,000 across 3 years.
36600 State Government Grants	-		2,970	(2,970)		
36700 Other Grants	-	500	1,829	(1,829)		
36900 Contributions from Other Funds - Sales Tax	1,000,000		500,000	500,000	50%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets).
37600 Gaming Income	250,000		115,417	134,583	46%	Gaming receipts average $19K to $23K per month in the 2nd Quarter 2024.
37900 Gain/Loss - Sale of Fixed Assets	-		-	-		
38007 Interest Income (Operating Acct)	35,000		7,924	27,076	23%	
38100 Reimbursements	110,000	8,849	88,920	21,080	81%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.
38200 Refunds - Overpayments	400	172	1,662	(1,262)	416%	
38600 Insurance Claims	-		2,500	(2,500)		
39200 Property Rehabilitation	-		100	(100)		
38700 Filing Fees	325	675	675	(350)	208%	Filing Fees Revenue - Election in FY25. $50.00 per person.
39700 Video Lottery	600,000	90,840	406,413	193,587	68%	Video lottery receipts average $13.4K to $22.2K per week.
39900 Misc Revenue	10,000	1,130	4,108	5,892	41%	Yard waste stickers and fingerprints
39902 Special Events - WV Fest	4,000		-	4,000	0%	
39903 Special Events - General	900	25	1,025	(125)	114%	Special activities fees
39904 Special Events - CW Hall	8,500	300	4,100	4,400	48%	
39907 Special Events - Car Show	7,000		10,240	(3,240)	146%	Car show registration and sponsors.
Total Revenues	**12,265,789**	**815,962**	**9,787,118**	**2,478,671**	**80%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Economic Development - 402	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	72,455	8,402	44,385	28,070	61%	Salary $68,844 plus 2.5% merit and holiday supplement.
04 FICA	5,554	643	3,395	2,159	61%	FICA @ 7.65%
05 Group Insurance	9,800	698	5,250	4,550	54%	Includes 14% premium increase projected by PEIA. $7,294 (Health Insurance), $540.48 (Life Insurance), Dental Ins ($266.16), Vision Ins ($111.00), EAP Premiums ($15.84)
06 Retirement	7,368	756	4,280	3,087	58%	PERS II Employer Contribution 9%
09 OPEB	2,108	168	1,050	1,057	50%	Deferred Compensation Employer Contribution 3%
11 Telephone	750	78	206	544	27%	Cell phone
14 Travel	4,200		115	4,086	3%	2 National Conferences; airfare, lodging, per-diem
20 Advertising/Legal Publications	-		24	(24)		
21 Training & Education	-		-	-		$2,500 rolled under City Manager's office.
22 Dues & Subscriptions	2,000	324	836	1,164	42%	IEDC Membership, Survey Subscription, Adobe subscription
23 Professional Services	1,000		-	1,000	0%	Engineering Services
26 Insurance and Bonds	5,000	962	2,897	2,103	58%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
41 Departmental Supplies	3,000		674	2,326	22%	Promotional items for events and City marketing and other departmental supplies.
43 Auto Supplies	-		-	-		
Total Economic Development	**113,234**	**12,031**	**63,113**	**50,121**	**56%**	

Federal Grants - 403	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
Professional Services	-		-	-		
Departmental Supplies	-		-	-		
Total Federal Grants	**-**	**-**	**-**	**-**		

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Mayor's Office - 409	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
01 Salary	12,500	1,042	7,292	5,208	58%	Mayor's Salary
04 FICA Tax Expense	1,000	80	558	442	56%	
11 Telephone	-		-	-		
14 Travel Expense	2,000		-	2,000	0%	WV Municipal League
20 Advertising/Legal Publication	-		-	-		
21 Training & Education	1,000		-	1,000	0%	
26 Insurance & Bonds	1,000	192	642	358	64%	
41 Departmental Supplies	500		36	464	7%	$453.00 - Ceremonial Keys to the City and Coins
68 Community Contributions	2,000		696	1,305	35%	
Total Mayor's Office	**20,000**	**1,314**	**9,223**	**10,777**	**46%**	
Council - 410	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
01 Salaries	40,000	3,333	23,125	16,875	58%	Eight Council Members at $5,000 annual salary
04 FICA Tax Expense	3,100	255	1,769	1,331	57%	
14 Travel Expense	4,800		-	4,800	0%	Conferences
20 Advertising	-		-	-		
21 Training & Education	3,200		1,849	1,351	58%	Conference Registration ($450 per registration)
26 Insurance & Bonds	3,200	615	2,056	1,144	64%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
41 Departmental Supplies	700	68	136	564	19%	
Total Council	**55,000**	**4,272**	**28,935**	**26,065**	**53%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
City Manager - 412	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	185,525	20,954	111,409	74,116	60%	City Manager Salary ($120,000) + 2.5% Merit ($1,545) + Holiday Supplement ($500) Deputy City Clerk Salary (from $52,674 to $54,000) + 2.5% Merit ($695.25) + Holiday Supplement ($500) City Manager requesting promotion and salary increase for from Deputy City Clerk to City Clerk. Finance Committee approved dollar amount.
04 FICA Tax Expense	14,945	1,609	8,574	6,371	57%	FICA Tax @ 7.65%
05 Group Insurance	2,250	176	1,250	1,000	56%	Health, Dental, Vision, Life insurance, EAP
06 Retirement	16,365	1,893	9,990	6,375	61%	9% Employer Contribution PERS I and II
08 Overtime	1,000	80	668	332	67%	
09 OPEB	5,900	622	3,002	2,898	51%	3% Employer Contribution Deferred Compensation plan
11 Telephone	520	108	276	244	53%	Mobile phone service
14 Travel Expense	1,500		-	1,500	0%	WVML Trip, City Clerk Election Training
20 Advertising	-		-	-		
21 Training & Education	21,500	196	2,345	19,155	11%	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500
22 Dues & Subscriptions	1,000		-	1,000	0%	Adobe subscriptions. ICMA and WVML Fees.
23 Professional Services	-		-	-		Background checks for City Manager candidates. Not required this year.
26 Insurance & Bonds	15,000	3,308	10,143	4,857	68%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
41 Departmental Supplies	750	30	102	648	14%	Misc. Office Supplies
43 Auto Supplies (Gas & Oil)	-		-	-		Gas is covered under travel expenses.
Total City Manager	**266,255**	**28,975**	**147,760**	**118,495**	**55%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Treasurer - 413	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	235,000	28,734	136,253	98,747	58%	Director of Finance ($100,000), Accounting Clerk III ($44,762), Accounting Clerk II 0.5 FTE ($40,685), Accounting Clerk I ($37,500) plus 2.5% merit, holiday supplement, and overtime.
04 FICA Tax Expense	19,000	2,215	10,583	8,417	56%	FICA Tax @ 7.65%
05 Group Insurance	39,000	1,589	19,103	19,897	49%	Health, Dental, Vision, Life insurance, EAP
06 Retirement	21,150	2,606	12,243	8,907	58%	9% Employer Contribution PERS I and II
08 Overtime	3,000	217	2,092	908	70%	
09 OPEB	7,050	731	3,668	3,382	52%	3% Employer Contribution Deferred Compensation plan
11 Telephone	500	50	178	322	36%	Director of Finance Cell Phone
12 Printing	-		-	-		
14 Travel Expense	4,000		745	3,255	19%	Director & Acct. Clerk III - WV Government Finance Officers Association Training
18 Postage	-		-	-		Transfer cost to City Hall and Pitney Bowes machine.
20 Advertising/Legal Pubs	2,000		947	1,053	47%	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.
21 Training & Education	-		-	-		$4,000 Rolled into City Manager's budget
22 Dues & Subscriptions	800		-	800	0%	Adobe subscription for Director & Accounting Clerk III
23 Professional Services	3,000		2,989	11	100%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)
24 Audit Costs	42,000		17,400	24,600	41%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit
26 Insurance & Bonds	15,000	3,336	11,186	3,814	75%	General Liability, Worker's Compensation, Umbrella
30 Contracted Services	24,500	(745)	(575)	25,075	-2%	Tyler Technologies - Incode Annual License Fee - $20,000 Business License Software Maintenance (Progressive Solutions) - $5,000
30 B&O Collectrions - Contracted Services	150,000		82,514	67,486	55%	
38 Refunds	145,000	2,227	140,643	4,357	97%	
41 Departmental Supplies	2,000	2,133	3,249	(1,249)	162%	Paper folder machine ($500)
59 Capital Outlay	-		-	-		
Total Treasurer	**713,000**	**43,092**	**443,217**	**269,783**	**62%**	

DEPARTMENT LINE ITEMS							NOTES AND EXPLANATIONS
Court Clerk - 415		**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03	Salaries	63,907	7,381	39,111	24,796	61%	Court Clerk Salary: $59,996 plus 2.5% merit, and holiday supplement
04	FICA	5,215	565	3,022	2,193	58%	FICA Tax @ 7.65%
05	Group Insurance	18,529	1,382	10,561	7,968	57%	Health, Dental, Vision, Life insurance, EAP + 14% premium increase
06	Retirement	5,720	664	3,506	2,214	61%	9% Employer Contribution PERS I and II
08	Overtime	1,000		388	612	39%	
09	OPEB	1,860	146	961	899	52%	3% Employer Contribution Deferred Compensation plan
14	Travel	500		380	120	76%	Court Clerk training and Election training
18	Postage	-		35	(35)		
20	Advertising/Legal Publications	700		-	700	0%	
21	Training & Education	-		-	-		$500 transferred to City Manager's budget. WVML training and Election training.
22	Dues & Subscriptions	-		-	-		
23	Professional Services	-		-	-		
24	Audit Costs	-		-	-		
26	Insurance & Bonds	4,500	889	3,079	1,421	68%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella
30	Contracted Services	25		25	-	100%	Flu shot
41	Departmental Supplies	600	892	927	(327)	154%	Ink cartridges, paper stock
Total Court Clerk		**102,556**	**11,918**	**61,995**	**40,561**	**60%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Police Judges - 416	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	32,000	2,050	16,324	15,676	51%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; and extra $2k for special judge.
04 FICA	2,400	157	1,249	1,151	52%	
14 Travel	500		240	260	48%	WV State mandated annual training for magistrates & judges
21 Training & Education	1,000		-	1,000	0%	WV State mandated annual training for magistrates & judges
22 Dues and Subscriptions	100		-	100	0%	
23 Professional Services	1,000		-	1,000	0%	
26 Insurance & Bonds	2,500	492	1,644	856	66%	
41 Departmental Supplies	-		-	-		
Total Police Judges	**39,500**	**2,699**	**19,457**	**20,043**	**49%**	
City Attorney - 417	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	135,000	17,741	70,205	64,795	52%	
04 FICA	12,000	1,357	5,371	6,629	45%	
05 Group Insurance	13,000	131	790	12,210	6%	
06 Retirement	13,500	1,597	5,924	7,576	44%	
09 OPEB	4,500	532	2,090	2,410	46%	
11 Telephone	2,000	52	104	1,896	5%	
14 Travel	1,000		-	1,000	0%	
20 Advertising/Legal Publications	1,000		-	1,000	0%	
21 Training & Education	-		-	-		
22 Dues & Subscriptions	1,500		-	1,500	0%	
23 Professional Services	40,000		23,531	16,469	59%	Cost for outside legal council.
26 Insurance and Bonds	5,000		374	4,626	7%	
41 Departmental Supplies	500	168	226	274	45%	
Total Attorney	**229,000**	**21,578**	**108,614**	**120,386**	**47%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Enforcement Agency - 425	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	57,700	6,468	34,755	22,945	60%	Code Enforcement Officer: $54,322.83 plus 2.5% merit and holiday supplement.
04 FICA	4,419	495	2,659	1,760	60%	FICA @ 7.65% of Salary
05 Group Insurance	8,640	676	4,823	3,817	56%	Includes 14% premium increase projected by PEIA. Current expenses include: Life Ins. ($545 per mo), Dental ($266 per mo), and Vision ($111 per mo).
06 Retirement	5,090	582	3,038	2,052	60%	PERS II Employer Contribution 9%
09 OPEB	2,035	194	1,186	849	58%	457(b) Deferred Compensation Employer Contribution (3%)
11 Telephone	2,250	54	1,944	306	86%	
14 Travel	1,500		-	1,500	0%	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas
18 Postage	2,500	33	1,258	1,242	50%	Certified Mailings
20 Advertising/Legal Publications	1,000		-	1,000	0%	
21 Training & Education	-		-	-		$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)
22 Dues & Subscriptions	1,000	75	360	640	36%	Women in Code Enforcement (WICED) Membership Fees ($35) ICC Membership ($160/yr)
26 Insurance and Bonds	3,800	750	2,523	1,277	66%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
30 Contracted Services	71,100			57,798	19%	Kimley-Horn Engineering Services / Nuisance Properties; discuss process w/council. Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.
30 Nuicance Properties-Contracted Services	-	13	13,302			
41 Departmental Supplies	3,000		2,434	566	81%	Office printer, building safety month supplies, jackets, boots, code books
43 Auto Supplies	-		-	-		Under Maintenance budget
Total Enforcement Agency	**164,034**	**9,340**	**68,282**	**95,752**	**42%**	
Regional Dev Authority - 435	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
22 Dues & Subscriptions	6,600		6,142	458	93%	Region 9 Assessment - Fees are going up
Total Regional Dev. Authority	**6,600**	**-**	**6,142**	**458**	**93%**	
Total City Administration	**1,709,179**	**135,218**	**956,738**	**752,441**		

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Building Inspections - 436	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	57,300	9,602	34,408	22,892	60%	Building Official/Inspector: $80,653.29 plus 2.5% merit plus holiday supplement
04 FICA	4,296	735	2,632	1,664	61%	FICA @ 7.65% of Salary
05 Group Insurance	1,650	180	564	1,086	34%	Dental/Life/Vision/EAP Premiums
06 Retirement	7,100	864	2,931	4,169	41%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods
09 OPEB	1,575	288	779	796	49%	457(b) Deferred Comp Employer Contribution (3%). $60.53 per pay period * 26 pay periods
11 Telephone	1,010	262	599	412	59%	Two lines; one is a hot spot. $84.18 per month x 12 months = $1,010.16 per year in actual costs
14 Travel	3,000		823	2,177	27%	National ICC Conference; Women in Code Enforcement Training; airfare, lodging, meals, gas
17 R&M Auto	-		-	-		Under Maintenance budget
18 Postage	1,000		-	1,000	0%	Certified mailings for property Notice of Violations
20 Advertising/Legal Publications	1,500		1,278	222	85%	Job posting costs
21 Training & Education	-		-	-		$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.
22 Dues & Subscriptions	1,000		665	335	67%	ICC membership dues; WICA subscription
23 Professional Services	50,000		84,700	(34,700)	169%	To cover expenses associated with inspections; compliance.
26 Insurance & Bonds	6,000	1,136	3,814	2,186	64%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
41 Departmental Supplies	3,000	426	2,678	322	89%	Mobile printer for vehicle, jackets, boots, building safety month
43 Auto Supplies	-		-	-		Under Maintenance budget
Total Building Inspections	**138,431**	**13,492**	**135,871**	**2,560**	**98%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Planning & Zoning - 437	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	250,420	27,502	151,567	98,853	61%	Director of Community Development: $96,937, City Planner/Zoning/Subdiv Administrator: $84,721, Permit Tech: $50,141 plus 2.5% step increase on 1/1/2025 for all three positions. Includes Holiday Supplement pay ($500 x 3 employees = $1,500) and summer intern ($5,250).
04 FICA	19,645	2,107	11,669	7,976	59%	FICA @ 7.65% of Salary
05 Group Insurance	22,000	1,647	12,204	9,796	55%	Includes 14% increase projected by PEIA. Health/Dental/Life/Vision/EAP Premiums
06 Retirement	23,215	2,373	13,204	10,011	57%	PERS II Employer Contribution (9%)
08 Overtime	2,000	38	971	1,029	49%	
09 OPEB	7,960	490	2,731	5,229	34%	457(b) Deferred Comp Employer Contribution (3%).
11 Telephone	250	141	214	36	86%	Director's department cell phone
14 Travel	8,000		-	8,000	0%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Kim - MGO Conference
18 Postage	1,000		-	1,000	0%	Certified Mailings; Legal notices, yard sign postings
20 Advertising/Legal Publications	4,500	48	435	4,065	10%	Advertising of BZA and public hearings for P/C meetings; hearing placards
21 Training & Education	-		-	-		$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration amount $3,500;
22 Dues & Subscriptions	3,000		405	2,595	13%	AICP Membership; Kim ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.
23 Professional Services	5,000	289	306	4,694	6%	GIS Aerial imagery, Engineering Services, Background Checks
26 Insurance & Bonds	20,000	3,231	10,874	9,126	54%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
30 Contracted Services	30,000	1,943	27,344	2,656	91%	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;
31 Contracted Services - Tree Board	2,000		-	2,000	0%	To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.
38 Refunds	-	25	364	(364)		
41 Departmental Supplies	4,000	1,213	3,260	740	82%	Public hearing signs, office supplies, promotional supplies
53 Computer Software / Tech	9,000	730	5,129	3,871	57%	MyPermit Now Monthly Fees
59 Capital Outlay	-		-	-		
Total Planning and Zoning	**411,990**	**41,776**	**240,677**	**171,313**	**58%**	
Total City Bldg Inspection, P&Z, and Enforcement Agency	**827,689**	**76,639**	**507,943**	**319,746**		

Elections - 438	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
12 Printing	3,000		-	3,000	0%	
20 Advertising/Legal Publications	500		-	500	0%	Publish ballot multiple times
23 Professional Services	-		-	-		
30 Contracted Services	5,000		-	5,000	0%	Poll workers for early voting and day of election.
41 Departmental Supplies	2,000	539	539	1,461	27%	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers
Total Elections	**10,500**	**539**	**539**	**9,961**	**5%**	

DEPARTMENT LINE ITEMS							NOTES AND EXPLANATIONS
	City Hall - 440	Current Budget	January 2025	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations
3	Salaries	97,960	11,290	59,444	38,516	61%	Director of Operations Salary: $92,500 + 2.5% Merit + Holiday Supplement
4	FICA Taxes	7,835	864	4,547	3,288	58%	FICA @ 7.65%
5	Group Insurance	20,000	1,425	11,131	8,869	56%	Health, Dental, Vision, Life, Employee Assistance Program
6	Retirement	9,590	1,016	5,301	4,289	55%	9% Employer Contribution
9	OPEB	3,270	339	1,941	1,329	59%	3% Deferred Compensation Employer Contribution
11	Telephone	18,000	2,092	11,785	6,215	65%	WebEx Phone Services ($6,000), Internet Service ($3,012), Cell phone - Director ($384), Rouss Hall Phone Service ($7,200 per year/$600 per mo.) **Proposing upgrade to internet service. 1 Gbps with GloFiber. $1,900 per month, $22,800 per year. One time set up fee $1,900. $950 set up cost allocated to Police Dept, $950 set up cost allocated to City Hall. Please review quote in attachments.**
13	Utilities	26,200	5,861	22,681	3,519	87%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer
14	Travel Expense	2,000		370	1,630	19%	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD
15	Repair & Main. Bldg & Grounds	12,000		1,412	10,588	12%	Elevator Services and City Hall maintenance.
18	Postage	4,000	807	2,331	1,669	58%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection
19	Bldg & Equipment Rental	250,000	21,069	153,254	96,746	61%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer
20	Advertising/Legal Publications	5,000	209	2,014	2,986	40%	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements
21	Training & Education	-		-	-		$2,000 transferred to City Manager's budget
22	Dues & Subscriptions	3,500	25	508	2,992	15%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)
23	Professional Services	25,000	1,800	13,267	11,733	53%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.
26	Insurance & Bonds	17,000	3,983	15,785	1,215	93%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial
30	Contracted Services	181,404	21,731	131,551	49,853	73%	Sustainable Strategies (Grant Consultant, Matt Ward) - $28,800 ($2,400 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Printer & Copier Lease - $14,400 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $35,000 Payroll Processing Base Fees - $3,864 ADP Software Recurring Annual Fee - $19,440 Tek Advisors - Moving this out of Capital Budget and into Operating budget - $75,000 per year.
32	Bank Charges	60,000		12,406	47,594	21%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees
37	Other Fees/Taxes	1,500		-	1,500	0%	Late fees
41	Departmental Supplies	15,000	255	6,660	8,340	44%	
53	Computer Software / Tech	15,000		11,763	3,237	78%	City Sonic Wall Annual License - $1,700 Clearcaster Annual License - $1,700 Granicus Annual License - $9,500 - Agenda management,Online training, Audio/Visual software for livestreaming meetings VEEAM Annual Maintenance - $600.00 Zoom Fees - $1,500 per year
	Total City Hall	**774,259**	**72,765**	**468,150**	**306,109**	**60%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Contributions/Transfers - 444	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
68 Contributions - "But For" Organizations	60,000		-	60,000	0%	Citizens Fire Co. $95K and EPTA Requests $50K
68 Community Awards	-		-	-		
68 Contributions - Revive Grant	20,000		-	20,000	0%	Unspent Revive! Funding rolled over to FY24
68 Contributions - Façade Improvement Program	15,000	5,000	5,000	10,000	33%	
68 Contributions - Homeless Solutions	25,000		13,902	11,098	56%	County Homelessness position funding commitment
68 Contribution - Nuisance Property Expenses	-		-	-		Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.
68 Contributions - Sidewalk Improvement Program	15,000		-	15,000	0%	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest
Total Contributions/Transfers	**135,000**	**5,000**	**18,902**	**116,098**	**14%**	
Parking - 571	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	41,614	4,536	17,344	24,271	42%	Base salary, contingency, 2.5% merit, holiday supplement, and clothing allowance
04 FICA Tax Expense	3,500	347	1,339	2,161	38%	FICA @ 7.65%
05 Group Insurance	9,300	80	331	8,969	4%	Health, Dental, Vision, Life, Employee Assistance Program
06 Retirement Expense	3,600	408	1,671	1,929	46%	9% Employer Retirement Contribution
08 Overtime	2,000		170	1,830	9%	
09 OPEB	1,400	136	544	856	39%	3% Deferred Compensation Employer Contribution
13 Utilities	1,200	108	858	342	71%	Electric Service
16 Repair & Main - Equipment	3,000		-	3,000	0%	Parking meter repairs and maintenance
18 Postage	500		8	492	2%	
19 Bldg & Equipment Rental	1,000		-	1,000	0%	
20 Advertising / Legal Publications	500		-	500	0%	
23 Professional Services	-		-	-		
26 Insurance & Bonds	3,000	555	1,869	1,131	62%	Prof Liability, Umbrella, Automobile, Worker's Comp
30 Contracted Services	500	71	571	(71)	114%	
41 Departmental Supplies	4,500	200	2,384	2,116	53%	Office Supplies, Batteries, Handheld Printer Paper
45 Uniforms	1,000		991	9	99%	Jacket, Uniform Shirt, Patches, Badge, etc.
53 Computer Software/Tech	4,000		-	4,000	0%	United Public Safety/T2 Annual Fees
Total Parking	**80,614**	**6,441**	**28,080**	**52,534**	**35%**	
Contingencies - 699	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**Budget Balance**	**Over/Under Budget**	**Approved Budget Notes and Explanations**
Other Contributions	142,973		-	142,973	0%	Placeholder for 3.2% COLA ($84,900 plus $16,980 for FICA/Retirement Cont.); $50,000 for emergency snow costs. $41,667 for COPS grant for additional police officer.
Total Contingencies	**142,973**	**-**	**-**	**142,973**	**0%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Police Department - 700	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	1,507,798	157,574	897,913	609,885	60%	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. Seven (7) Patrolman ($52,998.40 - $55,681.60) Two (2) Patrolman First Class ($58,510.40 - $64,542.40) Three (3) Sergeants ($76,689.60 - $86,756.80) Two (2) Lieutenants ($93,246.40 - $95,576.00) Three (3) Corporals ($67,808 - $82,617.60) Three (3) Administrative personnel ($36,276.00 - $55,910.40) One (1) Chief ($134,650)
04 FICA	84,600	9,116	51,107	33,493	60%	FICA Tax at 7.65%
05 Group Insurance	220,000	15,925	124,277	95,723	56%	PEIA/Health insurance increase from $9K to $12K per month.
06 Retirement	140,000	16,767	87,813	52,187	63%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)
07 Police Pension	64,000	5,021	26,801	37,199	42%	Legacy CTPD Retirement System
08 Overtime	210,000	33,666	153,092	56,908	73%	
09 OPEB	48,000	4,239	26,819	21,181	56%	457(b) Deferred Compensation 3%
10 Prior Year SS Exemption Correction	-	(787)	(1,146)	1,146		
11 Telephone	48,500	4,442	16,163	32,337	33%	
13 Utilities	48,000	5,545	28,283	19,717	59%	Electric and Internet Service, increase in FY254.
14 Travel	4,000	259	1,882	2,118	47%	
15 R&M Building & Grounds	2,200		358	1,842	16%	Lights, Paint, Air Filters, Electrical supplies, Batteries
16 R&M Equipment	4,500		4,398	102	98%	Generator Service
17 R&M Auto	43,000	5,081	21,096	21,904	49%	Oil changes, Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, Tires, etc.
18 Postage	1,300	11	405	895	31%	
19 Building & Equipment Rental	100,000	8,441	49,643	50,357	50%	
20 Advertising/Legal Publications	5,600		2,328	3,273	42%	New Hire Ads 3-6 ads in local paper
21 Training & Education	20,000	725	3,552	16,448	18%	
22 Dues & Subscriptions	2,000	100	1,063	937	53%	WVCOP Dues, IACP, SRO, Journal
23 Professional Services	6,500	120	2,076	4,425	32%	Polygraph Exams, Physical Exams, Diagnostic Imaging
26 Insurance & Bonds	105,000	21,195	71,174	33,826	68%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance
30 Contracted Services	48,000	1,832	12,955	35,045	27%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.
32 Bank Charges	250		-	250	0%	
36 Refunds		370	370	(370)		
37 Other Fees & Taxes	250		-	250	0%	661 George St. Ambulance Fees
41 Departmental Supplies	40,000	3,706	17,971	22,029	45%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery
43 Auto Supplies	65,000	5,665	35,722	29,278	55%	Gas for Police Vehicles
45 Uniforms	20,000	660	8,024	11,976	40%	
53 Computer Software/Tech	29,000	756	23,498	5,502	81%	CAD, Guardian Tracking, Police One Academy, Powerdms, POSS-Essentials
Total Police Dept	**2,867,498**	**300,428**	**1,667,632**	**1,199,866**	**58%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Police-Special Duty Crossing Guard - 704	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	34,803	1,728	16,840	17,963	48%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA.
04 FICA Tax Expense	2,600	132	1,288	1,312	50%	
26 Insurance & Bonds	1,750	377	1,285	465	73%	
41 Departmental Supplies	250		-	250	0%	Stop signs
45 Uniforms	500		-	500	0%	Reflective jackets and vests
43 Auto Supplies (Gas & Oil)	-		-	-		
Total Police - Special Duty Crossing Guard	**39,903**	**2,237**	**19,413**	**20,490**	**49%**	
Total Police and Crossing Guards	**2,907,401**	**302,665**	**1,687,045**	**1,220,356**		
Dog Warden - 707	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
Contributions	1,600		-	1,600	0%	City passes along the dog tag fees to the County
Total Dog Warden	**1,600**	**-**	**-**	**1,600**	**0%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Maintenance - 750	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	263,643	29,197	154,549	109,094	59%	Promote Maintenance Supervisor to Director; increase in salary from $73,418 to $80,000, plus three (3) Maintenance Staff: $66,454, $49,995 and $42,064 plus 5.0% Merit and Holiday Supplement.
04 FICA Tax Expense	21,491	2,486	12,597	8,894	59%	FICA @ 7.65%
05 Group Insurance	29,000	2,146	16,312	12,688	56%	Health, Dental, Vision, Life, Employee Assistance Program
06 Retirement	23,728	2,924	14,460	9,268	61%	9% Employer Contribution
08 Overtime	12,500	3,296	10,123	2,377	81%	
09 OPEB	7,909	478	2,840	5,069	36%	3% Deferred Compensation Employer Contribution
11 Telephone	3,000	158	2,063	937	69%	Field staff equipped with cell phones
13 Utilities	140,000	10,892	81,811	58,189	58%	Electric (street lights), water, sewer, and internet
14 Travel Expense	1,500		-	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed
15 R&M Buildings and Grounds	34,000	9,513	33,550	450	99%	General maintenance of city buildings.
16 R&M Equipment	15,000	194	709	14,291	5%	Regular maintenance of fleet equipment, primary expense is street sweeper repairs. We have a new leaf vacuum, so we don't have as much maintenance expense.
17 R&M Auto	10,000	40	4,208	5,792	42%	Regular maintenance of department vehicles.
19 R&M Bldg and Equip Rental	-		329	(329)		Equipment rented as required to maintain various city buildings.
20 Advertising	-		-	-		Spring and Fall Cleanup. Additional city sponsored projects as required.
21 Training & Education	-		-	-		Maintain certifications; other skill enhancement training as required/proposed
22 Dues & Subscriptions	500		292	208	58%	Camera subscription and CDL License Fees
23 Professional Services	500	120	224	276	45%	CDL physicals
26 Insurance & Bonds	19,000	3,597	11,498	7,502	61%	Liability, Worker's Comp, Vehicle Insurance
30 Contracted Services	49,000	19,731	40,288	8,712	82%	Trash Service, Box Rental Fees, Contractor for Tree Services, Snow Removal and Salt
41 Departmental Supplies	41,000	284	21,701	19,299	53%	General maintenance annual supplies.
43 Auto Supplies (Gas, Oil & Tires)	28,000	1,944	14,484	13,516	52%	Other city vehicle maintenance.
45 Uniforms	11,000	1,207	11,148	(148)	101%	Cintas service cost increase
53 Software/Tech	-		-	-		
59 Capital Outlay	-		-	-		Elevator repairs, HVAC repairs, tires, various equipment.
Total Streets	**710,771**	**88,207**	**433,185**	**277,586**	**61%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Visitor's Center - 901	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
13 Utilities	-		-	-		Electric Service for Rouss Hall - moved to City Hall Utilities per State Auditor's budget
15 R&M - Building & Grounds	-		-	-		
23 Professional Services	-		-	-		
30 Contracted Services	-		-	-		
41 Departmental Supplies	-		-	-		
66 Contributions	100,000	7,054	50,993	49,007	51%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center. Hotel/Motel Tax Revenue is trending 6% higher than FY24; primarily in August and January.
Total Visitor's Center	**100,000**	**7,054**	**50,993**	**49,007**	**51%**	

Fairs/Festivals - 903	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
19 Bldg & Equipment Rental	-		-	-		No longer needed, we bought a generator.
20 Advertising/Legal Publications	2,000		50	1,950	3%	
30 Contracted Services	36,000		5,018	30,982	14%	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($4,300), Signage ($2,000), Inflatables ($2,000), Labor ($2,100), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($1,000), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Labor ($700) **Halloween** Labor ($146) **Christmas Parade** Labor ($146)
38 Refunds	-		85	(85)		
41 Departmental Supplies	22,000		6,696	15,304	30%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($325), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs **Christmas Wreaths - $3,000**
52 Computer Software	1,300		-	1,300	0%	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.
68 Contributions	4,000	725	4,025	(25)	101%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.
Total Fairs/Festivals	**65,300**	**725**	**15,874**	**49,426**	**24%**	

Transfers - 960/698 SAO	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
01 Transfers to Capital Reserve - Repaving	130,000	14,208	82,064	47,936	63%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures
02 Transfers to Capital Reserve - One Time Funding	3,714,452		3,714,452	-	100%	$659,452 Revenue/Loss Allowance
03 Transfers Out - Parks & Rec	120,000	7,054	70,993	49,007	59%	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.
04 Transfers to Residual Fund	263,319		263,319	-	100%	
11 Transfers to Capital Reserve - Table Games	850,000	92,247	464,174	385,826	55%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.
Total Transfers	**5,077,771**	**113,509**	**4,595,002**	**482,769**	**90%**	

General Government - 975	**Current Budget**	**January 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
Contributions	-		-	-		
Total General Government	**-**	**-**	**-**	**-**		

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Total Expenses	12,265,789	787,391	8,631,055	3,634,735		Provides for comparable year-over-year comparision of operating costs
Surplus or Deficit	(0)	28,571	1,156,063	(1,156,063)		

the city of Charles Town, WV

FY 2025 Capital Reserve Budget - January 2025 Budget to Actual

Approved : 08-05-2024

CAPITAL BUDGET REVENUES

REVENUES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*JANUARY 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
Capital Reserve Carryover		$ 4,881,215		$ 4,881,215	$ -	100%	Carryover balance from FY2024 Capital Reserve - Improvement Budget.
36800 Contributions from GF ($659,452 Revenue/Loss & $3,055,000 Pool)		$ 3,714,452		$ 3,723,408	$ (8,956)	100%	Contributions from GF - $659,452 from Revenue/Loss and $3,055.000 from FY24 Carryover disignated for JMP Pool.
33000 Developer Fees		$ 100,000	$ 73,440	$ 276,676	$ (176,676)	277%	Estimated based on FY2024 receipts
36800 Contributios from GF - Lottery / Gaming Revenue		$ 850,000	$ 92,247	$ 468,595	$ 381,405	55%	All lottery/gaming revenue remitted to Charles Town gets XFRD to Capital Reserve from GenFund.
38000 Interest on Bank Accounts & Other Sources		$ 60,000		$ 24,676	$ 35,324	41%	Reveue from 3 diferent interest bearing checking accounts.
TOTAL REVENUES	**$ -**	**$ 9,605,667**	**$ 165,687**	**$ 9,374,571**	**$ 231,096**	**98%**	

5 March 2025 FC Report
Attachment (5)
9 Pages

CAPITAL BUDGET EXPENSES							
EXPENDITURES	***ENCUMBERED***	***FY 2025 CURRENT BUDGET***	***JANUARY 2025***	***FY 2025 YTD ACTUAL***	***FY 2025 BUDGET BALANCE***	***% OVER/UNDER BUDGET***	***NOTES***
975 GENERAL GOVERNMENT							
975-23 General Government Professional Services - Capital Improvement Plan		$ 125,000		$ -	$ 125,000	0%	Outsourcing costs to create a rigorous 5 year revolving capital improvement plan for all areas of the City.
975-23 General Government Professional Services - Zoning & Subdivision Ordinance Overhaul	$ 100,000	$ 150,000		$ -	$ 150,000	0%	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000.
975-58 General Government Capital Outlay - Chairs for Staff		$ 10,000	$ 7,442	$ 14,053	$ (4,053)	141%	20 chairs for staff.
975-58 General Government Capital Outlay - Rouss Hall Landlord buy back		$ 140,000		$ -	$ 140,000	0%	
975-59 General Government Capital Outlay Technology - Computer Replacement		$ 25,000		$ -	$ 25,000	0%	Computer replacement program for all General Government departments.
975-59 GG Capital Outlay Technology - GovTech Software		$ 100,000		$ -	$ 100,000	0%	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and Incode (except for the court module). Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement.
975-59 General Government Capital Outlay Technology - Data Center Centralization		$ 120,000		$ 122,152	$ (2,152)	102%	
975-59 General Governement Capital Outlay Technology - Payroll & Human Resource Onboarding Services Implementation Cost		$ -		$ -	$ -		
975-59 General Government Capital Outlay Technology - Zoom Room Equipment Upgrade		$ 5,790		$ -	$ 5,790	0%	
TOTAL GENERAL GOVERNMENT	**$ 100,000**	**$ 675,790**	**$ 7,442**	**$ 136,205**	**$ 539,585**	**20%**	

EXPENDITURES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*JANUARY 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
976 PUBLIC SAFETY							
975-60 General Government Capital Outlay Technology Police Department - Computer Replacement		$ 58,000		$ 57,549	$ 451	99%	20 computers with greater than 8gb of memory are needed to view body camera footage.
976-59 Public Safety Capital Outlay Vehicles - Police Cars		$ 113,300	$ 203	$ 110,991	$ 2,309	98%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.
976-60 Public Safety Capital Outlay Equipment - Officer Equipment		$ 57,000		$ 57,170	$ (170)	100%	Funding requested: $3723 for 18 Monadnock batons and pouches and $53,107 for 18 tasers.
976-60 Public Safety Capital Outlay Equipment - Traffic Safety Equipment		$ 44,700		$ 44,699	$ 1	100%	Funding requested: $37,610 for 2 trailerable traffic signs; $1200 for 20 portable barricades; $2660 for 10 temporary signs and holders; $3230 for 100 traffic cones with lettering. This equipment will be jointly used with the maintancence department.
976-62 Public Safety - Parking Meters		$ 10,700	$ 177	$ 10,508	$ 192	98%	Routine replacement of a portion of the parking meters (24) in the downtown parking district.
TOTAL PUBLIC SAFETY	**$ -**	**$ 283,700**	**$ 380**	**$ 280,917**	**$ 2,783**	**99%**	

EXPENDITURES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*JANUARY 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
977 STREETS & TRANSPORTATION							
977-57- Streets & Transportation Capital Outlay Buildings - Charles Washington Hall masonary tuck point repair		$ 12,000		$ 8,800	$ 3,200	73%	Brick wall on George Street side is deteriorating.
977-57 Streets & Transportation Capital Outlay Buildings - Replace City Hall rooftop AC units		$ 25,000		$ -	$ 25,000	0%	
977-57 Streets & Transportation Capital Outlay Buildings - City Hall interior repair/maintenance		$ 60,500	$ 329	$ 4,069	$ 56,431	7%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency.
977-57 Streets & Transportation Capital Outlay Buildings - City Hall roof replacement		$ 128,000		$ 71,548	$ 56,452	56%	City Hall roof is over 20 years old and is failing.
977-57 Streets & Transportation Capital Outlay Buildings - City Hall masonary tuck point repair		$ 35,000		$ 1,600	$ 33,400	5%	Flues and chimneys on City Hall roof have not been addressed for many years.
977-57 Streets & Transportation Capital Outlay Buildings - Maintenance office air conditioner		$ 7,000		$ -	$ 7,000	0%	The current window unit does not keep up with the heat.
977-57 Streets & Transportation Capital Outlay Buildings - New maintenance equipment building		$ 150,000		$ -	$ 150,000	0%	Current building is maxed out on space.
977-57 Streets & Transportation Capital Outlay Buildings - New/repair maintenance yard		$ 80,000		$ -	$ 80,000	0%	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going.
977-57 Streets & Transportation Capital Outlay Buildings - Rouss Hall roof repair		$ -		$ -	$ -		Rouss Hall roof is rusted. A low odor roof coating will protect the roof for another 10 years.
977-58 Streets & Transportation Capital Outlay Other Improvements - Paving Path from bridge to road by the skate park		$ 5,000		$ -	$ 5,000	0%	Connect the existing path on one side of the bridge to the other side.
977-58 Streets & Transportation Capital Outlay Other Improvements - Happy Retreat & Stake Park Bridge		$ 100,000		$ 16,000	$ 84,000	16%	
977-58 Streets & Transportation Capital Outlay Other Improvements - ADA sidewalks & stormwater drain for Lawrence/Congress		$ 60,000		$ -	$ 60,000	0%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding.
977-58 Streets & Transportation Capital Outlay Other Improvements -West End connector		$ -		$ -	$ -		Design and fund construction documents of Mordington Ave sidewalk from S George St to S West St. - pending grant.
977-58 Streets & Transportation Capital Outlay Other Improvements - Flower planters	$ 5,000	$ 5,000		$ 5,375	$ (375)	108%	2 year plan to install flower planters on Washington Street.
977-58 Streets & Transportation Capital Outlay Other Improvements - Potter's Field		$ 115,000		$ 40,480	$ 74,520	35%	Installation of Interpretative signs, fencing, monument and landscaping.
977-59 Streets & Transportation Capital Outlay Equipment - Bucket Truck	$ 153,000	$ 37,000		$ 15,000	$ 22,000	41%	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. This also includes a $20,000 allowance for purchase of Ranson's used truck to use in the interim. Epected expenditures in FY25 will be $20,000 used truck and $17,000 deposit for new truck. Leaving a FY26 encumberance of $153,000.
977-59 Streets & Transportation Capital Outlay Equipment - Street line striper		$ 5,000		$ 4,985	$ 15	100%	Current striper constantly needs repaired.
977-59 Streets & Transportation Capital Outlay Equipment - Utility Vehicle		$ 25,000		$ 21,431	$ 3,569	86%	Beneficial for events and watering flowers.
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Basic Stormwater Improvements		$ -		$ -	$ -		ACKNOWLEDGED IMPROVEMENT LOCATIONS - Install new sidewalk drain in 200 block of W. Washington (design completed - SW project); design improvements for 100 block of Shutter St; 400 block of S. Samuel, and culvert at 4th and Hunter
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Charles Street Flooding		$ -		$ -	$ -		Engineering costs to determine Charles Street flooding mitigation.
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Green Infrastructure Master Plan		$ 204,000		$ -	$ 204,000	0%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year.
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Samuel St. Emergency Repair				$ 31,500	$ (31,500)		
TOTAL STREETS & TRANSPORTATION	**$ 158,000**	**$ 1,053,500**	**$ 329**	**$ 220,787**	**$ 832,713**	**21%**	

EXPENDITURES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*JANUARY 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
979 CULTURE & RECREATION							
979-56 Culture & Recreation Land - Depot Park Land Acquisition		$ 500,000		$ 25,000	$ 475,000	5%	Place holder for possible land acquisition from APUS for the Depot Park initiative.
979-58 Culture & Recreation Other Improvements - Evitts Run Park Security Boundary		$ 13,500		$ -	$ 13,500	0%	Install perimeter fence along Evitts Run to improve lack of security of City asset and protect park users.
979-58 Culture & Recreation Other Improvements - Happy Retreat Ash Tree removal		$ -		$ -	$ -		These trees are a safety hazzard.
979-58 Culture & Recreation Other Improvements - JMP Basketball Courts & Evits Run Resurfacing, Evits Run basketball court fence replacement, & 4 basketball hoops		$ 60,000		$ 57,936	$ 2,064	97%	
979-58 Culture & Recreation Other Improvements - Safety Lighting		$ 10,000		$ -	$ 10,000	0%	
979-58 Culture & Recreation Other Improvements - JMP Tennis Court ground penetrating radar		$ 20,000		$ 4,900	$ 15,100	25%	
979-58 Culture & Recreation Other Improvements - Skate Park		$ -		$ -	$ -		Purchase and installation of mobile pump track. Finance Committee recommends including in CIP plan.
979-58 Culture & Recreation Other Improvements - Skate Park Mural and benches		$ 40,000		$ 18,847	$ 21,153	47%	
979-58 Culture & Recreation Other Improvements - Arts & Culture - Historical Signs		$ 20,000		$ 2,694	$ 17,306	13%	Finance Committee recommends including in CIP plan.
979-58 Culture & Recreation Other Improvements - Wayfinding signage - 3-year program	$ 100,000	$ 97,400		$ -	$ 97,400	0%	CDD REQUEST $100K for wayfinding signage implementation phase 1 cost (3 years of phases) (request related to 2023 CTNOW ARPA Request)
979-59 Culture & Recreation Equipment - JMP Slide		$ 14,200		$ -	$ 14,200	0%	
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 775,100**	**$ -**	**$ 109,377**	**$ 665,723**	**14%**	
Contingencies		$ 2,204,008		$ -	$ 2,204,008	0%	
Encumberances for Subsequent Years		$ 3,176,277		$ -	$ 3,176,277	0%	Grant related projects FY2026 estimated at $4,419,277 less expected grant funding + $358,000 multi-year non grant related capital projects.
Transfer to Grant Projects		$ 1,437,292		$ -	$ 1,437,292	0%	
TOTAL EXPENSES	**$ 358,000**	**$ 9,605,667**	**$ 8,150**	**$ 747,285**	**$ 8,858,382**	**8%**	
REVENUES OVER EXPENSES		**$ -**	**$ 157,536**	**$ 8,627,286**	**$ (8,627,286)**		

REPAVING BUDGET

REVENUES	*FY 2025 CURRENT BUDGET*	*JANUARY 2025*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
Repaving Carryover	$ 1,472,865		$ -	100%	Carryover balance from FY2024 Repaving Funds
36877 Contributions from GF - Repaving Fees	$ 130,000	$ 14,209	$ 34,898	73%	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving
TOTAL REVENUES	**$ 1,602,865**	**$ 14,209**	**$ 34,898**	**98%**	
EXPENDITURES	*FY 2025 CURRENT BUDGET*	*JANUARY 2025*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
977-60 Streets & Transportation Capital Outlay Street Paving	$ 300,000		$ 300,000	0%	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**
977-60 Streets & Transportation Capital Outlay Street Paving - Paving Contingency	$ 1,302,865		$ 1,302,865	0%	This contingency represents past income collected by CTUB earmarked for street paving.
TOTAL EXPENSES	**$ 1,602,865**	**$ -**	**$ 1,602,865**	**196%**	
REVENUES OVER EXPENSES	**$ -**	**$ 14,209**	**$ (1,567,967)**		

GRANT PROJECTS BUDGET

	ENCUMBERED	*COUNCL APPROVED*	*FY 2025 CURRENT BUDGET*	*JANUARY 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
COPS GRANT								
Capital Reserve Carryover		$ 7,344	$ 7,344		$ 7,344	$ -	100%	City expense of equipment purchase after application of grant funds.
36501 Federal Grant Revenue - COPS Grant		$ 71,706	$ 71,706		$ -	$ 71,706	0%	PD Equipment Grant of $400K - $143,414 remaining balance for FY26 & FY27
TOTAL REVENUES	**$ -**	**$ 79,050**	**$ 79,050**	**$ -**	**$ 7,344**	**$ 71,706**	**9%**	
976-59 Public Safety Capital Outlay Vehicles - Police Vehicle Upfit Costs		$ 79,050	$ 79,050		$ 133,865	$ (54,815)	169%	Funding requested: $79,050 for vehicle upfit equipment. $71,706 covered under DOJ COPS Equipment Grant. Note: $143,413 remaining balance for FY26 & FY27.
TOTAL EXPENSES	**$ -**	**$ 79,050**	**$ 79,050**	**$ -**	**$ 133,865**	**$ (54,815)**	**169%**	
COPS GRANT REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ (126,521)**	**$ 126,521**		

	ENCUMBERED	COUNCL APPROVED	FY 2025 CURRENT BUDGET	JANUARY 2025	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
AUGUSTINE AVENUE								
Capital Reserve Carryover	$ 426,000	$ 74,000	$ 74,000		$ 74,000	$ -	100%	$350,000 Capito Earmark match & $76,443 Liberty reallocation match. $41,378 expense to the City after receiving grant funds.
36600 State Grant Revenue - 2023 WVDOH TAP-II grant Augustine Avenue Trail Construction - (Reallocation from Liberty)			$ -		$ -			76,443.50 Match Phase I Construction
36600 State Grant Grant Revenue - WVDOH TAP-II grant Augustine Avenue Trail Construction - Phase I			$ -		$ -	$ -		Design grant expected to be complete by close of FY25; will include FY24 TAP grant on construction once award details concrete and City commits to project in FY24 ($560K grant with $140K match)
36501 Federal Grant Revenue - CDS - Senator Capito Grant Augustine Avenue Trail Construction			$ -		$ -	$ -		Trail Completion
TOTAL REVENUES	**$ 426,000**	**$ 74,000**	**$ 74,000**	**$ -**	**$ 74,000**	**$ -**	**100%**	
979-58 Culture & Recreation Other Improvements - Augustine Avenue Trail Construction - Construction Phase I		$ 74,000	$ 74,000		$ 14,719	$ 59,281	20%	Construction - Phase 1 (Total cost = $773,595 Grant = $560,000 - Funded through WVDOT; City Match = $140,000. Paid in FY24). 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
979-58 Culture & Recreation Other Improvements - Augustine Avenue Trail Construction - Construction Phase II & III Encumberance for FY26 & FY27.	$ 426,000		$ -		$ -			CDS Grant = $1,400,000; City Match = $350,000, likely in FY 2026.
TOTAL EXPENSES	**$ 426,000**	**$ 74,000**	**$ 74,000**	**$ -**	**$ 14,719**	**$ 59,281**	**20%**	
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 59,281**	**$ (59,281)**		

	ENCUMBERED	COUNCL APPROVED	FY 2025 CURRENT BUDGET	JANUARY 2025	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
LIBERTY STREET FLOODING MITIGATION								
Capital Reserve Carryover		$ 705,774	$ 705,774		$ 705,774	$ -	100%	FEMA match = $305,774
TOTAL REVENUES		**$ 705,774**	**$ 705,774**	**$ -**	**$ 705,774**	**$ -**	**100%**	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Liberty Street Flooding Mitigation - Phase I		$ 705,774	$ 705,774	$ 350	$ 9,375	$ 696,399	1%	$750,000 Est Construction Cost - FEMA Match = $305,774; Chesapeake Match = 0.00
TOTAL EXPENSES	**$ -**	**$ 705,774**	**$ 705,774**	**$ 350**	**$ 9,375**	**$ 696,399**	**1%**	
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ (350)**	**$ 696,399**	**$ (696,399)**		

	ENCUMBERED	COUNCL APPROVED	FY 2025 CURRENT BUDGET	JANUARY 2025	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
JEFFERSON MEMORIAL POOL								
Capital Reserve Carryover		$ 650,174	$ 650,174		$ 650,174	$ -	100%	
Pool House LWCF Grant		$ 250,000	$ 250,000		$ -	$ 250,000		
Pool LWCF Grant	$ 1,600,695				$ -	$ -		
Transfer from Capital	$ 2,392,582		$ -		$ -	$ -		Transfer from Capital Carryover
TOTAL REVENUES	**$ 3,993,277**	**$ 900,174**	**$ 900,174**	**$ -**	**$ 650,174**	**$ 250,000**	**72%**	
979-58 Culture & Recreation Other Improvements - JMP Pool House Renovation-**Grant Expenditure**		$ 250,000	$ 250,000		$ -	$ 250,000	0%	Land & Water Conservation Grant for Pool House renovation = $250,00; City Match = $250,000 Total Pool renovation estimated at $4,893.451.
979-58 Culture & Recreation Other Improvements-**City Expenditure**		$ 650,174	$ 650,174					
979-58 Culture & Recreation Other Improvements - JMP House Renovation-Grant Expenditure - **Grant Expenditure** for FY26	$ 1,600,695							
979-58 Culture & Recreation Other Improvements - JMP Pool Upgrade Encumbrance for FY26 - **City Expenditure**	$ 2,392,582		$ -		$ -	$ -		In support of identified LWCF grant funding expected to be required for FY2024. A FY2024 Congressional Directed Grant Funding request for $1,600,695 pends.
TOTAL EXPENSES	**$ 3,993,277**	**$ 900,174**	**$ 900,174**	**$ -**	**$ -**	**$ 250,000**	**0%**	
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 650,174**	**$ -**		

the city of Charles Town, WV

FY 2025 P&R Budget

REVENUES	FY 2025 CURRENT BUDGET	NOVEMBER 2024	DECEMBER 2024	JANUARY 2025	FY 2025 YEAR TO DATE	FY 2025 BUDGET BALANCE	FY 2025 % OVER/UNDER BUDGET	FINANCE NOTES
Carryover	113,000				113,000	-	100%	
00 Pool Admission	20,000				7,707	(12,293)	39%	
01 Pool Concession Stand	2,410				984	(1,426)	41%	
02 Pool Rental	4,000				1,380	(2,620)	35%	
03 Pool Passes	3,000				2,241	(759)	75%	
04 Swimming Lessons	9,000				12,275	3,275	136%	
07 Pavilion Rental	4,500			100	800	(3,700)	18%	
12 Hotel/Motel	100,000	8,252	8,613	7,054	50,993	(49,007)	51%	
14 Tennis CIP Donations	-				800	800		
22 Tennis Lessons	9,000				6,666	(2,334)	74%	
38 Interest	-				314	314		
39 Contributions from GF	20,000	(20,000)			20,000	-	100%	
TOTAL REVENUES	**284,910**	**(11,748)**	**8,613**	**7,154**	**217,160**	**(67,750)**	**76%**	

EXPENSES	FY 2025 CURRENT BUDGET	NOVEMBER 2024	DECEMBER 2024	JANUARY 2025	FY 2025 YEAR TO DATE	FY 2025 BUDGET BALANCE	FY 2025 % OVER/UNDER BUDGET	FINANCE NOTES
03 Salaries	52,000				43,990	(8,010)	85%	Pool - 20 Part-time employees Tennis - 11 Part-time employees
04 FICA Tax Expense	4,160				3,428	(732)	82%	FICA @ 7.65% of Salary
08 Overtime	-				1,022	1,022		
11 Telephone	900	83	56		371	(529)	41%	Jefferson Memorial Pool Phone Line
12 Printing	-				-	-		
13 Utilities	7,500	388	734	344	6,249	(1,251)	83%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $4,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $3,500
15 Buildings and Grounds	6,000		2,520		2,606	(3,394)	43%	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Driveway sealer ($1,087), Shingles, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies. Recommend assessing needs for FY25.
16 Pool supplies and equipment	11,000				1,011	(9,989)	9%	Tabs - $4,910, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts. Total in FY23 = $10,079. Recommend at least $11,000 on this line. Reclassing from Departmental Supplies.
18 Postage	-				-	-		
20 Advertising/Legal Pub	100				19	(81)	19%	Publishing fees
21 Training	500				-	(500)	0%	CPR/First Aid training
26 Insurance & Bonds	4,000	926	130		2,140	(1,860)	54%	Commercial Property, Umbrella Liability, Automobile, Worker's
30 Contracted Services	50,000	5,111	4,552	289	25,750	(24,250)	51%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000 Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300
32 Bank Charges	-				-	-		
37 Other Fees/Taxes	150				-	(150)	0%	Pool permit fee Health Department
41 Departmental Supplies	15,000	481	46		972	(14,028)	6%	Supplies ($256). Floats and whistles ($250), AED machine ($1,700)
42 Concession Stand Supplies	-				605	605		We can roll these costs under Departmental Supplies. No need for a separate line item.
45 Uniforms	600				351	(249)	59%	Jr. Tennis Girls and Boys Shirts and Jackets. Recommend $600
59 Capital Outlay	100,000				-	(100,000)	0%	
99 Contingencies	33,000				-	(33,000)	0%	
TOTAL EXPENSES	**284,910**	**6,990**	**8,038**	**633**	**88,515**	**(196,395)**	**31%**	
REVENUES OVER EXPENSES	**-**	**(18,738)**	**575**	**6,521**	**128,644**	**128,644**		

5 March 2025 FC Report
Attachment (6)

CITY OF CHARLES TOWN
BANK AND INVESTMENT ACCOUNTS
BALANCES AS OF JANUARY 31, 2025

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	COMMENTS
American Rescue Plan Act	4174	ARPA	Bank of Charles Town	073-101-01	$ -	$ -		All funds have been spent and grant has been closed out. Checking account was closed in October.
Bond Escrow Fund	3004	Bond Escrow	Bank of Charles Town	900-101-00	$ 114,450		$ 114,450	Account is used to deposit bond funds from developers and held until projects are completed.
Building Commission	4862	Bldg Commission	Truist	400-101-00	$ 193,818	$ -	$ 193,818	Near -term expenditures (i.e. debt service) are paid from the BC fund and directly reimbursed through monthly lease payments from the General Fund. Other expenditures restricted to BC purposes.
Capital Reserve Fund	2822	Capital Reserve	Bank of Charles Town	200-101-00	$ 8,703,718	$ -	$ 8,703,718	Funding for capital projects and grant projects approved in FY 2025 Capital Budget.
Coal Severance Tax Revenue Fund	2946	Coal Severance	Bank of Charles Town	002-101-05	$ 174,813		$ 174,813	Special revenue fund used for P&R pool.
CWH Landlord, LLC	3365	CWH Landlord	Bank of Charles Town	009-101-00	$ 638,463	$ 638,463	$ -	Unrestricted revenues from the sale of federal historic tax credits. Near-term expenditures are to begin design of City Hall Renovations. $25,000 allocated for possible option by out.
EPA/RLF Fund	2911	Capital Reserve	Bank of Charles Town	200-101-20	$ 245,014	$ -	$ 245,014	EPA project completed, but account remains open because it is a depository for Federal Equitable revenue and reimbursable grants.
Federal Equitable Fund	2873	Investigative	Bank of Charles Town	021-101-02	$ 98,306	$ -	$ 98,306	Funds restricted for limited police activities er Department of Justice guidelines.
General Fund	2792	General	Bank of Charles Town	001-101-00	$ 1,247,019		$ 1,247,019	General Fund operations.
Housing Rehab Program	1233	CDBG	United Bank	020-101-00	$ 67,035	$ -	$ 67,035	Funds restricted to housing rehab services.
Opioid Settlement Fund	926	Opioid Fund	Summit Bank	026-101-01	$ 268,016		$ 268,016	Special revenue fund. Council is determining use of funds per State guidelines.
Parks & Rec	2881	Parks & Rec	Bank of Charles Town	207-101-00	$ 216,147		$ 216,147	Operating account for Parks and Recreation.
Parks & Rec Capital Improvement	7203	Parks & Rec	Bank of Charles Town	207-101-05	$ 8,615		$ 8,615	Account designated to P&R donations/contributions for future Parks capital improvement (i.e. tennis courts, pool, etc.)
Police Employees Fund	3357	Employees Fund	Bank of Charles Town	106-101-00	$ 972		$ 972	Funds for police use.
Police Evidence Account	2806	Investigative	Bank of Charles Town	021-101-00	$ 1		$ 1	Funds for police use.
Police Investigation Account	2814	Investigative	Bank of Charles Town	021-101-01	$ 53,985		$ 53,985	Funds for police use.
Police Pension Relief Fund	3822	Police Pension	United Bank	700-101-00	$ 3,601		$ 3,601	Funds used to support pension beneficiaries. Includes employer contributions from the General Fund calculated annually from the Bolton Actuarial Valuation Report and one annual State contrubition.
Repaving	7796	Capital Reserve	Summit Bank	200-101-09	$ 1,598,959		$ 1,598,959	Special revenue for resurfacing projects approved in FY 2025 Capital Budget.
Residual Fund	7591	Residual	Summit Bank	003-101-07	$ 998,927		$ 998,927	Savings account/emergency fund for the city. Maximum balance can be 30% of general fund budget. No planned expenditures. Annual interest is 3.23%
Sales Tax	3012	Sales Tax	Bank of Charles Town	008-101-00	$ 4,147,918	$ 4,147,918	$ -	$1 million committed to General Fund for FY 2025. Debt service is to be paid first per ordinance.
Total Bank Accounts					**$ 18,779,776**	**$ 4,786,380**	**$ 13,993,395**	
Fidelity Police Pension Fund #6846	6846	Police Pension	United Capital Fidelity	700-101-20	$ 547,610		$ 547,610	Investment fund for restricted use of future pension payments.
Fidelity City Residual Fund #9959	9959	Residual	United Capital Fidelity	003-101-20	$ 799,812		$ 799,812	Investment fund for budget stabalization.
Total Bank Accounts plus two Investment Accounts					**$ 20,127,198**	**$ 4,786,380**	**$ 15,340,817**	

5 March 2025 FC Report Attachment (7)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-325: Personnel Committee Meeting Report - March 6th and March 10, 2025

ATTACHMENTS:

- Personnel Committee Report 3-6-25.pdf
- Personnel Committee Report 3-10-25.pdf

City of Charles Town Personnel Committee Report

March 6, 2025 Special Meeting

1. **CALL TO ORDER**

   Meeting was called to order at 5:00pm. Persons present: Councilman Micheal George, Councilman Jeff Hynes, Councilman Kevin Tester, Operations Director Cindy Rezmer

2. **UNFINISHED BUSINESS**

3. **NEW BUSINESS**

   2025-262: Hiring of New City Manager

   Staff reviewed using recruiting services, estimated fee is $35,000. Staff presented Request for Proposal to review scope of services. Also reviewed City Manager job description, updated education requirement to Bachelor's degree. Committee decided to do a Request for Proposal to publish on Thursday, March 13, 2025. Proposal deadline March 28, 2025. Personnel Committee will review RFPS on March 31 and award agreement on April 1. Personnel Committee will put budget request on March 17, 2025 council agenda. Committee discussed various approaches on how to vet and interview candidates and will work with recruiter to decide what process works best for the City.

