CITY OF CHARLES TOWN

CITY COUNCIL

AGENDA • NOVEMBER 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

: **2025-1263:** City Council Meeting Minutes - November 3, 2025
City Council Meeting Minutes - November 3rd - draft.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

: **2025-1264:** Finance Committee Report - November 12, 2025

: **2025-1265:** Personnel Committee Report - November 13, 2025
Personnel Committee Report 11-13-2025.pdf

7. CITY MANAGER REPORT

: **2025-1280:** City Manager Report - November 17, 2025
CMR17 November 2025.pdf
7037 Land Uses-Ground Covers-Land Use Exhibit 2025.11.13.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2025-1266:** Thomassen Ford Building Discussion - Update
Memorandum re Repair Timeline.pdf

: **2025-1281:** Public Hearing on an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Sewer Service at Charles Town and Vicinity, Jefferson County, West Virginia by Revising Capacity Improvement Fees

: **2025-1282:** Public Hearing on an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Water Service at Charles Town and Vicinity, Jefferson County, West Virginia by Revising Capacity Improvement Fees

: **2025-1283:** Second Reading of an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Sewer Service at Charles Town and Vicinity, Jefferson

County, West Virginia by Revising Capacity Improvement Fees
10-29-2025 SEWER Ordinance Finalized (Whereas Clause Revised) (02085768xA377B).pdf
10-29-2025 SEWER Tariff No. 23 Finalized (02085744xA377B).pdf

: **2025-1284:** Second Reading of an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Water Service at Charles Town and Vicinity, Jefferson County, West Virginia by Revising Capacity Improvement Fees
10-29-2025 WATER Ordinance - FINALIZED (02085752xA377B).pdf
10-29-2025 WATER Tariff No. 17 - FINALIZED (02085542xA377B).pdf

10. NEW BUSINESS

: **2025-1109:** Presentation - DR Acquisitions - Huntfield Master Plan

: **2025-1267:** FY2026 Capital Revision #5
Capital Budget 5th Revision.pdf

: **2025-1278:** Prospect Place Conditions of Annexation
2025 Prospect Place COA final.docx

: **2025-1285:** FY2026 General Fund Revision #3
FY 2026 GF Revision #3.pdf
FY26 GenFund Revision #3 State Worksheet.pdf

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2025-1286:** Referral to Ordinance Committee - Article 111 Council
Ord. 2022-002 - Article 111 Council.pdf

12. APPROVAL OF BILLS

: **2025-1287:** Payment of Bills - November 17, 2025
COUNCIL REPORT PCARD 11-17-25.pdf
PARKS N REC COUNCIL REPORT 2025-11-17.pdf
BOND ESCROW 2025-11-17.pdf
CAPITAL RESERVE COUNCIL REPORT 2025-11-17.pdf
GEN FUND COUNCIL REPORT 2025-11-17.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, City Council Workshop, December 1, 2025, at 6:00PM and City Council Meeting, December 1, 2025, at 7:00PM.

: **2025-1268:** Ordinance Committee Report - October 28, 2025
City of Charles Town Ordinance Committee Report - October 28 2025.pdf

: **2025-1269:** An Ordinance to Approve the September 2025 Replacement Pages to the Codified Ordinances
An Ordinance to Approve the September 2025 Replacement Pages.pdf

: **2025-1270:** Charles Town Police Department Neighborhood Traffic Summary
Traffic Study.pdf

: **2025-1271:** Resolution Authorizing the City to Enter into a Suballocated Funding/Carbon

Reduction Program Funding Agreement with the West Virginia Division of Highways for Congress and Lawrence Street Intersection Improvements.
2025-011- A Resolution Authorizing the City to Enter into a Suballocated Funding Agreement with the WV DOH for Congress and Lawrence St Intersection Improvements.pdf

: **2025-1272:** A Resolution of the Charles Town City Council, Authorizing Financial Assistance to Jefferson County Community Ministries in Response to the Government Shutdown and Supplemental Nutrition Assistance Program (SNAP) Service Disruption.
2025-012 - A Resolution Authorizing financial Assistance to JCCM in Response to the Government Shutdown and SNAP Disruption.pdf

: **2025-1273:** Letter to the Building Commission
Letter to Building Commission - November.pdf

: **2025-1274:** Invitation to Participate in "Charles Town CLEAN Parks" Initiative Letter
Invitation to Clean Parks Initiative.pdf

: **2025-1275:** WV Division of Highways (WVDOH) Letters
Letter from DOH.pdf
Letter from DOH - October.pdf

: **2025-1276:** The Old Opera House Letter
Letter from OOH.pdf

: **2025-1277:** Boys and Girls Club Letter
Letter from Boys and Girls Club.pdf

: **2025-1279:** Letter to Jefferson County Commission - October 7, 2025
Letter to County Commission - 100 Block of E. Washington Street.pdf

: **2025-1288:** Charles Town Utility Board Meeting Minutes - October 22, 2025
2025.10.22 UB MINUTES .pdf

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

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1263: City Council Meeting Minutes - November 3, 2025

ATTACHMENTS:

- City Council Meeting Minutes - November 3rd - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • November 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
Micheal George	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Remote	
Nate Hartman	Councilmember	Present	
Alden Roth	Councilmember	Present	
Julie Smith	Councilmember	Present	
Andie Sugrue	Councilmember	Present	

Mr. Brent Manuel, City Manager, Ms. Alissa Meeks, Assistant City Manager; Ms. Stephanie Grove, City Attorney; Ms. Cindy Rezmer, Operations Director, Ms. Kristen Stolipher, Charles Town Utility Board (CTUB) General Manager, 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

2025-1195: City Council Meeting Minutes - October 20, 2025

There being no corrections, additions, or changes to the minutes, Mayor Geroge declared the meeting minutes approved.

3. PUBLIC COMMENT

No one signed up for public comment.

4. WARD REPORTS

Ward 1

Ms. Ricketts had nothing to report.

Mr. Kratovil had nothing to report.

Ward 2

Mr. Hynes thanked the Charles Town Police Department for their presence on Halloween in Huntfield and for placing the speed trailer on Colston Road, which has been well received by the residents.

Mr. Tester reported that it was a busy Halloween in Huntfield.

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Ward 3

Mr. Hartman reported that he attended the Evitts Run bridge ribbon cutting ceremony and thanked the downtown businesses that participated in Halloween this year.

Mr. Roth reported that he attended the Sunset Market on November 1, 2025.

Ward 4

Ms. Smith reported that she attended the Evitts Run bridge ribbon cutting ceremony on October 25, 2025, and the haunted history "Walk About Nothing" on October 29, 2025.

Ms. Sugrue reported that the next "Walks About Nothing" will take place at 6:00PM on November 5, 2025.

5. MAYOR'S REPORT

Mayor George reported he attended the following meetings/events:

- The Charles Town Utility Board (CTUB) meeting on October 22, 2025.
- Route 51 Improvement Project meeting on October 23, 2025.
- The haunted history "Walks About Nothing" on October 29, 2025.
- Met with the new director of Jefferson County Community Ministries (JCCM), Brooke Grossman, on October 29, 2025.
- The free lunch for federal employees sponsored by Jennifer Armentrout on October 31, 2025.
- The Evitts Run bridge ribbon cutting ceremony on November 1, 2025.
- The Sunset Market on November 1, 2025.
- Met with the Jefferson County Commission president on November 3, 2025.
- The Potomac Bank celebration where he read a proclamation from the City of Charles Town.

Mayor George also reported on the following upcoming meetings/events:

- Prospect Place Conditions of Annexation meeting on November 4, 2025.
- A food drive at the Ranson Civic Center on November 8, 2025.
- "Walks About Nothing" on November 5, 2025.
- Earth Grounds Street Festival on November 8, 2025.
- Workgroup discussion with the Jefferson County Commission on the sale of the buildings on the 100 block of Washington Street on November 10, 2025.
- Veterans Picnic on November 15, 2025, at Jefferson Memorial Park.

He read into the record letters from the Boys and Girls Club of the Eastern Panhandle, The Old Opera House, and the WV Division of Highways (DOH).

6. COMMITTEE REPORTS

2025-1196: Parks and Recreation Commission Report - October 23, 2025

Ms. Ricketts presented an oral Parks and Recreation report.

2025-1197: Infrastructure Committee Report - October 27, 2025

Ms. Ricketts reviewed the Infrastructure Committee report with the council.

2025-1198: Personnel Committee Report - October 27, 2025

Ms. Sugrue reviewed the Personnel Committee report with the council.

DRAFT

2025-1199: Ordinance Committee Report - October 28, 2025

Mr. Tester reviewed the Ordinance Committee report with the council.

7. CITY MANAGER REPORT

2025-1200: City Manager Report - November 3, 2025

Mr. Manuel reviewed the city manager's report with the Council.

8. POLICE CHIEF REPORT

Chief Kutcher reviewed the Neighborhood Traffic Study report with the council.

He reported that there were six applicants at the November 1, 2025, testing date with only two passing the first round.

9. UNFINISHED BUSINESS

2025-1201: Public Hearing for Consideration of Amendments to the Codified Ordinances of the City of Charles Town, WV with Regard to Chapter Three Traffic Code; Articles 333 Driving Under the Influence, Reckless Driving, Article 335 Speed Restrictions, Article 345 Safety and Equipment, Article 349 Miscellaneous Rules, Article 361 Parking Generally, Part Five; Article 501 Administration and Law Enforcement, and Part Seven, Article 745 Business and Occupation Tax

Mr. Hynes moved to open the public hearing. Mr. Hartman seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Hynes
SECONDER:	Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

No one signed up for the public hearing.

Mr. Hynes moved to close the public hearing. Mr. Hartman seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Hynes
SECONDER:	Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

2025-1202: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Three Traffic Code, Chapter 5 Vehicular Operation, Article 333 Driving Under the Influence; Reckless Driving as a result of adopted State Changes.

Ms. Ricketts moved to approve the second reading of amendments to the codified ordinances with regard to Part Three Traffic Code: Article 333, Article 335, Article 345, Article 349, Article 361, Part 5 General Offenses

Code: Article 501, and Part Seven Business Regulations and Taxation Code: Article 745. Mr. Kratovil seconded the motion.

Ms. Ricketts amended her motion to approve all ordinances but Article 745. The motion passed by an 8-1 vote.

RESULT:	**APPROVED [8-1]**
MOVER:	Ricketts
SECONDER:	Kratovil
AYES:	George, Kratovil, Ricketts, Tester, Hartman, Roth, Smith, Sugrue
NAYS:	Hynes

2025-1203: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Three Traffic Code, Chapter 5 Vehicular Operation, Article 335 Speed Restrictions as a result of adopted State Changes.

This agenda item was approved in agenda item 2025-1202's vote.

2025-1204: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Three Traffic Code, Chapter 5 Vehicular Operation, Article 345 Safety and Equipment as a result of adopted State Changes.

This agenda item was approved in agenda item 2025-1202's vote.

2025-1205: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Three Traffic Code, Chapter 5 Vehicular Operation, Article 349 Miscellaneous Rules as a result of adopted State Changes.

This agenda item was approved in agenda item 2025-1202's vote.

2025-1206: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Three Traffic Code, Chapter 7 Parking, Article 361 Parking Generally as a result of adopted State Changes.

This agenda item was approved in agenda item 2025-1202's vote.

2025-1207: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Five General Offenses Code, Article 501 Administration and Law Enforcement as a result of adopted State Changes.

This agenda item was approved in agenda item 2025-1202's vote.

2025-1208: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Seven Business Regulations and Taxation Code, Chapter Three Taxes and Service Charges, Article 745 Business and Occupation Tax as a result of adopted State Changes

Mr. Hynes moved to refer Article 745 Business and Occupation Tax to the Finance Committee. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

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RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Hynes
SECONDER:	Kratovil
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

2025-1209: Ordinance to Approve the September 2025 Replacement Pages to the Codified Ordinances

Mr. Kratovil moved to approve the ordinance approving the September 2025 replacement pages to the codified ordinances. Mr. Hartman seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kratovil
SECONDER:	Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

2025-1217: Charles Town Utility Board (CTUB) CIF Update - Possible Executive Session

No action was taken on this agenda item.

10. NEW BUSINESS

2025-1194: Congress and Lawrence Streets Intersection Improvement West Virginia Division of Highways (DOH) Agreement and Resolution

Ms. Ricketts moved to approve the Congress and Lawrence Street Intersection Improvement Agreement and Resolution with the WV Division of Highways (DOH). Mr. Kratovil seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ricketts
SECONDER:	Kratovil
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

2025-1210: Vacant Building Appeal Discussion - American Public University System (APUS)

The council will hear the American Public University System's (APUS) vacant building appeal on December 1, 2025, at 6:00PM.

2025-1218: Jefferson County Community Ministries (JCCM) Food Drive/Food Bank Resolution

Mr. Hynes moved to direct staff to draft a resolution allocating $20,000, in increments of $5,000 (requiring receipts to release the next $5,000), to Jefferson County Community Ministries for purchasing food. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

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RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Hynes
SECONDER:	Kratovil
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

2025-1219: First Reading of an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Sewer Service at Charles Town and Vicinity, Jefferson County, West Virginia by Revising Capacity Improvement Fees

Mr. Hynes moved to approve the First Reading of an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Sewer Service at Charles Town and Vicinity, Jefferson County, West Virginia by Revising Capacity Improvement Fees. Ms. Sugrue seconded the motion, and it passed by a 6-3 vote.

RESULT:	**APPROVED [6-3]**
MOVER:	Hynes
SECONDER:	Sugrue
AYES:	Kratovil, Ricketts, Hynes, Hartman, Roth, Sugrue
NAYS:	George, Tester, Smith

2025-1220: First Reading of an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Water Service at Charles Town and Vicinity, Jefferson County, West Virginia by Revising Capacity Improvement Fees

Mr. Hynes moved to approve the First Reading of an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Water Service at Charles Town and Vicinity, Jefferson County, West Virginia by Revising Capacity Improvement Fees. Ms. Sugrue seconded the motion, and it passed by a 6-3 vote.

RESULT:	**APPROVED [6-3]**
MOVER:	Hynes
SECONDER:	Sugrue
AYES:	Kratovil, Ricketts, Hynes, Hartman, Roth, Sugrue
NAYS:	George, Tester, Smith

11. REFERRALS TO COMMITTEES/COMMISSIONS

2025-1211: Referral to Finance Committee - Facade Improvement and Walkability Improvement Grants

Mr. Hynes moved to refer to the Finance Committee the Facade Improvement and Walkability Improvement Grants. Ms. Sugrue seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Hynes
SECONDER:	Sugrue
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

DRAFT

12. APPROVAL OF BILLS

2025-1221: Payment of Bills - November 3, 2025

Mr. Kratovil moved to approve the payment of the bills. Ms. Sugrue seconded the motion, and it passed by a 7-2 vote.

RESULT:	**APPROVED [7-2]**
MOVER:	Kratovil
SECONDER:	Sugrue
AYES:	George, Kratovil, Ricketts, Tester, Roth, Smith, Sugrue
NAYS:	Hynes, Hartman

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, Monday, November 17, 2025, at 7:00PM

2025-1212: Charles Town Police Department September Statistical Report

2025-1213: Raftelis Memo - September 29, 2025

2025-1214: Public Comment Handouts from October 20, 2025, Meeting

2025-1215: Steven Galleher Parks and Recreation Commission Oath of Office

2025-1216: Clean Parks Handout

15. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas_minutes.php

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1264: Finance Committee Report - November 12, 2025

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1265: Personnel Committee Report - November 13, 2025

ATTACHMENTS:

- Personnel Committee Report 11-13-2025.pdf

City of Charles Town Personnel Committee Report

November 13, 2025 Meeting

1. **CALL TO ORDER**

   Meeting was called to order at 5:00pm. Persons present: Councilmember Andie Sugrue, Councilmember Jeff Hynes, Councilmember Kevin Tester, City Manager Brent Manuel, Charles Town Utility Board General Manager Kristen Stolipher and Operations Director Cindy Rezmer

2. **UNFINISHED BUSINESS**

3. **NEW BUSINESS**

   2025-1249: Total Compensation Study Proposal Review and Possible Selection of Consultant

   The Committee reviewed the 13 bid proposals that were received for the Employee Total Compensation Study and voted to award the bid to Paypoint HR.

4. **ADJOURNMENT**

5. **Next regularly scheduled Personnel Committee meeting is December 8, 2025 at 5:00pm.**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1280: City Manager Report - November 17, 2025

ATTACHMENTS:

- CMR17 November 2025.pdf
- 7037 Land Uses-Ground Covers-Land Use Exhibit 2025.11.13.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

Memorandum to Mayor and City Council

From: Brent T. Manuel, City Manager
Subject: City Manager's Report
Date: 17 November 2025

ADMINISTRATION

- On-site meeting with a resident on a drainage issue
- Participation in Robert's Rules of Order training
- Meeting with a business owner on challenges the business is facing.
- Attendance at Finance Committee meeting, to include TIF presentation.
- Participation at CTUB meeting
- Attendance at Personnel Committee meeting, to review submissions for the Classification and Compensation Study
- Communications with WVDOH on upcoming in-person meeting on West Washing Street Project (Rt. 51), due to scheduling conflicts the meeting will take place after the new year.
- Notification of seats on various boards due to expire at the end of the calendar year. The boards and commissions impacted are Board of Zoning Appeals, Building Commission, Planning Commission and Utility Board.
- Preparation for the CT CLEAN Parks kickoff meeting.

COMMUNITY AND ECONOMIC DEVELOPMENT

Zoning - Zoning picked up approximately 20 illegal signs this week. There are no active zoning violation investigations and all nine zoning violation cases approved by Council in August have been cleared.

Code Enforcement – Rental Registration and Vacant Property Modules have been turned on within the City's MGO platform and made available to the public. Rental Registration information has been published on the City's website. Staff is currently working on issuing Rental Registration requests to NOV (Notice of Violation) properties or properties that receive rental complaints.

Staff will be attending the WV Code Officials Association Conference in Dec: 2021 IPMC, Legal Aspects, 2021 IRC

Economic Development – Staff was invited to speak to a Senior Seminar class at Shepherd University last week where she gave a presentation on economic development in Charles

Town. The presentation was over 2 hours as the students were both intrigued and engaged in Q&A.

Capital Projects –

Pool: The subgrade work is completed and the connection tie-in to the waterline is 80% complete. They have poured new footers, added the concrete slab to the new addition and finished the second soil testing. The electrical was approved to be downgraded as originally scoped and will provide substantial cost savings. They are starting to work on patching the concrete flooring in the pool house and working on the retaining wall to the front of the pool house.

Augustine Avenue Phase 1: DOH Planning Division is compiling any cost overages associated with Phase 1 and will hopefully have it to staff asap.

Augustine Avenue Phase 2: Alpha submitted plans to DOH on 11/6/25. The NPDES permit has been submitted.

Congress/Lawrence Street Intersection Improvements: Staff sent the executed Agreement and Sponsor's match to DOH Planning on 11/4. Mr. Matt Mullenaux has provided his signature for the Agreement and staff is waiting for DOH to return the Executed Agreement and provide next steps.

FINANCE

- Adjusted our auto insurance to cover the new cars that we have purchased.
- Finance, Code Enforcement, Planning & Zoning, and Police departments attended training events.
- The City's FY 2025 Financial Statement for all funds was published in the Spirit. (This is a state auditor requirement.)
- The Clifford Trust investment portfolio was liquidated so that funds could be easily accessed and spent.
- Building department contracted out residential inspections.
- Employees were offered flu shots.
- Rouss Hall elevator was inspected.
- Funtopia received their facade grant.
- Rain jackets were purchased for the crossing guards.
- We conducted an air quality study for City Hall and Police Department.
- Charles Washington Hall sprinkler system was inspected.
- Maintenance yard fence was repaired.
- We had a ghost tour during our Walk About Nothing.

OPERATIONS

Charles Town Stormwater Assessment – Greenway Engineering continues to conduct filed work for the project and is developing an exhibit for preliminary ground cover analysis, that is attached to this report.

704 Foxcroft Avenue
Martinsburg, West Virginia 25401
Telephone: (304) 620-5111
Fax: (540) 722-9528
www.greenwayeng.com

GREENWAY ENGINEERING

PROUDLY SERVING WEST VIRGINIA & VIRGINIA
OFFICES IN: MARTINSBURG, WV WINCHESTER, VA & STERLING, VA

CITY OF CHARLES TOWN WATERSHEDS

GROUND COVER - LAND USE ANALYSIS

CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

Preliminary
11/13/2025 12:48:16 PM

GROUND COVER - LAND USE LEGEND

- DOWNTOWN BUSINESS
  C_{FACTOR}= 0.90
  CURVE NUMBER = 95
- CEMETERIES, PARKS, & OPEN SPACE
  C_{FACTOR}= 0.20
  CURVE NUMBER = 80
- FARMS/UNIMPROVED AREAS
  C_{FACTOR}= 0.15
  CURVE NUMBER = 60
- 1/8 AC RESIDENTIAL
  C_{FACTOR}= 0.68
  CURVE NUMBER = 92
- 1/4 AC RESIDENTIAL
  C_{FACTOR}= 0.50
  CURVE NUMBER = 87
- 1/2 AC RESIDENTIAL
  C_{FACTOR}= 0.40
  CURVE NUMBER = 85
- 1 AC RESIDENTIAL
  C_{FACTOR}= 0.30
  CURVE NUMBER = 84

UNDERLYING HYDRAULIC SOIL GROUP D ASSUMED FOR ALL AREAS EXCEPT FARMS/UNIMPROVED AREAS WHICH ARE ASSUMED TO BE GROUP B BASED ON NRCS SOIL SURVEY DATA.

500 0 500 1000
SCALE: 1" = 500'

Date:	10/17/2025
Scale:	1" = 500'
Designed By:	ZJ/RLK/ZS
File No.	7037
Sheet	1 Of 1

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1266: Thomassen Ford Building Discussion - Update

ATTACHMENTS:

- Memorandum re Repair Timeline.pdf

Memorandum

To: Alissa Meeks
From: Edgar Whiting
Date: November 14, 2025
Re: 100 South West Street Repair Timeline

The property is currently undergoing work that we have termed the third stage of repairs since the fire occurred. The initial stage consisted of engineering, materials and labor necessary to support the walls and other structure immediately following the fire. The second stage consisted of architectural design, engineering, local and state approvals, contracting, materials and labor necessary to (1) permanently support the final roof and wall repairs and (2) temporarily support the structure while the final roof and wall repairs were implemented.

The third stage has been in progress since approximately August/September 2023, when architectural design began. A primary goal of the architectural work has been to maintain the historical integrity of the building such that it would not be disqualified from potential inclusion on the state historical registry. Engineering followed design and contracting followed engineering. Site review (scope of work and existing conditions) for contracting purposes was extensive, in large part because of the fire damage. Initial work by the general contractor for the third stage began in summer of 2024. Almost all of the initial work has been "behind the scenes", including removal of debris, property and materials left behind by the upper and lower level tenants, asbestos removal, temporary shoring, installation of column support footings, etc.

Currently underway are efforts to straighten the east (main) showroom wall and install the remaining two steel roof trusses to replace those damaged by the fire. It is anticipated that once the final two roof trusses are installed work will commence to replace the roof membrane. I'm advised the roofers are scheduled to start on November 24, 2025. Replacement of the showroom glass will follow. Design will be consistent with the original design. I'm told there is a 10-14 week lead time on that aspect of the work.

Long-term plan is to sell the property. We are in the initial stages of engaging a suitable broker and expect to have the property actively on the market in the next several months.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1281: Public Hearing on an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Sewer Service at Charles Town and Vicinity, Jefferson County, West Virginia by Revising Capacity Improvement Fees

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1282: Public Hearing on an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Water Service at Charles Town and Vicinity, Jefferson County, West Virginia by Revising Capacity Improvement Fees

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1283: Second Reading of an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Sewer Service at Charles Town and Vicinity, Jefferson County, West Virginia by Revising Capacity Improvement Fees

Proposed Motion: Approve the First Reading of an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Sewer Service at Charles Town and Vicinity, Jefferson County, West Virginia by Revising Capacity Improvement Fees.

ATTACHMENTS:

- 10-29-2025 SEWER Ordinance Finalized (Whereas Clause Revised) (02085768xA377B).pdf
- 10-29-2025 SEWER Tariff No. 23 Finalized (02085744xA377B).pdf

ORDINANCE NUMBER _____

AN ORDINANCE TO AMEND AND REENACT THE RATES, RULES AND REGULATIONS FOR FURNISHING SEWER SERVICE AT CHARLES TOWN AND VICINITY, JEFFERSON COUNTY, WEST VIRGINIA BY REVISING CAPACITY IMPROVEMENT FEES

WHEREAS, Chapter 8, Article 20, Section 10, and Chapter 24, Article 1, Section 1 (j) of the *West Virginia Code*, as amended, gives to municipally operated combined water and sewer public utilities the approval authority to set their own rates and charges; and,

WHEREAS, the current Capacity Improvement Fees billed for the flows to the Charles Town Utility Board's sewer collection system and treatment facility from multi-residential and non-residential structures are insufficient to cover the cost thereof; and

WHEREAS, in order to provide sufficient revenue to cover the cost of the collection and treatment of flows from multi-residential and non-residential structures, the Common Council of the City of Charles Town deems it necessary to revise its Capacity Improvement Fees.

THEREFORE, THE COMMON COUNCIL OF THE CITY OF CHARLES TOWN, WEST VIRGINIA HEREBY ORDAINS the following revisions to SCHEDULE II of its Sewer Tariff No. 22 currently on file with the Public Service Commission of West Virginia:

RULES AND REGULATIONS

The Rules and Regulations Set Forth In Current Sewer Tariff No. 22
Remain The Same

SCHEDULE I

The Rates and Charges Set Forth In Current Sewer Tariff No. 22
Remain The Same

SCHEDULE II
CAPACITY IMPROVEMENT FEES

APPLICABILITY

Applicable to the entire service area and due and payable for each customer connection adding new flows into the sewer collection system and treatment facility. Effective for service connections proposed on or after the date of enactment.

CAPACITY IMPROVEMENT FEE

For all new service proposed to be connected to the Utility, there shall be paid to the Utility Board a Capacity Improvement Fee of $4,495 for each residential connection or non-residential connection adding new flows into the sewer collection system and treatment facility. The Capacity Improvement Fee will be paid at the time of building permit application and a receipt from CTUB will be issued to the customer for the fees assessed. Connections shall be paid in accordance with the usage equivalent schedule set forth below.

ADDITIONAL CAPACITY IMPROVEMENT FEE – FLOWING SPRINGS PUMP STATION

Pursuant to the Flowing Springs Pump Station Repayment Agreement, customers in the Flowing Springs Development District connecting to the Flowing Springs Pump Station shall be charged an additional Capacity Improvement Fee of $1,625.00 for each residential or non-residential connection. Connections for non-residential use shall be paid in accordance with a residential usage equivalent schedule set forth hereinafter.

USAGE EQUIVALENTS FOR MULTIPLE RESIDENTIAL OR NON-RESIDENTIAL CAPACITY IMPROVEMENT FEES

Capacity Improvement Fees for multi-residential and non-residential structures adding new flows to the sewer collection system and treatment facility shall be based upon the following:

NEW

USAGE EQUIVALENTS FOR MULTIPLE RESIDENTIAL OR NON-RESIDENTIAL CAPACITY IMPROVEMENT FEES

Capacity Improvement Fees for multi-residential and non-residential structures requiring new or additional flow from the water distribution system and treatment facility shall be based upon the following:

UNIT	**WATER GALLONS/DAY**	**RESIDENTIAL USAGE EQUIVALENT**
Apartments (two bedroom)	210	0.75/unit
Bowling Alleys		
Per Alley	75	0.3/unit
Per Alley with Bar	225	0.8/unit
Brewery per seat manufacture and sampling only	2	0.01/seat
Brewery per seat with ABCA License for onsite consumption	5	0.02/seat

Churches with kitchen	5	0.02/member
Churches w/o kitchen	2	0.01/member
Clinics		
Per staff	20	0.07/staff
Per patient	5	0.02/staff
Domestic Sewage		
Residences (per resident -a-)		
New Collection System	70	4/unit
Summer Cottages, etc., per resident	5 0	0.2
Apartment Houses – one bedroom	140	0.5
--two bedroom	210	0.75
--three bedroom	280	1
Hospitals		
Each Patient (bedside)	300	1.1/patient
Each resident staff	100	0.4/staff
Each non-resident staff	20	0.07/staff
Industrial Park (sanitary waste only)		
Per developable acre	500	1.8/acre
Institutions		
Per resident	70	0.25/resident
Laundry (coin operated)		
Per machine	400	1.4/machine
Mobile homes	210	0.75/unit
Nursing and rest homes		
Per resident	150	0.5/resident
Per resident staff	70	0.3/staff
Offices and warehouses		
Per worker, no food service	20	0.07/worker
Add for food service, per worker	5	0.02/worker
Recreation		
Parks, picnic areas	10	.04/area
Campground, per person	25	0.09/person
Amphitheater, per person	5	0.02/person
Historical site, per person	5	0.02/person
Lodges, per person	70	0.3/person
Park Residences, per person	70	0.3/person
Park washhouse, per person	30	0.11/person
Restaurants		
24-hour service, per seat	50	0.18/seat
Ordinary, not 24-hour service, per seat	30	0.11/seat
Fast food service (single service, per seat	25	0.09/seat
Schools		
Elementary, each staff or student	8	0.03/student or staff
High school, each staff or student	10	0.04/student or staff
Boarding school	70	0.25

Service Stations		
Ordinary, not 24-hour service	500	1.8
24-hour service	1,000	3.6
Shopping mall per 100 sq. ft	15	0.05/100 sq. ft.
Tavern-Little or no food, per seat	20	0.1/seat
Theaters		
Movie, per seat	2	0.01/seat
Travel Trailer Park		
No water to site, per person	35	0.13/person
Water to site, per person	50	0.18/person
Winery		
Per seat manufacture and sampling only	2	0.01/seat
Per seat ABCA License allowing onsite consumption	5	0.02/seat
Beauty Parlors/Barber shops		
Per chair	150	0.5/chair
Per operator	20	0.1/operator
Dentist		
Per chair	20	0.1/chair
Per staff	20	0.1/staff
Doctor		
Per patient	5	0.2/patient
Per staff	20	0.1/staff

If a unit does not appear on this schedule the sewer department shall determine its Residential Usage Equivalent in consultation with its consulting engineer.

SECTION TWO – EFFECTIVE DATE

The rates, fees and charges contained in this Ordinance are to become effective for all service rendered on and after January 1, 2026.

SECTION THREE – SEPARABILITY; REPEAL OF CONFLICTING ORDINANCES

The provisions of this Ordinance are separable, and if any clause, provision or section hereof be held void or unenforceable by any court of competent jurisdiction, such holding shall not affect the remainder of this Ordinance. Upon the effective date of the charges herein set forth, all ordinances, resolutions, orders or parts thereof in conflict with the provisions of this Ordinance are, to the extent that the provisions of this Ordinance do not touch upon the provisions of prior ordinances, resolutions, orders or parts thereof, the same shall remain in full force and effect.

SECTION FOUR – STATUTORY NOTICE AND PUBLIC HEARING

Upon introduction hereof, the City Clerk shall publish Notice of this Ordinance in *The Spirit of Jefferson* and *The Shepherdstown Chronicle* newspapers as a Class I publication. The publication shall be made at least one week before the meeting of the City Council at which a final reading and vote on the ordinance will be held. Said notice shall state that this Ordinance has been introduced, and that any person interested may appear before Council on **November 17, 2025 at 7:00 p.m.** and present protests, if any. At such hearing all objections and suggestions shall be heard and the Council shall take such action as it shall deem proper on the premises.

Further, said Notice shall advise the public that a copy of this ordinance is available for public inspection.

Passed on First Reading _____, 2025

Passed on Second Reading
Following Public Hearing _____, 2025

_____
CITY CLERK

P.S.C. W. Va. No. 23
Canceling P.S.C. W. Va. No. 22

CITY OF CHARLES TOWN, a municipal utility

OF

CHARLES TOWN, WEST VIRGINIA

RATES, RULES AND REGULATIONS FOR FURNISHING

SEWERAGE AND SEWAGE DISPOSAL SERVICE

at Charles Town, Ranson and vicinity, Jefferson County, West Virginia

Filed with THE PUBLIC SERVICE COMMISSION
of
WEST VIRGINIA

Issued November 20, 2025

Effective for service rendered on
and after January 1, 2026

Adopted By City Council
on November 17, 2025

Issued by CITY OF CHARLES TOWN,
a municipal corporation

By

Mayor

RULES AND REGULATIONS

I. Rules and Regulations for the Government of Sewerage Utilities, adopted by the Public Service Commission of West Virginia, and now in effect, and all amendments thereto and modifications thereafter made by the Commission are hereby adopted by reference.

SCHEDULE I

APPLICABILITY

Applicable within the entire territory served.

AVAILABILITY

Available for general domestic, commercial and industrial service.

RATES (Customers with a metered water supply)

First	2,000 gallons used per month	$15.24 per 1,000 gallons
Over	2,000 gallons used per month	$11.53 per 1,000 gallons

MINIMUM CHARGE

No bill shall be rendered for less than $30.48 per month, which is the equivalent of 2,000 gallons. Where sewer service is available by gravity flow and the customer has not connected to public sewer, the customer shall pay this minimum charge.

FLAT RATE CHARGE (Customers with non-metered water supply)

Equivalent of 3,500 gallons of water usage, $47.78 per month.

MULTIPLE OCCUPANCY

In apartment buildings, trailer parks, shopping centers or other multiple occupancy buildings or properties served by a master water meter, each discrete dwelling or business unit shall be required to pay not less than the minimum monthly charge provided herein.

DELAYED PAYMENT PENALTY

The above schedule is net. On all accounts not paid in full when due, 10% will be added to the net current amount unpaid. This delayed payment penalty is not interest and is to be collected only once for each bill where it is appropriate.

TAP FEE

A tap fee of $500.00 will be charged to customers applying for service outside of a sewerage system improvement project for each new tap to the system.

DISCONNECT-RECONNECT FEES

Whenever water service has been disconnected for non-payment of sewer bills in conjunction with a water service termination agreement with West Virginia American Water Company, a disconnection fee of $20.00 shall be charged in addition to a reconnection fee of $20.00 if service is restored.

RETURNED CHECK CHARGE

A service charge equal to the actual bank fee assessed to the sewer utility up to a maximum of $25.00 will be imposed upon any customer whose check for payment of charges is returned by the bank due to insufficient funds.

LEAK ADJUSTMENT

$1.01 per 1,000 gallons is to be used when the bill reflects unusual consumption which can be attributed to eligible leakage on the customer's side of the meter. This rate shall be applied to all such unusual consumption above 200% of the customer's historical average usage.

SECURITY DEPOSIT

Not to exceed two-twelfths (2/12) of the average usage of the applicant's specific customer class, or $50.00, whichever is greater. This fee may be changed by applicable statutory provisions. Each new customer shall make a security deposit which shall be refunded per the regulations of the Public Service Commission of West Virginia.

EXCESS POLLUTION SURCHARGE

A surcharge to recover extraordinary costs is levied upon customer discharges placing extraordinary demand upon treatment facilities, as measured by waste stream parameters of biochemical oxygen demand (BOD) and/or suspended solids in the wastewater. Users discharging any water or wastes with a zero-day average BOD in excess of 300 milligrams per liter or a 30-day average suspended solids content in excess of 300 milligrams per liter or containing suspended solids with a character or quantity of pollutant requiring unusual attention or expense to handle or treat, shall pay, in addition to the base monthly sewer user charges, an additional surcharge (Cs) as determined by the following formula:

$$Cs = Bc\ (B) + Sc\ (S) + Pc\ (P)Vu$$

B = Concentration of B.O.D. from a user above a base level (300 mg/l)
Bc = O & M cost of treatment of unit of biochemical oxygen demand (B.O.D.)
S = Concentration of suspended solids from a user above a base level (300mg/l)
Sc = O & M costs for treatment of a unit of suspended solids
Pc = O & M cost for treatment of a unit of any pollutant
P = Concentration of any pollutant from a user above a base level
Vu = Volume contribution from a user per unit of time.

SCHEDULE II
CAPACITY IMPROVEMENT FEES

APPLICABILITY

Applicable to the entire service area and due and payable for each customer connection adding new flows into the sewer collection system and treatment facility. Effective for service connections proposed on or after the date of enactment.

(I) CAPACITY IMPROVEMENT FEE

For all new service proposed to be connected to the Utility, there shall be paid to the Utility Board a Capacity Improvement Fee of $4,495.00 for each residential connection or non-residential connection adding new flows into the sewer collection system and treatment facility. The Capacity Improvement Fee will be paid at the time of building permit application and a receipt from CTUB will be issued to the customer for the fees assessed. Connections shall be paid in accordance with the usage equivalent schedule set forth below.

ADDITIONAL CAPACITY IMPROVEMENT FEE – FLOWING SPRINGS PUMP STATION

Pursuant to the Flowing Springs Pump Station Repayment Agreement, customers in the Flowing Springs Development District connecting to the Flowing Springs Pump Station shall be charged an additional Capacity Improvement Fee of $1,625.00 for each residential or non-residential connection. Connections for non-residential use shall be paid in accordance with a residential usage equivalent schedule set forth hereinafter.

(I) Indicates increase

(C) USAGE EQUIVALENTS FOR MULTIPLE RESIDENTIAL OR NON-RESIDENTIAL CAPACITY IMPROVEMENT FEES

Capacity Improvement Fees for multi-residential and non-residential structures requiring new or additional flow from the water distribution system and treatment facility shall be based upon the following:

UNIT	WATER GALLONS/DAY	RESIDENTIAL USAGE EQUIVALENT
Apartments (two bedroom)	210	0.75/unit
Bowling Alleys		
Per Alley	75	0.3/unit
Per Alley with Bar	225	0.8/unit
Brewery per seat manufacture and sampling only	2	0.01/seat
Brewery per seat with ABCA License for onsite consumption	5	0.02/seat
Churches with kitchen	5	0.02/member
Churches w/o kitchen	2	0.01/member
Clinics		
Per staff	20	0.07/staff
Per patient	5	0.02/staff
Domestic Sewage		
Residences (per resident -a-)		
New Collection System	70	4/unit
Summer Cottages, etc., per resident	5 0	0.2
Apartment Houses – one bedroom	140	0.5
--two bedroom	210	0.75
--three bedroom	280	1
Hospitals		
Each Patient (bedside)	300	1.1/patient
Each resident staff	100	0.4/staff
Each non-resident staff	20	0.07/staff
Industrial Park (sanitary waste only)		
Per developable acre	500	1.8/acre
Institutions		
Per resident	70	0.25/resident
Laundry (coin operated)		
Per machine	400	1.4/machine
Mobile homes	210	0.75/unit
Nursing and rest homes		
Per resident	150	0.5/resident
Per resident staff	70	0.3/staff
Offices and warehouses		
Per worker, no food service	20	0.07/worker
Add for food service, per worker	5	0.02/worker

Recreation		
Parks, picnic areas	10	.04/area
Campground, per person	25	0.09/person
Amphitheater, per person	5	0.02/person
Historical site, per person	5	0.02/person
Lodges, per person	70	0.3/person
Park Residences, per person	70	0.3/person
Park washhouse, per person	30	0.11/person
Restaurants		
24-hour service, per seat	50	0.18/seat
Ordinary, not 24-hour service, per seat	30	0.11/seat
Fast food service (single service, per seat	25	0.09/seat
Schools		
Elementary, each staff or student	8	0.03/student or staff
High school, each staff or student	10	0.04/student or staff
Boarding school	70	0.25
Service Stations		
Ordinary, not 24-hour service	500	1.8
24-hour service	1,000	3.6
Shopping mall per 100 sq. ft	15	0.05/100 sq. ft.
Tavern-Little or no food, per seat	20	0.1/seat
Theaters		
Movie, per seat	2	0.01/seat
Travel Trailer Park		
No water to site, per person	35	0.13/person
Water to site, per person	50	0.18/person
Winery		
Per seat manufacture and sampling only	2	0.01/seat
Per seat ABCA License allowing onsite consumption	5	0.02/seat
Beauty Parlors/Barber shops		
Per chair	150	0.5/chair
Per operator	20	0.1/operator
Dentist		
Per chair	20	0.1/chair
Per staff	20	0.1/staff
Doctor		
Per patient	5	0.2/patient
Per staff	20	0.1/staff

If a unit does not appear on this schedule the sewer department shall determine its Residential Usage Equivalent in consultation with its consulting engineer.

(C) Indicates change in text

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1284: Second Reading of an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Water Service at Charles Town and Vicinity, Jefferson County, West Virginia by Revising Capacity Improvement Fees

Proposed Motion: Approve the First Reading of an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Water Service at Charles Town and Vicinity, Jefferson County, West Virginia by Revising Capacity Improvement Fees.

ATTACHMENTS:

- 10-29-2025 WATER Ordinance - FINALIZED (02085752xA377B).pdf
- 10-29-2025 WATER Tariff No. 17 - FINALIZED (02085542xA377B).pdf

ORDINANCE NUMBER _____

AN ORDINANCE TO AMEND AND REENACT THE RATES, RULES AND REGULATIONS FOR FURNISHING WATER SERVICE AT CHARLES TOWN AND VICINITY, JEFFERSON COUNTY, WEST VIRGINIA BY REVISING CAPACITY IMPROVEMENT FEES

WHEREAS, Chapter 8, Article 20, Section 10, and Chapter 24, Article 1, Section 1 (j) of the *West Virginia Code*, as amended, gives to municipally operated combined water and sewer public utilities the authority to set their own rates and charges; and,

WHEREAS, the current Capacity Improvement Fees billed by the Charles Town Utility Board for water flow to multi-residential and non-residential structures are insufficient to cover the associated cost; and

WHEREAS, in order to provide sufficient revenue to cover the cost of providing water flow to multi-residential and non-residential structures, the Common Council of the City of Charles Town deems it necessary to revise its Capacity Improvement Fees.