4. **Meeting adjourned at 5:55pm**

5. **Next Personnel Committee meeting is scheduled for 5:00pm March 10, 2025.**

City of Charles Town Personnel Committee Report

March 10, 2025 Meeting

1. **CALL TO ORDER**

   Meeting was called to order at 5:00pm. Persons present: Councilman Micheal George, Councilman Jeff Hynes, Councilman Kevin Tester, Councilwoman Andie Sugrue, Operations Director Cindy Rezmer

2. **UNFINISHED BUSINESS**

   2025-285: Employee Handbook Review

   Staff presented requested changes from Charles Town Utility Board that provided further clarification in regards to sick pay and use of vacation time. Committee reviewed and agreed to some of the suggested updates. Staff will make discussed changes and send final draft to Personnel Committee for review. After Committee reviews, they plan to share with council and then discuss at April 7, 2025 meeting.

   2025-286: City Manager Hiring

   Staff provided update on status of RFP. Advertisement submitted to Spirit for publication on March 13, 2025. Budget request added to Council agenda for March 17, 2025. Discussed past processes used for City Manager hiring and desired changes for the upcoming process. Utilizing recruiter will help reduce initial vetting time and allow more time for in-depth vetting of final candidates, including in-person visit(s) to meet with Council members, staff and to get to know the City.

3. **NEW BUSINESS**

   2025-287: Salary Benchmarking

   Staff requested information from different companies to get an idea of how much to budget in FY2026 capital budget. This initiative will look at different salary scales and benefit packages to gauge if we are competitive and on track. Staff will continue to gather information - estimated budget need is $30,000.

4. **Meeting adjourned at 6:00pm**

5. **Next Personnel Committee meeting is scheduled for 5:00pm March 10, 2025.**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-327: City Manager Report - March 17, 2025

ATTACHMENTS:

- City Manager Report - March 17, 2025.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

City Manager Report
March 17, 2025

- The Tree Board Spring Tree Sale closed this past Sunday with an impressive 152 trees sold. This is nearly triple the number of trees sold last Fall. Our estimated date for delivery is March 25th. We have instituted a fee for delivery to people's homes to offset our in-house labor cost. I want to send out a big thanks to the Tree Board for their efforts.
- The Rt. 51 Survey has been uploaded to the City website and social media. Please remind folks to fill out the survey or make their comments on the Rt. 51 draft report.
- Our Maintenance team has replaced the lights over several of the tennis courts with LED style lights. We have a few more fixtures to replace which should be installed over the next few weeks.
- Per your request I have included the position descriptions for Deputy Parks and Recreation Director/ Planner and Maintenance.
- Congress and Lawrence Intersection Update: We received notice from the WV DNR notifying us that we are required to conduct a ground survey of the area to minimize the unintentional violations to the Bald and Golden Eagle Protection Act. We have conducted a survey and sent it to Kimley- Horn who will work with WV DNR on completing the requirements. We are waiting to hear back on how long this process will take.
- Staff along with the Finance Committee met with the Bank of Charles Town regarding consolidating all of our money into one institution. We currently have accounts in four lending institutions. Managing our city funds into one bank would create efficiencies in our day-to-day cash management. CBT has a program we are exploring called IntraFi Cash Sweeps (ICS) which guarantee of 100% FDIC insurance coverage on all deposits up to $190,000,000. This program will also yield us a higher interest rate above our current .0098% rate. One other advantage to the program is the (RDC) Remote Deposit Capture service which allows the city to deposit checks from our office location, eliminating taking daily deposits to the bank. We will be speaking with other municipalities that have moved to this model to gauge their experience. Attached is a copy of the presentation for your reference.
- On Thursday 3/13/25 our Ballot Commissioners selected ballot positions for the upcoming election. This was certified by the City Clerk and the sample ballot will be forwarded along to Casto and Harris, the company that prints our election material.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-344: Position Descriptions: Deputy Parks and Recreation Director, Maintenance Crew Position, and Planner

Staff agreed to include the position description for the new Deputy Parks and Recreation Director, Maintenance Crew Member, and Planner positions in the March 17, 2025, council meeting agenda packet.

ATTACHMENTS:

- Deputy Parks and Recreation Director - CR edits.pdf
- Maintenance Crew I - Position Description (2021).pdf
- Position Description - Long Range Planner.pdf

City of Charles Town
Deputy Parks and Recreation Director
Position Description

The Deputy Parks and Recreation Director is responsible for managing parks and various recreation programs in the community. The job involves budget management, coordination with other local departments, supervision of the department, and development of strategies and policies for city parks and community programs. They oversee the budget and operations of the parks and recreation department. They also interact with the heads of other departments in the city, especially on budgeting issues and publicity.

This position serves under the general direction of the City Manager.

Essential Duties and Tasks:

- Provide high level managerial leadership, administrative and financial direction, as well as direct the planning, development and operation of City-wide parks, recreation and leisure services programs and facilities.
- Analyze program effectiveness, manage, plan and supervise the traditional recreation programs that include but are not limited to special events, youth development and senior programs.
- Prepare, present and administer the budget process for the department and oversee budget expenditures.
- Extensively plan, supervise and allocate human, financial and material resources in order to meet the City's recreational needs.
- Oversee the beautification and landscape maintenance of the City to include parks, ballfields, pool and other City facilities.
- Directly supervise professional, administrative, technical, and trades employees over parks, recreation and leisure services divisions and programs to include contractors.

Minimum Qualifications:

Must have excellent leadership ability, great communication skills, effective decision making skills, strategic thinking, and the ability to affect change and provide direction in program planning, development, and implementation.

Experience:

- Five to seven years' experience in management of recreational facilities and programs or public parks or private sector grounds maintenance or any combination.
- Four years' supervisory experience across all years of job-related experience.

Education:

- Bachelor's Degree in Recreation, Physical Education, Landscape Architecture, Horticulture, Park Planning and Design, Public or Business Administration or related field, or equivalent combination of education and related work experience

Other Requirements:

- Must possess or have ability to obtain a WV drivers license.
- Must successfully complete a thorough background investigation.
- Must possess or have the ability to obtain within thirty days of employment and must maintain Community CPR, First Aid and AED certifications.
- Must obtain within 12 months the Certified Playground Safety Inspector certificate through the National Recreation and Parks Association National Playground Safety Institute.
- Must obtain within 12 months, the Certified Aquatic Facility Operator (AFO) through the National Recreation and Parks Association.

Physical Requirements and Work Environment

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of time in an office setting with a controlled climate environment. The majority of relevant documents are prepared and reviewed via computer; communications are accomplished via telephone, email, or in person; and some travel to other locations, locally or across the state to attend meetings is required.

An employee in this position may be required to visit building and construction sites with difficult terrain. And as such must possess the strength, stamina, and physical coordination needed to gain access to construction project sites.

Job Type: Full-time

Work Location: In person

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Retirement plan
- Vision insurance

Work Location: In person

City of Charles Town

Job Description

Job Title: Maintenance Crew I

This person works as a member of the Public Service/Maintenance Department as a crew member who performs routine maintenance and repair of all City of Charles Town facilities and grounds, streets and drainage systems, rights-of-way, traffic control systems, and other related duties.

Essential Duties, Skills, and Responsibilities (other duties may be assigned):
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Perform maintenance and repair work including street resurfacing; street repairing and patching; street cleaning; sidewalk, curb, and gutter removal and replacement; right-of-way mowing; drainage system maintenance and repair; traffic signs and marking installation, general maintenance, and repair; fleet maintenance and repair, and City buildings and facilities maintenance, repairs, and upgrades including basic carpentry, painting, and relocation services.

- Operate a variety of both manual and power equipment used for the performance of assigned tasks and duties

- Perform snow and ice control and removal on City streets, sidewalks, and facilities, before, during, and after storms.

- Clean and properly store equipment and tools used during the course of the day.

- Perform routine inspection and preventive maintenance on assigned equipment and report defects or necessary repairs to the Maintenance Supervisor.

- Observe and report to the Maintenance Supervisor any streets, sidewalks, curbs, gutters, medians, drainage channels, and related facilities and equipment in need of maintenance and/or repairs.

- Ensure the adherence to safe work practices by self and other maintenance department personnel as outlined in the City of Charles Town's approved safety manual.

- Promote an image of professional, courteous service as a representative of the City of Charles Town.

- Perform any additional related duties as assigned by the supervisor.

Knowledge, Skills, and Abilities

- General knowledge of street and facilities' systems and typical problems they experience.

- Ability to understand and act on oral and/or written instructions.

- Ability to give and effectively convey instructions as directed by your supervisor both orally and in writing to contractors or alike who are working for the City of Charles Town.

- A knowledge of safety oriented working standards for work with facilities maintenance and like trades.

- Ability to establish successful working relationships and work within a diverse community.

Education/Experience Qualifications

Experience: At least six months of experience performing work related to construction and/or facilities maintenance, and experience operating general maintenance equipment including electrical, gas, diesel, hydraulic, and pneumatic equipment.

Education: High School Diploma or General Equivalency Degree (GED) is required.

Must have a valid driver's license. Credit and criminal background checks will be conducted.

Pay

This is a non-exempt position that is listed on the municipal payscale as a City Classification 1 position.

Benefits

Paid holidays, vacation and sick leave, medical, vision and dental insurance, state retirement, basic life insurance, and optional life insurance.

Reporting Requirements

Reports Directly To: Maintenance Supervisor
Review Responsibility: Maintenance Supervisor

Physical Requirements and Work Environment

- Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, and performing repetitive motions. Occasional activities require working from elevated workplaces.

- Daily operations require unaided lifting of objects weighing as much as one hundred (100) pounds.

- Employees are subject to hazards associated with construction and maintenance work including working in both inside and outside environments, in extreme hot and cold weather, in and around traffic, and exposure to various hazards such as loud noises, dust, dirt, water and hazardous spills with fumes, oils, gases, or flammable liquids, and around electrical equipment.

- Occasional hazards encountered include tripping or slipping due to terrain and weather conditions. Other conditions vary with precipitation and seasonal changes.
- Must possess the motor skills and visual acuity to operate a vehicle.
- Work a variety of shifts and hours, including nights, evenings, days, weekends, and holidays.
- Subject to extended hours and callouts when needed.

This job description reflects management's assignment of essential functions; nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Revised: April 22, 2021

City of Charles Town
Job Description

Job Title: Long Range Planner Pay Range: (City 5) $57,470.00 – 91,876.00 (scale)

Position Summary:

This is a non-supervisory salaried position (exempt from over-time pay) that is responsible for the analysis and preparation of all long-range planning, including comprehensive planning and annual plan amendments, demographic and development reporting, neighborhood planning, and regional policy support for the City of Charles Town. The long-range planner will also work with other city officials, department heads, employees, and the public to coordinate work, receive and exchange information, explain procedures, facilitate processes, provide services, and/or resolve problems. The long-range planner will work collectively with other members of the Community Development team to include the zoning administrator. The long-range planner will report directly to the Community Development Director.

This position also performs special initiatives as requested by the City Council or as needed by the Community Development Division (CDD) in envisioning the City's future and setting strategic goals.

Essential Duties and Tasks:

To perform this job sucessfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Essential duties and tasks include:

- Prepares annual updates to the Comprehensive Plan; reviews and analyzes the Planning Commission and City actions related to changes to the Comprehensive Plan. Researches and evaluates proposed changes to the Comprehensive Plan suggested by the public or other city departments. Prepares special studies related to growth and development. Makes presentations at workshops and public hearings. Edits text to reflect approved changes. Coordinates with appropriate GIS Staff/Zoning Administrator to prepare maps.
- Identifies and makes recommendations regarding enhancments to division procedures, codes, guidelines, and the devleopment review and long-range planning processes. Defines and explores Subdivision and Land Development Ordinance (SALDO) use policy; processes various types of applications; answers routine questions from the public about internal processes.
- Conducts Zoning Map Amendments; Conditions of Annexations (COAs); target annexation areas as it relates to connectivity; serves as visionary to City and Planning Regulations to maintain

best practices and enforcement assistance; provides updates to Historic Overlay Districts and create other districts as needed

- Conducts development application review process which determines permit application completeness and conformance with comprehensive plans and applicable policies; conducts technical review meetings; and plan review
- Works with the Director to negotiate project redesign as appropriate; reviews final site plans and approve minor plan revisions;
- Supports use and distribution of population and housing census data, and related demographic data from other sources – works with CDD members to present data and plan for commerical marketing and growth. Represents the City on various boards, councils, or committees.
- Makes recommendations and provides planning on walkability and connectivity between ward districts and the downtown. Provides recommendations to Department of Highways on planning and connectivity.
- Reviews, analyszes, develops and proposes master plans for park lands, trails, sidewalk and ward connectivity, developments, and the downtown;
- Serves as staff coordinator on special projects as assigned by the Director; or project manager for assigned current and long range planning functions;
- Serves as liaison between staff, supporting committees and consultants;
- Completes staff reports and recommendations, graphics, displays, brochures, oral and written presentations as needed.
- Analyzes proposed, existing, and new local, state, and federal legislation and makes recommendations for implementation or other action as necessary;
- Identifies community problems, issues, and opportunities that could be addressed through better community planning and develops strategies for economic and community development, effeciant land use and the promotion of community goals;
- Attends professional seminars, training and meetings as required;
- Any and all other duties as assigned

Minimum Qualifications and Required Knowledge, Skills and Abilities:

- A Bachelor's degree in planning, urban planning, environmental studies, landscape architecture, or closely related field; a Master's Degree in a related field is desirable. AICP certification may be substituted for a Master's Degree.
- Four (4) years of planning or related experience in Community Development; or related field.

Reporting Responsibility: Director of Community Development

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of planning, urban design, architecture
- Knowledge of a relevant specialization such as land use/zoning, transportation planning, environmental planning, urban design, historic preservation or economic development is desired;
- Knowledge of principles and practices of research, data collection and effective writing technicques;
- Standard and specialized computer software applications, including Geographic Information System (GIS), etc;

- Excellent written and oral communication skills and group presentation skills;
- Ability to work independently on multiple and varied tasks;
- Ability to read and comprehend city, state, federal regulation;
- Analytical skills ;
- Acts proactively and is deadline oriented;
- Creativity desired with the ability to be innovative and create unique outcomes;
- Ability to attend evening meetings.

Physical Requirements and Work Environment

- Must be able and capable of the physical demands and work environment representative of those an employee encounters while performing the essential functions of the job.
- Reasonable accomodations may be made to enable individuals with disabilities to perform the job.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Effective July 1, 2025

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-288: Opioid Distribution Plan

This agenda item was Tabled at the February 3, 2025, Council meeting.

The city council directed staff to meet with Jefferson County leadership to determine if there is interest in partnering with the City to develop a spending strategy for the County and City Opioid Settlement distribution.

ATTACHMENTS:

- Opioid_Spending_Restrictions.pdf
- Opioid_Settlements_Projected_Payments.pdf

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ATTORNEY GENERAL

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STATE OF WEST VIRGINIA
OFFICE OF THE ATTORNEY GENERAL

Consumer Protection
and Antitrust Division
(304) 558-8986
Consumer Hotline
1-800-368-8808
Preneed Funeral Services
(304) 558-8986
Senior Protection Hotline
(304) 558-1155
Facsimile (304) 558-0184

August 20, 2024

City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

RE: Spending city and county opioid settlement funds

Dear Mayor:

Local governments have broad discretion to decide which approved uses are best to spend their share of the settlement money, but there are restrictions on the use of funds under the terms of the Memorandum of Understanding ("MOU"). As we previously advised, to simplify the yearly reporting requirements, you should have a separate account to receive and disburse the settlement funds, to track that the funds are utilized in compliance with the MOU.

The Approved Purposes for which opioid settlement funds can be used are defined in the MOU.

> A. 1. "Approved Purpose(s)" shall mean
> - evidence-based strategies, programming and/or services used to expand the availability of treatment for individuals affected by substance use disorders and/or addiction,
> - to develop, promote and provide evidence-based substance use prevention strategies,
> - to provide substance use avoidance and awareness education,
> - to engage in enforcement or curtail the sale, distribution, promotion or use of opioids and other drugs,
> - to decrease the oversupply of licit and illicit opioids and
> - to support recovery from addiction to be performed by qualified providers
>
> as is further set forth in Exhibit A and Paragraph B (3) below.

Under Paragraph B. 3.:

> All Net Opioid Funds, regardless of allocation, shall be used in a manner consistent with the Approved Purposes definition. The [Local Government] share may be used as restitution for past expenditures so long as the past expenditures were made for purposes that would have qualified or were consistent with the categories of Approved Purposes listed in Exhibit A. Prior to using

> any portion of the LG Share as restitution for past expenditures, a Local Government shall pass a resolution or take equivalent governmental action detailing and explaining its use of the funds for restitution. Moreover, up to on-half of the LG Share may be used to provide restitution for moneys that were previously expended on opioid abatement activities, including law enforcement and regional jail fees.

A copy of Exhibit A, Approved Purposes list is enclosed with this letter. These Approved Purposes are the only purposes that this money may fund. Your decision on how to spend the funds should be based on an evaluation of your community's specific needs and your plan to best address those needs.

Your spending will be audited per the yearly reporting requirements in the MOU. Under C. 13:

> Each Local Government shall submit an annual financial report to the [West Virginia First] Foundation no later than April 30 of each year specifying the amounts spent on Approved Purposes within the Region during the previous fiscal year.

The first report will be due by April 30, 2025, for the prior fiscal year.

Also, as a reminder, part of the settlement with Teva included units of naloxone (Narcan). The first shipment of the product was received in September 2023 and all units have been distributed. We are in the process of requesting another shipment that we anticipate receiving in September 2024. A copy of the June 2023 letter explaining how to request product from the University of Charleston School of Pharmacy is enclosed.

We have an opportunity to ensure we help the greatest number of West Virginians possible.

Sincerely yours,

Patrick Morrisey
Attorney General

EXHIBIT A

SCHEDULE A - CORE STRATEGIES

The Parties shall choose from among the abatement strategies listed in Schedule B. However, priority shall be given to the following core abatement strategies **("Core Strategies).**[1]

A. NALOXONE OR OTHER FDA-APPROVED DRUG TO REVERSE OPIOID OVERDOSES

1. Expand training for first responders, schools, community support groups and families; and

2. Increase distribution to individuals who are uninsured or whose insurance does not cover the needed services.

B. MEDICATION-ASSISTED TREATMENT ("MAT") DISTRIBUTION AND OTHER OPIOID-RELATED TREATMENT

1. Increase distribution of MAT to individuals who are uninsured or whose insurance does not cover the needed service;

2. Provide education to school-based and youth-focused programs that discourage or prevent misuse;

3. Provide MAT education and awareness training to healthcare providers, EMTs, law enforcement, and other first responders; and

4. Treatment and Recovery Support Services such as residential and inpatient treatment, intensive outpatient treatment, outpatient therapy or counseling, and recovery housing that allow or integrate medication and with other support services.

C. PREGNANT & POSTPARTUM WOMEN

1. Expand Screening, Brief Intervention, and Referral to Treatment ("SBIRT") services to non-Medicaid eligible or uninsured pregnant women;

2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for women and co-occurring Opioid Use Disorder ("OUD") and other substance Use Disorder ("SUD")/Mental Health disorders for uninsured individuals for up to 12 months postpartum; and

---

As used in this Schedule A, words like "expand," "fund," "provide" or the like shall not indicate a preference for new or existing programs. Priorities will be established by the Opioid Abatement Foundation.

3. Provide comprehensive wrap-around services to individuals with Opioid Use Disorder (OUD) including housing, transportation, job placement/training, and childcare.

D. EXPANDING TREATMENT FOR NEONATAL ABSTINENCE SYNDROME

1. Expand comprehensive evidence-based treatment and recovery support for NAS babies;

2. Expand services for better continuation of care with infant-need dyad; and

3. Expand long-term treatment and services for medical monitoring of NAS babies and their families.

E. EXPANSION OF WARM HAND-OFF PROGRAMS AND RECOVERY SERVICES

1. Expand services such as on-call teams to begin MAT in hospital emergency departments;

2. Expand warm hand-off services to transition to recovery services;

3. Broaden scope of recovery services to include co-occurring SUD or mental health conditions;

4. Provide comprehensive wrap-around services to individuals in recovery including housing, transportation, job placement/training, and childcare; and

5. Hire additional social workers or other behavioral health workers to facilitate expansion above.

F. TREATMENT FOR INCARCERATED POPULATION

1. Provide evidence-based treatment and recovery support including MAT for persons with OUD and co-occurring SUD/MH disorders within and transitioning out of the criminal justice system; and

2. Increase funding for jails to provide treatment to inmates with OUD.

G. PREVENTION PROGRAMS

1. Funding for media campaigns to prevent opioid use (similar to the FDA's "Real Cost" campaign to prevent youth from misusing tobacco);

2. Funding for evidence-based prevention programs in schools;

3. Funding for medical provider education and outreach regarding best prescribing practices for opioids consistent with the 2016 CDC guidelines, including providers at hospitals (academic detailing);

4. Funding for community drug disposal programs; and

5. Funding and training for first responders to participate in pre-arrest diversion programs, post-overdose response teams, or similar strategies that connect at-risk individuals to behavioral health services and supports.

H. EVIDENCE-BASED DATA COLLECTION AND RESEARCH ANALYZING THE EFFECTIVENESS OF THE ABATEMENT STRATEGIES WITHIN THE STATE.

I. LAW ENFORCEMENT

1. Funding for law enforcement efforts to curtail the sale, distribution, promotion or use of opioids and other drugs to reduce the oversupply of licit and illicit opioids, including regional jail fees.

J. RESEARCH

Research to ameliorate the opioid epidemic and to identify new tools to reduce and address opioid addiction. Holistically seek to address the problem from a supply, demand, and educational perspective. Ensure tools exist to provide law enforcement with appropriate enforcement to address needs.

SCHEDULE B - APPROVED USES

Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health (SUD/MH) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:[2]

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

1. Support treatment of Opioid Use Disorder (OUD) and any co-occurring SUD/MH conditions, including all forms of Medication-Assisted Treatment (MAT) approved by the U.S. Food and Drug Administration.

2. Support and reimburse evidence-based services that adhere to the American Society of Addiction Medicine (ASAM) continuum of care for OUD and any co-occurring SUB/MH conditions.

3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including MAT, as well as counseling, psychiatric support, and other treatment and recovery support services.

4. Improve oversight of Opioid Treatment Programs (OTPs) to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.

5. Support intervention, treatment, and recovery services, offered by qualified professionals and service providers, including but not limited to faith-based organizations or peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.

6. Treatment of trauma for individuals with OUD (e.g., violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (e.g., surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.

7. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.

8. Training on MAT for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach

[2] As used in this Schedule B, words like "expand," "fund," "provide" or the like shall not indicate a preference for new or existing programs. Priorities will be established by the Opioid Abatement Foundation.

specialists, including telementoring to assist community-based providers in rural or underserved areas.

9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions.

10. Fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.

Scholarships and supports for behavioral health practitioners or workers involved in addressing OUD and any co-occurring SLTD or mental health conditions, including but not limited to training, scholarships, fellowships, loan repayment programs, or other incentives for providers to work in rural or underserved areas.

11. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 (DATA 2000) to prescribe MAT for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.

12. Dissemination of web-based training curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service-Opioids web-based training curriculum and motivational interviewing.

13. Development and dissemination of new curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service for Medication-Assisted Treatment.

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.

2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, case management, and connections to community-based services.

3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.

4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved mediation with other support services.

5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.

6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.

7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.

8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.

9. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.

10. Engage and support non-profits, faith-based communities, and community coalitions to support, house, and train people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.

11. Training and development of procedures for government staff to appropriately interact with and provide social and other services to individuals with or in recovery from OUD, including reducing stigma.

12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.

13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions.

14. Create and/or support recovery high schools.

15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED (CONNECTIONS TO CARE)

Provide connections to care for people who have - or are at risk of developing - OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OLTI treatment.

2. Fund Screening, Brief Intervention and Referral to Treatment (SBIRT) programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.

3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.

4. Purchase automated versions of SBIRT and support ongoing costs of the technology.

5. Expand services such as on-call teams to begin MAT in hospital emergency departments.

6. Training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MAT, recovery case management or support services.

7. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, or persons who have experienced an opioid overdose, into clinically appropriate follow-up care through a bridge clinic or similar approach.

8. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions or persons that have experienced an opioid overdose.

9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.

10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.

11. Expand warm hand-off services to transition to recovery services.

12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.

13. Develop and support best practices on addressing OUD in the workplace.

14. Support assistance programs for health care providers with OUD.

15. Engage and support non-profits and the faith-based community as a system to support outreach for treatment.

16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

D. ADDRESS THE NEEDS OF CRIMINAL-JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:

    a. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (PAARI);

    b. Active outreach strategies such as the Drug Abuse Response Team (DART) model;

    c. "Naloxone Plus" strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;

    d. Officer prevention strategies, such as the Law Enforcement Assisted Diversion (LEAD) model;

    e. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or

f. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.

2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MAT, and related services.

3. Support treatment and recovery courts that provide evidence-based options for persons with OLTD and any co-occurring SUD/MH conditions.

4. Provide evidence-informed treatment, including MAT, recovery support, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.

5. Provide evidence-informed treatment, including MAT, recovery support, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison, have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.

6. Support critical time interventions (CTI), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.

7. Provide training on best practices for addressing the needs of criminal-justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, case management, or other services offered in connection with any of the strategies described in this section.

E. ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME

Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with neonatal abstinence syndrome (NAS), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Support evidence-based or evidence-informed treatment, including MAT, recovery services and supports, and prevention services for pregnant women — or women who could become pregnant — who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.

2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for uninsured women with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.

3. Training for obstetricians or other healthcare personnel that work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.

4. Expand comprehensive evidence-based treatment and recovery support for NAS babies; expand services for better continuum of care with infant-need dyad; expand long-term treatment and services for medical monitoring of NAS babies and their families.

5. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with Neonatal Abstinence Syndrome get referred to appropriate services and receive a plan of safe care.

6. Child and family supports for parenting women with OUD and any co-occurring SUD/MH conditions.

7. Enhanced family supports and childcare services for parents with OUD and any co-occurring SUD/MH conditions.

8. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.

9. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including but not limited to parent skills training.

10. Support for Children's Services — Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Fund medical provider education and outreach regarding best prescribing practices for opioids consistent with the Guidelines for Prescribing Opioids for Chronic Pain

from the U.S. Centers for Disease Control and Prevention, or other recognized Best Practice guidelines, including providers at hospitals (academic detailing).

2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.

3. Continuing Medical Education (CME) on appropriate prescribing of opioids.

4. Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.

5. Support enhancements or improvements to Prescription Drug Monitoring Programs (PDMPs), including but not limited to improvements that:

   a. Increase the number of prescribers using PDMPs;

   b. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs, by improving the interface that prescribers use to access PDMP data, or both; or

   c. Enable states to use PDMP data in support of surveillance or intervention strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD in a manner that complies with all relevant privacy and security laws and rules.

6. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.

7. Increase electronic prescribing to prevent diversion or forgery.

8. Educate Dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Fund media campaigns to prevent opioid misuse.

2. Corrective advertising or affirmative public education campaigns based on evidence.

3. Public education relating to drug disposal.

4. Drug take-back disposal or destruction programs.

5. Fund community anti-drug coalitions that engage in drug prevention efforts.

6. Support community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction — including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (SAMHSA).

7. Engage and support non-profits and faith-based communities as systems to support prevention.

8. Fund evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.

9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.

10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.

11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.

12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER OPIOID-RELATED INJURIES

Support efforts to prevent or reduce overdose deaths or other opioid-related injuries through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increase availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, and community outreach workers, persons being released from jail or prison, or other members of the general public.

2. Public health entities providing free naloxone to anyone in the community.

3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.

4. Enable school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.

5. Expand, improve, or develop data tracking software and applications for overdoses/naloxone revivals.

6. Public education relating to emergency responses to overdoses.

7. Public education relating to immunity and Good Samaritan laws.

8. Educate first responders regarding the existence and operation of immunity and Good Samaritan laws.

9. Expand access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.

10. Support mobile units that offer or provide referrals to treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.

11. Support screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items in Section C, D and H relating to first responders, support the following:

1. Educate law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.

2. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing negative outcomes related to the opioid epidemic, and areas and populations with the greatest needs for treatment intervention services, and to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

2. A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.

3. Invest in infrastructure or staffing at government, law enforcement, or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of reducing the oversupply of opioids, preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

4. Provide resources to staff government oversight and management of opioid abatement programs.

K. TRAINING

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Provide funding for staff training or networking programs and services to improve the capability of government, law enforcement, community, and not-for-profit entities to abate the opioid crisis.

2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (e.g., health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.

2. Research non-opioid treatment of chronic pain.

3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.

4. Research on novel prevention efforts such as the provision of fentanyl test strips.

5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.

6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (e.g. Hawaii HOPE and Dakota 24/7).

7. Epidemiological surveillance of OUD-related behaviors in critical populations including individuals entering the criminal justice system, including but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring (ADAM) system.

8. Qualitative and quantitative research regarding public health risks within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.

9. Geospatial analysis of access barriers to MAT and their association with treatment engagement and treatment outcomes.

M. LAW ENFORCEMENT

Ensure appropriate resources for law enforcement to engage in enforcement and possess adequate equipment, tools, and manpower to address complexity of the opioid problem.

PATRICK MORRISEY
ATTORNEY GENERAL

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1900 Kanawha Blvd., East
State Capitol Complex
Building 6, Suite 401
Charleston, WV 25305

MAILING ADDRESS:
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Charleston, WV 25326-1789

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STATE OF WEST VIRGINIA
OFFICE OF THE ATTORNEY GENERAL

Consumer Protection
and Antitrust Division
(304) 558-8986

Consumer Hotline
1-800-368-8808

Preneed Funeral Services
(304) 558-8986

Senior Protection Hotline
(304) 558-1155

Facsimile (304) 558-0184

June 12, 2023

Dear Local Government:

I write to you today to make you aware of an important component of the State's settlement with opioid manufacturer Teva. The settlement with Teva included both a monetary and a product component. The product, naloxone, known widely under the brand name Narcan, is a nasal spray opioid overdose reversal drug that can and does save lives.

Naloxone is an opioid receptor antagonist, meaning it binds to opioid receptors in the brain and reverses or blocks the effects of opioids for a short period of time. Once administered, this medicine can help restore breathing and consciousness in an individual who has overdosed and give first responders time to get the individual into emergency care.

Persons who can dispense naloxone include registered pharmacists and prescribers within the scope of practice. Thanks to a statewide standing order issued by West Virginia's DHHR, organizations like local governments can also distribute naloxone. For local governments, the most common method of distribution is through an agent of the local government, such as local health departments or law enforcement agencies.

The Teva settlement provides that the State can receive up to 25,000 two-dose naloxone kits per year for ten years at no cost. These kits will soon be made available to communities across the state. It is anticipated that the naloxone distribution program will be administered by the West Virginia First Foundation once the Foundation is operational. In the interim, however, West Virginia communities can access this life saving drug now through a partnership my office formed with the University of Charleston School of Pharmacy ("UC").

Upon request, UC will distribute naloxone kits to local governments and other permitted organizations, subject to important training, documentation and distribution requirements. An online portal for placing orders is in development. For the time being, local governments can place orders for naloxone kits by sending an email to naloxone@ucwv.edu. Importantly, agreements for the handling and distribution of naloxone must be completed before a first-time request can be honored. Mandatory education and training is required for all individuals who will distribute or administer naloxone. UC will work with local governments to facilitate the required training.

Specific questions about the process to obtain naloxone kits through the UC partnership should be directed to Lindsay Acree, Pharmacist-in-Charge, University of Charleston School of Pharmacy via phone at 304-357-4379 or via email at lindsayacree@ucwv.edu. Any additional questions should be directed to Ann Haight, Abby Cunningham, or Vaughn Sizemore in our Consumer Protection Division, 304-558-8986.

Having these kits available for use will provide life-saving treatment for an individual suffering from substance abuse addiction and this intervention may allow the individual to seek treatment and recovery. I am glad we can provide this product through the settlement we reached with Teva.

Sincerely,

Patrick Morrisey

PATRICK MORRISEY
ATTORNEY GENERAL

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August 21, 2024

City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

RE: Projected Future Payments from Opioid Settlements
Paid into the WV First Qualified Settlement Funds

Dear Mayor:

Settling opioid defendants committed to make payments totaling millions of dollars into the West Virginia First Qualified Settlement Fund ("QSF") over a number of years. Although not finalized, it is anticipated that the West Virginia Mass Litigation Panel will issue an order in the coming months authorizing annual distributions to local governments in their proportionate shares of the Local Government portion (24.5%) of opioid settlement payments received each year. While it is important to think about approved uses for opioid dollars local governments received in December 2023, local governments should also consider how future opioid payments will be used. To that end, with the assistance of the QSF administrator, we provide you with the attached projected estimated payments for each eligible local government for the years 2024 through 2028. These estimates will assist local governments with planning how to combat the opioid epidemic in their own communities in the years to come.

Below is a chart summarizing settlement payments expected to be received into the QSF each year:

	2024	2025	2026	2027	2028	Total
Distributors	$ 37,000,000.00	$ 37,000,000.00	$ 37,000,000.00	$ 37,000,000.00	$ 37,000,000.00	$ 185,000,000.00
Allergan	$ 8,533,333.33	$ 8,533,333.33	$ 8,533,333.33	$ 8,533,333.33		$ 34,133,333.32
CVS	$ 6,465,317.68	$ 3,000,000.00	$ 3,000,000.00	$ 3,000,000.00	$ 3,000,000.00	$ 18,465,317.68
Teva	$ 2,525,182.00	$ 2,525,182.00	$ 2,525,182.00	$ 2,525,182.00	$ 2,525,182.00	$ 12,625,910.00
Kroger	$ 12,000,000.00	$ 12,000,000.00	$ 1,000,000.00	$ 1,000,000.00	$ 1,000,000.00	$ 27,000,000.00
Walgreens	$ 11,066,666.67	$ 11,066,666.67	$ 9,960,000.00	$ 9,960,000.00	$ 9,960,000.00	$ 52,013,333.34
Walmart	$ 4,148,212.50					$ 4,148,212.50
Amneal	$ 350,000.00	$ 175,000.00				$ 525,000.00
Total	$ 82,088,712.18	$ 74,300,182.00	$ 62,018,515.33	$ 62,018,515.33	$ 53,485,182.00	$ 333,911,106.84

The Distributor expected payment figures in the chart above reflect an annual assessment payable to the federal Multi District Litigation 2804 matter, pursuant to orders of the court.

Importantly, this chart does not reflect expected payments from Purdue Pharma, L.P., or Endo Solutions, Inc. We are unable to calculate future payments for those cases at this time due to ongoing bankruptcy proceedings. This chart, and the projections based on this chart, also do not contemplate unknowns, such as the potential amount of interest earned on deposited funds before being disbursed each year, or new settlements with other opioid defendants.

To determine how much will be distributed to each local government each year, the QSF Administrator must first apply deductions ordered by the court to the gross annual payments received, including Attorney's Fees and costs. In its Order adopting the recommendations on Attorney's Fees and Costs, the court held that Attorneys' Fees totaling $128,057,900.00 and costs totaling $13,000,000.00 be deducted from the gross recovery of opioid settlements. The court ordered that all costs be deducted from gross settlement dollars in 2023, 50% of attorneys' fees be paid in 2023, 25% of attorneys' fees in 2024, and the remaining 25% of attorneys' fees in 2025.

Once deductions for attorneys' fees are made, the QSF Administrator must calculate the total Local Government share (24.5%) of the remainder. This calculation is performed by applying the relative allocation share percentages found in Exhibit C to the West Virginia First Memorandum of Understanding ("MOU") to the amount of funds available for disbursement. Projections for the years 2024-2028 for each local government are attached hereto for your reference.

Very truly yours,

Patrick Morrisey
Attorney General

County	Government Name	Allocation Share (%) - Distributor Settlement	Allocation Share (%) - All Other Settlements	2024 Projected Disbursement Total	2025 Projected Disbursement Total	2026 Projected Disbursement Total	2027 Projected Disbursement Total	2028 Projected Disbursement Total	Total 2024-2028
WEBSTER	ADDISON TOWN	0.01914427%	0.01737897%	$2,019.61	$1,612.89	$2,519.26	$2,519.26	$2,437.34	$11,108.37
PRESTON	ALBRIGHT TOWN	0.00011050%	0.00010082%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
GREENBRIER/MONROE	ALDERSON TOWN	0.00373212%	0.00340515%	$394.87	$315.29	$492.17	$492.17	$475.85	$2,170.36
MCDOWELL	ANAWALT TOWN	0.00082059%	0.00074870%	$86.82	$69.32	$108.22	$108.22	$104.63	$477.20
HARRISON	ANMOORE TOWN	0.00827993%	0.00755454%	$876.03	$699.50	$1,091.92	$1,091.92	$1,055.69	$4,815.07
FAYETTE	ANSTED TOWN	0.00244417%	0.00223004%	$258.60	$206.49	$322.33	$322.33	$311.63	$1,421.37
MERCER	ATHENS TOWN	0.00033928%	0.00030956%	$35.90	$28.66	$44.74	$44.74	$43.26	$197.30
RITCHIE	AUBURN TOWN	0.00007503%	0.00006845%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
PUTNAM	BANCROFT TOWN	0.00015976%	0.00014576%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
BARBOUR	BARBOUR COUNTY	0.39001856%	0.35405479%	$41,144.79	$32,858.81	$51,323.83	$51,323.83	$49,654.99	$226,306.24
CABELL	BARBOURSVILLE VILLAGE	0.43720544%	0.39689055%	$46,122.74	$36,834.27	$57,533.30	$57,533.30	$55,662.57	$253,686.19
MARION	BARRACKVILLE TOWN	0.00161302%	0.00147171%	$170.66	$136.27	$212.72	$212.72	$205.66	$938.03
MORGAN	BATH (BERKELEY SPRINGS) TOWN	0.00679497%	0.00619968%	$718.92	$574.05	$896.09	$896.09	$866.36	$3,951.51
GRANT	BAYARD TOWN	0.00001985%	0.00001811%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
RALEIGH	BECKLEY CITY	3.72592806%	3.38235871%	$393,064.69	$313,906.98	$490,307.14	$490,307.14	$474,364.44	$2,161,950.39
BROOKE	BEECH BOTTOM VILLAGE	0.00027825%	0.00025387%	$29.44	$23.51	$36.69	$36.69	$35.48	$161.81
BARBOUR	BELINGTON TOWN	0.03550747%	0.03223331%	$3,745.84	$2,991.48	$4,672.54	$4,672.54	$4,520.61	$20,603.03
KANAWHA	BELLE TOWN	0.04107349%	0.03728609%	$4,333.03	$3,460.41	$5,405.00	$5,405.00	$5,229.25	$23,832.68
PLEASANTS	BELMONT CITY	0.00019854%	0.00018114%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
MARSHALL	BENWOOD CITY	0.00763689%	0.00696783%	$808.00	$645.18	$1,007.12	$1,007.12	$973.71	$4,441.12
BERKELEY	BERKELEY COUNTY	5.33868040%	4.84639849%	$563,207.29	$449,785.25	$702,542.25	$702,542.25	$679,698.56	$3,097,775.60
BROOKE	BETHANY TOWN	0.00049467%	0.00045133%	$52.34	$41.79	$65.23	$65.23	$63.07	$287.67
OHIO	BETHLEHEM VILLAGE	0.00199334%	0.00181871%	$210.90	$168.40	$262.87	$262.87	$254.15	$1,159.20
RANDOLPH	BEVERLY TOWN	0.00082521%	0.00075291%	$87.31	$69.71	$108.82	$108.82	$105.21	$479.89
MONONGALIA	BLACKSVILLE TOWN	0.00025305%	0.00023088%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
MERCER	BLUEFIELD CITY	1.37778463%	1.25073876%	$145,348.63	$116,077.46	$181,307.23	$181,307.23	$175,411.88	$799,452.43
JEFFERSON	BOLIVAR TOWN	0.00584551%	0.00533340%	$618.47	$493.84	$770.88	$770.88	$745.30	$3,399.37
BOONE	BOONE COUNTY	3.17439897%	2.88168634%	$334,881.44	$267,441.02	$417,729.61	$417,729.61	$404,146.82	$1,841,928.50
MCDOWELL	BRADSHAW TOWN	0.00120245%	0.00109711%	$127.22	$101.59	$158.57	$158.57	$153.31	$699.27
MERCER	BRAMWELL TOWN	0.00027759%	0.00025327%	$29.37	$23.45	$36.61	$36.61	$35.39	$161.43
PRESTON	BRANDONVILLE TOWN	0.00006630%	0.00006049%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
BRAXTON	BRAXTON COUNTY	0.52441352%	0.47605714%	$55,322.71	$44,181.49	$69,009.30	$69,009.30	$66,765.41	$304,288.22
HARRISON	BRIDGEPORT CITY	0.07606544%	0.06940147%	$8,047.88	$6,426.12	$10,031.16	$10,031.16	$9,698.37	$44,234.68
BROOKE	BROOKE COUNTY	1.09236818%	0.99164046%	$115,246.95	$92,037.83	$143,758.52	$143,758.52	$139,084.10	$633,885.91
PRESTON	BRUCETON MILLS TOWN	0.00016700%	0.00015236%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
UPSHUR	BUCKHANNON CITY	0.16665260%	0.15128550%	$17,580.92	$14,040.37	$21,930.36	$21,930.36	$21,217.28	$96,699.31
PUTNAM	BUFFALO TOWN	0.00085871%	0.00078348%	$90.85	$72.54	$113.24	$113.24	$109.49	$499.37
BRAXTON	BURNSVILLE TOWN	0.00286236%	0.00261159%	$302.84	$241.82	$377.47	$377.47	$364.95	$1,664.56
CABELL	CABELL COUNTY	0.00000000%	4.60913760%	$308,029.66	$232,462.36	$282,518.76	$282,518.76	$186,157.06	$1,291,686.60
RITCHIE	CAIRO TOWN	0.00021774%	0.00019866%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
CALHOUN	CALHOUN COUNTY	0.17667874%	0.16038712%	$18,638.62	$14,885.07	$23,249.74	$23,249.74	$22,493.75	$102,516.92
WEBSTER	CAMDEN-ON-GAULEY TOWN	0.00026399%	0.00024087%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
MARSHALL	CAMERON CITY	0.00210878%	0.00192404%	$223.11	$178.15	$278.10	$278.10	$268.87	$1,226.33
HAMPSHIRE	CAPON BRIDGE TOWN	0.00238474%	0.00217582%	$252.31	$201.47	$314.49	$314.49	$304.06	$1,386.81
MINERAL	CARPENDALE TOWN	0.00024397%	0.00022259%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
KANAWHA	CEDAR GROVE TOWN	0.00076853%	0.00070120%	$81.31	$64.93	$101.35	$101.35	$97.99	$446.93
WAYNE	CEREDO CITY	0.16782452%	0.15234936%	$17,704.55	$14,139.11	$22,084.58	$22,084.58	$21,366.48	$97,379.31
LOGAN	CHAPMANVILLE TOWN	0.15921481%	0.14453354%	$16,796.28	$13,413.74	$20,951.60	$20,951.60	$20,270.34	$92,383.56
JEFFERSON	CHARLES TOWN CITY	0.29244564%	0.26547911%	$30,851.39	$24,638.35	$38,483.88	$38,483.88	$37,232.55	$169,690.06
KANAWHA	CHARLESTON CITY	6.03917724%	5.48230223%	$637,099.62	$508,796.70	$794,715.21	$794,715.21	$768,874.45	$3,504,201.20
KANAWHA	CHESAPEAKE TOWN	0.01799687%	0.01633737%	$1,898.57	$1,516.22	$2,368.27	$2,368.27	$2,291.26	$10,442.59
HANCOCK	CHESTER CITY	0.00765068%	0.00698042%	$809.46	$646.34	$1,008.94	$1,008.94	$975.46	$4,449.14
HARRISON	CLARKSBURG CITY	1.13651865%	1.03171980%	$119,896.40	$95,750.95	$149,558.23	$149,558.23	$144,695.23	$659,459.04

County	Government Name	Allocation Share (%) - Distributor Settlement	Allocation Share (%) - All Other Settlements	2024 Projected Disbursement Total	2025 Projected Disbursement Total	2026 Projected Disbursement Total	2027 Projected Disbursement Total	2028 Projected Disbursement Total	Total 2024-2028
CLAY	CLAY COUNTY	0.33729927%	0.30619676%	$35,588.52	$28,421.49	$44,392.95	$44,392.95	$42,949.48	$195,745.38
CLAY	CLAY TOWN	0.00005027%	0.00004586%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
OHIO	CLEARVIEW VILLAGE	0.00012944%	0.00011810%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
KANAWHA	CLENDENIN TOWN	0.02568908%	0.02332028%	$2,710.05	$2,164.29	$3,380.51	$3,380.51	$3,270.59	$14,905.95
WEBSTER	COWEN TOWN	0.00116912%	0.00106670%	$123.70	$98.77	$154.18	$154.18	$149.06	$679.88
BOONE	DANVILLE TOWN	0.00116707%	0.00106483%	$123.48	$98.60	$153.91	$153.91	$148.80	$678.69
TUCKER	DAVIS TOWN	0.00019808%	0.00018073%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
MCDOWELL	DAVY TOWN	0.00055113%	0.00050285%	$58.31	$46.56	$72.68	$72.68	$70.27	$320.50
MINGO	DELBARTON TOWN	0.05166090%	0.04689723%	$5,449.94	$4,352.40	$6,798.23	$6,798.23	$6,577.18	$29,975.97
DODDRIDGE	DODDRIDGE COUNTY	0.23122022%	0.20989931%	$24,392.45	$19,480.15	$30,427.03	$30,427.03	$29,437.67	$134,164.33
KANAWHA	DUNBAR CITY	0.29172340%	0.26482346%	$30,775.20	$24,577.50	$38,388.84	$38,388.84	$37,140.60	$169,270.99
POCAHONTAS	DURBIN TOWN	0.00013785%	0.00012577%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
KANAWHA	EAST BANK TOWN	0.00082343%	0.00075129%	$87.12	$69.56	$108.59	$108.59	$104.99	$478.85
PUTNAM	ELEANOR TOWN	0.01439028%	0.01306334%	$1,518.09	$1,212.37	$1,893.66	$1,893.66	$1,832.09	$8,349.88
WIRT	ELIZABETH TOWN	0.00478812%	0.00434660%	$505.12	$403.40	$630.08	$630.08	$609.60	$2,778.28
MINERAL	ELK GARDEN TOWN	0.00069124%	0.00063068%	$73.13	$58.40	$91.16	$91.16	$88.13	$401.98
RANDOLPH	ELKINS CITY	0.03205889%	0.02925026%	$3,391.89	$2,708.38	$4,227.78	$4,227.78	$4,087.52	$18,643.35
RITCHIE	ELLENBORO TOWN	0.00028217%	0.00025745%	$29.85	$23.84	$37.21	$37.21	$35.98	$164.09
MARION	FAIRMONT CITY	0.68522620%	0.62204121%	$72,287.55	$57,729.85	$90,171.17	$90,171.17	$87,239.19	$397,598.94
MARION	FAIRVIEW TOWN	0.00074447%	0.00067925%	$78.77	$62.89	$98.18	$98.18	$94.92	$432.94
GREENBRIER	FALLING SPRING TOWN	0.00002096%	0.00001912%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
MARION	FARMINGTON TOWN	0.00021093%	0.00019245%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
FAYETTE	FAYETTE COUNTY	1.64113821%	1.48980818%	$173,133.53	$138,266.87	$215,965.99	$215,965.99	$208,943.69	$952,276.08
FAYETTE	FAYETTEVILLE TOWN	0.18275178%	0.16590016%	$19,279.30	$15,396.72	$24,048.91	$24,048.91	$23,266.94	$106,040.77
BRAXTON	FLATWOODS TOWN	0.00066258%	0.00060453%	$70.10	$55.98	$87.38	$87.38	$84.48	$385.31
TAYLOR	FLEMINGTON TOWN	0.00004908%	0.00004478%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
BROOKE	FOLLANSBEE CITY	0.01232029%	0.01124093%	$1,303.51	$1,040.84	$1,624.74	$1,624.74	$1,570.84	$7,164.67
WAYNE	FORT GAY TOWN	0.03237179%	0.02938677%	$3,415.04	$2,727.30	$4,259.91	$4,259.91	$4,121.40	$18,783.56
PENDLETON	FRANKLIN TOWN	0.00141598%	0.00129193%	$149.81	$119.62	$186.73	$186.73	$180.54	$823.44
TYLER	FRIENDLY TOWN	0.00004411%	0.00004025%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
MCDOWELL	GARY CITY	0.00124005%	0.00113141%	$131.20	$104.76	$163.53	$163.53	$158.11	$721.13
BRAXTON	GASSAWAY TOWN	0.00238530%	0.00217633%	$252.37	$201.51	$314.56	$314.56	$304.13	$1,387.13
FAYETTE	GAULEY BRIDGE TOWN	0.05305697%	0.04816456%	$5,597.22	$4,470.01	$6,981.94	$6,981.94	$6,754.92	$30,786.03
MINGO	GILBERT TOWN	0.07284187%	0.06612509%	$7,684.41	$6,136.88	$9,585.50	$9,585.50	$9,273.82	$42,266.11
GILMER	GILMER COUNTY	0.19187500%	0.17418213%	$20,241.75	$16,165.34	$25,249.46	$25,249.46	$24,428.46	$111,334.47
KANAWHA	GLASGOW TOWN	0.00164686%	0.00150258%	$174.24	$139.13	$217.18	$217.18	$209.98	$957.71
MARSHALL	GLEN DALE CITY	0.00498006%	0.00454377%	$526.90	$420.72	$656.75	$656.75	$634.96	$2,896.08
GILMER	GLENVILLE TOWN	0.01685545%	0.01530120%	$1,778.16	$1,420.06	$2,218.06	$2,218.06	$2,145.94	$9,780.28
TAYLOR	GRAFTON CITY	0.46397156%	0.42118855%	$26,748.35	$21,361.61	$33,365.77	$33,365.77	$32,280.86	$147,122.36
GRANT	GRANT COUNTY	0.33939405%	0.30809839%	$35,806.29	$28,595.40	$44,664.60	$44,664.60	$43,212.29	$196,943.18
MARION	GRANT TOWN TOWN	0.01089119%	0.00988691%	$1,148.96	$917.58	$1,433.21	$1,433.21	$1,386.61	$6,319.55
CALHOUN	GRANTSVILLE TOWN	0.00118687%	0.00108289%	$125.57	$100.27	$156.52	$156.52	$151.33	$690.20
MONONGALIA	GRANVILLE TOWN	0.16493804%	0.14972903%	$17,400.05	$13,895.92	$21,704.74	$21,704.74	$20,998.99	$95,704.44
GREENBRIER	GREENBRIER COUNTY	1.43857566%	1.30592401%	$151,763.95	$121,200.82	$189,309.67	$189,309.67	$183,154.12	$834,738.24
TUCKER	HAMBLETON TOWN	0.00006804%	0.00006208%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
LINCOLN	HAMLIN TOWN	0.07029615%	0.06381411%	$7,415.85	$5,922.40	$9,250.50	$9,250.50	$8,949.71	$40,788.97
HAMPSHIRE	HAMPSHIRE COUNTY	0.08686424%	0.07925421%	$9,190.41	$7,338.42	$11,455.25	$11,455.25	$11,075.22	$50,514.55
HANCOCK	HANCOCK COUNTY	1.61062722%	1.46211062%	$169,912.22	$135,694.28	$211,947.74	$211,947.74	$205,056.10	$934,558.07
KANAWHA	HANDLEY TOWN	0.00067247%	0.00061355%	$71.15	$56.81	$88.68	$88.68	$85.74	$391.06
HARDY	HARDY COUNTY	0.28147499%	0.25552007%	$29,694.05	$23,714.08	$37,040.22	$37,040.22	$35,835.83	$163,324.40
RANDOLPH	HARMAN TOWN	0.00017258%	0.00015746%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
JEFFERSON	HARPERS FERRY TOWN	0.00946194%	0.00863299%	$1,001.09	$799.36	$1,247.80	$1,247.80	$1,206.40	$5,502.44
HARRISON	HARRISON COUNTY	1.32509064%	1.20290349%	$139,795.15	$111,642.37	$174,379.84	$174,379.84	$168,709.74	$768,906.92

County	Government Name	Allocation Share (%) - Distributor Settlement	Allocation Share (%) - All Other Settlements	2024 Projected Disbursement Total	2025 Projected Disbursement Total	2026 Projected Disbursement Total	2027 Projected Disbursement Total	2028 Projected Disbursement Total	Total 2024-2028
RITCHIE	HARRISVILLE TOWN	0.00452443%	0.00410723%	$477.30	$381.18	$595.38	$595.38	$576.02	$2,625.28
MASON	HARTFORD CITY TOWN	0.00013847%	0.00012634%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
BERKELEY	HEDGESVILLE TOWN	0.00005857%	0.00005343%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
MASON	HENDERSON TOWN	0.00000000%	0.00000000%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TUCKER	HENDRICKS TOWN	0.00008014%	0.00007312%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
POCAHONTAS	HILLSBORO TOWN	0.00011864%	0.00010824%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
SUMMERS	HINTON CITY	0.41056843%	0.37270974%	$43,312.69	$34,590.12	$54,028.05	$54,028.05	$52,271.29	$238,230.19
WETZEL	HUNDRED TOWN	0.00008137%	0.00007424%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
CABELL/WAYNE	HUNTINGTON CITY	0.00000000%	4.60913760%	$308,029.66	$232,462.36	$282,518.76	$282,518.76	$186,157.06	$1,291,686.60
PUTNAM	HURRICANE CITY	0.21403788%	0.19430136%	$22,579.81	$18,032.55	$28,165.95	$28,165.95	$27,250.11	$124,194.37
RANDOLPH	HUTTONSVILLE TOWN	0.00003664%	0.00003343%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
MCDOWELL	IAEGER TOWN	0.00057082%	0.00052081%	$60.39	$48.22	$75.28	$75.28	$72.78	$331.95
JACKSON	JACKSON COUNTY	0.83187176%	0.75516452%	$87,757.84	$70,084.65	$109,468.74	$109,468.74	$105,909.28	$482,689.26
LEWIS	JANE LEW TOWN	0.00097354%	0.00088825%	$103.00	$82.25	$128.39	$128.39	$124.13	$566.15
JEFFERSON	JEFFERSON COUNTY	1.74956348%	1.58823551%	$184,569.22	$147,399.57	$230,230.82	$230,230.82	$222,744.69	$1,015,175.11
BARBOUR	JUNIOR TOWN	0.00356953%	0.00324039%	$376.57	$300.73	$469.73	$469.73	$454.45	$2,071.20
KANAWHA	KANAWHA COUNTY	4.28420266%	3.88915458%	$451,959.56	$360,941.25	$563,772.33	$563,772.33	$545,440.85	$2,485,886.32
WAYNE	KENOVA CITY	0.20639102%	0.18735962%	$21,773.11	$17,388.31	$27,159.67	$27,159.67	$26,276.56	$119,757.32
MINGO	KERMIT TOWN	0.02944671%	0.02673142%	$3,106.46	$2,480.87	$3,874.99	$3,874.99	$3,748.99	$17,086.30
MINERAL	KEYSER CITY	0.00784762%	0.00716010%	$830.29	$662.98	$1,034.91	$1,034.91	$1,000.57	$4,563.66
MCDOWELL	KEYSTONE CITY	0.00179119%	0.00163426%	$189.51	$151.32	$236.21	$236.21	$228.38	$1,041.64
MCDOWELL	KIMBALL TOWN	0.00204707%	0.00186773%	$216.58	$172.94	$269.96	$269.96	$261.00	$1,190.44
PRESTON	KINGWOOD CITY	0.00461892%	0.00421426%	$488.69	$390.21	$609.12	$609.12	$588.91	$2,686.06
MASON	LEON TOWN	0.00001539%	0.00001404%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
RALEIGH	LESTER TOWN	0.03097989%	0.02812323%	$3,268.21	$2,610.04	$4,076.75	$4,076.75	$3,944.19	$17,975.92
LEWIS	LEWIS COUNTY	0.40530030%	0.36792739%	$42,756.93	$34,146.28	$53,334.80	$53,334.80	$51,600.58	$235,173.39
GREENBRIER	LEWISBURG CITY	0.39167383%	0.35555743%	$41,319.41	$32,998.26	$51,541.65	$51,541.65	$49,865.73	$227,266.71
LINCOLN	LINCOLN COUNTY	1.38180674%	1.25438978%	$145,772.93	$116,416.31	$181,836.50	$181,836.50	$175,923.95	$801,786.18
LOGAN	LOGAN CITY	0.44287791%	0.40203995%	$46,721.16	$37,312.17	$58,279.76	$58,279.76	$56,384.75	$256,977.60
LOGAN	LOGAN COUNTY	3.73147354%	3.38739284%	$393,649.71	$314,374.18	$491,036.89	$491,036.89	$475,070.46	$2,165,168.12
HARRISON	LOST CREEK TOWN	0.00005153%	0.00004702%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
HARRISON	LUMBERPORT TOWN	0.00269699%	0.00246071%	$285.35	$227.85	$355.67	$355.67	$343.87	$1,568.39
RALEIGH	MABSCOTT TOWN	0.05123598%	0.04651149%	$5,405.11	$4,316.60	$6,742.31	$6,742.31	$6,523.08	$29,729.41
BOONE	MADISON CITY	0.05783955%	0.05250614%	$6,101.75	$4,872.94	$7,611.30	$7,611.30	$7,363.81	$33,561.10
LOGAN	MAN TOWN	0.00250296%	0.00228368%	$264.82	$211.45	$330.08	$330.08	$319.13	$1,455.56
MARION	MANNINGTON CITY	0.00301511%	0.00275096%	$319.00	$254.72	$397.62	$397.62	$384.43	$1,753.39
MARION	MARION COUNTY	1.05395190%	0.95676656%	$111,208.38	$88,812.57	$138,720.82	$138,720.82	$134,210.19	$611,672.78
POCAHONTAS	MARLINTON TOWN	0.00088490%	0.00080738%	$93.62	$74.76	$116.70	$116.70	$112.83	$514.60
KANAWHA	MARMET CITY	0.00607965%	0.00554703%	$643.24	$513.62	$801.76	$801.76	$775.16	$3,535.53
MARSHALL	MARSHALL COUNTY	0.86484013%	0.78509287%	$91,235.82	$72,862.21	$113,807.16	$113,807.16	$110,106.63	$501,818.99
BERKELEY	MARTINSBURG CITY	1.77956013%	1.61546616%	$187,733.70	$149,926.77	$234,178.18	$234,178.18	$226,563.70	$1,032,580.52
MASON	MASON COUNTY	1.34980841%	1.22534315%	$142,413.64	$113,733.52	$177,646.09	$177,646.09	$171,869.76	$783,309.10
MASON	MASON TOWN	0.00280027%	0.00255494%	$296.27	$236.57	$369.29	$369.29	$357.04	$1,628.45
PRESTON	MASONTOWN TOWN	0.00079560%	0.00072590%	$84.18	$67.21	$104.92	$104.92	$101.44	$462.67
MINGO	MATEWAN TOWN	0.07180865%	0.06518714%	$7,575.41	$6,049.83	$9,449.54	$9,449.54	$9,142.28	$41,666.60
MERCER	MATOAKA TOWN	0.00000000%	0.00000000%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
MCDOWELL	MCDOWELL COUNTY	3.20359798%	2.90819290%	$337,961.77	$269,901.02	$421,572.00	$421,572.00	$407,864.28	$1,858,871.07
MARSHALL	MCMECHEN CITY	0.00788708%	0.00719611%	$834.47	$666.31	$1,040.11	$1,040.11	$1,005.61	$4,586.61
FAYETTE	MEADOW BRIDGE TOWN	0.00049312%	0.00044992%	$52.17	$41.66	$65.03	$65.03	$62.87	$286.77
MERCER	MERCER COUNTY	2.93521297%	2.66455624%	$309,656.90	$247,296.34	$386,264.61	$386,264.61	$373,704.91	$1,703,187.36
TYLER	MIDDLEBOURNE TOWN	0.00026913%	0.00024556%	$28.47	$22.74	$35.49	$35.49	$34.31	$156.51
RANDOLPH	MILL CREEK TOWN	0.00003664%	0.00003343%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
CABELL	MILTON TOWN	0.14847231%	0.13478161%	$15,663.00	$12,508.69	$19,537.96	$19,537.96	$18,902.67	$86,150.28

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MINERAL	MINERAL COUNTY	0.85257030%	0.77395444%	$89,967.24	$71,849.10	$112,224.71	$112,224.71	$108,575.61	$494,841.36
MINGO	MINGO COUNTY	2.94518785%	2.67361087%	$310,700.94	$248,130.13	$387,566.96	$387,566.96	$374,964.93	$1,708,929.94
LOGAN	MITCHELL HEIGHTS TOWN	0.00104601%	0.00095437%	$110.67	$88.37	$137.94	$137.94	$133.37	$608.29
MARION	MONONGAH TOWN	0.00282899%	0.00258115%	$299.31	$239.00	$373.07	$373.07	$360.70	$1,645.16
MONONGALIA	MONONGALIA COUNTY	1.49868948%	1.36049471%	$158,130.18	$126,284.98	$197,250.85	$197,250.85	$190,837.07	$869,753.93
MONROE	MONROE COUNTY	0.57655700%	0.52339245%	$60,823.56	$48,574.55	$75,871.03	$75,871.03	$73,404.03	$334,544.20
FAYETTE/KANAWHA	MONTGOMERY CITY	0.10043014%	0.09116944%	$10,594.82	$8,461.17	$13,215.93	$13,215.93	$12,786.21	$58,274.07
RANDOLPH	MONTROSE TOWN	0.00010992%	0.00010029%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
HARDY	MOOREFIELD TOWN	0.00919429%	0.00838879%	$972.77	$776.75	$1,212.50	$1,212.50	$1,172.28	$5,346.80
MORGAN	MORGAN COUNTY	0.70951843%	0.64409345%	$74,850.25	$59,776.46	$93,367.87	$93,367.87	$90,331.94	$411,694.38
MONONGALIA	MORGANTOWN CITY	0.13295692%	0.12130878%	$14,067.11	$11,232.39	$17,533.74	$17,533.74	$16,952.05	$77,319.03
MARSHALL	MOUNDSVILLE CITY	0.31751124%	0.28823339%	$33,495.67	$26,750.11	$41,782.35	$41,782.35	$40,423.76	$184,234.24
FAYETTE	MOUNT HOPE CITY	0.09182937%	0.08336175%	$9,687.49	$7,736.56	$12,084.13	$12,084.13	$11,691.20	$53,283.51
WYOMING	MULLENS CITY	0.36746290%	0.33357899%	$38,765.29	$30,958.51	$48,355.65	$48,355.65	$46,783.33	$213,218.44
HANCOCK	NEW CUMBERLAND CITY	0.00335835%	0.00306413%	$355.32	$283.72	$442.88	$442.88	$428.19	$1,953.00
MASON	NEW HAVEN TOWN	0.00572363%	0.00522219%	$605.57	$483.54	$754.81	$754.81	$729.76	$3,328.49
WETZEL	NEW MARTINSVILLE CITY	0.00192680%	0.00175799%	$203.86	$162.78	$254.10	$254.10	$245.67	$1,120.50
PRESTON	NEWBURG TOWN	0.00117130%	0.00106869%	$123.93	$98.95	$154.47	$154.47	$149.34	$681.15
NICHOLAS	NICHOLAS COUNTY	1.13131310%	1.02699425%	$119,347.24	$95,312.38	$148,873.21	$148,873.21	$144,032.49	$656,438.54
KANAWHA/PUTNAM	NITRO CITY	0.27095740%	0.24597231%	$28,584.50	$22,827.98	$35,656.18	$35,656.18	$34,496.79	$157,221.62
WOOD	NORTH HILLS TOWN	0.00162172%	0.00147965%	$171.58	$137.01	$213.87	$213.87	$206.77	$943.09
MCDOWELL	NORTHFORK TOWN	0.00055113%	0.00050285%	$58.31	$46.56	$72.68	$72.68	$70.27	$320.50
HARRISON	NUTTER FORT TOWN	0.10246108%	0.09301310%	$10,809.07	$8,632.28	$13,483.19	$13,483.19	$13,044.77	$59,452.51
FAYETTE	OAK HILL CITY	0.39928770%	0.36246922%	$42,122.63	$33,639.73	$52,543.58	$52,543.58	$50,835.09	$231,684.61
MERCER	OAKVALE TOWN	0.00007767%	0.00007086%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
WYOMING	OCEANA TOWN	0.32686067%	0.29672072%	$34,481.98	$27,537.80	$43,012.67	$43,012.67	$41,614.08	$189,659.21
OHIO	OHIO COUNTY	0.55953755%	0.50794236%	$59,054.94	$47,162.10	$73,664.84	$73,664.84	$71,269.55	$324,816.29
WETZEL/TYLER	PADEN CITY CITY	0.00734737%	0.00666987%	$775.11	$619.01	$966.87	$966.87	$935.43	$4,263.28
WOOD	PARKERSBURG CITY	1.54274655%	1.40048926%	$162,751.18	$129,975.38	$203,015.10	$203,015.10	$196,413.91	$895,170.67
TUCKER	PARSONS CITY	0.00051518%	0.00047004%	$54.51	$43.52	$67.94	$67.94	$65.69	$299.59
MORGAN	PAW PAW TOWN	0.00186925%	0.00170549%	$197.77	$157.92	$246.51	$246.51	$238.33	$1,087.03
FAYETTE	PAX TOWN	0.00834948%	0.00757957%	$880.82	$703.44	$1,098.74	$1,098.74	$1,063.01	$4,844.74
PENDLETON	PENDLETON COUNTY	0.17885017%	0.16235832%	$18,867.70	$15,068.01	$23,535.48	$23,535.48	$22,770.21	$103,776.88
RITCHIE	PENNSBORO CITY	0.00038198%	0.00034852%	$40.41	$32.27	$50.37	$50.37	$48.70	$222.14
GRANT	PETERSBURG CITY	0.00115174%	0.00105084%	$121.86	$97.30	$151.89	$151.89	$146.85	$669.78
MONROE	PETERSTOWN TOWN	0.00140732%	0.00128403%	$148.90	$118.89	$185.59	$185.59	$179.43	$818.40
BARBOUR	PHILIPPI CITY	0.09186853%	0.08339730%	$9,691.62	$7,739.86	$12,089.28	$12,089.28	$11,696.19	$53,306.24
MINERAL	PIEDMONT TOWN	0.00066413%	0.00060595%	$70.27	$56.11	$87.58	$87.58	$84.68	$386.22
WETZEL	PINE GROVE TOWN	0.00019046%	0.00017377%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
WYOMING	PINEVILLE TOWN	0.12837703%	0.11653933%	$13,543.06	$10,815.68	$16,893.56	$16,893.56	$16,344.25	$74,490.11
MARION	PLEASANT VALLEY CITY	0.00107948%	0.00098491%	$114.21	$91.20	$142.36	$142.36	$137.63	$627.76
PLEASANTS	PLEASANTS COUNTY	0.14058753%	0.12762390%	$14,852.21	$11,861.18	$18,526.56	$18,526.56	$17,924.14	$81,690.64
PUTNAM	POCA TOWN	0.00026422%	0.00024107%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
POCAHONTAS	POCAHONTAS COUNTY	0.37588515%	0.34122462%	$39,680.93	$31,689.74	$49,497.79	$49,497.79	$47,888.31	$218,254.56
MASON	POINT PLEASANT CITY	0.14058618%	0.12762267%	$14,831.06	$11,844.29	$18,500.20	$18,500.20	$17,898.65	$81,574.40
KANAWHA	PRATT TOWN	0.00137238%	0.00125215%	$145.20	$115.94	$180.98	$180.98	$174.98	$798.09
PRESTON	PRESTON COUNTY	0.88112005%	0.79987161%	$92,989.64	$74,262.83	$115,994.83	$115,994.83	$112,223.14	$511,465.26
MERCER	PRINCETON CITY	0.84917786%	0.77087496%	$89,583.55	$71,542.68	$111,746.12	$111,746.12	$108,112.61	$492,731.08
RITCHIE	PULLMAN TOWN	0.00011580%	0.00010566%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
PUTNAM	PUTNAM COUNTY	1.77405546%	1.61046908%	$187,197.84	$149,498.82	$233,509.71	$233,509.71	$225,916.93	$1,029,633.01
GREENBRIER	QUINWOOD TOWN	0.01817615%	0.01650012%	$1,917.48	$1,531.33	$2,391.86	$2,391.86	$2,314.09	$10,546.62
GREENBRIER	RAINELLE TOWN	0.02659924%	0.02414651%	$2,806.07	$2,240.97	$3,500.28	$3,500.28	$3,386.47	$15,434.07
RALEIGH	RALEIGH COUNTY	5.53566969%	5.02522971%	$583,982.80	$466,376.84	$728,457.39	$728,457.39	$704,770.93	$3,212,045.35

County	Government Name	Allocation Share (%) - Distributor Settlement	Allocation Share (%) - All Other Settlements	2024 Projected Disbursement Total	2025 Projected Disbursement Total	2026 Projected Disbursement Total	2027 Projected Disbursement Total	2028 Projected Disbursement Total	Total 2024-2028
RANDOLPH	RANDOLPH COUNTY	0.72941624%	0.66215647%	$76,987.00	$61,482.89	$96,033.20	$96,033.20	$92,910.58	$423,446.87
JEFFERSON	RANSON CORPORATION	0.02342882%	0.02137626%	$2,478.82	$1,979.30	$3,089.68	$3,089.68	$2,987.18	$13,624.67
JACKSON	RAVENSWOOD CITY	0.09588488%	0.08704330%	$10,115.32	$8,078.24	$12,617.81	$12,617.81	$12,207.53	$55,636.70
PRESTON	REEDSVILLE TOWN	0.00066300%	0.00060492%	$70.15	$56.01	$87.43	$87.43	$84.53	$385.56
ROANE	REEDY TOWN	0.00004285%	0.00003910%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
RALEIGH	RHODELL TOWN	0.00000000%	0.00000000%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NICHOLAS	RICHWOOD CITY	0.07669919%	0.06962673%	$8,091.34	$6,461.86	$10,093.10	$10,093.10	$9,764.91	$44,504.31
MINERAL	RIDGELEY TOWN	0.00267009%	0.00243617%	$282.50	$225.57	$352.12	$352.12	$340.44	$1,552.75
JACKSON	RIPLEY CITY	0.09212878%	0.08363355%	$9,719.07	$7,761.79	$12,123.53	$12,123.53	$11,729.32	$53,457.25
RITCHIE	RITCHIE COUNTY	0.20182180%	0.18321173%	$21,334.30	$17,037.87	$26,612.28	$26,612.28	$25,746.92	$117,343.65
MARION	RIVESVILLE TOWN	0.00101744%	0.00092831%	$107.65	$85.96	$134.18	$134.18	$129.72	$591.68
ROANE	ROANE COUNTY	0.56534922%	0.51321814%	$59,645.73	$47,633.92	$74,401.82	$74,401.82	$71,982.58	$328,065.87
HAMPSHIRE	ROMNEY CITY	0.06136816%	0.05570938%	$6,474.00	$5,170.23	$8,075.64	$8,075.64	$7,813.05	$35,608.56
GREENBRIER	RONCEVERTE CITY	0.09597893%	0.08712867%	$10,125.24	$8,086.16	$12,630.18	$12,630.18	$12,219.50	$55,691.28
PRESTON	ROWLESBURG TOWN	0.00243101%	0.00221803%	$257.21	$205.38	$320.59	$320.59	$309.95	$1,413.71
GREENBRIER	RUPERT TOWN	0.00731479%	0.00664029%	$771.67	$616.27	$962.58	$962.58	$931.28	$4,244.37
HARRISON	SALEM CITY	0.00417432%	0.00380862%	$441.65	$352.65	$550.49	$550.49	$532.23	$2,427.51
GILMER	SAND FORK TOWN	0.00027093%	0.00024720%	$28.67	$22.89	$35.73	$35.73	$34.54	$157.56
JEFFERSON	SHEPHERDSTOWN TOWN	0.00882283%	0.00804988%	$933.47	$745.37	$1,163.51	$1,163.51	$1,124.91	$5,130.78
HARRISON	SHINNSTON CITY	0.10663946%	0.09680619%	$11,249.87	$8,984.30	$14,033.04	$14,033.04	$13,576.74	$61,876.99
TYLER	SISTERSVILLE CITY	0.20851901%	0.18929139%	$21,997.60	$17,567.59	$27,439.70	$27,439.70	$26,547.48	$120,992.07
FAYETTE/KANAWHA	SMITHERS CITY	0.03828342%	0.03475329%	$4,038.69	$3,225.35	$5,037.84	$5,037.84	$4,874.03	$22,213.76
WETZEL	SMITHFIELD TOWN	0.00007098%	0.00006476%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
RALEIGH	SOPHIA TOWN	0.04090935%	0.03713708%	$4,315.71	$3,446.59	$5,383.40	$5,383.40	$5,208.35	$23,737.44
KANAWHA	SOUTH CHARLESTON CITY	0.97502378%	0.88511643%	$102,859.59	$82,145.11	$128,306.59	$128,306.59	$124,134.60	$565,752.48
ROANE	SPENCER CITY	0.06457897%	0.05862412%	$6,812.72	$5,440.74	$8,498.16	$8,498.16	$8,221.84	$37,471.61
KANAWHA	ST. ALBANS CITY	0.48431890%	0.43965965%	$51,092.95	$40,803.55	$63,733.12	$63,733.12	$61,660.79	$281,023.52
PLEASANTS	ST. MARYS CITY	0.06228894%	0.05654525%	$6,571.14	$5,247.80	$8,196.81	$8,196.81	$7,930.28	$36,142.83
MONONGALIA	TOWN OF STAR CITY	0.04137150%	0.03755662%	$4,364.46	$3,485.52	$5,444.21	$5,444.21	$5,267.19	$24,005.60
HARRISON	STONEWOOD CITY	0.04777884%	0.04337313%	$5,040.40	$4,025.34	$6,287.37	$6,287.37	$6,082.94	$27,723.42
SUMMERS	SUMMERS COUNTY	0.35592007%	0.32310054%	$37,547.59	$29,986.03	$46,836.69	$46,836.69	$45,313.76	$206,520.77
NICHOLAS	SUMMERSVILLE CITY	0.70946753%	0.64404724%	$74,844.88	$59,772.17	$93,361.17	$93,361.17	$90,325.46	$411,664.85
BRAXTON	SUTTON TOWN	0.02102139%	0.01908300%	$2,217.64	$1,771.04	$2,766.27	$2,766.27	$2,676.33	$12,197.55
BOONE	SYLVESTER TOWN	0.00032037%	0.00029231%	$33.90	$27.07	$42.25	$42.25	$40.85	$186.31
TAYLOR	TAYLOR COUNTY	0.04308369%	0.03911093%	$26,748.35	$21,361.61	$33,365.77	$33,365.77	$32,280.86	$147,122.36
PRESTON	TERRA ALTA TOWN	0.00152490%	0.00139131%	$161.34	$128.83	$201.10	$201.10	$194.43	$886.78
TUCKER	THOMAS CITY	0.00016996%	0.00015507%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
FAYETTE	THURMOND TOWN	0.00002437%	0.00002223%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
OHIO	TRIADELPHIA TOWN	0.00031065%	0.00028343%	$32.87	$26.24	$40.97	$40.97	$39.61	$180.65
TUCKER	TUCKER COUNTY	0.12553428%	0.11395871%	$13,297.78	$10,619.79	$16,587.54	$16,587.54	$16,048.14	$73,140.81
PRESTON	TUNNELTON TOWN	0.00057009%	0.00052014%	$60.32	$48.16	$75.18	$75.18	$72.69	$331.53
TYLER	TYLER COUNTY	0.02039565%	0.01851496%	$2,156.30	$1,722.05	$2,689.75	$2,689.75	$2,602.29	$11,860.13
MONROE	UNION TOWN	0.00064247%	0.00058619%	$67.97	$54.28	$84.73	$84.73	$81.92	$373.62
UPSHUR	UPSHUR COUNTY	0.51081349%	0.46371117%	$53,887.98	$43,035.70	$67,219.63	$67,219.63	$65,033.93	$296,396.87
OHIO	VALLEY GROVE VILLAGE	0.00012426%	0.00011337%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
WOOD	VIENNA CITY	0.28384332%	0.25767001%	$29,943.89	$23,913.61	$37,351.88	$37,351.88	$36,137.35	$164,698.61
MCDOWELL	WAR CITY	0.00202739%	0.00184977%	$214.50	$171.28	$267.36	$267.36	$258.49	$1,179.00
HARDY	WARDENSVILLE TOWN	0.00128460%	0.00117206%	$135.91	$108.53	$169.41	$169.41	$163.79	$747.04
WAYNE	WAYNE COUNTY	2.35858237%	2.14109652%	$248,817.33	$198,709.01	$310,373.62	$310,373.62	$300,281.59	$1,368,555.16
WAYNE	WAYNE TOWN	0.03555349%	0.03227509%	$3,750.70	$2,995.36	$4,678.60	$4,678.60	$4,526.47	$20,629.73
WEBSTER	WEBSTER COUNTY	0.37650405%	0.34178646%	$39,747.02	$31,742.52	$49,580.22	$49,580.22	$47,968.06	$218,618.04
HANCOCK/BROOKE	WEIRTON CITY	1.37283150%	1.24624214%	$144,826.09	$115,660.15	$180,655.42	$180,655.42	$174,781.27	$796,578.34
MCDOWELL	WELCH CITY	0.11948442%	0.10846671%	$12,604.94	$10,066.48	$15,723.35	$15,723.35	$15,212.09	$69,330.21

County	Government Name	Allocation Share (%) - Distributor Settlement	Allocation Share (%) - All Other Settlements	2024 Projected Disbursement Total	2025 Projected Disbursement Total	2026 Projected Disbursement Total	2027 Projected Disbursement Total	2028 Projected Disbursement Total	Total 2024-2028
BROOKE	WELLSBURG CITY	0.00689441%	0.00629041%	$729.44	$582.45	$909.20	$909.20	$879.04	$4,009.34
LINCOLN	WEST HAMLIN TOWN	0.03797018%	0.03446894%	$4,005.64	$3,198.96	$4,996.62	$4,996.62	$4,834.15	$22,032.00
OHIO	WEST LIBERTY TOWN	0.00247485%	0.00225803%	$261.84	$209.08	$326.37	$326.37	$315.54	$1,439.21
LOGAN	WEST LOGAN TOWN	0.01619803%	0.01470441%	$1,708.80	$1,364.67	$2,131.55	$2,131.55	$2,062.24	$9,398.82
HARRISON	WEST MILFORD TOWN	0.00151169%	0.00137925%	$159.94	$127.71	$199.35	$199.35	$192.74	$879.10
DODDRIDGE	WEST UNION TOWN	0.00070838%	0.00064632%	$74.95	$59.85	$93.42	$93.42	$90.32	$411.95
LEWIS	WESTON CITY	0.00959827%	0.00875738%	$1,015.52	$810.88	$1,265.78	$1,265.78	$1,223.78	$5,581.73
MONONGALIA	WESTOVER CITY	0.00937849%	0.00855685%	$992.26	$792.31	$1,236.79	$1,236.79	$1,195.76	$5,453.91
WETZEL	WETZEL COUNTY	0.48891511%	0.44383205%	$51,614.09	$41,219.74	$64,383.16	$64,383.16	$62,289.66	$283,889.80
OHIO/MARSHALL	WHEELING CITY	1.06918215%	0.97059243%	$112,792.77	$90,077.89	$140,697.20	$140,697.20	$136,122.32	$620,387.39
MARION	WHITE HALL TOWN	0.00276695%	0.00252455%	$292.75	$233.76	$364.89	$364.89	$352.79	$1,609.08
GREENBRIER	WHITE SULPHUR SPRINGS CITY	0.15848715%	0.14387298%	$16,719.51	$13,352.44	$20,855.85	$20,855.85	$20,177.70	$91,961.34
BOONE	WHITESVILLE TOWN	0.01476240%	0.01340115%	$1,557.35	$1,243.72	$1,942.63	$1,942.63	$1,879.47	$8,565.80
MINGO	WILLIAMSON CITY	0.39158961%	0.35548097%	$41,310.53	$32,991.17	$51,530.57	$51,530.57	$49,855.01	$227,217.84
WOOD	WILLIAMSTOWN CITY	0.05669029%	0.05146285%	$5,980.51	$4,776.12	$7,460.06	$7,460.06	$7,217.49	$32,894.25
BROOKE	WINDSOR HEIGHTS VILLAGE	0.00007729%	0.00007052%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
PUTNAM	WINFIELD TOWN	0.03073651%	0.02790228%	$3,242.53	$2,589.53	$4,044.72	$4,044.72	$3,913.20	$17,834.70
WIRT	WIRT COUNTY	0.10751496%	0.09760096%	$11,342.23	$9,058.06	$14,148.25	$14,148.25	$13,688.21	$62,384.99
RANDOLPH	WOMELSDORF (COALTON) TOWN	0.00095261%	0.00086915%	$100.79	$80.48	$125.63	$125.63	$121.46	$553.97
WOOD	WOOD COUNTY	1.26224718%	1.14585485%	$133,160.06	$106,343.49	$166,103.26	$166,103.26	$160,702.29	$732,412.36
MARION	WORTHINGTON TOWN	0.00029750%	0.00027144%	$31.48	$25.13	$39.23	$39.23	$37.93	$173.01
WYOMING	WYOMING COUNTY	4.00244991%	3.63338236%	$422,236.21	$337,203.76	$526,695.56	$526,695.56	$509,569.66	$2,322,400.75
Total		100.00%	100.00%	$11,165,688.11	$8,889,998.22	$13,724,536.26	$13,724,536.26	$13,103,869.59	$60,608,628.43

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-289: Article 111 Council and Finance Policy Discussion

This agenda item was Tabled at the March 3, 2025, Council meeting.

Councilmember Philabaum requested this agenda item be placed on the March 3, 2025, council agenda at the February 18, 2025, council meeting.

ATTACHMENTS:

- Ord. 2022-002 - Article 111 Council.pdf
- Bid Policy Section 1.09.pdf

ARTICLE 111
Council

111.01 Rules of Council
111.02 Expenditure of public funds
111.03 Severability

CROSS REFERENCES
Open meeting law - see W. Va. Code Art. 6-9A
Composition - see W. Va. Code 8-5-7
Oath - see W. Va. Code 8-5-8
Term - see W. Va. Code 8-5-9
Vacancies - see W. Va. Code 8-5-10
Proceedings - see W. Va. Code Art. 8-9
General powers - see W. Va. Code Art. 8-12
Adoption of rules - see W. Va. Code 8-12-5(45)

111.01 RULES OF COUNCIL

(a) Time and place of meetings.

(1) Regular meetings. The regular meetings of Council shall generally be held at the Council Chambers located at 101 East Washington Street, on the first and third Mondays, unless otherwise scheduled, in each month at 7:00 p.m. A list of regular meeting dates will be available on the exterior City Hall bulletin board and website. If Council shall determine that the Council Chambers in City Hall are not or will not, for any reason, be an appropriate place for the holding of a meeting, the Council may, upon motion, second and majority vote, designate another place open to the public within the City for the holding of such meeting. Council may also hold remote meetings when special circumstances warrant such action but only after a motion, second, and majority vote. As with all public meetings, all Council members must be able to hear and be heard by other members and the proceedings must be accessible to the public so they can observe the Council in action.

(2) Special meetings. A special meeting is a separate Council session held at a different date and time than a regular meeting and may be called by the Mayor, the Presiding Officer of Council in the event of a mayoral vacancy, or any three members of Council. The purpose for holding a special meeting is to address matters that arise between regular meetings and require action by Council before the next regularly scheduled meeting. Notice of time, place, and purpose of the meeting, including a clear and specific description of any proposed action to be taken by Council, must be provided to all members at least three (3) days, excluding weekends and legal holidays, prior to the special meeting. A special meeting notice will be issued along with an agenda announcing any special meeting.

(b) Attendance. Members of Council are expected to be physically present for regular meetings but may attend up to four (4) regular meetings remotely during any fiscal year, provided appropriate technology is available that enables them to hear and be heard by other members of Council. Any member attending a meeting remotely after the four (4) approved regular meetings will only be able to observe the work of Council and may not participate as a member in discussion or any votes.

(c) Council may waive, via a resolution, the four (4) regular meeting limit on remote participation for all members when extenuating circumstances arise and more flexibility is needed to promote the orderly conduct of Council business.

(d) Agendas.
  (1) The City Clerk shall prepare a written agenda for all scheduled meetings which shall consist of items submitted by the Mayor, City Council members, and the City Manager.
  (2) The agenda shall be posted on the exterior bulletin board for City meetings located at 105 South George Street and on the City website three (3) days prior to the scheduled meeting. Revisions to the posted agenda can be made, however, the amended agenda must be made available at least two (2) days in advance of the scheduled meeting. For purposes of calculating the number of days in any notice period contained in these rules Saturdays, Sundays, and legal holidays are excluded.

(e) Presiding Officer.
  (1) The Presiding Officer must be physically present in the meeting room to take the chair unless all of Council is meeting remotely.
  (2) The Mayor shall take the chair at the hour appointed for Council to meet, and having called the members to order, shall preserve decorum and enforce a strict observance of these rules.
  (3) In the physical absence of the Mayor, unless all of Council is meeting remotely, the Mayor Pro-Tempore shall take the chair and assume all duties as appointed the Mayor. In the physical absence of both the Mayor and Mayor Pro-Tempore, unless all of Council is meeting remotely, and a quorum still being in attendance, the present members will elect the chair and that member will assume the duties appointed to the Mayor.
  (4) Upon the opening of an agenda item, the Presiding Officer shall introduce or cause to be introduced each item on the Council agenda prior to a motion, debate, and vote on the item.
  (5) The Presiding Officer can remove any member of the public attending a scheduled meeting of Council that is disruptive, to the extent that orderly conduct of the meeting is compromised, from the meeting with the assistance of a member of the Police Department upon proper direction.

(f) Filing of papers to be introduced at Council meetings and actions of the City Clerk.
In order to promote the orderly conduct of the business of Council and the timely preparation of an accurate agenda, the following rules are hereby established:
  (1) The Mayor, members of Council, and the City Manager must notify the City Clerk of any item for placement on an agenda at least four (4) days prior to the meeting for which action is intended.
  (2) Every effort should be made to submit all meeting materials that are actionable, including but not limited to ordinances, resolutions, petitions, reports, communications, and other documents, to the office of the City Clerk not later than 12:00 noon one (1) day, excluding holidays and weekends, immediately preceding the day of the meeting at which it is intended to be considered.
  (3) The written agenda and all related and supporting documentation for consideration at the intended meeting shall be distributed by the City Clerk to the Mayor and Council.
  (4) Nothing herein shall be construed to prohibit any member of Council, at the proper order of business, from introducing or submitting any ordinance, resolution, petition, committee report or communication during any regular meeting. Unless it is determined to be an emergency item, official action on any item presented to Council in this manner is prohibited until proper placement on the next Council agenda.

(g) Order of business at regular meetings.
  (1) The order of business for each regular meeting shall be:

(A) Call to Order
(B) Moment of Silence and Pledge of Allegiance
(C) Approval of the Minutes
(D) Public Comments
(E) Reports
(F) Unfinished Business
(G) New Business
(H) Appointments to Committees/Commissions
(I) Referrals to Committees/Commissions
(J) Approval of Bills
(K) Adjournment

(2) The Presiding Officer may order that any agenda item be repositioned as to provide for a more efficient meeting.

(h) Parliamentary rules of order.

These rules of Council, the Charles Town City Charter, state law and other rules duly adopted by Council shall govern Council. In all cases not provided for, the Presiding Officer shall decide, subject to an appeal by a member of Council which shall then be determined by the rules of parliamentary usage comprised in the most recent edition of "Robert's Rules of Order."

(i) Members of public speaking before Council.

(1) A member of Council may ask the floor for a member of the public to speak before Council, which said motion is non-debatable. Upon such request, the presiding officer shall inquire of the councilmember the subject matter of the inquiry. Council, by majority vote, shall determine whether or not the person shall be allowed to address Council. Any person addressing Council shall be allowed no more than five minutes to address their remarks, unless by majority vote, Council allows a longer period of time.

(2) A maximum of twenty minutes shall be set aside at the beginning of each meeting of the Council to permit members of the public, without leave of Council, to address the Council on any matter pertaining to the City's business with a maximum of five minutes per person. Any member of the public wishing to address the Council shall first register with the City Clerk, or designated representative for such purpose, not earlier than 15 minutes before the beginning of the meeting setting forth their name, the group, if any, on whose behalf they wish to speak, their address and the subject matter which they wish to speak. For those attending the Council meeting, a sign-up sheet will be available to those who wish to register to speak. Members of the public attending the meeting remotely, must still provide the same information to register to speak but may do so in an email or through the chat function available for remote attendees. Registration for remote attendees will follow the same schedule for those attending in person. Individuals present at the meeting will be invited to speak first. If members of the public are still waiting to speak after the twenty minute time period has expired Council may hold an additional public comment period for twenty minutes upon completion of business if so, decided by Council by majority vote. Nothing in this section shall affect the ability of a member of Council to request that a member of the public be allowed to speak pursuant to section 111.01(i).

(j) Making entries in the minute book.

No remarks, voting explanations or words spoken in debate by any member of Council shall be reproduced in the journal except by unanimous consent of the members of the Council present.

(k) Committees.

(1) Standing committees shall be appointed by Council, and Select Committees by the Mayor, unless otherwise ordered.

(2) Standing committees shall be as follows:

(A) Finance – the Committee's duties include but are not limited to proposing changes to the City's fiscal, budgetary, and investment policies; reviewing and recommending to Council operating, capital, and coal severance budgets and budget revisions; and authorizing the execution of contracts within approved budget levels.

(B) Infrastructure – the Committee's duties include but are not limited to reviewing and recommending policies to Council related to public streets, curbs, stormwater, sidewalks, broadband, and electric/gas utilities.

(C) Ordinance – the Committee's duties include but are not limited to reviewing and recommending to Council proposed additions and deletions to the City's codified ordinances and related policies.

(D) Personnel – the Committee's duties include but are not limited to reviewing and recommending proposed changes to the City's personnel policies and facilitating Council actions related to the hiring, evaluation, and termination of the City Manager.

(3) Select committees shall be created and dissolved at the discretion of the Mayor.

(4) Reports of committees shall be in writing and shall specify such action as the committee may recommend for adoption by Council.

(l) When a member abstains from voting.

No member shall vote on any question before the City Council if directly and immediately interested therein other than as a citizen of the City of Charles Town; however, no member may abstain from voting without, prior to discussion, having stated their reason for not participating and having obtained a ruling from the presiding officer excusing them from doing so.

(m) Recission, amendment, and suspension of rules.

No rule of the Council shall be suspended for a single item in any case except by unanimous consent of the Council members present remotely or in person provided, that no rule shall be suspended if compliance wherewith is made mandatory by state law, the City Charter, or another ordinance of the City of Charles Town.

111.02 EXPENDITURE OF PUBLIC FUNDS

(a) Council shall approve the fiscal policies and procedures of the City which will govern the expenditure of funds, which shall include provisions for the Mayor, or the Mayor Pro-Tempore in the absence of the Mayor, to authorize the expenditure of funds in the event of a declared emergency.

(b) The City Manager or designee shall present expenditures for payment and shall attest to their accuracy and budgetary compliance to Council.

(c) Failure to comply with this section by any employee may be sufficient cause for suspension without pay or termination of employment pursuant to the City's personnel policies

111.03 SEVERABILITY

If any provision of this article is held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not otherwise affect or invalidate the other provisions hereto, all of which are hereby declared, and shall be construed, to be separate and severable.

Passed on First Reading: FEBRUARY 7, 2022

Passed on Second Reading: FEBRUARY 22, 2022
(following Public Hearing)

ATTEST:

Robert M. Trainor
Mayor

Daryl Hennessy
City Manager/Clerk

1.09 PURCHASING AND BID POLICY

A purchasing and bid policy is needed to standardize the sales, bids, and purchasing procedures of the City of Charles Town. It is also needed to promote the fair and equitable treatment of all consumers and suppliers of goods and services, to secure goods and services from local vendors whenever practical, and to provide the most advantageous services to the citizens of Charles Town.

Article 111.03(a) of the Codified Ordinances of Charles Town states there shall be no expenditure or payment of public funds for goods or services by any employee or representative of the city in excess of $3,000 without the prior approval of city council. There is an exception in the case of an emergency. For purposes of the city's fiscal procedures, an expenditure of public funds for goods or services included in the annual budget is considered prior approval. The payment for such goods or services will continue to be a part of the routine approval of bills included on every city council agenda. The purpose of this Purchasing and Bid Policy is to assist staff in following approved procedures for selecting contractors and vendors.

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

Per WV State Code, any construction of facilities exceeding a cost of $10,000 requires a minimum of three written and sealed competitive bids.

Other city purchases expected to exceed $10,000 require a competitive selection process that for the City of Charles Town includes at least an advertisement for bids in the local newspaper of record, posting the opportunity on the city website, the request for written and sealed competitive bids, and the selection of a provider based on qualifications, price, and responsiveness. Solicitation for competitive, sealed bids will be open for at least 15 days. Preference will be given to local contractors and vendors where the local bid is within a 5% difference of the lowest and most responsive bid received. This preference only applies to contractors and vendors with a primary business address located within the municipal boundaries.

Purchases of more than $10,000 for used, public works, service, or safety equipment with specialized features may be purchased using the three quote process noted above.

The city may also purchase products or services valued at more than $10,000 from state term contracts or municipal bulk purchasing programs where a competitive process has already been completed to identify vendors offering the best price. In such instances, staff may shop the competitive price with local contractors and vendors and apply the same 5% preference to determine the lowest and most responsive bid.

A Request for Qualifications process will be used to solicit bids for professional services where the qualifications of the contractor are the primary factor in determining the best and most

responsive bid. A Request for Proposals process will be used to solicit bids for goods or services where price is the primary factor in determining the best and most responsive bid.

Renewal of existing contracts may be exempt from this policy with approval of the city council.

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-293: FY2025 General Fund Revision #4

Proposed Motion: Move to approve the FY2025 General Fund Revision #4.

ATTACHMENTS:

- FY 2025 GF Revision #4.pdf
- FY25 GenFund Revision #4 State Worksheet.pdf

the city of Charles Town, WV

FY 2025 General Fund Revision #4

	REVENUES	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 Notes
	30005 Unassigned Fund Balance (Carryover)	1,200,000	3,524,453				4,724,453	4,724,453	(0)	100%	$500K reserve for revenue/expense FY24 + $659,452 remaining Revenue/Loss balance	Bringing FY24 carryover into FY25 budget.		
	30101 Taxes - Ad Valorem	1,688,544					1,688,544	1,477,309	211,235	87%				
	30106 Supplemental Taxes	36,000					36,000	35,867	133	100%	Property taxes owed from previous years, but paid in the current fiscal year.			
	30200 Interest as Penalty	10,000					10,000	10,630	(630)	106%				
	30300 Gas & Oil Severence Tax	33,000					33,000	24,053	8,947	73%	5% severance tax on gross receipts at the well head of oil and natural gas. $66K appears to be for 2 years. Confirm when payments are received.			
	30400 Utility Tax (2%)	200,000					200,000	201,110	(1,110)	101%				
	30500 Business & Occupation (B&O) Tax	1,700,000		145,000	150,000		1,995,000	2,024,932	(29,932)	102%	$459K actuals in FY24 thru 2/29/2024. Collections should continue through August 31 then be accrued to FY24, resulting in another revision to carry over balance.		Transfer to 413-30 Treasurer Contracted Services for HDL collection services.	
	30600 Liquor Tax	25,000					25,000	21,748	3,252	87%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.			
	30700 Animal Control Tax	1,600					1,600	1,650	(50)	103%				
	30800 Hotel/Motel Tax	200,000					200,000	124,172	75,828	62%	4 traditional hotels (Turf Motel, Days Inn, TravelLodge, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, AirBnB, Hotel Tonight, Evolve Vacation Rental Network)			
	32000 Court Costs, Fees & Charges	260,000					260,000	175,468	84,532	67%				
	32100 Parking Violation Penalties	40,000					40,000	25,141	14,859	63%	Revised based on new program details and current year performance.			
	32500 Business License Revenue	30,000					30,000	96,454	(66,454)	322%				
	32600 Building Permit Fees	550,000					550,000	522,038	27,962	95%	Building activity increasing/expected to remain strong through FY2025 with new development projects on the horizon and increases in permit fee structure.			
	32800 Franchise Tax	75,000					75,000	47,146	27,854	63%	Two Cable Franchisees; working with Shentel/GloFiber on franchisee compliance			
	33000 International Registration Plan (IRP) Fees	70,000					70,000	31,953	38,047	46%	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions.			
	33900 Emergency Service Fee	1,700					1,700	1,201	499	71%	Revenue from utility bills for EMS (5 cents)			
	34000 Parks & Rec Fee	1,700					1,700	1,201	499	71%	Revenue from utility bills for parks and recreation (5 cents)			
	34200 Parking Meter Revenues	44,000					44,000	42,455	1,545	96%	Revenue from parking meters and parking permits including ParkMobile app.			
	34500 Rents & Concessions	60,000					60,000	56,941	3,059	95%	CTUB rental of 661 space ($30k total); CW Hall Revenue is recorded as Due to Building Commission/CWH Landlord, so revising down to reflect true flow of revenues			
	35300 Zoning Fee	17,000					17,000	16,354	646	96%	Zoning applications			
	35500 Street Improvement Fee	135,000					135,000	94,007	40,993	70%	Revenue from utility bills for street improvements ($4 per month); pending fee decision from Council			
	36504 Federal Government Grants	41,667					41,667	-	41,667	0%	DOJ/COPS grant for additional police officer. $125,000 across 3 years.			
	36600 State Government Grants	-					-	2,970	(2,970)					
	36700 Other Grants					7,400	7,400	1,829	5,571					Tree Board Grant.
	36900 Contributions from Other Funds - Sales Tax	1,000,000					1,000,000	500,000	500,000	50%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets).			
	37600 Gaming Income	250,000					250,000	115,417	134,583	46%	Gaming receipts average $19K to $23K per month in the 2nd Quarter 2024.			
	37900 Gain/Loss - Sale of Fixed Assets	-					-	-	-					
	38007 Interest Income (Operating Acct)	35,000					35,000	7,924	27,076	23%				
	38100 Reimbursements	110,000					110,000	115,473	(5,473)	105%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.			
	38200 Refunds - Overpayments	400					400	4,537	(4,137)	1134%				
	38600 Insurance Claims	-					-	4,866	(4,866)					
	39200 Property Rehabilitation	-					-	100	(100)					
	38700 Filing Fees	325					325	675	(350)	208%	Filing Fees Revenue - Election in FY25. $50.00 per person.			
	39700 Video Lottery	600,000					600,000	454,239	145,761	76%	Video lottery receipts average $13.4K to $22.2K per week.			
	39900 Misc Revenue	10,000					10,000	5,003	4,997	50%	Yard waste stickers and fingerprints			
	39902 Special Events - WV Fest	4,000					4,000	-	4,000	0%				
	39903 Special Events - General	900					900	1,100	(200)	122%	Special activities fees			
	39904 Special Events - CW Hall	8,500					8,500	4,100	4,400	48%				
	39907 Special Events - Car Show	7,000					7,000	10,240	(3,240)	146%	Car show registration and sponsors.			
	Total Revenues	**8,446,336**	**3,524,453**	**145,000**	**150,000**	**7,400**	**12,273,189**	**10,984,757**	**1,288,431**	**90%**				

DEPARTMENT LINE ITEMS										NOTES AND EXPLANATIONS			
Economic Development - 402	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
03 Salaries	70,250			2,205		72,455	50,014	22,441	69%	Salary $68,844 plus 2.5% merit and holiday supplement.		Allowance for 3.2% COLA increases.	
04 FICA	5,374			180		5,554	3,826	1,728	69%	FICA @ 7.65%		Increase due to 3.2% COLA increases.	
05 Group Insurance	8,300			1,500		9,800	5,955	3,845	61%	Includes 14% premium increase projected by PEIA. $7,294 (Health Insurance), $540.48 (Life Insurance), Dental Ins ($266.16), Vision Ins ($111.00), EAP Premiums ($15.84)		Allowance for increase in health insurance.	
06 Retirement	6,323			1,045		7,368	4,787	2,581	65%	PERS II Employer Contribution 9%		Increase due to 3.2% COLA increases.	
09 OPEB	2,108					2,108	1,163	945	55%	Deferred Compensation Employer Contribution 3%			
11 Telephone	750					750	238	512	32%	Cell phone			
14 Travel	4,200					4,200	115	4,086	3%	2 National Conferences; airfare, lodging, per-diem			
20 Advertising/Legal Publications	-					-	24	(24)					
21 Training & Education	-					-	-	-		$2,500 rolled under City Manager's office.			
22 Dues & Subscriptions	2,000					2,000	836	1,164	42%	IEDC Membership, Survey Subscription, Adobe subscription			
23 Professional Services	1,000					1,000	-	1,000	0%	Engineering Services			
26 Insurance and Bonds	5,000					5,000	2,897	2,103	58%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.			
41 Departmental Supplies	3,000					3,000	722	2,278	24%	Promotional items for events and City marketing and other departmental supplies.			
43 Auto Supplies	-					-	-	-					
Total Economic Development	**108,304**	**-**	**-**	**4,930**	**-**	**113,234**	**70,577**	**42,657**	**62%**				

Federal Grants - 403	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
Professional Services	-					-	-	-					
Departmental Supplies	-					-	-	-					
Total Federal Grants	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**					

Mayor's Office - 409	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
01 Salary	12,500					12,500	8,333	4,167	67%	Mayor's Salary			
04 FICA Tax Expense	1,000					1,000	637	363	64%				
11 Telephone	-					-	-	-					
14 Travel Expense	2,000					2,000	-	2,000	0%	WV Municipal League			
20 Advertising/Legal Publication	-					-	-	-					
21 Training & Education	1,000					1,000	-	1,000	0%				
26 Insurance & Bonds	1,000					1,000	642	358	64%				
41 Departmental Supplies	500					500	36	464	7%	$453.00 - Ceremonial Keys to the City and Coins			
68 Community Contributions	2,000					2,000	696	1,305	35%				
Total Mayor's Office	**20,000**	**-**	**-**	**-**	**-**	**20,000**	**10,345**	**9,655**	**52%**				

Council - 410	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
01 Salaries	40,000					40,000	26,459	13,541	66%	Eight Council Members at $5,000 annual salary			
04 FICA Tax Expense	3,100					3,100	2,024	1,076	65%				
14 Travel Expense	4,800					4,800	-	4,800	0%	Conferences			
20 Advertising	-					-	-	-					
21 Training & Education	3,200					3,200	1,849	1,351	58%	Conference Registration ($450 per registration)			
26 Insurance & Bonds	3,200					3,200	2,056	1,144	64%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability			
41 Departmental Supplies	700					700	136	564	19%				
Total Council	**55,000**	**-**	**-**	**-**	**-**	**55,000**	**32,523**	**22,477**	**59%**				

City Manager - 412	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
03 Salaries	180,000			5,525		185,525	125,262	60,263	68%	City Manager Salary ($120,000) + 2.5% Merit ($1,545) + Holiday Supplement ($500) Deputy City Clerk Salary (from $52,674 to $54,000) + 2.5% Merit ($695.25) + Holiday Supplement ($500) City Manager requesting promotion and salary increase for from Deputy City Clerk to City Clerk. Finance Committee approved dollar amount.		Allowance for 3.2% COLA increases.	
04 FICA Tax Expense	14,400	100		445		14,945	9,644	5,301	65%	FICA Tax @ 7.65%	Increase due to additional overtime allocation.	Increase due to 3.2% COLA increases.	
05 Group Insurance	2,000			250		2,250	1,426	824	63%	Health, Dental, Vision, Life insurance, EAP		Allowance for increase in health insurance.	
06 Retirement	16,200			165		16,365	11,249	5,116	69%	9% Employer Contribution PERS I and II		Increase due to 3.2% COLA increases.	
08 Overtime		1,000			500	1,500	809	691	54%		Allocation for Deputy City Clerk overtime.		Allocation for additional Deputy City Clerk overtime.
09 OPEB	5,400			500		5,900	3,417	2,483	58%	3% Employer Contribution Deferred Compensation plan		Increase due to 3.2% COLA increases.	
11 Telephone	520					520	319	201	61%	Mobile phone service			
14 Travel Expense	1,500					1,500	-	1,500	0%	WVML Trip, City Clerk Election Training			
20 Advertising	-					-	-	-					
21 Training & Education	20,000	1,500			(500)	21,000	6,495	14,505	31%	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500	$1500 allowance for City Attorney training.		Transfer to 412-08 Overtime.
22 Dues & Subscriptions	1,000					1,000	-	1,000	0%	Adobe subscriptions. ICMA and WVML Fees.			
23 Professional Services	-					-	-	-		Background checks for City Manager candidates. Not required this year.			
26 Insurance & Bonds	15,000					15,000	10,143	4,857	68%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability			
41 Departmental Supplies	750					750	102	648	14%	Misc. Office Supplies			
43 Auto Supplies (Gas & Oil)	-					-	-	-		Gas is covered under travel expenses.			
Total City Manager	**256,770**	**2,600**	**-**	**6,885**	**-**	**266,255**	**168,866**	**97,389**	**63%**				