THEREFORE, THE COMMON COUNCIL OF THE CITY OF CHARLES TOWN, WEST VIRGINIA HEREBY ORDAINS the following revisions to SCHEDULE II of its Water Tariff No. 16 currently on file with the Public Service Commission of West Virginia:

RULES AND REGULATIONS

The Rules and Regulations Set Forth In Current Water Tariff No. 16
Remain The Same

SCHEDULE I
The Rates and Charges Set Forth In Current Water Tariff No.16
Remain The Same

SCHEDULE II
CAPACITY IMPROVEMENT FEES

APPLICABILITY
Applicable to the entire service area and due and payable for each customer connection requiring new or additional flow from the water distribution system and treatment facility. Effective for service connections proposed on or after the date of enactment.

CAPACITY IMPROVEMENT FEE
For all new service proposed to be connected to the Utility, there shall be paid to the Utility Board a Capacity Improvement Fee of $2,773.00 for each residential connection or non-residential connection requiring new or additional flow from the water distribution system and treatment facility. The Capacity Improvement Fee will be paid at the time of building permit application and

a receipt from CTUB will be issued to the customer for the fees assessed. Connections shall be paid in accordance with the usage equivalent schedule set forth below.

USAGE EQUIVALENTS FOR MULTIPLE RESIDENTIAL OR NON-RESIDENTIAL CAPACITY IMPROVEMENT FEES

Capacity Improvement Fees for multi-residential and non-residential structures requiring new or additional flow from the water distribution system and treatment facility shall be based upon the following:

UNIT	WATER GALLONS/DAY	RESIDENTIAL USAGE EQUIVALENT
Apartments (two bedroom)	210	0.75/unit
Bowling Alleys		
Per Alley	75	0.3/unit
Per Alley with Bar	225	0.8/unit
Brewery per seat manufacture and sampling only	2	0.01/seat
Brewery per seat with ABCA License for onsite consumption	5	0.02/seat
Churches with kitchen	5	0.02/member
Churches w/o kitchen	2	0.01/member
Clinics		
Per staff	20	0.07/staff
Per patient	5	0.02/staff
Domestic Sewage		
Residences (per resident -a-)		
New Collection System	70	4/unit
Summer Cottages, etc., per resident	5 0	0.2
Apartment Houses – one bedroom	140	0.5
--two bedroom	210	0.75
--three bedroom	280	1
Hospitals		
Each Patient (bedside)	300	1.1/patient
Each resident staff	100	0.4/staff
Each non-resident staff	20	0.07/staff
Industrial Park (sanitary waste only)		
Per developable acre	500	1.8/acre
Institutions		
Per resident	70	0.25/resident
Laundry (coin operated)		
Per machine	400	1.4/machine

Mobile homes	210	0.75/unit
Nursing and rest homes		
Per resident	150	0.5/resident
Per resident staff	70	0.3/staff
Offices and warehouses		
Per worker, no food service	20	0.07/worker
Add for food service, per worker	5	0.02/worker
Recreation		
Parks, picnic areas	10	.04/area
Campground, per person	25	0.09/person
Amphitheater, per person	5	0.02/person
Historical site, per person	5	0.02/person
Lodges, per person	70	0.3/person
Park Residences, per person	70	0.3/person
Park washhouse, per person	30	0.11/person
Restaurants		
24-hour service, per seat	50	0.18/seat
Ordinary, not 24-hour service, per seat	30	0.11/seat
Fast food service (single service, per seat	25	0.09/seat
Schools		
Elementary, each staff or student	8	0.03/student or staff
High school, each staff or student	10	0.04/student or staff
Boarding school	70	0.25
Service Stations		
Ordinary, not 24-hour service	500	1.8
24-hour service	1,000	3.6
Shopping mall per 100 sq. ft	15	0.05/100 sq. ft.
Tavern-Little or no food, per seat	20	0.1/seat
Theaters		
Movie, per seat	2	0.01/seat
Travel Trailer Park		
No water to site, per person	35	0.13/person
Water to site, per person	50	0.18/person
Winery		
Per seat manufacture and sampling only	2	0.01/seat
Per seat ABCA License allowing onsite consumption	5	0.02/seat
Beauty Parlors/Barber shops		
Per chair	150	0.5/chair
Per operator	20	0.1/operator
Dentist		
Per chair	20	0.1/chair
Per staff	20	0.1/staff

Doctor		
Per patient	5	0.2/patient
Per staff	20	0.1/staff

If a unit does not appear on this schedule the sewer department shall determine its Residential Usage Equivalent in consultation with its consulting engineer.

SECTION TWO – EFFECTIVE DATE

The rates, fees and charges contained in this Ordinance are to become effective for all service rendered on and after January 1, 2026.

SECTION THREE – SEPARABILITY; REPEAL OF CONFLICTING ORDINANCES

The provisions of this Ordinance are separable, and if any clause, provision or section hereof be held void or unenforceable by any court of competent jurisdiction, such holding shall not affect the remainder of this Ordinance. Upon the effective date of the charges herein set forth, all ordinances, resolutions, orders or parts thereof in conflict with the provisions of this Ordinance are, to the extent that the provisions of this Ordinance do not touch upon the provisions of prior ordinances, resolutions, orders or parts thereof, the same shall remain in full force and effect.

SECTION FOUR – STATUTORY NOTICE AND PUBLIC HEARING

Upon introduction hereof, the City Clerk shall publish Notice of this Ordinance in *The Spirit of Jefferson* and *The Shepherdstown Chronicle* newspapers as a Class I publication. The publication shall be made at least one week before the meeting of the City Council at which a final reading and vote on the ordinance will be held. Said notice shall state that this Ordinance has been introduced, and that any person interested may appear before Council on **November 17, 2025 at 7:00 p.m.** and present protests, if any. At such hearing all objections and suggestions shall be heard and the Council shall take such action as it shall deem proper on the premises.

Further, said Notice shall advise the public that a copy of this ordinance is available for public inspection.

Passed on First Reading _____, 2025

Passed on Second Reading
Following Public Hearing _____, 2025

_____
CITY CLERK

P.S.C. W. Va. No. 17
Canceling P.S.C. W. Va. No. 16

CITY OF CHARLES TOWN, a municipal utility

OF

CHARLES TOWN, WEST VIRGINIA

RATES, RULES AND REGULATIONS FOR FURNISHING

WATER

at Charles Town, Ranson and vicinity, Jefferson County, West Virginia

Filed with THE PUBLIC SERVICE COMMISSION
of
WEST VIRGINIA

Issued November 20, 2025

Effective for service rendered on and after
January 1, 2026

Adopted By City Council
on November 17, 2025

Issued by CITY OF CHARLES TOWN,
a municipal corporation

By _____

Mayor

RULES AND REGULATIONS

I. Rules and Regulations for the Government of Water Utilities, adopted by the Public Service Commission of West Virginia, and now in effect, and all amendments thereto and modifications thereafter made by the Commission are hereby adopted by reference.

SCHEDULE I

APPLICABILITY

Applicable within the entire area served except the contract rate.

AVAILABILITY

Available for general domestic, commercial and industrial service.

RATES

First	10,000 gallons used per month	$12.84 per 1,000 gallons
Next	30,000 gallons used per month	$10.73 per 1,000 gallons
Over	40,000 gallons used per month	$ 8.47 per 1,000 gallons
PNGI Contract Rate		$ 6.08 per 1,000 gallons

MINIMUM CHARGE

No bill shall be rendered for less than the following amounts, according to the size of the meter installed, to-wit:

5/8-inch and 5/8 x 3/4-inch	$ 25.68 per month
3/4-inch	$ 38.52 per month
1-inch	$ 64.20 per month
1-1/2-inch	$ 132.89 per month
2-inch	$ 207.80 per month
3-inch	$ 389.68 per month
4-inch	$ 717.98 per month
6-inch	$1,348.40 per month

FLAT RATE CHARGE (Customers with non-metered water supply)

Equivalent of 3,500 gallons of water usage, $44.94 per month.

METERED SALES – OTHER

For direct sales at the Water Treatment Plant $8.47 per 1,000 gallons

MULTIPLE OCCUPANCY

In apartment buildings, shopping centers or other multiple occupancy buildings, each unit shall be required to pay not less than the minimum monthly charge provided herein.

DELAYED PAYMENT PENALTY

The above schedule is net. On all accounts not paid in full when due, 10% will be added to the net current amount unpaid. This delayed payment penalty is not interest and is to be collected only once for each bill where it is appropriate.

TAP FEE

A tap fee of $500.00 will be charged to customers applying for service outside of a water system improvement project for each new tap to the system.

DISCONNECT-RECONNECT FEE

Whenever water service to a City of Charles Town Water customer has been disconnected for non-payment of a water bill, a disconnection fee of $20.00 shall be charged. Water service will not be restored until all past due bills, penalties and reconnection fees have been paid in full.

RETURNED CHECK CHARGE

A service charge equal to the actual bank fee assessed to the water utility up to a maximum of $25.00 will be imposed upon any customer whose check for payment of charges is returned by the bank due to insufficient funds.

LEAK ADJUSTMENT

$.89 per 1,000 gallons is to be used when the bill reflects unusual consumption which can be attributed to eligible leakage on the customer's side of the meter. This rate shall be applied to all such unusual consumption above 200% of the customer's historical average usage.

SECURITY DEPOSIT

Not to exceed two-twelfths (2/12) of the average usage of the applicant's specific customer class, or $50.00, whichever is greater. This fee may be changed by applicable statutory provisions. Each new customer shall make a security deposit which shall be refunded per the regulations of the Public Service Commission of West Virginia.

CITY OF CHARLES TOWN MUNICIPAL SERVICE FEES

STREET IMPROVEMENTS:

For the purpose of providing street improvements by the City of Charles Town there is hereby imposed upon the users thereof, that is to say, collectively upon the owners of each residential premise, each manufacturing plant and each business premise from and after July 1, 1999, an annual fee consistent with Article 770 of the City of Charles Town Codified Ordinances. The fee collected by CTUB will be paid directly to the City of Charles Town.

EMERGENCY SERVICE:

For the purposes of carrying out emergency services function as provided for in Article 107, Emergency Services of the City of Charles Town Codified Ordinances, there is hereby imposed upon the users thereof, that is to say each residential and each business premise from and after July 1st, 2006, a fee consistent with Article 774 of the City of Charles Town Codified Ordinances.

PARKS AND RECREATIONAL FACILITIES:

For the purpose of constructing, improving, extending, developing, maintaining, and operating a City public park and recreation system as provided for in Article 138 (of the City of Charles Town Codified Ordinances), there is hereby imposed upon the users thereof, that is to say each residential premise, and each business premise.

SCHEDULE II

CAPACITY IMPROVEMENT FEES

APPLICABILITY

Applicable to the entire service area and due and payable for each customer connection requiring new or additional flow from the water distribution system and treatment facility. Effective for service connections proposed on or after the date of enactment.

(D) CAPACITY IMPROVEMENT FEE

For all new service proposed to be connected to the Utility, there shall be paid to the Utility Board a Capacity Improvement Fee of $2,773.00 for each residential connection or non-residential connection requiring new or additional flow from the water distribution system and treatment facility. The Capacity Improvement Fee will be paid at the time of building permit application and a receipt from CTUB will be issued to the customer for the fees assessed. Connections shall be paid in accordance with the usage equivalent schedule set forth below.

(D) Indicates decrease in rate

(C) USAGE EQUIVALENTS FOR MULTIPLE RESIDENTIAL OR NON-RESIDENTIAL CAPACITY IMPROVEMENT FEES

Capacity Improvement Fees for multi-residential and non-residential structures requiring new or additional flow from the water distribution system and treatment facility shall be based upon the following:

UNIT	WATER GALLONS/DAY	RESIDENTIAL USAGE EQUIVALENT
Apartments (two bedroom)	210	0.75/unit
Bowling Alleys		
Per Alley	75	0.3/unit
Per Alley with Bar	225	0.8/unit
Brewery per seat manufacture and sampling only	2	0.01/seat
Brewery per seat with ABCA License for onsite consumption	5	0.02/seat
Churches with kitchen	5	0.02/member
Churches w/o kitchen	2	0.01/member
Clinics		
Per staff	20	0.07/staff
Per patient	5	0.02/staff
Domestic Sewage		
Residences (per resident -a-)		
New Collection System	70	4/unit
Summer Cottages, etc., per resident	5 0	0.2
Apartment Houses – one bedroom	140	0.5
--two bedroom	210	0.75
--three bedroom	280	1
Hospitals		
Each Patient (bedside)	300	1.1/patient
Each resident staff	100	0.4/staff
Each non-resident staff	20	0.07/staff
Industrial Park (sanitary waste only)		
Per developable acre	500	1.8/acre
Institutions		
Per resident	70	0.25/resident
Laundry (coin operated)		
Per machine	400	1.4/machine
Mobile homes	210	0.75/unit
Nursing and rest homes		
Per resident	150	0.5/resident
Per resident staff	70	0.3/staff

Offices and warehouses		
Per worker, no food service	20	0.07/worker
Add for food service, per worker	5	0.02/worker
Recreation		
Parks, picnic areas	10	.04/area
Campground, per person	25	0.09/person
Amphitheater, per person	5	0.02/person
Historical site, per person	5	0.02/person
Lodges, per person	70	0.3/person
Park Residences, per person	70	0.3/person
Park washhouse, per person	30	0.11/person
Restaurants		
24-hour service, per seat	50	0.18/seat
Ordinary, not 24-hour service, per seat	30	0.11/seat
Fast food service (single service, per seat	25	0.09/seat
Schools		
Elementary, each staff or student	8	0.03/student or staff
High school, each staff or student	10	0.04/student or staff
Boarding school	70	0.25
Service Stations		
Ordinary, not 24-hour service	500	1.8
24-hour service	1,000	3.6
Shopping mall per 100 sq. ft	15	0.05/100 sq. ft.
Tavern-Little or no food, per seat	20	0.1/seat
Theaters		
Movie, per seat	2	0.01/seat
Travel Trailer Park		
No water to site, per person	35	0.13/person
Water to site, per person	50	0.18/person
Winery		
Per seat manufacture and sampling only	2	0.01/seat
Per seat ABCA License allowing onsite consumption	5	0.02/seat
Beauty Parlors/Barber shops		
Per chair	150	0.5/chair
Per operator	20	0.1/operator
Dentist		
Per chair	20	0.1/chair
Per staff	20	0.1/staff
Doctor		
Per patient	5	0.2/patient
Per staff	20	0.1/staff

If a unit does not appear on this schedule the sewer department shall determine its Residential Usage Equivalent in consultation with its consulting engineer.

(C) Indicates change

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1109: Presentation - DR Acquisitions - Huntfield Master Plan

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1267: FY2026 Capital Revision #5

ATTACHMENTS:
- Capital Budget 5th Revision.pdf

the city of Charles Town, WV

FY 2026 Capital Reserve Budget

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2, #3, #4 & #5 NOTES
CAPITAL BUDGET REVENUES														
Capital Reserve Carryover		$ 5,564,904	$ 3,002,355	$ -				$ 8,567,259	$ 8,553,059	$ 14,200	100%	Carryover balance from FY2025 Capital Reserve (This is carryover for unfinished projects noted in red. Carryover will be adjusted in the 1st Revision in July 2025.)	Adjust carry over amount to actual balanace as of June 30 2025	
36800 Contributions from GF			$ 427,386					$ 427,386	$ 427,386	$ -	100%	Contributions from GF (Determined in July 2025 1st Revision)		
36800 Contributios from GF - Lottery / Gaming Revenue		$ 810,000						$ 810,000	$ 339,869	$ 470,131	42%	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.		
36880 Contributions from Building Commission							$ 578,395	$ 578,395	$ -	$ 578,395	0%			CWH Landlord Developer Fees contributed from Building Commission.
33000 Developer Fees		$ 150,000						$ 150,000	$ 103,024	$ 46,976	69%	Developer Proffer fees.		
38000 Interest on Bank Accounts & Other Sources		$ 80,000						$ 80,000	$ 24,008	$ 55,992	30%			
38600 Insurance Claims								$ -	$ 26,612	$ (26,612)				
TOTAL REVENUES	**$ -**	**$ 6,604,904**	**$ 3,429,741**	**$ -**	**$ -**	**$ -**	**$ 578,395**	**$ 10,613,040**	**$ 9,473,958**	**$ 1,139,082**	**89%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2, #3, #4 & #5 NOTES
CAPITAL BUDGET EXPENSES														
975 GENERAL GOVERNMENT														
Information Technology														
City Hall WIFI Replacements - 975-59 General Government Capital Outlay		$ 10,000						$ 10,000	$ 2,629	$ 7,371	26%			
Computer Replacement - 975-59 General Government Capital Outlay Technology		$ 15,000						$ 15,000	$ 1,804	$ 13,196	12%	Computer replacement program for all General Government departments. (5 replacements are planned.)		
CW Hall WIFI Installation - 975-59 General Government Capital Outlay		$ 15,000						$ 15,000	$ -	$ 15,000	0%			
Tyler Tech Version 10 Software - 975-59 General Government Capital Outlay Technology		$ 71,000						$ 71,000	$ 10,335	$ 60,665	15%	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and enhance Incode. Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement. ($71,000 carried over from FY25.)		
TOTAL INFORMATION TECHNOLOGY	**$ -**	**$ 111,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 111,000**	**$ 14,768**	**$ 96,232**	**13%**			
Other - General Government														
Drone - 975-15 General Government Capital Outlay Equipment			10,000					$ 10,000	$ -	$ 10,000	0%		Supports advertising, event coverage, photography, structural inspections, damage assessment, police search and rescue, hostile environment response, and fire and disaster management.	
Rouss Hall Landlord buy back - 975-58 General Government Capital Outlay		$ 140,000						$ 140,000	$ -	$ 140,000	0%	$140,000 carried over from FY25.		
Salary Study - 975-23 General Government Professional Services			$ 30,000					$ 30,000	$ 31	$ 29,969	0%		Investing in initiatives to track and retain talent. Improving performance, and reducing long-term costs associated with turnover. To ensure we can identify high-performing individuals, support growth, and build a workforce committed to long-term success.	
Zoning & Subdivision Ordinance Overhaul - 975-23 General Government Professional Services		$ 246,000						$ 246,000	$ 39,685	$ 206,315	16%	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000. ($146,000 carried over from FY25 & $100,000 encimbered in FY25.)		
TOTAL OTHER - GENERAL GOVERNMENT	**$ -**	**$ 386,000**	**$ 40,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 426,000**	**$ 39,716**	**$ 386,284**	**9%**			
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 497,000**	**$ 40,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 537,000**	**$ 54,485**	**$ 482,515**	**10%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2, #3, #4 & #5 NOTES
976 PUBLIC SAFETY														
Equipment														
Officer Equipment - 976-60 Public Safety Capital Outlay Equipment		$ 18,500	$ -					$ 18,500	$ 19,657	$ (1,157)	106%	4 - APX N50 Portable Radios (3 Admin Staff & 1 spare)		
Speed Alert 24 Radar Trailer - 976-60 Public Safety Capital Outlay Equipment			$ 21,000					$ 21,000	$ 20,223	$ 777	96%		The current trailer is outdated. The new equipment allows the PD to remotely monitor vehicle speeds and provides the ability to electronically notify residents of road closures and broadcast community event information. This enhanced functionality ensures more effective communication and public safety outreach.	
TOTAL EQUIPMENT		**$ 18,500**	**$ 21,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 39,500**	**$ 39,880**	**$ (380)**	**101%**			
Information Technology														
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department		$ 52,000						$ 52,000	$ 47,498	$ 4,502	91%	12 In-car Panasonic Tough Tablets (To replace generation 1 & 2)		
Cell Phone Forensic Downloading Equipment - 975-60 General Government Capital Outlay Technology PD		$ 27,000						$ 27,000	$ 16,571	$ 10,429	61%	Possible grant funding.		
Cradle Point WIFI Mobile Routers - 975-60 General Government Capital Outlay Technology Police Dept.		$ 18,500						$ 18,500	$ 14,175	$ 4,325	77%	9 Routers at $14,400 and $4100 installation labor.		
TOTAL INFORMATION TECHNOLOGY		**$ 97,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 97,500**	**$ 78,244**	**$ 19,256**	**80%**			
Vehicles														
Police Cars - 976-59 Public Safety Capital Outlay Vehicles		$ 118,000						$ 118,000	$ 116,854	$ 1,146	99%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.		
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles		$ 12,000						$ 12,000	$ -	$ 12,000	0%	This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant.		
Police Cars #19 - 976-59 Public Safety Capital Outlay Vehicles			$ 60,000					$ 60,000	$ 60,297	$ (297)	100%		Replace vehicle due to fire loss	
Police Vehicle Upfit Costs #19 - 976-59 Public Safety Capital Outlay Vehicles			$ 45,000					$ 45,000	$ 8,120	$ 36,880	18%		Replacement Vehicle uplift cost due to fire loss	
TOTAL VEHICLES	**$ -**	**$ 130,000**	**$ 105,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 235,000**	**$ 185,271**	**$ 49,729**	**79%**			
Parking														
Parking Meters - 976-62 Public Safety		$ 16,000						$ 16,000	$ 4,923	$ 11,077	31%	10 - Model 90 Duplex Meter Housings at $6100; 15 -Model 90 Single Meter Housings at $4900; POM Parking Meter assembly at $5000.		
TOTAL PARKING	**$ -**	**$ 16,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 16,000**	**$ 4,923**	**$ 11,077**	31%			
TOTAL PUBLIC SAFETY	**$ -**	**$ 262,000**	**$ 126,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 388,000**	**$ 308,318**	**$ 79,682**	**79%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2, #3, #4 & #5 NOTES
977 STREETS & TRANSPORTATION														
Buildings														
Building Improvements - 977-57 Streets & Transportation Capital Outlay Buildings							$ 578,395	$ 578,395	$ -	$ 578,395	0%			Allocation from Building Commission Developer Fees for city building repairs.
Charles Washington Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			22,500			27,500		$ 50,000	$ -	$ 50,000	0%		This is a small section of the rooftop that contains 4 rooftop AC units. This area has failed sealant and degraded membranes. It will be replaced with a 2 Ply-Cold System which has a usefull life of 30 years.	Allowance for additional cost to replace roof. Bids came in higher than expected.
Charles Washington Hall - Paint Interior - 977-57 Streets & Transportation Capital Outlay Buildings			8,000					$ 8,000	$ -	$ 8,000	0%		Repainting of stairway walls, stage face, upper balcony ledge, and doors and trim.	
Charles Washington Hall - Refinish Floor - 977-57 Streets & Transportation Capital Outlay Buildings			10,000					$ 10,000	$ -	$ 10,000	0%		Replacement of ballroom floor, steps, elevator ramp and bathroom landing.	
Charles Washington Hall - Replace Blinds - 977-57 Streets & Transportation Capital Outlay Buildings			20,000					$ 20,000	$ -	$ 20,000	0%		Replacement of ballroom blinds.	
City Hall - replace rooftop AC units - 977-57 Streets & Transportation Capital Outlay Buildings		$ 25,000	$ 30,000					$ 55,000	$ 9,270	$ 45,730	17%	$25,000 carried over from FY25.	Replacement of 2 City Hall rooftop AC units	
City Hall - interior repair/maintenance - 977-57 Streets & Transportation Capital Outlay Buildings		$ 55,000	$ 50,000					$ 105,000	$ 1,166	$ 103,834	1%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency. ($55,000 carried over from FY25.)	Additional funds needed for engineering costs, asbestos removal, ceiling tiles, and relocation of 1st floor wall.	
City Hall - water damage repair - 977-57 Steets & Transprotation Capital Outlay Buildings			$ 25,000					$ 25,000	$ 14,750	$ 10,250	59%		2nd Floor water damage repair, including brick repointing, asbestos removal, and interior renovation.	
Maintenance Equipment Building - 977-57 Streets & Transportation Capital Outlay Buildings		$ 150,000						$ 150,000	$ -	$ 150,000	0%	Current building is maxed out on space. ($150,000 carried over from FY25.)		
Maintenance Yard Study & Engineering - 977-57 Streets & Transportation Capital Outlay Buildings		$ 80,000	$ 170,000					$ 250,000	$ 73	$ 249,927	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. (80,000 carried over from FY25.)	Council requests that a study be conducted for the best location of the Maintenance Yard along with associated engineering.	
Rouss Hall - 1st Floor HVAC Unit - 977-57 Streets & Transportation Capital Outlay Buildings				$ 14,000				$ 14,000	$ 13,800	$ 200	99%			Allowance for 1st floor HVAC unit replacement. It was installed in 2002 and has completely failed.
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-57 Streets & Transportation Capital Outlay Buildings			$ 80,000					$ 80,000	$ -	$ 80,000	0%		All window sills at Rouss Hall have peeling paint and rotted wood. Correcting this disrepair will put the building in good condition.	
Rouss Hall - Replace Gallery Floor - 977-57 Streets & Transportation Capital Outlay Buildings			$ 25,000					$ 25,000	$ -	$ 25,000	0%		Replacement of 1st floor Art Gallery Floor including construction of ADA compliant ramp.	
Rouss Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			$ 42,500					$ 42,500	$ -	$ 42,500	0%		The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a usefull life of 10 years.	
TOTAL BUILDINGS	**$ -**	**$ 310,000**	**$ 483,000**	**$ 14,000**	**$ -**	**$ 27,500**	**$ 578,395**	**$ 834,500**	**$ 39,059**	**$ 795,441**	**5%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2, #3, #4 & #5 NOTES
Streets/Infrastructure														
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements			80,000					$ 80,000	$ 2,572	$ 77,428	3%		Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications.	
Depot Square Design - 977-58 Streets & Transportation Capital Outlay Other Improvements			50,000					$ 50,000	$ -	$ 50,000	0%		Design for potential uses and amenities of the City's new town square.	
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 60,000						$ 60,000	$ 54,757	$ 5,243	91%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding. ($60,000 carried over from FY25.)		
Stormwater Assessment Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 204,000						$ 204,000	$ 11,322	$ 192,678	6%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($204,000 carried over from FY25.)		
TOTAL STREETS/INFRASTRUCTURE	**$ -**	**$ 264,000**	**$ 130,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 394,000**	**$ 68,650**	**$ 325,350**	**17%**			
Vehicles														
Bucket Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 175,000						$ 175,000	$ -	$ 175,000	0%	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. ($22,000 carried over from FY25 and $153,000 encumbered in FY25.)		
Dump Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 90,000						$ 90,000	$ 83,075	$ 6,925	92%			
Pick-up Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 65,000						$ 65,000	$ -	$ 65,000	0%			
TOTAL VEHICLES	**$ -**	**$ 330,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 330,000**	**$ 83,075**	**$ 246,925**	**25%**			
Other - Streets & Transportation														
Flower planters - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 5,000	$ 13,000					$ 18,000	$ -	$ 18,000	0%	FY25 & 26 two year plan to install flower planters on Washington Street. ($5000 encumbered in FY25.)	An initiative to replace the aging flower pedestals along Washington Street. This aims to enhance the overall aesthetic appeal of the downtown area by systematically replacing outdated or deteriorating pedestals with durable, visually consistent alternatives.	
Potter's Field - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 66,000						$ 66,000	$ 59,970	$ 6,030	91%	Installation of Interpretative signs, fencing, monument and landscaping. (66,000 carried over from FY25.)		
TOTAL OTHER - STREETS & TRANSPORTATION	**$ -**	**$ 71,000**	**$ 13,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 84,000**	**$ 59,970**	**$ 24,030**	71%			
TOTAL STREETS & TRANSPORTATION		**$ 975,000**	**$ 626,000**	**$ 14,000**	**$ -**	**$ 27,500**	**$ 578,395**	**$ 1,642,500**	**$ 250,755**	**$ 1,391,745**	**15%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2, #3, #4 & #5 NOTES
979 CULTURE & RECREATION														
Parks & Recreation														
Bridges at Happy Retreat & Stake Park - 979-58 Culture & Recreation Other Improvements		$ 84,000						$ 84,000	$ 92,916	$ (8,916)	111%	$84,000 carried over from FY25.		
JMP Slide - 979-59 Culture & Recreaption Capital Other Impovements		$ 14,200						$ 14,200	$ 14,224	$ (24)	100%			
Pickle Ball Courts - 979-58 Culture & Recreation Capital Other Improvements			$ 65,000					$ 65,000	$ 16	$ 64,984	0%		Allowance for 60 X 60 paved court, 4 ft. chain link fence around the court, resurfacing in 2 colors, and 2 portable pickle ball nets	
Paving Path from bridge to road by the Skate Park - 979-58 Culture & Recreation Other Improvements		$ 5,000						$ 5,000	$ 5,000	$ -	100%	Connect the existing path on one side of the bridge to the other side. ($5000 carried over from FY25.)		
Pick-up Truck - 977-59 Culture & Recreation Capital Outlay Equipment		$ 50,000						$ 50,000	$ -	$ 50,000	0%	This truck will be for the use of the Parks Manager.		
Skate Park Paving from entrance to skate ramp - 977-58 Culture & Recreation Other Improvements					$ 10,000			$ 10,000	$ 9,400	$ 600	94%			
TOTAL PARKS & RECREATION	**$ -**	**$ 153,200**	**$ 65,000**	**$ -**	**$ 10,000**	**$ -**	**$ -**	**$ 228,200**	**$ 121,556**	**$ 106,644**	**53%**			
Culture														
Decorative String Lights for Art Alley and Charles Street - 979-58 Culture & Recreation Other Improvements			$ 6,000					$ 6,000	$ -	$ 6,000	0%		Installation of lights at Charles Street and Art Alley for safety and City beautification. This will complete the 2nd half of Charles Street.	
Depot Square Christmas Design - 979-58 Culture & Recreation Other Improvements			$ 60,000					$ 60,000	$ 27,003	$ 32,997	45%		Outfitting the Depot Square with Christmas decorations and the beginning stages of holiday marketplace implementation. (Electric to the Depot Square 25,000; five marketplace huts $20,000; lights and Christmas decorations 15,000)	
Historical Signs - 979-58 Culture & Recreation Other Improvements		$ 17,000						$ 17,000	$ -	$ 17,000	0%			
Movie Screen - 977-59 Culture & Recreation Capital Outlay Equipment			$ 15,000					$ 15,000	$ -	$ 15,000	0%		25 X 14 movie screen with inflatable frame for event use.	
Wayfinding signage - 979-58 Culture & Recreation Other Improvements	$ 100,000	$ 197,400						$ 197,400	$ -	$ 197,400	0%	CDD REQUEST $100K for Wayfinding Signage implementation (3 years of phases at $100,000 per year ending in FY27.) (Request related to 2023 CTNOW ARPA Request) ($97,400 carried over from FY25 and $100,000 encumbered in FY25.)		
Festival Blow Up Games - 979-58 Culture & Recreation Other Improvements			$ 6,000					$ 6,000	$ -	$ 6,000	0%		Basketball Shootout and Football Blitz blowup games for use at Festivals and P&R events. This will help save money with rental expenses during WV Fest.	
TOTAL CULTURE	**$ 100,000**	**$ 214,400**	**$ 87,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 301,400**	**$ 27,003**	**$ 274,397**	**9%**			
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 367,600**	**$ 152,000**	**$ -**	**$ 10,000**	**$ -**	**$ -**	**$ 529,600**	**$ 148,559**	**$ 381,041**	**28%**			
Contingencies		$ 166,000	$ 2,485,741	$ (14,000)	$ (10,000)	$ (27,500)		$ 2,600,241	$ -	$ 2,600,241	0%	This amount will be adjusted in the 1st Revision in July 2025.		Revision #2: Transfer to 977-57 Rouss Hall 1st Floor HVAC replacement. Revision #3: Transfer to 979-58 Skate Park Paving from entrance to ramps. Revision #4: Transfer to 977-57 CW Hall Roof Coating.
Encumberances for Subsequent Years		$ 350,000						$ 350,000	$ -	$ 350,000	0%	$100,000 for Wayfinding Signage; $250,000 for Augustine Avenue Project		
Transfer to Grant Projects		$ 3,987,304						$ 3,987,304	$ -	$ 3,987,304	0%	$76,444 to Augustine Avenue Project. $861,555 to Liberty Street Project. $3,049,305 to JMP Pool Project.		
TOTAL EXPENSES	**$ 100,000**	**$ 6,604,904**	**$ 3,429,741**	**$ -**	**$ -**	**$ -**	**$ 578,395**	**$ 10,034,645**	**$ 762,117**	**$ 9,272,528**	**8%**			
REVENUES OVER EXPENSES	**$ (100,000)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 578,395**	**$ 8,711,842**					

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1278: Prospect Place Conditions of Annexation

ATTACHMENTS:

- 2025 Prospect Place COA final.docx

City of Charles Town
101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Fax: (304) 725-1014 ♦ Web: www.charlestownwv.us

Resolution 2025-13

AN AMENDMENT TO THE CONDITIONS OF ANNEXATION FOR PROSPECT PLACE

WHEREAS, The City of Charles Town annexed property (71.361 acres) owned by Charles Town Limited Partnership, VI; First Charles Town Group, Inc.;
Maria V. Weese and Richard W. Weese; Harry M. Kable and Carol F. Kable; and Larry R. Fritts, Sr. on February 20, 2007(collectively, the "Owners"); and

WHEREAS, The City of Charles Town and Charles Town Limited Partnership VI, First Charles Town Group, INC., Richard W. Weese and Maria V. Weese, Harry M. Kable and Carol F. Kable and Larry R. Fritts, Sr. negotiated Conditions of Annexation; and

WHEREAS, The Owners have entered into a Purchase and Sale Agreement withConduit Street Partners, LLC (the "Developer"), for the undeveloped portions of Prospect Place.
Additionally, First Charles Town Group has also entered into a Purchase and Sale Agreement for the following additional adjacent parcels located within the City of Charles Town that, together with Prospect Place, will be the subject of a comprehensive site plan filing with the City of Charles Town, pending resolution of this Amendment to the Conditions of Annexation for Prospect Place.
The additional parcels, collectively referred to as "Willow Springs Retail Properties" include:

31 Maple Tree Drive (4.12 ac) (the subject of a proposed Annexation Agreement) Parcel 19-02-0010-009-0016

551 Willow Springs Drive (2.92 ac)
Parcel 19-02-0015-0009-0013

"Maple Tree Drive" (.54 ac)
Parcel 19-03-0015-0009-0012

"Willow Springs Drive" (6.88 ac) Parcel 19-03-0015-0009-0002

Comprising Approximately 14.46 acres.

The Developer has asked that the Conditions of Annexation be amended;

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NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Charles Town, West Virginia, to accept and approve amendments to the Conditions of Annexation for Prospect Place (attached hereto as Exhibit I : AMENDED AND RESTATED CONDITIONS OF ANNEXATION FOR PROSPECT PLACE)

Dated:

Attest:

DRAFT

EXHIBIT 1

As Attachment to Resolution #2025-13

AMENDED AND RESTATED
CONDITIONS FOR ANNEXATION FOR PROSPECT PLACE

This annexation comprises the properties of Maria V. Weese, (Charles Town Magisterial District, Map IOA, Parcels 117, 118 and 1 19); Harry M. Kable and Carol F. Kable, husband and wife, and Larry R. Fritts, Sr. (Charles Town Magisterial District, Map 10, Parcel 1.7); Charles Town Limited Partnership VI, a West Virginia Limited Partnership (Charles Town Magisterial District, Map 10, Parcel 9.6); and First Charles Town Group, Inc., a West Virginia Corporation (Charles Town Magisterial District Map 10, Parcel 1.6), hereinafter referred to as "the Property" or "the Annexed Territory". The titled owners of the Property agree for themselves, their successors, grantees and assigns, to the following amended and restated conditions of annexation if the Property is annexed into and becomes a part of the Municipality of Charles Town, (the property has already been annexed into the City of Charles Town) hereinafter referred to as "the City" or as "Charles Town."

The purpose of this amended annexation agreement is to restore the zoning classification for the Property back to Neighborhood Residential, in place of the current General Commercial zoning classification that was the result of the 2008 amended annexation agreement dated November 17, 2008. In conformance with Table 1322.04 of the Zoning Ordinance of the City of Charles Town, WV, amended Sept 06, 2024, the Property will be developed into three separate and distinguishable areas of development:

a) An area of approximately 10-12 acres comprised of rental apartment housing units of up to 288 dwelling units maximum.

b) An area of approximately 35 acres comprised of a mix of single family attached and detached market rate residences, not to exceed 225 dwelling units.

c) Up to (3) developable commercial building lots comprising an area of approximately six (6), but no less than five (5), acres on the frontage of the Property along the Route 340/9 bypass shall contain non-residential Neighborhood Commercial uses and satisfy the 10% requirement of the Neighborhood Residential zone reserved for Neighborhood Commercial non-residential uses.

Impact statements pertaining to the City of Charles Town Annexation Policy Evaluation Criteria, and all proposed voluntary contributions, submitted as conditions of annexation, are as follows:

PLANNING & ZONNG COMPLIANCE - EVALUATION CRITERIA #1:
Evaluation Criteria IA — Comprehensive Plan

This annexation has been and remains consistent with the City of Charles Town Comprehensive Plan per the following:

Chapter 3 — Charles Town's Vision for the Future

- Commerce and Industry — At the time the property was re-zoned from Neighborhood Residential to General Commercial in 2008, WVDOH had approved a signalized

intersection at the entrance to the Property and the Route 340/9 bypass. Since that time, WVDOH has stated that they will no longer allow a signalized intersection for access, which is an essential requirement for any type of significant commercial use on the Property. As set forth above and as conceptually depicted on Exhibit _A_, attached, the Property will have Neighborhood Commercial non-residential uses along the Route 340/9 frontage of the Property, which will accommodate and be compatible with the adjacent residential development. The proposed residential apartment rental project referred to above will also generate Business and Occupation Taxes for the City on all the rental income collected.

- Safety and Walkability — Safety and walkability will be greatly enhanced by the Petitioner's plan to re-direct and extend Willow Springs Road through the development which will connect to the 340/Route 9 Bypass. The extended Willow Springs Drive will literally connect Prospect Place to the rest of the City of Charles Town and promote the interconnectivity goals outlined in the Master Plan. Additionally, the Petitioner will develop an integrated pedestrian sidewalk network on the site and where practical attempt to provide pedestrian connectivity to adjoining properties. The portions of the current Willow Springs Drive right of way that will no longer be in service once the new Willow Springs Drive extension is completed will be conveyed to First Charles Town Group, its successors and assigns, as part of the redevelopment plan for the Willow Springs commercial development.

- Entry level and/ or age targeted housing — As mentioned hereinabove, approximately 10-12 acres of the Property will be committed to rental apartment units. This type of naturally affordable housing is desperately needed to serve the existing and future residents who have been shut out of the for-sale residential market due to the onset of the most recent adverse national economic forces.

- Jobs — During development of the property and the construction of buildings and individual units, the development of the Property will provide jobs in the local construction trades and spur local positive economic impacts by the use and consumption of equipment, materials and related services. Upon completion of the projects, the Property's commercial component will provide long term employment opportunities.

- Infrastructure — The Petitioners are providing the infrastructure for the Property's development by building the necessary roads and storm water management facilities. Sewer and water service for the development of the Property will be from the City of Charles Town Utility Board.

- Beautification — Developer shall include in the engineered site plans the burial of all utility wires within the development parcels and include sufficient landscaping, including the planting of trees where appropriate in the preserved open spaces. If the development requires any off-site road extensions to be constructed, the Petitioner will, if required, provide street lighting for and along such road extensions in accordance with City requirements.

- Parks, Trails, Greenspace, and Recreation — Each development within the Property will provide for open space and recreation designed to conform to the requirements of the NR zoning classification of the City, as applicable. Within the Property, the Petitioner will use reasonable efforts to maximize the amount of open space on the property where practical. The Petitioner will look for reasonable opportunities to create usable recreational space and amenities that are compatible with project uses.

The Developer shall install at no cost to the City the following amenities:

1. Commercial grade playground equipment that serves the following age-groups (6-23 months, 2-5 years, 5-12 years). The playground shall meet ADA and ASTM compliance standards that feature ramps and transfer stations with accessible access to the playground area. Playground surfacing shall consist of ADA accessible engineered wood fiber, rubber mulch, or pour-in place rubber surfacing, with the goal of facilitating inclusive play opportunities. Developer shall provide a shaded area consisting of a shade sail or similar design, which shall be included as part of the amenity.
2. A recreational pool facility will be included as part of the apartment community and shall be designed, permitted and constructed within 2 years after the issuance of the initial building permits for the apartment project.
3. No less than 3 acres of useable land for active recreational space, and which the playground equipment may include the commercial grade playground noted above. The space may be separated into multiple parcels to achieve open, active play areas, trails, and other usable and active spaces.

Evaluation Criteria 1B — Urban Zoning

The zoning classification of Neighborhood Residential as requested with this amended annexation agreement, is appropriate, and will promote urban development on the Property, ensuring orderly future growth that is consistent with the Charles Town growth policy with the planned commercial component of the development satisfying the NC non-residential commercial use of the Neighborhood Residential zoning classification.

Evaluation Criteria I C — Contiguous Location

The Property satisfies the requirements of the West Virginia Code and is contiguous to the existing corporate limits on East Washington Street. This annexation would annex into the city beginning at East Washington Street those portions of WV Route 51, and Prospect Avenue (WV 340/9) between the Property and the existing corporate limits. (*The property is already annexed into the City)*

Evaluation Criteria ID — Transportation Planning

This annexation amendment is compatible with the City's efforts to coordinate land use and transportation planning and to avoid adverse traffic impacts on the community. To this end, the Petitioners agree to the following:

Any site plan submissions for the Property shall include an internal road network that will connect to existing Cherry Tree Road and Willow Springs Drive and the Route 340/9 bypass. The portions of the current Willow Springs Drive right of way that will no longer be in service once the new Willow Springs Drive extension is completed to the Route 340/9 bypass will be conveyed to First Charles Town Group, its successors and assigns, as part of the redevelopment plan for the Willow Springs commercial development.

All new non-state roads shall be accepted by the City to service the eventual users, residents and tenants of the road network.

The Developer will work with the applicable transit authority to provide appropriate bus stop designations within the development, if requested to do so by the applicable entity.

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ECONOMIC GROWTH - EVALUATION CRITERIA #2:

As a condition of the Amended and Restated Conditions of Annexation for Prospect Place, Developer agrees to submit for annexation to the City, subject to the City's approval and acceptance, the following parcel:

31 Maple Tree Drive (4.12 ac). Parcel 19-02-0010-009-0016

Annexation of 31 Maple Tree Drive is conditioned upon the

following:

1) **Approval and execution by the City of Charles Town of the Amended and Restated Conditions of Annexation for Prospect Place.**
2) **Approval of Petitioner's site plan consistent with the Amended and Restated Conditions of Annexation for Prospect Place, which site plan shall include the proposed redevelopment of the following Willow Springs Drive commercial parcels owned by First Charles Town Group and under a Purchase and Sale Agreement by Developer:**

    a. **31 Maple Tree Drive (4.12 acres)**
    b. **551 Willow Spring Drive (2.92 acres) and Maple Tree Drive (.54 acres)**
    c. **Willow Springs Drive (6.88 acres)**

AFFORDABLE HOUSNG - EVALUATION CRITERIA #3:

Within the Annexed Territory, as set forth hereinabove, there may be developed up to 288 units of residential rental apartment housing.

The apartment community shall offer a 10% Preferred Employer Rental Discount Program for West Virginia public employees to include Jefferson County and Charles Town municipal employees, subsidiary public service workers to include local first responders and EMS personnel, employees of the Jefferson County Schools, and nurses and allied health professionals of the local hospital/emergency services community. Employees classified under this category, with proof of valid employment, shall also receive a 50% off Amenity Fees, and 100% of the application fee shall be credited upon move-in.

PROTECTION OF RESOURCES - EVALUATION CRITERIA #4:

All known environmental features, including, but not limited to, sinkholes, floodplain, wetland, natural waterways, natural drainage ways, and woodlands shall be identified on individual site plans. Any disturbance of environmental features shall be limited unless it is demonstrated that all city, county, state and federal regulations are complied with.

With the Petitioner's initial engineering plan submittal for the 57.8 acres Prospect Place portion of the development, the Petitioner will provide a new and second copy of the U.S. Army Corps of Engineers Jurisdictional Determination for the property as well as a statement as to the status and location of any other regulated environmentally sensitive areas on the property, if any, and how these, and any Jurisdictional Areas (if any) will be addressed by the proposed development of the project.

MUNICIPAL INFRASTRUCTURE AND SERVICES - EVALUATION CRITERIA

The Property will be served by the Charles Town Utility Board for water and sewer services.

FISCAL IMACT - EVALUATION CRITERIA

This annexation amendment will provide a positive fiscal impact from the residences that will locate within the Annexed Area through substantial increased Business and Occupation tax collections. This will include the commercial development as well as the residential rental development of the project.

The following new terms and conditions shall also apply to the development of Prospect Place:

1. The development shall be subject to the City's current Neighborhood Residential zoning standards, with the Neighborhood Commercial uses occupying the area along the frontage of the Route 340/9 bypass.
2. The total number of residential units proposed for the site may not exceed 225 units of single family attached and detached residential units; and not to exceed 288 rental residential rental apartment units.
3. The Sketch Plan to be approved by the Planning Commission shall include approval of a retail/commercial redevelopment plan for the General Commercial Willow Spring Retail properties located along Willow Springs Drive (the "Willow Springs Retail Development"). The approved final engineering plans may be permitted and constructed in multiple phases at the discretion of the Developer.
4. In support of the effort to secure the construction of the Willow Springs Retail Properties, the City shall restrict issuance of building and/or grading permits for any of the existing buildings, including any proposed additions or new construction, occurring within the boundary of the Willow Springs Retail Properties, unless in conformance with the Sketch Plan as approved and/or amended by the Planning Commission and/or City Council.
5. The properties for non-residential development shall follow the designs of the sketch plan, subject to change by the Planning Commission.
6. At commencement of any portion of construction of the Prospect Place site plan, Developer shall 1) show evidence to the City of a contract with a retail broker for the Willow Spring Retail Properties portion of the site plan, and
   2) Developer shall erect a prominent leasing sign along the Willow Springs Retail Properties frontage along Washington Street or the Route 9/340 bypass
7. The Developer shall construct the Willow Springs Drive extension from the Route 340/9 bypass entrance at Prospect Place, to the existing Willow Springs Drive, including a connection to Cherry Tree Road, coincident with the construction of the residential development and the multifamily apartment development; ,
8. The successful annexation of 31 Maple Tree Drive into the City of Charles Town and zoned General Commercial (GC) as described herein,
9. A voluntary financial proffer, payable at issuance of building permits, of $2,722. for every residential single family and/or townhome unit, and $925 for every multifamily rental apartment unit, that may be used by the City to fund any of its future capital needs, and
10. Developer agrees to restrict all left turn movements from the intersection exiting the development onto northbound Rt 340/9.
11. Developer shall design the commercial/retail center site plan with appropriate street sections, access routes, and logistics to accommodate delivery truck and commercial traffic that will serve the commercial tenants. A commercial truck access and turning radius analysis shall be included in a traffic study as part of the Preliminary Plan submittal that supports the roadway design for the commercial components.

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12. The apartment community shall offer a 10% Preferred Employer Rental Discount Program for West Virginia Public Employees and municipal employees and hospital/ emergency services workers as noted above in the Affordable Housing Criteria #3.

These Amended Conditions of Annexation are expressly contingent upon the successful annexation of 31 Maple Tree Drive (Parcel 19-02-0010-009-0016) into the municipal limits of Charles Town. In the event that the Charles Town City Council does not vote to approve the Maple Tree Drive petition for annexation, the terms and conditions of this amended agreement shall remain in effect and continue to be valid. Furthermore, to retain the validity of these amended conditions, the Developer commits to actively participate in, and support the legal defense of, the annexation petition in the event that the Jefferson County Commission fails to grant approval of the Maple Tree Drive annexation request.

All of the above voluntary contributions offered in this document as amended and restated conditions of this annexation shall be binding to all of the above-described property that is annexed into the City of Charles Town. The property owners shall ensure that these restrictions are conveyed with the property to all future assigns and/or transferees of all or any party of the subject property, excluding land given to the City of Charles Town, West Virginia Department of Transportation, or other local, state or federal government entity. These amended and restated conditions of annexation shall be fully enforceable.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1285: FY2026 General Fund Revision #3

ATTACHMENTS:

- FY 2026 GF Revision #3.pdf
- FY26 GenFund Revision #3 State Worksheet.pdf

FY 2025-2026
General Fund Budget

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

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
REVENUES												
30005 Unassigned Fund Balance (Carryover)	750,000	1,056,186	(18,275)		1,787,911	1,787,911	-	100%	Estimated carryover balance for fiscal year ending 2026.	Increased carryover to reflect actual balance as of 6/30/25.	Transfer of funds to Contribution from other funds Vacant Structures.	
30101 Taxes - Ad Valorem	1,851,076				1,851,076	1,063,650	787,426	57%				
30106 Supplemental Taxes	30,000				30,000	25,533	4,467	85%	Property taxes owed from previous years, but paid in the current fiscal year.			
30200 Interest as Penalty	8,000				8,000	6,613	1,387	83%				
30300 Gas & Oil Severance Tax	30,000				30,000	16,290	13,710	54%	5% severance tax on gross receipts at the well head of oil and natural gas.			
30400 Utility Tax (2%)	250,000				250,000	124,605	125,395	50%				
30500 Business & Occupation (B&O) Tax	2,032,082				2,032,082	830,827	1,201,255	41%	Included estimated B&O receipts from HDL collections services.			
30600 Liquor Tax	25,000				25,000	16,232	8,768	65%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.			
30700 Animal Control Tax	1,600				1,600	1,542	58	96%	This is donated back to the county each year under Dog Warden.			
30800 Hotel/Motel Tax	200,000				200,000	45,419	154,581	23%	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	80,881	179,119	31%				
32100 Parking Violation Penalties	40,000				40,000	18,160	21,840	45%				
32500 Business License Revenue	35,000				35,000	47,937	(12,937)	137%				
32600 Building Permit Fees	550,000				550,000	258,861	291,139	47%	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	65,000				65,000	15,141	49,859	23%	Two Cable Franchisees			
32900 Rental Registration Fees						440						
33100 International Registration Plan (IRP) Fees	70,000				70,000	25,305	44,695	36%	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	559	1,141	33%	Revenue from utility bills for EMS (5 cents)			
34000 Parks & Rec Fee	1,700				1,700	559	1,141	33%	Revenue from utility bills for parks and recreation (5 cents)			
34200 Parking Meter Revenues	45,000				45,000	15,551	29,449	35%	Revenue from parking meters and parking permits including ParkMobile app.			
34500 Rents & Concessions	60,000				60,000	27,221	32,779	45%	CTUB rental of 661 space ($30,000); CW Hall 1st floor rental ($30,000)			
35300 Zoning Fee	20,000				20,000	19,287	713	96%	Zoning applications			
35500 Street Improvement Fee	135,000				135,000	43,625	91,375	32%	Revenue from utility bills for street improvements ($4 per month)			
36504 Federal Government Grants	291,667				291,667	41,157	250,510	14%	DOJ/COPS grant for additional police officer. $125,000 across 3 years. HUD Grant for Revive program $250,000			
36600 State Government Grants	-				-	-	-					
36700 Other Grants	-		1,000	1,268	2,268	2,268	-				Transfer of donation designated to the police department to Police Supplies 700-41.	Transfer of donation designated to the Tree Board to Maintenance Contracted Services 750-30.
36900 Contributions from Other Funds-Sales Tax ($2,500,000); Housing Rehab ($67,880); Vacant Structures ($18,275)	1,500,000		86,155		1,586,155	375,000	1,211,155	24%	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.		Housing Rehab income is designated to Code Enforcement Nuisance Properties Contracted Services expenses. Vacant Structure income is designated for Code Enforcement Vacant Properties Contracted Services expenses.	
37600 Gaming Income	250,000				250,000	80,737	169,263	32%	Gaming receipts average $19K to $23K per month.			
37900 Gain/Loss - Sale of Fixed Assets	-				-	-	-					
38007 Interest Income (Operating Acct)	35,000				35,000	6,752	28,248	19%				
38100 Reimbursements	110,000				110,000	70,327	39,673	64%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.			
38100 Lein Reimbursements					-	-	-					
38200 Refunds - Overpayments	500				500	(4,519)	5,019	-904%				
38600 Insurance Claims	-				-	3,995	(3,995)					
38700 Filing Fees	300				300	-	300	0%	Filing Fees Revenue - Election in FY25. $50.00 per person.			
39200 Property Rehabilitation	-				-	3,700	(3,700)					
39700 Video Lottery	600,000				600,000	174,046	425,954	29%	Video lottery receipts average $13.4K to $22.2K per week.			
39900 Misc Revenue	5,000				5,000	3,193	1,807	64%	Yard waste stickers and fingerprints			
39902 Special Events - WV Fest	10,000				10,000	-	10,000	0%				
39903 Special Events - General	1,000				1,000	425	575	43%	Special activities fees			
39904 Special Events - CW Hall	5,000				5,000	2,400	2,600	48%				
39907 Special Events - Car Show	5,000				5,000	10,681	(5,681)	214%	Car show registration and sponsors.			
TOTAL REVENUES	**9,274,625**	**1,056,186**	**68,880**	**1,268**	**10,400,959**	**5,242,313**	**5,159,086**	50%				

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
EXPENSES												
ECONOMIC DEVELOPMENT - 402												
03 Salaries	77,000				77,000	26,031	50,969	34%	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement.			
04 FICA	6,200				6,200	1,991	4,209	32%	FICA @ 7.65%			
05 Group Insurance	9,300				9,300	3,329	5,971	36%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
06 Retirement	7,000				7,000	2,343	4,657	33%	PERS II Employer Contribution 9%			
09 OPEB	2,000		(1,800)		200	41	159	20%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			1,800		1,800	521	1,279	29%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.	
11 Telephone	500				500	131	369	26%	Cell phone			
14 Travel	3,000				3,000	98	2,902	3%	2 National Conferences; airfare, lodging, per-diem			
20 Advertising/Legal Publications	500				500	-	500	0%				
21 Training & Education					-	-	-		$2,500 rolled under City Manager's office.			
22 Dues & Subscriptions	2,000				2,000	313	1,687	16%	IEDC Membership, Survey Subscription, Adobe subscription			
23 Professional Services	1,000				1,000	-	1,000	0%	Engineering Services			
26 Insurance and Bonds	5,000		585		5,585	5,568	17	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		Increase due to rise in insurance costs.	
30 Contracted Services	1,000				1,000	-	1,000	0%				
41 Departmental Supplies	3,000				3,000	323	2,677	11%	Promotional items for events and City marketing and other departmental supplies.			
43 Auto Supplies					-	-	-		Under Maintenance budget			
TOTAL ECONOMIC DEVELOPMENT	**117,500**	**-**	**585**	**-**	**118,085**	**40,689**	**77,396**	34%				
MAYOR'S OFFICE - 409												
01 Salary	12,500				12,500	4,000	8,500	32%	Mayor's Salary			
04 FICA Tax Expense	1,000				1,000	306	694	31%				
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%				
22 Dues & Subscriptions					-	-	-					
26 Insurance & Bonds	1,000		100		1,100	1,090	10	99%			Increase due to rise in insurance costs.	
41 Departmental Supplies	500				500	-	500	0%	$453.00 - Ceremonial Keys to the City and Coins			
68 Community Contributions	2,000				2,000	-	2,000	0%				
TOTAL MAYOR'S OFFICE	**20,000**	**-**	**100**	**-**	**20,100**	**5,396**	**14,704**	27%				
COUNCIL - 410												
01 Salaries	40,000				40,000	12,083	27,917	30%	Eight Council Members at $5,000 annual salary			
04 FICA Tax Expense	3,100				3,100	924	2,176	30%				
14 Travel Expense	4,800				4,800	2,274	2,526	47%	Conferences			
20 Advertising					-	-	-					
21 Training & Education	3,200				3,200	-	3,200	0%	WV Municipal League Conference Registration ($450 per registration)			
26 Insurance & Bonds	3,200		300		3,500	3,489	11	100%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability		Increase due to rise in insurance costs.	
41 Departmental Supplies	700				700	107	593	15%				
TOTAL COUNCIL	**55,000**	**-**	**300**	**-**	**55,300**	**18,876**	**36,424**	34%				

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
CITY MANAGER - 412												
03 Salaries	215,000				215,000	53,706	161,294	25%	City Manager & Deputy City Clerk Salary, 2.5% Merit and Holiday Supplement (Includes $5000 travel allowance for new City Manager.)			
04 FICA Tax Expense	17,500				17,500	4,154	13,346	24%	FICA Tax @ 7.65%			
05 Group Insurance	20,000				20,000	3,953	16,047	20%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
06 Retirement	19,000				19,000	4,930	14,070	26%	9% Employer Contribution PERS I and II			
08 Overtime	1,200	1,300			2,500	597	1,903	24%		Increased to match actual overtime in previous year.		
09 OPEB	6,500		(6,000)		500	20	480	4%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			6,000		6,000	1,215	4,785	20%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.	
11 Telephone	550				550	178	372	32%	Mobile phone service			
14 Travel Expense	1,500				1,500	-	1,500	0%	WVML Trip, City Clerk Election Training			
20 Advertising	2,000				2,000	-	2,000	0%				
21 Training & Education	20,000				20,000	1,025	18,975	5%	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	50	950	5%	Adobe subscriptions. ICMA and WVML Fees.			
23 Professional Services	500	37,500			38,000	14,544	23,456	38%	Background checks for City Manager candidates.	City Manager recruiter expenses carried over from FY 2025.		
26 Insurance & Bonds	15,000		280		15,280	15,270	10	100%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability		Increase due to rise in insurance costs.	
30 Contracted Services					-	-	-					
41 Departmental Supplies	750				750	117	633	16%	Misc. Office Supplies			
43 Auto Supplies (Gas & Oil)					-	-	-		Gas is covered under travel expenses.			
TOTAL CITY MANAGER	**320,500**	**38,800**	**280**	**-**	**359,580**	**99,759**	**259,821**	28%				
TREASURER - 413												
03 Salaries	260,000				260,000	87,922	172,078	34%	Director of Finance, Accounting Clerk I, Accounting Clerk II, Accounting Clerk III salaries, 2.5% merit, and holiday supplements.			
04 FICA Tax Expense	22,000				22,000	6,793	15,207	31%	FICA Tax @ 7.65%			
05 Group Insurance	21,000		17,000		38,000	12,515	25,485	33%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)		Increase due to changes in employee's insurance plans.	
06 Retirement	24,000				24,000	7,992	16,008	33%	9% Employer Contribution PERS I and II			
08 Overtime	3,500				3,500	873	2,627	25%				
09 OPEB	8,000		(7,500)		500	122	378	24%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			7,500		7,500	2,369	5,131	32%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.	
11 Telephone	-				-	-	-		Director of Finance Cell Phone			
14 Travel Expense	1,500				1,500	992	508	66%	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	2,500				2,500	1,244	1,256	50%	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	500				500	125	375	25%	Adobe subscription for Director & Accounting Clerk III			
23 Professional Services	2,500			500	3,000	2,925	75	98%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)			Allocation for accounting services regarding recording Clifford Trust activity.
24 Audit Costs	42,000	48,000			90,000	49,320	40,680	55%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit	Allowance for FY 2024 audit expenses.		
26 Insurance & Bonds	15,000		4,200		19,200	19,184	16	100%	General Liability, Worker's Compensation, Umbrella		Increase due to rise in insurance costs.	
30 Contracted Services	25,000				25,000	5,994	19,006	24%	Tyler Technologies - Incode Annual License Fee			
30 B&O Collections - Contracted Services	75,000			(28,500)	46,500	7,940	38,560	17%				Transfer $500 to Professional Services and $28,000 to Refunds.
38 Refunds	10,000	65,000		28,000	103,000	66,419	36,581	64%				
41 Departmental Supplies	1,500	1,000			2,500	999	1,501	40%	Misc. Office Supplies	Allowance for purchase of desk scanners for		
TOTAL TREASURER	**514,000**	**114,000**	**21,200**	**-**	**649,200**	**273,727**	**375,473**	42%				

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
COURT CLERK - 415												
03 Salaries	67,000				67,000	22,634	44,366	34%	Court Clerk Salary, 2.5% merit, and holiday supplement			
04 FICA	5,500				5,500	1,731	3,769	31%	FICA Tax @ 7.65%			
05 Group Insurance	19,000				19,000	6,527	12,473	34%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
06 Retirement	6,000				6,000	2,028	3,972	34%	9% Employer Contribution PERS I and II			
08 Overtime	1,200				1,200	-	1,200	0%				
09 OPEB	2,000		(1,800)		200	41	159	20%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			1,800		1,800	446	1,354	25%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.	
14 Travel	500				500	-	500	0%	Court Clerk training and Election training			
18 Postage	100				100	-	100	0%				
20 Advertising/Legal Publications					-	-	-					
21 Training & Education					-	-	-		$500 transferred to City Manager's budget. WVML training and Election training.			
22 Dues & Subscriptions					-	-	-					
23 Professional Services					-	-	-					
26 Insurance & Bonds	4,500		605		5,105	5,103	2	100%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella		Increase due to rise in insurance costs.	
30 Contracted Services	25	1,000			1,025	552	473	54%	Flu shot	Allowance for cost of appeals.		
38 Refunds			1,000		1,000	400	600	40%			Allowance for refund of court fine fees.	
41 Departmental Supplies	600				600	72	528	12%	Ink cartridges, paper stock			
TOTAL COURT CLERK	**106,425**	**1,000**	**1,605**	**-**	**109,030**	**39,534**	**69,496**	36%				
POLICE JUDGES - 416												
03 Salaries	32,000				32,000	7,350	24,650	23%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; extra $2k for special judge, and holiday supplements.			
04 FICA	2,400				2,400	562	1,838	23%				
14 Travel	500				500	263	237	53%	WV State mandated annual training for magistrates & judges			
21 Training & Education	1,000				1,000	690	310	69%	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		300		2,800	2,791	9	100%			Increase due to rise in insurance costs.	
TOTAL POLICE JUDGES	**39,500**	**-**	**300**	**-**	**39,800**	**11,656**	**28,144**	29%				
CITY ATTORNEY - 417												
03 Salaries	160,000				160,000	54,405	105,595	34%	Attorney salary plus 2.5% merit and holiday supplement.			
04 FICA	13,000				13,000	4,162	8,838	32%	FICA @ 7.65%			
05 Group Insurance	1,000		550		1,550	687	863	44%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)		Correction of Dental Insurance budget calculation.	
06 Retirement	15,000				15,000	4,896	10,104	33%	PERS II Employer Contribution 9%			
09 OPEB	6,000		(5,600)		400	359	41	90%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			5,600		5,600	1,273	4,327	23%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.	
11 Telephone	250				250	75	175	30%				
14 Travel	1,000				1,000	-	1,000	0%	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				5,100	1,190	3,910	23%	Allowance for legal subscriptions and memberships. Bar license and legal research database subscription.			
23 Professional Services	50,000				50,000	-	50,000	0%	Cost for outside legal council.			
26 Insurance and Bonds	12,000		(8,095)		3,905	2,263	1,642	58%			Transfer of funds to Insurance & Bonds line items in departments: 402, 409, 410, 413, 415, 416, 425, 436, 571, & 704.	
41 Departmental Supplies	1,000				1,000	-	1,000	0%				
TOTAL CITY ATTORNEY	**264,350**	**-**	**(7,545)**	**-**	**256,805**	**69,311**	**187,494**	27%				

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
ENFORCEMENT AGENCY - 425												
03 Salaries	61,000				61,000	20,296	40,704	33%	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance.			
04 FICA	4,900				4,900	1,553	3,347	32%	FICA @ 7.65% of Salary			
05 Group Insurance	9,000				9,000	3,216	5,784	36%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
06 Retirement	5,400				5,400	1,785	3,615	33%	PERS II Employer Contribution 9%			
09 OPEB	2,500		(2,300)		200	41	159	20%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			2,300		2,300	595	1,705	26%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.	
11 Telephone	500				500	75	425	15%				
14 Travel	3,000				3,000	830	2,170	28%	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	1,500				1,500	153	1,347	10%	Certified Mailings			
20 Advertising/Legal Publications	500				500	53	447	11%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.			
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	170	830	17%	ICC Membership ($160/yr)			
26 Insurance and Bonds	4,000		365		4,365	4,362	3	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		Increase due to rise in insurance costs.	
30 Contracted Services	25,000				25,000	-	25,000	0%	Kimley-Horn Engineering Services			
30 Nuisance Properties-Contracted Services	45,000		67,880		112,880	21,730	91,150	19%	Nuisance Properties cleanup and demos.		Funds.	
30 Nuisance Properties Relocation - Contracted Services	5,000				5,000	-	5,000	0%	Nuisance Properties housing reallocation.			
30 Vacant Properties-Contracted Services			18,275		18,275	84	18,191				Article 1759 Vacant Buildings.	
41 Departmental Supplies	2,000				2,000	342	1,658	17%	Building safety month supplies and code books			
43 Auto Supplies					-	-	-		Under Maintenance budget			
45 Uniforms	2,000				2,000	525	1,475	26%	Jackets & shirts.			
TOTAL ENFORCEMENT AGENCY	**172,300**	**-**	**86,520**	**-**	**258,820**	**55,810**	**203,010**	22%				
REGIONAL DEVELOPMENT AUTHORITY - 435												
22 Dues & Subscriptions	11,500				11,500	11,304	196	98%	Region 9 Assessment - Fees are going up			
TOTAL REGIONAL DEVELOPMENT AUTHORITY	**11,500**	**-**	**-**	**-**	**11,500**	**11,304**	**196**	98%				
Total City Administration	**2,297,075**	**173,800**	**22,325**	**-**	**2,493,200**	**847,960**	**1,645,240**	34%				
BUILDING INSPECTIONS - 436												
03 Salaries	88,000				88,000	29,901	58,099	34%	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance.			
04 FICA	7,000				7,000	2,287	4,713	33%	FICA @ 7.65% of Salary			
05 Group Insurance	1,500				1,500	575	925	38%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
06 Retirement	8,000				8,000	2,650	5,350	33%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods			
09 OPEB	3,000		(2,850)		150	-	150	0%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			2,850		2,850	883	1,967	31%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.	
11 Telephone	1,000				1,000	60	940	6%	Two lines; one is a hot spot. One is a cell phone.			
14 Travel	3,000				3,000	-	3,000	0%	National ICC Conference; 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	1,000				1,000	-	1,000	0%	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	1,000				1,000	-	1,000	0%	ICC membership dues; WICA subscription			
23 Professional Services	50,000				50,000	600	49,400	1%	To cover expenses associated with inspections; compliance.			
26 Insurance & Bonds	6,000		575		6,575	6,565	10	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		Increase due to rise in insurance costs.	
30 Contracted Services					-	-	-					
41 Departmental Supplies	2,000				2,000	143	1,857	7%	Building safety month supplies and code books.			
43 Auto Supplies					-	-	-		Under Maintenance budget			
45 Uniforms	2,000				2,000	500	1,500	25%	Jackets & shirts.			
TOTAL BUILDING INSPECTIONS	**174,500**	**-**	**575**	**-**	**175,075**	**44,164**	**130,911**	25%				

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
PLANNING & ZONING - 437												
03 Salaries	407,000				407,000	99,259	307,741	24%	Planner/Zoning/Subdiv Administrator, Permit Tech, and Planner salaries, 2.5% merit, and holiday supplements.			
04 FICA	33,000				33,000	7,593	25,407	23%	FICA @ 7.65% of Salary			
05 Group Insurance	68,000				68,000	12,222	55,778	18%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
06 Retirement	38,000				38,000	8,933	29,067	24%	PERS II Employer Contribution (9%)			
08 Overtime	1,500				1,500	-	1,500	0%				
09 OPEB	12,500		(12,000)		500	102	398	20%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			12,000		12,000	2,165	9,835	18%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.	
11 Telephone	250		750		1,000	335	665	33%	Director's department cell phone		Increase in cell phone charges.	
14 Travel	8,000				8,000	1,735	6,265	22%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code			
18 Postage	1,000				1,000	-	1,000	0%	Certified Mailings; Legal notices, yard sign postings			
20 Advertising/Legal Publications	4,500				4,500	635	3,865	14%	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; Leaders Code conference $550; Kim MGO Conference reg; $600; James AICP reg $500			
22 Dues & Subscriptions	3,000				3,000	106	2,894	4%	AICP Membership; Wendy ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.			
23 Professional Services	5,000		20,000		25,000	6,843	18,157	27%	GIS Aerial imagery, Background Checks		Allowance for annexation costs.	
26 Insurance & Bonds	20,000				20,000	18,814	1,186	94%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.			
30 Contracted Services	44,000				44,000	6,376	37,624	14%	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;			
31 Contracted Services - Tree Board					-	-	-		To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.			
38 Refunds	1,000				1,000	170	830	17%				
41 Departmental Supplies	4,000				4,000	122	3,878	3%	Public hearing signs, office supplies, promotional supplies			
53 Computer Software / Tech	10,000	3,000			13,000	2,190	10,810	17%	MyPermit Now Monthly Fees	Allowance for additional Rental Registration module in MyPermit Now software		
TOTAL PLANNING & ZONING	**660,750**	**3,000**	**20,750**	**-**	**684,500**	**167,599**	**516,901**	24%				
Total City Bldg Inspection, P&Z, and Enforcement Agency	**1,007,550**	**3,000**	**107,845**	**-**	**1,118,395**	**267,573**	**850,822**	24%				
ELECTIONS - 438												
12 Printing					-	-	-					
20 Advertising/Legal Publications					-	-	-		Publish ballot multiple times			
23 Professional Services					-	-	-					
30 Contracted Services					-	-	-		Poll workers for early voting and day of election.			
41 Departmental Supplies					-	-	-		Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers			
TOTAL ELECTIONS	-	-	-	-	-	-	-					

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
CITY HALL - 440												
3 Salaries	103,000				103,000	34,621	68,379	34%	Director of Operations Salary, 2.5% merit, and holiday supplement			
4 FICA Taxes	8,300				8,300	2,649	5,651	32%	FICA @ 7.65%			
5 Group Insurance	20,000				20,000	6,652	13,348	33%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
6 Retirement	9,000				9,000	3,251	5,749	36%	9% Employer Contribution			
9 OPEB	4,000		(3,800)		200	41	159	20%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			3,800		3,800	1,312	2,488	35%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.	
11 Telephone	20,000				20,000	3,113	16,887	16%	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	40,000				40,000	14,090	25,910	35%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer, CWH Electric			
14 Travel Expense	2,000				2,000	-	2,000	0%	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD			
15 Repair & Main. Bldg & Grounds	10,000				10,000	1,317	8,683	13%	Elevator Services and City Hall maintenance.			
16 CH Repair & Maint Equip.					-	-	-					
18 Postage	4,000				4,000	1,121	2,879	28%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection. Reflects increase in postage.			
19 Bldg & Equipment Rental	250,000				250,000	82,950	167,050	33%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer			
20 Advertising/Legal Publications	4,000				4,000	314	3,687	8%	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	2,819	681	81%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)			
23 Professional Services	25,000				25,000	5,650	19,350	23%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.			
26 Insurance & Bonds	15,000				15,000	12,551	2,449	84%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial			
30 Contracted Services	287,000				287,000	69,696	217,304	24%	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	15,000	20,000			35,000	14,920	20,080	43%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	Allowance for additional credit card merchant fees due to delay in software upgrade.		
37 Other Fees/Taxes	1,500				1,500	940	560	63%	Late fees/Ambulance fees.			
41 Departmental Supplies	12,000				12,000	4,671	7,329	39%				
53 Computer Software / Tech	15,000		5,500		20,500	15,031	5,469	73%	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		Allowance for timesheet management software.	
TOTAL CITY HALL	**848,300**	**20,000**	**5,500**	**-**	**873,800**	**277,707**	**596,093**	32%				
CONTRIBUTIONS/TRANSFERS - 444												
68 Contributions - Community Partnership Grants	100,000				100,000	-	100,000	0%	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		50,000			50,000	-	50,000	0%		Allowance for community grants for non-profit organizations.		
68 Contributions - Revive Grant	270,000	20,000			290,000	25,000	265,000	9%	HUD Grant for Revive! Program. $250,000 with additional $20,000 support from City funds.	Grant funds brought forward from FY25 into FY26 that were allocated but not spent.		
68 Contributions - Façade Improvement Program	15,000	10,000		15,000	40,000	2,323	37,678	6%		Grant funds brought forward from FY25 into FY26 that were allocated but not spent.		Additional funds added to support growing community interest.
68 Contributions - Homeless Solutions	25,000	(25,000)			-	-	-		County Homelessness position funding commitment	County Homelessness position has been dissolved.		
68 Contributions - Charles Town Now		70,000			70,000	30,000	40,000	43%		Contribution to support Washington Street redevelopment study.		
68 Contributions - Jefferson County Community Ministries				20,000	20,000	-	20,000	0%				Donation to support community food/toiletry needs.
68 Contributions - Sidewalk Improvement Program	15,000	35,000		15,000	65,000	-	65,000	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	Grant funds brought forward from FY25 into FY26 that were allocated but not spent.		Additional funds added to support growing need of maintaining safe sidewalks.
TOTAL CONTRIBUTIONS/TRANSFERS	**425,000**	**160,000**	**-**	**50,000**	**635,000**	**57,323**	**577,678**	9%				

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
PARKING - 571												
03 Salaries	46,000				46,000	15,283	30,717	33%	Parking Enforcement Officer salary, contingency, 2.5% merit, holiday supplement, and clothing allowance			
04 FICA Tax Expense	3,700				3,700	1,192	2,508	32%	FICA @ 7.65%			
05 Group Insurance	750				750	231	519	31%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
06 Retirement Expense	4,000				4,000	1,361	2,639	34%	9% Employer Retirement Contribution			
08 Overtime	1,000				1,000	305	695	30%	RHBT Insurance			
09 OPEB	1,500		(1,400)		100	-	100	0%	Deferred Compensation Employer Contribution 3%		Transfer to Fringe Benefits.	
10 Fringe Benefits			1,400		1,400	445	955	32%			Creation of new line item for 457b retirement due to auditing requirements.	
13 Utilities	1,400				1,400	-	1,400	0%	Electric Service			
16 Repair & Main - Equipment	1,000				1,000	-	1,000	0%	Parking meter repairs and maintenance			
18 Postage	500				500	-	500	0%				
19 Bldg & Equipment Rental	500				500	-	500	0%				
20 Advertising / Legal Publications	500				500	-	500	0%				
26 Insurance & Bonds	3,000		240		3,240	3,232	8	100%	Prof Liability, Umbrella, Automobile, Worker's Comp		Increase due to rise in insurance costs.	
30 Contracted Services	500				500	27	473	5%				
41 Departmental Supplies	5,000				5,000	309	4,691	6%	Office Supplies, Batteries, Handheld Printer Paper			
43 Auto Supplies (Gas/Oil)	500				500	-	500	0%				
45 Uniforms	500				500	-	500	0%	Jacket, Uniform Shirt, Patches, Badge, etc.			
53 Computer Software/Tech	4,000				4,000	-	4,000	0%	United Public Safety/T2 Annual Fees			
TOTAL PARKING	**74,350**	**-**	**240**	**-**	**74,590**	**22,385**	**52,205**	30%				
CONTINGENCIES - 699												
Other Contributions	308,000	42,000	(60,875)	(50,000)	239,125	-	239,125	0%	Placeholder for $50,000 for emergency snow costs. $250,000 for unexpected cost throughout the year. (SAO caps this amount at 10% of receipts.)	Increase to allow for payment of unexpected expenses.	Transfer $17,000 to Treasurer Group Insurance, $1000 to Court Clerk Refunds, $550 to Attorney Group Insurance, $20,000 to P&Z Professional Services, $750 to P&Z Telephone, $3300 to City Hall Computer Software, and $18,275 to Code Enforcement Vacant Structures Contracted Services.	Transfer of funds to Contributions: $20,000 to Jefferson County Community Ministries, $15,000 to Façade Improvement Program, and $15,000 to Sidewalk Improvement Program.
TOTAL CONTINGENCIES	**308,000**	**42,000**	**(60,875)**	**(50,000)**	**239,125**	**-**	**239,125**	0%				
POLICE DEPARTMENT - 700												
03 Salaries	1,640,000				1,640,000	553,264	1,086,736	34%	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	110,000				110,000	34,112	75,888	31%	FICA Tax at 7.65%			
05 Group Insurance	289,000				289,000	85,463	203,537	30%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
06 Retirement	145,000				145,000	51,109	93,891	35%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)			
07 Police Pension	30,000		(12,750)		17,250	1,296	15,954	8%	Legacy CTPD Retirement System		Transfer of $10,650 to Insurance & Bonds and $200 to Other Fees & Taxes.	
08 Overtime	160,000				160,000	80,733	79,267	50%	Shift coverage, late arrest/call out, special events, school events, court, etc.			
09 OPEB	60,000		(55,000)		5,000	734	4,266	15%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			55,000		55,000	15,206	39,794	28%	Deferred Compensation Employer Contribution 3%		auditing requirements.	
11 Telephone	48,500				48,500	12,575	35,925	26%	(4) department cell phones, MiFi/Craddle Points, for CAD in police vehicles, Internet, etc.			
13 Utilities	48,000				48,000	12,863	35,137	27%	Electric and Internet Service, increase in FY25.			
14 Travel	4,000				4,000	343	3,657	9%	Training, Conferences,etc.			
15 R&M Building & Grounds	2,500				2,500	-	2,500	0%	Lights, Paint, Air Filters, Electrical supplies, Batteries			
16 R&M Equipment	5,000				5,000	3,815	1,185	76%	Generator Service			
17 R&M Auto	50,000				50,000	16,796	33,204	34%	Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, tire install/rotation, etc.			
18 Postage	1,300				1,300	367	933	28%	Stamps, USPS Certified Mail, UPS/Fedex, etc.			
19 Building & Equipment Rental	100,000				100,000	33,966	66,034	34%				
20 Advertising/Legal Publications	5,500				5,500	960	4,540	17%	New Hire Ads 3-6 ads in local paper			
21 Training & Education	20,000				20,000	599	19,401	3%	WVSP Academy, 16 hours in-service/8 supervisor hours.			
22 Dues & Subscriptions	2,000				2,000	370	1,630	19%	WVCOP Dues, IACP, SRO, Journal			
23 Professional Services	5,000				5,000	2,080	2,920	42%	Polygraph Exams, Psychological exam, Physical Exams, Diagnostic Imaging			
26 Insurance & Bonds	110,000		12,550		122,550	122,489	61	100%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance		Increase due to rise in insurance costs.	
30 Contracted Services	48,000				48,000	13,982	34,018	29%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.			
37 Other Fees & Taxes	250		200		450	400	50	89%	661 George St. Ambulance Fees		Allowance for additional ambulance fees.	
41 Departmental Supplies	40,000		1,000		41,000	8,603	32,397	21%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery		Allowance for additional officer equipment. This	
43 Auto Supplies	65,000				65,000	22,923	42,077	35%	Gas, oil changes and tires for Police Vehicles			
45 Uniforms	30,000				30,000	9,194	20,806	31%	Class A, BDU, duty gear, insignia, ballistic vest, coats, etc.			
53 Computer Software/Tech	29,000		(2,200)		26,800	20,993	5,807	78%	CAD Motorola, Guardian Tracking, Police One Academy, Powerdms, VCS, Motorola Solutions (Watch Guard System), Revize (Website).		Transfer to City Hall Computer Software for police portion of VCS.	
TOTAL POLICE DEPARTMENT	**3,048,050**	**-**	**(1,200)**	**-**	**3,046,850**	**1,105,235**	**1,941,616**	36%				

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
POLICE-SPECIAL DUTY CROSSING GUARDS - 704												
03 Salaries	35,000				35,000	7,607	27,393	22%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA. Holiday supplements.			
04 FICA Tax Expense	2,600				2,600	582	2,018	22%				
26 Insurance & Bonds	1,750		545		2,295	2,292	3	100%			Increase due to rise in insurance costs.	
41 Departmental Supplies	250		100		350	324	26	92%	Stop signs		Allowance for additional supplies.	
45 Uniforms	500		(100)		400	87	313	22%	Reflective jackets and vests		Transfer to Supplies.	
43 Auto Supplies (Gas & Oil)					-	-	-					
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**40,100**	**-**	**545**	**-**	**40,645**	**10,892**	**29,753**	27%				
Total Police and Crossing Guards	**3,088,150**	**-**	**(655)**	**-**	**3,087,495**	**1,116,126**	**1,971,369**	36%				
DOG WARDEN - 707												
Contributions	1,600				1,600	-	1,600	0%	City passes along the dog tag fees to the County			
TOTAL DOG WARDEN	**1,600**	**-**	**-**	**-**	**1,600**	**-**	**1,600**	0%				
MAINTENANCE - 750												
03 Salaries	330,000				330,000	97,086	232,914	29%	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	27,000				27,000	7,773	19,227	29%	FICA @ 7.65%			
05 Group Insurance	47,000				47,000	11,037	35,963	23%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
06 Retirement	29,000				29,000	8,774	20,226	30%	9% Employer Contribution			
08 Overtime	20,000				20,000	4,515	15,485	23%				
09 OPEB	8,000		(7,500)		500	92	408	18%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			7,500		7,500	1,946	5,554	26%	3% Deferred Compensation Employer Contribution		Creation of new line item for 457b retirement due to auditing requirements.	
11 Telephone	3,000				3,000	745	2,255	25%	Field staff equipped with cell phones			
13 Utilities	15,000				15,000	1,319	13,681	9%	Maintenance building electric, water, sewer, and internet			
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	55,000				55,000	29,230	25,770	53%	General maintenance of city buildings.			
16 R&M Equipment	15,000				15,000	10,392	4,608	69%	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				10,000	764	9,236	8%	Regular maintenance of department and City vehicles			
18 Postage					-	-	-					
19 R&M Bldg and Equip Rental	1,000				1,000	-	1,000	0%	Equipment rented as required to maintain various city buildings.			
20 Advertising	500				500	-	500	0%	Spring and Fall Cleanup. Additional city sponsored projects as required.			
21 Training & Education	2,500				2,500	-	2,500	0%	Maintain certifications; other skill enhancement training as required/proposed. CDL, Playground Inspection, ASE.			
22 Dues & Subscriptions	500				500	-	500	0%	Camera subscription and CDL License Fees			
23 Professional Services	500				500	40	460	8%	CDL physicals			
26 Insurance & Bonds	19,000				19,000	17,263	1,737	91%	Liability, Worker's Comp, Vehicle Insurance			
30 Contracted Services	60,000			1,268	61,268	20,695	40,573	34%	Trash Service, Box Rental Fees, Tree Services ($12,000), Snow Removal and Salt			Allowance for purchase of trees per donation to the Tree Board.
41 Departmental Supplies	35,000				35,000	15,975	19,025	46%	General maintenance annual supplies. Christmas decorations, and light poles.			
43 Auto Supplies (Gas, Oil & Tires)	25,000				25,000	5,403	19,597	22%	Gas, oil changes and tires for maintenance and City vehicles.			
45 Uniforms	5,000				5,000	-	5,000	0%				
53 Software/Tech					-	-	-					
59 Capital Outlay					-	-	-					
TOTAL MAINTENANCE	**709,500**	**-**	**-**	**1,268**	**710,768**	**233,049**	**477,719**	33%				
STREET LIGHTS - 751												
13 Utilities	130,000				130,000	39,927	90,073	31%	Street lights electric.			
TOTAL STREET LIGHTS	**130,000**	**-**	**-**	**-**	**130,000**	**39,927**	**90,073**	31%				
VISITOR'S CENTER - 901												
66 Contributions	100,000				100,000	22,057	77,943	22%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center.			
TOTAL VISITOR'S CENTER	**100,000**	**-**	**-**	**-**	**100,000**	**22,057**	**77,943**	22%				