DEPARTMENT LINE ITEMS — **NOTES AND EXPLANATIONS**

Treasurer - 413	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 Notes
03 Salaries	235,000					235,000	155,424	79,576	66%	Director of Finance ($100,000), Accounting Clerk III ($44,762), Accounting Clerk II 0.5 FTE ($40,685), Accounting Clerk I ($37,500) plus 2.5% merit, holiday supplement, and overtime.			
04 FICA Tax Expense	18,800	200				19,000	12,069	6,931	64%	FICA Tax @ 7.65%	Increase due to additional overtime allocation.		
05 Group Insurance	25,000			14,000		39,000	20,604	18,396	53%	Health, Dental, Vision, Life insurance, EAP		Allowance for increase in health insurance.	
06 Retirement	21,150					21,150	13,990	7,160	66%	9% Employer Contribution PERS I and II			
08 Overtime		2,000		1,000	1,000	4,000	2,339	1,661	58%		Allocation for Accounting Clerks I, II & III overtime.	OT allowance for the remainder of FY25.	Allocation for additional Accounting Clerks I, II & III overtime.
09 OPEB	7,050					7,050	4,213	2,837	60%	3% Employer Contribution Deferred Compensation plan			
11 Telephone	500					500	178	322	36%	Director of Finance Cell Phone			
12 Printing	-					-	-	-					
14 Travel Expense	4,000				(1,000)	3,000	745	2,255	25%	Director & Acct. Clerk III - WV Government Finance Officers Association Training			Transfer to 413-08 Overtime.
18 Postage	-					-	-	-		Transfer cost to City Hall and Pitney Bowes machine.			
20 Advertising/Legal Pubs	2,000					2,000	947	1,053	47%	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.			
21 Training & Education	-					-	-	-		$4,000 Rolled into City Manager's budget			
22 Dues & Subscriptions	800					800	-	800	0%	Adobe subscription for Director & Accounting Clerk III			
23 Professional Services	2,500			500		3,000	2,989	11	100%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)		Increase due to Police Pension Annual Report expense being higher than expected.	
24 Audit Costs	42,000					42,000	17,400	24,600	41%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit			
26 Insurance & Bonds	15,000					15,000	11,186	3,814	75%	General Liability, Worker's Compensation, Umbrella			
30 Contracted Services	25,000			(500)		24,500	16,208	8,292	66%	Tyler Technologies - Incode Annual License Fee - $20,000 Business License Software Maintenance (Progressive Solutions) - $5,000			
30 B&O Collectrions - Contracted Services				150,000	(17,500)	132,500	86,762	45,738	65%			Increase for HDL collections services.	Transfer $15,000 to 413-38 Refunds and $2500 to 413.41 Supplies.
38 Refunds			145,000		15,000	160,000	148,190	11,810	93%				Allowance for additional B&O refunds.
41 Departmental Supplies	2,000				2,500	4,500	3,446	1,054	77%	Paper folder machine ($500)			Allowance for new credit card readers.
59 Capital Outlay	-					-	-	-					
Total Treasurer	**400,800**	**2,200**	**145,000**	**165,000**	**-**	**713,000**	**496,691**	**216,309**	**70%**				

Court Clerk - 415	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 Notes
03 Salaries	62,000			1,907		63,907	44,059	19,848	69%	Court Clerk Salary: $59,996 plus 2.5% merit, and holiday supplement		Allowance for 3.2% COLA increases.	
04 FICA	4,960	100		155		5,215	3,400	1,815	65%	FICA Tax @ 7.65%	Increase due to additional overtime allocation.	Increase due to 3.2% COLA increases.	
05 Group Insurance	12,529			6,000		18,529	11,921	6,608	64%	Health, Dental, Vision, Life insurance, EAP + 14% premium increase		Allowance for increase in health insurance.	
06 Retirement	5,580			140		5,720	3,951	1,769	69%	9% Employer Contribution PERS I and II		Increase due to 3.2% COLA increases.	
08 Overtime		1,000				1,000	388	612	39%		Allocation for Court Clerk overtime.		
09 OPEB	1,860					1,860	1,087	773	58%	3% Employer Contribution Deferred Compensation plan			
14 Travel	500					500	380	120	76%	Court Clerk training and Election training			
18 Postage	-				100	100	35	65					Allowance for City Clerk postage.
20 Advertising/Legal Publications	700				(500)	200	-	200	0%				Transfer to 415-38 Refunds.
21 Training & Education	-					-	-	-		$500 transferred to City Manager's budget. WVML training and Election training.			
22 Dues & Subscriptions	-					-	-	-					
23 Professional Services	-					-	-	-					
24 Audit Costs	-					-	-	-					
26 Insurance & Bonds	4,500					4,500	3,079	1,421	68%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella			
30 Contracted Services	25					25	25	-	100%	Flu shot			
38 Refunds					500	500	370	130					
41 Departmental Supplies	600				500	1,100	927	173	84%	Ink cartridges, paper stock			Additional allocation for printer ink.
Total Court Clerk	**93,254**	**1,100**	**-**	**8,202**	**600**	**103,156**	**69,623**	**33,534**	**67%**				

Police Judges - 416	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 Notes
03 Salaries	32,000					32,000	18,124	13,876	57%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; and extra $2k for special judge.			
04 FICA	2,400					2,400	1,386	1,014	58%				
14 Travel	500					500	240	260	48%	WV State mandated annual training for magistrates & judges			
21 Training & Education	1,000					1,000	-	1,000	0%	WV State mandated annual training for magistrates & judges			
22 Dues and Subscriptions	100					100	-	100	0%				
23 Professional Services	1,000					1,000	-	1,000	0%				
26 Insurance & Bonds	2,500					2,500	1,644	856	66%				
41 Departmental Supplies	-					-	-	-					
Total Police Judges	**39,500**	**-**	**-**	**-**	**-**	**39,500**	**21,395**	**18,105**	**54%**				

City Attorney - 417	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 Notes
03 Salaries		150,000		(15,000)		135,000	82,033	52,967	61%		Salary $ plus 2.5% merit and holiday supplement.	Transfer to 417-23 Professional Services.	
04 FICA		12,000				12,000	6,276	5,725	52%		FICA @ 7.65%		
05 Group Insurance		13,000				13,000	920	12,080	7%		Health, Dental, Vision, and Life insurance.		
06 Retirement		13,500				13,500	6,988	6,512	52%		PERS II Employer Contribution 9%		
09 OPEB		4,500				4,500	2,445	2,055	54%		Deferred Compensation Employer Contribution 3%		
11 Telephone		2,000				2,000	122	1,878	6%		$1500 cell phone cost and $500 for monthly services.		
14 Travel		1,000				1,000	-	1,000	0%		Travel allowance for various trainings.		
20 Advertising/Legal Publications		1,000				1,000	-	1,000	0%		Allowance for legal publications.		
21 Training & Education						-	-	-			Rolled under City Manager's office.		
22 Dues & Subscriptions		1,500				1,500	-	1,500	0%		Allowance for legal subscriptions and memberships.		
23 Professional Services	225,000	(200,000)		15,000		40,000	23,531	16,469	59%	Cost for outside legal council.		Allowance for outside legal services for the remanider of FY25.	
26 Insurance and Bonds		5,000				5,000	374	4,626	7%		Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		
41 Departmental Supplies		500				500	226	274	45%		Miscellaneous office supplies.		
Total Attorney	**225,000**	**4,000**	**-**	**-**	**-**	**229,000**	**122,914**	**106,086**	**54%**				

DEPARTMENT LINE ITEMS										NOTES AND EXPLANATIONS			
Enforcement Agency - 425	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
03 Salaries	56,000			1,700		57,700	39,067	18,633	68%	Code Enforcement Officer: $54,322.83 plus 2.5% merit and holiday supplement.		Allowance for 3.2% COLA increases.	
04 FICA	4,284			135		4,419	2,989	1,430	68%	FICA @ 7.65% of Salary		Increase due to 3.2% COLA increases.	
05 Group Insurance	1,140			7,500		8,640	5,505	3,135	64%	Includes 14% premium increase projected by PEIA. Current expenses include: Life Ins. ($545 per mo), Dental ($266 per mo), and Vision ($111 per mo).		Allowance for insurance for the remainder of FY25.	
06 Retirement	5,040			50		5,090	3,426	1,664	67%	PERS II Employer Contribution 9%		Increase due to 3.2% COLA increases.	
09 OPEB	1,680			355		2,035	1,315	720	65%	457(b) Deferred Compensation Employer Contribution (3%)		Increase due to 3.2% COLA increases.	
11 Telephone	750	1,500				2,250	1,962	288	87%		Allocation for new cell phone.		
14 Travel	3,000			(1,500)		1,500	-	1,500	0%	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas		Transfer to 425-18 Postage.	
18 Postage	1,000			1,500		2,500	1,258	1,242	50%	Certified Mailings		Allowance for postage for the remainder of FY25.	
20 Advertising/Legal Publications	1,000					1,000	-	1,000	0%				
21 Training & Education	-					-	-	-		$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)			
22 Dues & Subscriptions	1,000					1,000	360	640	36%	Women in Code Enforcement (WICED) Membership Fees ($35) ICC Membership ($160/yr)			
26 Insurance and Bonds	3,800					3,800	2,523	1,277	66%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.			
30 Contracted Services	71,100				(20,000)	51,100		37,798	26%	Kimley-Horn Engineering Services / Nuisance Properties; discuss process w/council. Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.			Transfer to 437-30 P&Z Contracted Services.
30 Nuicance Properties-Contracted Services						-	13,302						
41 Departmental Supplies	3,000					3,000	2,434	566	81%	Office printer, building safety month supplies, jackets, boots, code books			
43 Auto Supplies	-					-	-	-		Under Maintenance budget			
Total Enforcement Agency	**152,794**	**1,500**	**-**	**9,740**	**(20,000)**	**144,034**	**74,142**	**69,892**	**51%**				

Regional Dev Authority - 435	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
22 Dues & Subscriptions	6,600					6,600	6,142	458	93%	Region 9 Assessment - Fees are going up			
Total Regional Dev. Authority	**6,600**	**-**	**-**	**-**	**-**	**6,600**	**6,142**	**458**	**93%**				
Total City Administration	**1,358,022**	**11,400**	**145,000**	**194,757**	**(19,400)**	**1,689,779**	**1,073,217**	**616,562**					

Building Inspections - 436	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
03 Salaries	82,300			(25,000)		57,300	40,810	16,490	71%	Building Official/Inspector: $80,653.29 plus 2.5% merit plus holiday supplement		Transfer of funds to 436-23 Building Inspector Professional Services.	
04 FICA	6,296			(2,000)		4,296	3,122	1,174	73%	FICA @ 7.65% of Salary		Transfer of funds to 436-23 Building Inspector Professional Services.	
05 Group Insurance	1,650					1,650	672	978	41%	Dental/Life/Vision/EAP Premiums			
06 Retirement	7,100					7,100	3,507	3,593	49%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods			
09 OPEB	1,575					1,575	971	604	62%	457(b) Deferred Comp Employer Contribution (3%). $60.53 per pay period * 26 pay periods			
11 Telephone	1,010					1,010	639	372	63%	Two lines; one is a hot spot. $84.18 per month x 12 months = $1,010.16 per year in actual costs			
14 Travel	3,000					3,000	823	2,177	27%	National ICC Conference; Women in Code Enforcement Training; airfare, lodging, meals, gas			
17 R&M Auto	-					-	-	-		Under Maintenance budget			
18 Postage	1,000					1,000	-	1,000	0%	Certified mailings for property Notice of Violations			
20 Advertising/Legal Publications	500			1,000		1,500	1,278	222	85%	Job posting costs			
21 Training & Education	-					-	-	-		$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.			
22 Dues & Subscriptions	1,000					1,000	665	335	67%	ICC membership dues; WICA subscription			
23 Professional Services	10,000	5,000		35,000	35,000	85,000	84,700	300	100%	To cover expenses associated with inspections; compliance.	Allowance for outsourcing inspections.	Increase for inspection services due to vacancy.	Increase for inspection services due to vacancy.
26 Insurance & Bonds	6,000					6,000	3,814	2,186	64%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.			
41 Departmental Supplies	3,000					3,000	2,678	322	89%	Mobile printer for vehicle, jackets, boots, building safety month			
43 Auto Supplies	-					-	-	-		Under Maintenance budget			
Total Building Inspections	**124,431**	**5,000**	**-**	**9,000**	**35,000**	**173,431**	**143,678**	**29,753**	**83%**				

Planning & Zoning - 437	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
03 Salaries	243,000			7,420		250,420	170,234	80,186	68%	Director of Community Development: $96,937, City Planner/Zoning/Subdiv Administrator: $84,721, Permit Tech: $50,141 plus 2.5% step increase on 1/1/2025 for all three positions. Includes Holiday Supplement pay ($500 x 3 employees = $1,500) and summer intern ($5,250).		Allowance for 3.2% COLA increases.	
04 FICA	19,000	50		595		19,645	13,097	6,548	67%	FICA @ 7.65% of Salary	Increase due to additional overtime allocation.	Increase due to 3.2% COLA increases.	
05 Group Insurance	31,000			(9,000)		22,000	14,415	7,585	66%	Includes 14% increase projected by PEIA. Health/Dental/Life/Vision/EAP Premiums		Transfer of funds to 436-23 Building Inspector Professional Services.	
06 Retirement	23,085			130		23,215	14,884	8,331	64%	PERS II Employer Contribution (9%)		Increase due to 3.2% COLA increases.	
08 Overtime		500		1,500		2,000	971	1,029	49%		Allocation for Permit Tech. overtime.	OT allowance for the remainder of FY25.	
09 OPEB	7,290			670		7,960	3,192	4,768	40%	457(b) Deferred Comp Employer Contribution (3%).		Increase due to 3.2% COLA increases.	
11 Telephone	250				300	550	275	275	50%	Director's department cell phone			Increase due to cell phone data plan increase.
14 Travel	8,000				(800)	7,200	-	7,200	0%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Kim - MGO Conference			Transfer $300 to 437-11 Telephone and $500 to 437-38 Refunds
18 Postage	1,000					1,000	-	1,000	0%	Certified Mailings; Legal notices, yard sign postings			
20 Advertising/Legal Publications	4,500					4,500	789	3,711	18%	Advertising of BZA and public hearings for P/C meetings; hearing placards			
21 Training & Education	-					-	-	-		$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration amount $3,500;			
22 Dues & Subscriptions	3,000					3,000	405	2,595	13%	AICP Membership; Kim ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.			
23 Professional Services	5,000					5,000	306	4,694	6%	GIS Aerial imagery, Engineering Services, Background Checks			
26 Insurance & Bonds	20,000					20,000	10,874	9,126	54%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.			
30 Contracted Services	30,000				30,000	60,000	27,344	32,656	46%	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;			Increase due to additional engineering service needs.
31 Contracted Services - Tree Board	2,000				7,400	9,400	7,400	2,000	79%	To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.			Tree Board expenses covered by grant.
38 Refunds					500	500	364	136					Allowance for permit fee refunds.
41 Departmental Supplies	4,000					4,000	3,314	686	83%	Public hearing signs, office supplies, promotional supplies			
53 Computer Software / Tech	9,000					9,000	5,859	3,141	65%	MyPermit Now Monthly Fees			
59 Capital Outlay	-					-	-	-					
Total Planning and Zoning	**410,125**	**550**	**-**	**1,315**	**37,400**	**449,390**	**273,723**	**175,667**	**61%**				
Total City Bldg Inspection, P&Z, and Enforcement Agency	**795,654**	**7,050**	**-**	**24,985**	**52,400**	**880,089**	**562,120**	**317,969**					

DEPARTMENT LINE ITEMS										NOTES AND EXPLANATIONS			
Elections - 438	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
12 Printing	3,000					3,000	-	3,000	0%				
20 Advertising/Legal Publications	500					500	90	410	18%	Publish ballot multiple times			
23 Professional Services	-					-	-	-					
30 Contracted Services	5,000					5,000	-	5,000	0%	Poll workers for early voting and day of election.			
41 Departmental Supplies	2,000					2,000	539	1,461	27%	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers			
Total Elections	**10,500**	**-**	**-**	**-**	**-**	**10,500**	**629**	**9,871**	**6%**				
City Hall - 440	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
3 Salaries	95,000			2,960		97,960	66,970	30,990	68%	Director of Operations Salary: $92,500 + 2.5% Merit + Holiday Supplement		Allowance for 3.2% COLA increases.	
4 FICA Taxes	7,600			235		7,835	5,123	2,712	65%	FICA @ 7.65%		Increase due to 3.2% COLA increases.	
5 Group Insurance	16,500			3,500		20,000	12,516	7,484	63%	Health, Dental, Vision, Life, Employee Assistance Program		Allowance for increase in health insurance.	
6 Retirement	9,500			90		9,590	5,979	3,611	62%	9% Employer Contribution		Increase due to 3.2% COLA increases.	
9 OPEB	2,000			1,270		3,270	2,195	1,075	67%	3% Deferred Compensation Employer Contribution		Increase due to 3.2% COLA increases.	
11 Telephone	18,000					18,000	12,924	5,076	72%	WebEx Phone Services ($6,000), Internet Service ($3,012), Cell phone - Director ($384), Rouss Hall Phone Service ($7,200 per year/$600 per mo.) **Proposing upgrade to internet service. 1 Gbps with GloFiber. $1,900 per month, $22,800 per year. One time set up fee $1,900. $950 set up cost allocated to Police Dept, $950 set up cost allocated to City Hall. Please review quote in attachments.**			
13 Utilities	26,200				25,000	51,200	28,515	22,685	56%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer			Allowance for CWH electric and additional oil heat expenses.
14 Travel Expense	2,000					2,000	370	1,630	19%	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD			
15 Repair & Main. Bldg & Grounds	12,000					12,000	1,412	10,588	12%	Elevator Services and City Hall maintenance.			
18 Postage	3,500	500				4,000	2,531	1,469	63%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection	Allowance for increase in postage costs.		
19 Bldg & Equipment Rental	250,000					250,000	173,358	76,642	69%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer			
20 Advertising/Legal Publications	5,000					5,000	2,614	2,386	52%	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements			
21 Training & Education	-					-	-	-		$2,000 transferred to City Manager's budget			
22 Dues & Subscriptions	3,500					3,500	508	2,992	15%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)			
23 Professional Services	25,000					25,000	15,067	9,933	60%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.			
26 Insurance & Bonds	17,000				1,000	18,000	15,785	2,215	88%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial			Allowance for additional insurance expense.
30 Contracted Services	181,404				20,000	201,404	123,066	78,338	61%	Sustainable Strategies (Grant Consultant, Matt Ward) - $28,800 ($2,400 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Printer & Copier Lease - $14,400 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $35,000 Payroll Processing Base Fees - $3,864 ADP Software Recurring Annual Fee - $19,440 Tek Advisors - Moving this out of Capital Budget and into Operating budget - $75,000 per year.			Allowance for additional technological expenses.
32 Bank Charges	29,000	31,000				60,000	32,355	27,645	54%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	Allocation for credit card merchant fees.		
37 Other Fees/Taxes	1,500				(1,000)	500	-	500	0%	Late fees			Transfer to 440-26.
41 Departmental Supplies	12,000	3,000			(600)	14,400	7,333	7,067	51%		Increase due to rising kitchen, cleaning, & office supplies		Transfer to 415-41 Court Clerk Supplies.
53 Computer Software / Tech	15,000					15,000	11,763	3,237	78%	City Sonic Wall Annual License - $1,700 Clearcaster Annual License - $1,700 Granicus Annual License - $9,500 - Agenda management,Online training, Audio/Visual software for livestreaming meetings VEEAM Annual Maintenance - $600.00 Zoom Fees - $1,500 per year			
Total City Hall	**731,704**	**34,500**	**-**	**8,055**	**44,400**	**818,659**	**520,383**	**298,276**	**64%**				
Contributions/Transfers - 444	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
68 Contributions - "But For" Organizations	60,000					60,000	-	60,000	0%	Citizens Fire Co. $95K and EPTA Requests $50K			
68 Community Awards	-					-	-	-					
68 Contributions - Revive Grant	20,000					20,000	-	20,000	0%	Unspent Revive! Funding rolled over to FY24			
68 Contributions - Façade Improvement Program	15,000					15,000	5,000	10,000	33%				
68 Contributions - Homeless Solutions	25,000					25,000	13,902	11,098	56%	County Homelessness position funding commitment			
68 Contribution - Nuisance Property Expenses	-					-	-	-		Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.			
68 Contributions - Sidewalk Improvement Program	15,000					15,000	4,636	10,364	31%	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest			
Total Contributions/Transfers	**135,000**	**-**	**-**	**-**	**-**	**135,000**	**23,538**	**111,462**	**17%**				

DEPARTMENT LINE ITEMS										NOTES AND EXPLANATIONS			
Parking - 571	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
03 Salaries	41,614					41,614	20,368	21,247	49%	Base salary, contingency, 2.5% merit, holiday supplement, and clothing allowance			
04 FICA Tax Expense	3,300	200				3,500	1,575	1,925	45%	FICA @ 7.65%	Increase due to additional overtime allocation.		
05 Group Insurance	9,300					9,300	367	8,933	4%	Health, Dental, Vision, Life, Employee Assistance Program			
06 Retirement Expense	3,600					3,600	1,948	1,652	54%	9% Employer Retirement Contribution			
08 Overtime		2,000				2,000	227	1,773	11%		Allocation for parking attendant overtime.		
09 OPEB	1,400					1,400	635	765	45%	3% Deferred Compensation Employer Contribution			
13 Utilities	1,200				250	1,450	965	485	67%	Electric Service			Allowance for City parking lot electric for the remainder of the year.
16 Repair & Main - Equipment	3,000				(250)	2,750	-	2,750	0%	Parking meter repairs and maintenance			Transfer to 571-13 Utilities.
18 Postage	500					500	8	492	2%				
19 Bldg & Equipment Rental	1,000					1,000	-	1,000	0%				
20 Advertising / Legal Publications	500					500	-	500	0%				
23 Professional Services	-					-	-	-					
26 Insurance & Bonds	3,000					3,000	1,869	1,131	62%	Prof Liability, Umbrella, Automobile, Worker's Comp			
30 Contracted Services	500					500	571	(71)	114%				
41 Departmental Supplies	5,000			(500)		4,500	4,058	442	90%	Office Supplies, Batteries, Handheld Printer Paper		Transfer of funds to 571-45 Uniforms.	
45 Uniforms	500			500		1,000	991	9	99%	Jacket, Uniform Shirt, Patches, Badge, etc.		Allowance for unexpected uniform expense due to filling a vacancy.	
53 Computer Software/Tech	4,000					4,000	-	4,000	0%	United Public Safety/T2 Annual Fees			
Total Parking	**78,414**	**2,200**	**-**	**-**	**-**	**80,614**	**33,582**	**47,032**	**42%**				
Contingencies - 699	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**Budget Balance**	**Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
Other Contributions	254,996	95,004		(207,027)	(103,000)	39,973	-	39,973	0%	Placeholder for 3.2% COLA ($84,900 plus $16,980 for FICA/Retirement Cont.); $50,000 for emergency snow costs. $41,667 for COPS grant for additional police officer.	Allowance for city wide unexpected expenses.	$91,277 allowance for city wide 3.2% COLA, FICA, and retirement. $75,750 transferred to city wide Group Insurance. $40,000 transferred to 750-13 Streets Utilities.	$35,000 transferred to 436-23 Building Inspection Professional Services. $10,000 transferred to 437-30 P&Z Contracted Services. $25,000 transferred to 440-13 City Hall Utilities. $30,000 transferred to 440-30 City Hall Contracted Services. $13,000 transferred to 750-30 Maintenance Contracted Services.
Total Contingencies	**254,996**	**95,004**	**-**	**(207,027)**	**(103,000)**	**39,973**	**-**	**39,973**	**0%**				
Police Department - 700	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
03 Salaries	1,532,798	5,000		(30,000)		1,507,798	998,096	509,702	66%	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. Seven (7) Patrolman ($52,998.40 - $55,681.60) Two (2) Patrolman First Class ($58,510.40 - $64,542.40) Three (3) Sergeants ($76,689.60 - $86,756.80) Two (2) Lieutenants ($93,246.40 - $95,576.00) Three (3) Corporals ($67,808 - $82,617.60) Three (3) Administrative personnel ($36,276.00 - $55,910.40) One (1) Chief ($134,650)	Allowance for additional promotions.	Transfer to 700-04 FICA.	
04 FICA	50,000	1,200		33,400		84,600	57,662	26,938	68%	FICA Tax at 7.65%	Increase due to additional overtime allocation.	Increase due to unexpected overtime.	
05 Group Insurance	180,000			40,000		220,000	139,698	80,302	63%	PEIA/Health insurance increase from $9K to $12K per month.		Allowance for increase in health insurance.	
06 Retirement	140,000					140,000	98,213	41,787	70%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)			
07 Police Pension	64,000					64,000	26,801	37,199	42%	Legacy CTPD Retirement System			
08 Overtime	150,000	10,000		50,000		210,000	175,985	34,015	84%		Allowance for unanticipated police overtime.	OT increase due to short staffed.	
09 OPEB	48,000					48,000	30,106	17,894	63%	457(b) Deferred Compensation 3%			
10 Prior Year SS Exemption Correction						-	(1,671)	1,671					
11 Telephone	48,500					48,500	17,660	30,840	36%				
13 Utilities	48,000					48,000	32,149	15,851	67%	Electric and Internet Service, increase in FY254.			
14 Travel	4,000					4,000	1,882	2,118	47%				
15 R&M Building & Grounds	2,200					2,200	358	1,842	16%	Lights, Paint, Air Filters, Electrical supplies, Batteries			
16 R&M Equipment	2,500			2,000		4,500	4,398	102	98%	Generator Service		Increase for unexpected annual generator maintenance.	
17 R&M Auto	45,000			(2,000)		43,000	27,921	15,079	65%	Oil changes, Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, Tires, etc.		Transfer of funds to 700-16.	
18 Postage	1,300					1,300	572	728	44%				
19 Building & Equipment Rental	100,000					100,000	57,764	42,236	58%				
20 Advertising/Legal Publications	5,600					5,600	3,198	2,403	57%	New Hire Ads 3-6 ads in local paper			
21 Training & Education	20,000					20,000	3,552	16,448	18%				
22 Dues & Subscriptions	2,000					2,000	1,283	717	64%	WVCOP Dues, IACP, SRO, Journal			
23 Professional Services	6,500					6,500	3,676	2,825	57%	Polygraph Exams, Physical Exams, Diagnostic Imaging			
26 Insurance & Bonds	105,000					105,000	71,174	33,826	68%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance			
30 Contracted Services	48,000					48,000	14,346	33,654	30%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.			
32 Bank Charges	250					250	-	250	0%				
36 Refunds						-	-	-					
37 Other Fees & Taxes	250					250	-	250	0%	661 George St. Ambulance Fees			
41 Departmental Supplies	40,000					40,000	19,389	20,611	48%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery			
43 Auto Supplies	65,000					65,000	36,141	28,859	56%	Gas for Police Vehicles			
45 Uniforms	20,000					20,000	8,138	11,862	41%				
53 Computer Software/Tech	29,000					29,000	23,985	5,015	83%	CAD, Guardian Tracking, Police One Academy, Powerdms, POSS-Essentials			
Total Police Dept	**2,757,898**	**16,200**	**-**	**93,400**	**-**	**2,867,498**	**1,852,474**	**1,015,024**	**65%**				

DEPARTMENT LINE ITEMS										NOTES AND EXPLANATIONS			
Police-Special Duty Crossing Guard - 704	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
03 Salaries	34,803					34,803	19,912	14,891	57%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA.			
04 FICA Tax Expense	2,600					2,600	1,523	1,077	59%				
26 Insurance & Bonds	1,750					1,750	1,285	465	73%				
41 Departmental Supplies	250					250	-	250	0%	Stop signs			
45 Uniforms	500					500	-	500	0%	Reflective jackets and vests			
43 Auto Supplies (Gas & Oil)	-					-	-	-					
Total Police - Special Duty Crossing Guard	**39,903**	**-**	**-**	**-**	**-**	**39,903**	**22,720**	**17,183**	**57%**				
Total Police and Crossing Guards	**2,797,801**	**16,200**	**-**	**93,400**	**-**	**2,907,401**	**1,875,194**	**1,032,207**					
Dog Warden - 707	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
Contributions	1,600.00					1,600	-	1,600	0%	City passes along the dog tag fees to the County			
Total Dog Warden	**1,600.00**	**-**	**-**	**-**	**-**	**1,600**	**-**	**1,600**	**0%**				
Maintenance - 750	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
03 Salaries	263,643					263,643	174,593	89,050	66%	Promote Maintenance Supervisor to Director; increase in salary from $73,418 to $80,000, plus three (3) Maintenance Staff: $66,454, $49,995 and $42,064 plus 5.0% Merit and Holiday Supplement.			
04 FICA Tax Expense	21,091	400				21,491	14,145	7,346	66%	FICA @ 7.65%	Increase due to additional overtime allocation.		
05 Group Insurance	26,000			3,000		29,000	18,392	10,608	63%	Health, Dental, Vision, Life, Employee Assistance Program		Allowance for increase in health insurance.	
06 Retirement	23,728					23,728	16,280	7,448	69%	9% Employer Contribution			
08 Overtime		5,000		7,500		12,500	10,304	2,196	82%		Overtime allowance for maintenance employees.	Allowance for remaining OT in FY25.	
09 OPEB	7,909					7,909	3,219	4,690	41%	3% Deferred Compensation Employer Contribution			
11 Telephone	3,000					3,000	2,219	781	74%	Field staff equipped with cell phones			
13 Utilities	100,000			40,000		140,000	92,557	47,443	66%	Electric (street lights), water, sewer, and internet		Allowance for utilities expenses for the remainder of FY25.	
14 Travel Expense	1,500					1,500	-	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed			
15 R&M Buildings and Grounds	14,000	20,000			15,000	49,000	44,746	4,254	91%	General maintenance of city buildings.	Increase for elevator and HVAC repairs transfererd from capital outlay. This also includes repairs for Ortegas equipment per contract.		Increase for unexpected elevator and HVAC repairs.
16 R&M Equipment	15,000				(10,000)	5,000	709	4,291	14%	Regular maintenance of fleet equipment, primary expense is street sweeper repairs. We have a new leaf vacuum, so we don't have as much maintenance expense.			Transfer to 750-16 R&M Buildings & Grounds.
17 R&M Auto	7,000	3,000				10,000	4,208	5,792	42%	Regular maintenance of department vehicles.	Allocation for additional vehicle repair.		
19 R&M Bldg and Equip Rental	-					-	329	(329)		Equipment rented as required to maintain various city buildings.			
20 Advertising	-					-	-	-		Spring and Fall Cleanup. Additional city sponsored projects as required.			
21 Training & Education	-					-	-	-		Maintain certifications; other skill enhancement training as required/proposed			
22 Dues & Subscriptions	200	300				500	292	208	58%	Camera subscription and CDL License Fees	Additional allocation for CDL licenses.		
23 Professional Services	120	380				500	224	276	45%	CDL physicals	Additional allocation for CDL physicals.		
26 Insurance & Bonds	19,000					19,000	11,498	7,502	61%	Liability, Worker's Comp, Vehicle Insurance			
30 Contracted Services	50,000	5,000		(6,000)	15,000	64,000	48,610	15,390	76%	Trash Service, Box Rental Fees, Contractor for Tree Services, Snow Removal and Salt	Allowance for Happy Retreat Ash tree removal.	Transfer to 750-45 uniforms.	Increase for snow removal expenses.
41 Departmental Supplies	12,000	29,000			(9,000)	32,000	21,807	10,193	68%	General maintenance annual supplies.	$5000 for PPE and tree work tools. $9000 for street light replacement. $5000 for street signs and poles. $10,000 for Christmas wreaths transferred from Fairs/Festivals.		Transfer $5000 to 750-16 R&M Buildings & Grounds; $2000 to 750-45 Uniforms & $2000 to 750-30 Contracted services.
43 Auto Supplies (Gas, Oil & Tires)	23,000	5,000				28,000	14,488	13,512	52%	Other city vehicle maintenance.	$5000 tire expenses transferred from Capital Outlay.		
45 Uniforms	10,000	(5,000)		6,000	2,000	13,000	12,399	601	95%	Cintas service cost increase	Reduced due to termination of Cintas contract.	Allowance for purchase of new uniforms.	
53 Software/Tech	-					-	-	-			GoGov Work Order Software cost transferred from supplies.		
59 Capital Outlay	25,000	(25,000)				-	-	-		Elevator repairs, HVAC repairs, tires, various equipment.	$5000 transferred to Auto Supplies and $20,000 transferred to R&M Buildings and Grounds.		
Total Streets	**622,191**	**38,080**	**-**	**50,500**	**13,000**	**723,771**	**491,018**	**232,753**	**68%**				

DEPARTMENT LINE ITEMS										NOTES AND EXPLANATIONS			
Visitor's Center - 901	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
13 Utilities						-	-	-		Electric Service for Rouss Hall - moved to City Hall Utilities per State Auditor's budget			
15 R&M - Building & Grounds	-					-	-	-					
23 Professional Services	-					-	-	-					
30 Contracted Services	-					-	-	-					
41 Departmental Supplies	-					-	-	-					
66 Contributions	100,000					100,000	57,192	42,808	57%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center. Hotel/Motel Tax Revenue is trending 6% higher than FY24; primarily in August and January.			
Total Visitor's Center	**100,000**	**-**	**-**	**-**	**-**	**100,000**	**57,192**	**42,808**	**57%**				

Fairs/Festivals - 903	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
19 Bldg & Equipment Rental	-					-	-	-		No longer needed, we bought a generator.			
20 Advertising/Legal Publications	1,800	200				2,000	50	1,950	3%		Allowance for increase of Carlisle Ads costs.		
30 Contracted Services	30,000	6,000				36,000	5,018	30,982	14%	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($4,300), Signage ($2,000), Inflatables ($2,000), Labor ($2,100), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($1,000), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Labor ($700) **Halloween** Labor ($146) **Christmas Parade** Labor ($146)	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1500), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Gaming Trailer ($1,000)		
38 Refunds						-	85	(85)					
41 Departmental Supplies	25,000	(3,000)				22,000	6,696	15,304	30%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($325), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs **Christmas Wreaths - $3,000**	**WV Fest** Water/cups ($1,500), Sinage ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($2000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500) **Christmas Wreathes** - Transferred to Maintenance.		
52 Computer Software	1,300					1,300	-	1,300	0%	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.			
68 Contributions	4,000					4,000	4,025	(25)	101%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.			
Total Fairs/Festivals	**62,100**	**3,200**	**-**	**-**	**-**	**65,300**	**15,874**	**49,426**	**24%**				

Transfers - 960/698 SAO	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
01 Transfers to Capital Reserve - Repaving	130,000					130,000	96,018	33,982	74%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures			
02 Transfers to Capital Reserve - One Time Funding	659,452	3,055,000				3,714,452	3,714,452	-	100%	$659,452 Revenue/Loss Allowance	$3,055,000 for Jefferson Memorial Park pool.		
03 Transfers Out - Parks & Rec	120,000					120,000	77,192	42,808	64%	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.			
04 Transfers to Residual Fund		263,319				263,319	263,319	-	100%		Transfer to Residual Fund to build up Rainy Day savings.		
11 Transfers to Capital Reserve - Table Games	850,000					850,000	577,479	272,521	68%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.			
Total Transfers	**1,759,452**	**3,318,319**	**-**	**-**	**-**	**5,077,771**	**4,728,460**	**349,311**	**93%**				

General Government - 975	**FY25 Requested**		**Revision #2**	**Revision #3**	**Revision #4**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 Notes**
Contributions	-	-				-	-	-					
Total General Government	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**					
Total Expenses	**8,446,336**	**3,524,453**	**145,000**	**150,000**	**7,400**	**12,273,189**	**9,236,486**	**3,036,704**		**Provides for comparable year-over-year comparision of operating costs**			
Surplus or Deficit	**(0)**	**(0)**	**-**	**0**	**-**	**(0)**	**1,748,271**	**(1,748,271)**					

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: FY25
Fund: 1
Revision Number: 4
Pages: 1 of 1

City of Charles Town
GOVERNMENT ENTITY

101 E. Washington Street
STREET OR PO BOX

Charles Town | 25414
CITY | ZIP CODE

Municipality
Government Type

Person To Contact Regarding Request:
Name: Lori Nice
Phone: 304-724-3257
Fax:
Email: lnice@charlestownwv.us

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
367	Other Grants		7,400		7,400
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			7,400		

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
415	City Clerk	102,556	600		103,156
425	Enforcement Agency	164,034		20,000	144,034
436	Building Inspection	138,431	35,000		173,431
437	Planning & Zoning	411,990	37,400		449,390
440	City Hall	774,259	44,400		818,659
699	Contingencies*	142,973		103,000	39,973
750	Streets and Highways	710,771	13,000		723,771
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			7,400		

APPROVED BY THE STATE AUDITOR

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

AUTHORIZED SIGNATURE OF ENTITY

3/17/2025
APPROVAL DATE

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-294: FY2025 Capital Fund Revision #2

Proposed Motion: Move to approve the FY2025 Capital Fund Revision #2.

ATTACHMENTS:
- Capital Budget 2nd Revision.pdf

the city of Charles Town, WV

FY 2025 Capital Reserve Budget Revision #2

Approved : 08-05-2024

CAPITAL BUDGET REVENUES

REVENUES	*ENCUMBERED*	*COUNCIL APPROVED*	*REVISION 1 PROPOSAL*	*REVISION 2 PROPOSAL*	*FY 2025 CURRENT BUDGET*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 NOTES*
Capital Reserve Carryover		$ 4,881,215			$ 4,881,215	$ 4,881,215	$ -	100%	Carryover balance from FY2024 Capital Reserve - Improvement Budget.	
36800 Contributions from GF ($659,452 Revenue/Loss & $3,055,000 Pool)		$ 3,714,452			$ 3,714,452	$ 3,723,408	$ (8,956)	100%	Contributions from GF - $659,452 from Revenue/Loss and $3,055.000 from FY24 Carryover disignated for JMP Pool.	
33000 Developer Fees		$ 100,000			$ 100,000	$ 386,836	$ (286,836)	387%	Estimated based on FY2024 receipts	
36800 Contributios from GF - Lottery / Gaming Revenue		$ 850,000			$ 850,000	$ 581,900	$ 268,100	68%	All lottery/gaming revenue remitted to Charles Town gets XFRD to Capital Reserve from GenFund.	
38000 Interest on Bank Accounts & Other Sources		$ 60,000			$ 60,000	$ 24,676	$ 35,324	41%	Reveue from 3 diferent interest bearing checking accounts.	
TOTAL REVENUES	**$ -**	**$ 9,605,667**	**$ -**	**$ -**	**$ 9,605,667**	**$ 9,598,036**	**$ 7,631**	**100%**		

CAPITAL BUDGET EXPENSES

EXPENDITURES	*ENCUMBERED*	*COUNCIL APPROVED*	*REVISION 1 PROPOSAL*	*REVISION 2 PROPOSAL*	*FY 2025 CURRENT BUDGET*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 NOTES*
975 GENERAL GOVERNMENT										
975-23 General Government Professional Services - Capital Improvement Plan		$ 125,000			$ 125,000	$ -	$ 125,000	0%	Outsourcing costs to create a rigorous 5 year revolving capital improvement plan for all areas of the City.	
975-23 General Government Professional Services - Zoning & Subdivision Ordinance Overhaul	$ 100,000	$ 150,000			$ 150,000	$ -	$ 150,000	0%	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000.	
975-58 General Government Capital Outlay - Chairs for Staff		$ 10,000			$ 10,000	$ 14,053	$ (4,053)	141%	20 chairs for staff.	
975-58 General Government Capital Outlay - Rouss Hall Landlord buy back		$ 140,000			$ 140,000	$ -	$ 140,000	0%		
975-59 General Government Capital Outlay Technology - Computer Replacement		$ 25,000		$ 18,000	$ 43,000	$ 17,856	$ 25,144	42%	Computer replacement program for all General Government departments.	Allowance for additional computers that were purchased for new staff and out dated computers that were not functional.
975-59 GG Capital Outlay Technology - GovTech Software		$ 100,000			$ 100,000	$ -	$ 100,000	0%	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and Incode (except for the court module). Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement.	
975-59 General Government Capital Outlay Technology - Data Center Centralization		$ 120,000			$ 120,000	$ 122,152	$ (2,152)	102%		
975-59 General Governement Capital Outlay Technology - Payroll & Human Resource Onboarding Services Implementation Cost					$ -	$ -	$ -			
975-59 General Government Capital Outlay Technology - Zoom Room Equipment Upgrade		$ 5,790			$ 5,790	$ -	$ 5,790	0%		
TOTAL GENERAL GOVERNMENT	**$ 100,000**	**$ 675,790**	**$ -**	**$ 18,000**	**$ 693,790**	**$ 154,060**	**$ 539,730**	**22%**		

EXPENDITURES	*ENCUMBERED*	*COUNCIL APPROVED*	*REVISION 1 PROPOSAL*	*REVISION 2 PROPOSAL*	*FY 2025 CURRENT BUDGET*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 NOTES*
976 PUBLIC SAFETY										
975-60 General Government Capital Outlay Technology Police Department - Computer Replacement		$ 58,000		$ 7,050	$ 65,050	$ 65,022	$ 28	100%	20 computers with greater than 8gb of memory are needed to view body camera footage.	Allowance for additional computers that were purchased due to outdated computers that were not functional
976-59 Public Safety Capital Outlay Vehicles - Police Cars		$ 113,300			$ 113,300	$ 110,991	$ 2,309	98%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.	
976-60 Public Safety Capital Outlay Equipment - Officer Equipment		$ 57,000	$ -		$ 57,000	$ 57,170	$ (170)	100%	Funding requested: $3723 for 18 Monadnock batons and pouches and $53,107 for 18 tasers.	
976-60 Public Safety Capital Outlay Equipment - Traffic Safety Equipment		$ 44,700			$ 44,700	$ 44,699	$ 1	100%	Funding requested: $37,610 for 2 trailerable traffic signs; $1200 for 20 portable barricades; $2660 for 10 temporary signs and holders; $3230 for 100 traffic cones with lettering. This equipment will be jointly used with the maintancence department.	
976-62 Public Safety - Parking Meters		$ 5,100	$ 5,600		$ 10,700	$ 10,508	$ 192	98%	Routine replacement of a portion of the parking meters (24) in the downtown parking district.	
TOTAL PUBLIC SAFETY	**$ -**	**$ 278,100**	**$ 5,600**	**$ 7,050**	**$ 290,750**	**$ 288,390**	**$ 2,360**	**99%**		

EXPENDITURES	*ENCUMBERED*	*COUNCIL APPROVED*	*REVISION 1 PROPOSAL*	*REVISION 2 PROPOSAL*	*FY 2025 CURRENT BUDGET*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 NOTES*
977 STREETS & TRANSPORTATION										
977-57- Streets & Transportation Capital Outlay Buildings - Charles Washington Hall masonary tuck point repair		$ 12,000			$ 12,000	$ 8,800	$ 3,200	73%	Brick wall on George Street side is deteriorating.	
977-57 Streets & Transportation Capital Outlay Buildings - Replace City Hall rooftop AC units		$ 25,000			$ 25,000	$ -	$ 25,000	0%		
977-57 Streets & Transportation Capital Outlay Buildings - City Hall interior repair/maintenance		$ 60,500			$ 60,500	$ 4,069	$ 56,431	7%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency.	
977-57 Streets & Transportation Capital Outlay Buildings - City Hall roof replacement		$ 128,000			$ 128,000	$ 71,548	$ 56,452	56%	City Hall roof is over 20 years old and is failing.	
977-57 Streets & Transportation Capital Outlay Buildings - City Hall masonary tuck point repair		$ 35,000			$ 35,000	$ 1,600	$ 33,400	5%	Flues and chimneys on City Hall roof have not been addressed for many years.	
977-57 Streets & Transportation Capital Outlay Buildings - Maintenance office air conditioner		$ 7,000			$ 7,000	$ -	$ 7,000	0%	The current window unit does not keep up with the heat.	
977-57 Streets & Transportation Capital Outlay Buildings - New maintenance equipment building		$ 150,000			$ 150,000	$ -	$ 150,000	0%	Current building is maxed out on space.	
977-57 Streets & Transportation Capital Outlay Buildings - New/repair maintenance yard		$ 80,000			$ 80,000	$ -	$ 80,000	0%	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going.	
977-57 Streets & Transportation Capital Outlay Buildings - Rouss Hall roof repair					$ -	$ -	$ -		Rouss Hall roof is rusted. A low odor roof coating will protect the roof for another 10 years.	
977-58 Streets & Transportation Capital Outlay Other Improvements - Paving Path from bridge to road by the skate park		$ 5,000			$ 5,000	$ -	$ 5,000	0%	Connect the existing path on one side of the bridge to the other side.	
977-58 Streets & Transportation Capital Outlay Other Improvements - Happy Retreat & Stake Park Bridge		$ 100,000			$ 100,000	$ 16,000	$ 84,000	16%		
977-58 Streets & Transportation Capital Outlay Other Improvements - ADA sidewalks & stormwater drain for Lawrence/Congress		$ 60,000			$ 60,000	$ -	$ 60,000	0%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding.	
977-58 Streets & Transportation Capital Outlay Other Improvements -West End connector					$ -	$ -	$ -		Design and fund construction documents of Mordington Ave sidewalk from S George St to S West St. - pending grant.	
977-58 Streets & Transportation Capital Outlay Other Improvements - Flower planters	$ 5,000	$ 5,000			$ 5,000	$ 5,375	$ (375)	108%	2 year plan to install flower planters on Washington Street.	
977-58 Streets & Transportation Capital Outlay Other Improvements - Potter's Field		$ 115,000			$ 115,000	$ 40,480	$ 74,520	35%	Installation of Interpretative signs, fencing, monument and landscaping.	
977-59 Streets & Transportation Capital Outlay Equipment - Bucket Truck	$ 153,000	$ 37,000			$ 37,000	$ 15,000	$ 22,000	41%	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. This also includes a $20,000 allowance for purchase of Ranson's used truck to use in the interim. Epected expenditures in FY25 will be $20,000 used truck and $17,000 deposit for new truck. Leaving a FY26 encumberance of $153,000.	
977-59 Streets & Transportation Capital Outlay Equipment - Street line striper		$ 5,000			$ 5,000	$ 4,985	$ 15	100%	Current striper constantly needs repaired.	
977-59 Streets & Transportation Capital Outlay Equipment - Utility Vehicle		$ 25,000			$ 25,000	$ 21,431	$ 3,569	86%	Beneficial for events and watering flowers.	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Basic Stormwater Improvements			$ -		$ -	$ -	$ -		ACKNOWLEDGED IMPROVEMENT LOCATIONS - Install new sidewalk drain in 200 block of W. Washington (design completed - SW project); design improvements for 100 block of Shutter St; 400 block of S. Samuel, and culvert at 4th and Hunter	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Charles Street Flooding			$ -		$ -	$ -	$ -		Engineering costs to determine Charles Street flooding mitigation.	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Green Infrastructure Master Plan		$ 204,000			$ 204,000	$ -	$ 204,000	0%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year.	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Samuel St. Emergency Repair				$ 172,000	$ 172,000	$ 31,500	$ 140,500	18%		Allowance for stormwater emergency engineering and repair.
TOTAL STREETS & TRANSPORTATION	**$ 158,000**	**$ 1,053,500**	**$ -**	**$ 172,000**	**$ 1,225,500**	**$ 220,787**	**$ 1,004,713**	**18%**		

EXPENDITURES	*ENCUMBERED*	*COUNCIL APPROVED*	*REVISION 1 PROPOSAL*	*REVISION 2 PROPOSAL*	*FY 2025 CURRENT BUDGET*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 NOTES*
979 CULTURE & RECREATION										
979-56 Culture & Recreation Land - Depot Park Land Acquisition		$ 500,000	$ -		$ 500,000	$ 503,008	$ (3,008)	101%	Place holder for possible land acquisition from APUS for the Depot Park initiative.	
979-58 Culture & Recreation Other Improvements - Evitts Run Park Security Boundary		$ 13,500	$ -		$ 13,500	$ -	$ 13,500	0%	Install perimeter fence along Evitts Run to improve lack of security of City asset and protect park users.	
979-58 Culture & Recreation Other Improvements - Happy Retreat Ash Tree removal					$ -	$ -	$ -		These trees are a safety hazzard.	
979-58 Culture & Recreation Other Improvements - JMP Basketball Courts & Evits Run Resurfacing, Evits Run basketball court fence replacement, & 4 basketball hoops		$ 60,000			$ 60,000	$ 57,936	$ 2,064	97%		
979-58 Culture & Recreation Other Improvements - Safety Lighting		$ 10,000			$ 10,000	$ -	$ 10,000	0%		
979-58 Culture & Recreation Other Improvements - JMP Tennis Court ground penetrating radar		$ 20,000			$ 20,000	$ 4,900	$ 15,100	25%		
979-58 Culture & Recreation Other Improvements - Skate Park			$ -		$ -	$ -	$ -		Purchase and installation of mobile pump track. Finance Committee recommends including in CIP plan.	
979-58 Culture & Recreation Other Improvements - Skate Park Mural and benches		$ 40,000			$ 40,000	$ 18,847	$ 21,153	47%		
979-58 Culture & Recreation Other Improvements - Arts & Culture - Historical Signs		$ 20,000			$ 20,000	$ 2,694	$ 17,306	13%	Finance Committee recommends including in CIP plan.	
979-58 Culture & Recreation Other Improvements - Wayfinding signage - 3-year program	$ 100,000	$ 97,400	$ -		$ 97,400	$ -	$ 97,400	0%	CDD REQUEST $100K for wayfinding signage implementation phase 1 cost (3 years of phases) (request related to 2023 CTNOW ARPA Request)	
979-59 Culture & Recreation Equipment - JMP Slide		$ 14,200			$ 14,200	$ -	$ 14,200	0%		
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 775,100**	**$ -**		**$ 775,100**	**$ 587,385**	**$ 187,715**	**76%**		
Contingencies		$ 608,608	$ 1,595,400	$ (197,050)	$ 2,006,958	$ -	$ 2,006,958	0%		
Encumberances for Subsequent Years		$ 4,777,277	$ (1,601,000)		$ 3,176,277	$ -	$ 3,176,277	0%	Grant related projects FY2026 estimated at $4,419,277 less expected grant funding + $358,000 multi-year non grant related capital projects.	
Transfer to Grant Projects		$ 1,437,292			$ 1,437,292	$ -	$ 1,437,292	0%		
TOTAL EXPENSES	**$ 358,000**	**$ 9,605,667**	**$ -**	**$ -**	**$ 9,605,667**	**$ 1,250,622**	**$ 8,355,045**	**13%**		
REVENUES OVER EXPENSES		**$ -**	**$ -**	**$ -**	**$ -**	**$ 8,347,414**	**$ (8,347,414)**			

REPAVING BUDGET

REVENUES	*COUNCL APPROVED*	*REVISION 1 PROPOSAL*	*REVISION 2 PROPOSAL*	*FY 2025 CURRENT BUDGET*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
Repaving Carryover	$ 1,472,865			$ 1,472,865	$ 1,472,865	$ -	100%	Carryover balance from FY2024 Repaving Funds
36877 Contributions from GF - Repaving Fees	$ 130,000			$ 130,000	$ 109,056	$ 20,944	84%	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving
TOTAL REVENUES	**$ 1,602,865**	**$ -**	**$ -**	**$ 1,602,865**	**$ 1,581,921**	**$ 20,944**	**99%**	
EXPENDITURES	*COUNCL APPROVED*	*REVISION 1 PROPOSAL*	*REVISION 2 PROPOSAL*	*FY 2025 CURRENT BUDGET*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
977-60 Streets & Transportation Capital Outlay Street Paving	$ 300,000	$ -		$ 300,000	$ -	$ 300,000	0%	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**
977-60 Streets & Transportation Capital Outlay Street Paving - Paving Contingency	$ 1,302,865			$ 1,302,865	$ -	$ 1,302,865	0%	This contingency represents past income collected by CTUB earmarked for street paving.
TOTAL EXPENSES	**$ 1,602,865**	**$ -**	**$ -**	**$ 1,602,865**	**$ 3,163,841**	**$ 1,602,865**	**197%**	
REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ (1,581,921)**	**$ (1,581,921)**		

GRANT PROJECTS BUDGET										
	ENCUMBERED	COUNCL APPROVED	REVISION 1 PROPOSAL	REVISION 2 PROPOSAL	FY 2025 CURRENT BUDGET	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #2 NOTES
COPS GRANT										
Capital Reserve Carryover		$ 7,344			$ 7,344	$ 7,344	$ -	100%	City expense of equipment purchase after application of grant funds.	
36501 Federal Grant Revenue - COPS Grant		$ 71,706		$ 143,414	$ 215,120	$ 215,120	$ (0)	100%	PD Equipment Grant of $400K - $143,414 remaining balance for FY26 & FY27	COPS Grant expired earlier than we anticipated.
TOTAL REVENUES	**$ -**	**$ 79,050**	**$ -**	**$ 143,414**	**$ 222,464**	**$ 222,464**	**$ (0)**	**100%**		
976-59 Public Safety Capital Outlay Vehicles - Police Vehicle Upfit Costs		$ 79,050		$ 143,414	$ 222,464	$ 133,865	$ 88,599	60%	Funding requested: $79,050 for vehicle upfit equipment. $71,706 covered under DOJ COPS Equipment Grant. Note: $143,413 remaining balance for FY26 & FY27.	COPS Grant expired earlier than we anticipated.
TOTAL EXPENSES	**$ -**	**$ 79,050**	**$ -**	**$ 143,414**	**$ 222,464**	**$ 133,865**	**$ 88,599**	**60%**		
COPS GRANT REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 88,599**	**$ (88,599)**			

	ENCUMBERED	COUNCL APPROVED	REVISION 1 PROPOSAL	REVISION 2 PROPOSAL	FY 2025 CURRENT BUDGET	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	
AUGUSTINE AVENUE										
Capital Reserve Carryover	$ 426,000	$ 74,000			$ 74,000	$ 74,000	$ -	100%	$350,000 Capito Earmark match & $76,443 Liberty reallocation match. $41,378 expense to the City after receiving grant funds.	
36600 State Grant Revenue - 2023 WVDOH TAP-II grant Augustine Avenue Trail Construction - (Reallocation from Liberty)					$ -	$ -			76,443.50 Match Phase I Construction	
36600 State Grant Grant Revenue - WVDOH TAP-II grant Augustine Avenue Trail Construction - Phase I					$ -	$ -	$ -		Design grant expected to be complete by close of FY25; will include FY24 TAP grant on construction once award details concrete and City commits to project in FY24 ($560K grant with $140K match)	
36501 Federal Grant Revenue - CDS - Senator Capito Grant Augustine Avenue Trail Construction					$ -	$ -	$ -		Trail Completion	
TOTAL REVENUES	**$ 426,000**	**$ 74,000**	**$ -**	**$ -**	**$ 74,000**	**$ 74,000**	**$ -**	**100%**		
979-58 Culture & Recreation Other Improvements - Augustine Avenue Trail Construction - Construction Phase I		$ 74,000	$ -		$ 74,000	$ 14,719	$ 59,281	20%	Construction - Phase 1 (Total cost = $773,595 Grant = $560,000 - Funded through WVDOT; City Match = $140,000. Paid in FY24). 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	
979-58 Culture & Recreation Other Improvements - Augustine Avenue Trail Construction - Construction Phase II & III Encumberance for FY26 & FY27.	$ 426,000				$ -	$ -			CDS Grant = $1,400,000; City Match = $350,000, likely in FY 2026.	
TOTAL EXPENSES	**$ 426,000**	**$ 74,000**	**$ -**	**$ -**	**$ 74,000**	**$ 14,719**	**$ 59,281**	**20%**		
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 59,281**	**$ (59,281)**			

	ENCUMBERED	COUNCL APPROVED	REVISION 1 PROPOSAL	REVISION 2 PROPOSAL	FY 2025 CURRENT BUDGET	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	
LIBERTY STREET FLOODING MITIGATION										
Capital Reserve Carryover		$ 705,774			$ 705,774	$ 705,774	$ -	100%	FEMA match = $305,774	
TOTAL REVENUES		**$ 705,774**	**$ -**	**$ -**	**$ 705,774**	**$ 705,774**	**$ -**	**100%**		
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Liberty Street Flooding Mitigation - Phase I		$ 705,774	$ -		$ 705,774	$ 10,075	$ 695,699	1%	$750,000 Est Construction Cost - FEMA Match = $305,774; Chesapeake Match = 0.00	
TOTAL EXPENSES	**$ -**	**$ 705,774**	**$ -**	**$ -**	**$ 705,774**	**$ 10,075**	**$ 695,699**	**1%**		
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 695,699**	**$ (695,699)**			

	ENCUMBERED	COUNCL APPROVED	REVISION 1 PROPOSAL	REVISION 2 PROPOSAL	FY 2025 CURRENT BUDGET	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	
JEFFERSON MEMORIAL POOL										
Capital Reserve Carryover		$ 650,174			$ 650,174	$ 650,174	$ -	100%		
Pool House LWCF Grant		$ 250,000			$ 250,000	$ -	$ 250,000			
Pool LWCF Grant	$ 1,600,695					$ -	$ -			
Transfer from Capital	$ 2,392,582				$ -	$ -	$ -		Transfer from Capital Carryover	
TOTAL REVENUES	**$ 3,993,277**	**$ 900,174**	**$ -**	**$ -**	**$ 900,174**	**$ 650,174**	**$ 250,000**	**72%**		
979-58 Culture & Recreation Other Improvements - JMP Pool House Renovation-**Grant Expenditure**		$ 250,000	$ -		$ 250,000	$ -	$ 250,000	0%	Land & Water Conservation Grant for Pool House renovation = $250,00; City Match = $250,000 Total Pool renovation estimated at $4,893.451.	
979-58 Culture & Recreation Other Improvements- **City Expenditure**		$ 650,174			$ 650,174					
979-58 Culture & Recreation Other Improvements - JMP House Renovation-Grant Expenditure - **Grant Expenditure** for FY26	$ 1,600,695									
979-58 Culture & Recreation Other Improvements - JMP Pool Upgrade Encumbrance for FY26 - **City Expenditure**	$ 2,392,582		$ -		$ -	$ -	$ -		In support of identified LWCF grant funding expected to be required for FY2024. A FY2024 Congressional Directed Grant Funding request for $1,600,695 pends.	
TOTAL EXPENSES	**$ 3,993,277**	**$ 900,174**	**$ -**	**$ -**	**$ 900,174**	**$ -**	**$ 250,000**	**0%**		
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 650,174**	**$ -**			

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Initiator:

SCHEDULED

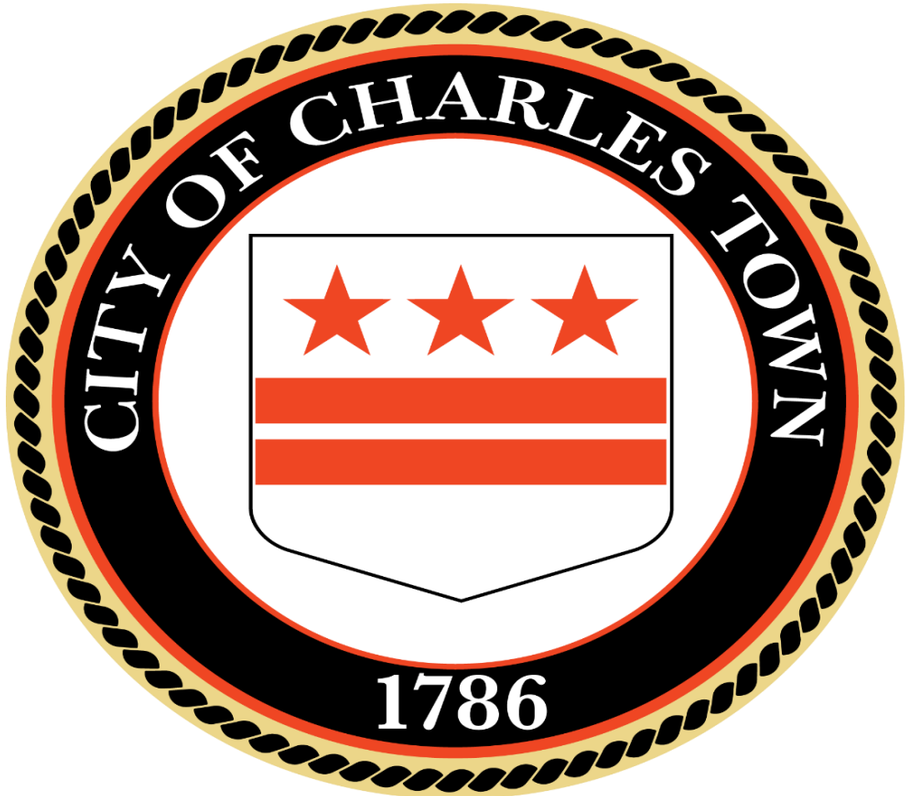
AGENDA ITEM (ID #)

2025-291: FY2026 General Fund Budget Approval

Proposed Motion: Move to approve the FY2026 General Fund Budget.