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
FAIRS/FESTIVALS - 903												
20 Advertising/Legal Publications	2,000				2,000	-	2,000	0%				
30 Contracted Services	36,000				36,000	4,897	31,103	14%	**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), Porta Potts ($900), Gaming Trailer ($1,000)			
38 Refunds	100				100	-	100	0%				
41 Departmental Supplies	25,000				25,000	4,381	20,619	18%	**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	-	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	3,300	700	83%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.			
TOTAL FAIRS/FESTIVALS	**68,400**	**-**	**-**	**-**	**68,400**	**12,578**	**55,822**	18%				
TRANSFERS - 960/698 SAO												
01 Transfers to Capital Reserve - Repaving	135,000				135,000	45,397	89,603	34%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures			
02 Transfers to Capital Reserve - One Time Funding		427,386			427,386	427,386	-	100%		Transfer to Capital Fund to support capital projects.		
03 Transfers Out - Parks & Rec	120,000				120,000	42,057	77,943	35%	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		200,000			200,000	200,000	-	100%		Transfer to Residual Fund to build up Rainy Day savings.		
11 Transfers to Capital Reserve - Table Games	810,000				810,000	352,685	457,315	44%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.			
20 Transfers to Sales Tax		50,000			50,000	50,000	-	100%		Reimbursement to Sales Tax from FY25 withdraw for city manager recruiter fees.		
TOTAL TRANSFERS	**1,065,000**	**677,386**	**-**	**-**	**1,742,386**	**1,117,524**	**624,862**	64%				
TOTAL EXPENSES	**9,274,625**	**1,056,186**	**68,880**	**1,268**	**10,400,959**	**3,736,501**	**6,664,458**	**36%**				
REVENUES OVER EXPENSES	-	-	-	-	-	**1,505,812**						

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: FY26
Fund: 1
Revision Number: 3
Pages: 1 of 1

City of Charles Town
GOVERNMENT ENTITY

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

101 E. Washington Street
STREET OR PO BOX

Charles Town | 25414
CITY | ZIP CODE

Municipality
Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
367	Other Grants	1,000	1,268		2,268
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			1,268		

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
444	Contributions / Transfers to Other Funds	585,000	50,000		635,000
699	Contingencies*	289,125		50,000	239,125
750	Streets and Highways	709,500	1,268		710,768
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			1,268		

APPROVED BY THE STATE AUDITOR

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

AUTHORIZED SIGNATURE OF ENTITY

11/17/2025
APPROVAL DATE

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1286: Referral to Ordinance Committee - Article 111 Council

ATTACHMENTS:

- Ord. 2022-002 - Article 111 Council.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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1287: Payment of Bills - November 17, 2025

ATTACHMENTS:

- COUNCIL REPORT PCARD 11-17-25.pdf
- PARKS N REC COUNCIL REPORT 2025-11-17.pdf
- BOND ESCROW 2025-11-17.pdf
- CAPITAL RESERVE COUNCIL REPORT 2025-11-17.pdf
- GEN FUND COUNCIL REPORT 2025-11-17.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10-42 TACTICAL LLC	11/03/25	WILBERGER UNIFORM	GENERAL FUND	POLICE DEPARTMENT	1,202.76
	11/03/25	KNOTT QUINAM WILBERGER B A	GENERAL FUND	POLICE DEPARTMENT	4,613.12
				TOTAL:	5,815.88
7-ELEVEN	11/03/25	TR CONFERENCE FUEL 10-09	GENERAL FUND	TREASURER'S OFFICE	22.67
	11/13/25	CAR#27 FUEL 10/01	GENERAL FUND	POLICE DEPARTMENT	46.83
	11/13/25	CAR#27 FUEL 10/15	GENERAL FUND	POLICE DEPARTMENT	45.95
	11/13/25	CAR#27 FUEL 10/23	GENERAL FUND	POLICE DEPARTMENT	50.87
	11/13/25	CAR#4 FUEL 10/09	GENERAL FUND	POLICE DEPARTMENT	52.54
	11/13/25	CAR#4 FUEL 10/16	GENERAL FUND	POLICE DEPARTMENT	54.58
	11/13/25	CAR#4 FUEL 10/21	GENERAL FUND	POLICE DEPARTMENT	52.52
	11/13/25	CAR#4 FUEL 10/26	GENERAL FUND	POLICE DEPARTMENT	74.16
	11/13/25	CAR#4 FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	70.43
	11/13/25	CAR#29 FUEL 10/10	GENERAL FUND	POLICE DEPARTMENT	47.74
	11/13/25	CAR# FUEL 10/27	GENERAL FUND	POLICE DEPARTMENT	33.00
	11/13/25	CAR# 28 FUEL 10/26	GENERAL FUND	POLICE DEPARTMENT	51.00
	11/13/25	CAR# 28 FUEL 10/27	GENERAL FUND	POLICE DEPARTMENT	55.00
	11/13/25	CAR# 28 FUEL 10/29	GENERAL FUND	POLICE DEPARTMENT	59.00
	11/13/25	CAR# 26 FUEL 10/16	GENERAL FUND	POLICE DEPARTMENT	39.50
	11/13/25	CAR# 26 FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	37.97
	11/13/25	CAR#24 FUEL 10/06	GENERAL FUND	POLICE DEPARTMENT	25.50
	11/13/25	BI JEEP FUEL 10/21	GENERAL FUND	STREETS & HIGHWAYS	36.15
	11/13/25	P16 FUEL9-30	GENERAL FUND	STREETS & HIGHWAYS	102.37
				TOTAL:	957.78
AC &T CO., INC	11/03/25	OCT25 JMP PT SERVICE	PARKS & REC	PARKS & REC	289.00
	11/03/25	OCT25 WLLGHM KNLLS PK PT S	PARKS & REC	PARKS & REC	115.00
	11/03/25	OCT25 SKATE PK PT SERVICE	PARKS & REC	PARKS & REC	178.00
				TOTAL:	582.00
AEDGRANT.COM SAFETY PROD	11/13/25	AED, CABINETS & PREP KIT X	PARKS & REC	PARKS & REC	2,567.12
				TOTAL:	2,567.12
AMAZON	11/03/25	FINANCE LAPTOP CHARGER	GENERAL FUND	TREASURER'S OFFICE	19.99
	11/03/25	FINANCE CALCULATOR INK	GENERAL FUND	TREASURER'S OFFICE	7.99
	11/03/25	CK PRINTER	GENERAL FUND	CITY CLERK'S OFFICE	49.99
	11/13/25	BI 2018 IBC STUDY GUIDE	GENERAL FUND	BUILDING INSPECTION	77.58
	11/13/25	CAR SCENTED GEL & TAPE	GENERAL FUND	POLICE DEPARTMENT	48.05
	11/13/25	PD COPY PAPER	GENERAL FUND	POLICE DEPARTMENT	59.97
	11/03/25	MD COFFEE MACHINE	GENERAL FUND	STREETS & HIGHWAYS	24.99
				TOTAL:	288.56
APPLE	11/13/25	NOV25 MUSIC SUBSCRIPTION	GENERAL FUND	ECONOMIC DEVELOPMENT	21.35
				TOTAL:	21.35
APPLE VALLEY WASTE SERVICE, INC.	11/03/25	SEPT25 MD & JMP TRASH SERV	GENERAL FUND	STREETS & HIGHWAYS	660.13
	11/03/25	SEPT25 MD & JMP TRASH SERV	PARKS & REC	PARKS & REC	525.00
				TOTAL:	1,185.13
AUTOZONE, INC.	11/03/25	1 GAL. GASOLINE CAN	GENERAL FUND	POLICE DEPARTMENT	13.49
				TOTAL:	13.49
AXON ENTERPRISE, INC	11/13/25	NEWLIN INSTRUCTOR COURSE	GENERAL FUND	POLICE DEPARTMENT	895.00
				TOTAL:	895.00
BP	11/13/25	CAR#13 FUEL 9/30	GENERAL FUND	POLICE DEPARTMENT	79.02

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/13/25	CAR#13 FUEL 10/05	GENERAL FUND	POLICE DEPARTMENT	76.00
	11/13/25	CAR#13 FUEL 10/008	GENERAL FUND	POLICE DEPARTMENT	79.68
	11/13/25	CAR#13 FUEL 10/08	GENERAL FUND	POLICE DEPARTMENT	73.09
	11/13/25	CAR#13 FUEL 10/14	GENERAL FUND	POLICE DEPARTMENT	70.84
	11/13/25	CAR#13 FUEL 10/22	GENERAL FUND	POLICE DEPARTMENT	72.06
	11/13/25	CAR#13 FUEL 10/28	GENERAL FUND	POLICE DEPARTMENT	66.17
	11/13/25	CAR#4 FUEL 9/30	GENERAL FUND	POLICE DEPARTMENT	56.48
	11/13/25	CAR#4 FUEL 10/13	GENERAL FUND	POLICE DEPARTMENT	57.11
	11/13/25	CAR#29 FUEL 10/02	GENERAL FUND	POLICE DEPARTMENT	47.90
	11/13/25	CAR#29 FUEL 10/17	GENERAL FUND	POLICE DEPARTMENT	42.98
	11/13/25	CAR# 3 FUEL 9/30	GENERAL FUND	POLICE DEPARTMENT	61.97
	11/13/25	CAR# 3 FUEL 10/06	GENERAL FUND	POLICE DEPARTMENT	45.95
	11/13/25	CAR# 3 FUEL 10/19	GENERAL FUND	POLICE DEPARTMENT	59.39
	11/13/25	CAR# 3 FUEL 10/26	GENERAL FUND	POLICE DEPARTMENT	69.12
	11/13/25	CAR# 3 FUEL 10/28	GENERAL FUND	POLICE DEPARTMENT	45.77
	11/13/25	CAR# 6 FUEL 09/30	GENERAL FUND	POLICE DEPARTMENT	58.50
	11/13/25	CAR# 6 FUEL 10/05	GENERAL FUND	POLICE DEPARTMENT	59.50
	11/13/25	CAR# 6 FUEL 10/08	GENERAL FUND	POLICE DEPARTMENT	77.50
	11/13/25	CAR# 6 FUEL 10/12	GENERAL FUND	POLICE DEPARTMENT	70.00
	11/13/25	CAR# 6 FUEL 10/15	GENERAL FUND	POLICE DEPARTMENT	51.00
	11/13/25	CAR# 6 FUEL 10/21	GENERAL FUND	POLICE DEPARTMENT	51.00
	11/13/25	CAR# 6 FUEL 10/26	GENERAL FUND	POLICE DEPARTMENT	57.50
	11/13/25	CAR# 6 FUEL 10/28	GENERAL FUND	POLICE DEPARTMENT	40.50
	11/13/25	CAR#9 FUEL 10/02	GENERAL FUND	POLICE DEPARTMENT	50.90
	11/13/25	CAR#9 FUEL 10/07	GENERAL FUND	POLICE DEPARTMENT	48.98
	11/13/25	CAR#9 FUEL 10/15	GENERAL FUND	POLICE DEPARTMENT	48.02
	11/13/25	CAR#9 FUEL 10/23	GENERAL FUND	POLICE DEPARTMENT	55.35
	11/13/25	CAR#9 FUEL 10/29	GENERAL FUND	POLICE DEPARTMENT	57.34
	11/13/25	CAR#19 FUEL 10/03	GENERAL FUND	POLICE DEPARTMENT	17.76
	11/13/25	CAR#19 FUEL 10/05	GENERAL FUND	POLICE DEPARTMENT	39.93
	11/13/25	CAR#19 FUEL 100/9	GENERAL FUND	POLICE DEPARTMENT	35.75
	11/13/25	CAR#19 FUEL 10/18	GENERAL FUND	POLICE DEPARTMENT	38.47
	11/13/25	CAR#19 FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	42.93
				TOTAL:	1,904.46
BREWER & COMPANY OF WV INC	11/03/25	CWHALL QRTLY SPRINKLER INS	GENERAL FUND	STREETS & HIGHWAYS	482.50
				TOTAL:	482.50
BUSHEL & PECK	11/13/25	POPCORN BRIDGE RIBBN CUTTI	PARKS & REC	PARKS & REC	15.90
				TOTAL:	15.90
CHILI'S	11/03/25	TR CONFERENCE DINNER 10-9	GENERAL FUND	TREASURER'S OFFICE	105.00
				TOTAL:	105.00
CHIPOTLE	11/03/25	TR CONFERENCE LUNCH 10-08	GENERAL FUND	TREASURER'S OFFICE	26.20
				TOTAL:	26.20
COMCAST CORPORATION	11/03/25	OCT25 MD INTERNET SERV	GENERAL FUND	STREETS & HIGHWAYS	97.25
				TOTAL:	97.25
CREAMERS AUTO SERVICE CENTER, LLC	11/03/25	CAR#26 OIL SERV& WIPER BLA	GENERAL FUND	POLICE DEPARTMENT	53.88
	11/03/25	CAR#26 OIL SERV& WIPER BLA	GENERAL FUND	POLICE DEPARTMENT	94.52
	11/13/25	SXS23 STATE INSPECTION	GENERAL FUND	STREETS & HIGHWAYS	18.67
				TOTAL:	167.07
CVS	11/13/25	BATTERIES FOR PARK CAMERAS	PARKS & REC	PARKS & REC	67.18

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	67.18
DEAD ROCK ELECTRICAL SERVICES	11/03/25	ELEC SERVICE BOXES DEPOT D	CAPITAL RESERVE	CULTURE & RECREATION	26,980.00
				TOTAL:	26,980.00
DOG WASTE DEPOT	11/13/25	P&R DOG WASTE BAGS	PARKS & REC	PARKS & REC	383.08
				TOTAL:	383.08
DRURY HOTELS	11/13/25	CA HOTEL ICC CONF 10-19 TO	GENERAL FUND	ENFORCEMENT AGENCY	736.74
				TOTAL:	736.74
EMBASSY SUITES INC	11/03/25	BALLOU HTL 10-08 TO 10	GENERAL FUND	TREASURER'S OFFICE	377.04
	11/03/25	GROVE HTL 10-8 TO 10	GENERAL FUND	TREASURER'S OFFICE	351.12
				TOTAL:	728.16
GALLS, LLC	11/03/25	WILBERGER TROUSER/BELT/SHO	GENERAL FUND	POLICE DEPARTMENT	153.62
	11/03/25	WILBERGER DUTY BELT	GENERAL FUND	POLICE DEPARTMENT	88.61
	11/03/25	WILBERGER GLOVES	GENERAL FUND	POLICE DEPARTMENT	47.08
	11/03/25	CROSSING GUARDS RAIN JCKTX	GENERAL FUND	POLICE-SPECIAL DUTY	87.05
				TOTAL:	376.36
GOOGLE	11/13/25	NOV25 WORKPLACE SUBSCRPTN	GENERAL FUND	CITY HALL	14.98
				TOTAL:	14.98
GREENBRIER RESORT	11/13/25	WV LEADRSHIP COFFEE 10-29	GENERAL FUND	PLANNING & ZONING	20.00
				TOTAL:	20.00
GRIFFITH ENERGY SERVICES, INC	11/03/25	CH OIL DELIVERY 10-20	GENERAL FUND	CITY HALL	790.98
				TOTAL:	790.98
HOME DEPOT INC	11/13/25	CH WATER BOTTLES	GENERAL FUND	CITY HALL	50.88
	11/13/25	CH&MD WATER BOTTLES	GENERAL FUND	CITY HALL	84.80
	11/13/25	MD GATE REMOTE	GENERAL FUND	STREETS & HIGHWAYS	127.92
	11/13/25	CH CONCRETE SCREWS	GENERAL FUND	STREETS & HIGHWAYS	36.47
	11/13/25	MD DOLLY	GENERAL FUND	STREETS & HIGHWAYS	129.00
	11/13/25	ZIP TIES FOR XMAS DECORATI	GENERAL FUND	STREETS & HIGHWAYS	87.44
	11/13/25	MD WOODFOR LEAF BOX	GENERAL FUND	STREETS & HIGHWAYS	192.00
	11/13/25	CH&MD WATER BOTTLES	GENERAL FUND	STREETS & HIGHWAYS	16.96
	11/13/25	CARRIAGE BOLTS	GENERAL FUND	STREETS & HIGHWAYS	37.10
	11/13/25	PAINT CAN FOR STREET SIGN	GENERAL FUND	STREETS & HIGHWAYS	40.68
	11/13/25	U-BOLTS	GENERAL FUND	STREETS & HIGHWAYS	4.67
	11/13/25	CH KITCHEN FLOORING	CAPITAL RESERVE	STREETS & TRANSPORTATI	161.67
	11/13/25	CH BASEMENT AIR FILTER	CAPITAL RESERVE	STREETS & TRANSPORTATI	322.22
	11/13/25	CH KITCHEN BASE TRIM	CAPITAL RESERVE	STREETS & TRANSPORTATI	63.44
				TOTAL:	1,355.25
ICMA	11/13/25	LONG TERM PLANNER JOB AD	GENERAL FUND	PLANNING & ZONING	75.00
	11/13/25	FY 26 AFFILIATE MEMBERSHIP	GENERAL FUND	CITY HALL	200.00
				TOTAL:	275.00
JEFFERSON COUNTY CHAMBER OF COMMERCE	11/13/25	KUTCHER &MAYOR PBLIC SERV	GENERAL FUND	POLICE DEPARTMENT	68.00
				TOTAL:	68.00
JEFFERSON URGENT CARE	11/13/25	WYSON DOT PHYSICAL	GENERAL FUND	STREETS & HIGHWAYS	125.00
				TOTAL:	125.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JEFFERSON PUBLISHING COMPANY, INC.	11/03/25	FINANCIAL STATEMENT FY25	GENERAL FUND	TREASURER'S OFFICE	1,243.98
	11/03/25	NPH 419 E LIBERT ST COA25-	GENERAL FUND	PLANNING & ZONING	62.70
	11/03/25	NPH SLD25-05 SOMERSET AVE	GENERAL FUND	PLANNING & ZONING	41.54
	11/03/25	NPH CWH LEASE JEFFERSON GA	GENERAL FUND	CITY HALL	25.90
	11/03/25	NPH CWHALL LEASE OTS	GENERAL FUND	CITY HALL	25.90
	11/03/25	NPH PRT3&5 TRAFFIC & GNRL	GENERAL FUND	CITY HALL	79.66
	11/03/25	RFP RETRACTION MD STUDY	CAPITAL RESERVE	STREETS & TRANSPORTATI	16.70
	11/03/25	RFP AMENDMENT FOR MD STUDY	CAPITAL RESERVE	STREETS & TRANSPORTATI	31.42
				TOTAL:	1,527.80
KONA ICE OF MARTINSBURG	11/13/25	SHAVED ICE BRIDGE RIBBON C	PARKS & REC	PARKS & REC	300.00
				TOTAL:	300.00
LAKEVIEW GOLF RESORT	11/13/25	PK CONF HTL NIGHT 10-07 TO	GENERAL FUND	PLANNING & ZONING	199.36
				TOTAL:	199.36
LAW ENFORCEMENT SYSTEMS, INC	11/13/25	WARNING TICKETS X 20000	GENERAL FUND	POLICE DEPARTMENT	391.00
				TOTAL:	391.00
LIBERTY GET N GO	11/13/25	CAR#13 FUEL 10/19	GENERAL FUND	POLICE DEPARTMENT	61.06
	11/13/25	CAR#13 FUEL 10/22	GENERAL FUND	POLICE DEPARTMENT	57.79
	11/13/25	CAR#4 FUEL 10/06	GENERAL FUND	POLICE DEPARTMENT	53.39
	11/13/25	CAR#25 FUEL 10/17	GENERAL FUND	POLICE DEPARTMENT	64.62
	11/13/25	CAR#29 FUEL 10/19	GENERAL FUND	POLICE DEPARTMENT	22.87
	11/13/25	CAR#2 FUEL 10/14	GENERAL FUND	POLICE DEPARTMENT	15.02
	11/13/25	CAR#2 FUEL 10/24	GENERAL FUND	POLICE DEPARTMENT	38.50
	11/13/25	CAR# 26 FUEL 10/10	GENERAL FUND	POLICE DEPARTMENT	39.68
	11/13/25	CAR# 26 FUEL 10/24	GENERAL FUND	POLICE DEPARTMENT	34.97
	11/13/25	P23 FUEL 10/03	GENERAL FUND	STREETS & HIGHWAYS	97.48
	11/13/25	CH 19 FUEL 10/08	GENERAL FUND	STREETS & HIGHWAYS	34.33
	11/13/25	B34 FUEL 10/08	GENERAL FUND	STREETS & HIGHWAYS	96.00
	11/13/25	GAS CAN 10/08	GENERAL FUND	STREETS & HIGHWAYS	5.94
	11/13/25	P23 FUEL 10/21	GENERAL FUND	STREETS & HIGHWAYS	87.71
	11/13/25	P17 FUEL 10/01	GENERAL FUND	STREETS & HIGHWAYS	79.09
	11/13/25	DIESEL FUEL CAN	GENERAL FUND	STREETS & HIGHWAYS	19.24
	11/13/25	M19 FUEL 10/16	GENERAL FUND	STREETS & HIGHWAYS	17.96
	11/13/25	BOBCAR FUEL 10/16	GENERAL FUND	STREETS & HIGHWAYS	52.04
	11/13/25	BH23 FUEL 10/20	GENERAL FUND	STREETS & HIGHWAYS	78.79
	11/13/25	FUEL 10/20	GENERAL FUND	STREETS & HIGHWAYS	81.38
	11/13/25	D23 FUEL	GENERAL FUND	STREETS & HIGHWAYS	100.00
	11/13/25	MIXED FUEL CAN 10/24	GENERAL FUND	STREETS & HIGHWAYS	5.70
	11/13/25	L24 FUEL 10/27	GENERAL FUND	STREETS & HIGHWAYS	86.15
	11/13/25	D12 FUEL 10-08	GENERAL FUND	STREETS & HIGHWAYS	92.46
	11/13/25	P15 FUEL 10-24	GENERAL FUND	STREETS & HIGHWAYS	16.51
	11/13/25	D12 FUEL 210-24	GENERAL FUND	STREETS & HIGHWAYS	60.01
	11/13/25	P15 FUEL 10-08	GENERAL FUND	STREETS & HIGHWAYS	72.66
	11/13/25	B12 FUEL 10-10	GENERAL FUND	STREETS & HIGHWAYS	136.81
	11/13/25	P16 FUEL 10-10	GENERAL FUND	STREETS & HIGHWAYS	97.26
	11/13/25	S06 FUEL 10-16	GENERAL FUND	STREETS & HIGHWAYS	118.62
	11/13/25	SO6 FUEL 10-24	GENERAL FUND	STREETS & HIGHWAYS	116.07
	11/13/25	P16 FUEL 10-27	GENERAL FUND	STREETS & HIGHWAYS	113.53
	11/13/25	S06 FUEL 10-27	GENERAL FUND	STREETS & HIGHWAYS	112.46
				TOTAL:	2,166.10
MARTINS FUEL	11/13/25	CAR#1 FUEL 10/20	GENERAL FUND	POLICE DEPARTMENT	60.35
	11/13/25	CAR#1 FUEL 10/08	GENERAL FUND	POLICE DEPARTMENT	66.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/13/25	CAR#15 FUEL 10/01	GENERAL FUND	POLICE DEPARTMENT	30.60
	11/13/25	CAR#15 FUEL 10/09	GENERAL FUND	POLICE DEPARTMENT	39.60
	11/13/25	CAR#15 FUEL 10/20	GENERAL FUND	POLICE DEPARTMENT	36.50
	11/13/25	CAR#15 FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	43.90
				TOTAL:	276.95
MATTHEW ANDERSON, PE, PLLC	11/03/25	10/20 RESIDENTIAL INSPECTI	GENERAL FUND	PLANNING & ZONING	2,800.00
				TOTAL:	2,800.00
MEADOWS FARMS, INC	11/13/25	FLOWERS FOR PLANTERS	GENERAL FUND	STREETS & HIGHWAYS	764.86
				TOTAL:	764.86
MOSCA DESIGN	11/03/25	FY26 NEW XMAS DECORATION	GENERAL FUND	STREETS & HIGHWAYS	2,932.25
	11/03/25	XMAS DEC SNOWFLAKE	GENERAL FUND	STREETS & HIGHWAYS	3,513.55
	11/13/25	LIGHT BULBS FOR XMAS DECOR	GENERAL FUND	STREETS & HIGHWAYS	35.41
	11/13/25	XMAS DECORATION LED BULBS	GENERAL FUND	STREETS & HIGHWAYS	103.18
				TOTAL:	6,584.39
NAPA	11/13/25	P16 OIL& OIL FILTER	GENERAL FUND	STREETS & HIGHWAYS	26.28
	11/13/25	P23 OIL & OIL FILTER	GENERAL FUND	STREETS & HIGHWAYS	47.47
	11/13/25	B12 BATTERIES	GENERAL FUND	STREETS & HIGHWAYS	268.08
	11/13/25	CH19 OIL & OIL FILTER	GENERAL FUND	STREETS & HIGHWAYS	28.88
	11/13/25	UV RESISTANT ZIP TIES/XMAS	GENERAL FUND	STREETS & HIGHWAYS	163.47
				TOTAL:	534.18
ORACLE ELEVATOR HOLDCO INC. DEPT# 9901	11/13/25	RH ELEVATOR EMERGENVY BATT	GENERAL FUND	CITY HALL	847.00
				TOTAL:	847.00
ORIENTAL TRADING	11/13/25	50 DUCKS BRIDGE RIBBON CUT	PARKS & REC	PARKS & REC	38.77
				TOTAL:	38.77
PARKING MANAGEMENT COMPANY	11/03/25	TR CONFERENCE PRKNG 10-8 T	GENERAL FUND	TREASURER'S OFFICE	44.16
	11/03/25	TR CONF PRKG HOLD CHARGE	GENERAL FUND	TREASURER'S OFFICE	1.00
				TOTAL:	45.16
PATTON BUILDING SERVICES INC	11/03/25	SEPT25 CH&PD CLEANING SERV	GENERAL FUND	CITY HALL	933.50
	11/03/25	SEPT25 CH&PD CLEANING SERV	GENERAL FUND	CITY HALL	125.00
	11/03/25	SEPT25 CH&PD CLEANING SERV	GENERAL FUND	POLICE DEPARTMENT	933.50
				TOTAL:	1,992.00
PITNEY BOWES BANK INC PURCHASE POWER	11/03/25	CH POSTAGE MACHINE INK	GENERAL FUND	CITY HALL	120.78
				TOTAL:	120.78
DONALD B RICE TIRE CO INC	11/03/25	CAR#25 4 NEW TIRES	GENERAL FUND	POLICE DEPARTMENT	594.40
	11/03/25	CAR#25 4 NEW TIRES	GENERAL FUND	POLICE DEPARTMENT	591.20
				TOTAL:	1,185.60
ROCKWELL GARAGE	11/13/25	PRKNG FOR ICC CONF CA 10/2	GENERAL FUND	ENFORCEMENT AGENCY	30.00
	11/13/25	PRKNG FOR ICC CONF CA 10/2	GENERAL FUND	ENFORCEMENT AGENCY	30.00
				TOTAL:	60.00
SCOTT MERRIMAN INC.	11/03/25	IMPOUND STICKERS 5DAYS&72H	GENERAL FUND	POLICE DEPARTMENT	885.60
				TOTAL:	885.60
SHEETZ	11/13/25	CAR#1 10/26	GENERAL FUND	POLICE DEPARTMENT	72.66
	11/13/25	CAR#4 FUEL 10/07	GENERAL FUND	POLICE DEPARTMENT	60.36

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/13/25	CAR#18 FUEL 10/01	GENERAL FUND	POLICE DEPARTMENT	43.50
	11/13/25	CAR#18 FUEL 10/02	GENERAL FUND	POLICE DEPARTMENT	24.00
	11/13/25	CAR#18 FUEL 10/03	GENERAL FUND	POLICE DEPARTMENT	25.00
	11/13/25	CAR#18 FUEL 10/04	GENERAL FUND	POLICE DEPARTMENT	36.00
	11/13/25	CAR#18 FUEL 10/09	GENERAL FUND	POLICE DEPARTMENT	34.00
	11/13/25	CAR#18 FUEL 10/11	GENERAL FUND	POLICE DEPARTMENT	45.00
	11/13/25	CAR#18 FUEL 10/15	GENERAL FUND	POLICE DEPARTMENT	21.50
	11/13/25	CAR#18 FUEL 10/16	GENERAL FUND	POLICE DEPARTMENT	37.00
	11/13/25	CAR#18 FUEL 10/18	GENERAL FUND	POLICE DEPARTMENT	36.00
	11/13/25	CAR#18 FUEL 10/23	GENERAL FUND	POLICE DEPARTMENT	47.00
	11/13/25	CAR#18 FUEL 10/25	GENERAL FUND	POLICE DEPARTMENT	52.00
	11/13/25	CAR#18 FUEL 10/29	GENERAL FUND	POLICE DEPARTMENT	40.00
	11/13/25	CAR#25 FUEL 10/01	GENERAL FUND	POLICE DEPARTMENT	60.69
	11/13/25	CAR#25 FUEL 10/08	GENERAL FUND	POLICE DEPARTMENT	60.11
	11/13/25	CAR#25 FUEL 10/27	GENERAL FUND	POLICE DEPARTMENT	62.80
	11/13/25	CAR#29 FUEL10/05	GENERAL FUND	POLICE DEPARTMENT	43.75
	11/13/25	CAR# FUEL 10/02	GENERAL FUND	POLICE DEPARTMENT	42.53
	11/13/25	CAR# FUEL 10/03	GENERAL FUND	POLICE DEPARTMENT	47.79
	11/13/25	CAR# FUEL 10/05	GENERAL FUND	POLICE DEPARTMENT	41.66
	11/13/25	CAR# FUEL 10/10	GENERAL FUND	POLICE DEPARTMENT	52.39
	11/13/25	CAR# FUEL 10/11	GENERAL FUND	POLICE DEPARTMENT	46.99
	11/13/25	CAR# FUEL 10/16	GENERAL FUND	POLICE DEPARTMENT	43.25
	11/13/25	CAR# FUEL 10/18	GENERAL FUND	POLICE DEPARTMENT	49.68
	11/13/25	CAR# FUEL 10/23	GENERAL FUND	POLICE DEPARTMENT	41.31
	11/13/25	CAR# FUEL 10/24	GENERAL FUND	POLICE DEPARTMENT	46.17
	11/13/25	CAR# FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	47.60
	11/13/25	CAR# FUEL 10/24	GENERAL FUND	POLICE DEPARTMENT	49.64
	11/13/25	CAR# FUEL 10/05	GENERAL FUND	POLICE DEPARTMENT	40.00
	11/13/25	CAR# FUEL 10/14	GENERAL FUND	POLICE DEPARTMENT	44.00
	11/13/25	CAR# FUEL 10/22	GENERAL FUND	POLICE DEPARTMENT	40.00
	11/13/25	CAR# 28 FUEL 10/14	GENERAL FUND	POLICE DEPARTMENT	43.00
	11/13/25	CAR# 28 FUEL 10/15	GENERAL FUND	POLICE DEPARTMENT	32.00
	11/13/25	CAR# 28 FUEL 10/20	GENERAL FUND	POLICE DEPARTMENT	41.00
	11/13/25	CAR# 28 FUEL 10/22	GENERAL FUND	POLICE DEPARTMENT	44.00
	11/13/25	CAR# 26 FUEL 10/02	GENERAL FUND	POLICE DEPARTMENT	38.71
	11/13/25	CAR# 26 FUEL 10/04	GENERAL FUND	POLICE DEPARTMENT	35.84
	11/13/25	CAR# 26 FUEL 10/13	GENERAL FUND	POLICE DEPARTMENT	34.16
	11/13/25	CAR#19 FUEL 10/16	GENERAL FUND	POLICE DEPARTMENT	37.37
	11/13/25	BI JEEP FUEL 9/30	GENERAL FUND	STREETS & HIGHWAYS	31.11
	11/13/25	BI JEEP FUEL 10/10	GENERAL FUND	STREETS & HIGHWAYS	35.51
	11/13/25	CE TRAX FUEL 9/30	GENERAL FUND	STREETS & HIGHWAYS	30.37
				TOTAL:	1,837.45
SHENTEL BUSINESS	11/03/25	PD NOV25 INTERNET SERVICE	GENERAL FUND	POLICE DEPARTMENT	1,900.00
				TOTAL:	1,900.00
SOUTHERN STATES INC	11/13/25	TRIMMER HEAD	GENERAL FUND	STREETS & HIGHWAYS	39.99
	11/13/25	PITCH FORKS X2	GENERAL FUND	STREETS & HIGHWAYS	95.98
	11/13/25	MD WASP INSECTICIDE	GENERAL FUND	STREETS & HIGHWAYS	9.98
	11/13/25	CHAINSAW BAR OIL	GENERAL FUND	STREETS & HIGHWAYS	28.49
				TOTAL:	174.44
STAPLES ADVANTAGE INC	11/03/25	PAPER ROLLS& GEL PENS	GENERAL FUND	TREASURER'S OFFICE	11.09
	11/03/25	CH PAPER REAM CARTONX3	GENERAL FUND	CITY HALL	127.47
	11/03/25	CH COFFEE PODS& CUPS	GENERAL FUND	CITY HALL	115.27
	11/03/25	CH BATTERIES & COFFEE PODS	GENERAL FUND	CITY HALL	80.81

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/03/25	BATHRM SUPPLIES& PAPER	GENERAL FUND	CITY HALL	969.20
	11/03/25	PAPER ROLLS& GEL PENS	GENERAL FUND	CITY HALL	37.23
				TOTAL:	1,341.07
SUNOCO	11/03/25	TR CONFERENCE FUEL 10/10	GENERAL FUND	TREASURER'S OFFICE	39.27
	11/03/25	TR CONF FUEL 10/08	GENERAL FUND	TREASURER'S OFFICE	26.00
				TOTAL:	65.27
TALON GRIPS	11/13/25	GUN GRIPS X18	GENERAL FUND	POLICE DEPARTMENT	305.85
				TOTAL:	305.85
THE CARRIAGE INN	11/13/25	ROBERTS RULE FACILITATOR	GENERAL FUND	CITY MANAGER'S OFFICE	14.04
	11/13/25	ROBERTS RULE FACILITATOR H	GENERAL FUND	CITY MANAGER'S OFFICE	126.36
				TOTAL:	140.40
TIM'S DETAILING	11/13/25	CAR#29 DETAILING	GENERAL FUND	POLICE DEPARTMENT	180.00
	11/13/25	CAR#9 DETAILING	GENERAL FUND	POLICE DEPARTMENT	180.00
				TOTAL:	360.00
TIREVILLE	11/13/25	BOBCAT TIRE REPAIR	GENERAL FUND	STREETS & HIGHWAYS	41.20
				TOTAL:	41.20
TOWN MART CITGO	11/13/25	CH EXPLORER FUEL 10-28	GENERAL FUND	PLANNING & ZONING	24.94
	11/13/25	CAR#29 FUEL 10/12	GENERAL FUND	POLICE DEPARTMENT	38.43
	11/13/25	CAR#2 FUEL 10/03	GENERAL FUND	POLICE DEPARTMENT	30.00
	11/13/25	CAR# 12 FUEL 09/30	GENERAL FUND	POLICE DEPARTMENT	52.02
	11/13/25	CAR# 12 FUEL 10/01	GENERAL FUND	POLICE DEPARTMENT	54.06
	11/13/25	CAR# 12 FUEL 10/06	GENERAL FUND	POLICE DEPARTMENT	52.69
	11/13/25	CAR# 12 FUEL 10/08	GENERAL FUND	POLICE DEPARTMENT	54.61
	11/13/25	CAR# 12 FUEL 10/09	GENERAL FUND	POLICE DEPARTMENT	46.83
	11/13/25	CAR# 12 FUEL 10/14	GENERAL FUND	POLICE DEPARTMENT	54.43
	11/13/25	CAR# 12 FUEL 10/16	GENERAL FUND	POLICE DEPARTMENT	58.09
	11/13/25	CAR# 12 FUEL 10/20	GENERAL FUND	POLICE DEPARTMENT	47.86
	11/13/25	CAR# 12 FUEL 10/22	GENERAL FUND	POLICE DEPARTMENT	50.58
	11/13/25	CAR# 12 FUEL 10/23	GENERAL FUND	POLICE DEPARTMENT	49.40
	11/13/25	CAR# 26 FUEL 10/08	GENERAL FUND	POLICE DEPARTMENT	37.31
	11/13/25	CAR# 26 FUEL 10/20	GENERAL FUND	POLICE DEPARTMENT	32.28
	11/13/25	CAR# 26 FUEL 10/28	GENERAL FUND	POLICE DEPARTMENT	32.23
	11/13/25	CAR#19 FUEL 10/24	GENERAL FUND	POLICE DEPARTMENT	46.26
	11/13/25	P12 FUEL 10/07	GENERAL FUND	STREETS & HIGHWAYS	0.17
	11/13/25	P12 FUEL 10-07	GENERAL FUND	STREETS & HIGHWAYS	81.82
	11/13/25	P12 FUEL 10-16	GENERAL FUND	STREETS & HIGHWAYS	61.18
	11/13/25	P12 FUEL 10-23	GENERAL FUND	STREETS & HIGHWAYS	59.34
				TOTAL:	964.53
TRACTOR SUPPLY	11/13/25	MD RATCHET STRAPS X4	GENERAL FUND	STREETS & HIGHWAYS	184.96
				TOTAL:	184.96
TRANSUNION	11/13/25	SEPT25 INVESTIGATION SUBSC	GENERAL FUND	POLICE DEPARTMENT	110.00
				TOTAL:	110.00
TROPICAL SMOOTHIE CAFE	11/13/25	WV LEADERSHIP LUNCH 10-29	GENERAL FUND	PLANNING & ZONING	16.63
				TOTAL:	16.63
US POSTAL SERVICE	11/13/25	CM NOV 302 E WASHINGTON	GENERAL FUND	ENFORCEMENT AGENCY	10.77
	11/13/25	CM VACANT 100 S WEST ST	GENERAL FUND	ENFORCEMENT AGENCY	10.77

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/13/25	CM VACANT 100 S WALL ST	GENERAL FUND	ENFORCEMENT AGENCY	10.77
	11/13/25	CM VACANT 114 W LIBERTY ST	GENERAL FUND	ENFORCEMENT AGENCY	10.48
	11/13/25	CM NOV 803 LORD FAIRFAX	GENERAL FUND	ENFORCEMENT AGENCY	10.48
	11/13/25	CM NOV 4 LACELENT WAY	GENERAL FUND	ENFORCEMENT AGENCY	10.77
				TOTAL:	64.04
VERIZON WIRELESS	11/03/25	SEPT25 BI HOTSPOT	GENERAL FUND	CITY HALL	20.02
				TOTAL:	20.02
VITAL SIGNS PLUS, INC.	11/03/25	POTTER'S FLD SIGNS	CAPITAL RESERVE	STREETS & TRANSPORTATI	5,175.70
				TOTAL:	5,175.70
WALMART INC	11/13/25	MD COFFEE	GENERAL FUND	STREETS & HIGHWAYS	28.42
	11/13/25	VELCRO TAPE BRIDGE RIBBON	PARKS & REC	PARKS & REC	23.75
	11/13/25	GOODY BAGS BRIDGE RIBBON C	PARKS & REC	PARKS & REC	1.00
	11/13/25	CANDY&FISH NET BRIDGE RIBB	PARKS & REC	PARKS & REC	44.84
				TOTAL:	98.01
WASTE MANAGEMENT INC	11/03/25	NOV25 MD TRASH SERVICE	GENERAL FUND	STREETS & HIGHWAYS	320.94
				TOTAL:	320.94
WINCHESTER EQUIPMENT CO, INC.	11/13/25	BH23 HYDRAULIC FLUID	GENERAL FUND	STREETS & HIGHWAYS	112.45
				TOTAL:	112.45
WV RECREATION AND PARKS ASSOCIATION	11/13/25	WVRPA CONF GOLF GAME	GENERAL FUND	NON-DEPARTMENTAL	50.00
				TOTAL:	50.00
WV MUNICIPAL LEAGUE	11/13/25	CK WVML TRAINING	GENERAL FUND	CITY MANAGER'S OFFICE	240.00
				TOTAL:	240.00
WVU MARKETPLACE MALL	11/13/25	SHIPLEY PRESTICIDE CERTIF	GENERAL FUND	CITY MANAGER'S OFFICE	10.00
				TOTAL:	10.00
ZOOM.US	11/13/25	OCT25 ONLINE MEETING SUBSC	GENERAL FUND	ECONOMIC DEVELOPMENT	52.43
				TOTAL:	52.43

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
001 GENERAL FUND	44,050.57
200 CAPITAL RESERVE	32,751.15
207 PARKS & REC	4,548.64
GRAND TOTAL:	81,350.36

TOTAL PAGES: 9

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: 11/01/2025 THRU 11/13/2025

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
POTOMAC EDISON COMPANY, INC	11/03/25	OCT25 JMP ELEC SERVICE	PARKS & REC	PARKS & REC	12.20
				TOTAL:	12.20

FUND TOTALS	
207 PARKS & REC	12.20
GRAND TOTAL:	12.20

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: 11/03/2025 THRU 11/03/2025

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
HAYMAKER CLARENCE	11/14/25	TOPCOAT SAMUEL STATION	BOND ESCROW	NON-DEPARTMENTAL	34,300.00
				TOTAL:	34,300.00

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

900	BOND ESCROW	34,300.00
	GRAND TOTAL:	34,300.00

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: ESCR1
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: 11/14/2025 THRU 11/14/2025