ATTACHMENTS:

- FY26 BUDGET.pdf
- FY 2026 Ad Valorem Documents.pdf



FY 2025-2026
General Fund Budget

(Includes 2.5% COLA & 2.5% Merit Salary Increases)

ACCOUNT		FY 2021 ACTUAL	FY2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL DEC 2024	FY 2025 APPROVED BUDGET	FY 2026 PROPOSED BUDGET	YEAR OVER YEAR CHANGES (%)	NOTES AND EXPLANATIONS
REVENUES										
30005	Unassigned Fund Balance (Carryover)	$ 511,291		-		4,724,453	1,200,000	750,000	-38%	Estimated carryover balance for fiscal year ending 2026.
30101	Taxes - Ad Valorem	$ 1,206,295	$ 1,259,467	1,312,504	1,543,130	1,014,525	1,688,544	1,852,020	10%	
30106	Supplemental Taxes	$ 25,751	$ 26,060	33,672	34,264	24,886	36,000	30,000	-17%	Property taxes owed from previous years, but paid in the current fiscal year.
30200	Interest as Penalty	$ 8,274	$ 8,708	9,130	8,165	8,568	10,000	8,000	-20%	
30300	Gas & Oil Severance Tax	$ 12,055	$ 37,978	50,094	66,792	24,053	33,000	30,000	-9%	5% severance tax on gross receipts at the well head of oil and natural gas.
30400	Utility Tax (2%)	$ 253,637	$ 246,745	261,234	296,074	161,046	200,000	250,000	25%	
30500	Business & Occupation (B&O) Tax	$ 743,099	$ 1,384,233	1,696,956	2,182,323	1,100,532	1,700,000	2,031,138	19%	Included estimated B&O receipts from HDL collections services.
30600	Liquor Tax	$ 19,986	$ 23,477	24,255	25,258	13,481	25,000	25,000	0%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.
30700	Animal Control Tax	$ 1,625	$ 1,617	1,642	1,698	1,582	1,600	1,600	0%	This is donated back to the county each year under Dog Warden.
30800	Hotel/Motel Tax	$ 127,208	$ 183,960	197,713	188,559	101,986	200,000	200,000	0%	4 traditional hotels (Turf Motel, Days Inn, TravelLodge, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, AirBnB, Hotel Tonight, Evolve Vacation Rental Network)
32000	Court Costs, Fees & Charges	$ 245,790	$ 244,667	250,521	289,931	126,877	260,000	260,000	0%	
32100	Parking Violation Penalties	$ 35,570	$ 37,590	38,138	76,948	18,531	40,000	40,000	0%	
32500	Business License Revenue	$ 22,018	$ 21,369	22,038	56,023	78,583	30,000	35,000	17%	
32600	Building Permit Fees	$ 159,301	$ 248,671	495,102	931,222	303,976	550,000	550,000	0%	Building activity increasing/expected to remain strong through FY2026 with new development projects on the horizon and increases in permit fee structure.
32800	Franchise Tax	$ 81,769	$ 79,800	74,230	66,559	31,979	75,000	65,000	-13%	Two Cable Franchisees
33000	International Registration Plan (IRP) Fees	$ 69,516	$ 69,604	70,232	84,735	31,953	70,000	70,000	0%	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions.
33900	Emergency Service Fee	$ 1,655	$ 1,672	1,719	1,878	681	1,700	1,700	0%	Revenue from utility bills for EMS (5 cents)
34000	Parks & Rec Fee	$ 1,655	$ 1,672	1,719	1,878	681	1,700	1,700	0%	Revenue from utility bills for parks and recreation (5 cents)
34200	Parking Meter Revenues	$ 48,990	$ 43,227	48,085	64,930	39,110	44,000	45,000	2%	Revenue from parking meters and parking permits including ParkMobile app.
34500	Rents & Concessions	$ 51,658	$ 49,111	33,947	53,875	46,107	60,000	60,000	0%	CTUB rental of 661 space ($30,000); CW Hall 1st floor rental ($30,000)
35300	Zoning Fee	$ 2,495	$ 26,410	28,456	25,727	10,393	17,000	20,000	18%	Zoning applications
35500	Street Improvement Fee	$ 129,103	$ 130,434	134,056	146,436	53,441	135,000	135,000	0%	Revenue from utility bills for street improvements ($4 per month)
36504	Federal Government Grants	$ 37,924	$ 14,490	-		-	41,667	291,667	600%	DOJ/COPS grant for additional police officer. $125,000 across 3 years. HUD Grant for Revive program $250,000
36600	State Government Grants	$ 5,940		-	82,562	2,970	-	-		
36700	Other Grants					1,329		-		
36900	Contributions from Other Funds - Sales Tax	$ 37,924		1,000,000	1,600,000	500,000	1,000,000	1,500,000	50%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets to cover BC debt). Quarterly sales tax distributions are averaging $450,000 or $1,800,000 annually.
37600	Gaming Income	$ 180,251	$ 260,183	262,630	245,213	115,417	250,000	250,000	0%	Gaming receipts average $19K to $23K per month.
37900	Gain/Loss - Sale of Fixed Assets	$ 3,266	$ 12,615	18,750		-	-	-		
38007	Interest Income (Operating Acct)	$ 11,662	$ 10,768	36,192	64,515	7,924	35,000	35,000	0%	
38100	Reimbursements	$ 120,283	$ 84,734	130,068	175,096	80,071	110,000	110,000	0%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.
38100	Lein Reimbursements									
38200	Refunds - Overpayments	$ 15,881	$ 3,844	100	8,101	1,420	400	500	25%	
38600	Insurance Claims	$ 6,509	$ 3,248	23,638	1,710	2,500	-	-		
39200	Property Rehabilitation	$ 200	$ 225	5,300	500	100	-	-		
38700	Filing Fees			300		-	325	300	-8%	Filing Fees Revenue - Election in FY25. $50.00 per person.
39700	Video Lottery	$ 617,964	$ 782,893	833,341	797,387	315,572	600,000	600,000	0%	Video lottery receipts average $13.4K to $22.2K per week.
39900	Misc Revenue	$ 650	$ 10,136	5,664	12,234	2,978	10,000	5,000	-50%	Yard waste stickers and fingerprints
39902	Special Events - WV Fest		$ 3,370	25,430	18,200	-	4,000	10,000	150%	
39903	Special Events - General	$ 8,778	$ 15,304	15,411	17,746	1,000	900	1,000	11%	Special activities fees
39904	Special Events - CW Hall	$ 3,600		-	5,250	3,800	8,500	5,000	-41%	
39907	Special Events - Car Show	$ 3,600	$ 868	-	-	10,240	7,000	5,000	-29%	Car show registration and sponsors.
TOTAL REVENUES		**$ 4,805,973**	**$ 5,329,152**	**7,143,235**	**9,174,920**	**8,962,744**	**8,446,336**	**9,274,625**	**10%**	

ACCOUNT	FY 2021 ACTUAL	FY2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL DEC 2024	FY 2025 APPROVED BUDGET	FY 2026 PROPOSED BUDGET	YEAR OVER YEAR CHANGES (%)	NOTES AND EXPLANATIONS
EXPENSES									
ECONOMIC DEVELOPMENT - 402									
03 Salaries	$ -			67,702	35,982	70,250	77,000	10%	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement.
04 FICA	$ -			5,179	2,753	5,374	6,200	15%	FICA @ 7.65%
05 Group Insurance	$ -			7,345	4,552	8,300	9,300	12%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	$ -			5,573	3,524	6,322	7,000	11%	PERS II Employer Contribution 9%
09 OPEB	$ -			1,238	882	2,107	2,000	-5%	Deferred Compensation Employer Contribution 3%
11 Telephone	$ -			32	128	750	500	-33%	Cell phone
14 Travel	$ -			1,688	115	4,200	3,000	-29%	2 National Conferences; airfare, lodging, per-diem
20 Advertising/Legal Publications	$ -				24	-	500		
21 Training & Education	$ -					-			$2,500 rolled under City Manager's office.
22 Dues & Subscriptions	$ -			564	513	2,000	2,000	0%	IEDC Membership, Survey Subscription, Adobe subscription
23 Professional Services	$ -					1,000	1,000	0%	Engineering Services
26 Insurance and Bonds	$ -			4,097	1,935	5,000	5,000	0%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
30 Contracted Services				1,285			1,000		
41 Departmental Supplies	$ -			-	674	3,000	3,000	0%	Promotional items for events and City marketing and other departmental supplies.
43 Auto Supplies	$ -			-		-			Under Maintenance budget
TOTAL ECONOMIC DEVELOPMENT	**$ -**		**-**	**94,703**	**51,082**	**108,303**	**117,500**	**8%**	
MAYOR'S OFFICE - 409									
01 Salary	$ 4,800	$ 12,500	12,500	12,500	6,250	12,500	12,500	0%	Mayor's Salary
04 FICA Tax Expense	$ 367	$ 956	956	956	478	1,000	1,000	0%	
11 Telephone	$ -		-			-			
14 Travel Expense	$ 177	$ 1,681	881			2,000	2,000	0%	WV Municipal League
20 Advertising/Legal Publication	$ 105		-			-			
21 Training & Education	$ -	$ 270	284			1,000	1,000	0%	
22 Dues & Subscriptions		$ 300							
26 Insurance & Bonds	$ 453	$ 911	871	819	450	1,000	1,000	0%	
41 Departmental Supplies	$ 8	$ 2,109	65	727	36	500	500	0%	$453.00 - Ceremonial Keys to the City and Coins
68 Community Contributions	$ -	$ -	-	-	696	2,000	2,000	0%	
TOTAL MAYOR'S OFFICE	**$ 5,911**	**$ 18,728**	**15,556**	**15,002**	**7,910**	**20,000**	**20,000**	**0%**	
COUNCIL - 410									
01 Salaries	$ 19,200	$ 33,967	34,800	39,167	19,792	40,000	40,000	0%	Eight Council Members at $5,000 annual salary
04 FICA Tax Expense	$ 1,469	$ 2,598	2,662	2,996	1,514	3,100	3,100	0%	
14 Travel Expense	$ 356	$ 462	1,956	4,568		4,800	4,800	0%	Conferences
20 Advertising	$ 439		-			-			
21 Training & Education	$ -	$ 3,125	2,128	3,850	1,849	3,200	3,200	0%	WV Municipal League Conference Registration ($450 per registration)
26 Insurance & Bonds	$ -	$ 2,376	2,425	2,622	1,440	3,200	3,200	0%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
41 Departmental Supplies	$ 1,587	$ 1,017	549	291	68	700	700	0%	
TOTAL COUNCIL	**$ 23,051**	**$ 43,545**	**44,520**	**53,494**	**24,663**	**55,000**	**55,000**	**0%**	

ACCOUNT	FY 2021 ACTUAL	FY2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL DEC 2024	FY 2025 APPROVED BUDGET	FY 2026 PROPOSED BUDGET	YEAR OVER YEAR CHANGES (%)	NOTES AND EXPLANATIONS
CITY MANAGER - 412									
03 Salaries	$ 155,536	$ 143,763	233,724	171,205	90,455	180,000	215,000	19%	City Manager & Deputy City Clerk Salary, 2.5% Merit and Holiday Supplement (Includes $5000 travel allowance for new City Manager.)
04 FICA Tax Expense	$ 11,990	$ 10,907	16,041	12,179	6,965	14,400	17,500	22%	FICA Tax @ 7.65%
05 Group Insurance	$ 11,133	$ 7,706	5,616	6,417	1,074	2,000	20,000	900%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	$ 15,422	$ 14,525	12,145	12,842	8,096	16,200	19,000	17%	9% Employer Contribution PERS I and II
08 Overtime					588		1,200		
09 OPEB	$ 1,632	$ 731	1,846	4,247	2,381	5,400	6,500	20%	3% Employer Contribution Deferred Compensation plan
11 Telephone	$ 647	$ 330	205	373	168	520	550	6%	Mobile phone service
14 Travel Expense	$ -	$ 4,138	5,701	2,063		1,500	1,500	0%	WVML Trip, City Clerk Election Training
20 Advertising	$ 47	$ 2,244	1,761			-	2,000		
21 Training & Education	$ 454	$ 438	-		2,149	20,000	20,000	0%	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500
22 Dues & Subscriptions	$ 1,097	$ 1,194	180	127		1,000	1,000	0%	Adobe subscriptions. ICMA and WVML Fees.
23 Professional Services	$ 113	$ 524	1,510	453		-	500		Background checks for City Manager candidates.
26 Insurance & Bonds	$ 23,719	$ 13,722	12,066	26,692	6,836	15,000	15,000	0%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
30 Contracted Services		$ 25							
41 Departmental Supplies	$ -	$ 169	572	950	72	750	750	0%	Misc. Office Supplies
43 Auto Supplies (Gas & Oil)	$ 992	$ 70	-	-		-			Gas is covered under travel expenses.
TOTAL CITY MANAGER	**$ 222,782**	**$ 200,485**	**291,366**	**237,549**	**118,784**	**256,770**	**320,500**	**25%**	

ACCOUNT	FY 2021 ACTUAL	FY2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL DEC 2024	FY 2025 APPROVED BUDGET	FY 2026 PROPOSED BUDGET	YEAR OVER YEAR CHANGES (%)	NOTES AND EXPLANATIONS
TREASURER - 413									
03 Salaries	$ 130,750	$ 147,319	159,457	290,217	107,520	235,000	260,000	11%	Director of Finance, Accounting Clerk I, Accounting Clerk II, Accounting Clerk III salaries, 2.5% merit, and holiday supplements.
04 FICA Tax Expense	$ 10,084	$ 11,188	12,473	14,628	8,369	18,800	22,000	17%	FICA Tax @ 7.65%
05 Group Insurance		$ 20,522	21,986	22,824	17,514	25,000	21,000	-16%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	$ 12,355	$ 14,208	14,795	14,097	9,637	21,150	24,000	13%	9% Employer Contribution PERS I and II
08 Overtime					1,874		3,500		
09 OPEB	$ 12,952	$ 2,207	3,499	3,064	2,937	7,050	8,000	13%	3% Employer Contribution Deferred Compensation plan
11 Telephone	$ 2,720		-	256	128	500	-	-100%	Director of Finance Cell Phone
12 Printing	$ -		-			-	-		
14 Travel Expense	$ -		-		745	4,000	1,500	-63%	Director & Acct. Clerk III - WV Government Finance Officers Association Training
18 Postage	$ 26		-			-			Transfer cost to City Hall and Pitney Bowes machine.
20 Advertising/Legal Pubs	$ 880	$ 1,172	1,280	2,269	947	2,000	2,500	25%	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.
21 Training & Education	$ 563	$ 288	1,585			-	-		$4,000 Rolled into City Manager's budget
22 Dues & Subscriptions	$ 345	$ 191	382	422		800	500	-38%	Adobe subscription for Director & Accounting Clerk III
23 Professional Services	$ -	$ 1,151	1,900	3,190	2,989	2,500	2,500	0%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)
24 Audit Costs	$ 34,270	$ 64,200	41,700	25,500	17,400	42,000	42,000	0%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit
26 Insurance & Bonds	$ 14,171	$ 10,872	10,555	14,212	7,851	15,000	15,000	0%	General Liability, Worker's Compensation, Umbrella
30 Contracted Services	$ -		-	771	170	25,000	25,000	0%	Tyler Technologies - Incode Annual License Fee
30 B&O Collections - Contracted Services					82,513		75,000		
38 Refunds				450	138,416		10,000		
41 Departmental Supplies	$ 420	$ 1,295	738	337	1,116	2,000	1,500	-25%	Misc. Office Supplies
TOTAL TREASURER	**$ 219,537**	**$ 274,612**	**270,351**	**392,236**	**400,125**	**400,800**	**514,000**	**28%**	
COURT CLERK - 415									
03 Salaries	$ 48,700	$ 54,252	53,404	60,384	31,730	62,000	67,000	8%	Court Clerk Salary, 2.5% merit, and holiday supplement
04 FICA	$ 3,755	$ 4,121	4,085	4,657	2,457	4,960	5,500	11%	FICA Tax @ 7.65%
05 Group Insurance	$ 10,302	$ 11,120	10,990	15,717	9,179	12,529	19,000	52%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	$ 4,813	$ 5,245	4,868	4,967	2,842	5,580	6,000	8%	9% Employer Contribution PERS I and II
08 Overtime					388		1,200		
09 OPEB	$ 1,632	$ 894	1,656	1,130	816	1,860	2,000	8%	3% Employer Contribution Deferred Compensation plan
14 Travel	$ -	$ 268	-	329	380	500	500	0%	Court Clerk training and Election training
18 Postage			-		35	-	100		
20 Advertising/Legal Publications	$ 390	$ 440	465			700		-100%	
21 Training & Education	$ 350	$ 555	540	789		-			$500 transferred to City Manager's budget. WVML training and Election training.
22 Dues & Subscriptions	$ -		-			-			
23 Professional Services	$ -		-			-			
26 Insurance & Bonds	$ 4,446	$ 4,479	3,904	3,887	2,191	4,500	4,500	0%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella
30 Contracted Services	$ -	$ 25	25		25	25	25	0%	Flu shot
41 Departmental Supplies	$ 1,106	$ 423	536	114	35	600	600	0%	Ink cartridges, paper stock
TOTAL COURT CLERK	**$ 75,493**	**$ 81,822**	**80,473**	**91,974**	**50,077**	**93,254**	**106,425**	**14%**	

ACCOUNT	FY 2021 ACTUAL	FY2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL DEC 2024	FY 2025 APPROVED BUDGET	FY 2026 PROPOSED BUDGET	YEAR OVER YEAR CHANGES (%)	NOTES AND EXPLANATIONS
POLICE JUDGES - 416									
03 Salaries	$ 8,390	$ 19,382	24,397	24,362	14,274	32,000	32,000	0%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; extra $2k for special judge, and holiday suppliments.
04 FICA	$ 642	$ 1,483	1,866	1,864	1,092	2,400	2,400	0%	
14 Travel	$ -		-			500	500	0%	WV State mandated annual training for magistrates & judges
21 Training & Education	$ -		-		240	1,000	1,000	0%	WV State mandated annual training for magistrates & judges
22 Dues and Subscriptions	$ -		-			100	100	0%	
23 Professional Services	$ 14,788	$ 1,558	-			1,000	1,000	0%	
26 Insurance & Bonds	$ 1,128	$ 1,607	2,230	2,098	1,152	2,500	2,500	0%	
41 Departmental Supplies	$ -	$ -		-		-			
TOTAL POLICE JUDGES	**$ 24,947**	**$ 24,029**	**28,493**	**28,323**	**16,758**	**39,500**	**39,500**	**0%**	
CITY ATTORNEY - 417									
03 Salaries	$ -		-		52,465		160,000		Attorney salary plus 2.5% merit and holiday supplement.
04 FICA	$ -		-		4,014		13,000		FICA @ 7.65%
05 Group Insurance	$ -		-		659		1,000		Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	$ -		-		4,327		15,000		PERS II Employer Contribution 9%
09 OPEB	$ -		-		1,558		6,000		Deferred Compensation Employer Contribution 3%
11 Telephone	$ -		-		52		250		
14 Travel	$ -		-				1,000		Travel allowance for various trainings.
20 Advertising/Legal Publications	$ -		-						Allowance for legal publications.
21 Training & Education	$ -		-						Rolled under City Manager's office.
22 Dues & Subscriptions	$ -		-				5,100		Allowance for legal subscriptions and memberships. Bar license and legal research database subscription.
23 Professional Services	$ -	$ 212,494	200,505	216,114	23,531	225,000	50,000	-78%	Cost for outside legal council.
26 Insurance and Bonds	$ -	$ -	-		374		12,000		
41 Departmental Supplies	$ -	$ -	-		59		1,000		
TOTAL CITY ATTORNEY		**$ 212,494**	**200,505**		**87,038**	**225,000**	**264,350**	**17%**	
ENFORCEMENT AGENCY - 425									
03 Salaries	$ -		-	47,174	28,287	56,000	61000	9%	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance.
04 FICA	$ -		-	3,572	2,164	4,284	4,900	14%	FICA @ 7.65% of Salary
05 Group Insurance	$ -		-	767	4,147	1,140	9000	689%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	$ -		-	3,845	2,456	5,040	5,400	7%	PERS II Employer Contribution 9%
09 OPEB	$ -		-	493	992	1,680	2,500	49%	457(b) Deferred Compensation Employer Contribution (3%)
11 Telephone	$ -		-	1,006	1,890	750	500	-33%	
14 Travel	$ -		-	323		3,000	3,000	0%	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas
18 Postage	$ -		-	110	1,224	1,000	1,500	50%	Certified Mailings
20 Advertising/Legal Publications	$ -		-	45		1,000	500	-50%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.
21 Training & Education	$ -		-	2,448		-			$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)
22 Dues & Subscriptions	$ -		-		285	1,000	1,000	0%	ICC Membership ($160/yr)
26 Insurance and Bonds	$ -		-	3,196	1,773	3,800	4,000	5%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
30 Contracted Services	$ -		-	13,761		71,100	25,000	-65%	Kimley-Horn Engineering Services
30 Nuisance Properties-Contracted Services					12,788		45,000		Nuisance Properties cleanup and demos.
30 Nuisance Properties Relocation - Contracted Services							5,000		Nuisance Properties housing relacation.
41 Departmental Supplies	$ -		-	978	2,434	3,000	2,000	-33%	Building safety month supplies and code books
43 Auto Supplies	$ -		-	-		-			Under Maintenance budget
45 Uniforms							2,000		Jackets & shirts.
TOTAL ENFORCEMENT AGENCY	**$ -**		**-**	**77,718**	**58,441**	**152,794**	**172,300**	**13%**	
REGIONAL DEVELOPMENT AUTHORITY - 435									
22 Dues & Subscriptions	$ 1,946	$ 1,946	3,524	5,336	6,142	6,600	11,500	74%	Region 9 Assessment - Fees are going up
TOTAL REGIONAL DEVELOPMENT AUTHORITY	**$ 1,946**	**$ 1,946**	**3,524**	**5,336**	**6,142**	**6,600**	**11,500**	**74%**	
Total City Administration	**976,395**	**857,661**	**1,510,842**	**918,617**	**1,157,963**	**1,936,931**	**2,297,075**		

ACCOUNT	FY 2021 ACTUAL	FY2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL DEC 2024	FY 2025 APPROVED BUDGET	FY 2026 PROPOSED BUDGET	YEAR OVER YEAR CHANGES (%)	NOTES AND EXPLANATIONS
BUILDING INSPECTIONS - 436									
03 Salaries	$ 34,953	$ 36,286	24,658	79,427	24,807	82,300	88,000	7%	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance.
04 FICA	$ 2,694	$ 2,755	1,886	6,076	1,898	6,295	7000	11%	FICA @ 7.65% of Salary
05 Group Insurance	$ 64	$ 62	56	1,361	384	1,650	1,500	-9%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	$ 3,466	$ 3,559	2,053	6,517	2,066	7,100	8,000	13%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods
09 OPEB	$ -		-	1,448	491	1,575	3,000	90%	457(b) Deferred Comp Employer Contribution (3%). $60.53 per pay period * 26 pay periods
11 Telephone	$ 542	$ 344	81	1,621	337	1,010	1,000	-1%	Two lines; one is a hot spot. One is a cell phone.
14 Travel	$ -		-	1,816	823	3,000	3,000	0%	National ICC Conference; airfare, lodging, meals, gas
17 R&M Auto	$ -		-		-	-			Under Maintenance budget
18 Postage	$ 239		-	95		1,000	1,000	0%	Certified mailings for property Notice of Violations
20 Advertising/Legal Publications	$ 239		-	1,216	1,278	500	1,000	100%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.
21 Training & Education	$ -		-		-	-			$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.
22 Dues & Subscriptions	$ -		-		665	1,000	1,000	0%	ICC membership dues; WICA subscription
23 Professional Services	$ -		-	11,315	84,700	10,000	50,000	400%	To cover expenses associated with inspections; compliance.
26 Insurance & Bonds	$ 3,779	$ 2,747	2,432	4,838	2,678	6,000	6,000	0%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
30 Contracted Services				4,800					
41 Departmental Supplies	$ -	$ -	462	488	2,252	3,000	2,000	-33%	Building safety month supplies and code books.
43 Auto Supplies	$ -	$ -	-	-		-			Under Maintenance budget
45 Uniforms							2,000		Jackets & shirts.
TOTAL BUILDING INSPECTIONS	**$ 46,214**	**$ 45,753**	**31,628**	**121,018**	**122,379**	**124,430**	**174,500**	**40%**	
PLANNING & ZONING - 437									
03 Salaries	$ 200,950	$ 184,321	268,224	227,402	124,065	243,000	345,000	42%	Assistant City Manager/Director of Community Development, City Planner/Zoning/Subdiv Administrator, Permit Tech, and Planner salaries, 2.5% merit, and holiday supplements.
04 FICA	$ 15,519	$ 13,862	21,319	18,314	9,562	19,000	30,000	58%	FICA @ 7.65% of Salary
05 Group Insurance	$ 28,177	$ 26,131	26,391	25,699	10,557	31,000	50,000	61%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	$ 19,574	$ 17,955	24,203	18,491	10,832	23,085	32,000	39%	PERS II Employer Contribution (9%)
08 Overtime					932		1,500		
09 OPEB	$ 6,256	$ 3,397	6,543	3,758	2,241	7,290	10,000	37%	457(b) Deferred Comp Employer Contribution (3%).
11 Telephone	$ 648	$ 290	106	143	73	250	250	0%	Director's department cell phone
14 Travel	$ -	$ 1,671	4,053	1,091		8,000	8,000	0%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Wendy - MGO Conference
18 Postage	$ 43	$ 904	856	59		1,000	1,000	0%	Certified Mailings; Legal notices, yard sign postings
20 Advertising/Legal Publications	$ 2,174	$ 1,026	3,594	4,204	387	4,500	4,500	0%	Advertising of BZA and public hearings for P/C meetings; hearing placards
21 Training & Education	$ 1,284	$ 895	1,899	2,139		-			$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration amount $3,500; Leaders
22 Dues & Subscriptions	$ 1,643	$ 2,200	4,908	2,282	405	3,000	3,000	0%	AICP Membership; Wendy ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.
23 Professional Services	$ -	$ 2,650	2,627		17	5,000	5000	0%	GIS Aerial imagery, Background Checks
26 Insurance & Bonds	$ 10,392	$ 14,989	19,313	13,766	7,643	20,000	20,000	0%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
30 Contracted Services	$ 16,738	$ 29,661	38,156	29,533	25,401	30,000	44,000	47%	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;
31 Contracted Services - Tree Board	$ 4,463	$ 6,152	1,696	531		2,000		-100%	To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.
38 Refunds					339		1,000		
41 Departmental Supplies	$ 1,540	$ 5,023	4,717	3,749	2,048	4,000	4,000	0%	Public hearing signs, office supplies, promotional supplies
53 Computer Software / Tech	$ -	$ -	-	-	4,399	9,000	10,000	11%	MyPermit Now Monthly Fees
TOTAL PLANNING & ZONING	**$ 309,401**	**$ 311,127**	**428,605**	**351,161**	**198,901**	**410,125**	**569,250**	**39%**	
Total City Bldg Inspection, P&Z, and Enforcement Agency	**$ 355,615**	**$ 356,881**	**$ 460,233**	**$ 549,897**	**$ 379,721**	**$ 687,349**	**$ 916,050**		

ACCOUNT	FY 2021 ACTUAL	FY2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL DEC 2024	FY 2025 APPROVED BUDGET	FY 2026 PROPOSED BUDGET	YEAR OVER YEAR CHANGES (%)	NOTES AND EXPLANATIONS
ELECTIONS - 438									
12 Printing	$ 2,590		-		-	3,000			
20 Advertising/Legal Publications			199		-	500			Publish ballot multiple times
23 Professional Services	$ 370				-	-			
30 Contracted Services	$ 4,490		4,340		-	5,000			Poll workers for early voting and day of election.
41 Departmental Supplies	$ 1,874		2,158		-	2,000			Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers
TOTAL ELECTIONS	**$ 9,325**		**6,697**		**-**	**10,500**	**-**	**-100%**	
CITY HALL - 440									
3 Salaries	$ -	$ 165,745	102,390	68,795	48,154	95,000	103,000	8%	Director of Operations Salary, 2.5% merit, and holiday supplement
4 FICA Taxes	$ -	$ 13,039	8,598	5,265	3,684	7,600	8,300	9%	FICA @ 7.65%
5 Group Insurance	$ -	$ 22,361	14,123	11,617	9,706	16,500	20,000	21%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
6 Retirement	$ -	$ 15,855	10,101	5,557	4,285	9,500	9,000	-5%	9% Employer Contribution
9 OPEB	$ -	$ 1,788	3,128	1,836	1,602	2,000	4,000	100%	3% Deferred Compensation Employer Contribution
11 Telephone	$ 19,544	$ 21,391	21,708	24,571	9,693	18,000	20,000	11%	WebEx Phone Services ($5,000), Internet Service ($3,600), Cell phone - Director ($400), Rouss Hall Elevator & Fire Alarm Phone Service ($4,000), CWH Fire Alarm Phone Service ($1,000).
13 Utilities	$ 18,861	$ 20,682	20,038	36,573	16,820	26,200	40,000	53%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer, CWH Electric
14 Travel Expense	$ 948	$ 316	517		370	2,000	2,000	0%	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD
15 Repair & Main. Bldg & Grounds	$ 948	$ 1,097	9,202	7,009	1,412	12,000	10000	-17%	Elevator Services and City Hall maintenance.
16 CH Repair & Maint Equip.				762					
18 Postage	$ 2,063	$ 2,982	2,561	1,858	1,524	3,500	4,000	14%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection. Reflects increase in postage.
19 Bldg & Equipment Rental	$ 184,296	$ 245,810	244,756	251,889	132,185	250,000	250,000	0%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer
20 Advertising/Legal Publications	5024.38	4900.09	3,820	5,064	1,805	5,000	4,000	-20%	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements
21 Training & Education		$ 600	300	145	-	-			$2,000 transferred to City Manager's budget
22 Dues & Subscriptions	$ 3,276	$ 6,193	3,010	2,913	483	3,500	3,500	0%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)
23 Professional Services	$ 383	$ 3,150	2,813	6,761	11,467	25,000	25,000	0%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.
26 Insurance & Bonds	$ 4,626	$ 12,759	11,155	9,919	11,801	17,000	15,000	-12%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial
30 Contracted Services	$ 59,821	$ 58,942	68,021	136,634	109,819	181,404	287,000	58%	Sustainable Strategies (Grant Consultant, Matt Ward) - $60,000 ($5,000 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $50,000 Payroll Processing Base Fees - $4,000 ADP Software Recurring Annual Fee - $20,000 Tek Advisors - $150,000 per year.
32 Bank Charges	$ 5,211	$ 16,684	24,728	55,758	12,406	29,000	15,000	-48%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees
37 Other Fees/Taxes	561.01	1223.91	1,337	1,005	-	1,500	1,500	0%	Late fees
41 Departmental Supplies	9536.92	9028.84	8,951	14,517	6,405	12,000	12,000	0%	
43 CH Auto Supplies (Gas/Oil)				84					
53 Computer Software / Tech		0	9,982	25,163	11,763	15,000	15,000	0%	City Sonic Wall Annual License - $1,700 Clearcaster Annual License - $1,700 Granicus Annual License - $9,500 - Agenda management,Online training, Audio/Visual software for livestreaming meetings VEEAM Annual Maintenance - $600.00 Zoom Fees - $1,500 per year
TOTAL CITY HALL	**$ 402,728**		**576,054**		**395,384**	**731,704**	**848,300**	**16%**	

ACCOUNT	FY 2021 ACTUAL	FY2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL DEC 2024	FY 2025 APPROVED BUDGET	FY 2026 PROPOSED BUDGET	YEAR OVER YEAR CHANGES (%)	NOTES AND EXPLANATIONS
CONTRIBUTIONS/TRANSFERS - 444									
68 Contributions - Community Partnership Grants	$ 60,000		92,268			60,000	100,000	67%	Citizens Fire Co. $10,000; Independent Fire Co. $10,000; Library $20,000; Jef. Co. Com. Ministries $10,000; and EPTA $50,000.
68 Community Grants						-			
68 Contributions - Revive Grant	$ -		-			20,000	270,000	1250%	HUD Grant for Revive! Program. $250,000 with additional $20,000 support from City funds.
68 Contributions - Façade Improvement Program	$ 5,000		-			15,000	15,000	0%	
68 Contributions - Homeless Solutions	$ 25,000		-		13,902	25,000	25,000	0%	County Homelessness position funding commitment
68 Contributions - Sidewalk Improvement Program	$ 6,193		-			15,000	15,000	0%	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest
TOTAL CONTRIBUTIONS/TRANSFERS	**$ 96,193**		**92,268**		**13,902**	**135,000**	**425,000**	**215%**	
PARKING - 571									
03 Salaries	$ 32,404	$ 35,000	31,586	37,959	12,808	41,614	46,000	11%	Parking Enforcement Officer salary, contingency, 2.5% merit, holiday supplement, and clothing allowance
04 FICA Tax Expense	$ 2,529	$ 2,656	2,416	2,904	993	3,300	3,700	12%	FICA @ 7.65%
05 Group Insurance	$ 10,218	$ 11,026	8,232	7,776	251	9,300	750	-92%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement Expense	$ 3,178	$ 3,349	2,814	2,933	1,263	3,600	4,000	11%	9% Employer Retirement Contribution
08 Overtime					170		1,000		
09 OPEB	$ 1,632	$ 894	990	1,014	408	1,400	1,500	7%	3% Deferred Compensation Employer Contribution
13 Utilities	$ 1,013	$ 1,024	1,099	876	750	1,200	1,400	17%	Electric Service
16 Repair & Main - Equipment	$ 2,689		-			3,000	1,000	-67%	Parking meter repairs and maintenance
18 Postage	$ 13	$ 116	126	136	8	500	500	0%	
19 Bldg & Equipment Rental	$ 1,700	$ 1,700	1,700			1,000	500	-50%	
20 Advertising / Legal Publications			1,271			500	500	0%	
26 Insurance & Bonds	$ 3,779	$ 2,614	2,376	2,366	1,313	3,000	3,000	0%	Prof Liability, Umbrella, Automobile, Worker's Comp
30 Contracted Services			-		500	500	500	0%	
41 Departmental Supplies	$ 3,943	$ 1,866	3,515	5,048	2,185	5,000	5,000	0%	Office Supplies, Batteries, Handheld Printer Paper
43 Auto Supplies (Gas/Oil)				203			500		
45 Uniforms		$ -	1,906	400	991	500	500	0%	Jacket, Uniform Shirt, Patches, Badge, etc.
53 Computer Software/Tech		$ -	-	-		4,000	4,000	0%	United Public Safety/T2 Annual Fees
TOTAL PARKING	**$ 63,099**	**$ 60,246**	**58,031**	**61,615**	**21,639**	**78,414**	**74,350**	**-5%**	
CONTINGENCIES - 699									
Other Contributions	$ -	$ 26,420	-			254,996	288,000	13%	Placeholder for $50,000 for emergency snow costs. $250,000 for unexpected cost throughout the year. (SAO caps this amount at 10% of receipts.)
TOTAL CONTINGENCIES	**$ -**		**-**		**-**	**254,996**	**288,000**	**13%**	

ACCOUNT	FY 2021 ACTUAL	FY2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL DEC 2024	FY 2025 APPROVED BUDGET	FY 2026 PROPOSED BUDGET	YEAR OVER YEAR CHANGES (%)	NOTES AND EXPLANATIONS
POLICE DEPARTMENT - 700									
03 Salaries	$ 1,159,197	$ 1,245,783	1,226,018	1,429,210	740,339	1,532,798	1,640,000	7%	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. (5) Patrolman, (3) Patrolman First Class, (4) Corporals, (3) Sergeants, (2) Lieutenants, (1) Captain (Held by Chief), (1) Chief. (3) Administrative personnel.
04 FICA	$ 30,883	$ 31,510	32,225	50,374	41,991	50,000	110,000	120%	FICA Tax at 7.65%
05 Group Insurance	$ 122,807	$ 128,536	115,935	173,988	108,352	180,000	289,000	61%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	$ 133,818	$ 128,644	119,464	126,182	71,046	140,000	145,000	4%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)
07 Police Pension	$ 69,661	$ 57,558	58,937	60,115	21,781	64,000	30,000	-53%	Legacy CTPD Retirement System
08 Overtime	$ 75,805	$ 98,992	117,090	155,599	119,426	150,000	160,000	7%	Shift coverage, late arrest/call out, special events, school events, court, etc.
09 OPEB	$ 25,568	$ 13,444	38,560	33,972	22,580	48,000	60,000	25%	457(b) Deferred Compensation 3%
11 Telephone	$ 44,278	$ 45,955	45,307	45,372	11,721	48,500	48,500	0%	(4) department cell phones, MiFi/Craddle Points, for CAD in police vehicles, Internet, etc.
13 Utilities	$ 41,490	$ 40,453	32,937	59,945	22,737	48,000	48,000	0%	Electric and Internet Service, increase in FY25.
14 Travel	$ 2,023	$ 4,387	2,712	1,249	1,623	4,000	4,000	0%	Training, Conferences,etc.
15 R&M Building & Grounds	$ 1,841	$ 3,650	534	1,418	358	2,200	2,500	14%	Lights, Paint, Air Filters, Electrical supplies, Batteries
16 R&M Equipment	$ 517	$ 275	-	2,525	4,398	2,500	5,000	100%	Generator Service
17 R&M Auto	$ 31,962	$ 32,642	39,438	33,241	16,016	45,000	50,000	11%	Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, tire install/rotation, etc.
18 Postage	$ 832	$ 925	1,208	1,250	394	1,300	1,300	0%	Stamps, USPS Certified Mail, UPS/Fedex, etc.
19 Building & Equipment Rental	$ 66,503	$ 97,452	97,488	96,701	41,201	100,000	100,000	0%	
20 Advertising/Legal Publications	$ 5,127	$ 5,438	5,022	5,172	2,328	5,600	5,500	-2%	New Hire Ads 3-6 ads in local paper
21 Training & Education	$ 12,315	$ 16,490	14,425	14,208	2,827	20,000	20,000	0%	WVSP Academy, 16 hours in-service/8 supervisor hours.
22 Dues & Subscriptions	$ 3,979	$ 3,857	638	5,055	963	2,000	2,000	0%	WVCOP Dues, IACP, SRO, Journal
23 Professional Services	$ 2,975	$ 11,397	550	1,412	1,956	6,500	5,000	-23%	Polygraph Exams, Psychological exam, Physical Exams, Diagnostic Imaging
26 Insurance & Bonds	$ 107,700	$ 100,832	90,545	92,798	49,979	105,000	110,000	5%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance
30 Contracted Services	$ 38,471	$ 40,094	42,208	51,022	11,124	48,000	48,000	0%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.
37 Other Fees & Taxes	$ 18,760		200	200		250	250	0%	661 George St. Ambulance Fees
41 Departmental Supplies	$ 18,760	$ 16,712	18,012	24,028	14,265	40,000	40,000	0%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery
43 Auto Supplies	$ 46,219	$ 59,083	53,950	54,158	30,057	65,000	65,000	0%	Gas, oil changes and tires for Police Vehicles
45 Uniforms	$ 5,985	$ 11,364	11,051	14,302	7,363	20,000	30,000	50%	Class A, BDU, duty gear, insignia, bullistic vest, coats, etc.
53 Computer Software/Tech	$ -	$ 6,628	16,074	68,127	22,742	29,000	29,000	0%	CAD Motorola, Guardian Tracking, Police One Academy, Powerdms, VCS, Motorola Solutions (Watch Guard System), Revize (Website).
TOTAL POLICE DEPARTMENT	**$ 2,067,485**	**$ 2,202,628**	**2,180,528**	**2,601,624**	**1,367,564**	**2,757,898**	**3,048,050**	**11%**	
POLICE-SPECIAL DUTY CROSSING GUARDS - 704	**FY 21 Actual**		**FY23 Actual**		**FY 2025 YTD Actual**	**FY25 Approved Budget**		**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	$ 18,346	$ 22,209	26,208	28,866	15,112	34,803	35,000	1%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA. Holiday supplements.
04 FICA Tax Expense	$ 1,615	$ 1,699	2,005	2,208	1,156	2,600	2,600	0%	
26 Insurance & Bonds	$ -	$ 1,735	1,556	1,550	908	1,750	1,750	0%	
41 Departmental Supplies	$ 1,841	$ 45	492			250	250	0%	Stop signs
45 Uniforms	$ -	$ 61	125	109		500	500	0%	Reflective jackets and vests
43 Auto Supplies (Gas & Oil)	$ 25	$ -		-	-	-			
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**$ 21,827**	**$ 25,749**	**30,386**	**32,733**	**17,176**	**39,903**	**40,100**	**0%**	
Total Police and Crossing Guards	**$ 2,089,312**	**$ 2,228,376**	**$ 2,210,915**	**$ 2,634,358**	**$ 1,384,739**	**$ 2,797,801**	**$ 3,088,150**		

ACCOUNT	FY 2021 ACTUAL	FY2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL DEC 2024	FY 2025 APPROVED BUDGET	FY 2026 PROPOSED BUDGET	YEAR OVER YEAR CHANGES (%)	NOTES AND EXPLANATIONS
DOG WARDEN - 707									
Contributions	$ 1,625	$ 1,617	-			1,600.00	1,600	0%	City passes along the dog tag fees to the County
TOTAL DOG WARDEN	**$ 1,625**	**$ 1,617**	**-**		**-**	**1,600.00**	**1,600**	0%	
MAINTENANCE - 750									
03 Salaries	$ 197,739	$ 214,784	223,135	247,895	125,353	263,643	330,000	25%	Director and (4) Maintenance Staff salaries, 2.5% merit, holiday supplements, clothing allowances and contingency for CDL, Playground Inspection, and ASE certifications.
04 FICA Tax Expense	$ 18,094	$ 16,028	17,070	18,964	10,112	21,091	27,000	28%	FICA @ 7.65%
05 Group Insurance	$ 31,789	$ 18,250	17,594	24,580	14,166	26,000	47,000	81%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	$ 22,954	$ 20,461	20,091	20,406	11,535	23,728	29,000	22%	9% Employer Contribution
08 Overtime					6,826		20,000		
09 OPEB	$ 5,984	$ 1,887	4,644	3,669	2,362	7,909	8,000	1%	3% Deferred Compensation Employer Contribution
11 Telephone	$ 3,879	$ 2,125	1,363	1,998	1,905	3,000	3,000	0%	Field staff equipped with cell phones
13 Utilities	$ 92,702	$ 94,982	100,137	91,197	70,920	100,000	15,000	-85%	Maintenance building electric, water, sewer, and internet
14 Travel Expense	$ -		-	155		1,500	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed
15 R&M Buildings and Grounds	$ 13,550	$ 9,353	7,970	4,294	24,038	14,000	55,000	293%	General maintenance of city buildings.
16 R&M Equipment	$ 10,400	$ 16,886	24,217	6,853	514	15,000	15,000	0%	Regular maintenance of fleet equipment, primary expense is street sweeper repairs. We have a new leaf vacuum, so we don't have as much maintenance expense.
17 R&M Auto	$ 9,966	$ 4,400	5,406	6,463	4,168	7,000	10,000	43%	Regular maintenance of department and City vehicles
18 Postage				127					
19 R&M Bldg and Equip Rental	$ -		-		329	-	1,000		Equipment rented as required to maintain various city buildings.
20 Advertising	$ 358		-	65		-	500		Spring and Fall Cleanup. Additional city sponsored projects as required.
21 Training & Education	$ 169	$ 1,050	-	400		-	2,500		Maintain certifications; other skill enhancement training as required/proposed. CDL, Playground Inspection, ASE.
22 Dues & Subscriptions	$ 191	$ 188	138		292	200	500	150%	Camera subscription and CDL License Fees
23 Professional Services	$ -		220	1,027	104	120	500	317%	CDL physicals
26 Insurance & Bonds	$ 18,757	$ 16,890	14,891	15,526	7,900	19,000	19,000	0%	Liability, Worker's Comp, Vehicle Insurance
30 Contracted Services	$ 67,297	$ 39,170	36,776	61,585	20,557	50,000	60,000	20%	Trash Service, Box Rental Fees, Tree Services ($12,000), Snow Removal and Salt
41 Departmental Supplies	$ 10,290	$ 22,272	6,072	9,082	21,417	12,000	35,000	192%	General maintenance annual supplies. Christmas decorations, and light poles.
43 Auto Supplies (Gas, Oil & Tires)	$ -	$ 24,333	22,289	21,323	12,540	23,000	25,000	9%	Gas, oil changes and tires for maintenance and City vehicles.
45 Uniforms	$ 14,720	$ 8,400	9,862	12,941	9,941	10,000	5,000	-50%	
53 Software/Tech		$ -	-	-		-			
59 Capital Outlay						24,999			
TOTAL MAINTENANCE	**$ 518,838**	**$ 511,458**	**511,876**	**548,551**	**344,978**	**622,190**	**709,500**	**14%**	
STREET LIGHTS - 751									
13 Utilities							130,000		Street lights electric.
TOTAL STREET LIGHTS							**130,000**		
PARKS & RECREATION - 900									
03 Salaries							77,000		Deputy Director of P&R salary, 2.5% merit, and holiday supplement
04 FICA Tax Expense							6,200		FICA @ 7.65%
05 Group Insurance							20,000		Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement							7,000		9% Employer Contribution
09 OPEB							1,300		3% Deferred Compensation Employer Contribution
TOTAL PARKS & RECREATION							**111,500**		
VISITOR'S CENTER - 901									
66 Contributions	$ 63,724	$ 85,900	93,571	99,855	43,939	100,000	100,000	0%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center.
TOTAL VISITOR'S CENTER	**$ 67,239**	**$ 89,559**	**97,955**	**103,312**	**43,939**	**100,000**	**100,000**	0%	

ACCOUNT	FY 2021 ACTUAL	FY2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL DEC 2024	FY 2025 APPROVED BUDGET	FY 2026 PROPOSED BUDGET	YEAR OVER YEAR CHANGES (%)	NOTES AND EXPLANATIONS
FAIRS/FESTIVALS - 903									
20 Advertising/Legal Publications	$ 798	$ 1,566	1,447	1,456	50	1,800	2,000	11%	
30 Contracted Services	$ 3,058	$ 10,830	18,644	29,373	5,018	30,000	36,000	20%	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1,500), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Gaming Trailer ($1,000)
38 Refunds					85		100		
41 Departmental Supplies	$ 3,259	$ 13,212	14,558	28,813	6,696	25,000	25,000	0%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300), Signage ($1,500) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($2,000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500)
52 Computer Software			-			1,300	1,300	0%	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.
68 Contributions	$ -	$ 2,700	3,300	3,300	3,300	4,000	4,000	0%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.
TOTAL FAIRS/FESTIVALS	**$ 7,115**	**$ 28,309**	**37,949**	**62,942**	**15,149**	**62,100**	**68,400**	**10%**	
TRANSFERS - 960/698 SAO									
01 Transfers to Capital Reserve - Repaving	$ 140,348	$ 129,567	133,401	120,367	67,856	130,000	135,000	4%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures
02 Transfers to Capital Reserve - One Time Funding			-		3,714,452	659,455		-100%	
03 Transfers Out - Parks & Rec	$ 106,224	$ 128,400	135,071	141,355	63,939	120,000	120,000	0%	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.
04 Transfers to Residual Fund				1,368	263,319				
11 Transfers to Capital Reserve - Table Games	$ 781,704	$ 1,068,975	1,095,521	2,519,459	371,927	850,000	810,000	-5%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.
TOTAL TRANSFERS	**$ 1,028,276**	**$ 1,326,941**	**1,363,994**	**2,782,548**	**4,481,493**	**1,759,455**	**1,065,000**	**-39%**	
TOTAL EXPENSES	**5,213,032**	**5,461,048**	**6,350,761**	**7,661,839**	**7,843,523**	**8,446,336**	**9,274,625**		
REVENUES OVER EXPENSES	$ (407,059)	$ (131,896)	$ 792,474	$ 1,513,081	$ 1,119,221	(0)	$ -		

STC 12:40 (01/02)

CERTIFICATE OF VALUATION

City of Charles Town (Levying Body) — **Jefferson** (County)

TO: **Municipal Clerk or Recorder**
(County Commission President, School Board Secretary or Municipal Clerk or Recorder)

The undersigned Assessor and County Clerk of said County do hereby certify the assessed value of the various classes of real estate, personal property and public utility property for the assessment year **2025**

	Column A Assessed Value Including Back Tax And New Property (Total)	Column B All Other Exempt Value (excluding P U)	Column C Gross Assessed (Col A Plus Col B) (County Classification Purposes Only)	Column D Homestead Exempt Value	Column E Assessed Valuation For Tax Purposes (w/o Homestead & Exempt) (Col A Minus Col D)
Class I					
Personal Property			0		0
Public Utility Property			0		0
Total Class I	0	0	0		0
Class II					
Real Estate	473,677,620		473,677,620	6,020,000	467,657,620
Personal Property			0		0
Total Class II	473,677,620	0	473,677,620	6,020,000	467,657,620
Class III					
Real Estate			0		0
Personal Property			0		0
Public Utility Property			0		0
Total Class III	0	0	0		0
Class IV					
Real Estate	153,197,300	85,131,400	238,328,700		153,197,300
Personal Property	38,838,600		38,838,600		38,838,600
Public Utility Property	13,986,846		13,986,846		13,986,846
Total Class IV	206,022,746	85,131,400	291,154,146		206,022,746
TOTAL FOR LEVYING BODY	679,700,366	85,131,400	764,831,766	6,020,000	673,680,366

Given under our hands this 27 day of February, 2025

Jacqueline C Shadle
County Clerk

Angela K. Banks
Assessor

NOTE: The above certificate must be in the hands of the levying body no later than March 3. (Section 6, Article 3, Chapter 11, Code of 1931, as amended.) The Assessor is required to certify the valuation of real estate and personal property and the County Clerk is required to certify the value of public utility property as assessed by the Board of Public Works. This certificate contains the assessed value of industrial and natural resources property calculated and provided by the Tax Commissioner, and included as provided by state law.