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
CMA'S CHRYSLER DODGE JEEP RAM OF MARTI	11/14/25	P&R VEHICLE	CAPITAL RESERVE	STREETS & TRANSPORTATI	33,880.00
				TOTAL:	33,880.00
GREENWAY ENGINEERING, INC.	11/14/25	OCT25 LIBERTY CONST/ADMIN	CAPITAL RESERVE	STREETS & TRANSPORTATI	3,236.25
	11/14/25	OCT25 STORMWATER STUDY	CAPITAL RESERVE	STREETS & TRANSPORTATI	2,587.50
				TOTAL:	5,823.75
KIMLEY-HORN AND ASSOCIATES, INC.	11/14/25	NEW MD FACILITY ENGINEERI	CAPITAL RESERVE	STREETS & TRANSPORTATI	3,210.00
				TOTAL:	3,210.00
THE THRASHER GROUP INC	11/14/25	JMP POOL GRANT 2	CAPITAL RESERVE	CULTURE & RECREATION	33,407.50
	11/14/25	JMP POOL GRANT 2	CAPITAL RESERVE	CULTURE & RECREATION	105,000.00
	11/14/25	JMP POOL GRANT 2	CAPITAL RESERVE	CULTURE & RECREATION	95,000.00
	11/14/25	JMP POOL GRANT 2	CAPITAL RESERVE	CULTURE & RECREATION	15,000.00
	11/14/25	JMP POOL GRANT 2	CAPITAL RESERVE	CULTURE & RECREATION	9,875.00
	11/14/25	JMP POOL HOUSE GRANT 1	CAPITAL RESERVE	CULTURE & RECREATION	4,000.00
	11/14/25	JMP POOL HOUSE GRANT 1	CAPITAL RESERVE	CULTURE & RECREATION	10,000.00
	11/14/25	JMP POOL HOUSE GRANT 1	CAPITAL RESERVE	CULTURE & RECREATION	10,000.00
	11/14/25	JMP POOL HOUSE GRANT 1	CAPITAL RESERVE	CULTURE & RECREATION	5,000.00
	11/14/25	JMP POOL HOUSE GRANT 1	CAPITAL RESERVE	CULTURE & RECREATION	750.00
				TOTAL:	288,032.50

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

200	CAPITAL RESERVE	330,946.25
	GRAND TOTAL:	330,946.25

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: 11/14/2025 THRU 11/14/2025

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
ADVANCED AUTO AUTHORITY SERVICES	11/14/25	CAR#27 AIR&CABIN FLTR&OIL	GENERAL FUND	POLICE DEPARTMENT	43.76
	11/14/25	CAR#27 AIR&CABIN FLTR&OIL	GENERAL FUND	POLICE DEPARTMENT	48.28
	11/14/25	CAR#27 OIL SERV& REPAIRS	GENERAL FUND	POLICE DEPARTMENT	849.24
	11/14/25	CAR#27 OIL SERV& REPAIRS	GENERAL FUND	POLICE DEPARTMENT	69.96
				TOTAL:	1,011.24
APPLE VALLEY WASTE SERVICE, INC.	11/14/25	B&O REIMBURSMNT PER ORD.	GENERAL FUND	TREASURER'S OFFICE	20,775.69
				TOTAL:	20,775.69
FIRST-CITIZENS BANK & TRUST CO	11/14/25	NOV25 3RD FLR COPIER LEAS	GENERAL FUND	CITY HALL	110.00
				TOTAL:	110.00
FRONTIER, INC.	11/14/25	NOV25 RH ELEVATOR ALARM	GENERAL FUND	CITY HALL	63.77
	11/14/25	NOV25 CWH FIRE ALARM SERV	GENERAL FUND	CITY HALL	71.21
	11/14/25	NOV25 RH FIRE ALARM 1&2	GENERAL FUND	CITY HALL	197.00
				TOTAL:	331.98
HDL COMPANIES INC	11/14/25	OCT25 B&O COLLECTION	GENERAL FUND	TREASURER'S OFFICE	1,566.54
				TOTAL:	1,566.54
HIRE LEVEL HCM INC	11/14/25	11/14/25COUNCIL PAYRL INV	GENERAL FUND	CITY HALL	127.60
				TOTAL:	127.60
JEFFERSON COUNTY COMMUNITY MINISTRIES	11/14/25	FOOD EMERGENCY CONT	GENERAL FUND	CONT/TRNSFR 2 OTHR FUN	5,000.00
				TOTAL:	5,000.00
JEFFERSON COUNTY EMERGENCY COMMUNICATI	11/14/25	OCT25 CAD/MOBILE & CRADLE	GENERAL FUND	POLICE DEPARTMENT	583.77
				TOTAL:	583.77
JEFFERSON COUNTY CONVENTION & VISITOR'	11/14/25	OCT25 HOTEL/MOTEL COLL	GENERAL FUND	VISITORS CENTER	7,391.76
				TOTAL:	7,391.76
JOHN JAY CONSULTING	11/14/25	ROBERTS RULE TRNG FACILIT	GENERAL FUND	CITY MANAGER'S OFFICE	550.00
				TOTAL:	550.00
KONICA MINOLTA BUSINESS SOLUTIONS INC	11/14/25	NOV25 CH & PD WEBEX SERVI	GENERAL FUND	CITY HALL	427.73
	11/14/25	NOV25 CH & PD WEBEX SERVI	GENERAL FUND	POLICE DEPARTMENT	505.50
				TOTAL:	933.23
MOTOROLA SOLUTIONS, INC.	11/14/25	FY26 WTCHGRD EVIDNCE LIB	GENERAL FUND	POLICE DEPARTMENT	23.83
				TOTAL:	23.83
PEIA	11/03/25	NOV25 INSURANCE CONT.	GENERAL FUND	NON-DEPARTMENTAL	6,004.77
	11/03/25	NOV25 RHBT CONT	GENERAL FUND	NON-DEPARTMENTAL	115.70
	11/03/25	NOV25 RHBT CONT	GENERAL FUND	NON-DEPARTMENTAL	55.80
	11/03/25	NOV25 INSURANCE CONT.	GENERAL FUND	ECONOMIC DEVELOPMENT	704.08
	11/03/25	NOV25 RHBT CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	10.20
	11/03/25	NOV25 INSURANCE CONT.	GENERAL FUND	CITY MANAGER'S OFFICE	1,556.91
	11/03/25	NOV25 RHBT CONT	GENERAL FUND	CITY MANAGER'S OFFICE	10.20
	11/03/25	NOV25 INSURANCE CONT.	GENERAL FUND	TREASURER'S OFFICE	2,666.72
	11/03/25	NOV25 RHBT CONT	GENERAL FUND	TREASURER'S OFFICE	30.60
	11/03/25	NOV25 INSURANCE CONT.	GENERAL FUND	CITY CLERK'S OFFICE	1,512.43
	11/03/25	NOV25 RHBT CONT	GENERAL FUND	CITY CLERK'S OFFICE	10.20
	11/03/25	NOV25 INSURANCE CONT.	GENERAL FUND	CITY ATTORNEY	1.98
	11/03/25	NOV25 INSURANCE CONT.	GENERAL FUND	ENFORCEMENT AGENCY	704.08
	11/03/25	NOV25 RHBT CONT	GENERAL FUND	ENFORCEMENT AGENCY	10.20

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/03/25	NOV25 INSURANCE CONT.	GENERAL FUND	BUILDING INSPECTION	1.98
	11/03/25	NOV25 INSURANCE CONT.	GENERAL FUND	PLANNING & ZONING	2,922.57
	11/03/25	NOV25 RHBT CONT	GENERAL FUND	PLANNING & ZONING	30.60
	11/03/25	NOV25 INSURANCE CONT.	GENERAL FUND	CITY HALL	1,512.43
	11/03/25	NOV25 RHBT CONT	GENERAL FUND	CITY HALL	10.20
	11/03/25	NOV25 INSURANCE CONT.	GENERAL FUND	PARKING	1.98
	11/03/25	NOV25 INSURANCE CONT.	GENERAL FUND	POLICE DEPARTMENT	17,727.82
	11/03/25	NOV25 RHBT CONT	GENERAL FUND	POLICE DEPARTMENT	173.40
	11/03/25	NOV25 INSURANCE CONT.	GENERAL FUND	STREETS & HIGHWAYS	2,861.65
	11/03/25	NOV25 RHBT CONT	GENERAL FUND	STREETS & HIGHWAYS	30.60
				TOTAL:	38,667.10
PITNEY BOWES BANK INC PURCHASE POWER	11/14/25	10/21 POSTAGE REFILL	GENERAL FUND	CITY HALL	145.04
				TOTAL:	145.04
POTOMAC EDISON COMPANY, INC.	11/03/25	OCT 25 PD&CTUB ELEC SERVI	GENERAL FUND	NON-DEPARTMENTAL	1,415.09
	11/01/25	OCT25 CWH ELEC SERVICE	GENERAL FUND	CITY HALL	753.59
	11/01/25	OCT25 2ND FL RH ELEC SER	GENERAL FUND	CITY HALL	242.51
	11/01/25	OCT25 RH ELEC SERVICE	GENERAL FUND	CITY HALL	213.30
	11/03/25	OCT 25 PD&CTUB ELEC SERVI	GENERAL FUND	POLICE DEPARTMENT	2,873.05
	11/03/25	OCT25 CROSSWINDS ELEC SER	GENERAL FUND	STREET LIGHT UTILITIES	177.40
				TOTAL:	5,674.94
REVIZE LLC	11/14/25	CITY WEBSITE DESIGN	GENERAL FUND	CITY HALL	3,900.00
				TOTAL:	3,900.00
SOUTH CENTRAL PLANNING & DEVELOPMENT C	11/14/25	OCT25 PERMIT SOFTWARE SER	GENERAL FUND	PLANNING & ZONING	730.00
				TOTAL:	730.00
SUN LIFE	11/14/25	DEC25 DENTAL INS CONT	GENERAL FUND	NON-DEPARTMENTAL	670.47
	11/14/25	DEC25 DENTAL INS CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	84.07
	11/14/25	DEC25 DENTAL INS CONT	GENERAL FUND	CITY MANAGER'S OFFICE	160.75
	11/14/25	DEC25 DENTAL INS CONT	GENERAL FUND	TREASURER'S OFFICE	295.71
	11/14/25	DEC25 DENTAL INS CONT	GENERAL FUND	CITY CLERK'S OFFICE	77.07
	11/14/25	DEC25 DENTAL INS CONT	GENERAL FUND	CITY ATTORNEY	117.37
	11/14/25	DEC25 DENTAL INS CONT	GENERAL FUND	ENFORCEMENT AGENCY	61.53
	11/14/25	DEC25 DENTAL INS CONT	GENERAL FUND	BUILDING INSPECTION	94.96
	11/14/25	DEC25 DENTAL INS CONT	GENERAL FUND	PLANNING & ZONING	347.45
	11/14/25	DEC25 DENTAL INS CONT	GENERAL FUND	CITY HALL	101.98
	11/14/25	DEC25 DENTAL INS CONT	GENERAL FUND	PARKING	34.04
	11/14/25	DEC25 DENTAL INS CONT	GENERAL FUND	POLICE DEPARTMENT	1,456.61
	11/14/25	DEC25 DENTAL INS CONT	GENERAL FUND	STREETS & HIGHWAYS	306.33
				TOTAL:	3,808.34
SUSTAINABLE STRATEGIES DC	11/14/25	AUG25 GRANT RETAINER	GENERAL FUND	CITY HALL	5,000.00
	11/14/25	OCT 25 GRANT RETAINER	GENERAL FUND	CITY HALL	5,000.00
				TOTAL:	10,000.00
LYLE C TABB & SONS, INC.	11/14/25	OCT25 BOX RENTAL	GENERAL FUND	STREETS & HIGHWAYS	675.00
				TOTAL:	675.00
TEK ADVISORS	11/14/25	OCT 25 TECH SERVICE	GENERAL FUND	CITY HALL	9,179.51
				TOTAL:	9,179.51
UNITED WAY OF THE EASTERN PANHANDLE, I	11/14/25	OCT 25 TEEN COURT FEES	GENERAL FUND	NON-DEPARTMENTAL	405.00
				TOTAL:	405.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
US BANK	11/03/25	OCT25 AP PCARD PAYMENT	GENERAL FUND	NON-DEPARTMENTAL	61,282.72
	11/13/25	OCT25 CH&PD PCARD	GENERAL FUND	NON-DEPARTMENTAL	14,345.94
	11/13/25	OCT25 FLEET PCARD	GENERAL FUND	NON-DEPARTMENTAL	5,721.70
				TOTAL:	81,350.36
WILLIAMS, MICHELLE	11/14/25	CWH RENTAL REFUND/CANCLTN	GENERAL FUND	TREASURER'S OFFICE	200.00
				TOTAL:	200.00
WV STATE TREASURER'S OFFICE	11/04/25	OCT25 MUNICIPAL COURT FEE	GENERAL FUND	NON-DEPARTMENTAL	4,379.83
				TOTAL:	4,379.83
WV CODE OFFICIALS ASSOCIATION	11/14/25	BI WVCOA WINTERCONFERENCE	GENERAL FUND	CITY MANAGER'S OFFICE	150.00
	11/14/25	CE WCOA WINTER CONFERENCE	GENERAL FUND	CITY MANAGER'S OFFICE	150.00
				TOTAL:	300.00
WV DIVISION OF LABOR	11/14/25	CWH ELEV INSPECTION	GENERAL FUND	CITY HALL	90.00
				TOTAL:	90.00

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

001	GENERAL FUND	197,910.76
	GRAND TOTAL:	197,910.76

TOTAL PAGES: 3

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: AP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 11/01/2025 THRU 11/14/2025

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: 11/17/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1268: Ordinance Committee Report - October 28, 2025

ATTACHMENTS:

- City of Charles Town Ordinance Committee Report - October 28 2025.pdf

City of Charles Town Ordinance Committee Report

28 October 2025 Meeting

Drafted by: Kevin Tester – Chairman

Call to Order 18:01

1. **Committee Members Present:** Ordinance Committee members Kevin Tester, Julie Smith, Nate Hartman and Staff Attorney Stephanie Grove. Absent, Alden Roth
2. **Unfinished Business**

   a. 2025:1142: Art 1759 Vacant Structures

   We were able to begin making updates and changes of our current ordinance working through Section 1 and clarifying definitions. Clarifying what constitutes a vacant structure. It remains on our agenda as we will work on until completed and brought back to Council at that time.

   Recommendations to City Council: None at this time

   b. 2025-1145: Art 745 Business and Occupation Tax – Revisions required by State Code

   Minor change made.

   Recommendations to City Council: Forwarded to council for consideration

3. **New Business**

   Art: 741 Municipal License Tax/Business License Application Packet

We reviewed Art 741 and made wholesale changes for all of the currently listed definitions, changes in sections covering the fee amount and removing any language not pertaining to a flat rate of $15. Also removing language as it defined different categories to be able to define only a small few. Other changes as applicable. After some clarification on direction for Ordinance, we will need to work on other Ordinances as it pertains to Alcohol to include 761, 765 and 769.

Recommendations to City Council:

None at this time

Meeting Adjourned at 19:22

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1269: An Ordinance to Approve the September 2025 Replacement Pages to the Codified Ordinances

ATTACHMENTS:

- An Ordinance to Approve the September 2025 Replacement Pages.pdf

CITY OF CHARLES TOWN

AN ORDINANCE TO APPROVE THE SEPTEMBER 2025 REPLACEMENT PAGES TO THE CODIFIED ORDINANCES.

WHEREAS, certain provisions within the Codified Ordinances should be amended to conform with current State law; and

WHEREAS, various ordinances of a general and permanent nature have been passed by Council which should be included in the Codified Ordinances; and

WHEREAS, Council has heretofore entered into a contract with the Walter H. Drane Company to prepare and publish such revision; and

WHEREAS, the codification of such ordinances, together with the new matter to be adopted, the matters to be amended and those to be repealed are before the Council;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, WEST VIRGINIA:

Section 1. That the ordinances of the City of Charles Town, West Virginia, of a general and permanent nature, as revised, recodified, rearranged and consolidated into component codes, chapters, articles and sections within the September 2025 Replacement Pages to the Codified Ordinances are hereby approved and adopted.

Section 2. That the following sections and articles are hereby added, amended or repealed as respectively indicated in order to comply with current State law:

Part Three - Traffic Code

333.01	Driving Under the Influence. (Amended)
335.01	Maximum Speed Limits. (Amended)
345.29	Safety Equipment for Motorcyclists, Motorcycles, Motor-Driven Cycles and Mopeds. (Amended)
349.061	Approaching Stationary Vehicles. (Amended)
361.07	Accessible Parking. (Amended)

Part Five - General Offenses Code

501.02	Obstructing or Giving False Information to an Officer; Fleeing. (Amended)

Section 3. This Ordinance shall become effective from the date of its adoption.

CITY OF CHARLES TOWN

First Reading: October 6, 2025

Passed on Second Reading: November 3, 2025

City of Charles Town

Micheal George
Mayor

Attest:

Brent Manuel
City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1270: Charles Town Police Department Neighborhood Traffic Summary

ATTACHMENTS:

- Traffic Study.pdf

NEIGHBORHOOD TRAFFIC SUMMARY

SPEED LIMIT 25

Posted Speed Limit

Violation Threshold= Speed Limit + 5mph

Traffic Study Dates:

10/10/2025 - 10/24/2025

Times: 0:00:00 - 23:59:59

Traffic Study Location:

500 E Washington St, WB

Violators	Total Vehicles	Min Speed	Average Speed	Max Speed
4339	65509	10 MPH	23 MPH	54 MPH



Compliance Rate



Vehicles Slowed Down*



85th Percentile Speed**

*Vehicles that slowed down represents the number of vehicles that decreased speed in response to the radar feedback sign display.

**85th Percentile Speed refers to the maximum speed that 85% of drivers will not exceed on a given road, even if there were no speed limits, stop signs, or traffic signals.

Generated by Charles Town PD-WV on 11-03-2025

NEIGHBORHOOD TRAFFIC SUMMARY

SPEED LIMIT 25

Posted Speed Limit

Violation Threshold= Speed Limit + 10mph

Traffic Study Dates:

10/10/2025 - 10/24/2025

Times: 0:00:00 - 23:59:59

Traffic Study Location:

500 E Washington St, WB

Violators	Total Vehicles	Min Speed	Average Speed	Max Speed
679	65509	10 MPH	23 MPH	54 MPH



Compliance Rate



Vehicles Slowed Down*



85th Percentile Speed**

*Vehicles that slowed down represents the number of vehicles that decreased speed in response to the radar feedback sign display.

**85th Percentile Speed refers to the maximum speed that 85% of drivers will not exceed on a given road, even if there were no speed limits, stop signs, or traffic signals.

Generated by Charles Town PD-WV on 11-03-2025

NEIGHBORHOOD TRAFFIC SUMMARY



Posted Speed Limit

Violation Threshold= Speed Limit + 15mph

Traffic Study Dates:

10/10/2025 - 10/24/2025

Times: 0:00:00 - 23:59:59

Traffic Study Location:

500 E Washington St, WB

Violators
103

Total Vehicles	Min Speed	Average Speed	Max Speed
65509	10 MPH	23 MPH	54 MPH



Compliance Rate



Vehicles Slowed Down*



85th Percentile Speed**

*Vehicles that slowed down represents the number of vehicles that decreased speed in response to the radar feedback sign display.

**85th Percentile Speed refers to the maximum speed that 85% of drivers will not exceed on a given road, even if there were no speed limits, stop signs, or traffic signals.

Generated by Charles Town PD-WV on 11-03-2025

ALL TRAFFIC SOLUTIONS

Volume by Time

500 E Washington St, WB

Start: 2025-10-10
End: 2025-10-24
Times: 0:00:00-23:59:59

Speed Bins: Size 10, Range 1 to 150
Time View: By Day (Total Volumes)

Date	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
10-10	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	65	349	317	357	332	314	291	222	169	143	**2559**
10-11	81	69	59	26	24	49	127	213	268	292	312	329	279	312	331	297	320	297	287	276	265	238	218	213	**5182**
10-12	144	75	57	34	33	40	82	119	200	244	266	252	294	290	297	299	307	291	280	258	190	154	115	89	**4410**
10-13	75	30	24	27	12	49	106	168	196	218	259	297	306	316	311	283	322	320	292	210	202	152	111	85	**4371**
10-14	47	42	29	20	20	55	131	214	278	262	267	304	309	276	317	356	315	334	297	270	241	178	117	73	**4752**
10-15	44	22	14	23	25	70	130	227	247	279	278	310	296	310	340	326	308	335	323	270	238	173	138	84	**4810**
10-16	58	27	30	13	27	55	133	221	261	257	263	318	321	341	305	340	313	341	319	299	252	207	156	114	**4971**
10-17	59	39	23	28	24	67	137	248	277	271	287	330	347	347	331	356	336	349	327	330	277	214	203	196	**5403**
10-18	116	60	27	20	15	47	113	171	228	275	294	319	313	319	330	337	327	310	291	275	283	230	209	164	**5073**
10-19	80	69	29	41	8	44	85	144	197	242	279	264	319	320	318	305	295	311	283	254	204	156	110	77	**4434**
10-20	55	37	18	17	15	72	117	225	239	241	277	320	276	305	316	310	332	323	290	240	186	167	109	76	**4563**
10-21	36	26	4	1	4	1	9	67	74	279	262	301	359	333	324	342	331	325	282	250	205	140	112	59	**4126**
10-22	47	29	15	32	19	57	140	246	255	269	258	308	306	306	337	332	347	331	307	253	224	208	126	105	**4857**
10-23	46	30	16	14	20	49	132	231	278	255	278	284	328	327	330	313	331	357	314	356	289	221	160	108	**5067**
10-24	69	38	20	20	26	25	45	129	65	258	215	21	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	**931**
Total	**957**	**593**	**365**	**316**	**272**	**680**	**1487**	**2623**	**3063**	**3642**	**3795**	**3957**	**4053**	**4102**	**4252**	**4545**	**4501**	**4581**	**4224**	**3855**	**3347**	**2660**	**2053**	**1586**	**65509**

Generated by Amanda Gerstell on 11-03-2025

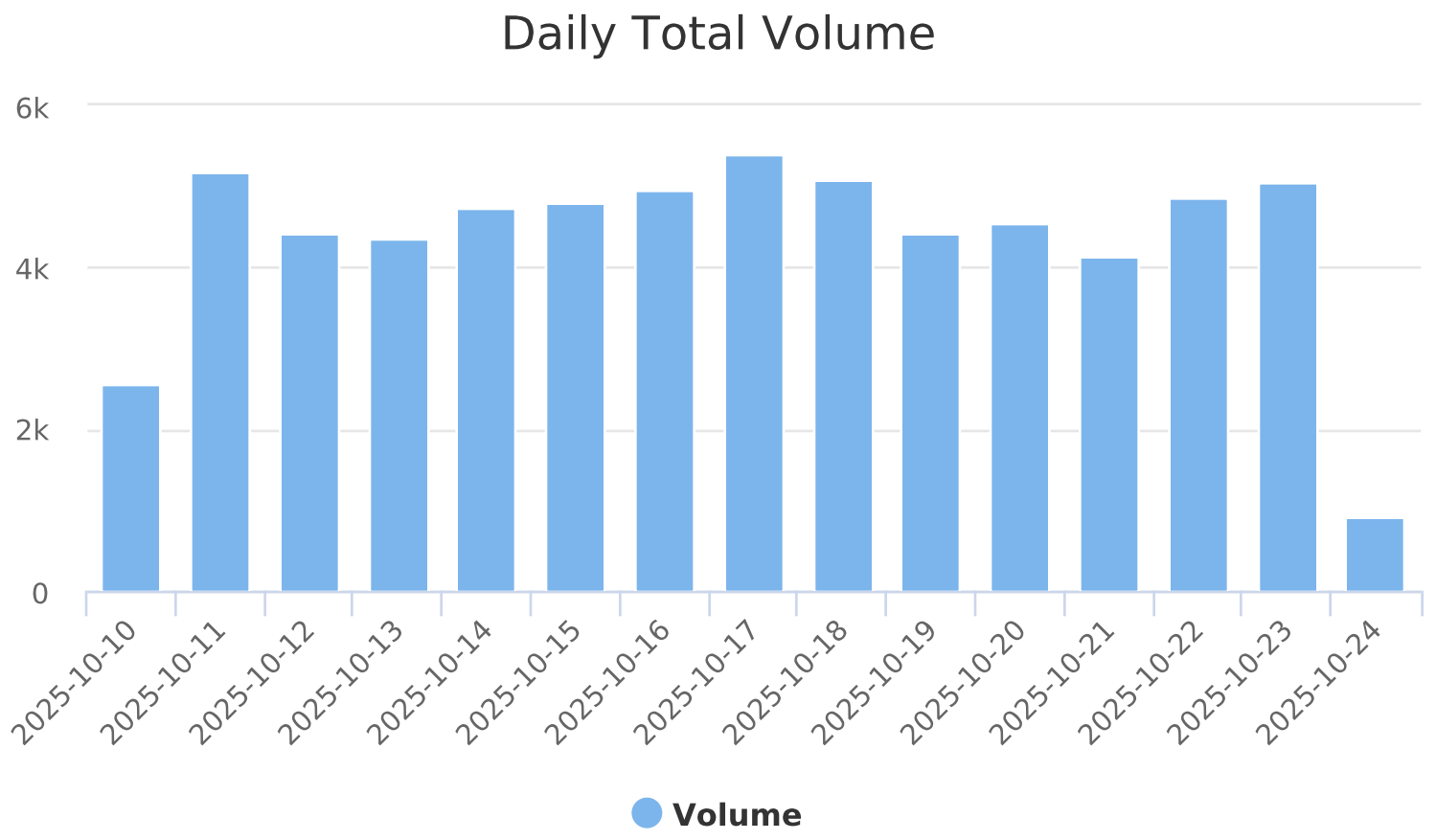
ALL TRAFFIC SOLUTIONS

Volume by Time

500 E Washington St, WB

Start: 2025-10-10
End: 2025-10-24
Times: 0:00:00-23:59:59

Speed Bins: Size 10, Range 1 to 150
Time View: By Day (Total Volumes)



Generated by Amanda Gerstell on 11-03-2025

ALL TRAFFIC SOLUTIONS

Volume by Speed

500 E Washington St, WB

Start: 2025-10-10

End: 2025-10-24

Times: 0:00:00-23:59:59

Speed Bins: Size 5, Range 1 to 150

Time View: By Hour (Total Volumes)

Time	1 to 5	6 to 10	11 to 15	16 to 20	21 to 25	26 to 30	31 to 35	36 to 40	41 to 45	46 to 50	51 to 55	56 to 60	61 to 65	66 to 70	71 to 75	76 to 80	81 to 85	86 to 90	91 to 95	96 to 100	101 to 150	Avg Speed	Total
0:00	0	5	43	137	466	238	56	8	3	1	0	0	0	0	0	0	0	0	0	0	0	23.8	957
1:00	0	6	31	91	266	152	34	8	3	1	1	0	0	0	0	0	0	0	0	0	0	23.8	593
2:00	0	2	19	45	159	111	23	3	3	0	0	0	0	0	0	0	0	0	0	0	0	24.1	365
3:00	0	5	18	46	137	75	22	10	2	0	1	0	0	0	0	0	0	0	0	0	0	23.9	316
4:00	0	1	13	43	125	69	19	2	0	0	0	0	0	0	0	0	0	0	0	0	0	23.7	272
5:00	0	8	26	66	318	193	55	11	3	0	0	0	0	0	0	0	0	0	0	0	0	24.4	680
6:00	0	7	26	184	660	461	111	28	9	1	0	0	0	0	0	0	0	0	0	0	0	24.9	1487
7:00	0	3	81	364	1161	729	223	50	10	2	0	0	0	0	0	0	0	0	0	0	0	24.6	2623
8:00	0	22	136	424	1397	797	229	51	6	1	0	0	0	0	0	0	0	0	0	0	0	24.1	3063
9:00	0	23	131	582	1659	910	282	49	4	2	0	0	0	0	0	0	0	0	0	0	0	24.0	3642
10:00	0	19	165	762	1702	891	218	30	6	2	0	0	0	0	0	0	0	0	0	0	0	23.5	3795
11:00	0	33	223	803	1765	896	201	34	2	0	0	0	0	0	0	0	0	0	0	0	0	23.2	3957
12:00	0	26	181	818	1884	910	209	21	4	0	0	0	0	0	0	0	0	0	0	0	0	23.2	4053
13:00	0	27	196	796	1835	985	230	32	1	0	0	0	0	0	0	0	0	0	0	0	0	23.4	4102
14:00	0	28	227	875	1912	919	256	26	9	0	0	0	0	0	0	0	0	0	0	0	0	23.2	4252
15:00	0	33	213	923	2075	1018	247	30	5	1	0	0	0	0	0	0	0	0	0	0	0	23.3	4545
16:00	0	36	264	879	2078	935	268	40	1	0	0	0	0	0	0	0	0	0	0	0	0	23.1	4501
17:00	0	37	290	895	2122	981	229	27	0	0	0	0	0	0	0	0	0	0	0	0	0	23.0	4581
18:00	0	17	205	862	2018	909	175	34	4	0	0	0	0	0	0	0	0	0	0	0	0	23.1	4224
19:00	0	19	164	889	1862	766	137	16	1	1	0	0	0	0	0	0	0	0	0	0	0	22.9	3855
20:00	0	21	180	703	1551	735	144	13	0	0	0	0	0	0	0	0	0	0	0	0	0	22.9	3347
21:00	0	13	126	492	1262	612	127	21	4	1	2	0	0	0	0	0	0	0	0	0	0	23.3	2660
22:00	0	12	83	352	1049	450	91	15	1	0	0	0	0	0	0	0	0	0	0	0	0	23.4	2053
23:00	0	10	55	287	833	305	74	17	4	1	0	0	0	0	0	0	0	0	0	0	0	23.3	1586
Total	0	413	3096	12318	30296	15047	3660	576	85	14	4	0	0	0	0	0	0	0	0	0	0	23.4	65509

ALL TRAFFIC SOLUTIONS

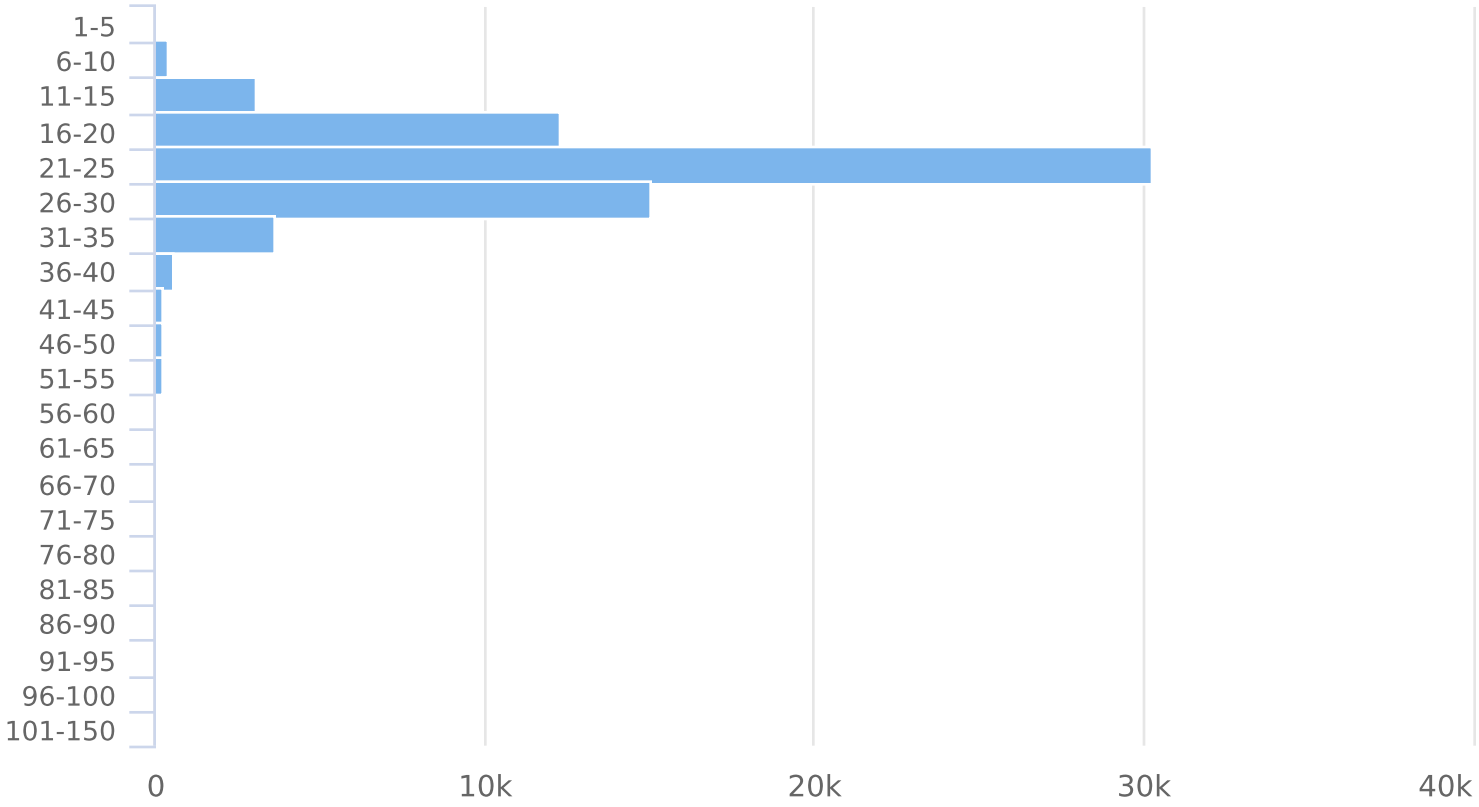
Volume by Speed

500 E Washington St, WB

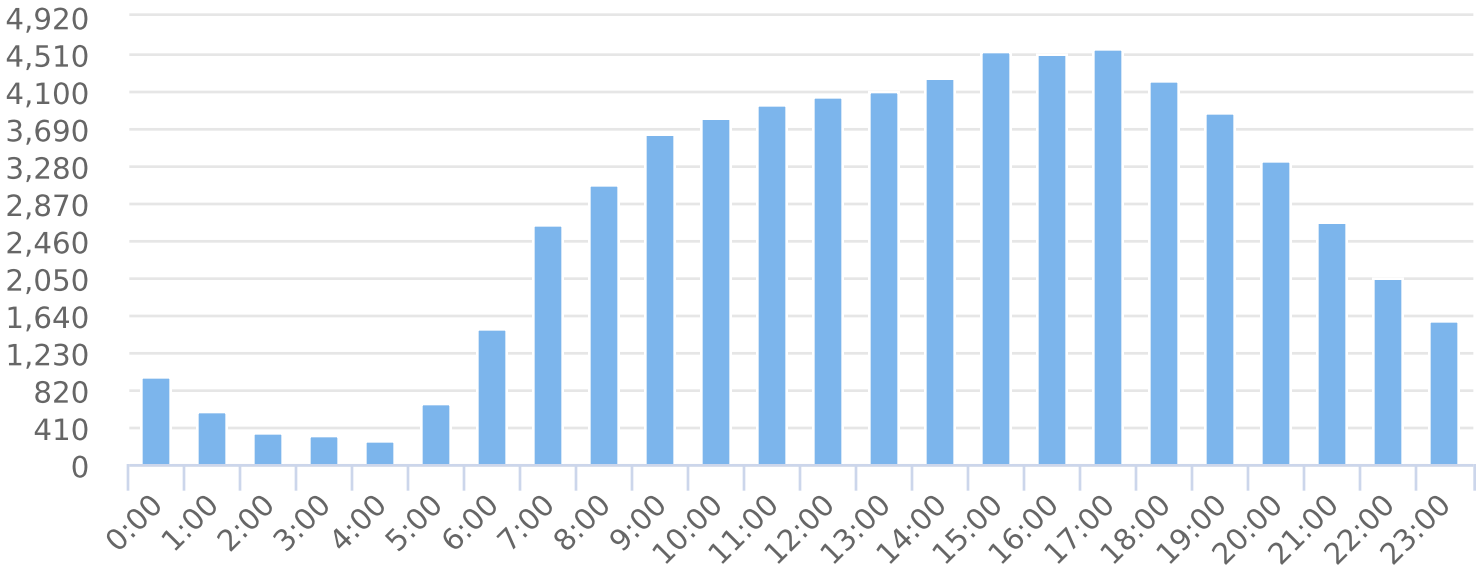
Start: 2025-10-10
End: 2025-10-24
Times: 0:00:00-23:59:59

Speed Bins: Size 5, Range 1 to 150
Time View: By Hour (Total Volumes)

Total Volume by Speed Distribution



Volume over Time



ALL TRAFFIC SOLUTIONS

Compliance & Risk Report

500 E Washington St, WB

Start: 2025-10-10
End: 2025-10-24
Times: 0:00:00-23:59:59

Medium Risk Threshold: Speed Limit + 10
High Risk Threshold: Speed Limit + 20
Speed Range: 1 to 150
Time View: By Hour (Total Volumes)

Time	Speed Limit	Mode	Compliant	Low Risk	Medium Risk	High Risk	Total Num Vehicles
0:00	25	Dependent Messages	651	294	11	1	957
1:00	25	Dependent Messages	394	186	11	2	593
2:00	25	Dependent Messages	225	134	6	0	365
3:00	25	Dependent Messages	206	97	12	1	316
4:00	25	Dependent Messages	182	88	2	0	272
5:00	25	Dependent Messages	418	248	14	0	680
6:00	25	Dependent Messages	877	572	37	1	1487
7:00	25	Dependent Messages	1609	952	60	2	2623
8:00	25	Dependent Messages	1979	1026	57	1	3063
9:00	25	Dependent Messages	2395	1192	53	2	3642
10:00	25	Dependent Messages	2648	1109	36	2	3795
11:00	25	Dependent Messages	2824	1097	36	0	3957
12:00	25	Dependent Messages	2909	1119	25	0	4053
13:00	25	Dependent Messages	2854	1215	33	0	4102
14:00	25	Dependent Messages	3042	1175	35	0	4252
15:00	25	Dependent Messages	3244	1265	35	1	4545
16:00	25	Dependent Messages	3257	1203	41	0	4501
17:00	25	Dependent Messages	3344	1210	27	0	4581
18:00	25	Dependent Messages	3102	1084	38	0	4224
19:00	25	Dependent Messages	2934	903	17	1	3855
20:00	25	Dependent Messages	2455	879	13	0	3347
21:00	25	Dependent Messages	1893	739	25	3	2660
22:00	25	Dependent Messages	1496	541	16	0	2053
23:00	25	Dependent Messages	1185	379	21	1	1586
Total			46123	18707	661	18	65509

ALL TRAFFIC SOLUTIONS

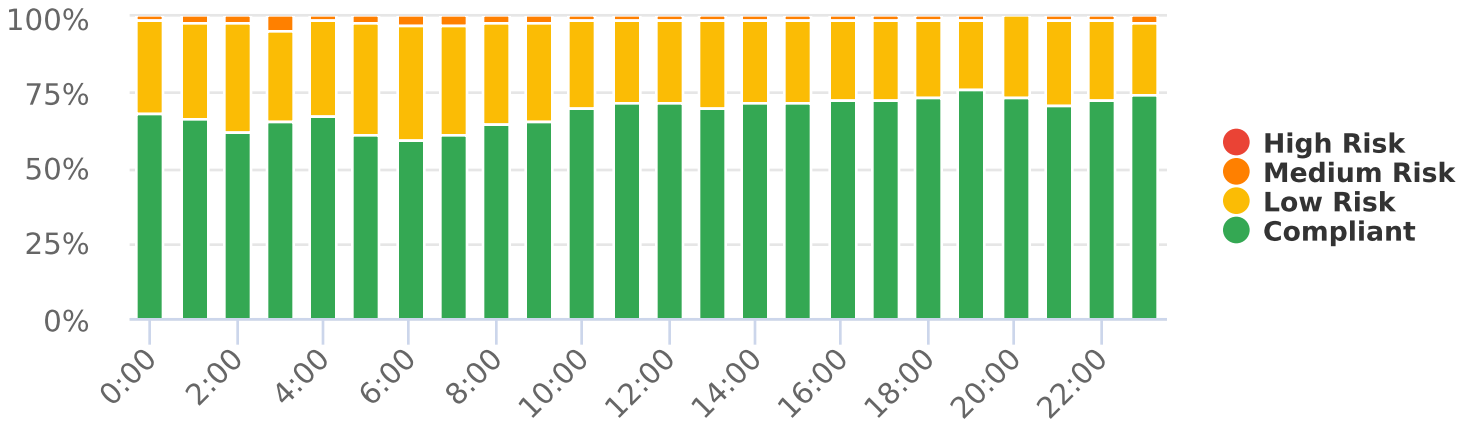
Compliance & Risk Report

500 E Washington St, WB

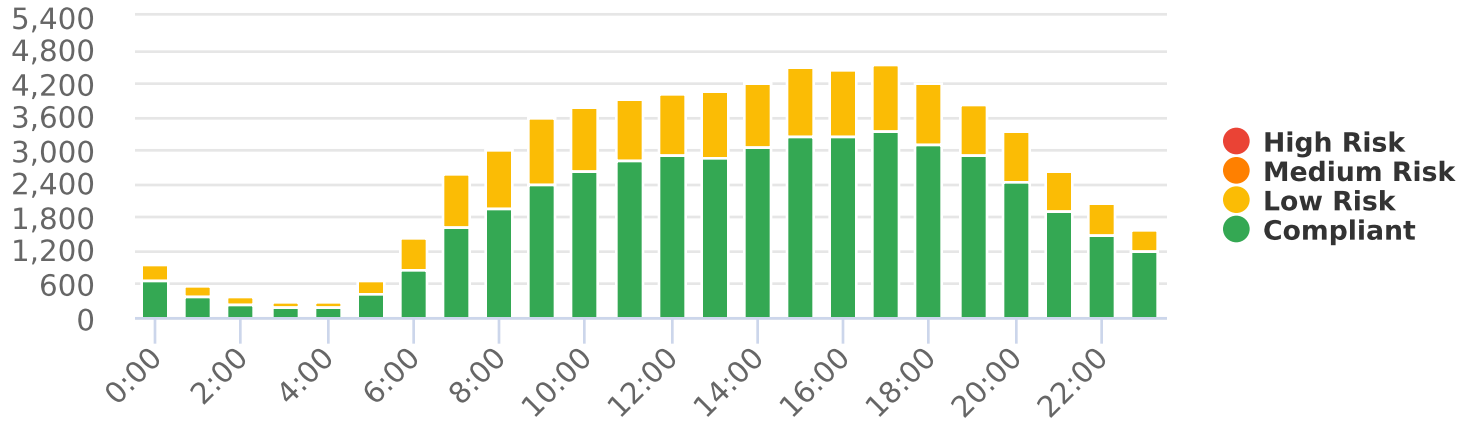
Start: 2025-10-10
End: 2025-10-24
Times: 0:00:00-23:59:59

Medium Risk Threshold: Speed Limit + 10
High Risk Threshold: Speed Limit + 20
Speed Range: 1 to 150
Time View: By Hour (Total Volumes)

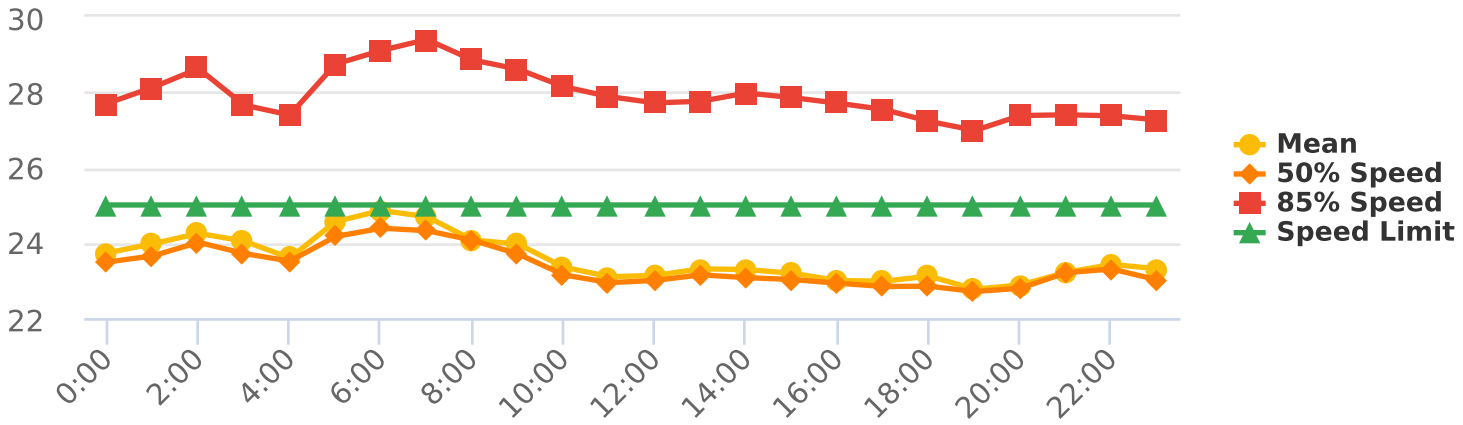
Compliance % by Hour (Totals)



Compliance by Hour (Totals)



Speeds



ALL TRAFFIC SOLUTIONS

Enforcement Priorities Report

500 E Washington St, WB

Start: 2025-10-10
End: 2025-10-24
Times: 0:00:00-23:59:59

Violation Threshold: Speed Limit +5
Speed Range: 1 to 150
Rank Results By: 85% Speed

#	Site	Day of Week	Time	Speed Limit	Average Speed	Average Violator Speed	85% Speed	Average # Vehicles	Average # Violators
1	500 E Washington St, WB	Sat	7:00 - 8:00	25	25.7	33.8	30.8	192	32
2	500 E Washington St, WB	Fri	7:00 - 8:00	25	25.3	33.4	30.0	189	25
3	500 E Washington St, WB	Tue	6:00 - 7:00	25	25.0	33.9	29.9	70	10
4	500 E Washington St, WB	Fri	6:00 - 7:00	25	25.9	33.4	29.6	91	11
5	500 E Washington St, WB	Sat	6:00 - 7:00	25	25.2	34.7	29.6	120	16
6	500 E Washington St, WB	Fri	1:00 - 2:00	25	24.5	33.9	29.5	39	6
7	500 E Washington St, WB	Sat	5:00 - 6:00	25	25.5	33.6	29.5	48	6
8	500 E Washington St, WB	Sun	8:00 - 9:00	25	24.0	33.5	29.5	199	25
9	500 E Washington St, WB	Thu	7:00 - 8:00	25	24.5	32.4	29.5	226	18
10	500 E Washington St, WB	Sat	2:00 - 3:00	25	24.7	32.3	29.4	43	4
11	500 E Washington St, WB	Wed	6:00 - 7:00	25	24.8	34.8	29.4	135	14
12	500 E Washington St, WB	Thu	9:00 - 10:00	25	24.5	33.3	29.3	256	28
13	500 E Washington St, WB	Wed	5:00 - 6:00	25	24.1	33.9	29.2	64	7
14	500 E Washington St, WB	Thu	5:00 - 6:00	25	25.5	35.0	29.1	52	5
15	500 E Washington St, WB	Sun	15:00 - 16:00	25	24.5	33.3	29.0	302	29
16	500 E Washington St, WB	Sun	16:00 - 17:00	25	24.0	33.4	29.0	301	28
17	500 E Washington St, WB	Sun	7:00 - 8:00	25	24.5	34.5	29.0	132	16
18	500 E Washington St, WB	Sun	2:00 - 3:00	25	24.0	35.1	29.0	43	5
19	500 E Washington St, WB	Sun	10:00 - 11:00	25	24.0	33.9	29.0	273	29
20	500 E Washington St, WB	Mon	7:00 - 8:00	25	24.4	34.7	29.0	197	19
21	500 E Washington St, WB	Tue	7:00 - 8:00	25	23.8	33.4	29.0	141	13
22	500 E Washington St, WB	Thu	2:00 - 3:00	25	25.3	33.7	29.0	23	2
23	500 E Washington St, WB	Fri	8:00 - 9:00	25	24.0	33.4	29.0	171	17
24	500 E Washington St, WB	Sat	8:00 - 9:00	25	25.0	33.6	29.0	248	29
25	500 E Washington St, WB	Sat	17:00 - 18:00	25	24.0	32.6	29.0	304	24

ALL TRAFFIC SOLUTIONS

Enforcement Priorities Report

500 E Washington St, WB

Start: 2025-10-10
End: 2025-10-24
Times: 0:00:00-23:59:59

Violation Threshold: Speed Limit +10
Speed Range: 1 to 150
Rank Results By: 85% Speed

#	Site	Day of Week	Time	Speed Limit	Average Speed	Average Violator Speed	85% Speed	Average # Vehicles	Average # Violators
1	500 E Washington St, WB	Sat	7:00 - 8:00	25	25.7	38.2	30.8	192	9
2	500 E Washington St, WB	Fri	7:00 - 8:00	25	25.3	38.6	30.0	189	4
3	500 E Washington St, WB	Tue	6:00 - 7:00	25	25.0	37.8	29.9	70	3
4	500 E Washington St, WB	Fri	6:00 - 7:00	25	25.9	38.6	29.6	91	3
5	500 E Washington St, WB	Sat	6:00 - 7:00	25	25.2	38.6	29.6	120	6
6	500 E Washington St, WB	Fri	1:00 - 2:00	25	24.5	39.0	29.5	39	2
7	500 E Washington St, WB	Sat	5:00 - 6:00	25	25.5	40.0	29.5	48	1
8	500 E Washington St, WB	Sun	8:00 - 9:00	25	24.0	37.0	29.5	199	5
9	500 E Washington St, WB	Thu	7:00 - 8:00	25	24.5	37.0	29.5	226	2
10	500 E Washington St, WB	Sat	2:00 - 3:00	25	24.7	n/a	29.4	43	0
11	500 E Washington St, WB	Wed	6:00 - 7:00	25	24.8	41.3	29.4	135	4
12	500 E Washington St, WB	Thu	9:00 - 10:00	25	24.5	37.5	29.3	256	5
13	500 E Washington St, WB	Wed	5:00 - 6:00	25	24.1	41.0	29.2	64	2
14	500 E Washington St, WB	Thu	5:00 - 6:00	25	25.5	38.0	29.1	52	2
15	500 E Washington St, WB	Sun	15:00 - 16:00	25	24.5	37.9	29.0	302	6
16	500 E Washington St, WB	Sun	16:00 - 17:00	25	24.0	37.4	29.0	301	5
17	500 E Washington St, WB	Sun	7:00 - 8:00	25	24.5	40.1	29.0	132	4
18	500 E Washington St, WB	Sun	2:00 - 3:00	25	24.0	40.5	29.0	43	2
19	500 E Washington St, WB	Sun	10:00 - 11:00	25	24.0	37.5	29.0	273	6
20	500 E Washington St, WB	Mon	7:00 - 8:00	25	24.4	38.8	29.0	197	6
21	500 E Washington St, WB	Tue	7:00 - 8:00	25	23.8	37.0	29.0	141	2
22	500 E Washington St, WB	Thu	2:00 - 3:00	25	25.3	n/a	29.0	23	0
23	500 E Washington St, WB	Fri	8:00 - 9:00	25	24.0	40.0	29.0	171	3
24	500 E Washington St, WB	Sat	8:00 - 9:00	25	25.0	37.4	29.0	248	7
25	500 E Washington St, WB	Sat	17:00 - 18:00	25	24.0	36.8	29.0	304	3

ALL TRAFFIC SOLUTIONS

Enforcement Priorities Report

500 E Washington St, WB

Start: 2025-10-10
End: 2025-10-24
Times: 0:00:00-23:59:59

Violation Threshold: Speed Limit +15
Speed Range: 1 to 150
Rank Results By: 85% Speed

#	Site	Day of Week	Time	Speed Limit	Average Speed	Average Violator Speed	85% Speed	Average # Vehicles	Average # Violators
1	500 E Washington St, WB	Sat	7:00 - 8:00	25	25.7	42.0	30.8	192	2
2	500 E Washington St, WB	Fri	7:00 - 8:00	25	25.3	42.0	30.0	189	1
3	500 E Washington St, WB	Tue	6:00 - 7:00	25	25.0	42.0	29.9	70	1
4	500 E Washington St, WB	Fri	6:00 - 7:00	25	25.9	45.0	29.6	91	1
5	500 E Washington St, WB	Sat	6:00 - 7:00	25	25.2	44.0	29.6	120	2
6	500 E Washington St, WB	Fri	1:00 - 2:00	25	24.5	43.0	29.5	39	1
7	500 E Washington St, WB	Sat	5:00 - 6:00	25	25.5	n/a	29.5	48	0
8	500 E Washington St, WB	Sun	8:00 - 9:00	25	24.0	n/a	29.5	199	0
9	500 E Washington St, WB	Thu	7:00 - 8:00	25	24.5	n/a	29.5	226	0
10	500 E Washington St, WB	Sat	2:00 - 3:00	25	24.7	n/a	29.4	43	0
11	500 E Washington St, WB	Wed	6:00 - 7:00	25	24.8	46.3	29.4	135	2
12	500 E Washington St, WB	Thu	9:00 - 10:00	25	24.5	n/a	29.3	256	0
13	500 E Washington St, WB	Wed	5:00 - 6:00	25	24.1	45.0	29.2	64	1
14	500 E Washington St, WB	Thu	5:00 - 6:00	25	25.5	43.0	29.1	52	1
15	500 E Washington St, WB	Sun	15:00 - 16:00	25	24.5	41.5	29.0	302	1
16	500 E Washington St, WB	Sun	16:00 - 17:00	25	24.0	n/a	29.0	301	0
17	500 E Washington St, WB	Sun	7:00 - 8:00	25	24.5	45.0	29.0	132	1
18	500 E Washington St, WB	Sun	2:00 - 3:00	25	24.0	42.0	29.0	43	2
19	500 E Washington St, WB	Sun	10:00 - 11:00	25	24.0	43.0	29.0	273	1
20	500 E Washington St, WB	Mon	7:00 - 8:00	25	24.4	43.7	29.0	197	2
21	500 E Washington St, WB	Tue	7:00 - 8:00	25	23.8	n/a	29.0	141	0
22	500 E Washington St, WB	Thu	2:00 - 3:00	25	25.3	n/a	29.0	23	0
23	500 E Washington St, WB	Fri	8:00 - 9:00	25	24.0	43.0	29.0	171	2
24	500 E Washington St, WB	Sat	8:00 - 9:00	25	25.0	47.0	29.0	248	1
25	500 E Washington St, WB	Sat	17:00 - 18:00	25	24.0	n/a	29.0	304	0

ALL TRAFFIC SOLUTIONS

Speed Effectiveness Report

500 E Washington St, WB

Start: 2025-10-10

End: 2025-10-24

Times: 0:00:00-23:59:59

Medium Risk Threshold: Speed Limit + 5

High Risk Threshold: Speed Limit + 20

Speed Range: 1 to 150

Time View: By Hour (Avg Volumes)

Time	Speed Limit	Sign Mode	Compliant Avg Final Speed	Compliant Change in Speed	Low Risk Avg Final Speed	Low Risk Change in Speed	Medium Risk Avg Final Speed	Medium Risk Change in Speed	High Risk Avg Final Speed	High Risk Change in Speed	% of Vehicles Slowed
0:00	25	Dependent Messages	21.4	-2.5	27.6	-0.9	33.0	0.6	48.0	1.0	65.2%
1:00	25	Dependent Messages	21.1	-2.4	27.4	-0.8	33.9	0.3	50.5	0.0	60.5%
2:00	25	Dependent Messages	21.1	-2.6	27.7	-0.7	33.7	-1.1	n/a	n/a	64.1%
3:00	25	Dependent Messages	20.8	-2.3	27.3	-0.9	34.6	-0.2	52.0	2.0	61.2%
4:00	25	Dependent Messages	21.3	-2.3	27.2	-1.1	32.8	0.4	n/a	n/a	61.3%
5:00	25	Dependent Messages	21.4	-2.3	27.4	-1.0	33.7	0.2	n/a	n/a	62.2%
6:00	25	Dependent Messages	21.8	-2.3	27.8	-0.7	33.9	-0.4	49.0	0.0	60.2%
7:00	25	Dependent Messages	21.6	-2.2	27.7	-1.0	33.6	-0.2	48.0	-0.5	60.5%
8:00	25	Dependent Messages	21.3	-2.5	27.7	-1.1	33.5	-0.3	47.0	0.0	63.1%
9:00	25	Dependent Messages	21.3	-2.7	27.6	-1.2	33.1	-0.6	46.5	0.0	69.4%
10:00	25	Dependent Messages	21.1	-2.8	27.7	-1.2	33.2	-0.7	48.0	0.0	70.7%
11:00	25	Dependent Messages	21.0	-2.6	27.7	-1.0	32.8	-0.2	n/a	n/a	69.2%
12:00	25	Dependent Messages	21.1	-2.6	27.8	-1.0	32.8	-0.6	n/a	n/a	69.8%
13:00	25	Dependent Messages	21.1	-2.6	27.6	-1.1	32.8	-0.5	n/a	n/a	69.8%
14:00	25	Dependent Messages	21.0	-2.5	27.5	-0.9	33.1	-0.5	n/a	n/a	69.4%
15:00	25	Dependent Messages	21.0	-2.5	27.8	-1.1	32.9	-0.5	49.0	0.0	69.4%
16:00	25	Dependent Messages	20.9	-2.3	27.5	-1.0	32.9	-0.5	n/a	n/a	68.6%
17:00	25	Dependent Messages	20.9	-2.5	27.6	-1.1	32.7	-0.6	n/a	n/a	68.8%
18:00	25	Dependent Messages	21.1	-2.6	27.4	-1.1	33.1	-0.4	n/a	n/a	69.8%
19:00	25	Dependent Messages	21.1	-2.5	27.5	-0.6	32.9	0.0	47.0	0.0	67.9%
20:00	25	Dependent Messages	21.0	-2.8	27.4	-0.7	32.8	0.0	n/a	n/a	68.9%
21:00	25	Dependent Messages	21.2	-2.6	27.2	-0.7	33.2	-0.2	51.0	0.3	67.5%
22:00	25	Dependent Messages	21.4	-2.6	27.5	-0.6	33.4	-0.2	n/a	n/a	67.5%
23:00	25	Dependent Messages	21.4	-2.5	27.6	-0.3	33.6	0.2	48.0	2.0	66.9%

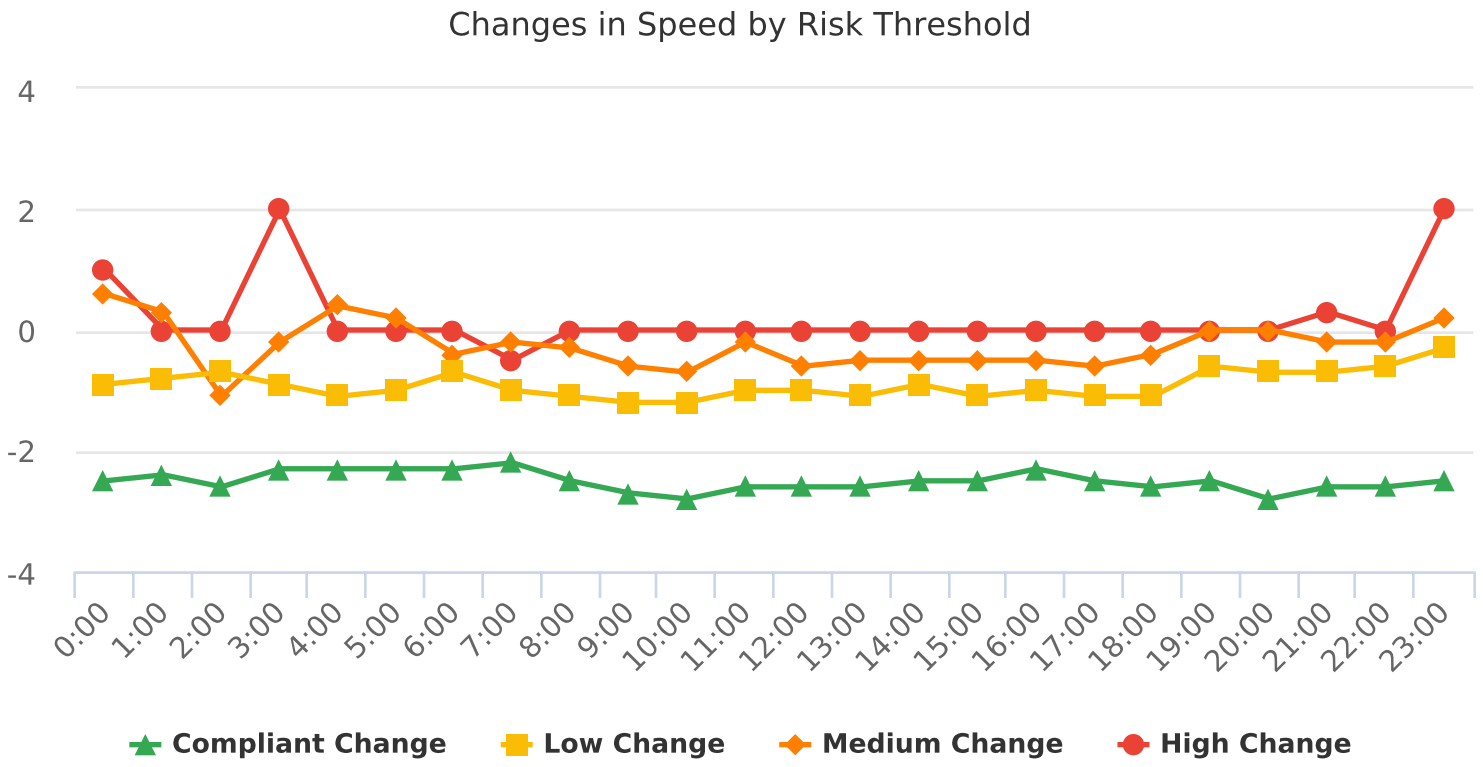
ALL TRAFFIC SOLUTIONS

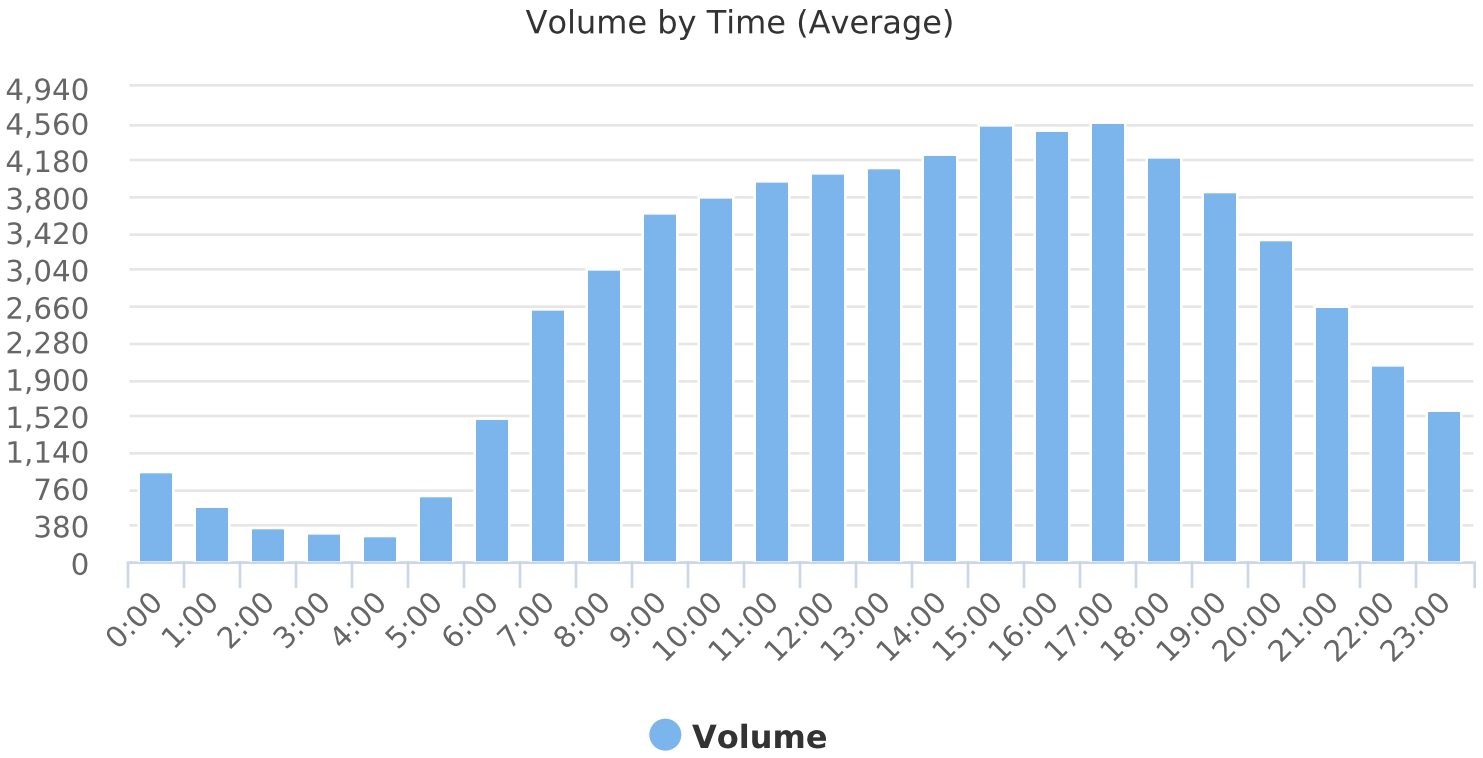
Speed Effectiveness Report

500 E Washington St, WB

Start: 2025-10-10
End: 2025-10-24
Times: 0:00:00-23:59:59

Medium Risk Threshold: Speed Limit + 5
High Risk Threshold: Speed Limit + 20
Speed Range: 1 to 150
Time View: By Hour (Avg Volumes)





ALL TRAFFIC SOLUTIONS

Speed Effectiveness Report

500 E Washington St, WB

Start: 2025-10-10
End: 2025-10-24
Times: 0:00:00-23:59:59

Medium Risk Threshold: Speed Limit + 10
High Risk Threshold: Speed Limit + 20
Speed Range: 1 to 150
Time View: By Hour (Avg Volumes)

Time	Speed Limit	Sign Mode	Compliant Avg Final Speed	Compliant Change in Speed	Low Risk Avg Final Speed	Low Risk Change in Speed	Medium Risk Avg Final Speed	Medium Risk Change in Speed	High Risk Avg Final Speed	High Risk Change in Speed	% of Vehicles Slowed
0:00	25	Dependent Messages	21.4	-2.5	28.4	-0.6	38.7	1.5	48.0	1.0	65.2%
1:00	25	Dependent Messages	21.1	-2.4	28.3	-0.6	38.4	-0.3	50.5	0.0	60.5%
2:00	25	Dependent Messages	21.1	-2.6	28.4	-0.8	39.7	-0.8	n/a	n/a	64.1%
3:00	25	Dependent Messages	20.8	-2.3	28.5	-0.8	38.2	0.3	52.0	2.0	61.2%
4:00	25	Dependent Messages	21.3	-2.3	28.3	-0.8	36.0	1.5	n/a	n/a	61.3%
5:00	25	Dependent Messages	21.4	-2.3	28.5	-0.7	38.9	0.5	n/a	n/a	62.2%
6:00	25	Dependent Messages	21.8	-2.3	28.6	-0.6	38.7	-0.4	49.0	0.0	60.2%
7:00	25	Dependent Messages	21.6	-2.2	28.8	-0.8	38.2	-0.2	48.0	-0.5	60.5%
8:00	25	Dependent Messages	21.3	-2.5	28.8	-0.9	37.6	-0.6	47.0	0.0	63.1%
9:00	25	Dependent Messages	21.3	-2.7	28.7	-1.1	37.6	-0.3	46.5	0.0	69.4%
10:00	25	Dependent Messages	21.1	-2.8	28.7	-1.1	37.9	-0.6	48.0	0.0	70.7%
11:00	25	Dependent Messages	21.0	-2.6	28.5	-0.9	37.1	0.0	n/a	n/a	69.2%
12:00	25	Dependent Messages	21.1	-2.6	28.6	-0.9	38.0	-0.2	n/a	n/a	69.8%
13:00	25	Dependent Messages	21.1	-2.6	28.5	-1.0	37.8	-0.1	n/a	n/a	69.8%
14:00	25	Dependent Messages	21.0	-2.5	28.6	-0.8	38.8	-0.5	n/a	n/a	69.4%
15:00	25	Dependent Messages	21.0	-2.5	28.7	-1.0	37.5	0.0	49.0	0.0	69.4%
16:00	25	Dependent Messages	20.9	-2.3	28.5	-0.9	37.5	-0.1	n/a	n/a	68.6%
17:00	25	Dependent Messages	20.9	-2.5	28.4	-1.0	37.0	-0.4	n/a	n/a	68.8%
18:00	25	Dependent Messages	21.1	-2.6	28.2	-1.0	37.4	-0.1	n/a	n/a	69.8%
19:00	25	Dependent Messages	21.1	-2.5	28.2	-0.5	37.8	-0.2	47.0	0.0	67.9%
20:00	25	Dependent Messages	21.0	-2.8	28.2	-0.6	36.9	0.9	n/a	n/a	68.9%
21:00	25	Dependent Messages	21.2	-2.6	28.1	-0.6	38.3	-1.0	51.0	0.3	67.5%
22:00	25	Dependent Messages	21.4	-2.6	28.3	-0.6	38.4	0.2	n/a	n/a	67.5%
23:00	25	Dependent Messages	21.4	-2.5	28.5	-0.2	38.4	1.0	48.0	2.0	66.9%

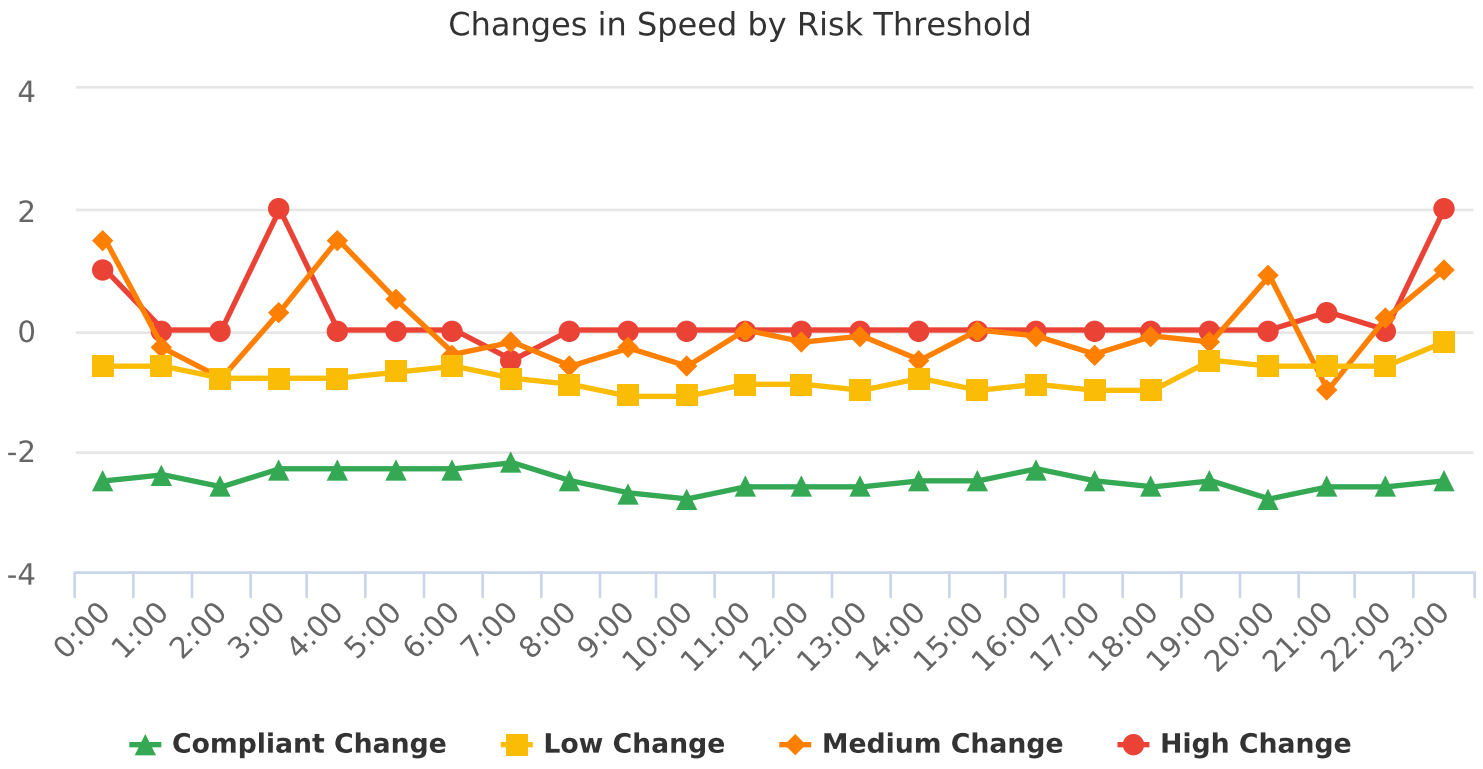
ALL TRAFFIC SOLUTIONS

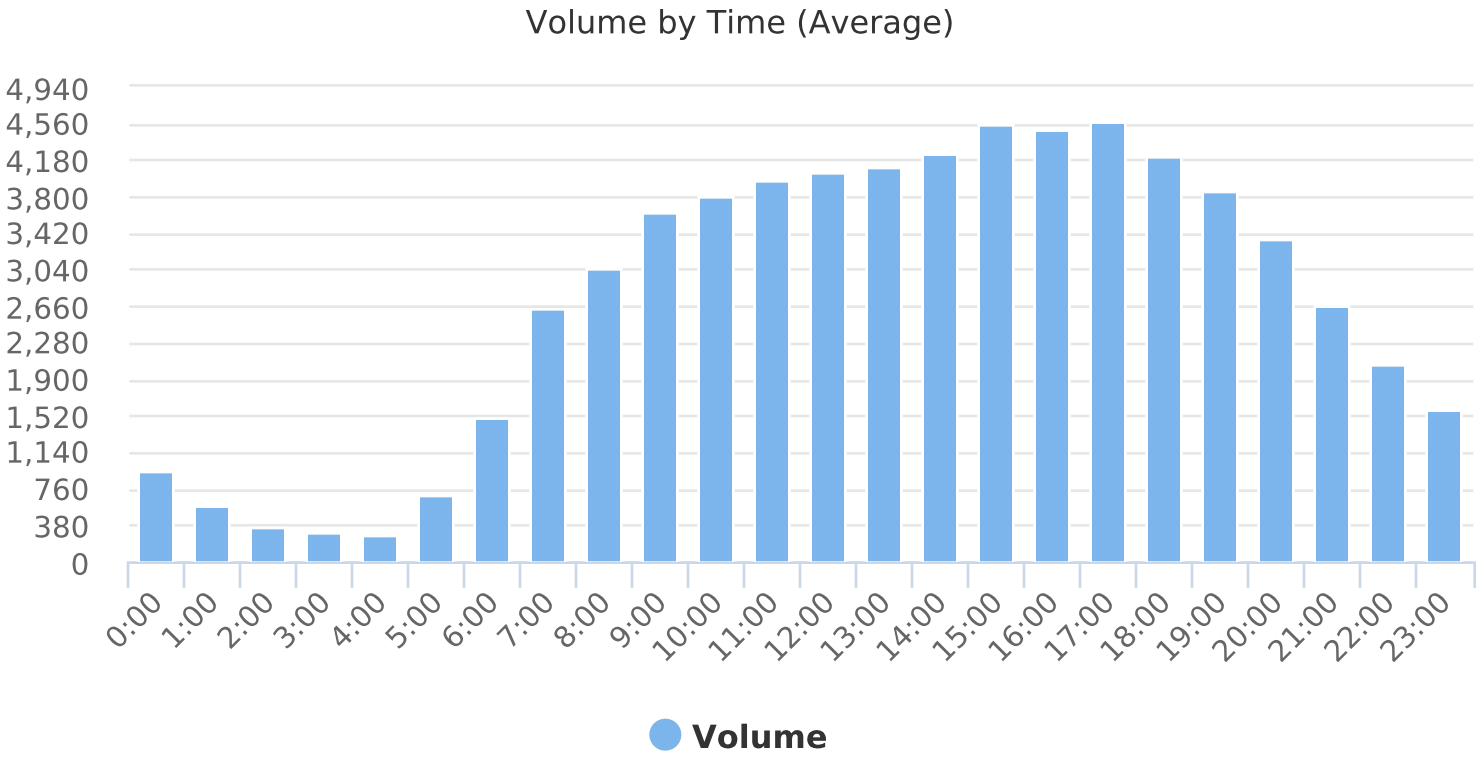
Speed Effectiveness Report

500 E Washington St, WB

Start: 2025-10-10
End: 2025-10-24
Times: 0:00:00-23:59:59

Medium Risk Threshold: Speed Limit + 10
High Risk Threshold: Speed Limit + 20
Speed Range: 1 to 150
Time View: By Hour (Avg Volumes)





ALL TRAFFIC SOLUTIONS

Speed Effectiveness Report

500 E Washington St, WB

Start: 2025-10-10
End: 2025-10-24
Times: 0:00:00-23:59:59

Medium Risk Threshold: Speed Limit + 15
High Risk Threshold: Speed Limit + 20
Speed Range: 1 to 150
Time View: By Hour (Avg Volumes)

Time	Speed Limit	Sign Mode	Compliant Avg Final Speed	Compliant Change in Speed	Low Risk Avg Final Speed	Low Risk Change in Speed	Medium Risk Avg Final Speed	Medium Risk Change in Speed	High Risk Avg Final Speed	High Risk Change in Speed	% of Vehicles Slowed
0:00	25	Dependent Messages	21.4	-2.5	28.6	-0.6	42.7	4.0	48.0	1.0	65.2%
1:00	25	Dependent Messages	21.1	-2.4	28.7	-0.6	41.7	-0.7	50.5	0.0	60.5%
2:00	25	Dependent Messages	21.1	-2.6	28.6	-0.8	42.0	0.0	n/a	n/a	64.1%
3:00	25	Dependent Messages	20.8	-2.3	29.3	-0.8	42.5	3.0	52.0	2.0	61.2%
4:00	25	Dependent Messages	21.3	-2.3	28.5	-0.7	n/a	n/a	n/a	n/a	61.3%
5:00	25	Dependent Messages	21.4	-2.3	28.9	-0.7	43.3	1.7	n/a	n/a	62.2%
6:00	25	Dependent Messages	21.8	-2.3	29.0	-0.6	43.4	-0.7	49.0	0.0	60.2%
7:00	25	Dependent Messages	21.6	-2.2	29.2	-0.8	42.0	0.4	48.0	-0.5	60.5%
8:00	25	Dependent Messages	21.3	-2.5	29.1	-0.9	43.0	0.2	47.0	0.0	63.1%
9:00	25	Dependent Messages	21.3	-2.7	29.0	-1.1	41.5	0.3	46.5	0.0	69.4%
10:00	25	Dependent Messages	21.1	-2.8	28.9	-1.1	42.2	0.2	48.0	0.0	70.7%
11:00	25	Dependent Messages	21.0	-2.6	28.7	-0.8	41.5	1.0	n/a	n/a	69.2%
12:00	25	Dependent Messages	21.1	-2.6	28.7	-0.9	41.5	-0.2	n/a	n/a	69.8%
13:00	25	Dependent Messages	21.1	-2.6	28.7	-1.0	43.0	5.0	n/a	n/a	69.8%
14:00	25	Dependent Messages	21.0	-2.5	28.8	-0.8	42.3	-1.3	n/a	n/a	69.4%
15:00	25	Dependent Messages	21.0	-2.5	28.8	-1.0	41.4	0.2	49.0	0.0	69.4%
16:00	25	Dependent Messages	20.9	-2.3	28.8	-0.9	42.0	0.0	n/a	n/a	68.6%
17:00	25	Dependent Messages	20.9	-2.5	28.6	-1.0	n/a	n/a	n/a	n/a	68.8%
18:00	25	Dependent Messages	21.1	-2.6	28.4	-0.9	41.5	0.0	n/a	n/a	69.8%
19:00	25	Dependent Messages	21.1	-2.5	28.4	-0.5	42.0	0.0	47.0	0.0	67.9%
20:00	25	Dependent Messages	21.0	-2.8	28.3	-0.5	n/a	n/a	n/a	n/a	68.9%
21:00	25	Dependent Messages	21.2	-2.6	28.3	-0.6	42.5	-1.5	51.0	0.3	67.5%
22:00	25	Dependent Messages	21.4	-2.6	28.6	-0.5	45.0	-1.0	n/a	n/a	67.5%
23:00	25	Dependent Messages	21.4	-2.5	28.9	-0.2	43.5	0.0	48.0	2.0	66.9%