When completed, submit original copy to the levying body, printed copy to the Department of Tax and Revenue, Property Tax Division, P.O. Box 2389, Charleston, WV 25328-2389, emailed copy to the State Auditor's Office @lgs@wvsao.gov, retain a printed copy for your office file. Only a printed copy of the Board of Education page should be forwarded to the State Department of Education.

Original signed copy - Levying Body
Photocopy - Tax Dept.
Photocopy - Auditor's Office
Photocopy - Retain
Photocopy - Board of Ed. Only - State Dept. of Education

ROLL BACK (REV 2002)

ASSESSED VALUES FOR CALCULATING REDUCED (ROLLED BACK) LEVY RATES

City of Charles Town (Levying Body) — **Jefferson** (County)

TO: **Municipal Clerk or Recorder**
(County Commission President, School Board Secretary or Municipal Clerk or Recorder)

The undersigned Assessor and County Clerk of said County, do hereby certify the assessed value of the various classes of real estate, personal property and public utility property FOR THE CALCULATION OF THE REDUCED (ROLLED BAC LEVY RATE for the assessment year 2025

	Column A Assessed Valuation For Tax Purposes (w/o Homestead & Exempt)	Column B New Property and Back Tax Property (Excluding TIF)	Column C TIF Tax Incremental Financing V alue	Column D Assessed Valuation For Tax Purposes Minus New Property, Back Tax Property & TI Col A Minus Col B and C
Class I				
Personal Property	0			0
Public Utility Property	0	0	0	0
Total Class I	0	0	0	0
Class II				
Real Estate	467,657,620	35,866,600		431,791,020
Personal Property	0			0
Total Class II	467,657,620	35,866,600	0	431,791,020
Class III				
Real Estate	0			0
Personal Property	0			0
Public Utility Property	0			0
Total Class III	0	0	0	0
Class IV				
Real Estate	153,197,300	3,194,000		150,003,300
Personal Property	38,838,600	724,512		38,114,088
Public Utility Property	13,986,846	5,517,933		8,468,913
Total Class IV	206,022,746	9,436,445	0	196,586,301
TOTAL FOR LEVYING BODY	673,680,366	45,303,045	0	628,377,321

Given under our hands this 27 day of February, 2025

Jacqueline C. Wade
County Clerk

Angela R. Banks
Assessor

The valuations above do not include values attributable to back-tax property, homestead property, new construction and improvements or new personal property.

THE VALUATIONS ARE TO BE USED ONLY FOR THE CALCULATION OF A REDUCED LEVY RATE as required by W.Va. Code § 11-8-6e and 6f. This rate must be applied to the CERTIFICATE OF VALUATIONS (enclosed) for budgeting purposes. These values, like the Certificate of Valuation, are to be in the hands of the levying body not later than March 3.

Print on **BLUE** paper - Levying Body
Photocopy - Tax Dept.
Photocopy - Auditor's Office
Photocopy - Retain
Photocopy -
Board of Ed. Only - State Dept. of Education

When completed, submit blue copy to the levying body, photocopy to the Department of Tax and Revenue, Property Tax Division, P.O. Box 2389, Charleston, WV 25328-2389, photocopy to the State Auditor's Office, email at lgs@wvsao.gov and retain a photocopy for your office file. Only a photocopy of the Board of Ed. page should be forwarded to the State Dept. of Education.

MUNICIPALITY OF CHARLES TOWN, WEST VIRGINIA
CERTIFICATE OF VALUATION
2025 - 2026

	Column A Assessed Value Including Back Tax And New Property	Column B All Other Exempt Value	Column C Gross Assessed	Column D Homestead Exempt Value	Column E Assessed Valuation For Tax Purposes
Class I					
Personal Property	$ 0	$ 0	$ 0		$ 0
Public Utility	0	0	0		0
Total Class I	$ 0	$ 0	$ 0		$ 0
Class II					
Real Estate	$ N/A	$ N/A	$ N/A	$ N/A	$ 467,657,620
Personal Property	N/A	N/A	N/A	N/A	
Total Class II	$	$	$	$	$ 467,657,620
Class IV					
Real Estate	$ N/A	$ N/A	$ N/A		$ 153,197,300
Personal Property	N/A	N/A	N/A		38,838,600
Public Utility	N/A	N/A	N/A		13,986,846
Total Class IV	$	$	$		$ 206,022,746
TOTAL FOR LEVYING BODY	$	$	$	$	$ 673,680,366

MUNICIPALITY OF CHARLES TOWN, WEST VIRGINIA
ASSESSED VALUES FOR CALCULATING REDUCED (ROLL BACK) LEVY RATES
2025 - 2026

	Column A Assessed Valuation For Tax Purposes	Column B New Property Back Tax Property	Column C TIF Tax Incremental Financing Value	Column D Assessed Valuation For Tax Purposes Minus New Property Back Tax Property & Tif
Class I				
Personal Property	$ 0	$ 0	$ 0	$ 0
Public Utility	0	0	0	0
Total Class I	$ 0	$ 0	$ 0	$ 0
Class II				
Real Estate	$ N/A	$ N/A	$	$ 431,791,020
Personal Property	N/A	N/A		
Total Class II	$	$	$ 0	$ 431,791,020
Class IV				
Real Estate	$ N/A	$ N/A	$	$ 150,003,300
Personal Property	N/A	N/A		38,114,088
Public Utility	N/A	N/A		8,468,913
Total Class IV	$	$	$ 0	$ 196,586,301
TOTAL FOR LEVYING BODY	$	$	$ 0	$ 628,377,321

MUNICIPALITY OF CHARLES TOWN, WEST VIRGINIA
SUPPLEMENTAL INFORMATION FOR THE BUDGET
2025 - 2026

Percentage approved for Assessor	1.85%
Percentage for Delinquencies and Exonerations	3.00%
Percentage for Tax Discounts	2.50%
2024 - 2025 Total Projected Tax Revenue (Before Deductions)	1,819,055

(2024 - 2025 Total Projected Revenue from 'Rate & Levy page' calculation BEFORE Tax Discounts, Delinquencies, & Assessor's Percentages - found in your 2024 - 2025 budget information)

MUNICIPALITY OF CHARLES TOWN, WEST VIRGINIA
CALCULATING REDUCED LEVY RATE
2025 - 2026

CLASS		ROLL BACK VALUE (Column D)		WEIGHTING		WEIGHTED ASSESSED VALUE
Class I	$	0	X	0.01	=	$ 0
Class 2		431,791,020	X	0.02	=	8,635,820
Class 4		196,586,301	X	0.04	=	7,863,452
Total All Classes	$	628,377,321		(Total WAV)		$ 16,499,272

Previous year's projected tax revenue	X	101% + % for Assessor	1.85%			
	$	1,819,055	102.85%	%	$	1,870,898

Divide by the **TOTAL WEIGHTED ASSESSED VALUE (Total WAV)**
(use 4 decimal places here) $ **0.1134**

The result of this division is then multiplied x 100 **(use 2 decimal places here)**
and this will = the Class 1 Levy Rate in cents per $100 of assessed value **11.34**

The Class 2, 3, and 4 Levy Rates are determined by multiplying the Class I Rate as follows:

Class 1 Rate	11.34	¢	X 2	=	**Class 2 Rate:** 22.68
Class 1 Rate	11.34	¢	X 4	=	**Class 3 & 4 Rate:** 45.36

DO NOT USE RATES IN EXCESS OF 2 DECIMAL PLACES

ASSESSED VALUE (TOTAL WAV) USE 4 DECIMAL POINTS HERE 0.1134

Maximum Class 1 Levy Rate WITHOUT a public hearing. 11.34

Maximum Class 1 Levy Rate WITH a public hearing. 12.33

MUNICIPALITY OF CHARLES TOWN, WEST VIRGINIA
LEVY PAGE
REGULAR CURRENT EXPENSE LEVY
2025 - 2026

Current Year	Column E Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/$100	Taxes Levied
Class I			
Personal Property	$ 0	11.34	$ 0
Public Utility	0		0
Total Class I	$ 0		$ 0
Class II			
Real Estate	$ 467,657,620	22.68	$ 1,060,647
Personal Property	0		0
Total Class II	$ 467,657,620		$ 1,060,647
Class IV			
Real Estate	$ 153,197,300	45.36	$ 694,903
Personal Property	38,838,600		176,172
Public Utility	13,986,846		63,444
Total Class IV	$ 206,022,746		$ 934,519
Total Value & Projected Revenue	$ **673,680,366**		$ **1,995,166**
Less Delinquencies, Exonerations & Uncollectable Taxes		3.00%	59,855
Less Tax Discounts (use Total Proj. Rev. Less Delinquencies to calculate)		2.50%	48,383
Less Allowance for Tax Increment Financing if Applicable - see worksheet (Subtracted from regular current expense taxes levied only)		.....	0
Total Projected Property Tax Collection		.....	**1,886,928**
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		**1.85%**	34,908
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes (Amount carries to #301-01 on GF REV tab)		.....	$ **1,852,020**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-292: FY2026 Coal Severance Budget Approval

Proposed Motion: Move to approve the FY2026 Coal Severance Budget.

ATTACHMENTS:
- FY26 Budget Worksheet - Coal Severance.pdf

the city of Charles Town, WV

FY 2026 COAL SEVERANCE BUDGET

REVENUES	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET REV 1	FY25 ACTUALS THRU 2/28/2025	FY26 PROPOSED	FY 25 NOTES
Carryover	$ 94,112	$ 155,792	$ 155,792	$ 174,388	$ 170,000	
Coal Severance	$ 32,261	$ 20,783	$ 20,000	$ 18,596	$ 20,000	Coal Severance distribution is averaging $5000 a quarter.
Interest						
Total Revenues	**$ 126,373**	**$ 176,574**	**$ 175,792**	**$ 192,984**	**$ 190,000**	
DEPARTMENT LINE ITEMS						
Parks and Recreation					**Proposed**	**Notes and Explanations**
Parks and Recreation - Capital	$ -	$ -	$ 175,792	$ -	$ 190,000	Saving funds for new pool/splash pad or other park amenity
Total Parks and Recreation	**$ -**	**$ -**	**$ 175,792**	**$ -**	**$ 190,000**	
Surplus	**$ 126,373**	**$ 176,574**	**$ -**	**$ 192,984**	**$ -**	

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-296: Budget Request for Recruiting Services for the City Manager Hire

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-323: Report from Sustainable Strategies DC on Current Grants and Potential Funding Opportunities Including Congressionally Directed Grants.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-335: Charles Town Tree Board Update

The Tree Board will present on their 2024 accomplishments and their 2025 Master Plan.

ATTACHMENTS:

- Budget draft I.pdf
- Tree Board Accomplishments 2024-2025.pdf
- Master Tree Board Plan Final 2025.pdf
- Ord. 2020.011 - Article 1104 Trees.pdf
- 2023 Tree City Application.pdf
- 2024 Tree City Application.pdf
- Tree City Application PrintScreen.pdf

Charles Town Tree Board 2025-2026 Budget

Materials

Trees (Multiply number of trees 10 by the average cost per tree $250.) $ 2,500

Seeds $300

Stakes $250, soil $250, mulch $200, fertilizer $200- $900

Pesticides/herbicides $200

Computer inventory software $

Administrative and public education materials (paper, copies, brochures, educational books) $ 200

Equipment Skid steer auger $1,000

Pruning tools (3x $79Felco pruners) $237

handsaws & pole saws $380

Trucks/aerial lifts, backhoe/front-end loader,

Spray equipment pump, reel hose and tank $ 850

Equipment rental (types stump grinder $1000/week $1,000

Other Personal Protection Equipment for stay $500

Equipment and material subtotal $ 7,867

Services (tree removal contractors) $5,000

Memberships (Tree City USA & TACF) $55

Total $12,922

Tree Board anticipates the purchase of equipment annually depending upon budget and grant funds over the next three years: Skid steer auger $1,000, stump grinder attachment $3,000, Wood chipper $7,500-8,50, chain saws $2-3 at $800= $2,400. Dedicated trailer for water tank, pump and hose/reel for use in watering and mulch delivery for maintaining trees $1,500. Grant funds are often limited in the amount/cost of equipment and does not include chainsaws and stump grinders.

Tree Board anticipates the creation of a tree nursery in the coming fiscal year. Materials are estimated at $1,000 with volunteer time to assist in construction. Use of existing tanks and materials owned by City and use of shed building for water run-off can capture at maintenance yard anticipated.

Tree City USA required a minimum of $2.00 per capita budget to be established to be used for the planting, care and removal of city trees and the planning efforts to make those things happen. The 2020 census shows the City population at 6,534 or a budget requirement of $13,068.

Tree Board anticipates volunteer hours but all such hours for 2024 were used to offset the Demonstration grant funds received from the State of West Virginia.

2024-2025 Tree Board Accomplishments

1. Pollinator garden installed at Skate Park- $1,000 grant funds, cost of additional soil $250,City staff clearing of land 2.5 hours with tractor and volunteer time 8 people at 5 hours. The remaining area still needs finished with additional work and planting of wildflowers planned for Spring 2025.

2. Secured tree canopy/inventory data from Jefferson County and transferred into City GIS software. Project to update inventory (2019) in progress with estimates for the work outstanding.

3. Cacapon planting at Evitts Run Park & Skate Park Spring 2024. Planted 25 trees (free to City with 10-12 volunteers at 3 hours each. Amore drove personal vehicle top pick up trees and planting supplies from Inwood. Rental of auger with City staff to drill holes. Watering of trees done by Tree Board members with 5 gallon buckets for two months following planting.

4. Demonstration grant of up to $12,000 for removal of Bradford Pear trees and replacement. Viking Tree Service contracted to remove 5 Bradford Pear Trees along East Washington St on City right of way. Removal and stump grinding done by Viking. 5 large trees (3 Sunset Maples and 2 Plaint Sycamores) purchased and replanted. All of the Tree Board volunteer hours were used to offset the entire expenditure of $7,400.00.

5. Arbor Day Tree event on North Charles in conjunction with Panhandle Landscaping and Succulent Gardens. Community events, educational information and free trees to participants. Volunteer hours.

6. Arbor Day Tree Planting Spring of 2024.

7. BMP Private sale of trees of Charles Town residents in conjunction with Cacapon Institute. 44 trees purchased by 14 residents for planting in Charles Town. Staff and volunteers picked up trees in Inwood and delivered them to residents in Fall of 2024.

8. Creation of Tree Board brochure for dissemination at events and inclusion in Charles Town Welcome basket.

9. Participated in Earth Grounds Street Festival with educational materials and painting event for community members. Volunteer hours.

10. Cacapon planting at Willingham Knolls Fall of 2024. Planted 25 trees (free to City with 8-10 volunteers at 3 hours each. Amore drove personal vehicle top pick up trees and planting supplies from Inwood. Rental of auger with City staff to drill holes.

11. Secured riparian planting of 100 trees along Evitts Run Park. Prior to planting, cleared invasive species along Evitts Run with multiple volunteers over two weekends.

12. Secured riparian planting of 510 trees along a tributary of Evitts Run at Willingham Knolls Park. Prior to planting, cleared invasive species along run with multiple volunteers over two weekends and City staff with rented bushhog.

13. Private sale of trees of Charles Town residents in conjunction with Cacapon Institute. 153 trees purchased by residents for planting in Charles Town. Staff and volunteers picked up trees in Inwood and delivered them to residents in Spring of 2025. The Tree Board will need to rent a truck to pick up this large volume of trees from Inwood.

14. In process of securing software through the Arbor Day Foundation that will provide a portal for city residents to purchase discounted trees for use on private lands in town. This software will provide for a list of trees, the costs associated with the trees, mapping of the planting location (with data points for shade/elect5ricity savings, water runoff and carbon capture). These data points can be exported into our existing GIS mapping software to start to track trees located on private properties.

15. Projects anticipated in 2025-2026:

    a. Creation of nursery to receive and grow out saplings for use in out City as well as for sale to residents;
    b. Use of our tree waste to create mulch for use in planting new trees, mulching existing trees and potentially for sale to City residents;
    c. Creation of pollinator gardens/slope stabilization under the utility lines at the Skate Park;
    d. Tree canopy and inventory of our City Trees, and including tracking of trees on private properties;
    e. Establishment of tree maintenance programs for newly planted trees, (includes mulching, watering, trimming and protection), trimming/pruning of existing trees, removal of dead or damaged trees;
    f. Purchase of personal protective gear, equipment and supplies for planting, care and maintenance of City trees.
    g. Tree Board educational materials, participation in City events and working cooperatively with local organizations, like the Friends of Happy Retreat.

Charles Town Tree Master Plan

Priority administrative tasks & projects for 2025

Mayor and City Council,

We would like to start with thanking you for the opportunity to serve on the City of Charles Town Tree Board. It is our honor to assist our community with the critical tasks of planting, protecting, and maintaining our City's trees.

Our 2024 Master Plan was overwhelmingly successful. Here are just a few of our successes from this year:

- Maintained our Tree City USA status for the 11th year and received national recognition.
- Hosted a community Arbor Day event at Evitts Run Park followed by planting of 25 trees in cooperation with the Cacapon Institute.
- Secured funding of over $14,000 for invasive tree removal and replacement in City Rights-of-ways from the West Virginia Department of Forestry. $7,400.00 of which was used to remove 5 Bradford Pear Trees along W. Washington Street and replaced with 5 new trees.
- Secured funding for a pollinator garden to be installed at the City's Skate Park.
- Obtained over 600 trees through the Potomac Conservancy as a riparian planting at Evitts Run and in Willingham Knolls at no cost to the City.
- Coordinated with City Staff and Maintenance to identify deficiencies in PPE items for workers engaged in tree related activities and provided for such purchases as part of the City's match for the $14,000 grant through the West Virginnia Department of Forestry.

We seek to build on these successes in 2024 and continue addressing our community's tree-related concerns and interests; create a healthier, more vibrant community through community forestry; provide educational and volunteer opportunities for our citizens; and increase tree canopy throughout our City.

As per our City's Ordinance Article 1104 Trees, one of our duties as a board is *"to prepare and update, annually, a written City-wide "Tree Master Plan" that guides the care, preservation, pruning, planting, replanting, removal, or disposition of trees on public lands; such plan shall consider existing and future utility locations and environmental factors in relation to existing and future tree species on public or private lands, as provided in this article or other ordinances; such plan shall also provide a status report of "Landmark Trees" within the City; such plan shall be recommended to the Mayor and Council and, upon their acceptance and approval, shall be implemented as the "Tree Master Plan."*

The recommended priority actions on the following pages reflect the conversations we've had as a board, as well as conversations that our community has had with us as friends and neighbors. However, at this moment, they are only that – recommendations.

We have grouped our recommended priority actions into two categories – "Administrative", which will need to be addressed within the Board itself or at the staff or Council level, and "Projects", which are implementable projects throughout our community. Each has a priority ranking; estimated timeframe for completion; a generalized, estimated cost; and a Tree Board member lead.

This list conveys our values and what we want to achieve moving forward, but they can only be achieved with your input, acceptance, and ultimate approval.

We respectfully submit the following Charles Town Tree Master Plan and sincerely look forward to working with you on implementing these recommended priority actions.

Charles Town Tree Board,
Aaron Amore, Chair

Katie Coon
Jane King
Scott Updike
Elizabeth Ricketts

Administrative

Maintain Tree City USA Status

There are 4 Standards that must be met prior to re-applying for Tree City USA designation:

1. **City must have a Tree Board or a Forestry Department**
2. **City must have a tree care ordinance**
3. **City must have a community forestry program with a budget of at least $2 per capita**
4. **City must have an annual Arbor Day observance and proclamation**

In 2024, The City of Charles Town attained Tree City USA for the 13th time in the City's history. We received national recognition for reaching this milestone. The Tree Board will work with staff and City Council and WV Division of Forestry on reapplying to maintain this status with the Arbor Day Foundation. Visit the Arbor Day Foundation[1] website for more details.

- **Priority: High**
- **Estimated Time Frame: January 2025**
- **Estimated Cost: No costs beyond the $2/capita that is already budgeted for contracted tree costs**
- **Tree Board Lead: Katie Coon**

Tree Canopy Survey

Seek to build upon the tree inventory done in 2019 and to update the data now housed at the Jefferson County GIS Office. We plan to work cooperatively with the County to update this data and maintain it such that City staff can access this data while avoiding the costs of software purchase and maintaining said data. The purpose of such of update inventory would assist in the following areas:

- **assessing defensible space around buildings to reduce wildfire risk**
- **mapping risks to utility infrastructure like powerlines**
- **modeling of tree services like air and water pollution mitigation**
- **measuring carbon storage and sequestration**
- **wildfire modeling**
- **assessing tree risks to residential properties**
- **creating and analyzing forest inventory**
- **Measuring agroforestry resources in rural landscapes**

Benefits come in many forms, such as energy conservation and the improved physical and psychological health of the people within these urban environments. The CTTB is in the process of seeking appropriate measures to assess and update the data. We will work with City staff to coordinate an appropriate and cost-effective approach for updating the data. The use of a City Intern has been the past practice and this may provide a ready avenue to accomplish this goal in 2025.

Use of Arbor Day Foundation mapping software in conjunction with private tree sales for mapping of trees on private properties in the City.

- **Priority: High**
- **Estimated Time Frame: by end of 2025**
- **Estimated Cost: Unknown**
- **Tree Board Lead: Scott Updike**

Projects

Initiation of Grant Award

CTTB continues to pursue grants to offset the costs related to removal of invasive species, replanting new native trees and care and maintenance of City trees.

CTTB applied for a grant through The American Chestnut Foundation for the saplings and there-introduction of American Chestnut Tree (Hybrids) to be installed in and around Happy Retreat.

- **Priority: High**
- **Estimated Time Frame: 2025**
- **Estimated Cost: Unknown**
- **Tree Board Lead: Aaron C. Amore**

Tree Inventory/Mapping

There are three main types of inventories: sample, partial, and complete.

1. **A sample inventory is conducted on a random sample of street segments, blocks, road miles, or area to provide an estimate for the urban forest. Typically, the sample is 3-10%. The sample can also be stratified.**
2. **Identify invasive species and/or diseased trees (including Ash trees vulnerable to the Ash Borer Beetle) for removal.**
3. **A partial inventory is conducted on a specific non-random area. It may be a geographic area, such as a downtown. It may be a phased inventory where different areas are collected at different times, with the goal of each phase eventually comprising a complete inventory. A survey collects a few attributes over a large area, even the entire municipality. Surveys are often conducted by vehicle.**
4. **A complete inventory includes all street trees, sometimes all park trees and trees on municipal properties, and often includes available planting locations and stumps.**

Use of Arbor Day Foundation mapping software in conjunction with private tree sales for mapping of trees on private properties in the City.

CTTB seeks to create a complete tree inventory to the greatest extent possible. An example of such a tree inventory is seen in the following link which shows a complete tree inventory for the WVU Campus in Charleston, WV.
https://pg-cloud.com/WVSU/https://pg-cloud.com/WVSU/
Such an inventory would require the services of one or more companies in combination with several tools by which data is retrieved. Applications designed to be used with smartphones can be used by multiple persons to obtain and gather real time information about trees in our community. CTTB sees this as an opportunity for direct outreach to its citizens and to incorporate this as an educational component for our school aged residents. City employees can also participate as they access all areas of the City, many on a routine basis. A cell phone application can gather an image of the tree, determine its genus and species and accurately locate the tree using the phone's GPS coordinates. Appropriate waivers/consents would need to be required for those under 18 years to participate.
Purpose: Identification of the City's tree inventory will not only identify the type of trees in the community but will assess the overall health of the trees. This will enable City maintenance to be aware of diseased or dying trees that might create a hazardous condition or situation. It can also identify invasive species which can be removed to prevent further spread of such trees to the detriment of native trees.

- **Priority: High**

- **Estimated Time Frame: by end of 2025**
- **Estimated Cost: Unknown**
- **Tree Board Lead: Scott Updike & Aaron C. Amore**

Arbor Day Celebration

CTTB seeks to promote its Arbor Day Celebration through the following means:

1. **Planting of a Tree**
2. **Session/class with an Arborist on planting, care and pruning trees growing in their yards for Charles Town Citizens. This workshop may be facilitated by certified ISA Arborists with WV Division of Forestry.**
3. **Educational program for young persons, including a nature walk, artistic activities and possibly a sponsored event by a local business or businesses.**

In order to maintain our Tree City USA status we also need a Mayoral proclamation.

- **Priority: High**
- **Estimated Time Frame: April 2025**
- **Estimated Cost: None**
- **Tree Board Lead: TBD**

Cost-share Tree Planting Program for Private Residents

The Charles Town Tree Board plans to apply for Cacapon Institute's "Your Community BMP" program in Spring and or Fall 2025. This program has expanded in recent years with 58 trees purchased in the Fall of 2024 and 165 trees purchased in the Spring of 2025. The popularity of this program will require the use of additional resources. CTTB intends to cooperatively work with the Arbor Day Foundation to use software designed to facilitate this program.

Trees will be picked up by City maintenance personnel from the WV Division of Forestry office in Inwood and delivered to residents houses at a date TBD in March-September 2025.

- **Priority: High**
- **Estimated Time Frame: Spring- Fall 2025**
- **Estimated Cost: None**
- **Tree Board Lead: Aaron**

Tree Nursery

CTTB has access to free saplings through First Energy. These saplings normally require additional growth before planting in the community. CTTB has developed plans for a tree nursery to be installed in or around the City Maintenance yard. The nursery can grow out these free saplings for future use in City planting as well as providing opportunities for the sale of these trees to City residents.

- **Priority: High**
- **Estimated Time Frame: Spring- Fall 2025**
- **Estimated Cost: None**
- **Tree Board Lead: Aaron**

Invasive Control

CTTB looks to continue the removal of invasive species at our City Parks. Bradford Pear Trees, Siberian Elms, Autumn Olive shrubs and Chinese Bittersweet vines are significant problems and can quickly overtake native species and expand ground cover. CTTB will investigate and propose several options to address removal and control of these invasive species.

- **Priority: High**

- **Estimated Time Frame: 2025**
- **Estimated Cost: None**
- **Tree Board Lead: Carlo**

ARTICLE 1104

Trees

1104.01 General
1104.02 Public properties
1104.03 Private properties
1104.04 Administration; Enforcement; Penalties; Appeals
1104.05 Legal status

CROSS REFERENCES
General powers of every municipality and governing body – see West Virginia Code §8-12-5(29)
Quarantines and other orders – see West Virginia Code §19-12-6
Right of entry on premises – see West Virginia Code §19-12-8

1104.01 GENERAL

(a) Title. This article shall be known as the "City of Charles Town Tree Ordinance."

(b) Purpose and Intent. The purpose of this article is to provide City government with power and authority over all trees and shrubs located within the street rights-of-way, parks, and other public places of the City; and over trees, and shrubs located on private property as permitted by state law. This article is intended to enhance the quality of life and aesthetic values within the City. The provisions of this ordinance are enacted to:

(1) maintain city trees and forests in good health using appropriate arboricultural practices;
(2) establish and maintain optimal level of age and species diversity that are ideal for our region through efficient and cost-effective management of the urban forest;
(3) select, situate, and maintain street trees appropriate to maximize ecosystem services and minimize hazard, nuisance, hardscape damage, and maintenance costs;
(4) centralize tree management under a City-appointed board with the necessary expertise;
(5) foster support for community forestry through educational projects that encourage good tree management on privately owned properties;
(6) promote equity, diversity, and inclusion in all aspects of community forestry;
(7) obtain and coordinate the Tree City USA designation; and
(8) achieve the City's established goals in the Jefferson County Urban Tree Canopy Plan.

(c) Definitions. The following terms when used in this article shall have the meaning set forth in this section unless the context requires otherwise:

(1) "City" means the Mayor and Council; all City Departments; the Tree Board; or their designated agent.
(2) "Council" means the Charles Town City Council, which includes the Mayor and all members of the municipal governing body.
(3) "Landmark Tree" means a tree which that has special significance because one or more of the following criteria apply: rare species, old age, unusual size, distinct location, association with an historical event or person, scenic enhancement, or one or more unique characteristic(s) determined by the City Tree Board to qualify it for such classification.
(4) "Shrub" means a woody plant, generally smaller than a tree, typically with multiple stems branching from or near the ground.

(5) "Tree" means woody perennial usually having one dominant trunk and a mature height greater than 5 meters (16 feet).

(d) Determination of Definitions. In any case, the Tree Board shall have the right to determine whether any specific woody plant shall be considered a tree or a shrub, as defined above.

(e) Creation and Establishment of Tree Board. Thereby created and established a Tree Board for the City of Charles Town which shall consist of five residents of Charles Town, who shall be appointed by the Council and shall serve without compensation. Council may also appoint a member of the Council to serve as a liaison to the Tree Board. At the request of the Tree Board, the West Virginia Division of Forestry Urban Forestry Coordinator may serve as ex-officio, non-voting member of the Tree Board. The Tree Board may also appoint two non-voting members, which may include youth ages 17 years or older.

(1) The term of each member shall be four years. Vacancies caused by death, resignation, or otherwise shall be filled for the unexpired term by appointment of the Council.

(2) The Tree Board shall select officers from its membership, adopt rules for governance of its business, establish meeting dates, and maintain minutes of its proceedings. A majority of the five voting members shall constitute a quorum for the transaction of business.

(3) Powers and Duties. The City Tree Board or its authorized agent will have the following powers and duties:

A. to serve as a resource to assist the Parks and Recreation Department and Streets Committee, or other departments, boards, commissions, or committees where appropriate, on tree-related issues. The Tree Board should be notified in advance of any planned activities that may cause harm to city trees, except in the case of emergencies;
B. to study and make recommendations to the Council regarding the maintenance, protection, and removal of trees on public property; or when requested by the Council, to consider, investigate, make findings, report, and make recommendations upon any special matter or question lying within the scope of its powers and duties as herein set forth;
C. to resolve conflicts between trees and structures. Where sidewalk or curb damage due to tree roots occurs, or other conflicts that arise between trees in the City's rights-of-way and the City's hardscape, every reasonable effort should be made to correct the problem without removing or damaging the tree;
D. to prepare and update, annually, a written City-wide Tree Master Plan that guides the planting, maintenance, protection, and removal of trees on public lands. Such plan shall consider existing and future utility locations and environmental factors in relation to existing and future tree species on public lands, as provided in this article or other ordinances, provide a status report of Landmark Trees within the City, and include recommended changes to the Tree Ordinance as needed. . The plan will be submitted to the Council for their review and consideration;
E. to develop a risk assessment policy for the City's use that identifies and prioritizes the factors to be considered for removing trees from public properties. The Council shall approve the policy and all subsequent revisions;
F. to coordinate tree plantings on public lands, as identified in the Tree Master Plan;
G. upon request to educate owners of private land regarding the selection of species and care of trees;
H. to assist the Planning Commission with the review and comment on landscaping and buffering plans of private developments;

I. to assist the Parks and Recreation Department in planting, maintaining, protecting, and removing trees on City-owned recreational lands, green spaces, and properties, and to provide review and comments on the proposed landscaping plans of all recreational lands and properties within the City;
J. to assist the Street Committee on tree-related issues and inquiries, and upon request, to provide trainings for City personnel regarding proper arboricultural practices and tree management;
K. to accept contributions, donations, or other funds for the planting, maintenance, protection, and removal of trees throughout the City based on the Tree Board's donation policy and recommend to the Council the expenditure of said monies;
L. to advise the City on the appointment or hiring of a Professional ISA Certified Arborist, as deemed appropriate and based on approved funding;
M. to propose to the City Council for review and adoption, rules, regulations, and specifications concerning the trimming, planting, pruning, and protection of trees;
N. to obtain and coordinate the City's Tree City USA designation; and
O. to achieve the City's established goals in the Jefferson County Urban Tree Canopy Plan.

1104.02 PUBLIC PROPERTIES

(a) Planting Requirements. All trees planted within public rights of way must follow the "right tree, right place" methodology and be of a species that will not adversely affect the surrounding infrastructure such as sidewalks, curbs, above ground or underground utilities, including, but not limited to, heaving of the infrastructure by the root system.

(b) Topping Prohibited. Except where trees are severely damaged by storms or other causes, or are so situated in relation to obstructions as to render proper pruning impossible, it shall be unlawful for any person to utilize the inappropriate pruning technique known as topping to any tree on public lands.

(c) Utilities. Utilities shall comply with the ANSI 300 Standards for tree care operations on or adjacent to public lands. A utility shall not be required to obtain a permit for routine operations affecting trees, if such work is done in strict accordance with said Standards. Upon review and recommendation of any application for waiver of said regulations by the Tree Board, a permit may be issued by the City Code Enforcement Officer that modifies the pruning specifications, provided that the permit shall not be contrary to the purposes and policies herein.

(d) Injuring Trees.

(1) It shall be unlawful for any person, except with written permit as herein provided, to improperly prune, including topping, or remove, vandalize, poison, injure, kill or administer any treatment of any tree situate, in whole or in part, upon public lands, or to place or maintain upon public lands, any stone, cement or other impervious matter or substance in such a manner as may obstruct the free access of air and water to the roots of any tree within such public lands. This provision shall not apply to the paving, repairing or altering of the public streets, sidewalks, and other public places by the City.

(2) Injury to trees is prohibited in that no person shall, in the case of public trees, do, or cause to be done by others, any of the following acts:

A. secure, fasten or run any rope, wire, chain, sign, or other device or material around or through a tree;
B. permit any toxic chemical, gas, smoke, brine, oil or other injurious substance to seep, drain or be emptied upon or about any tree or shrub;

C. set fire or permit fire to burn when such fire or the heat of such will injure any portion of any tree;
D. remove any guard, stake or other device or material intended for the protection of any public tree or close or obstruct any open space about the base of a public tree or shrub designed to permit access to air, or water or fertilizer;
E. any other actions which break, injure, mutilate, deface, kill, or destroy public trees.

(3) Any violation of this section shall be enforced pursuant to Article 171 Municipal Court and subject to the fines, penalties, and costs imposed by the municipal court judge.

(e) Emergencies. The City shall use a risk assessment policy adopted by Council to determine the condition of dead or dying trees on public property and cause their removal as appropriate. Public trees may also be removed as soon as possible when they pose a threat to public health and safety or obstruct any public way.

1104.03 PRIVATE PROPERTIES

(a) Emergencies. The City shall use a risk assessment adopted by Council to determine the condition of dead, dying, or damaged trees on private property that pose a threat to public health and safety or obstruct any public way.

(b) Disease, Insects. Hazard, or Nuisance. Whenever the State Department of Agriculture has implemented a quarantine program or spray program affecting the geographical area of Charles Town, the City shall have authority to enter upon private lands in the City to assist in such program including the mandatory spraying or treatment of trees.

(c) Clarification of Property Owner.

(1) Prior to exercising authority conferred by this section, the City shall exercise due diligence to give the owner of the affected real estate notice and an opportunity to correct the condition.
(2) When a situation occurs that threatens the health and welfare of the community or impedes the use of or threaten public property, the exercise of due diligence to give any property owner notice may be abdicated by order of the Council and such order may further authorize action by the City in the absence of a State ordered quarantine program.

1104.04 ADMINISTRATION; ENFORCEMENT; PENALTIES; APPEALS

(a) Administration. The provisions of this article shall be administered by the City Code Enforcement Officer, with general oversight provided by the City Tree Board. The duties of the City Code Enforcement Officer hereunder shall include issuing permits and inspecting public lands, and enforcement of actions as may be appropriate in fulfillment of the requirements of this article.

(b) License and Bond of Forester. It shall be unlawful for any person to engage in the business of planting, cutting, trimming, pruning, removing, spraying, or otherwise treating trees within the City without a business license. As a condition for obtaining and maintaining such license, there shall be filed with the Office of the City Clerk evidence of possession of general or public liability insurance in the minimum amounts of $300,000 (single limit) for bodily injury or death and $100,000 property damage resulting from the pursuit of such person's endeavors herein described. Such policy shall by its terms require notification to the City, upon cancellation thereof.

(c) Additional Penalties.

(1) Fines. Any person who violates any provision of this article or who fails to comply with any notice issued pursuant to provision of the article, upon being found guilty of such violation, shall be subject to a fine not to exceed five hundred dollars ($500.00). Each day during which the violation of the provision of this article occurs shall constitute a separate offense.
(2) Repair or replacement of trees. If, as the result of the violation of any provision of this article, the injury, mutilation, or death of a public tree is caused, in addition to criminal penalties, the cost of the repair or replacement of such tree shall be borne by the at fault party. Replacement value of the tree shall be determined in accordance with the latest revision of the Guide for Planting Appraisal, as published by the Council of Trees & Landscape Appraisers.

(d) Appeals. The Board of Zoning Appeals, established and authorized by the City Zoning Ordinance, shall be empowered to take appeals from any person regarding this Tree Ordinance. Such appeal shall be taken within thirty (30) days of the action complained of, as provided by the rules of the Board of Zoning Appeals, by filing with the City Building Inspector on a form provided by the Board of Zoning Appeals, written notice of appeal specifying the grounds thereof.

1104.05 LEGAL STATUS

(a) Conflict with Other Laws. Whenever the provisions of any other statute require more restrictive standards that are required by this article, the provisions of such statute shall govern. The provisions of this article shall not be interpreted so as to negate or modify any provision of the International Property Maintenance Code as adopted by the City, which may be enforced simultaneously with this article subject, however, to the right of individuals to be free from double jeopardy under any multiple criminal penalty provisions thereof.

(b) Severability. Should any section or provision of this article be declared unconstitutional or invalid such declaration shall not affect the validity of the article as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

(c) Effective Date. This article shall take effect and be in force immediately upon adoption.

First Reading: NOVEMBER 16, 2020

Passed on Second Reading Following Public Hearing: DECEMBER 7, 2020

Enacted this 15th day of DECEMBER, 2020

City of Charles Town

Robert M. Trainor
Mayor

Attest:

Daryl Hennessy
City Manager/Clerk

Arbor Day Foundation

Application Information

Application ID: 358616
Partner: Charles Town
Program: Tree City USA
Application Type: Tree City USA
Start Date: 12/20/2023
Status: Application Approved

Primary Contact Information

First Name
John

Last Name
Nissel

Title
City Manager

Address 1
101 E. Washington St

Address 2

City
Charles Town

State
West Virginia

Zip Code
25414

Country
United States

Details

Mayor or Equivalent Contact Information
FirstName: Robert
LastName: Trainor
Email: btrainor@charlestownwv.us
Phone: +1 (304) 725-2311
StreetAddress1: 101 E Washington St
City: Charles Town
Country: United States
State: West Virginia
County: Jefferson County
ZipCode: 25414

City Forestry Contact Information
FirstName: John
LastName: Nissel
Title: City Manager
Email: jnissel@charlestownwv.us
Phone: +13047243244
Consent: False
City: Charles Town
Country: United States
State: West Virginia
County: Jefferson County
ZipCode: 25414

PR/Communications Contact Information
FirstName: Alissa
LastName: Meeks
Email: ameeks@charlestownwv.us
Phone: +1(304)725-3249
Country: United States

Partner Intake Information
PartnerName: Charles Town
PartnerGroup: Charles Town
PartnerSubCategory: City
Population: 7672
AdditionalStickers: 0

Shipping address for recognition materials
ShippingAddress1: 101 E Washington St

City: Charles Town
County: Jefferson County
State: West Virginia
Country: United States
ZipCode: 25414

Standard 1 - A Tree Board or Department

Who is legally responsible for the care of all trees on community owned property?
Community has both a Tree Board and a Department Chair/City Manager

Tree Board Chairperson Contact Information
FirstName: Aaron
LastName: Amore
Email: aca2142@gmail.com
Phone: +1(304)885-4117
StreetAddress1: 206 W. Liberty St
City: Charles Town
Country: United States
State: West Virginia
County: Jefferson County
ZipCode: 25414

Additional Board Member Contact Information
FirstName: Katie
LastName: Coon
Email: charlestowntreeboard@gmail.com
City: Charles Town
Country: United States
State: West Virginia
County: Jefferson County
ZipCode: 25414

Tree Board Meeting Frequency
Monthly

Please Explain:

Department Chair or City Manager Contact Information
FirstName: John
LastName: Nissel
Title: City Manager
Email: jnissel@charlestownwv.us
Phone: +13047243244
StreetAddress1: 101 E. Washington St
City: Charles Town
Country: United States
State: West Virginia
County: Jefferson County
ZipCode: 25414

Standard 2 - A Community Tree Ordinance

Our Attached Ordinance
Is in effect 24/7/365
Addresses, at the very least, all public trees in our community
Delegates authority over all public trees in our community
Has clear guidance on the protecting, planting, maintaining, and/or removing of public trees

Copy and paste relevant language from your community's uploaded ordinance addressing delegation of authority over public trees in the box below.
1104.01 GENERAL. (a) Title. This article shall be known as the "City of Charles Town Tree Ordinance." (b) Purpose and Intent. The purpose of this article is to provide City government with power and authority over all trees and shrubs located within the street rights-of-way, parks, and other public places of the City; and over trees, and shrubs located on private property as permitted by state law. This article is intended to enhance the quality of life and aesthetic values within the City. The provisions of this ordinance are enacted to:

Copy and paste relevant language from your community's uploaded ordinance addressing clear guidance over public trees in the box below.
1104.02 PUBLIC PROPERTIES. (a) Planting Requirements. All trees planted within public rights of way must follow the "right tree, right place" methodology and be of a species that will not adversely affect the surrounding infrastructure such as sidewalks, curbs, above ground or underground utilities, including, but not limited to, heaving of the infrastructure by the root system. (b) Topping Prohibited. Except where trees are severely damaged by storms or other causes, or are so situated in relation to obstructions as to render proper pruning impossible, it shall be unlawful for any person to utilize the inappropriate pruning technique known as topping to any tree on public lands. (c) Utilities. Utilities

shall comply with the ANSI 300 Standards for tree care operations on or adjacent to public lands. A utility shall not be required to obtain a permit for routine operations affecting trees, if such work is done in strict accordance with said Standards. Upon review and recommendation of any application for waiver of said regulations by the Tree Board, a permit may be issued by the City Code Enforcement Officer that modifies the pruning specifications, provided that the permit shall not be contrary to the purposes and policies herein.

Date current tree ordinance was established
03/02/2023

Attach your community's current public tree care ordinance
charlestown-wv-1.pdf

Ordinance Changes
My community ordinance has changed this past year and is attached above

Standard 3 - A Community Forestry Program with an Annual Budget of at Least $2 per Capita

Community Population
6800

Tree Planting and Initial Care
9900

Tree Maintenance
3500

Tree Removal
6500

Management
2550

Utility Line Clearance

Volunteer Time (Hours)
325

Are there other costs to report?
No

Other Costs

Other Costs Description

Total Expenditures:
32785.00

Total Expenditures per capita:
4.82

Community Tree Management Statistics

Number of Trees Planted
51

Number of Trees Pruned
50

Number of Trees Removed
10

Optional Attachments

Annual work plan (if required by your state)

Supporting Budget Documents

Standard 4 - An Arbor Day Observance and Proclamation

Does your community tree program partner with local k-12 schools on any programming?

When did your community celebrate Arbor Day?
EventType: Arbor Day Observance
EventDate: 4/29/2023 12:00:00 AM
EventFiles: url_23e736.png
ApplicationId: 358616

Attach your signed Arbor Day proclamation
2023-03_-_A_Resolution_to_Celebrate_Arbor_Day_April_29__2023.pdf

Signature

Mayor Signature

Mayor or Equivalent Signature Method
Signed Document

Download the PDF summary application, sign it, and upload it below.

Upload Signed Document
Signed Tree City 2023 App.pdf

First Name

Last Name

Professional Title

As Mayor or Equivalent of the Community I certify that the information in this application is accurate by signing my name below.

How did you hear about the Tree City USA program?

Please Explain:

By submitting your application, you agree to the Tree City USA terms and conditions.

Arbor Day Foundation

Application Information

Application ID: 363154
Partner: Charles Town
Program: Tree City USA
Application Type: Tree City USA
Start Date: 11/19/2024
Status: Application Approved

Primary Contact Information

First Name
John

Last Name
Nissel

Title
City Manager

Address 1
101 E. Washington St

Address 2

City
Charles Town

State
West Virginia

Zip Code
25414

Country
United States

Details

Mayor or Equivalent Contact Information
FirstName: Robert
LastName: Trainor
Email: btrainor@charlestownwv.us
Phone: +1 (304) 725-2311
StreetAddress1: 101 E Washington St
City: Charles Town
Country: United States
State: West Virginia
County: Jefferson County
ZipCode: 25414

City Forestry Contact Information
FirstName: John
LastName: Nissel
Title: City Manager
Email: jnissel@charlestownwv.us
Phone: +13047243244
Consent: False
City: Charles Town
Country: United States
State: West Virginia
County: Jefferson County
ZipCode: 25414

PR/Communications Contact Information
FirstName: Alissa
LastName: Meeks
Email: ameeks@charlestownwv.us
Phone: +1(304)725-3249
Country: United States

Partner Intake Information
PartnerName: Charles Town
PartnerGroup: Charles Town
PartnerSubCategory: City
Population: 7672
AdditionalStickers: 0

Shipping address for recognition materials
ShippingAddress1: 101 E Washington St

City: Charles Town
County: Jefferson County
State: West Virginia
Country: United States
ZipCode: 25414

Standard 1 - A Tree Board or Department

Who is legally responsible for the care of all trees on community owned property?
Community has both a Tree Board and a Department Chair/City Manager

Tree Board Chairperson Contact Information
FirstName: Aaron
LastName: Amore
Email: charlestowntreeboard@gmail.com
Phone: +1(304)885-4117
StreetAddress1: 206 W. Liberty St
City: Charles Town
Country: United States
State: West Virginia
County: Jefferson County
ZipCode: 25414

Additional Board Member Contact Information
FirstName: Katie
LastName: Coon
Email: katiefcoon98@yahoo.com
City: Charles Town
Country: United States
State: West Virginia
County: Jefferson County
ZipCode: 25414

Tree Board Meeting Frequency
Monthly

Please Explain:

Department Chair or City Manager Contact Information
FirstName: John
LastName: Nissel
Title: City Manager
Email: jnissel@charlestownwv.us
Phone: +13047243244
StreetAddress1: 101 E. Washington St
City: Charles Town
Country: United States
State: West Virginia
County: Jefferson County
ZipCode: 25414

Standard 2 - A Community Tree Ordinance

Our Attached Ordinance
Is in effect 24/7/365
Addresses, at the very least, all public trees in our community
Delegates authority over all public trees in our community
Has clear guidance on the protecting, planting, maintaining, and/or removing of public trees

Copy and paste relevant language from your community's uploaded ordinance addressing delegation of authority over public trees in the box below.
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Copy and paste relevant language from your community's uploaded ordinance addressing clear guidance over public trees in the box below.
1104.02 PUBLIC PROPERTIES. (a) Planting Requirements. All trees planted within public rights of way must follow the "right tree, right place" methodology and be of a species that will not adversely affect the surrounding infrastructure such as sidewalks, curbs, above ground or underground utilities, including, but not limited to, heaving of the infrastructure by the root system. (b) Topping Prohibited. Except where trees are severely damaged by storms or other causes, or are so situated in relation to obstructions as to render proper pruning impossible, it shall be unlawful for any person to utilize the inappropriate pruning technique known as topping to any tree on public lands. (c) Utilities. Utilities

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Date current tree ordinance was established
03/02/2023

Attach your community's current public tree care ordinance
charlestown-wv-1.pdf

Ordinance Changes
My community ordinance has not changed this past calendar year

Standard 3 - A Community Forestry Program with an Annual Budget of at Least $2 per Capita

Community Population
7672

Tree Planting and Initial Care
9900

Tree Maintenance
3500

Tree Removal
6550

Management
2550

Utility Line Clearance

Volunteer Time (Hours)
325

Are there other costs to report?

Other Costs

Other Costs Description

Total Expenditures:
33384.25

Total Expenditures per capita:
4.35

Community Tree Management Statistics

Number of Trees Planted
49

Number of Trees Pruned
12

Number of Trees Removed
8

Optional Attachments

Annual work plan (if required by your state)

Supporting Budget Documents

Standard 4 - An Arbor Day Observance and Proclamation

Does your community tree program partner with local k-12 schools on any programming?
No

When did your community celebrate Arbor Day?
EventType: Arbor Day Observance
EventDate: 4/20/2024 12:00:00 AM
EventFiles: Arbor Day picture .jpeg
ApplicationId: 363154

Attach your signed Arbor Day proclamation
2024-002_-__A_Resolution_to_Celebrate_Arbor_Day_April_26__2024.pdf

Signature

Mayor Signature

Mayor or Equivalent Signature Method
Signed Document

Download the PDF summary application, sign it, and upload it below.

Upload Signed Document
Tree City USA Application signed.pdf

First Name

Last Name

Professional Title

As Mayor or Equivalent of the Community I certify that the information in this application is accurate by signing my name below.

How did you hear about the Tree City USA program?
Previously recognized Tree City

Please Explain:

By submitting your application, you agree to the Tree City USA terms and conditions.



Arbor Day Foundation®

SAVE & LOGOUT

SAVE & LOGOUT

If you've participated in previous years, you can review your applications, 2018 and prior, using the download below.

2012 Download Historical Applications

Mayor or Equivalent Information

*Mayor Name
*First

Robert

*Last

Trainor

*Professional Title

Mayor

*Mayors Address

*Address Line 1

101 E Washington St

Address Line 2

*City

Charles Town

*State/Region

West Virginia

*ZIP/Postal Code

25414

*Email Address

btrainor@charlestownwv.us

*Phone Number

(•) US/Canada ( ) Outside US

304-725-2311

US: 402-555-1212

City Forestry Contact

(This is the person we will be reaching out to if we have any questions about the application.)

*City Forestry Contact's Name

*First Name

Rashedul

*Last Name

Deepon

*Professional Title

City Planner

*City Forestry Contact's Address

*Address Line 1

101 E Washington St

Address Line 2

*City

Charles Town

*State/Region

West Virginia

*ZIP/Postal Code

25414

*City Forestry Contact's Email Address

rdeepon@charlestownwv.us

*Phone Number

(•) US/Canada ( ) Outside US

304-724-3249

US: 402-555-1212

Standard 1 - A Tree Board or Department

*Select which best describes your community

Community has a Tree Board Only

*Tree Board Meeting Frequency

Monthly

Chairperson

*Chairperson's Name
*First Name

Tanner

*Last Name

Haid

*Professional Title

ISA Certified Arborist

*Chairperson's Address

*Address Line 1

329 N Mildred St

Address Line 2

*City

Charles Town

*State

West Virginia

*ZIP/Postal Code

25414

*Email Address

tanner.haid@gmail.com

*Phone Number
US/Canada Outside US

304-886-2665

US: 402-555-1212

*How many additional Tree Board members are there?

4

Board Member 1

Board Member 1 Name
*First Name

Julie

*Last Name

Philabaum

*Board Member 1 Email

jakphilabaum@gmail.com

Board Member 2

Board Member 2 Name
*First Name

Ellen

*Last Name

May

*Board Member 2 Email

ellenmay2012@hotmail.com

Board Member 3

*Board member 3 name
*First Name

Jennie

*Last Name

Brackens

*Board member 3 Email

Jennie.R.Brackens@saic.com

Board Member 4

Board member 4 name
*First Name

Betsy

*Last Name

Wells

*Board member 4 Email

betsy_wells522@comcast.net

Standard 2 - A Community Tree Ordinance

*Date current tree ordinance was established

x 07/21/2003 ...

* Attach File

Each applicant is required to upload their community's current tree ordinance.

Click here to view a sample Tree City USA ordinance with a Tree Board.

Click here to view a sample Tree City USA ordinance **without** a Tree Board.

Attachments UPLOAD ATTACHMENT

NAME	DESCRIPTION	CREATED DATE	
Charles Town Trees Ordinance	ARTICLE 1104 Trees	Nov 10, 2020 9:04:34 AM CST	View Edit Download Delete

Standard 3 - A community forestry program with an annual budget of at least $2 per capita

Please answer the questions below with the full numerical amounts and do not use symbols or commas. (i.e. 5000.01 not $5,000.01). If a category does not apply to you, please enter 0.

For a list of qualifying expenses, click here.

*** Community Population**

6064

*** Tree Planting and Initial Care**

Include cost of tree purchases, labor and equipment for planting, planting materials, stakes, wrapping, watering, mulching, competition control, etc.

286

*** Tree Maintenance**

Include pruning, insect and disease management, fertilization, watering, etc.

9600

*** Tree Removal**

Include cost of equipment, supplies, labor, etc.

334.20

*** Management**

Include public education, professional training, memberships, salaries, street and park tree inventory.

29605.55

Utility Line Clearance

(If allowed by your state coordinator).

0

*** Volunteer Time**

Number of volunteer hours and other contributions from civic organizations.

Correct Examples:

- **10**
- **12**
- **284**
- **3778**

Incorrect Examples:

- **10 hrs**
- **12 hours**
- **$284.94**
- **3,678**

384

Other

Include any other expenses not mentioned.

0

Please specify other expenses (if applicable)

TOTAL Expenditure Per Capita: 8.29

TOTAL Expenditures: 50270.55

Community Tree Management Statistics

Please include only whole numbers below.

*Number of Trees Planted 51

*Number of Trees Pruned 15

*Number of Trees Removed 3

Attach Files

Annual work plan (if required by your state).

Attachments UPLOAD ATTACHMENT

NAME	DESCRIPTION	CREATED DATE
No Data		

Supporting budget document(s).

Attachments UPLOAD ATTACHMENT

NAME	DESCRIPTION	CREATED DATE	
CtWV_Spreadsheet	Spreadsheet with additional information to support budget	Nov 18, 2020 12:09:25 PM CST	View Edit Download Delete

Standard 4 - An Arbor Day Observance and Proclamation

Date observance was held

x 04/18/2020 ...

Attach Your Signed Arbor Day Proclamation

Attachments UPLOAD ATTACHMENT

NAME	DESCRIPTION	CREATED DATE	
CtWV_ArborDayProclamation	Video of the Proclamation being made: https://youtu.be/mW592i-oplk	Nov 17, 2020 4:49:08 PM CST	View Edit Download Delete

Supplemental files

This can be a program from your Arbor Day events, photos, or press releases.

Attachments UPLOAD ATTACHMENT

NAME	DESCRIPTION	CREATED DATE	
Youtube Video of Proclamation	Downtown Coordinator, Liz Cook, hosts Mayor Bob Trainor, Tree Board Chair Tanner Haid, and Vice Chair Julie Philabaum for a message about Arbor Day	Nov 17, 2020 4:58:28 PM CST	Edit Visit Delete

State Specific Questions

What does earning Tree City USA recognition mean to your community?

The residents of Charles Town, WV will be happy to know that the city understands the importance of trees and prioritizes the community forest. We are glad to have an active Tree Board, once again, to be a resource to the community and to promote equity, diversity, and inclusion in all aspects of community forestry. Earning the Tree City USA recognition cements the City of Charles Town's commitment to the health and maintenance of our city trees and forests.