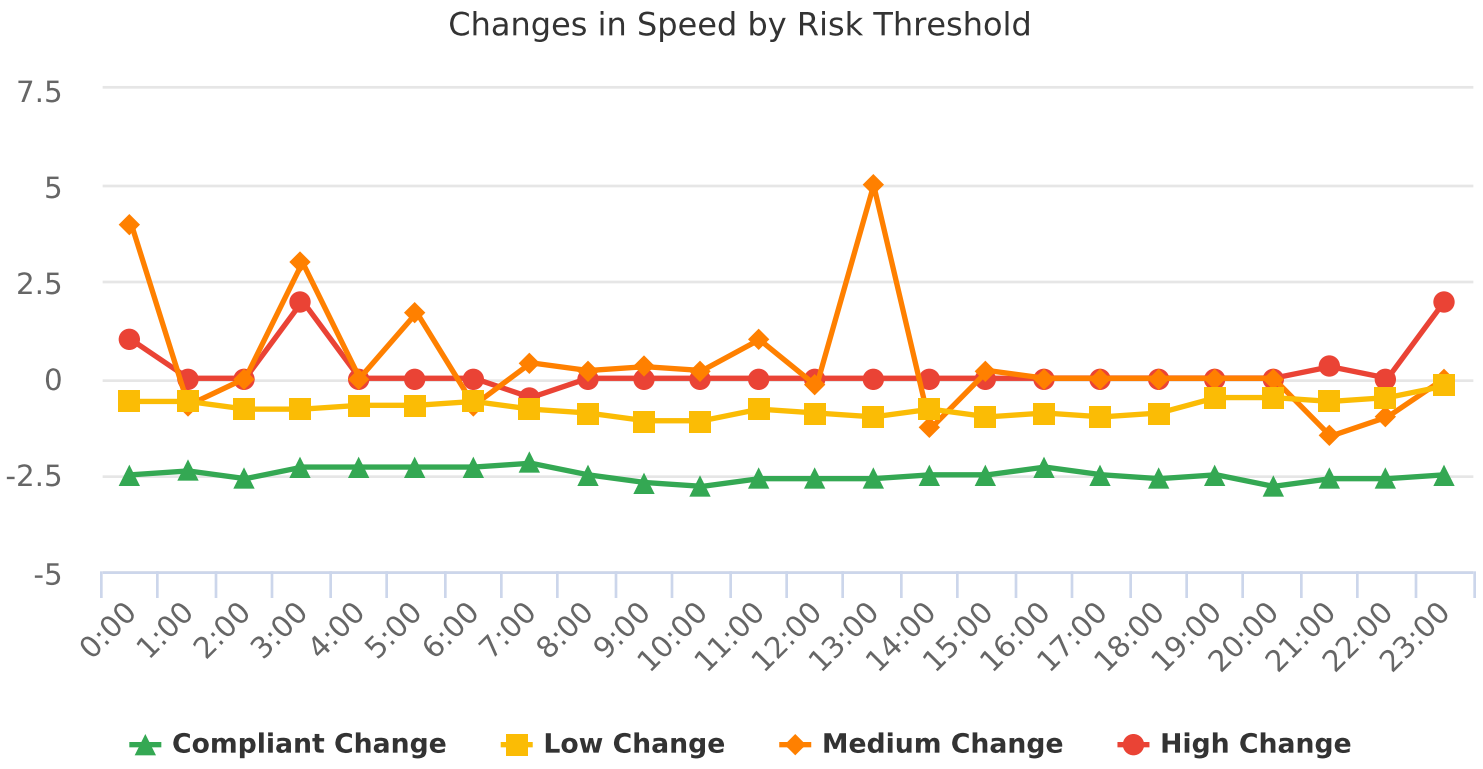
ALL TRAFFIC SOLUTIONS

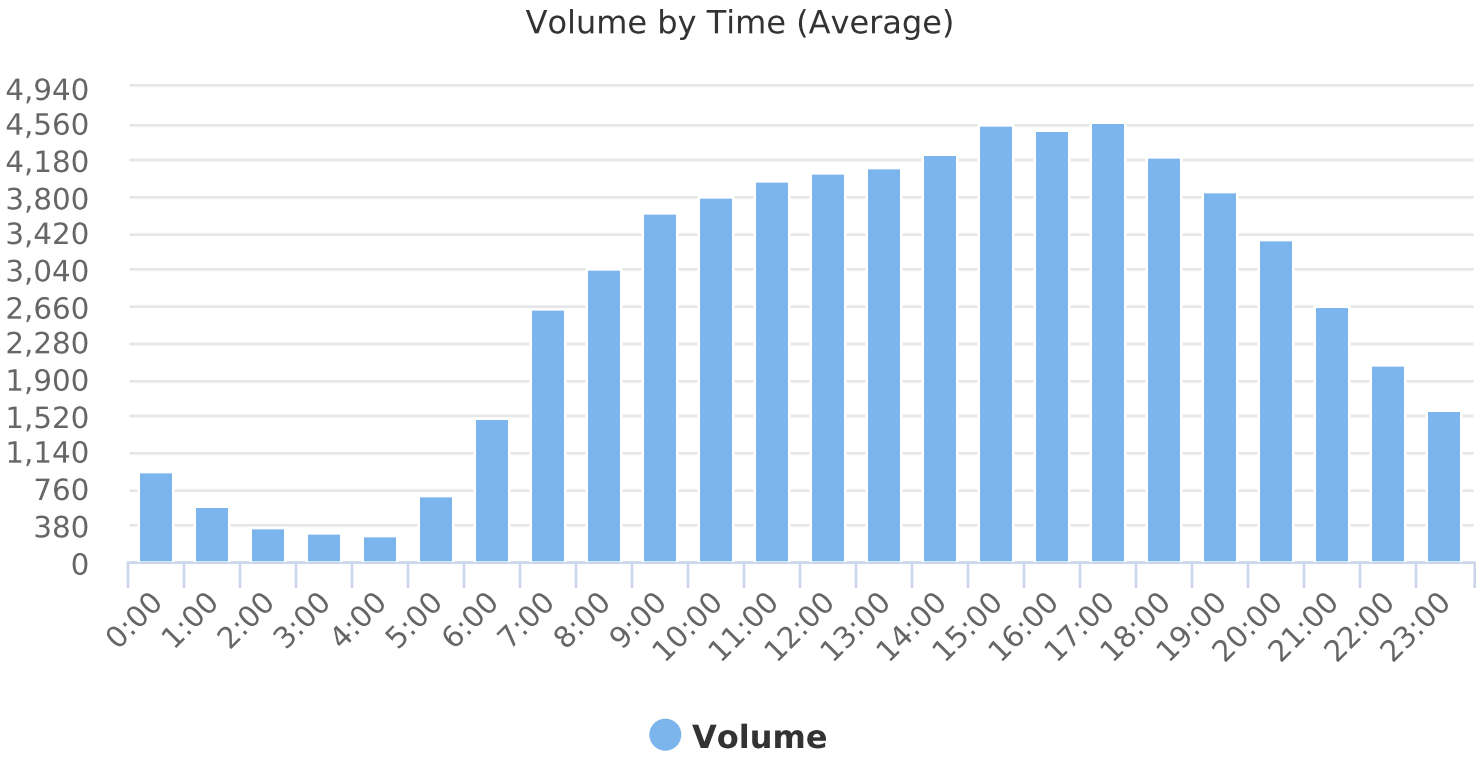
Speed Effectiveness Report

500 E Washington St, WB

Start: 2025-10-10
End: 2025-10-24
Times: 0:00:00-23:59:59

Medium Risk Threshold: Speed Limit + 15
High Risk Threshold: Speed Limit + 20
Speed Range: 1 to 150
Time View: By Hour (Avg Volumes)





ALL TRAFFIC SOLUTIONS

Extended Speed Summary

500 E Washington St, WB

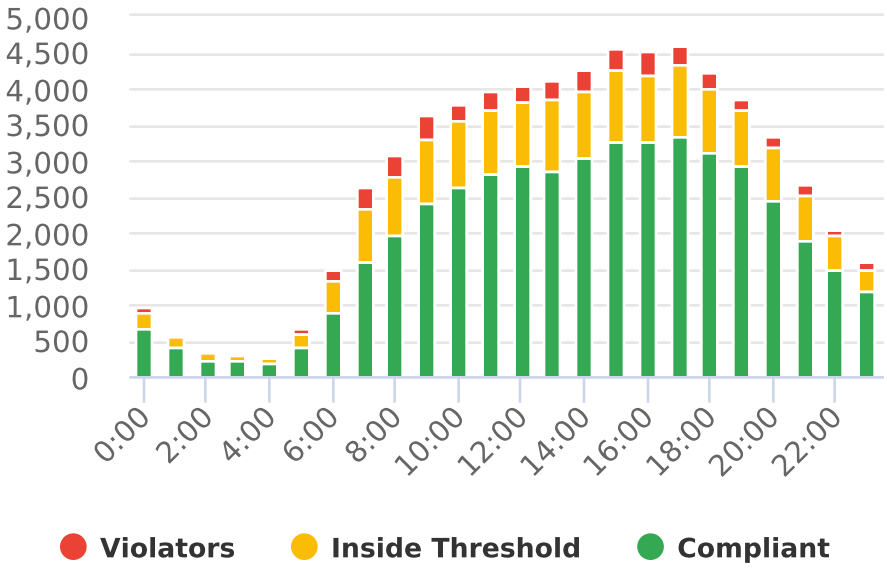
Start: 2025-10-10
End: 2025-10-24
Times: 0:00:00-23:59:59

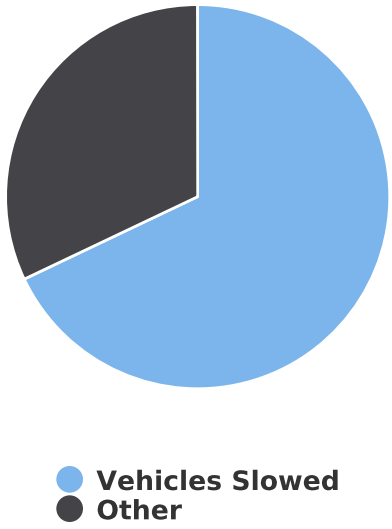
Violation Threshold: Speed Limit + 5
Speed Range: 1 to 150

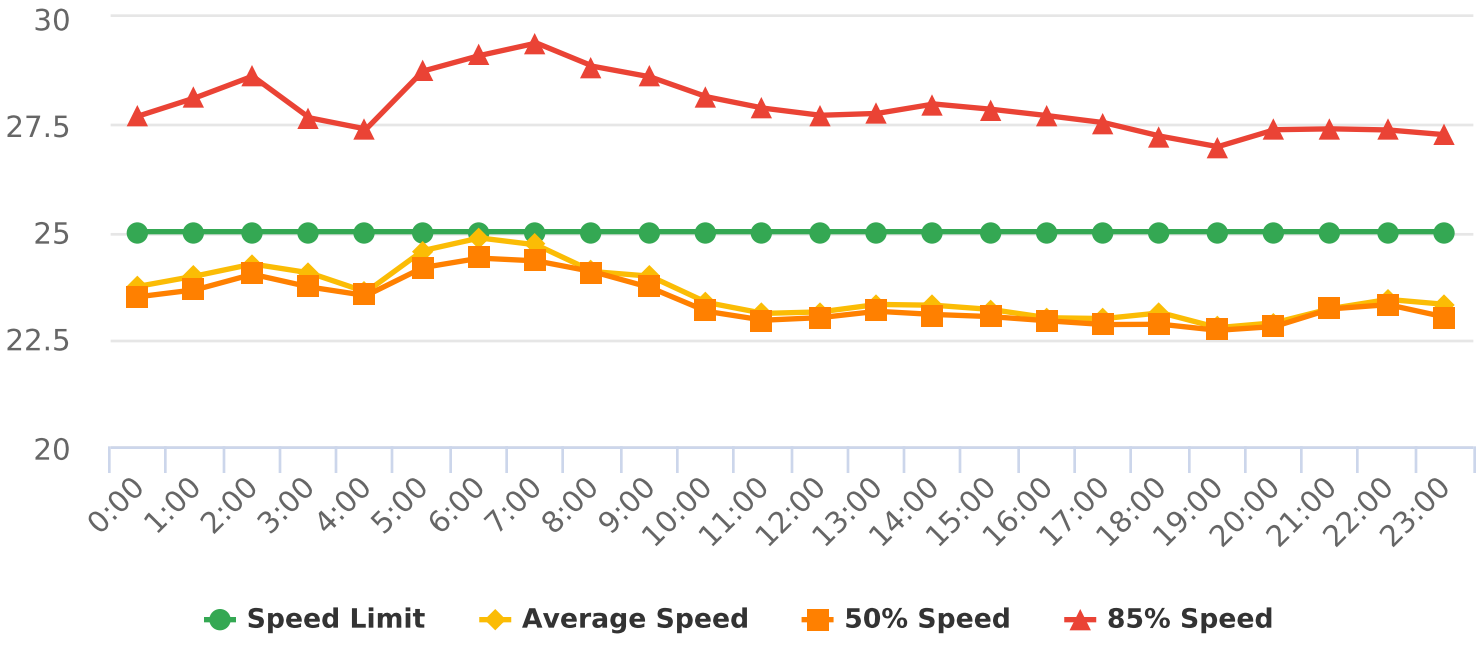
Overall Summary

Total Days of Data: 15
Speed Limit: 25
Average Speed: 23.36
50th Percentile Speed: 23.19
85th Percentile Speed: 27.86
Pace Speed Range: 19-29

Minimum Speed: 10
Maximum Speed: 54
Display Mode: Dependent Messages
Average Volume per Day: 4367.3
Total Volume: 65509







ALL TRAFFIC SOLUTIONS

Extended Speed Summary

500 E Washington St, WB

Start: 2025-10-10
End: 2025-10-24
Times: 0:00:00-23:59:59

Violation Threshold: Speed Limit + 5
Speed Range: 1 to 150

Time	Sign Mode	Speed Limit	Total # Vehicles	Total # Violator	% Violator	Avg # Vehicles	Avg # Violators	Min Speed	Max Speed	Avg Speed	50% Speed	85% Speed	Sign Effectiveness
0:00	Dependent Messages	25	957	68	7.1%	68.4	4.9	10	48	23.7	23.5	27.7	65.2%
1:00	Dependent Messages	25	593	47	7.9%	42.4	3.4	10	53	24.0	23.6	28.1	60.5%
2:00	Dependent Messages	25	365	29	7.9%	26.1	2.1	10	43	24.2	24.0	28.6	64.1%
3:00	Dependent Messages	25	316	35	11.1%	22.6	2.5	10	52	24.0	23.7	27.7	61.2%
4:00	Dependent Messages	25	272	21	7.7%	19.4	1.5	10	36	23.6	23.5	27.4	61.3%
5:00	Dependent Messages	25	680	69	10.1%	48.6	4.9	10	45	24.6	24.2	28.7	62.2%
6:00	Dependent Messages	25	1487	149	10.0%	106.2	10.6	10	49	24.9	24.4	29.1	60.2%
7:00	Dependent Messages	25	2623	285	10.9%	187.4	20.4	10	49	24.7	24.3	29.4	60.5%
8:00	Dependent Messages	25	3063	287	9.4%	218.8	20.5	10	47	24.1	24.1	28.9	63.1%
9:00	Dependent Messages	25	3642	337	9.3%	260.1	24.1	10	47	24.0	23.7	28.6	69.4%
10:00	Dependent Messages	25	3795	256	6.7%	271.1	18.3	10	49	23.4	23.1	28.1	70.7%
11:00	Dependent Messages	25	3957	237	6.0%	282.6	16.9	10	42	23.1	22.9	27.9	69.2%
12:00	Dependent Messages	25	4053	234	5.8%	311.8	18.0	10	42	23.1	23.0	27.7	69.8%
13:00	Dependent Messages	25	4102	263	6.4%	315.5	20.2	10	43	23.3	23.1	27.8	69.8%
14:00	Dependent Messages	25	4252	291	6.8%	303.7	20.8	10	44	23.3	23.1	28.0	69.4%
15:00	Dependent Messages	25	4545	283	6.2%	324.6	20.2	10	49	23.2	23.0	27.9	69.4%
16:00	Dependent Messages	25	4501	309	6.9%	321.5	22.1	10	42	23.0	22.9	27.7	68.6%
17:00	Dependent Messages	25	4581	256	5.6%	327.2	18.3	10	39	23.0	22.8	27.5	68.8%
18:00	Dependent Messages	25	4224	213	5.0%	301.7	15.2	10	42	23.1	22.8	27.2	69.8%
19:00	Dependent Messages	25	3855	155	4.0%	275.4	11.1	10	47	22.8	22.7	27.0	67.9%
20:00	Dependent Messages	25	3347	157	4.7%	239.1	11.2	10	38	22.9	22.8	27.4	68.9%
21:00	Dependent Messages	25	2660	155	5.8%	190.0	11.1	10	54	23.2	23.2	27.4	67.5%
22:00	Dependent Messages	25	2053	107	5.2%	146.6	7.6	10	45	23.4	23.3	27.4	67.5%
23:00	Dependent Messages	25	1586	96	6.1%	113.3	6.9	10	48	23.3	23.0	27.3	66.9%
Total Volumes/ Avg			65509	4339	6.6%	4724.0	312.8	10	54	23.6	23.4	27.9	66.3%
Total/Avg w/o Feedback			0	0	0	0.0	0.0	n/a	n/a	n/a	n/a	n/a	n/a
Total/Avg w/ Feedback			65509	4339	6.6%	4724.0	312.8	10	54	23.6	23.4	27.9	66.3%

ALL TRAFFIC SOLUTIONS

Extended Speed Summary

500 E Washington St, WB

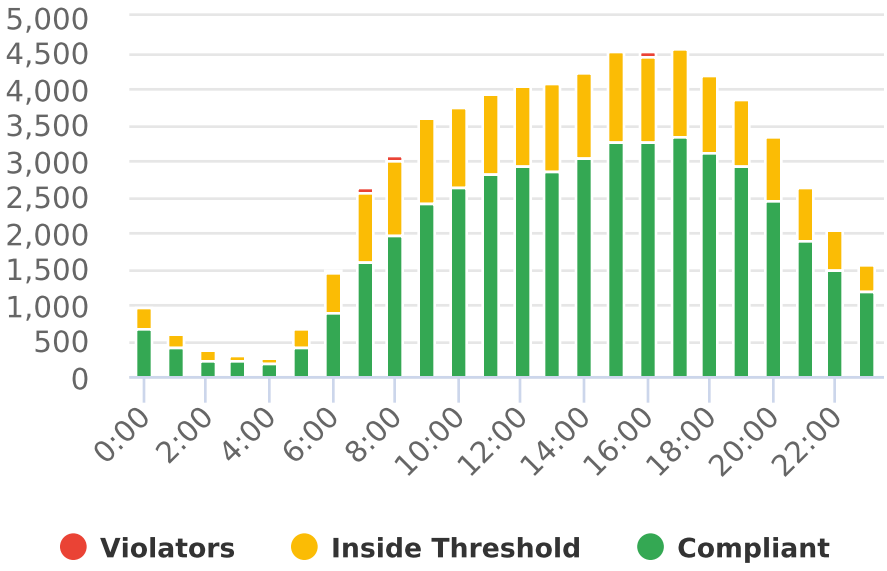
Start: 2025-10-10
End: 2025-10-24
Times: 0:00:00-23:59:59

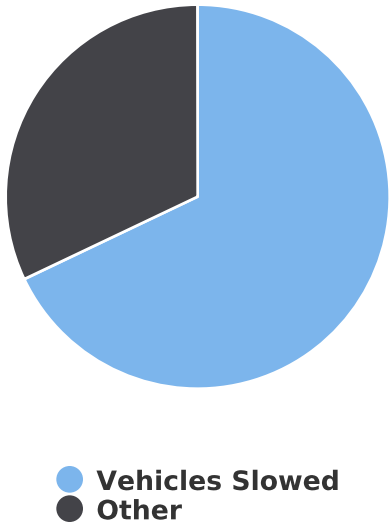
Violation Threshold: Speed Limit + 10
Speed Range: 1 to 150

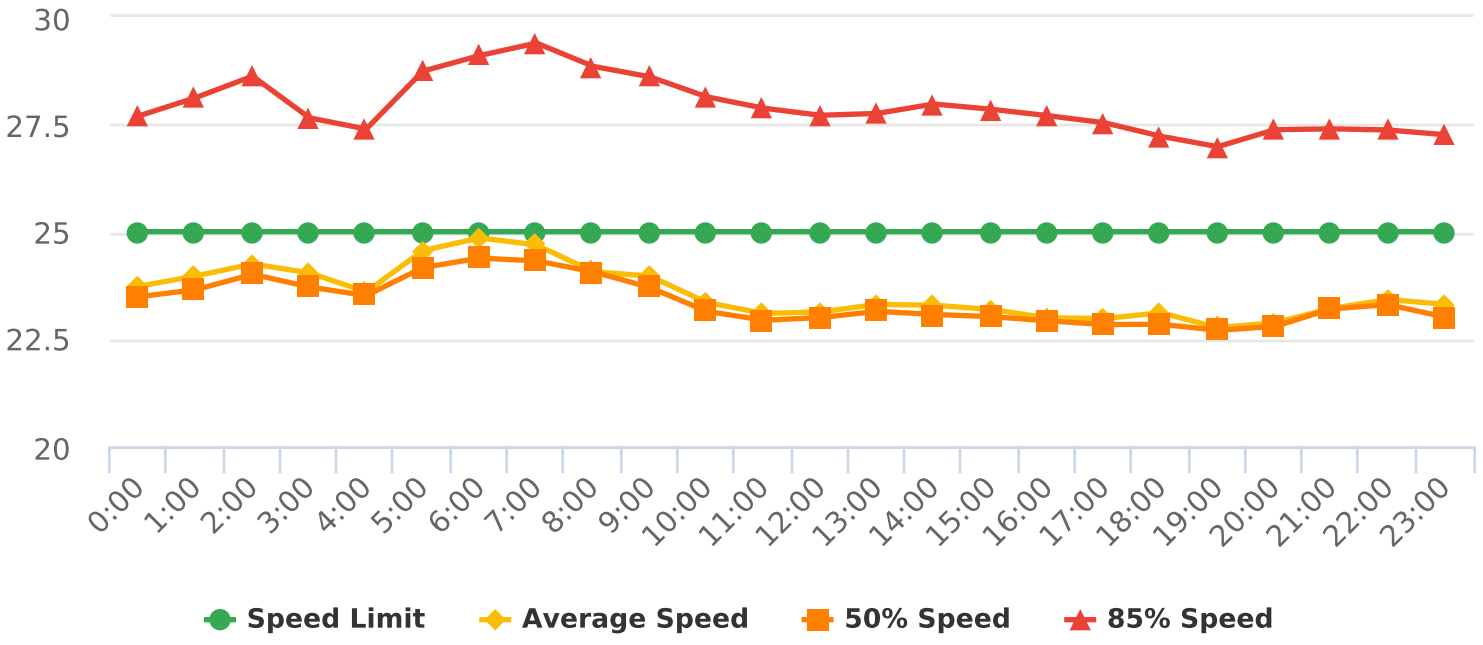
Overall Summary

Total Days of Data: 15
Speed Limit: 25
Average Speed: 23.36
50th Percentile Speed: 23.19
85th Percentile Speed: 27.86
Pace Speed Range: 19-29

Minimum Speed: 10
Maximum Speed: 54
Display Mode: Dependent Messages
Average Volume per Day: 4367.3
Total Volume: 65509







ALL TRAFFIC SOLUTIONS

Extended Speed Summary

500 E Washington St, WB

Start: 2025-10-10
End: 2025-10-24
Times: 0:00:00-23:59:59

Violation Threshold: Speed Limit + 10
Speed Range: 1 to 150

Time	Sign Mode	Speed Limit	Total # Vehicles	Total # Violator	% Violator	Avg # Vehicles	Avg # Violators	Min Speed	Max Speed	Avg Speed	50% Speed	85% Speed	Sign Effectiveness
0:00	Dependent Messages	25	957	12	1.3%	68.4	0.9	10	48	23.7	23.5	27.7	65.2%
1:00	Dependent Messages	25	593	13	2.2%	42.4	0.9	10	53	24.0	23.6	28.1	60.5%
2:00	Dependent Messages	25	365	6	1.6%	26.1	0.4	10	43	24.2	24.0	28.6	64.1%
3:00	Dependent Messages	25	316	13	4.1%	22.6	0.9	10	52	24.0	23.7	27.7	61.2%
4:00	Dependent Messages	25	272	2	0.7%	19.4	0.1	10	36	23.6	23.5	27.4	61.3%
5:00	Dependent Messages	25	680	14	2.1%	48.6	1.0	10	45	24.6	24.2	28.7	62.2%
6:00	Dependent Messages	25	1487	38	2.6%	106.2	2.7	10	49	24.9	24.4	29.1	60.2%
7:00	Dependent Messages	25	2623	62	2.4%	187.4	4.4	10	49	24.7	24.3	29.4	60.5%
8:00	Dependent Messages	25	3063	58	1.9%	218.8	4.1	10	47	24.1	24.1	28.9	63.1%
9:00	Dependent Messages	25	3642	55	1.5%	260.1	3.9	10	47	24.0	23.7	28.6	69.4%
10:00	Dependent Messages	25	3795	38	1.0%	271.1	2.7	10	49	23.4	23.1	28.1	70.7%
11:00	Dependent Messages	25	3957	36	0.9%	282.6	2.6	10	42	23.1	22.9	27.9	69.2%
12:00	Dependent Messages	25	4053	25	0.6%	311.8	1.9	10	42	23.1	23.0	27.7	69.8%
13:00	Dependent Messages	25	4102	33	0.8%	315.5	2.5	10	43	23.3	23.1	27.8	69.8%
14:00	Dependent Messages	25	4252	35	0.8%	303.7	2.5	10	44	23.3	23.1	28.0	69.4%
15:00	Dependent Messages	25	4545	36	0.8%	324.6	2.6	10	49	23.2	23.0	27.9	69.4%
16:00	Dependent Messages	25	4501	41	0.9%	321.5	2.9	10	42	23.0	22.9	27.7	68.6%
17:00	Dependent Messages	25	4581	27	0.6%	327.2	1.9	10	39	23.0	22.8	27.5	68.8%
18:00	Dependent Messages	25	4224	38	0.9%	301.7	2.7	10	42	23.1	22.8	27.2	69.8%
19:00	Dependent Messages	25	3855	18	0.5%	275.4	1.3	10	47	22.8	22.7	27.0	67.9%
20:00	Dependent Messages	25	3347	13	0.4%	239.1	0.9	10	38	22.9	22.8	27.4	68.9%
21:00	Dependent Messages	25	2660	28	1.1%	190.0	2.0	10	54	23.2	23.2	27.4	67.5%
22:00	Dependent Messages	25	2053	16	0.8%	146.6	1.1	10	45	23.4	23.3	27.4	67.5%
23:00	Dependent Messages	25	1586	22	1.4%	113.3	1.6	10	48	23.3	23.0	27.3	66.9%
Total Volumes/ Avg			65509	679	1.0%	4724.0	48.5	10	54	23.6	23.4	27.9	66.3%
Total/Avg w/o Feedback			0	0	0	0.0	0.0	n/a	n/a	n/a	n/a	n/a	n/a
Total/Avg w/ Feedback			65509	679	1.0%	4724.0	48.5	10	54	23.6	23.4	27.9	66.3%

ALL TRAFFIC SOLUTIONS

Extended Speed Summary

500 E Washington St, WB

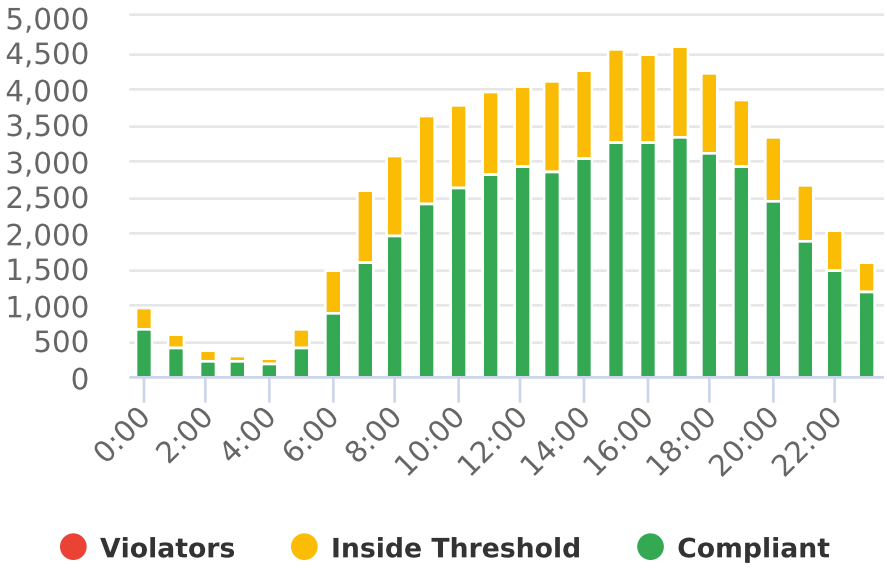
Start: 2025-10-10
End: 2025-10-24
Times: 0:00:00-23:59:59

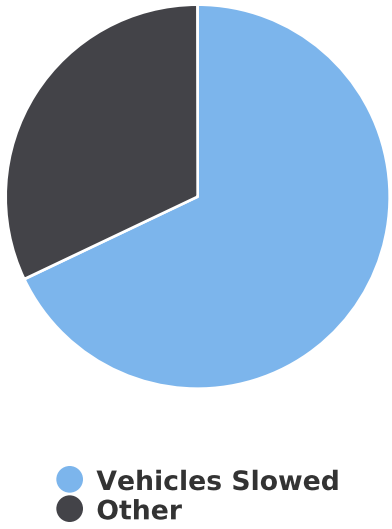
Violation Threshold: Speed Limit + 15
Speed Range: 1 to 150

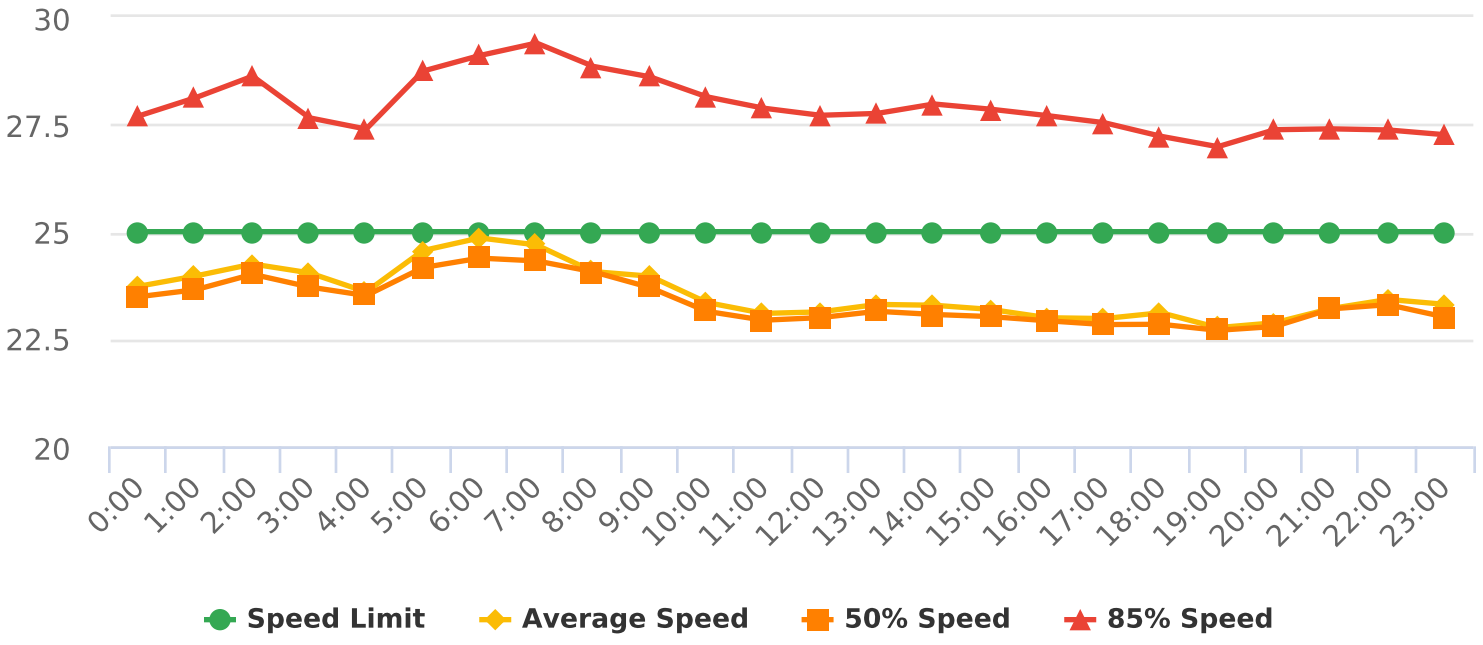
Overall Summary

Total Days of Data: 15
Speed Limit: 25
Average Speed: 23.36
50th Percentile Speed: 23.19
85th Percentile Speed: 27.86
Pace Speed Range: 19-29

Minimum Speed: 10
Maximum Speed: 54
Display Mode: Dependent Messages
Average Volume per Day: 4367.3
Total Volume: 65509







ALL TRAFFIC SOLUTIONS

Extended Speed Summary

500 E Washington St, WB

Start: 2025-10-10
End: 2025-10-24
Times: 0:00:00-23:59:59

Violation Threshold: Speed Limit + 15
Speed Range: 1 to 150

Time	Sign Mode	Speed Limit	Total # Vehicles	Total # Violator	% Violator	Avg # Vehicles	Avg # Violators	Min Speed	Max Speed	Avg Speed	50% Speed	85% Speed	Sign Effectiveness
0:00	Dependent Messages	25	957	4	0.4%	68.4	0.3	10	48	23.7	23.5	27.7	65.2%
1:00	Dependent Messages	25	593	5	0.8%	42.4	0.4	10	53	24.0	23.6	28.1	60.5%
2:00	Dependent Messages	25	365	3	0.8%	26.1	0.2	10	43	24.2	24.0	28.6	64.1%
3:00	Dependent Messages	25	316	3	0.9%	22.6	0.2	10	52	24.0	23.7	27.7	61.2%
4:00	Dependent Messages	25	272	0	0.0%	19.4	0.0	10	36	23.6	23.5	27.4	61.3%
5:00	Dependent Messages	25	680	3	0.4%	48.6	0.2	10	45	24.6	24.2	28.7	62.2%
6:00	Dependent Messages	25	1487	10	0.7%	106.2	0.7	10	49	24.9	24.4	29.1	60.2%
7:00	Dependent Messages	25	2623	12	0.5%	187.4	0.9	10	49	24.7	24.3	29.4	60.5%
8:00	Dependent Messages	25	3063	7	0.2%	218.8	0.5	10	47	24.1	24.1	28.9	63.1%
9:00	Dependent Messages	25	3642	6	0.2%	260.1	0.4	10	47	24.0	23.7	28.6	69.4%
10:00	Dependent Messages	25	3795	8	0.2%	271.1	0.6	10	49	23.4	23.1	28.1	70.7%
11:00	Dependent Messages	25	3957	2	0.1%	282.6	0.1	10	42	23.1	22.9	27.9	69.2%
12:00	Dependent Messages	25	4053	4	0.1%	311.8	0.3	10	42	23.1	23.0	27.7	69.8%
13:00	Dependent Messages	25	4102	1	0.0%	315.5	0.1	10	43	23.3	23.1	27.8	69.8%
14:00	Dependent Messages	25	4252	9	0.2%	303.7	0.6	10	44	23.3	23.1	28.0	69.4%
15:00	Dependent Messages	25	4545	6	0.1%	324.6	0.4	10	49	23.2	23.0	27.9	69.4%
16:00	Dependent Messages	25	4501	1	0.0%	321.5	0.1	10	42	23.0	22.9	27.7	68.6%
17:00	Dependent Messages	25	4581	0	0.0%	327.2	0.0	10	39	23.0	22.8	27.5	68.8%
18:00	Dependent Messages	25	4224	4	0.1%	301.7	0.3	10	42	23.1	22.8	27.2	69.8%
19:00	Dependent Messages	25	3855	2	0.1%	275.4	0.1	10	47	22.8	22.7	27.0	67.9%
20:00	Dependent Messages	25	3347	0	0.0%	239.1	0.0	10	38	22.9	22.8	27.4	68.9%
21:00	Dependent Messages	25	2660	7	0.3%	190.0	0.5	10	54	23.2	23.2	27.4	67.5%
22:00	Dependent Messages	25	2053	1	0.0%	146.6	0.1	10	45	23.4	23.3	27.4	67.5%
23:00	Dependent Messages	25	1586	5	0.3%	113.3	0.4	10	48	23.3	23.0	27.3	66.9%
Total Volumes/ Avg			65509	103	0.2%	4724.0	7.4	10	54	23.6	23.4	27.9	66.3%
Total/Avg w/o Feedback			0	0	0	0.0	0.0	n/a	n/a	n/a	n/a	n/a	n/a
Total/Avg w/ Feedback			65509	103	0.2%	4724.0	7.4	10	54	23.6	23.4	27.9	66.3%

Date	Time	Resolution	Total Volume	Max Speed	Min Speed	Mean Speed	85% Speed	Median Speed	Pace Speed
2025-10-10	14:50:00.00000	60	65	41	11	22.0	26.0	23.0	21.0
2025-10-10	15:00:00.00000	60	91	37	12	23.0	29.0	23.0	24.0
2025-10-10	15:15:00.00000	60	258	41	11	23.0	28.0	23.0	23.0
2025-10-10	16:00:00.00000	60	317	35	10	23.0	28.0	23.0	24.0
2025-10-10	17:00:00.00000	60	357	37	10	23.0	28.0	23.0	22.0
2025-10-10	18:00:00.00000	60	96	40	10	22.0	27.0	21.0	22.0
2025-10-10	18:15:00.00000	60	236	37	10	23.0	27.0	23.0	24.0
2025-10-10	19:00:00.00000	60	314	40	10	23.0	28.0	23.0	23.0
2025-10-10	20:00:00.00000	60	291	38	10	23.0	27.0	22.0	22.0
2025-10-10	21:00:00.00000	60	66	33	13	22.0	28.0	21.0	21.0
2025-10-10	21:15:00.00000	60	156	47	10	23.0	27.0	23.0	24.0
2025-10-10	22:00:00.00000	60	169	32	10	23.0	27.0	23.0	23.0
2025-10-10	23:00:00.00000	60	143	44	11	23.0	27.0	22.0	21.0
2025-10-11	00:00:00.00000	60	24	31	17	24.0	29.0	22.0	25.0
2025-10-11	00:15:00.00000	60	57	34	11	24.0	28.0	23.0	24.0
2025-10-11	01:00:00.00000	60	69	53	12	25.0	30.0	25.0	26.0
2025-10-11	02:00:00.00000	60	59	32	16	25.0	30.0	25.0	25.0
2025-10-11	03:00:00.00000	60	8	30	21	25.0	28.0	25.0	26.0
2025-10-11	03:15:00.00000	60	17	32	14	23.0	27.0	22.0	22.0
2025-10-11	03:55:00.00000	60	1	22	22	22.0	22.0	22.0	22.0
2025-10-11	04:00:00.00000	60	24	36	13	25.0	31.0	24.0	27.0
2025-10-11	05:00:00.00000	60	49	35	14	26.0	30.0	26.0	26.0
2025-10-11	06:00:00.00000	60	36	36	16	25.0	30.0	25.0	25.0
2025-10-11	06:25:00.00000	60	91	44	10	26.0	30.0	25.0	25.0

2025-10-11	07:00:00.0 600000	213	43	15	27.0	33.0	26.0	25.0
2025-10-11	08:00:00.0 600000	268	47	11	25.0	29.0	24.0	24.0
2025-10-11	09:00:00.0 600000	118	42	10	24.0	29.0	24.0	24.0
2025-10-11	09:25:00.0 600000	174	35	10	23.0	28.0	23.0	24.0
2025-10-11	10:00:00.0 600000	312	42	10	23.0	28.0	23.0	23.0
2025-10-11	11:00:00.0 600000	329	42	10	22.0	27.0	22.0	23.0
2025-10-11	12:00:00.0 600000	120	34	14	23.0	27.0	23.0	22.0
2025-10-11	12:25:00.0 600000	159	37	12	23.0	27.0	23.0	23.0
2025-10-11	13:00:00.0 600000	312	40	10	23.0	28.0	23.0	23.0
2025-10-11	14:00:00.0 600000	331	44	10	24.0	29.0	23.0	22.0
2025-10-11	15:00:00.0 600000	140	36	12	24.0	28.0	24.0	25.0
2025-10-11	15:25:00.0 600000	157	49	10	25.0	29.0	24.0	25.0
2025-10-11	16:00:00.0 600000	320	42	10	23.0	28.0	23.0	23.0
2025-10-11	17:00:00.0 600000	297	39	10	24.0	29.0	23.0	24.0
2025-10-11	18:00:00.0 600000	111	33	12	23.0	27.0	22.0	22.0
2025-10-11	18:25:00.0 600000	176	41	11	23.0	27.0	23.0	22.0
2025-10-11	19:00:00.0 600000	276	47	10	22.0	27.0	22.0	23.0
2025-10-11	20:00:00.0 600000	265	36	12	23.0	27.0	23.0	23.0
2025-10-11	21:00:00.0 600000	109	35	11	22.0	26.0	23.0	22.0
2025-10-11	21:25:00.0 600000	129	38	10	23.0	27.0	23.0	23.0
2025-10-11	22:00:00.0 600000	218	40	12	24.0	28.0	23.0	24.0
2025-10-11	23:00:00.0 600000	213	37	10	24.0	28.0	23.0	24.0
2025-10-12	00:00:00.0 600000	59	34	10	23.0	27.0	22.0	22.0
2025-10-12	00:25:00.0 600000	85	48	10	23.0	28.0	23.0	23.0
2025-10-12	01:00:00.0 600000	75	41	10	23.0	27.0	23.0	22.0

2025-10-12	02:00:00.0 600000	57	43	10	25.0	29.0	24.0	24.0
2025-10-12	03:00:00.0 600000	17	32	10	20.0	24.0	20.0	24.0
2025-10-12	03:25:00.0 600000	13	27	10	19.0	23.0	21.0	24.0
2025-10-12	03:55:00.0 600000	4	25	10	18.0	20.0	17.0	20.0
2025-10-12	04:00:00.0 600000	33	35	11	23.0	27.0	24.0	24.0
2025-10-12	05:00:00.0 600000	40	38	10	23.0	27.0	23.0	24.0
2025-10-12	06:00:00.0 600000	23	37	16	23.0	28.0	23.0	22.0
2025-10-12	06:25:00.0 600000	59	38	10	25.0	30.0	24.0	26.0
2025-10-12	07:00:00.0 600000	119	39	10	25.0	29.0	24.0	26.0
2025-10-12	08:00:00.0 600000	200	40	10	24.0	30.0	24.0	24.0
2025-10-12	09:00:00.0 600000	90	46	17	25.0	29.0	24.0	24.0
2025-10-12	09:25:00.0 600000	154	47	10	25.0	29.0	24.0	24.0
2025-10-12	10:00:00.0 600000	266	43	10	24.0	29.0	24.0	24.0
2025-10-12	11:00:00.0 600000	252	36	10	24.0	29.0	24.0	24.0
2025-10-12	12:00:00.0 600000	126	34	11	23.0	29.0	23.0	25.0
2025-10-12	12:25:00.0 600000	168	36	10	24.0	28.0	23.0	23.0
2025-10-12	13:00:00.0 600000	290	37	10	23.0	28.0	23.0	24.0
2025-10-12	14:00:00.0 600000	297	41	10	24.0	28.0	24.0	24.0
2025-10-12	15:00:00.0 600000	117	39	10	24.0	28.0	24.0	24.0
2025-10-12	15:25:00.0 600000	182	42	12	25.0	29.0	24.0	24.0
2025-10-12	16:00:00.0 600000	307	39	10	24.0	29.0	24.0	24.0
2025-10-12	17:00:00.0 600000	291	38	10	24.0	29.0	24.0	24.0
2025-10-12	18:00:00.0 600000	116	36	10	23.0	27.0	23.0	22.0
2025-10-12	18:25:00.0 600000	164	39	10	24.0	28.0	23.0	24.0
2025-10-12	19:00:00.0 600000	258	39	10	23.0	28.0	23.0	24.0