Signature Form

* **Before you print off your signature form, all sections of the application must be complete.**

To finalize your application, you will need to obtain a signature of your mayor or top city official. Your application requires the appropriate signature to be complete.

Download Mayor Signature Form

- ○ **Scan and upload the signature form**
- ○ **Fax the signature form to the Arbor Day Foundation**

☐ **By checking the box, you are granting the Arbor Day Foundation and its assigns, licensees, successors, representatives, employees, program partners, and agents (collectively, the "Arbor Day Foundation"), the irrevocable and unrestricted right to use uploaded images from this application. You grant the Arbor Day Foundation the irrevocable right to use, copy, prepare derivative works from, distribute and publish the provided photographs in any medium or means of distribution, including print, social media sites such as Facebook and Twitter and in Arbor Day Foundation publications or on its website, for any lawful commercial or other purpose, and to register the copyright of such photographs throughout the world.By granting rights to the photos, you are representing that you own the rights to the uploaded pictures on this application and that Arbor Day Foundation has permission to use said photos.**

SAVE & LOGOUT

Please press the submit button below, once your application is complete. A successfully submitted application, will redirect you to a new page. If you are not redirected, please scroll to the top of your application to see a notification of what information is missing/incorrect in order to submit your application.

SUBMIT

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-345: Sidewalk Improvement Plan - Joan and Joe Coffee

This consideration was requested by Councilmember Ricketts in her ward report at the March 3, 2025, council meeting.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-348: Appointment to the Personnel Committee

This item was requested by Councilmember Sugrue.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-290: Refer to Ordinance Committee - Article 522 Private Outdoor Designated Areas (PODA)

Councilmember Hynes requested this Article get referred to Ordinance Committee to include the new APUS land that the City purchased.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-351: Payment of Bills - March 17, 2025

ATTACHMENTS:

- COUNCIL REPORT PCARD 03-17-25.pdf
- GEN FUND COUNCIL REPORT 2025-03-17.pdf
- PARKS N REC COUNCIL REPORT 2025-03-17.pdf
- CAPITAL RESERVE COUNCIL REPORT 2025-03-17.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
7-ELEVEN	3/12/25	CAR#11 FUEL 2/24	GENERAL FUND	POLICE DEPARTMENT	39.79
	3/12/25	CAR#5 FUEL 2/13	GENERAL FUND	POLICE DEPARTMENT	56.29
	3/12/25	CAR#11 FUEL 2/21	GENERAL FUND	POLICE DEPARTMENT	15.81
	3/12/25	CAR#26 FUEL 2/04	GENERAL FUND	POLICE DEPARTMENT	36.81
	3/12/25	CAR#26 FUEL 2/18	GENERAL FUND	POLICE DEPARTMENT	37.31
	3/12/25	CAR#28 FUEL 2/27	GENERAL FUND	POLICE DEPARTMENT	30.00
	3/12/25	CAR#19 FUEL 2/18	GENERAL FUND	POLICE DEPARTMENT	43.01
	3/12/25	CAR#24 FUEL 02/12	GENERAL FUND	POLICE DEPARTMENT	5.02
	3/12/25	JEEP DUNN FUEL 2/24	GENERAL FUND	STREETS & HIGHWAYS	35.24
	3/12/25	STAUBS TRUCK FUEL 2/10	GENERAL FUND	STREETS & HIGHWAYS	72.43
	3/12/25	STAUBS TRUCK FUEL 2/24	GENERAL FUND	STREETS & HIGHWAYS	77.16
				TOTAL:	448.87
AMAZON	3/12/25	PD CLIP/SCISSR/BATTERIES/P	GENERAL FUND	POLICE DEPARTMENT	111.44
				TOTAL:	111.44
APPLE	3/12/25	FEB 25 MUSIC SBSCRPTN	GENERAL FUND	ECONOMIC DEVELOPMENT	21.35
				TOTAL:	21.35
BIEDLER'S ELECTRIC MOTOR REPAIR INC.	3/12/25	BELT FOR FANS @ORTEGAS	GENERAL FUND	STREETS & HIGHWAYS	17.34
	3/12/25	EXHAUST FAN MOTOR RPR ORTE	GENERAL FUND	STREETS & HIGHWAYS	152.27
				TOTAL:	169.61
BP	3/12/25	CAR#5 FUEL 01/31	GENERAL FUND	POLICE DEPARTMENT	60.00
	3/12/25	CAR#3 FUEL 2/05	GENERAL FUND	POLICE DEPARTMENT	58.13
	3/12/25	CAR#3 FUEL 2/08	GENERAL FUND	POLICE DEPARTMENT	64.73
	3/12/25	CAR#3 FUEL 2/14	GENERAL FUND	POLICE DEPARTMENT	54.52
	3/12/25	CAR#3 FUEL 2/21	GENERAL FUND	POLICE DEPARTMENT	59.25
	3/12/25	CAR#21 FUEL 2/14	GENERAL FUND	POLICE DEPARTMENT	45.38
	3/12/25	CAR#4 FUEL 2/21	GENERAL FUND	POLICE DEPARTMENT	70.70
	3/12/25	CAR#6 FUEL 2/04	GENERAL FUND	POLICE DEPARTMENT	72.00
	3/12/25	CAR#6 FUEL 2/16	GENERAL FUND	POLICE DEPARTMENT	46.00
	3/12/25	CAR#6 FUEL 2/19	GENERAL FUND	POLICE DEPARTMENT	76.50
	3/12/25	CAR#6 FUEL 2/24	GENERAL FUND	POLICE DEPARTMENT	73.00
	3/12/25	CAR#6 FUEL 2/26	GENERAL FUND	POLICE DEPARTMENT	64.00
	3/12/25	CAR#5 FUEL 2/02	GENERAL FUND	POLICE DEPARTMENT	54.58
	3/12/25	CAR#5 FUEL 2/06	GENERAL FUND	POLICE DEPARTMENT	58.55
	3/12/25	CAR#5 FUEL 2/08	GENERAL FUND	POLICE DEPARTMENT	61.91
	3/12/25	CAR#5 FUEL 2/14	GENERAL FUND	POLICE DEPARTMENT	37.77
	3/12/25	CAR#5 FUEL 2/21	GENERAL FUND	POLICE DEPARTMENT	53.04
	3/12/25	CAR#5 FUEL 2/22	GENERAL FUND	POLICE DEPARTMENT	40.76
	3/12/25	CAR#11 FUEL 2/20	GENERAL FUND	POLICE DEPARTMENT	51.32
	3/12/25	CAR#25 FUEL 2/12	GENERAL FUND	POLICE DEPARTMENT	54.92
	3/12/25	CAR#19 FUEL2/05	GENERAL FUND	POLICE DEPARTMENT	37.69
	3/12/25	CAR#1 FUEL 02/21	GENERAL FUND	POLICE DEPARTMENT	70.01
				TOTAL:	1,264.76
CVS	3/12/25	BATTERIES FOR PK CAMERAS	PARKS & REC	PARKS & REC	59.97
				TOTAL:	59.97
DOLLAR GENERAL	3/12/25	OVEN CLEANER ORTEGAS	GENERAL FUND	STREETS & HIGHWAYS	8.88
				TOTAL:	8.88
FACEBOOK.COM	3/12/25	WV CONCERT AD 02/17-18	GENERAL FUND	ECONOMIC DEVELOPMENT	1.85
				TOTAL:	1.85

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GALLUP STORE	3/12/25	CH STAFF STRENGTHS ASSMENT	GENERAL FUND	CITY MANAGER'S OFFICE	379.81
				TOTAL:	379.81
HILTON GARDEN INN CLARKSBURG	3/12/25	DESARNO HOTEL-TRAINING	GENERAL FUND	POLICE DEPARTMENT	433.80
				TOTAL:	433.80
HOME DEPOT INC	3/12/25	MD&CH WATER	GENERAL FUND	CITY HALL	46.44
	3/12/25	MD&CH WATER	GENERAL FUND	STREETS & HIGHWAYS	7.74
	3/12/25	CEMENT FOR METER POLE	GENERAL FUND	STREETS & HIGHWAYS	13.98
	3/12/25	DOOR SHUTZ OFFICE	CAPITAL RESERVE	STREETS & TRANSPORTATI	168.00
				TOTAL:	236.16
ISA	3/12/25	ARBORIST TEST KABLE	GENERAL FUND	CITY MANAGER'S OFFICE	295.00
				TOTAL:	295.00
JERSEY MIKES	3/12/25	CITY MANAGERS MTNG LUNCH	GENERAL FUND	CITY MANAGER'S OFFICE	79.63
				TOTAL:	79.63
LIBERTY GET N GO	3/12/25	CAR#2 FUEL 2/7	GENERAL FUND	PARKING	41.12
	3/12/25	STAUBS TRUCK FUEL 02/18	GENERAL FUND	STREETS & HIGHWAYS	51.01
	3/12/25	2017 F350 FUEL 2/7	GENERAL FUND	STREETS & HIGHWAYS	83.66
	3/12/25	GAS CAN FUEL 2/11	GENERAL FUND	STREETS & HIGHWAYS	19.13
	3/12/25	2015 F350 FUEL 2/10	GENERAL FUND	STREETS & HIGHWAYS	77.19
	3/12/25	2017 F350 FUEL 2/20	GENERAL FUND	STREETS & HIGHWAYS	84.95
	3/12/25	2023 CHEVY FUEL 1/30	GENERAL FUND	STREETS & HIGHWAYS	93.54
	3/12/25	2023 CHEVY FUEL 2/12	GENERAL FUND	STREETS & HIGHWAYS	98.98
	3/12/25	BOBCAT DIESEL FUEL 2/20	GENERAL FUND	STREETS & HIGHWAYS	64.88
	3/12/25	2023 CHEVY FUEL2/26	GENERAL FUND	STREETS & HIGHWAYS	94.93
	3/12/25	2016 CHEVY FUEL 1/31	GENERAL FUND	STREETS & HIGHWAYS	95.32
	3/12/25	2016 CHEVY FUEL 2/11	GENERAL FUND	STREETS & HIGHWAYS	94.47
				TOTAL:	899.18
MARTINS FUEL	3/12/25	CAR#15 FUEL 2/04	GENERAL FUND	POLICE DEPARTMENT	34.80
	3/12/25	CAR#15 FUEL 2/14	GENERAL FUND	POLICE DEPARTMENT	40.90
	3/12/25	CAR#15 FUEL 2/20	GENERAL FUND	POLICE DEPARTMENT	37.40
	3/12/25	CAR#15 FUEL 2/26	GENERAL FUND	POLICE DEPARTMENT	33.30
				TOTAL:	146.40
NAPA	3/12/25	CH EXPLORER OIL & FILTER	GENERAL FUND	STREETS & HIGHWAYS	38.68
	3/12/25	HYDRAULIC HOSE/ BOBCAT	GENERAL FUND	STREETS & HIGHWAYS	62.22
				TOTAL:	100.90
RUTTER'S	3/12/25	FRAUDULENT TRANSACTION	GENERAL FUND	POLICE DEPARTMENT	149.82
				TOTAL:	149.82
SAVE-A-LOT	3/12/25	A GERSTELL PERS PURCHASE	GENERAL FUND	NON-DEPARTMENTAL	44.30
				TOTAL:	44.30
SHEETZ	3/12/25	CAR#4 FUEL 01/31	GENERAL FUND	POLICE DEPARTMENT	66.00
	3/12/25	CAR#25 FUEL 1/30	GENERAL FUND	POLICE DEPARTMENT	47.89
	3/12/25	CAR#29 FUEL 01/30	GENERAL FUND	POLICE DEPARTMENT	27.79
	3/12/25	CAR#29 FUEL 01/31	GENERAL FUND	POLICE DEPARTMENT	23.31
	3/12/25	CAR#4 FUEL 2/10	GENERAL FUND	POLICE DEPARTMENT	50.00
	3/12/25	CAR#4 FUEL 2/13	GENERAL FUND	POLICE DEPARTMENT	62.00
	3/12/25	CAR#4 FUEL 2/15	GENERAL FUND	POLICE DEPARTMENT	45.00
	3/12/25	CAR#4 FUEL 2/22	GENERAL FUND	POLICE DEPARTMENT	55.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/12/25	CAR#9 FUEL 2/03	GENERAL FUND	POLICE DEPARTMENT	43.53
	3/12/25	CAR#9 FUEL 2/07	GENERAL FUND	POLICE DEPARTMENT	37.52
	3/12/25	CAR#9 FUEL 2/13	GENERAL FUND	POLICE DEPARTMENT	41.01
	3/12/25	CAR#9 FUEL 2/20	GENERAL FUND	POLICE DEPARTMENT	41.32
	3/12/25	CAR#9 FUEL 2/26	GENERAL FUND	POLICE DEPARTMENT	40.00
	3/12/25	CAR#15 FUEL 2/07	GENERAL FUND	POLICE DEPARTMENT	39.30
	3/12/25	CAR#26 FUEL 2/16	GENERAL FUND	POLICE DEPARTMENT	48.39
	3/12/25	CAR#26 FUEL 2/23	GENERAL FUND	POLICE DEPARTMENT	34.14
	3/12/25	CAR#26 FUEL 2/24	GENERAL FUND	POLICE DEPARTMENT	38.11
	3/12/25	CAR#28 FUEL 2/01	GENERAL FUND	POLICE DEPARTMENT	42.00
	3/12/25	CAR#28 FUEL 2/03	GENERAL FUND	POLICE DEPARTMENT	40.00
	3/12/25	CAR#28 FUEL 2/05	GENERAL FUND	POLICE DEPARTMENT	33.37
	3/12/25	CAR#28 FUEL 2/08	GENERAL FUND	POLICE DEPARTMENT	45.37
	3/12/25	CAR#28 FUEL 2/09	GENERAL FUND	POLICE DEPARTMENT	37.00
	3/12/25	CAR#28 FUEL 2/11	GENERAL FUND	POLICE DEPARTMENT	29.00
	3/12/25	CAR#28 FUEL 2/13	GENERAL FUND	POLICE DEPARTMENT	45.00
	3/12/25	CAR#28 FUEL 2/15	GENERAL FUND	POLICE DEPARTMENT	48.37
	3/12/25	CAR#28 FUEL 2/19	GENERAL FUND	POLICE DEPARTMENT	43.11
	3/12/25	CAR#28 FUEL 2/20	GENERAL FUND	POLICE DEPARTMENT	34.55
	3/12/25	CAR#28 FUEL 2/24	GENERAL FUND	POLICE DEPARTMENT	46.01
	3/12/25	CAR#28 FUEL 2/26	GENERAL FUND	POLICE DEPARTMENT	45.13
	3/12/25	CAR#25 FUEL 2/06	GENERAL FUND	POLICE DEPARTMENT	45.44
	3/12/25	CAR#25 FUEL 2/24	GENERAL FUND	POLICE DEPARTMENT	45.18
	3/12/25	CAR#19 FUEL	GENERAL FUND	POLICE DEPARTMENT	27.77
	3/12/25	CAR#19 FUEL 2/12	GENERAL FUND	POLICE DEPARTMENT	44.55
	3/12/25	CAR#19 FUEL 2/16	GENERAL FUND	POLICE DEPARTMENT	37.23
	3/12/25	CAR#19 FUEL 2/23	GENERAL FUND	POLICE DEPARTMENT	39.07
	3/12/25	CAR#19 FUEL 2/25	GENERAL FUND	POLICE DEPARTMENT	33.79
	3/12/25	CAR#29 FUEL 02/01	GENERAL FUND	POLICE DEPARTMENT	30.50
	3/12/25	CAR#29 FUEL 2/05	GENERAL FUND	POLICE DEPARTMENT	12.41
	3/12/25	CAR#29 FUEL 2/06	GENERAL FUND	POLICE DEPARTMENT	23.09
	3/12/25	CAR#29 FUEL 2/08	GENERAL FUND	POLICE DEPARTMENT	26.01
	3/12/25	CAR#29 FUEL 2/12	GENERAL FUND	POLICE DEPARTMENT	33.35
	3/12/25	CAR#29 FUEL 2/13	GENERAL FUND	POLICE DEPARTMENT	28.83
	3/12/25	CAR#29 FUEL 2/14	GENERAL FUND	POLICE DEPARTMENT	23.13
	3/12/25	CAR#29 FUEL 2/15	GENERAL FUND	POLICE DEPARTMENT	26.61
	3/12/25	CAR#29 FUEL 2/20	GENERAL FUND	POLICE DEPARTMENT	20.01
	3/12/25	CAR#29 FUEL 2/21	GENERAL FUND	POLICE DEPARTMENT	21.31
	3/12/25	CAR#29 FUEL 02/22	GENERAL FUND	POLICE DEPARTMENT	21.37
	3/12/25	CAR#29 FUEL 2/26	GENERAL FUND	POLICE DEPARTMENT	39.57
	3/12/25	CAR#1 FUEL 2/05	GENERAL FUND	POLICE DEPARTMENT	65.64
	3/12/25	CAR#1 FUEL 02/12	GENERAL FUND	POLICE DEPARTMENT	67.72
	3/12/25	JEEP DUNN FUEL 2/05	GENERAL FUND	STREETS & HIGHWAYS	37.88
	3/12/25	JEEP DUNN FUEL 2/13	GENERAL FUND	STREETS & HIGHWAYS	41.85
	3/12/25	TRAX LEWIS FUEL 2/04	GENERAL FUND	STREETS & HIGHWAYS	23.51
	3/12/25	TRAX LEWIS FUEL 2/25	GENERAL FUND	STREETS & HIGHWAYS	21.14
	3/12/25	2016 CHEVY FUEL 2/19	GENERAL FUND	STREETS & HIGHWAYS	99.02
				TOTAL:	2,165.20
SHEPHERD UNIVSERSITY-STUDENT CENTER	3/12/25	CH TRNG ROOM RENTAL	GENERAL FUND	CITY MANAGER'S OFFICE	77.04
				TOTAL:	77.04
SHERWIN - WILLIAMS	3/12/25	PAINT CH C REZMER OFFICE	CAPITAL RESERVE	STREETS & TRANSPORTATI	167.34
	3/12/25	PAINT CH C REZMER OFFICE	CAPITAL RESERVE	STREETS & TRANSPORTATI	45.43
	3/12/25	PAINT CH C REZMER OFFICE	CAPITAL RESERVE	STREETS & TRANSPORTATI	110.11
	3/12/25	PAINT CH C REZMER OFFICE	CAPITAL RESERVE	STREETS & TRANSPORTATI	64.97

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	387.85
SOUTHERN STATES INC	3/12/25	OIL FOR EQUIPMENT	GENERAL FUND	STREETS & HIGHWAYS	24.99
				TOTAL:	24.99
SUNOCO	3/12/25	CAR#12 FUEL 2/5	GENERAL FUND	POLICE DEPARTMENT	49.32
				TOTAL:	49.32
TIM'S DETAILING	3/12/25	CAR#21 DETAILING	GENERAL FUND	POLICE DEPARTMENT	180.00
				TOTAL:	180.00
TOWN MART CITGO	3/12/25	CAR#2 FUEL 2/26	GENERAL FUND	PARKING	36.07
	3/12/25	CAR#4 FUEL 2/05	GENERAL FUND	POLICE DEPARTMENT	83.66
	3/12/25	CAR#4 FUEL 2/7	GENERAL FUND	POLICE DEPARTMENT	68.53
	3/12/25	CAR#4 FUEL 2/19	GENERAL FUND	POLICE DEPARTMENT	60.00
	3/12/25	CAR#12 FUEL 2/3	GENERAL FUND	POLICE DEPARTMENT	58.56
	3/12/25	CAR#12 FUEL 2/9	GENERAL FUND	POLICE DEPARTMENT	56.88
	3/12/25	CAR#12 FUEL 2/11	GENERAL FUND	POLICE DEPARTMENT	51.88
	3/12/25	CAR#12 FUEL 2/12	GENERAL FUND	POLICE DEPARTMENT	55.06
	3/12/25	CAR#12 FUEL 2/17	GENERAL FUND	POLICE DEPARTMENT	55.60
	3/12/25	CAR#12 FUEL 2/18	GENERAL FUND	POLICE DEPARTMENT	58.01
	3/12/25	CAR#12 FUEL2/23	GENERAL FUND	POLICE DEPARTMENT	58.13
	3/12/25	CAR#12 FUEL 2/25	GENERAL FUND	POLICE DEPARTMENT	50.33
	3/12/25	CAR#12 FUEL 2/26	GENERAL FUND	POLICE DEPARTMENT	48.53
	3/12/25	CAR#26 FUEL 1/31	GENERAL FUND	POLICE DEPARTMENT	42.52
	3/12/25	CAR#26 FUEL 2/10	GENERAL FUND	POLICE DEPARTMENT	40.46
	3/12/25	CAR#26 FUEL 2/10	GENERAL FUND	POLICE DEPARTMENT	40.28
	3/12/25	CAR#26 FUEL 2/16	GENERAL FUND	POLICE DEPARTMENT	39.48
	3/12/25	CAR#19 FUEL 02/10	GENERAL FUND	POLICE DEPARTMENT	34.29
	3/12/25	CAR#24 FUEL 1/31	GENERAL FUND	POLICE DEPARTMENT	7.20
	3/12/25	CAR#24 FUEL 2/03	GENERAL FUND	POLICE DEPARTMENT	3.07
	3/12/25	STAUBS TRUCK 02/10	GENERAL FUND	STREETS & HIGHWAYS	40.35
				TOTAL:	988.89
TRACTOR SUPPLY	3/12/25	BOLTS & SAW BLADES	GENERAL FUND	STREETS & HIGHWAYS	35.71
	3/12/25	WRONG MERCH PURCHASE REFD	GENERAL FUND	STREETS & HIGHWAYS	4.62-
				TOTAL:	31.09
TRANSUNION	3/12/25	JAN25 INVESTGTN SUBSCRIPT	GENERAL FUND	POLICE DEPARTMENT	100.00
				TOTAL:	100.00
TRIVAGO	3/12/25	COOK CONF HOTEL APR 25	GENERAL FUND	ECONOMIC DEVELOPMENT	630.00
				TOTAL:	630.00
US POSTAL SERVICE	3/12/25	CM 109 E CONGRESS	GENERAL FUND	ENFORCEMENT AGENCY	11.26
	3/12/25	CM 109 E CONGRESS	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	3/12/25	CM 120 PARK ST	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	3/12/25	CM 130 MAPLE AV	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	3/12/25	CM 213 S WEST ST	GENERAL FUND	ENFORCEMENT AGENCY	11.54
	3/12/25	CM 317 HESSEY ST	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	3/12/25	CM 405 E NORTH ST	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	3/12/25	CM 510 E NORTH ST	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	3/12/25	CM 421 W WASHINGTON	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	3/12/25	CM 709 W LIBERTY	GENERAL FUND	ENFORCEMENT AGENCY	11.26
	3/12/25	CM 418 W AVIS	GENERAL FUND	ENFORCEMENT AGENCY	11.26
	3/12/25	CM 425 E FIRST ST	GENERAL FUND	ENFORCEMENT AGENCY	11.26

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/12/25	CM MAP 2 PCL 0197	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	3/12/25	CM 218 E CONGRESS ST	GENERAL FUND	ENFORCEMENT AGENCY	10.99
				TOTAL:	147.25
WALMART INC	3/12/25	MD COFFEE	GENERAL FUND	STREETS & HIGHWAYS	26.36
				TOTAL:	26.36
WAVE URALITY	3/12/25	MAP APP SUBSCRPTN	GENERAL FUND	ECONOMIC DEVELOPMENT	1,285.20
				TOTAL:	1,285.20
ZOOM.US	3/12/25	FEB25 ONLINE MTNG SBCRPTN	GENERAL FUND	ECONOMIC DEVELOPMENT	52.43
				TOTAL:	52.43

========== FUND TOTALS ==========	
001 GENERAL FUND	10,381.53
200 CAPITAL RESERVE	555.85
207 PARKS & REC	59.97
GRAND TOTAL:	10,997.35

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PCARD
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: 3/12/2025 THRU 3/12/2025

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
AMAZON	3/14/25	TR PY25 PLANNER	GENERAL FUND	TREASURER'S OFFICE	24.45
				TOTAL:	24.45
APPLE VALLEY WASTE SERVICE, INC.	3/20/25	FEB25 CH&JMP TRASH SERV	GENERAL FUND	STREETS & HIGHWAYS	660.13
	3/20/25	FEB25 CH&JMP TRASH SERV	PARKS & REC	PARKS & REC	525.00
				TOTAL:	1,185.13
BOLAND TRANE SERVICES INC	3/20/25	MARCH25 PD HVAC SERV	GENERAL FUND	POLICE DEPARTMENT	457.00
				TOTAL:	457.00
CENTRAL ELEVATOR INSPECTION SERVICES,	3/14/25	CWH YEARLY LOAD TEST	GENERAL FUND	CITY HALL	180.00
				TOTAL:	180.00
CHARLES TOWN PHARMACY	3/20/25	B&O PEN WAIVER	GENERAL FUND	TREASURER'S OFFICE	600.00
				TOTAL:	600.00
CITY OF CHARLES TOWN BOARD OF PARKS AN	3/14/25	FEB25 HOTEL MOTEL COLL	GENERAL FUND	TRANSFERS	4,894.21
				TOTAL:	4,894.21
CITY OF CHARLES TOWN -- CAPITAL RESERV	3/14/25	FEB25 REPAVING	GENERAL FUND	TRANSFERS	13,144.10
				TOTAL:	13,144.10
CITY OF CT CAPITAL RESERVE	3/14/25	JAN25 TBL GM/GRNBR/LMD VI	GENERAL FUND	TRANSFERS	19,004.55
	3/14/25	JAN25 TBL GM/GRNBR/LMD VI	GENERAL FUND	TRANSFERS	15.59
	3/14/25	JAN25 TBL GM/GRNBR/LMD VI	GENERAL FUND	TRANSFERS	1,144.75
	3/14/25	JAN25 TBL GM/GRNBR/LMD VI	GENERAL FUND	TRANSFERS	47,826.59
				TOTAL:	67,991.48
COMCAST CORPORATION	3/14/25	MARCH 25 PD INTERNET	GENERAL FUND	POLICE DEPARTMENT	303.35
	3/20/25	MARCH 25 MD INTERNET SERV	GENERAL FUND	STREETS & HIGHWAYS	97.25
				TOTAL:	400.60
CREAMERS AUTO SERVICE CENTER, LLC	3/20/25	CAR#13 WV INSP	GENERAL FUND	POLICE DEPARTMENT	18.67
	3/20/25	CAR16 WV INSP	GENERAL FUND	POLICE DEPARTMENT	18.67
	3/14/25	CAR#9 OIL SERV	GENERAL FUND	POLICE DEPARTMENT	91.82
				TOTAL:	129.16
CHARLES TOWN UTILITY BOARD	3/20/25	CH PD WATER SERV	GENERAL FUND	CITY HALL	107.33
	3/20/25	CH PD WATER SERV	GENERAL FUND	CITY HALL	100.67
	3/20/25	CH PD WATER SERV	GENERAL FUND	POLICE DEPARTMENT	305.15
	3/20/25	CH PD WATER SERV	GENERAL FUND	STREETS & HIGHWAYS	60.01
				TOTAL:	573.16
ENCOVA INSURANCE	3/14/25	01/02-03/02 WORKERS COMP	GENERAL FUND	NON-DEPARTMENTAL	183.26
	3/14/25	01/02-03/02 WORKERS COMP	GENERAL FUND	ECONOMIC DEVELOPMENT	247.58
	3/14/25	01/02-03/02 WORKERS COMP	GENERAL FUND	MAYOR'S OFFICE	44.05
	3/14/25	01/02-03/02 WORKERS COMP	GENERAL FUND	CITY COUNCIL	140.97
	3/14/25	01/02-03/02 WORKERS COMP	GENERAL FUND	CITY MANAGER'S OFFICE	634.37
	3/14/25	01/02-03/02 WORKERS COMP	GENERAL FUND	TREASURER'S OFFICE	828.21
	3/14/25	01/02-03/02 WORKERS COMP	GENERAL FUND	CITY CLERK'S OFFICE	218.51
	3/14/25	01/02-03/02 WORKERS COMP	GENERAL FUND	POLICE JUDGE'S OFFICE	112.78
	3/14/25	01/02-03/02 WORKERS COMP	GENERAL FUND	CITY ATTORNEY	528.64
	3/14/25	01/02-03/02 WORKERS COMP	GENERAL FUND	ENFORCEMENT AGENCY	197.36
	3/14/25	01/02-03/02 WORKERS COMP	GENERAL FUND	BUILDING INSPECTION	290.04
	3/14/25	01/02-03/02 WORKERS COMP	GENERAL FUND	PLANNING & ZONING	856.40
	3/14/25	01/02-03/02 WORKERS COMP	GENERAL FUND	CITY HALL	334.81

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/14/25	01/02-03/02 WORKERS COMP	GENERAL FUND	PARKING	146.61
	3/14/25	01/02-03/02 WORKERS COMP	GENERAL FUND	POLICE DEPARTMENT	5,402.72
	3/14/25	01/02-03/02 WORKERS COMP	GENERAL FUND	POLICE-SPECIAL DUTY	122.65
	3/14/25	01/02-03/02 WORKERS COMP	GENERAL FUND	STREETS & HIGHWAYS	93.04
				TOTAL:	10,382.00
ENVIRO-TECH PEST SERVICES INC	3/20/25	FEB 25 PD PEST SERV	GENERAL FUND	POLICE DEPARTMENT	85.75
				TOTAL:	85.75
EVEREST WINDOW CLEANING	3/14/25	03/25 WNDW CLNG CH/PD/CWH	GENERAL FUND	CITY HALL	1,070.00
	3/14/25	03/25 WNDW CLNG CH/PD/CWH	GENERAL FUND	POLICE DEPARTMENT	80.00
	3/14/25	03/25 WNDW CLNG CH/PD/CWH	GENERAL FUND	STREETS & HIGHWAYS	720.00
				TOTAL:	1,870.00
EXECUTIVE EMERGENCY LIGHTING LLC	3/20/25	CAR#1 LIGHTING REPLCMNT	GENERAL FUND	POLICE DEPARTMENT	1,088.63
	3/14/25	CAR#18 CAR PRINTER REPAIR	GENERAL FUND	POLICE DEPARTMENT	200.84
				TOTAL:	1,289.47
FIRE SAFETY EQUIPMENT SUPPLY	3/14/25	PD FIRE EXTNGSHER REFILL	GENERAL FUND	POLICE DEPARTMENT	30.00
				TOTAL:	30.00
FIRST-CITIZENS BANK & TRUST CO	3/14/25	03/25 3RD FLR COPIER	GENERAL FUND	CITY HALL	110.00
				TOTAL:	110.00
FRONTIER, INC.	3/20/25	3/25 RH ELVTR PHONE SERV	GENERAL FUND	CITY HALL	63.61
	3/14/25	CWH FIRE ALARM SERV	GENERAL FUND	CITY HALL	70.99
	3/14/25	MARCH/25 RH FIRE ALARM	GENERAL FUND	CITY HALL	195.77
	3/20/25	PD CC READER PHONE SERV	GENERAL FUND	POLICE DEPARTMENT	116.71
				TOTAL:	447.08
GALLS, LLC	3/14/25	PK UNIFORM	GENERAL FUND	POLICE DEPARTMENT	21.99
				TOTAL:	21.99
GRIFFITH ENERGY SERVICES, INC	3/20/25	2/25 CH HTNG OIL DLVR	GENERAL FUND	CITY HALL	788.18
	3/14/25	3/10 CH HTNG OIL DEL	GENERAL FUND	CITY HALL	467.07
				TOTAL:	1,255.25
HDL COMPANIES INC	3/14/25	FEB 25 B&O COLL SERV	GENERAL FUND	TREASURER'S OFFICE	3,242.54
				TOTAL:	3,242.54
JEFFERSON COUNTY EMERGENCY COMMUNICATI	3/14/25	DEC24 NGHTHWKS & CRDLPT	GENERAL FUND	POLICE DEPARTMENT	353.36
	3/14/25	DEC24 NGHTHWKS & CRDLPT	GENERAL FUND	POLICE DEPARTMENT	168.63
				TOTAL:	521.99
JEFFERSON COUNTY CONVENTION & VISITOR'	3/14/25	FEB25 HOTEL MOTEL COLL	GENERAL FUND	VISITORS CENTER	4,894.21
				TOTAL:	4,894.21
JEFFERSON PUBLISHING COMPANY, INC.	3/20/25	NPH ELM ST& LGI HOMES	GENERAL FUND	PLANNING & ZONING	40.62
	3/20/25	NPH BZA ROPER 02/27	GENERAL FUND	PLANNING & ZONING	32.34
	3/20/25	NPH COA FUNTOPIA 02/27	GENERAL FUND	PLANNING & ZONING	40.62
	3/14/25	NPH BOND RELEASE	GENERAL FUND	PLANNING & ZONING	25.90
	3/14/25	NPH ELM ST COM & LGI HOME	GENERAL FUND	PLANNING & ZONING	40.62
	3/14/25	NPH PODA ART 522	GENERAL FUND	CITY HALL	45.22
	3/14/25	NPH ORDINANCE AMDMT	GENERAL FUND	CITY HALL	19.46
				TOTAL:	244.78

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ROBERT E. JONES, M.D.	3/14/25	PHYSICAL SKONEZNY & GARZA	GENERAL FUND	POLICE DEPARTMENT	240.00
				TOTAL:	240.00
KENT PARSONS FORD, INC	3/20/25	CAR#25 NEW BATTERY	GENERAL FUND	POLICE DEPARTMENT	229.90
				TOTAL:	229.90
KIMLEY-HORN AND ASSOCIATES, INC.	3/20/25	GEORGE ST/HUNTFLD/AVALON	GENERAL FUND	PLANNING & ZONING	6,627.46
				TOTAL:	6,627.46
KONICA MINOLTA BUSINESS SOLUTIONS INC	3/14/25	MARCH25 CH&PD WEBEX SERV	GENERAL FUND	CITY HALL	392.64
	3/14/25	MARCH25 CH&PD WEBEX SERV	GENERAL FUND	POLICE DEPARTMENT	478.25
				TOTAL:	870.89
MOTOROLA SOLUTIONS, INC.	3/14/25	REPAIRS ON 2 PD RADIOS	GENERAL FUND	POLICE DEPARTMENT	1,110.00
				TOTAL:	1,110.00
PATTON BUILDING SERVICES INC	3/20/25	FEB 25 CH&PD CLEANG SERV	GENERAL FUND	CITY HALL	933.50
	3/20/25	FEB 25 CH&PD CLEANG SERV	GENERAL FUND	POLICE DEPARTMENT	933.50
				TOTAL:	1,867.00
PEIA	3/03/25	MARCH 25 RHBT CONT	GENERAL FUND	NON-DEPARTMENTAL	115.70
	3/03/25	MARCH 25 RHBT CONT	GENERAL FUND	NON-DEPARTMENTAL	127.50
	3/03/25	MARCH 25 PEIA INS CONTR	GENERAL FUND	NON-DEPARTMENTAL	4,293.03
	3/03/25	MARCH 25 RHBT CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	28.90
	3/03/25	MARCH 25 PEIA INS CONTR	GENERAL FUND	ECONOMIC DEVELOPMENT	580.83
	3/03/25	MARCH 25 PEIA INS CONTR	GENERAL FUND	CITY MANAGER'S OFFICE	3.96
	3/03/25	MARCH 25 RHBT CONT	GENERAL FUND	TREASURER'S OFFICE	57.80
	3/03/25	MARCH 25 PEIA INS CONTR	GENERAL FUND	TREASURER'S OFFICE	1,165.62
	3/03/25	MARCH 25 RHBT CONT	GENERAL FUND	CITY CLERK'S OFFICE	28.90
	3/03/25	MARCH 25 PEIA INS CONTR	GENERAL FUND	CITY CLERK'S OFFICE	1,271.88
	3/03/25	MARCH 25 PEIA INS CONTR	GENERAL FUND	CITY ATTORNEY	1.98
	3/03/25	MARCH 25 RHBT CONT	GENERAL FUND	ENFORCEMENT AGENCY	28.90
	3/03/25	MARCH 25 PEIA INS CONTR	GENERAL FUND	ENFORCEMENT AGENCY	580.83
	3/03/25	MARCH 25 PEIA INS CONTR	GENERAL FUND	BUILDING INSPECTION	1.98
	3/03/25	MARCH 25 RHBT CONT	GENERAL FUND	PLANNING & ZONING	57.80
	3/03/25	MARCH 25 PEIA INS CONTR	GENERAL FUND	PLANNING & ZONING	1,854.69
	3/03/25	MARCH 25 RHBT CONT	GENERAL FUND	CITY HALL	28.90
	3/03/25	MARCH 25 PEIA INS CONTR	GENERAL FUND	CITY HALL	1,271.88
	3/03/25	MARCH 25 PEIA INS CONTR	GENERAL FUND	PARKING	1.98
	3/03/25	MARCH 25 RHBT CONT	GENERAL FUND	POLICE DEPARTMENT	433.50
	3/03/25	MARCH 25 PEIA INS CONTR	GENERAL FUND	POLICE DEPARTMENT	13,812.16
	3/03/25	MARCH 25 RHBT CONT	GENERAL FUND	STREETS & HIGHWAYS	57.80
	3/03/25	MARCH 25 PEIA INS CONTR	GENERAL FUND	STREETS & HIGHWAYS	1,813.32
				TOTAL:	27,619.84
PITNEY BOWES BANK INC PURCHASE POWER	3/14/25	FEB 25 POSTAGE REFILL	GENERAL FUND	CITY HALL	502.25
				TOTAL:	502.25
POSTMASTER- CHARLES TOWN	3/14/25	2 ROLLS STAMPS	GENERAL FUND	POLICE DEPARTMENT	146.00
				TOTAL:	146.00
POTOMAC EDISON COMPANY, INC.	3/03/25	FEB 25 RH ELEC SERV	GENERAL FUND	CITY HALL	301.00
	3/03/25	FEB 25 RH ELEC SERV	GENERAL FUND	CITY HALL	0.50
	3/06/25	FEB25 RH 2ND FLR OFFICES	GENERAL FUND	CITY HALL	155.44
	3/06/25	FEB25 RH 2ND FLR OFFICES	GENERAL FUND	CITY HALL	0.50
	3/06/25	FEB25 CWH 2ND FLR	GENERAL FUND	CITY HALL	1,820.38

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/06/25	FEB25 CWH 2ND FLR	GENERAL FUND	CITY HALL	0.50
	3/05/25	FEB25 PD&CTUB ELEC SERV	GENERAL FUND	POLICE DEPARTMENT	3,363.31
	3/05/25	FEB25 PD&CTUB ELEC SERV	GENERAL FUND	POLICE DEPARTMENT	1,681.66
	3/05/25	FEB25 PD&CTUB ELEC SERV	GENERAL FUND	POLICE DEPARTMENT	0.50
	3/05/25	FEB25 CROSSWINDS ELEC SER	GENERAL FUND	STREETS & HIGHWAYS	176.90
	3/05/25	FEB25 CROSSWINDS ELEC SER	GENERAL FUND	STREETS & HIGHWAYS	0.50
				TOTAL:	7,501.19
POTOMAC EDISON 2	3/20/25	W WASH LIGHT POLL INSTALL	GENERAL FUND	STREETS & HIGHWAYS	1,440.59
				TOTAL:	1,440.59
POWERDMS, INC.	3/20/25	FY25 PD POLICY MANUEL SUB	GENERAL FUND	POLICE DEPARTMENT	4,005.01
				TOTAL:	4,005.01
S&K ENTERPRISES, LLC	3/20/25	224 E LIBERTY TREE REMOVL	GENERAL FUND	STREETS & HIGHWAYS	2,400.00
				TOTAL:	2,400.00
SOUTH CENTRAL PLANNING & DEVELOPMENT C	3/14/25	FEB25 PERMIT SOFTWARE	GENERAL FUND	PLANNING & ZONING	730.00
				TOTAL:	730.00
STAPLES ADVANTAGE INC	3/14/25	CH COFFEEMATE	GENERAL FUND	CITY HALL	38.80
	3/14/25	CH BATHROOM SUPPLIES	GENERAL FUND	CITY HALL	775.44
	3/14/25	COFFEEMATE&1STAID&FOLDERS	GENERAL FUND	CITY HALL	38.80
	3/14/25	COFFEEMATE&1STAID&FOLDERS	GENERAL FUND	CITY HALL	17.13
	3/14/25	COFFEEMATE&1STAID&FOLDERS	GENERAL FUND	CITY HALL	24.40
				TOTAL:	894.57
SUPERIOR AUTOBODY LLC	3/14/25	CAR#9 ACCDNT REPAIRS	GENERAL FUND	POLICE DEPARTMENT	3,365.80
				TOTAL:	3,365.80
SUSTAINABLE STRATEGIES DC	3/20/25	FEB 25 GRANT RETAINER	GENERAL FUND	CITY HALL	2,400.00
				TOTAL:	2,400.00
LYLE C TABB & SONS, INC.	3/20/25	FEB25 BOX RENTAL FEE	GENERAL FUND	STREETS & HIGHWAYS	225.00
				TOTAL:	225.00
TEK ADVISORS	3/20/25	FEB 25 TECH SERV	GENERAL FUND	CITY HALL	12,347.23
				TOTAL:	12,347.23
THE HOBBIES SHOP	3/20/25	B&O PEN WAIVER	GENERAL FUND	TREASURER'S OFFICE	50.00
				TOTAL:	50.00
UNITED WAY OF THE EASTERN PANHANDLE, I	3/14/25	FEB25 TEEN COURT FEES	GENERAL FUND	NON-DEPARTMENTAL	550.00
				TOTAL:	550.00
US BANK	3/12/25	FEB 25 FLEET PCARD	GENERAL FUND	NON-DEPARTMENTAL	4,702.11
	3/12/25	FEB 25 PCARD CH & PD	GENERAL FUND	NON-DEPARTMENTAL	6,295.24
				TOTAL:	10,997.35
VERIZON WIRELESS	3/14/25	FEB25 BI WIFI HOTSPOT	GENERAL FUND	BUILDING INSPECTION	10.74
				TOTAL:	10.74
WIRELESS NETWORKS GROUP INC	3/20/25	JAN25 TRIBERG PRJCT	GENERAL FUND	PLANNING & ZONING	500.00
	3/20/25	FEB25 TRBRG& NGLEBE PRJCT	GENERAL FUND	PLANNING & ZONING	500.00
	3/20/25	FEB25 TRBRG& NGLEBE PRJCT	GENERAL FUND	PLANNING & ZONING	250.00
				TOTAL:	1,250.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
WV STATE TREASURER'S OFFICE	3/11/25	FEB 25 MUNICIPAL CRT FEES	GENERAL FUND	NON-DEPARTMENTAL	5,874.64
				TOTAL:	5,874.64
WV DIVISION OF LABOR	3/14/25	CWH ELEVATOR OP CERTIF	GENERAL FUND	CITY HALL	90.00
				TOTAL:	90.00

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

001	GENERAL FUND	206,794.81
207	PARKS & REC	525.00
	GRAND TOTAL:	207,319.81

TOTAL PAGES: 5

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: 3/03/2025 THRU 3/20/2025

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
AC & T CO., INC	3/14/25	1/16-2/13 PT SERV JMP	PARKS & REC	PARKS & REC		289.00
					TOTAL:	289.00
POTOMAC EDISON COMPANY, INC	3/05/25	FEB25 JMP ELEC SERV	PARKS & REC	PARKS & REC		11.41
	3/05/25	FEB25 JMP ELEC SERV	PARKS & REC	PARKS & REC		0.50
					TOTAL:	11.91

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

207	PARKS & REC	300.91
	GRAND TOTAL:	300.91

TOTAL PAGES: 1

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: 3/05/2025 THRU 3/14/2025

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
DEAD ROCK ELECTRICAL SERVICES	3/14/25	CRCT INSTALL/ MD MINISPL	CAPITAL RESERVE	STREETS & TRANSPORTATI	445.00
				TOTAL:	445.00
TINT WIZARD	3/14/25	CARS# 13 & 16 VINYL WRAP	CAPITAL RESERVE	PUBLIC SAFETY	1,900.00
				TOTAL:	1,900.00

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

200	CAPITAL RESERVE	2,345.00
	GRAND TOTAL:	2,345.00

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: 3/14/2025 THRU 3/14/2025

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: 03/17/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-337: An Ordinance Vacating, Abandoning, and Annulling that Portion of Iron Bridge Road

ATTACHMENTS:

- An Ordinance Vacating, Abandoing and Annulling Iron Bridge Road.pdf

AN ORDINACE VACATING, ABANDONING, AND ANNULLING THAT PORTION OF IRON BRIDGE ROAD (AKA OLD BRIDGE ROAD) AND/OR FIRST AVENUE NOT USED FOR STREET PURPOSES IN THE CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA AND AUTHORIZING THE CITY MANAGER AND MAYOR TO EXECUTE SUCH QUITCLAIM DEEDS AND OTHER DOCUMENTS NEEDED TO IMPLEMENT THIS ABANDONMENT

WHEREAS it has been determined by the Council of the City of Charles Town that the portion of Iron Bridge Road (AKA Old Bridge Road) and/or First Avenue ("Old Bridge Road") which abuts N George St, Parcel 6 as shown on Tax Map 2A, and Parcels 2 and 1 as shown on Tax Map 2 in the Corporate District of Charles Town, West Virginia and as more particularly identified on Exhibit A attached to this Ordinance, does not serve as an important or necessary public thoroughfare and represents a needless source of potential expense and liability to the City; and

WHEREAS, Old Bridge Road is not used for street purposes, has never been opened or constructed as a street, and is not needed for street purposes or any other public uses or public purposes, and therefore it is in the interest of the City of Charles Town, and the public generally, that the portion of Old Bridge Road described above be vacated, abandoned, closed, and annulled; and

WHEREAS, it further appears that the property of no person, firm, or corporation will be damaged or injured by said abandonment, annulment, or vacation; and

WHEREAS, the City of Charles Town has previously entered into an untitled agreement dated as of March 17, 2008 ("Use Agreement") with the current owners of the abutting property commonly known as 330 N. George Street, Charles Town, West Virginia ("330 George Property") to use Old Bridge Road for parking and access, which Use Agreement indicates that Old Bridge Road is not a public street that is usable and passable.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF CHARLES TOWN:

Section 1: In accordance with the laws of the State of West Virginia and as specifically provided by West Virginia Code § 8-12-5 (1) and the authority provided therein, the public way known as Old Bridge Road is hereby vacated, abandoned, and closed as a public right-of-way, subject to all of the rights of municipally and privately owned and operated utilities and easements in, over, and under said property presently existing.

Section 2: Upon abandonment, ownership of Old Bridge Road will revert to 111 West Congress, L.L.C. (as the owner of the 330 George Property); subject to existing public utility easements, and provided that the in the event 111 West Congress or any successor in title to Old Bridge Road desires to place vertical improvements upon Old Bridge Road (not including pavement, curbing, lighting, sidewalks and landscaping), it will be responsible for relocating any such public utilities at its expense and in accordance with plans approved by the Utility Board prior to any relocation.

Section 3: Upon the adoption, this Ordinance shall be recorded in the appropriate land books of the Office of the Clerk of the County Commission of Jefferson County, West Virginia as evidence of vacating, abandoning, and annulling Old Bridge Road for public uses and public purposes as a public street or way.

Section 4: Upon adoption of this Ordinance, the Use Agreement will have no further purpose and will be terminated.

Section 5. The City Manager and Mayor are hereby authorized to execute such quitclaim deeds and other documents as shall be necessary to implement the provisions of this Ordinance, subject to the provisions set forth herein above, to convey Old Bridge Road to the current adjacent property owner, 111 West Congress, L.L.C. and to terminate the Use Agreement.

Section 6. This ordinance shall be effective from and after the date of its adoption.

First Reading: February 3, 2025

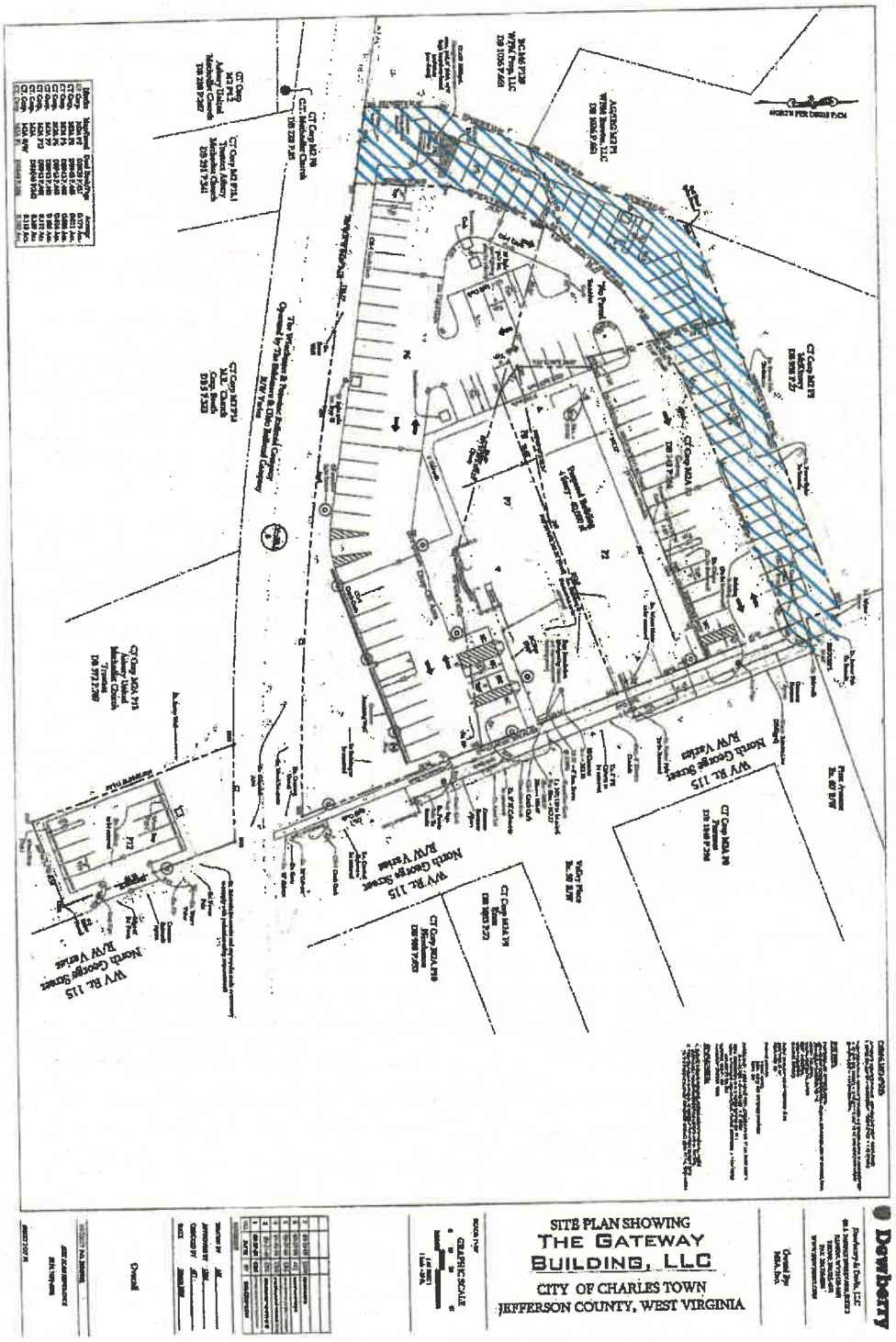
Second Reading: February 18, 2025

Enacted this 18th day of February, 2025

Robert M. Trainor
Mayor

John Nissel
City Manager/Clerk

Exhibit A



4917-4439-4258, v. 3

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-338: An Ordinance Providing for the Acquisition of Real Property

ATTACHMENTS:

- An Ordinance Providing for the Acquisition of Real Property.pdf

AN ORDINANCE PROVIDING FOR THE ACQUISITION OF REAL PROPERTY BEING A TRACT OR PARCEL OF LAND CONTAINING 2.869 ACRES, MORE OR LESS, SITUATE IN THE CHARLES TOWN CORPORATE DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA AND AUTHORIZING THE CITY MANAGER AND MAYOR TO EXECUTE ANY DOCUMENTS NEEDED TO IMPLEMENT THIS ACQUISITION.

NOW THEREFORE, BE IT ENACTED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, WEST VIRGINIA AS FOLLOWS:

WHEREAS, the City has the power and authority through West Virginia Code § 8-12-1(4) to purchase and acquire property for the benefit of the City; and

WHEREAS, pursuant to W.Va. Code § 8-11-3(6), purchases of real property must be authorized by ordinance; and

WHEREAS, the City has agreed to purchase the said tracts or parcels from American Public University System, Inc. for the consideration of $500,000.00; and

WHEREAS, the City Council of Charles Town finds that it is in the best interest of the City to acquire said tracts or parcels.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF CHARLES TOWN:

Section 1: In accordance with the laws of the State of West Virginia and as specifically provided in W.Va. Code § § 8-11-3(6) and 8-12-1(4), the City Council of the City of Charles Town hereby directs and authorizes the City Manager and Mayor of the City of Charles Town, subject to verification of good and marketable title, to acquire all that certain tracts or parcels of unimproved real estate in the Corporate District of Charles Town, West Virginia, comprising nine parcels and sometimes referred to as Jefferson County tax parcel numbers 19-03-0002-0049-0000, 19-03-0002-0050-0000, 19-03-0002-0051-0000, 19-03-0002-0067-0000, 19-03-0002-0068-0000, 19-03-0002-0069-0000, l 9-03-002A-0008-0000, 19-03-002A-0009-0000 and 19-03-002A-0010-0000, and more particularly described as follows:

1. PT LTS BLK 65 Parcel 42x168 03 2 0050 0000 0000
   DB 1129-419

   all that certain lot or parcel of real estate, with the improvements and appurtenances thereunto belonging, situate in the City of Charles Town, Jefferson County, West Virginia, more particularly described as follows:

That parcel of real estate in the City of Charles Town, Jefferson County, West Virginia, at the northwest corner (previously incorrectly identified as the "southwest corner") of North Samuel Street and Valley Place, fronting about 42' on the southwest side of Samuel Street and about 168.4' on the northwest side of Valley Place, being part of several lots in Block 65 on the plat of the Lands of The Charles Town Mining, Manufacturing and Improvement Company plat of record in the Office of the Clerk of the County Commission of said County in Deed Book X at Page 1, to which plat reference is made for a more particular description of said. real estate.
District: 03-Charles Town Corporation. Tax Map: 2, Parcel 0050 0000 0000. Postal Address: 330 N. Samuel Street, Charles Town, West Virginia 25414.

2. PT LTS #7, 8, 9, 10, 11, 12, 13, BLK 65 N Samuel St 03 2 0051 0000 0000
DB 1130-386

all that certain lot or parcel of real estate, with the improvements and appurtenances thereunto belonging, situate in the City of Charles Town, Jefferson County, West Virginia, more particularly described as follows:

A certain lot or parcel of land, improved by a brick dwelling thereon, situate on the southwest corner of North Samuel Street and First Avenue in Charles Town, Jefferson County, West Virginia, described as follows, to-wit: BEGINNING at the southwest corner of Samuel Street and First Avenue; thence with the line of First Avenue S. 70° 00' W. 168.4 feet to a stake; thence, S. 20° 00' E. 45.7 feet to a stake, corner to J. J. Pittman; thence N. 70° 45' E. 168.4 feet, more or less, to Samuel Street; thence with Samuel Street N. 20° 00' W. 48 feet to the beginning.
District 03, Tax Map 2, Parcel 0051 0000 0000. Postal Address: 332 N. Samuel Street, Charles Town, WV 25414.

3. 1 1/2 LTS Railroad Ave – Mill 03 2 0049 0000 0000
DB 1110-85

all those certain lots or parcels of real estate, with the improvements and appurtenances thereunto belonging, situated in the Charles Town Corporation, Jefferson County, West Virginia, being more particularly bounded and described as follows: ***[This language precedes, and applies to, all of the parcels conveyed by DB 1110-85]***

PARCEL NINE: That certain lot or parcel of land with mill, elevator and storage buildings and other improvements thereon, situated in Charles Town, in Jefferson County, West Virginia, at the north west corner of North Samuel Street and the Baltimore & Ohio Railroad, bounded on the east 185 ft. by North Samuel Street, on the north 206 ft. by Valley Place, on the west 150 ft. by the Miley coal yard property, and on the south approximately 210 ft by said railroad property, being the same conveyed to Joseph A. Warrenfeltz by West Virginia Mills by deed dated October 31, 1938, and recorded in said Clerk's Office in Deed book 149, at page 40.

4. TS #7, 8, 9, 10, PT #6 BLK 66 — 03 2 0068 0000 0000
DB 1110-85

PARCEL ONE: Beginning at the corner of North Samuel Street and First Avenue in said town; thence with the southerly side of First Avenue eastwardly 125 feet to a point; thence by a new line southwardly, parallel to Samuel Street, 130 feet to a point in the line of the other property of Grantor; thence with the same westwardly, parallel to First Avenue, 55feet; thence northwardly, parallel to Samuel Street, 25 feet; thence westwardly, parallel to First Avenue,70 feet to a point in the eastern line of N. Samuel Street; thence with the eastern line of N. Samuel Street in a northerly direction 105 feet to the beginning; comprising all of Lots Nos. 7, 8, 9 and 10, and a portion of Lot No. 6, all in Block No. 66, as shown on the plat of Charles Town Mining, Manufacturing and Improvement Company, which is of record in the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book X, at page 1.

5. LTS #2, 3, 4, 5 BLK 66 — 03 2 0069 0000 0000
DB 1110-85

PARCEL TWO: That certain lot or parcel of land situate in Charles Town in Jefferson County, West Virginia, at the northeast corner of North Samuel Street and Bell Place, with office, storage and machine shop building, paint-spraying building, chicken house and other improvements thereon, bounded as follows, to-wit: Beginning at the northeast corner of North Samuel Street and Bell Place, thence northwardly with the east line of North Samuel Street, 120 feet to corner of C.C. Bush, thence eastwardly with said Bush parallel with Bel Place 70 feet, thence southwardly with said Bush parallel with North Samuel Street 25 feet, thence eastwardly with said Bush parallel with Bel Place 116 feet to the west line of an alley, thence southwardly with the west line of said alley 95 feet, to the north line of Bel Place, thence westwardly with the north line of Bel Place 186 feet, to the beginning, consisting of four (4) parcel conveyed to said Joseph A. Warrenfeltz by C.C. Bush and wife by Deed Book 160, page 544 and deed dated March 4, 1946, recorded in said County Clerk's Office in Deed Book 164, page 381, and deed dated March 11, 1949, recorded in said County Clerk's Office in Deed Book 175, page 533. Reference is also made to that certain plat of the aforesaid property in the aforesaid Clerk's Office in Deed Book 235, page 356.

6. 1 LT Coalyard – Miley — 03 2A 0010 0000 0000
DB 1110-85

PARCEL SIX: That certain real estate generally known as the "Miley Coal Yard Property" lying on the east side of North George Street and described as beginning at a point in the east line of North George Street 45 feet southward from its intersection with the south line of Valley Place; thence northeastward 25.4 feet to a point which is 20.5 feet eastward of the said east line of North George Street, in

the Miley residence lot south line and 30 feet southward from the said south line of Valley Place, thence with said Miley residence lot line eastwardly and parallel to the said south line of Valley Place 107.5 feet to a point in the west line of the former West Virginia Mill property; thence with the same southwardly 120 feet to the right-of-way line of the Baltimore and Ohio Railroad; thence with the same westwardly 130 feet to said east line of North George Street; thence northwardly with the east line of North George Street 74.5 feet to the point of beginning.

7. 1 LT N George St 03 2A 0009 0000 0000
DB 1110-70

all that certain lot or parcel of real estate, with the improvements and appurtenances thereunto belonging, situate in the City of Charles Town, Jefferson County, West Virginia, more particularly described as follows:

All of that certain lot or parcel of real estate, with the easements and rights of way appurtenant thereto, improved by a brick dwelling house, etc., thereon, fronting on the east side of North George Street in Charles Town, Jefferson County, West Virginia, a distance of 45 feet, and running back along the line of Valley Place a distance of approximately 107 feet, more or less, to the west line of the former West Virginia Mills Property (said frontage including an offset fronting 15 feet on said George Street next to the Ebersole Coal Yard property, formerly Miley's) it being part of the same property which was conveyed to C. E. Miley, Sr. and C. P. Miley by deed from T. C. Bowling, et ux., dated December 10, 1913, and recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 110, Page 89, and being the same real estate conveyed to Roy W. Hooe, Sr., et ux., by deed from Charles Edward Miley, Jr., et ux., et al., dated August 1, 1951, and recorded in the aforesaid Clerk's Office in Deed Book 184, Page 309, and conveyed by Roy E. Hooe, Sr., et ux., by deed to Earl S. Rowe and Charlotte C. Rowe, his wife, dated June 1, 1961, and recorded in the aforesaid Clerk's Office in Deed Book 246, Page 522, to which deed and the references therein contained, reference is made.

8. #1, 2, 3, 4, 5, 6, PT #7 N George St, BLK 65 03 2A 0008 0000 0000
DB 1110-75

all that certain lot or parcel of real estate, with the improvements and appurtenances thereunto belonging, situate in the City of Charles Town, Jefferson County, West Virginia, more particularly described as follows:

Fronting on the east side of George Street, bounded on the north by First Avenue and on the south by Valley Place, consisting of all of Lot Nos. 1, 2, 3, 4, 5, 6 and a part of Lot 7 in Block 65 of the Charles Town Mining, Manufacturing and Improvement Company as shown on a plat thereof recorded in the office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book X at Page 1.

9. 1 LT First Avenue BLK 66 03 2 0067 0000 0000
DB 1122-688

all that certain lot or parcel of real estate, with the improvements and appurtenances thereunto belonging, situate in the City of Charles Town, Jefferson County, West Virginia, more particularly described as follows:

All that certain lot or parcel of land, improved by a two-story brick dwelling, fronting 61 feet on the south side of First Avenue in Charles Town, Jefferson County, West Virginia, and extending back southwardly of even width 130 feet, more or less, being bounded on the east by a 20-foot alley, and on the south and west by property of Peoples Supply Farm Machinery, Inc., and/or Peoples Supply, Inc., being a portion of Block No. 66 as shown on the plat of the lands of the Charles Town Mining, Manufacturing & Improvement Company, recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book X, at Page 1, and a part also (the residue after several out-conveyances) of the real estate conveyed to the late C. C. Bush by Forrest W. Brown, et al., Special Commissioners, by deed dated April 11, 1927, and recorded in the aforesaid Clerk's Office in Deed Book No. 128, Page 474. Said C. C. Bush died testate in the year 1952, and by his last will and testament, duly probated and recorded in the aforesaid Clerk's Office in Will Book I, Page 406, devised all of his real estate to his wife, Daisy Wheatly Engle Bush.

Section 2. The City Manager and Mayor are hereby authorized to execute any such deeds or other documents as shall be necessary to implement the provisions of this Ordinance to acquire the subject 2.869 acres.

Section 3. This Ordinance shall be effective from and after the date of its adoption.

First Reading : February 3, 2025

Second Reading: February 18, 2025

Enacted this 18th day of February, 2025

Robert M. Trainor
Mayor

John Nissel
City Manager/Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-339: Open Container Waiver for Depot Land

ATTACHMENTS:

- WV ABC - Depot Land March 3, 2025.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
Priscilla Rodd
Michael George
Andie Sugrue

CITY CLERK
John Nissel

March 3, 2025

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 Discover Downtown Charles Town Inc., doing business as Charles Town Now., for a one-day permit to host an outdoor beer garden at 325 North George Street in our Depot District Square. This event is scheduled for April 5, 2025. The city agrees to suspend all open container laws and 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 Business Development and Downtown Coordinator, Liz Cook. She can be reached via email at 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: 03/17/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-340: Charles Town Now Presentation

ATTACHMENTS:

- 2025CTNPresentationdesktop.pdf



CHARLES TOWN NOW

LIVE · WORK · PLAY

MAIN STREET AMERICA®

2024 Accredited

WHAT IS MAIN STREET AMERICA?

- Launched as a pilot program by the National Trust for Historic Preservation in the late 1970s. Program officially established in 1980. Sparked by the onset of suburban commercial development in the 1960s and disinvestment in historic downtowns.
- State partnership program initiated to ensure greater success. Currently in 41 states. Main Street West Virginia was established in 1988. Currently 11 accredited Main Street programs, including Charles Town, and 14 ON TRAC communities in WV.
- Comprehensive, proven track record for downtown revitalization and redevelopment programs in thousands of communities across the U.S.

WHAT ARE THE BASIC TENANTS OF THE MAIN STREET PROGRAM?

- Incremental and multi-faceted – focused on small, achievable goals that deal with all the relevant aspects of downtown development instead of focusing on one or two
- Preservation based – revitalization, redevelopment and re-use of historic properties and resources
- Ease burden on government – community led and driven, understanding that municipal governments have a primary focus on other basic functions of City management
- Consistent, on-going, professional management – malls and plazas have professional management; historic downtowns require the same

WHAT IS THE MAIN STREET MODEL AND FOUR POINT APPROACH?



Organization: The model of an all-volunteer driven non-profit organization with a paid, professional manager



Design: The physical aspects of downtown: safety, attractiveness, walkability, placemaking



Promotion: The cultural aspects of downtown: events, tourism, community support



Economic Vitality: Business recruitment, retention, and development and maintenance of a positive business mix

WHAT ARE THE MAIN STREET ACCREDITAITON REQUIREMENTS?

- Quarterly reporting of reinvestment statistics which include volunteer hours, investment numbers, and jobs created, etc.
- Annual work plans development and measurable objectives.
- Site visit by Main Street WV every two years.
- Community assessment every three years by Main Street WV and Main Street America.
- Paid professional staff member.
- Participation annually in MSA and MSWV conferences.
- Transformation Strategy development.

HOW DID THE MAIN STREET PROGRAM COME TO CHARLES TOWN?

- **2007 -** Downtown Economic Revitalization Committee
- **2009** – designation as an ON TRAC community
- **2011** – incorporation as Discover Downtown Charles Town, Inc.
- **2014** – achieved 501 c 3 IRS non-profit designation
- **2015** – applied competitively for Main Street designation; rebranded as Charles Town Now
- **2018** – achieved Main Street designation and Mayoral State of the City Address
- **2018** – City funded position for Downtown Development Coordinator
- **2019** – first Downtown Development Coordinator hired

WHAT IS CHARLES TOWN NOW'S MISSION AND VISION?



Our Vision

Charles Town is an inclusive community renowned for its historic character, vibrant downtown center, sustainable commercial core, and outstanding livability.

MAIN STREET AMERICA®
2024 Accredited

Our Mission

To preserve, promote and enhance the physical, social, cultural and economic vitality of Charles Town's historic downtown center with an unwavering commitment to its growth and sustainability.



Our Journey

In 2009, Charles Town Now started the journey to obtain the Main Street designation. It is through our volunteers, city support, and community that we were able to obtain this status in 2018.

CHARLES TOWN NOW BOARD



Ann Paonessa
President



Daphne Wahl
Treasurer



Kareem Washington
Vice President



Traci Huff
Secretary



Angela Johnson



Levi Sellers



Chris Hipp

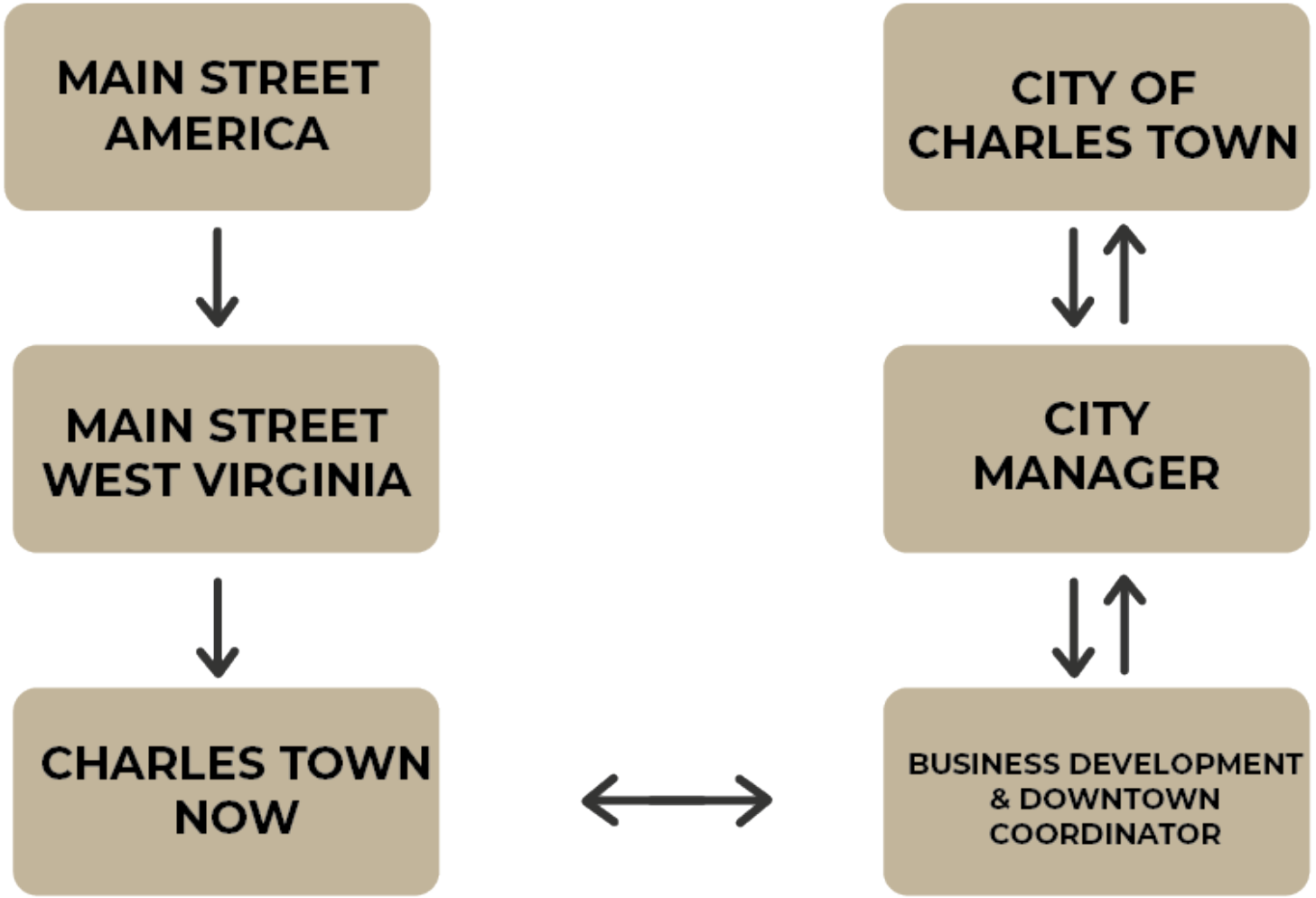


Jess Derr



Seth Rivard

WHAT IS THE MODEL OF MAIN STREET IN CHARLES TOWN?



WHAT ARE CHARLES TOWN NOW'S SIGNATURE EVENTS, PROMOTIONS AND PROJECTS?





MURDER MYSTERY DINNER

WHAT ARE CHARLES TOWN NOW'S SIGNATURE EVENTS, PROMOTIONS AND PROJECTS?









BLOOMS & BLOSSOMS

THE 1786









WHAT ARE CHARLES TOWN NOW'S SIGNATURE EVENTS, PROMOTIONS AND PROJECTS?







BE KIND





CTN ORNAMENT





SMALL BUSINESS SATURDAY







WHAT ARE CHARLES TOWN NOW'S SIGNATURE EVENTS, PROMOTIONS AND PROJECTS?

- CT NOW DISCOUNT CARD
- WELCOME BAGS
- LUNCH & LEARNS
- PROPERTY OWNER OUTREACH

MAIN STREET CHANGES AND TRANFORMATION STRATEGY DEVELOPMENT

In 2018, the City of Charles Town passed its Historically Hip Comprehensive Plan for short-, mid- and long-term goals for the community, with a first focus on its historic downtown community. Since then, Charles Town Now has become an integral partner in working with the City to improve its business mix and increase vitality within the downtown core. Historically Hip has become a brand for the downtown community and will be cemented in the coming year as a multi-year wayfinding program is established downtown. CT Now seeks to make the Historically Hip brand a true reality with an eye toward a downtown that is active, thriving, relevant and appealing to residents, regional visitors and tourists.

Adopted by Charles Town Now Board in Oct 2024

Historically HiP

HOW DO CHARLES TOWN NOW AND ITS GOALS RELATE TO THE CITY'S COMPREHENSIVE PLAN?

CHARLES TOWN NOW IS LISTED AS LEAD ENTITY FOR THE FOLLOWING IMPLEMENTATION STRATEGIES:

3.3.2: Create a marketing campaign promoting incentives (loyalty cards, discounts, special promotions) to Downtown employers and workers, as well as visitors to Jefferson County

3.2.4: Become a nationally-certified Main Street community to leverage business retention and recruitment, market analysis, fundraising, vision and strategic planning, property development and other necessary technical and financial business assistance needs.

3.6.2: – Build and strengthen an online presence for Downtown Charles Town through a more effective website and greater utilization of social media tools.

CHARLES TOWN NOW HAS ALSO PLAYED A ROLE IN ADVANCING STRATEGIES WHERE THE CITY IS THE LEAD ENTITY.

3.2.1: Implement a wayfinding signage program consistent with the recommendations outlined in the City's 2016 Walkability Study.

3.3.2: Utilize the City's market analysis information to identify, attract and retain prospective businesses that meet the Downtown's market demand needs. Update the analysis on a regular basis.

3.7.1: Encourage and incentivize building and property owners to provide restaurant and retail space on street level floors, and business services and residential on the upper floors.

HOW DOES CHARLES TOWN NOW BENEFIT THE CITY?

- Studies
  - Walkability & Connectivity Study (2016)
  - Market Study (2021)
  - Charles Street Design (2025)
- Technical Assistance for Business/Investors
  - Design Renderings
  - Historic Tax Credit Assistance
  - Business Consultants
- Nationally Visibility
  - Won national/state awards
  - Featured on MSA with Revive Grant
  - Liz & CTN's social media was used as an example in an MSA Webinar Training on Social Media Tips
- Social Media & Marketing
  - Reach
    - Views: 488,000
      Reach: 133,200
  - Service to businesses
  - Services to residents
  - Services to Charles Town
- Volunteer resources -In 2024, CTN reported 515 hours of volunteer service to CTN; roughly 40 hours per month; independentsector.org equates these hours at $27.20 per hour or $14,008.00 per annum.

QUESTIONS?

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-341: Special Activity Permit Policy

ATTACHMENTS:

- Special Activity Permit Policy.pdf

CITY OF CHARLES TOWN
Special Activity Permit/ Policy

A. Purpose

It is the purpose of this policy to provide for the issuance of special activity permits; to regulate activities on public streets and public property of the City or activities that impact the interest of public health, safety and welfare; and to provide for standardized fees, charges and procedures required to administer the permit process.

B. Policy

It is the policy of the City of Charles Town, as implemented through related adopted policies and procedures, to recognize the substantial community benefits that result from special activities. These activities provide cultural enrichment, promote economic vitality, enhance community identity and pride, and provide opportunities for fundraising for the community's nonprofit organizations. To promote these objectives, at times it is appropriate within designated funds for the City to bear all, some, or no portion of the associated costs. Cost sharing must be done in a fair and reasonable manner. When setting fees and conditions for activities, the City will be sensitive to their impacts on the activity's costs while balancing the City's obligation to protect public health, safety and established laws. It is the City's goal to have successful special activities that enrich and enliven the community.

C. Definitions

Applicant – The authorized agent of the sponsor who completes the application and acts as primary contact for the special activity.

Annual Activity – An activity recurring each year at approximately the same date and which has previously complied with the permit requirements.

City Funded Activity – An activity for which the City engages full financial responsibility.

City Co-Funded Activity – An activity for which the City provides a portion of financial support as determined by City Council.

City Supported Activity- A recurring activity that meets certain criteria as it relates to the 2040 Comprehensive Plan and the City's Economic Development Goals.

Closed Route – A route along or across a public right-of-way on which nonemergency vehicle traffic is not permitted to proceed for the entire duration of a special activity.

Event Participants – A person in attendance at an activity, including spectators, vendors, activity staff, City staff, and all others present for the purpose of the activity.

Processional activity – Any activity that is non-stationary and continues in a processional manner through the City (examples: parades, marches, races, etc.) and requires closure of multiple streets.

Rolling Closure Route – A street, sidewalk, trail, walkway, or other right-of-way closure to accommodate an activity, whereas the activity passes, the right-of-way is reopened for use by the general public.

Special Activity – Any activity requiring City resources or an exception to City ordinances such as a parade, entertainment or sporting activity, major highway construction or maintenance activity, street closure, public demonstration, amusement, cultural recognition, festival, street fair or other situations in which there is need for

control of traffic, crowds or crimes and which is usually scheduled in advance, allowing for planning or required police services prior to the activity.

Special Activity Permit Advisory Committee - The committee designated to assist the City Manager with information relating to the circumstances surrounding a permit.

D. Procedures

1. Specific activities requiring a Special Activity Permit include but are not limited to: foot races, bike races, parades/marches, festivals, concert series, celebrations, tours, car shows, street dances, pageants, sidewalk sales, and/or any activity that is advertised and open to the general public to attend.
2. City-sponsored activities are defined as activities/programs that are solely coordinated by City staff with City funds, and any revenues generated from the activities/program are returned to the City of Charles Town general revenue fund. Specific City-sponsored activities include but are not limited to:
   - Charles Town/Ranson Christmas Parade
   - Charles Town Christmas City Lighting
   - West Virginia Fest
   - Charles Town Car Show
3. City Supported Activities are recurring activities that meet certain criteria as it relates to the 2040 Comprehensive Plan and the city's Economic Development Goals. City Supported Activities include but are not limited to:
   - Blooms and Blossoms – Charles Town Now
   - African American Heritage Parade – National Association for the Advancement of Colored People (NAACP)
   - Charles Town Farmers Market – Growers Artisans & Producers (GAP)
4. The City Manager has the discretion to declare certain activities as designated City Supported Activities. These activities shall be recurring, hosted by an existing organization with a proven track record of successful activities, and meet the goals of the 2040 Comprehensive Plan.

E. Special Activity Permit Submission and Approval

1. Applicant(s) requesting a Special Activity Permit are required to submit a completed Special Activity Permit Application, along with a twenty-five dollar **($25.00)** non-refundable application fee payable to the City of Charles Town. This application fee is a processing fee, not a permit fee. Please see other fees outlined below. Processional activity and state road closures require application submittal sixty (60) days prior to the activity. All other activities can be submitted thirty (30) days prior to activity.
2. All applications will be mailed or dropped off to City Hall at 101 East Washington Street, Charles Town, WV 25414.
3. Applications will NOT be reviewed without receipt of application fee ($25).
4. If applicant(s) are not in good standing with the City regarding outstanding fees, taxes or other obligations, including but not limited to parking tickets, citations, personal or real property taxes, B&O taxes, then the City reserves the right to deny the Special Activity Permit Application. Any business requesting a special activity permit must have a current Charles Town Business License
5. Applicants will be required to submit a Certificate of Liability Insurance upon activity approval. The Certificate of Liability Insurance must show the City of Charles Town as an additional insured for the activity.
6. Applicants will be required to submit a Hold Harmless Agreement which must be signed by the activity organizer and submitted prior to the activity.
7. The application shall provide relevant activity information specified in the permit application, included but not limited to: alternatives for location, route, date and time.

8. As a condition of the Special Activity Application all applicant(s) are responsible for providing a specific and accurate representation of their activity so that the City may identify the required level of services including but not limited to: Police, Maintenance and Parks and Recreation services.
9. Once submitted, the special activity permit application will be reviewed by the City Manager. Applicant will receive approval or denial via email.

F. Types Of Activities

1. Processional Activities: Processional activities are activities that traverse several City streets or areas and require multiple street closures over a period of time which involve the presence of the Charles Town Police Department. Examples include parades, marches, runs, demonstrations, or races. Annual processional activities that are pre-approved include the Charles Town Christmas Parade and the NAACP African American Culture and Heritage Parade. Processional Activities will be subjected to the approval process below.
    - An application for the processional activity will be submitted to City Hall and assessed for completeness. The City Manager will review and make a determination on the activity. If a determination cannot be made, the Special Activity Permit will be referred to City Council for review. City Council will then decide the status of the activity.
2. City Road Closure: Activities involving City road closures are permitted. These activities must be held on a City Street, such as, South Samuel, North or South Charles, or South Lawrence Streets. These activities do not require the presence of Charles Town Police Department.
3. State Road Closure: Activities involving the closure of George or Washington Street may be permitted. These closures require the presence of Charles Town Police Department.
4. Park Activities: Activities involving the use of a park are permitted.

G. Approval

1. Special Activity Permits are approved by the City Manager. All special activity permits that involve street closures must also be approved by the Charles Town Chief of Police. The City Manager will consult with the Chief of Police and the Special Activity Permit Advisory (SAP) Committee prior to approving or denying a special activity permit application. The City Manager will acquire signatures from each member of the SAP Advisory Committee. The SAP Advisory Committee consists of the Maintenance Director, City Attorney, Director of Community Development, and Business Development Coordinator.
2. Any changes to the approved plans, including but not limited to the activity: dates, times, and location/route must be approved by the City Manager. Changes must be submitted and attached in writing to the original application.
3. The City Manager may include in the special activity permit, or in a recommendation to the City Council, other provisions, reasonable terms or conditions as to the time, place and manner of the activity; compliance with WVABCA, health and sanitary regulations, fire, emergency services, and security. Additional permits may be required to meet the conditions established by the special activity permit, and/or with other Federal, State, City codes.
4. Once the City Manager has conferred with the Chief of Police and the SAP Advisory Committee, the City will send an approval notice via email to the applicant with any terms and conditions attached. The City Manager has ten days to respond.

H. Additional Permits

Upon issuance of a City Special Activity Permit, it is the applicant's responsibility to obtain any further necessary licenses or permits, such as vendors' licenses, or permits from the WVABCA, Jefferson County Health Department, or other City or state department/agency. For the following permits please contact for information:

Department:	Address:	Phone Number:	Type of Permit:
ABC Administration	900 Pennsylvania Avenue, 4th Floor Charleston, WV 25302	(304) 356-5500	Alcohol License
WV State Fire Marshal	1207 Quarrier Street, 2nd Floor Charleston, WV 25301	(304) 558-2191	Fire works
Jefferson County Health Department	1948 Wiltshire Road, Suite 1 Kearneysville, WV 25430	(304) 728-8416	Food Permit
Independent Fire Company	200 West 2nd Avenue Ranson, WV 25438	(304) 725-2514	Burn Permit

I. Cancellation Of Activity/Amendments

1. If the permitted activity is cancelled by the organizer and is rescheduled, a new application will need to be submitted thirty (30) calendar days prior to the new activity date. Organizer must notify, in writing, the City Manager of any cancellation.
2. If a permitted application needs to be amended due to expanding the scope of the activity, additional use of City services, or other reasons, a written request will need to be provided.
3. If the special activity is to be held on public property, the City may revoke the special activity permit at any time if they determine that the conduct of the special activity could cause damage to the public property due to inclement weather and/or if any conditions of the permit has not been met or is being violated. A decision to revoke a permit is final.

J. Fees

Applicant(s) and/or sponsor(s), of any activities requiring the use of public services and/or defined as a special activity, held in the City of Charles Town may be required to pay accordingly for services as deemed necessary by the City, such as Police Department, Maintenance Department and any other City services requiring additional fees noted below.

1. The non-refundable $25 application fee shall be submitted with the application. Any additional fees required shall be paid upon notification by the City Manager that additional fees are due. The additional fees shall be paid thirty (30) calendar days prior to the activity.
2. Street Closure Fees: $100 (not applicable to City sponsored, City supported activity)
3. Fees above can be increased or decreased to reflect the approved fee compendium by City Council. Additional fees may include actual expenses for required services provided by affected departments such as:.
    - Overtime or part-time hours directly related to the activity.
    - FICA (Federal Insurance Contributions Act/Social Security).
    - Equipment and supplies rented for the activity to include; barricades, trash disposal fees; and contracted services directly related to activity, security, road closures, and cleaning services, etc.
    - Fees associated with permits are in addition to the above fee schedule and are the sole responsibility of the applicant/sponsor.

K. Conditions Of Approval

In deciding whether to Approve, Approve with Conditions, or Deny a permit, the City Manager shall determine:

1. The activity, as proposed, can be shown to function safely and does not present an unreasonable risk to public safety.
2. The diversion of police and fire resources to support the activity will not deny reasonable police and fire protection to the City.
3. The special activity will not cause irreconcilable interference with previously approved and/or scheduled construction, maintenance or other activities including any sidewalks, street and parking spaces.

4. All costs for City services associated with the activity shall be paid by the applicant or if approved by City Council, the portion agreed upon will be covered by the City.
5. Activities in areas of the City will be scheduled to not overly burden any one neighborhood on a consistent basis.
6. The activity does not impose an unreasonable disturbance to adjacent property owners including, but not limited to: noise, light and traffic.
7. The activity as proposed shall not severely impact the quality of life within the area it is being held.

L. Appeal Process

1. The City Manager reserves the right to deny a special activity permit. If a special activity permit is denied, the applicant may ask the Charles Town City Council to review the application.
2. To begin the appeal process, the applicant will need to submit, in writing, a request for the special activity permit application to be placed on the City Council Agenda.
3. The Charles Town City Council will decide on the special activity permit application and the decision will be final.

M. Refunds

1. Fees/cost are refundable (excluding the twenty-five dollar $25.00 special activity permit application fee), if the special activity is canceled after the permit is issued, and written notice is received by the City Manager ten (10) days prior to the date of the activity.
2. The City of Charles Town reserves the right to alter or cancel an activity at any time due to unforeseen circumstances. If the activity is altered or canceled by the City of Charles Town due to unforeseen circumstances, activity fees/costs are refundable and the fees will be prorated in order to pay for services rendered prior to notification of the cancellation.
3. The City Manager may authorize the refund of any fees if an applicant is unable to hold or conduct a special activity due to inclement weather or some other cause not within the applicant's control. The applicant must submit a written request to the City Manager for a refund of fees within ten (10) days after the scheduled activity date.

N. Late Applications

1. Any application received after the established 60/30-day deadline is a late application. The City Manager shall not accept late applications unless:
    - The proposed special activity is in response to an occurrence whose timing did not reasonably allow the applicant to file a timely application.
    - The imposition of the time limitations would place an unreasonable restriction on the free speech rights of the applicant.
    - The City Manager agrees that little disruption to City residents, businesses, and services would exist if the activity were approved.
2. If the City Manager finds the above conditions to exist, then the City Manager may accept the application and process, unless it does not meet the criteria set forth in the application permit process section, or there is insufficient time for the City to make the necessary preparations for permit filing, staff availability or other public safety matters prior to the proposed date of the special activity.
3. Late applications cannot be appealed.

O. Indemnification

1. The applicant shall indemnify and hold harmless the City of Charles Town, its officers, agents, employees and volunteers from any and all claims, causes of action, penalties, losses, expenses (including reasonable

attorneys' fees) and any other liability for injuries or damages to persons or property resulting from the special activity which occurred by the omissions or authorized acts of the applicant.

2. If the City incurs any costs as a result of the applicant's failure to comply with any provisions, or if the City property is destroyed or damaged by reason of a special activity, the applicant shall reimburse the City for costs incurred, including the actual repair or replacement cost of the such property. The City may retain any deposit or portion thereof as full or partial reimbursement for any such damage.

P. Insurance Requirements

1. General liability insurance coverage, in the amount of $1 million, is required before an activity and maintained throughout the duration of the activity, including set-up and dismantle periods. Throughout the application process the City of Charles Town will determine if this general liability insurance is required.
2. The City reserves the right to recommend a higher amount of required insurance depending on the proposed activity. The Certificate of Insurance is required to ensure that the City of Charles Town is not held responsible for any incidents of lawsuits that are indirectly or directly related to the Special Activity.
3. No applicant shall be required to comply with the insurance requirement of this section if the activity proposed for the special activity is protected by the First Amendment to the United States Constitution and the applicant produces evidence that complying with the insurance provision is impossible or so financially burdensome that it would preclude the proposed special activity from occurring.
4. If insurance is required pursuant to this section and an applicant is unable to obtain insurance, the City Manager may obtain such insurance on behalf of the permit applicant and charge the permit applicant for the cost.

Q. Post Activity Evaluation

If a post activity evaluation is required it shall be conducted by the City Manager. The evaluation may include information from affected residents/businesses, complaints received by the City, and a meeting with the applicant/sponsor. The post evaluation includes, but is not limited to:

- If applicable, review of feedback surveys distributed at the activity.
- Review of any complaints from members of the community/activity participants.
- Determination if anything was damaged or stolen at the activity site.
- Reconciliation of activity expenses ensuring that the City has received payment/reimbursement for services provided. In the case of City activities, ensuring that vendors have received payment.

Effective: March 3, 2025

John Nissel, City Manager

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-342: Community Promotion Funding Policy

ATTACHMENTS:

- Community Promotion Funding Policy - signed.pdf

COMMUNITY PROMOTION FUNDING POLICY

Purpose:

The purpose of this Policy is to establish a process for distribution of the City of Charles Town Community Promotion funds, previously referred to as "but for" funds. This policy is designed to assist with proper fiscal planning and the promulgation of clear guidelines for prospective recipients of City funds.

Scope and Effective Date:

This Policy shall cover all Community Promotion funding beginning with FY 2026 and annually thereafter. Organizations or Departments that receive funding through a dedicated regular line item in the budget are not eligible for Community Promotion Grants. The City will divide Community Promotion fundings into two separate grant categories: Community Partnership Grants and Community Grants.

General:

The City, in its sole discretion, may provide funding or grants to nonprofit, charitable or civic organizations in order to supplement existing funds that either create or enhance services that positively impact the greatest number of City residents. It is the intent of these guidelines to provide that any funds appropriated shall be used to promote the general welfare of the residents of the City with priority given to the Community Partnership category of grants.

Priority areas are determined by the City Council and Mayor and may be reevaluated annually. Any funds appropriated under the provisions of this Policy shall be used and expended under the direction and control of Treasurer as determined by the City Council in its annual budget deliberations.

The City operates on an annual Fiscal Year schedule beginning on July 1st and ending on June 30th.

Community Partnership Grants:

Community Partnership Grants are funds appropriated on an annual fiscal basis to community organizations that provide or enhance services that are generally considered within the purview of a governmental entity. If excess revenue is available, these organizations are pre-selected to receive funding during the City's annual budgetary process and will be included in the General Fund Budget. Community Partnership organizations include the following: 1) The Charles Town Library; 2) Jefferson County Community Ministries; 3) Eastern Panhandle Transit Authority; 4) Citizens Volunteer Fire Department; and 5) Independent Fire Department.

In order to be eligible to receive funding in a subsequent budget cycle, Community Partnership Organizations must provide the Finance Director with an expenditure report, which is a statement detailing the expenditure of the City's allocation in the previous fiscal year. Expenditure reports are due on 31st of December each year, and failure to provide a report may result in loss of funding in future budgets.

Community Grants

Community Grants are funding allocations provided to non-profit and civic organizations.. Only nonprofit organizations shall be eligible to apply for a Community Grant. For purposes of this Policy, "nonprofit organization" means a business entity that is tax-exempt under sections 501(c)(3), (c)(4) or (c)(6) of the Internal Revenue Code of 1954, as amended. A person or group without nonprofit status may partner with a nonprofit organization to apply for a Community Promotion Grant. The details of the partnership should be clearly outlined and submitted with the application. Community Partnership Organizations are eligible to apply for Community Grants.

Application Process for Community Grants

Any nonprofit organization that desires financial assistance from the City must complete a Community Grant Application and attach a copy of its IRS determination letter and a copy of the most recent 990 tax return. If any of the aforementioned information is not available, please provide written explanation and attach to the Grant Application.

The application shall include a detailed description of the program and how it serves the residents of the City, how the grant funding will benefit the residents of the City, proof of good standing with the State of West Virginia and the City of Charles Town.

The City reserves the right, in its sole discretion, to request additional information either in writing, in interviews or through scheduled presentations. Any organization not in good standing with the State of West Virginia will not be considered for financial assistance. An organization found to have misused City funds previously will not be eligible for grant funding. Applications will be considered annually during the City's regular 1st revision of the fiscal year and will be due by May 31st of each year.

In addition to evaluating the merits of each proposal as described in the application, the City Council will also consider the following factors:

- The projected number of City residents that will benefit from the program
- The organization appears to have the capacity to carry out the project, including necessary staff and financial resources.
- Other available funding sources and potential matches available for city funds.
- The organization has been timely in completing reports for previous awards.

- The success of previously funded programs

The City Council will consider Community Grant Applications during the regular first revision of the fiscal year and will award funds based upon the criteria outlined in this policy.

Prior to distribution of any City funds, a Letter of Agreement shall be entered into between the City and the receiving organization. The Letter of Agreement will include a timeline, the amount of funding to be provided by the City, the work to be funded, required documentation to be provided by the organization, and any monitoring requirements.

Reporting:

Each Community Grant will be a cost reimbursement grant in which the City will reimburse a grant recipient for expenditures once they have been incurred. To receive reimbursement, a grant recipient must submit invoices related to the grant work to the Finance Department for review. Once approved, grant funds will be released to the Grant recipient.

Effective: **March 3, 2025**

John Nissel, City Manager

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-346: Article 522 Private Outdoor Designated Areas (PODA)

ATTACHMENTS:

- 2025-002 - Article 522 - Private Outdoor Designated Areas (PODA).pdf

Article 522
Private Outdoor Designated Areas

522.01 Purpose and Intent

Pursuant to the provisions of West Virginia Code §§ 8-12-26 and 60-7-8g, one or more private outdoor designated areas may be created within the City.

522.02 Definitions

(a) PODA Permit means the permit issued by the City to Class A or Class B Licensees allowing them to participate in the Private Outdoor Designated Area and to apply for an S4 license from the West Virginia Alcohol Beverage Control Administration (WVABCA).

(b) Private Outdoor Designated Area means public property that has become a legally demarcated area established by a municipal ordinance as set forth in W. Va. Code § 8-12-26 for the consumption of liquor, wine, nonintoxicating beer, and nonintoxicating craft beer.

522.03 Permit Required

(a) Any Class A or Class B license holder under W. Va. Code § 60-7-1 et seq. that operates within the boundaries of a private outdoor designated area may apply for a PODA Permit to participate in the Private Outdoor Designated Area by submitting an application to the City Manager on such forms as he shall prescribe. The City Manager shall review the application to ensure it is complete and meets the following requirements:

(1) The applicant is located in an established private outdoor designated area, pursuant to this article, with a front door in compliance with all building and fire codes for the safe ingress and egress of members, patrons, and guests to and from the private outdoor designated area.

(2) The applicant has a valid City and state business license and is in good standing with the City.

(3) The applicant has a valid Class A private club license under W. Va. Code § 60-7-1 et seq.

(b) Once the PODA Permit is granted by the City Manager, , the license holder may apply to the West Virginia Alcohol Beverage Control Administration ("WVABCA") for a special Class S4 permit, as detailed in W. Va. Code § 60-7-8g, to participate in a private outdoor designated area, as further detailed in this article, in the West Virginia Code, and in any applicable rules of the WVABCA. Upon approval by the WVABCA, the Class S4 permit holder shall notify the city manager's office. Any business that receives the approval of the City Manager and a Class S4 permit from the WVABCA may participate in a private outdoor designated area.

(c) Participation in a private outdoor designated area does not provide a business with any authority to operate outdoor dining on the public right-of-way. Any business interested in participating in outdoor dining shall follow the requirements the requirements of Article 907 and 909 of this Code. A business with an approved outdoor dining area that is within a private outdoor designated area may operate its outdoor dining area simultaneously with its participation in a private outdoor designated area.

522.04 Containers

All beverages served from valid Class S4 permit holders for consumption in a private outdoor designated area shall be served in a non-glass container not greater than 16 fluid ounces, which has been approved by the City Manager and the WVABCA.

522.05 Signage and prohibitions

(a) Prior to the operation of a private outdoor designated area, the City shall erect conspicuous signage. The signs shall be located at every reasonable point where a pedestrian may exit the private outdoor designated area by way of a public sidewalk. The signs shall clearly state "No alcohol beyond this point." and provide clear notice that a person is leaving the private outdoor designated area.

(b) A person may not leave a private outdoor designated area while possessing an open container of liquor, wine, nonintoxicating beer, or nonintoxicating craft beer.

(c) Nothing in this Article shall be construed to permit a person to possess an open container of liquor, wine, nonintoxicating beer, or nonintoxicating craft beer, that contains liquid while being in, on, or operating a motor vehicle within a private outdoor designated area.

(d) Businesses in the private outdoor designated area may choose to allow or prohibit alcohol consumption in their business. Liquor, wine, nonintoxicating beer, or nonintoxicating craft beer may only be brought into structures or businesses that have indicated by a posted sign that they are participating in the private outdoor designated area, whether or not they hold a Class A license from the WVABCA Commissioner.

(e) Special event sponsors that have been granted a special event permit to operate on a City Street that is included in the PODA area may choose to allow or prohibit alcohol consumption on that portion of the City street during the special event.

522.06 Public health, safety, and sanitation

(a) All private outdoor designated areas shall be operated in a manner consistent with all state and municipal laws. The Charles Town Police Department shall be responsible for ensuring compliance and may issue citations within the private outdoor designated areas as necessary. The Charles Town Police Department shall provide a copy of any citation issued within a private outdoor designated area to the WVABCA.

(b) In addition to any public restrooms in a private outdoor designated area, participating Class S4 permit holders shall make available adequate restroom facilities, whether permanent or portable, to serve their members and guests during all hours of operation of the private outdoor designated area.

(c) All businesses operating within a private outdoor designated area shall comply with all requirements of the Jefferson County Health Department.

(d) All S4 permit holders, when they are open for business and serving customers within a private outdoor designated area, shall make waste receptacles available during the operating hours of the private outdoor designated area in a number sufficient to contain the waste generated within the area and which are emptied regularly by each participating business as needed to ensure availability.

522.07 Revocation of City Manager Approval; and General Policy Authority

(a) The City Manager or Mayor may revoke the letter of approval of any Class S4 permit holder when doing so is in the interest of public safety by sending a revocation letter to both the permit holder and the WVABCA.

(b) The City Manager is authorized to create policies and procedures as necessary for the efficient operation of the private outdoor designated areas, including, but not limited to, signage language approval, container approval, identification of participating businesses and non-participating businesses, review of security plans proposed to the WVABCA, the interaction and interplay between a fair or festival and the private outdoor designated areas, and the duties and responsibilities of all participating businesses with respect to clean up and other sanitation matters.

522.08 Suspension of Private Outdoor Designated Area

(a) The City Manager or Mayor has the authority to suspend the operation of a private outdoor designated area immediately when in the interest of public safety by providing notice to all Class S4 permit holders within the private outdoor designated area, City Council, any business association participating in the marketing or advertising of the private outdoor designated area, and the WVABCA.

522.09 Penalties

(a) An individual who violates any provision of this article relating to private outdoor designated areas is guilty of a misdemeanor and, upon conviction, shall be fined not more than $100.00.

(b) Any person who owns or operates a business that is a PODA permittee or is employed by such a business and who violates any provision of this article is guilty of a misdemeanor and, upon conviction, shall be fined not less than $5.00 and not more than $1,000.00. Any owner, operator, or employee who violates a provision of this article and is convicted of a third such offense, upon conviction, may be confined for up to 30 days. These penalties for owners, operators, and employees of private outdoor designated areas are in addition to any penalty from the WVABCA.

522.10 Creation and Boundaries

(a) City Council for the City of Charles Town hereby establishes a private outdoor designated area known as "City Center PODA," which shall have the boundary as stated in subsection (b) of this section and which shall meet all of the requirements of this article and applicable West Virginia Code.

(b) The City Center PODA shall begin at the southwestern corner of the intersection of S. West Street and W. Washington Street, then continue along West Street in a northerly direction to W. Liberty Street, then continue in an easterly direction along Liberty Street to N. Goerge Street, including the 200 block of N Charles Street and Opera House Way., then continue north to a point perpendicular with the intersection of N. Samuel Street and Bell Place, then east along that perpendicular line to the intersection of Bell Place and N. Mildred Street then south to the intersection of N. Mildred Street and E. Washington Street, continue westerly to the southwestern corner of the intersection of S. West Street and W. Washington Street.

(c) The attached map of the City Center PODA is incorporated by reference herein and made a part of this article.

(d) The area within the City Center PODA is in a zoning area that allows for the sale and consumption of liquor, wine, nonintoxicating beer and nonintoxicating craft beer, and is in compliance with the City's zoning ordinance.

522.11 Days and Hours of Operation

The City Center PODA may operate year-round on any Saturday and Sunday from 10:00 a.m. until 10:00 p.m., and Monday through Friday from 5:00 p.m. until 10:00 p.m.. Drinks may not be sold in PODA cups or consumed within the City Center PODA outside of the hours of operation.

522.12 Personnel Needed

The PODA district is regularly patrolled by the Charles Town City Police Department, and the City Council anticipates that these police officers will be working their regular shifts.

522.13 Appeals Process

a) Any S4 permit holder may appeal to the City Council the suspension the entire PODA district or the permit holder's individual suspension.

b) Any denial of a PODA permit application may be appealed to the City Council.

c) Any appeal must be filed in writing with the City Clerk within 15 calendar days of the adverse action.

d) Suspensions lasting less than 7 calendar days are not subject to appeal.

e) The City Manager shall place consideration of the appeal on the City Council's agenda within 30 days after receipt of an appeal.
f) The City Council will issue a decision within 30 days after consideration of appeal.

g) All decisions of the City Council will be final and not subject to further appeal.

First Reading: February 3, 2025

Second Reading: March 3, 2025

Changes Effective: From Passage

Robert M. Trainor
Mayor

John Nissel
City Manager/Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-349: Charles Town Utility Board (CTUB) Meeting Minutes - February 26, 2025

ATTACHMENTS:
- 2025.02.26 UB MINUTES.pdf

Charles Town Utility Board
Regular Board Meeting
February 26, 2025

The Charles Town Utility Board held a regular meeting on February 26, 2025 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member; John Maxey, Vice Chairman and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; and Robert Rodecker, Legal Counsel (Zoom).

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of February 12, 2025 Minutes

The Chairman called for changes or corrections to the February 12, 2025 regular meeting minutes. With no objections from the Board, the minutes were approved.

PUBLIC COMMENT

The Board received no public comments.

UNFINISHED BUSINESS

Request for Proposals for Capacity Improvement Fee Study

Mrs. Stolipher received a proposal from Rafetelis for $43,320 and NewGen Strategies for $55,000. She suggested the Board have a joint workshop with City Council and one of the firms to have an overview on CIF methodologies and parameters that go into the fee calculations. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved engaging in a contract with Rafetelis.**

NEW BUSINESS

Pine Run Ranch Project Request

Last month the Board tabled the request until they had a chance to review the draft availability letter to allow Berkeley County PSSD to provide water and sewer service to a property in Kearneysville. Mrs. Stolipher provided the draft letter.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the draft letter to Pine Run Ranch, LLC as submitted.**

Maintenance Building Project

Mrs. Stolipher provided the GDF task order to perform the final design for the new maintenance building totaling $46,000. The Board provided discussions.

Action: **With no objections, the Board unanimously approved the task order.**

Moyno Pump Replacement

Mrs. Stolipher provided a quote for a sludge transfer pump for the Charles Town wastewater treatment plant totaling $16,476.50.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the Moyno pump replacement quote.**

Lease Amendment – Verizon – 6th Avenue Tank

Mrs. Stolipher included a copy of the 3rd lease Amendment for the Verizon equipment on the 6th Avenue tank. She mentioned this is for upgraded equipment and has no rent increase. The CTUB consultant, Mike Hofe, and Mr. Rodecker have both reviewed. The Board provided discussions.

Action: **Motion made by Mr. Maxey, seconded by Mr. Kratovil, the Board unanimously approved the lease amendment for the 6th Avenue tank.**

Lease Amendment – Verizon – Keyes Ferry Tank

Mrs. Stolipher included a copy of the 4th lease Amendment for the Verizon equipment on the Keyes Ferry tank.

Action: **Motion made by Mr. Kratovil, seconded by Mr. Maxey, the Board unanimously approved the lease amendment for the Keyes Ferry tank.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided she will begin working with staff on the NPDES permit renewal, the river intake was cleaned by a diving crew and staff has been addressing numerous leaks. She mentioned the RFP committee for choosing a public relations firm will provide their recommendation at the next Board meeting. Mrs. Stolipher also provided the PFAS testing with Eurofins will begin the first week in March.

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

Chairman Report

The Chairman provided no updates.

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

APPROVAL OF BILLS

February 26, 2025

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

EXECUTIVE SESSION

Discuss WV PSC Case 25-0263-W-C - Possible Executive Session WV State Code Section §6- 9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Mr. Rodecker provided a brief overview and timeline for the complaint case with WV American Water in regards to service territory. The Board provided discussions.

Action: **Motion by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved convening into Executive Session at 4:27 P.M. to discuss WV PSC Case 25-0263-W-C.**

The Board convened back into public session at 5:18 P.M.

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

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:18 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, March 12, 2025 at 4:00 P.M. at 661 S. George Street.

John Nissel
Chairman

Ashley Stottlemyer
Secretary

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/17/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-352: Charles Town Parks and Recreation Report - February Meeting

ATTACHMENTS:

- P&R Report_ February 2025.pdf

City of Charles Town
Parks and Recreation Commission Report
February 2025

Agenda Packet link: https://d3n9y02raazwpg.cloudfront.net/charlestownwv/031e61c9-d8dd-11ef-a9e2-005056a89546-74cf6f28-b229-4cb7-99f3-3c7895906f23-1740491529.pdf

I. CALL TO ORDER:

Persons Present: *Commissioners Present:* Elizabeth Ricketts, Mike Slover, James Kratovil, Nick Zaglifa, Alden Roth, Nate Hartman
Absent: Trudy Roth
Staff: Alissa Meeks, Liz Cook, Jim Wysong, Stephanie Grove
Guests: Sam Rich (*Thrasher Engineering),* Karen and Austin Gregoryk, Walter Washington (*FOHR),* Matt Ward (*FOHR*), and Randy Hilton (*FOHR)*

II. APPROVAL OF MINUTES:

January 2025 - *Approve*- **Motion:** M. Slover**; 2nd:** J. Kratovil
Unanimous

III. UNFINISHED BUSINESS

2025-229: Happy Retreat Parking Lot

The Commissioners heard from members of Friends of Happy Retreat and answered questions and concerns about the proposed exterior grounds project which includes a parking lot that is on Charles Town park land. Commissioners have requested to review the MOU between the commission and FOHR. FOHR will be pursuing additional approvals from the City of Charles Town Planning Commission and requested authorization for the Commission Chair to sign these future applications. The Parks and Recreation Commission moved to authorize the President to sign as co-applicants with FOHR for Planning Commission applications.

Motion: *N. Zaglifa* ***; 2nd:*** *J. Kratovil*
Unanimous

2025-230: Activation and Programming of Parks

TABLED -
Motion: *M. Slover****; 2nd:*** *J. Kratovil*

2025-231: JMP Pool and Thrasher Contract

Sam Rich from Thrasher Engineering updated the committee on the project. The project is still on track to begin construction in May.

No Action.

2025-232: Tree Board Business

Commissioner Ricketts (also Council liaison to the Tree Board) discussed upcoming projects related to the Evitts Run Park buffer, Travis Kable (City Maintenance Staff) earning his certification to be an Arborist, membership in the American Chestnut Society Craighill Estates trail tree planting, and Arbor Day 2025 celebration. The commission would like to invite the Tree Board to the next Parks and Recreation meeting to discuss. The Commission authorized staff and the Tree Board to work on completing and implementing the buffer as part of their Arbor Day celebration.

Motion: *M. Slover****; 2nd:*** *N. Hartman*

Unanimous

IV. NEW BUSINESS

: 2025-184: Update of the Board of Parks and Recreation Bank Signature Authority Selection of 3 members to be able to serve as bank signature authority - 2 signers and 1 alternate.

The Commissioners authorized Elizabeth Ricketts, Jim Kratovil, and Alden Roth (alternate) for bank signature authority.

Motion: *M. Slover****; 2nd:*** *N. Zaglifa*

Unanimous

2025-233: Make it Shine Statewide Event - Partnership with K Kids

The Commission authorized the K Kids, if interested, in applying for the statewide clean up event at a City of Charles Town Park.

Motion: *N. Hartman****; 2nd:*** *A. Roth*

Unanimous

2025-234: Special Activity/Event Policy for Parks

The Committee discussed the City's Special Activity/Event Policy as it relates to parks.

No Action.

2025-235: Depot Land Acquired by City of Charles Town for Civic Space

The Committee discussed the Depot Land as well as the City's plan to adopt a Private Outdoor Designated Area (PODA) where alcohol may be consumed.

No Action.

2025-236: Glen Edwards Memorial Plaque Request

Karen and Austin Gregoryk proposed to pay for a memorial plaque to be placed at Jefferson Memorial Park to honor the late tennis coach, Glen Edwards. The commissioners discussed planning in the near future for a dedication event. The commission motioned to authorize staff to work with the Gregoryks to install the plaque.

Motion: *J. Kratovil* ***; 2nd:*** *N. Hartman*

Unanimous

2025-237: Park Storyboard Trails - Request from Liz Cook

Previously tabled. Motion to remove from table

Motion: *N. Hartman****; 2nd:*** *N. Zaglifa*

Liz Cook presented the idea of a one time purchase of metal sign frames for the creation of storyboard trails in City parks. The Commissioners motioned to authorize up to $4,000 from the Parks budget line: *Department Supplies* for the one-time purchase.

Motion: *J. Kratovil****; 2nd:*** *A. Roth*

Unanimous

2025-238: Constituent Request

The Commissioners reviewed a request that had come through the city website from a new resident in town. The Commission President will reach out via email to thank the new resident for their interest in parks.

No Action.

2025-239: FY2026 Budget and Proposals

TABLED

Motion: *J. Kratovil****; 2nd:*** *N. Hartman*

Unanimous

V. ADJOURNMENT: 08:44 PM

VI. NEXT MEETING:

Thursday, March 27th *6PM* at City Hall.