2025-10-12	20:00:00.0 600000	190	37	10	23.0	28.0	23.0	23.0
2025-10-12	21:00:00.0 600000	73	37	12	24.0	28.0	24.0	23.0
2025-10-12	21:25:00.0 600000	81	40	11	24.0	29.0	24.0	23.0
2025-10-12	22:00:00.0 600000	115	33	14	23.0	27.0	23.0	22.0
2025-10-12	23:00:00.0 600000	89	37	10	23.0	28.0	23.0	24.0
2025-10-13	00:00:00.0 600000	35	35	12	22.0	26.0	22.0	22.0
2025-10-13	00:25:00.0 600000	40	44	15	23.0	27.0	23.0	21.0
2025-10-13	01:00:00.0 600000	30	30	11	23.0	26.0	23.0	24.0
2025-10-13	02:00:00.0 600000	24	34	11	24.0	28.0	25.0	25.0
2025-10-13	03:00:00.0 600000	11	35	16	24.0	28.0	23.0	22.0
2025-10-13	03:25:00.0 600000	14	31	19	24.0	26.0	24.0	24.0
2025-10-13	03:55:00.0 600000	2	21	20	21.0	21.0	20.0	21.0
2025-10-13	04:00:00.0 600000	12	30	15	23.0	28.0	22.0	26.0
2025-10-13	05:00:00.0 600000	49	33	15	24.0	28.0	24.0	24.0
2025-10-13	06:00:00.0 600000	35	32	19	24.0	27.0	24.0	25.0
2025-10-13	06:25:00.0 600000	71	36	17	25.0	29.0	24.0	25.0
2025-10-13	07:00:00.0 600000	168	47	11	25.0	29.0	24.0	24.0
2025-10-13	08:00:00.0 600000	196	37	15	25.0	29.0	25.0	25.0
2025-10-13	09:00:00.0 600000	88	38	11	24.0	29.0	24.0	24.0
2025-10-13	09:25:00.0 600000	130	35	10	24.0	29.0	24.0	24.0
2025-10-13	10:00:00.0 600000	259	34	10	23.0	27.0	23.0	24.0
2025-10-13	11:00:00.0 600000	297	35	10	23.0	28.0	23.0	24.0
2025-10-13	12:00:00.0 600000	135	35	11	24.0	28.0	24.0	25.0
2025-10-13	12:25:00.0 600000	171	37	11	24.0	29.0	23.0	25.0
2025-10-13	13:00:00.0 600000	316	40	11	23.0	28.0	23.0	24.0

2025-10-13	14:00:00.0 60 0000	311	42	10	23.0	27.0	23.0	23.0
2025-10-13	15:00:00.0 60 0000	114	34	16	24.0	28.0	23.0	24.0
2025-10-13	15:25:00.0 60 0000	169	35	12	23.0	28.0	23.0	24.0
2025-10-13	16:00:00.0 60 0000	322	39	10	23.0	27.0	23.0	24.0
2025-10-13	17:00:00.0 60 0000	320	35	10	23.0	27.0	23.0	22.0
2025-10-13	18:00:00.0 60 0000	129	32	11	23.0	26.0	23.0	24.0
2025-10-13	18:25:00.0 60 0000	163	37	11	23.0	28.0	23.0	23.0
2025-10-13	19:00:00.0 60 0000	210	38	10	23.0	27.0	23.0	23.0
2025-10-13	20:00:00.0 60 0000	202	38	10	23.0	28.0	23.0	23.0
2025-10-13	21:00:00.0 60 0000	71	36	11	24.0	28.0	24.0	25.0
2025-10-13	21:25:00.0 60 0000	81	35	10	23.0	28.0	23.0	24.0
2025-10-13	22:00:00.0 60 0000	111	45	11	24.0	28.0	24.0	24.0
2025-10-13	23:00:00.0 60 0000	85	45	10	24.0	29.0	24.0	25.0
2025-10-14	00:00:00.0 60 0000	15	33	16	24.0	28.0	24.0	24.0
2025-10-14	00:25:00.0 60 0000	32	31	16	24.0	28.0	24.0	24.0
2025-10-14	01:00:00.0 60 0000	42	36	11	24.0	29.0	24.0	24.0
2025-10-14	02:00:00.0 60 0000	29	31	15	24.0	29.0	23.0	26.0
2025-10-14	03:00:00.0 60 0000	8	27	11	22.0	26.0	22.0	23.0
2025-10-14	03:25:00.0 60 0000	7	52	15	29.0	36.0	30.0	27.0
2025-10-14	03:55:00.0 60 0000	5	37	20	29.0	34.0	29.0	30.0
2025-10-14	04:00:00.0 60 0000	20	34	18	25.0	27.0	24.0	23.0
2025-10-14	05:00:00.0 60 0000	55	32	18	25.0	28.0	24.0	24.0
2025-10-14	06:00:00.0 60 0000	56	39	16	26.0	31.0	25.0	25.0
2025-10-14	06:25:00.0 60 0000	75	42	12	25.0	30.0	23.0	25.0
2025-10-14	07:00:00.0 60 0000	214	38	11	24.0	29.0	24.0	24.0

2025-10-14	08:00:00.0 600000	278	43	10	23.0	29.0	23.0	24.0
2025-10-14	09:00:00.0 600000	109	36	10	23.0	28.0	24.0	24.0
2025-10-14	09:25:00.0 600000	153	35	10	24.0	28.0	24.0	23.0
2025-10-14	10:00:00.0 600000	267	38	10	24.0	29.0	24.0	24.0
2025-10-14	11:00:00.0 600000	304	37	10	23.0	28.0	23.0	24.0
2025-10-14	12:00:00.0 600000	135	35	10	23.0	28.0	23.0	22.0
2025-10-14	12:25:00.0 600000	174	34	10	22.0	27.0	23.0	23.0
2025-10-14	13:00:00.0 600000	276	39	10	24.0	28.0	24.0	24.0
2025-10-14	14:00:00.0 600000	317	39	10	23.0	28.0	23.0	24.0
2025-10-14	15:00:00.0 600000	164	34	11	23.0	28.0	23.0	20.0
2025-10-14	15:25:00.0 600000	192	38	10	23.0	28.0	23.0	24.0
2025-10-14	16:00:00.0 600000	315	36	10	23.0	27.0	23.0	22.0
2025-10-14	17:00:00.0 600000	334	36	10	23.0	27.0	23.0	24.0
2025-10-14	18:00:00.0 600000	131	36	11	23.0	27.0	22.0	22.0
2025-10-14	18:25:00.0 600000	166	37	13	23.0	27.0	22.0	23.0
2025-10-14	19:00:00.0 600000	270	40	10	23.0	26.0	23.0	23.0
2025-10-14	20:00:00.0 600000	241	36	10	23.0	28.0	23.0	23.0
2025-10-14	21:00:00.0 600000	78	42	11	24.0	28.0	24.0	24.0
2025-10-14	21:25:00.0 600000	100	33	11	23.0	27.0	23.0	23.0
2025-10-14	22:00:00.0 600000	117	38	10	23.0	27.0	23.0	24.0
2025-10-14	23:00:00.0 600000	73	36	10	23.0	28.0	23.0	25.0
2025-10-15	00:00:00.0 600000	23	33	12	24.0	29.0	24.0	26.0
2025-10-15	00:25:00.0 600000	21	32	14	24.0	26.0	24.0	26.0
2025-10-15	01:00:00.0 600000	22	33	17	22.0	25.0	22.0	22.0
2025-10-15	02:00:00.0 600000	14	28	12	23.0	28.0	22.0	23.0

2025-10-15	03:00:00.0 600000	11	28	20	24.0	26.0	24.0	24.0
2025-10-15	03:25:00.0 600000	11	42	12	25.0	30.0	24.0	24.0
2025-10-15	03:55:00.0 600000	1	20	20	20.0	20.0	20.0	20.0
2025-10-15	04:00:00.0 600000	25	27	16	23.0	26.0	24.0	23.0
2025-10-15	05:00:00.0 600000	70	45	11	25.0	31.0	24.0	26.0
2025-10-15	06:00:00.0 600000	55	37	10	24.0	29.0	24.0	25.0
2025-10-15	06:25:00.0 600000	75	45	10	25.0	30.0	25.0	26.0
2025-10-15	07:00:00.0 600000	227	43	11	25.0	29.0	24.0	24.0
2025-10-15	08:00:00.0 600000	247	39	10	24.0	29.0	24.0	24.0
2025-10-15	09:00:00.0 600000	110	40	10	23.0	28.0	23.0	24.0
2025-10-15	09:25:00.0 600000	169	39	11	23.0	28.0	23.0	22.0
2025-10-15	10:00:00.0 600000	278	39	10	23.0	29.0	23.0	24.0
2025-10-15	11:00:00.0 600000	310	38	10	23.0	28.0	23.0	22.0
2025-10-15	12:00:00.0 600000	114	41	14	24.0	27.0	23.0	23.0
2025-10-15	12:25:00.0 600000	182	35	11	24.0	28.0	23.0	24.0
2025-10-15	13:00:00.0 600000	310	36	10	24.0	29.0	23.0	24.0
2025-10-15	14:00:00.0 600000	340	44	10	23.0	28.0	23.0	22.0
2025-10-15	15:00:00.0 600000	141	34	12	23.0	29.0	23.0	24.0
2025-10-15	15:25:00.0 600000	185	36	10	23.0	28.0	23.0	24.0
2025-10-15	16:00:00.0 600000	308	38	10	22.0	27.0	22.0	22.0
2025-10-15	17:00:00.0 600000	335	38	10	22.0	27.0	22.0	24.0
2025-10-15	18:00:00.0 600000	134	42	10	24.0	29.0	24.0	24.0
2025-10-15	18:25:00.0 600000	189	37	10	23.0	27.0	23.0	22.0
2025-10-15	19:00:00.0 600000	270	36	12	23.0	27.0	23.0	22.0
2025-10-15	20:00:00.0 600000	238	38	10	22.0	26.0	22.0	23.0

2025-10-15	21:00:00.0 600000	81	34	11	24.0	29.0	23.0	24.0
2025-10-15	21:25:00.0 600000	92	34	14	23.0	27.0	23.0	24.0
2025-10-15	22:00:00.0 600000	138	38	10	23.0	26.0	23.0	23.0
2025-10-15	23:00:00.0 600000	84	31	11	23.0	26.0	23.0	22.0
2025-10-16	00:00:00.0 600000	28	35	13	24.0	30.0	23.0	24.0
2025-10-16	00:25:00.0 600000	30	41	17	26.0	29.0	26.0	27.0
2025-10-16	01:00:00.0 600000	27	33	10	24.0	28.0	24.0	23.0
2025-10-16	02:00:00.0 600000	30	35	12	26.0	29.0	26.0	27.0
2025-10-16	03:00:00.0 600000	9	38	22	29.0	37.0	26.0	26.0
2025-10-16	03:25:00.0 600000	4	32	19	25.0	25.0	23.0	24.0
2025-10-16	03:55:00.0 600000	0	0	0	0.0	0.0	0.0	0.0
2025-10-16	04:00:00.0 600000	27	36	11	25.0	29.0	25.0	25.0
2025-10-16	05:00:00.0 600000	55	43	12	26.0	30.0	24.0	27.0
2025-10-16	06:00:00.0 600000	44	41	14	25.0	29.0	24.0	25.0
2025-10-16	06:25:00.0 600000	89	35	19	26.0	30.0	26.0	26.0
2025-10-16	07:00:00.0 600000	221	38	11	25.0	30.0	25.0	25.0
2025-10-16	08:00:00.0 600000	261	38	10	25.0	30.0	24.0	25.0
2025-10-16	09:00:00.0 600000	112	34	10	24.0	28.0	23.0	26.0
2025-10-16	09:25:00.0 600000	145	38	10	25.0	30.0	24.0	25.0
2025-10-16	10:00:00.0 600000	263	40	11	23.0	28.0	23.0	24.0
2025-10-16	11:00:00.0 600000	318	39	10	23.0	28.0	23.0	24.0
2025-10-16	12:00:00.0 600000	120	38	10	22.0	27.0	22.0	22.0
2025-10-16	12:25:00.0 600000	201	38	10	22.0	28.0	22.0	24.0
2025-10-16	13:00:00.0 600000	341	38	10	23.0	27.0	23.0	24.0
2025-10-16	14:00:00.0 600000	305	36	10	23.0	28.0	23.0	24.0

2025-10-16	15:00:00.0 600000	139	34	10	23.0	27.0	23.0	24.0
2025-10-16	15:25:00.0 600000	201	37	10	23.0	27.0	23.0	24.0
2025-10-16	16:00:00.0 600000	313	38	10	22.0	27.0	23.0	22.0
2025-10-16	17:00:00.0 600000	341	36	10	23.0	27.0	22.0	23.0
2025-10-16	18:00:00.0 600000	129	38	10	23.0	27.0	23.0	23.0
2025-10-16	18:25:00.0 600000	190	40	10	23.0	28.0	23.0	23.0
2025-10-16	19:00:00.0 600000	299	36	11	23.0	27.0	23.0	24.0
2025-10-16	20:00:00.0 600000	252	35	10	23.0	28.0	23.0	24.0
2025-10-16	21:00:00.0 600000	98	33	15	23.0	28.0	23.0	23.0
2025-10-16	21:25:00.0 600000	109	36	10	23.0	28.0	24.0	23.0
2025-10-16	22:00:00.0 600000	156	40	10	24.0	27.0	24.0	25.0
2025-10-16	23:00:00.0 600000	114	37	13	24.0	28.0	23.0	25.0
2025-10-17	00:00:00.0 600000	42	39	15	26.0	28.0	25.0	25.0
2025-10-17	00:25:00.0 600000	17	29	14	23.0	26.0	24.0	23.0
2025-10-17	01:00:00.0 600000	39	43	10	25.0	32.0	23.0	24.0
2025-10-17	02:00:00.0 600000	23	30	11	24.0	28.0	24.0	26.0
2025-10-17	03:00:00.0 600000	7	27	19	22.0	24.0	22.0	23.0
2025-10-17	03:25:00.0 600000	20	30	13	22.0	26.0	23.0	22.0
2025-10-17	03:55:00.0 600000	1	25	25	25.0	25.0	25.0	25.0
2025-10-17	04:00:00.0 600000	24	32	10	22.0	26.0	23.0	23.0
2025-10-17	05:00:00.0 600000	67	36	11	24.0	28.0	24.0	25.0
2025-10-17	06:00:00.0 600000	66	45	10	26.0	31.0	25.0	25.0
2025-10-17	06:25:00.0 600000	71	38	14	25.0	28.0	25.0	24.0
2025-10-17	07:00:00.0 600000	248	42	11	25.0	30.0	25.0	24.0
2025-10-17	08:00:00.0 600000	277	43	10	24.0	29.0	25.0	26.0

2025-10-17	09:00:00.0 600000	95	35	14	24.0	28.0	23.0	23.0
2025-10-17	09:25:00.0 600000	176	41	10	24.0	29.0	24.0	23.0
2025-10-17	10:00:00.0 600000	287	37	10	24.0	28.0	23.0	24.0
2025-10-17	11:00:00.0 600000	330	38	10	23.0	28.0	23.0	23.0
2025-10-17	12:00:00.0 600000	151	35	10	23.0	28.0	23.0	23.0
2025-10-17	12:25:00.0 600000	196	37	10	23.0	27.0	23.0	23.0
2025-10-17	13:00:00.0 600000	347	43	10	24.0	28.0	23.0	24.0
2025-10-17	14:00:00.0 600000	331	43	11	23.0	28.0	22.0	22.0
2025-10-17	15:00:00.0 600000	153	35	10	23.0	28.0	23.0	24.0
2025-10-17	15:25:00.0 600000	203	37	10	23.0	28.0	23.0	24.0
2025-10-17	16:00:00.0 600000	336	40	10	23.0	28.0	22.0	23.0
2025-10-17	17:00:00.0 600000	349	35	10	22.0	27.0	22.0	22.0
2025-10-17	18:00:00.0 600000	140	38	10	22.0	26.0	22.0	22.0
2025-10-17	18:25:00.0 600000	187	36	10	23.0	27.0	23.0	22.0
2025-10-17	19:00:00.0 600000	330	37	10	23.0	27.0	23.0	24.0
2025-10-17	20:00:00.0 600000	277	37	11	23.0	27.0	23.0	23.0
2025-10-17	21:00:00.0 600000	104	39	12	24.0	27.0	24.0	24.0
2025-10-17	21:25:00.0 600000	110	54	12	24.0	28.0	23.0	24.0
2025-10-17	22:00:00.0 600000	203	35	10	23.0	28.0	24.0	24.0
2025-10-17	23:00:00.0 600000	196	40	10	23.0	27.0	23.0	23.0
2025-10-18	00:00:00.0 600000	60	36	10	24.0	30.0	24.0	27.0
2025-10-18	00:25:00.0 600000	56	32	11	24.0	28.0	24.0	25.0
2025-10-18	01:00:00.0 600000	60	38	10	24.0	27.0	23.0	22.0
2025-10-18	02:00:00.0 600000	27	33	13	24.0	28.0	24.0	25.0
2025-10-18	03:00:00.0 600000	9	38	14	24.0	29.0	23.0	25.0

2025-10-18	03:25:00.0 600000	11	26	15	22.0	25.0	23.0	23.0
2025-10-18	03:55:00.0 600000	0	0	0	0.0	0.0	0.0	0.0
2025-10-18	04:00:00.0 600000	15	31	18	23.0	26.0	22.0	23.0
2025-10-18	05:00:00.0 600000	47	40	10	25.0	29.0	24.0	26.0
2025-10-18	06:00:00.0 600000	36	36	16	24.0	27.0	23.0	25.0
2025-10-18	06:25:00.0 600000	77	45	11	25.0	30.0	25.0	25.0
2025-10-18	07:00:00.0 600000	171	38	10	24.0	28.0	23.0	23.0
2025-10-18	08:00:00.0 600000	228	40	11	25.0	29.0	25.0	24.0
2025-10-18	09:00:00.0 600000	116	37	12	24.0	28.0	24.0	26.0
2025-10-18	09:25:00.0 600000	159	36	10	24.0	28.0	23.0	24.0
2025-10-18	10:00:00.0 600000	294	35	10	23.0	27.0	23.0	23.0
2025-10-18	11:00:00.0 600000	319	41	10	23.0	28.0	23.0	23.0
2025-10-18	12:00:00.0 600000	142	33	10	23.0	27.0	23.0	24.0
2025-10-18	12:25:00.0 600000	171	34	10	23.0	28.0	23.0	24.0
2025-10-18	13:00:00.0 600000	319	37	10	23.0	27.0	23.0	22.0
2025-10-18	14:00:00.0 600000	330	39	10	23.0	28.0	23.0	24.0
2025-10-18	15:00:00.0 600000	154	37	10	22.0	28.0	22.0	22.0
2025-10-18	15:25:00.0 600000	183	41	10	23.0	27.0	23.0	23.0
2025-10-18	16:00:00.0 600000	327	40	10	24.0	29.0	24.0	24.0
2025-10-18	17:00:00.0 600000	310	36	10	24.0	29.0	24.0	24.0
2025-10-18	18:00:00.0 600000	122	37	10	23.0	27.0	23.0	21.0
2025-10-18	18:25:00.0 600000	169	34	11	23.0	28.0	23.0	24.0
2025-10-18	19:00:00.0 600000	275	33	10	22.0	26.0	22.0	22.0
2025-10-18	20:00:00.0 600000	283	34	10	23.0	28.0	23.0	24.0
2025-10-18	21:00:00.0 600000	93	44	12	24.0	28.0	24.0	24.0

2025-10-18	21:25:00.0 60 0000	137	40	11	23.0	27.0	22.0	24.0
2025-10-18	22:00:00.0 60 0000	209	36	10	23.0	27.0	23.0	23.0
2025-10-18	23:00:00.0 60 0000	164	36	11	23.0	26.0	23.0	23.0
2025-10-19	00:00:00.0 60 0000	40	36	12	23.0	25.0	22.0	23.0
2025-10-19	00:25:00.0 60 0000	40	34	13	22.0	26.0	23.0	23.0
2025-10-19	01:00:00.0 60 0000	69	35	14	24.0	29.0	24.0	25.0
2025-10-19	02:00:00.0 60 0000	29	35	10	22.0	29.0	22.0	22.0
2025-10-19	03:00:00.0 60 0000	8	27	20	24.0	26.0	24.0	24.0
2025-10-19	03:25:00.0 60 0000	27	38	11	25.0	28.0	25.0	25.0
2025-10-19	03:55:00.0 60 0000	6	43	29	36.0	39.0	34.0	34.0
2025-10-19	04:00:00.0 60 0000	8	29	19	23.0	26.0	24.0	24.0
2025-10-19	05:00:00.0 60 0000	44	33	10	23.0	28.0	22.0	25.0
2025-10-19	06:00:00.0 60 0000	16	29	11	22.0	27.0	22.0	24.0
2025-10-19	06:25:00.0 60 0000	69	34	10	23.0	27.0	23.0	24.0
2025-10-19	07:00:00.0 60 0000	144	49	11	24.0	29.0	23.0	24.0
2025-10-19	08:00:00.0 60 0000	197	38	10	24.0	29.0	24.0	25.0
2025-10-19	09:00:00.0 60 0000	107	37	14	25.0	30.0	25.0	26.0
2025-10-19	09:25:00.0 60 0000	135	35	13	24.0	28.0	23.0	25.0
2025-10-19	10:00:00.0 60 0000	279	38	10	24.0	29.0	23.0	24.0
2025-10-19	11:00:00.0 60 0000	264	38	10	23.0	27.0	23.0	24.0
2025-10-19	12:00:00.0 60 0000	132	33	10	22.0	27.0	22.0	24.0
2025-10-19	12:25:00.0 60 0000	187	42	11	24.0	29.0	24.0	25.0
2025-10-19	13:00:00.0 60 0000	320	38	10	24.0	28.0	24.0	24.0
2025-10-19	14:00:00.0 60 0000	318	38	10	24.0	28.0	23.0	24.0
2025-10-19	15:00:00.0 60 0000	127	41	15	25.0	30.0	24.0	25.0

2025-10-19	15:25:00.0 600000	178	38	10	24.0	29.0	23.0	24.0
2025-10-19	16:00:00.0 600000	295	40	11	24.0	29.0	23.0	24.0
2025-10-19	17:00:00.0 600000	311	38	10	23.0	28.0	23.0	24.0
2025-10-19	18:00:00.0 600000	127	35	11	23.0	27.0	23.0	23.0
2025-10-19	18:25:00.0 600000	156	37	10	24.0	28.0	24.0	25.0
2025-10-19	19:00:00.0 600000	254	35	10	23.0	27.0	23.0	24.0
2025-10-19	20:00:00.0 600000	204	36	10	24.0	29.0	24.0	24.0
2025-10-19	21:00:00.0 600000	67	32	11	23.0	27.0	24.0	22.0
2025-10-19	21:25:00.0 600000	89	42	11	24.0	27.0	24.0	24.0
2025-10-19	22:00:00.0 600000	110	34	13	23.0	27.0	23.0	25.0
2025-10-19	23:00:00.0 600000	77	37	11	23.0	26.0	23.0	23.0
2025-10-20	00:00:00.0 600000	28	29	13	24.0	27.0	23.0	24.0
2025-10-20	00:25:00.0 600000	27	31	11	22.0	25.0	23.0	23.0
2025-10-20	01:00:00.0 600000	37	37	10	23.0	27.0	24.0	23.0
2025-10-20	02:00:00.0 600000	18	29	11	23.0	26.0	23.0	25.0
2025-10-20	03:00:00.0 600000	4	36	22	28.0	31.0	24.0	27.0
2025-10-20	03:25:00.0 600000	10	28	19	24.0	26.0	24.0	24.0
2025-10-20	03:55:00.0 600000	3	26	20	24.0	26.0	25.0	23.0
2025-10-20	04:00:00.0 600000	15	29	13	21.0	27.0	20.0	23.0
2025-10-20	05:00:00.0 600000	72	39	10	24.0	29.0	24.0	26.0
2025-10-20	06:00:00.0 600000	50	41	16	25.0	29.0	24.0	25.0
2025-10-20	06:25:00.0 600000	67	35	11	24.0	28.0	24.0	23.0
2025-10-20	07:00:00.0 600000	225	43	11	24.0	29.0	24.0	24.0
2025-10-20	08:00:00.0 600000	239	38	10	23.0	28.0	24.0	24.0
2025-10-20	09:00:00.0 600000	104	37	13	24.0	28.0	23.0	25.0

2025-10-20	09:25:00.0 60 0000	137	35	10	24.0	29.0	24.0	25.0
2025-10-20	10:00:00.0 60 0000	277	37	11	24.0	29.0	24.0	24.0
2025-10-20	11:00:00.0 60 0000	320	37	10	24.0	29.0	23.0	24.0
2025-10-20	12:00:00.0 60 0000	123	33	10	24.0	29.0	24.0	24.0
2025-10-20	12:25:00.0 60 0000	153	33	15	23.0	27.0	23.0	23.0
2025-10-20	13:00:00.0 60 0000	305	40	10	23.0	28.0	23.0	24.0
2025-10-20	14:00:00.0 60 0000	316	43	10	23.0	28.0	23.0	23.0
2025-10-20	15:00:00.0 60 0000	125	32	11	22.0	26.0	22.0	22.0
2025-10-20	15:25:00.0 60 0000	185	33	10	22.0	26.0	22.0	22.0
2025-10-20	16:00:00.0 60 0000	332	37	10	23.0	28.0	23.0	23.0
2025-10-20	17:00:00.0 60 0000	323	35	10	22.0	27.0	22.0	22.0
2025-10-20	18:00:00.0 60 0000	133	35	12	24.0	27.0	24.0	25.0
2025-10-20	18:25:00.0 60 0000	157	34	10	23.0	27.0	23.0	22.0
2025-10-20	19:00:00.0 60 0000	240	35	10	23.0	27.0	22.0	22.0
2025-10-20	20:00:00.0 60 0000	186	37	10	23.0	27.0	23.0	22.0
2025-10-20	21:00:00.0 60 0000	87	38	10	23.0	28.0	24.0	23.0
2025-10-20	21:25:00.0 60 0000	80	35	10	24.0	28.0	24.0	25.0
2025-10-20	22:00:00.0 60 0000	109	39	10	24.0	29.0	23.0	24.0
2025-10-20	23:00:00.0 60 0000	76	35	10	24.0	28.0	24.0	24.0
2025-10-21	00:00:00.0 60 0000	21	31	17	24.0	29.0	23.0	26.0
2025-10-21	00:25:00.0 60 0000	15	29	17	23.0	27.0	22.0	23.0
2025-10-21	01:00:00.0 60 0000	26	30	14	24.0	27.0	24.0	22.0
2025-10-21	02:00:00.0 60 0000	4	25	11	20.0	24.0	21.0	23.0
2025-10-21	03:00:00.0 60 0000	0	0	0	0.0	0.0	0.0	0.0
2025-10-21	03:25:00.0 60 0000	1	16	16	16.0	16.0	16.0	16.0

2025-10-21	03:55:00.0 600000	0	0	0	0.0	0.0	0.0	0.0
2025-10-21	04:00:00.0 600000	4	20	14	17.0	18.0	17.0	17.0
2025-10-21	05:00:00.0 600000	1	16	16	16.0	16.0	16.0	16.0
2025-10-21	06:00:00.0 600000	1	13	13	13.0	13.0	13.0	13.0
2025-10-21	06:25:00.0 600000	8	26	13	20.0	24.0	22.0	20.0
2025-10-21	07:00:00.0 600000	67	33	12	23.0	29.0	24.0	23.0
2025-10-21	08:00:00.0 600000	74	33	10	21.0	27.0	21.0	22.0
2025-10-21	09:00:00.0 600000	104	38	11	25.0	29.0	24.0	24.0
2025-10-21	09:25:00.0 600000	175	39	10	23.0	29.0	24.0	24.0
2025-10-21	10:00:00.0 600000	262	37	10	22.0	28.0	22.0	23.0
2025-10-21	11:00:00.0 600000	301	37	10	23.0	27.0	23.0	24.0
2025-10-21	12:00:00.0 600000	141	37	11	22.0	27.0	23.0	22.0
2025-10-21	12:25:00.0 600000	218	41	10	24.0	28.0	23.0	24.0
2025-10-21	13:00:00.0 600000	333	40	10	23.0	27.0	23.0	23.0
2025-10-21	14:00:00.0 600000	324	40	10	23.0	28.0	23.0	23.0
2025-10-21	15:00:00.0 600000	159	37	10	22.0	27.0	22.0	24.0
2025-10-21	15:25:00.0 600000	183	36	10	23.0	27.0	23.0	23.0
2025-10-21	16:00:00.0 600000	331	38	10	23.0	27.0	23.0	22.0
2025-10-21	17:00:00.0 600000	325	39	10	23.0	27.0	23.0	24.0
2025-10-21	18:00:00.0 600000	125	40	12	24.0	28.0	24.0	22.0
2025-10-21	18:25:00.0 600000	157	32	11	23.0	26.0	22.0	24.0
2025-10-21	19:00:00.0 600000	250	35	10	23.0	28.0	23.0	24.0
2025-10-21	20:00:00.0 600000	205	38	10	24.0	28.0	24.0	24.0
2025-10-21	21:00:00.0 600000	66	31	11	23.0	27.0	23.0	24.0
2025-10-21	21:25:00.0 600000	74	36	10	24.0	27.0	24.0	24.0

2025-10-21	22:00:00.0 60 0000	112	34	13	24.0	28.0	24.0	24.0
2025-10-21	23:00:00.0 60 0000	59	40	11	23.0	27.0	23.0	24.0
2025-10-22	00:00:00.0 60 0000	23	36	13	24.0	29.0	25.0	24.0
2025-10-22	00:25:00.0 60 0000	24	29	19	24.0	26.0	25.0	24.0
2025-10-22	01:00:00.0 60 0000	29	35	19	24.0	28.0	23.0	25.0
2025-10-22	02:00:00.0 60 0000	15	36	15	24.0	28.0	23.0	25.0
2025-10-22	03:00:00.0 60 0000	13	36	12	25.0	27.0	26.0	24.0
2025-10-22	03:25:00.0 60 0000	19	33	11	24.0	29.0	23.0	24.0
2025-10-22	03:55:00.0 60 0000	0	0	0	0.0	0.0	0.0	0.0
2025-10-22	04:00:00.0 60 0000	19	35	12	23.0	27.0	24.0	22.0
2025-10-22	05:00:00.0 60 0000	57	33	10	23.0	27.0	24.0	24.0
2025-10-22	06:00:00.0 60 0000	59	34	19	25.0	28.0	25.0	25.0
2025-10-22	06:25:00.0 60 0000	81	49	11	25.0	30.0	24.0	26.0
2025-10-22	07:00:00.0 60 0000	246	40	10	24.0	28.0	24.0	24.0
2025-10-22	08:00:00.0 60 0000	255	37	10	24.0	28.0	24.0	24.0
2025-10-22	09:00:00.0 60 0000	107	36	10	23.0	28.0	24.0	24.0
2025-10-22	09:25:00.0 60 0000	162	41	13	24.0	28.0	24.0	24.0
2025-10-22	10:00:00.0 60 0000	258	38	11	23.0	28.0	23.0	25.0
2025-10-22	11:00:00.0 60 0000	308	40	10	23.0	28.0	23.0	23.0
2025-10-22	12:00:00.0 60 0000	123	36	10	23.0	28.0	23.0	24.0
2025-10-22	12:25:00.0 60 0000	183	36	11	23.0	28.0	23.0	24.0
2025-10-22	13:00:00.0 60 0000	306	39	10	23.0	28.0	23.0	24.0
2025-10-22	14:00:00.0 60 0000	337	37	10	24.0	28.0	24.0	23.0
2025-10-22	15:00:00.0 60 0000	144	34	10	23.0	28.0	23.0	24.0
2025-10-22	15:25:00.0 60 0000	188	37	10	23.0	28.0	23.0	24.0

2025-10-22	16:00:00.0 600000	347	36	10	23.0	27.0	23.0	23.0
2025-10-22	17:00:00.0 600000	331	37	10	23.0	27.0	23.0	24.0
2025-10-22	18:00:00.0 600000	130	41	13	23.0	28.0	23.0	24.0
2025-10-22	18:25:00.0 600000	177	42	11	24.0	28.0	23.0	24.0
2025-10-22	19:00:00.0 600000	253	38	10	23.0	27.0	23.0	23.0
2025-10-22	20:00:00.0 600000	224	36	10	23.0	27.0	23.0	23.0
2025-10-22	21:00:00.0 600000	91	36	13	24.0	28.0	24.0	24.0
2025-10-22	21:25:00.0 600000	117	36	12	23.0	26.0	23.0	22.0
2025-10-22	22:00:00.0 600000	126	38	12	23.0	26.0	22.0	23.0
2025-10-22	23:00:00.0 600000	105	36	13	23.0	27.0	23.0	24.0
2025-10-23	00:00:00.0 600000	26	40	17	25.0	28.0	24.0	24.0
2025-10-23	00:25:00.0 600000	20	29	11	24.0	28.0	24.0	25.0
2025-10-23	01:00:00.0 600000	30	38	19	26.0	29.0	24.0	26.0
2025-10-23	02:00:00.0 600000	16	33	15	24.0	29.0	24.0	26.0
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2025-10-23	03:25:00.0 600000	5	27	21	23.0	23.0	22.0	24.0
2025-10-23	03:55:00.0 600000	0	0	0	0.0	0.0	0.0	0.0
2025-10-23	04:00:00.0 600000	20	32	17	24.0	27.0	23.0	22.0
2025-10-23	05:00:00.0 600000	49	37	14	25.0	28.0	25.0	26.0
2025-10-23	06:00:00.0 600000	46	33	17	24.0	28.0	24.0	23.0
2025-10-23	06:25:00.0 600000	86	37	10	24.0	28.0	24.0	24.0
2025-10-23	07:00:00.0 600000	231	34	11	24.0	29.0	24.0	25.0
2025-10-23	08:00:00.0 600000	278	45	10	24.0	28.0	24.0	24.0
2025-10-23	09:00:00.0 600000	111	38	16	25.0	30.0	25.0	25.0
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2025-10-23	10:00:00.0 600000	278	42	10	23.0	27.0	23.0	22.0
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2025-10-23	12:00:00.0 600000	129	38	10	23.0	27.0	23.0	23.0
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2025-10-23	13:00:00.0 600000	327	39	11	23.0	27.0	23.0	24.0
2025-10-23	14:00:00.0 600000	330	35	10	23.0	28.0	23.0	23.0
2025-10-23	15:00:00.0 600000	122	42	10	23.0	28.0	23.0	22.0
2025-10-23	15:25:00.0 600000	191	36	10	23.0	27.0	23.0	22.0
2025-10-23	16:00:00.0 600000	331	40	10	22.0	27.0	22.0	23.0
2025-10-23	17:00:00.0 600000	357	39	10	23.0	27.0	23.0	23.0
2025-10-23	18:00:00.0 600000	131	36	10	23.0	27.0	22.0	23.0
2025-10-23	18:25:00.0 600000	183	36	11	22.0	26.0	22.0	22.0
2025-10-23	19:00:00.0 600000	356	35	10	22.0	26.0	22.0	22.0
2025-10-23	20:00:00.0 600000	289	35	10	21.0	26.0	21.0	21.0
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2025-10-23	22:00:00.0 600000	160	37	10	24.0	28.0	24.0	23.0
2025-10-23	23:00:00.0 600000	108	48	10	23.0	27.0	23.0	23.0
2025-10-24	00:00:00.0 600000	31	33	14	25.0	29.0	25.0	26.0
2025-10-24	00:25:00.0 600000	38	35	10	24.0	28.0	24.0	26.0
2025-10-24	01:00:00.0 600000	38	34	11	24.0	27.0	24.0	24.0
2025-10-24	02:00:00.0 600000	20	40	11	25.0	28.0	25.0	26.0
2025-10-24	03:00:00.0 600000	5	31	23	28.0	30.0	29.0	27.0
2025-10-24	03:25:00.0 600000	15	32	13	24.0	29.0	22.0	25.0
2025-10-24	03:55:00.0 600000	0	0	0	0.0	0.0	0.0	0.0

2025-10-24	04:00:00.0 600000	26	32	17	26.0	29.0	25.0	27.0
2025-10-24	05:00:00.0 600000	25	42	22	28.0	31.0	28.0	27.0
2025-10-24	06:00:00.0 600000	11	34	16	27.0	30.0	26.0	29.0
2025-10-24	06:25:00.0 600000	34	35	19	27.0	30.0	27.0	27.0
2025-10-24	07:00:00.0 600000	129	38	15	26.0	30.0	26.0	25.0
2025-10-24	08:00:00.0 600000	65	43	12	24.0	29.0	24.0	25.0
2025-10-24	09:00:00.0 600000	93	42	13	24.0	28.0	23.0	24.0
2025-10-24	09:25:00.0 600000	165	37	10	24.0	29.0	23.0	24.0
2025-10-24	10:00:00.0 600000	215	49	13	24.0	28.0	23.0	23.0
2025-10-24	11:04:00.0 600000	0	0	0	0.0	0.0	0.0	0.0
2025-10-24	11:05:00.0 600000	21	28	10	16.0	20.0	15.0	15.0

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1271: Resolution Authorizing the City to Enter into a Suballocated Funding/Carbon Reduction Program Funding Agreement with the West Virginia Division of Highways for Congress and Lawrence Street Intersection Improvements.

ATTACHMENTS:

- 2025-011- A Resolution Authorizing the City to Enter into a Suballocated Funding Agreement with the WV DOH for Congress and Lawrence St Intersection Improvements.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

RESOLUTION 2025-011

MAYOR
Micheal George

CITY COUNCIL
James Kratovil
Elizabeth Ricketts
Jeff Hynes
Kevin Tester
Nate Hartman
Alden Roth
Julie Smith
Andie Sugrue

CITY MANAGER
Brent Manuel

RESOLUTION AUTHORIZING THE CITY TO ENTER INTO A SUBALLOCATED FUNDING/CARBON REDUCTION PROGRAM FUNDING AGREEMENT WITH THE WEST VIRGINIA DIVISION OF HIGHWAYS FOR CONGRESS AND LAWRENCE STREET INTERSECTION IMPROVEMENTS.

WHEREAS, in 2023, the City of Charles Town "City" recognized the need for infrastructure improvements at the intersection of West Congress and South Lawrence Streets; and

WHEREAS, the City had previously contracted with an engineering firm to design and engineer the improvements to include Americans with Disabilities Act (ADA) – compliant sidewalks, improved drainage areas, and pedestrian access, all contained within a school zone; and,

WHEREAS, the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) included this identified intersection project into their Transportation Improvement Program (TIP) as an identified transportation project; and

WHEREAS, the City was awarded funding under the Metropolitan Planning Organization Suballocated Funding-Carbon Reduction Program Suballocated Urban areas with population at least 5,000 and no more than 49,000 as appropriated in the Infrastructure Investment and Jobs Act (IIJA); and

WHEREAS, the total funding for the Construction Phase, including construction inspection and oversight, is $273,784.00 and of this amount, $219,027.20 will come from the federal-aid amount at eighty percent (80%) covered by the Division of Highways, further know as "Department" and the City, also known herein as the "Sponsor" shall be responsible for the remaining twenty (20%) percent match of the project in the amount of $54,756.80; and

WHEREAS, the Sponsor will be responsible at the one hundred percent (100%) level for all Congress and Lawrence Street Improvement Project costs in excess of the total eligible project costs;

NOW, THEREFORE LET IT BE RESOLVED, that the City of Charles Town City Council approves the attached West Virginia Department of Transportation Division of Highways Agreement State Project: U319-CNL/AW-24.00) Suballocated Funding/Carbon Reduction Program Funding Project and authorizes the Mayor of Charles Town to sign the agreement to immediately fund the Sponsor's portion of the project.

Adopted the 3 day of November, 2025.

Micheal George
Mayor

Brent Manuel
City Manager

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1272: A Resolution of the Charles Town City Council, Authorizing Financial Assistance to Jefferson County Community Ministries in Response to the Government Shutdown and Supplemental Nutrition Assistance Program (SNAP) Service Disruption.

ATTACHMENTS:

- 2025-012 - A Resolution Authorizing financial Assistance to JCCM in Response to the Government Shutdown and SNAP Disruption.pdf

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

A RESOLUTION OF THE CHARLES TOWN CITY COUNCIL, AUTHORIZING FINANCIAL ASSISTANCE TO JEFFERSON COUNTY COMMUNITY MINISTRIES IN RESPONSE TO THE GOVERNMENT SHUTDOWN AND SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) SERVICE DISRUPTION

WHEREAS, a disruption in the Supplemental Nutrition Assistance Program (SNAP) system caused by the ongoing federal government shutdown has resulted in significant hardship for low-income families and individuals within the community; and

WHEREAS, Jefferson County Ministries has been actively providing emergency food distribution and crisis support to affected residents during this disruption; and

WHEREAS, the City of Charles Town recognizes the importance of supporting local relief organizations that directly assist Charles Town residents in meeting essential food and household needs during times of crisis; and

WHEREAS, it is recommended that the City of Charles Town allocate an additional Twenty Thousand Dollars ($20,000) to the Community Sponsorship line item from the Contingencies line item of the FY26 General Fund Budget to provide support for crises that may arise within the city; and

WHEREAS, it is recommended that the City of Charles Town allocate an initial Five Thousand Dollars ($5,000.00) allocation from the Community Sponsor line item of the FY26 General Fund Budget to Jefferson County Community Ministries to assist in their continued response to the disruption to the Supplemental Nutrition Assistance Program; and

WHEREAS, the proposed financial allocations will be used to support emergency aid and food assistance for community members affected by the disruption to the Supplemental Nutrition Assistance Program, while ensuring that adequate funds are still available within the City's current budget to cover other necessary expenses;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, WEST VIRGINIA:

1. The City of Charles Town hereby authorizes the allocation of Twenty Thousand Dollars ($20,000) from the Contingencies line item to the Community Sponsorship line item of the FY26 General

Fund Budget, to ensure resources are available to support emergency needs resulting from the disruption to food assistance programs during the federal government shutdown.

2. The City of Charles Town will provide Jefferson County Community Ministries (JCCM) an initial allocation of Five Thousand Dollars ($5,000) from the Community Sponsorship line item of the FY26 General Fund Budget to assist in their continued response to the disruption of the Supplemental Nutrition Assistance Program (SNAP) and resulting food insecurity. . Said funds shall be used exclusively for emergency food acquisition and distribution, and related crisis response efforts serving Charles Town residents.
3. JCCM is permitted to request supplementary allocations, each in increments of five thousand dollars ($5,000.00), provided that receipts are submitted documenting the expenditures of the preceding $5,000.00 allocation. The total of all allocations shall not exceed $20,000.00.
4. The City Manager is hereby authorized and directed to take all actions necessary to effectuate this resolution and ensure the proper disbursement and documentation of funds in coordination with Jefferson County Community Ministries.

Adopted the 3rd day of November 2025.

Attest:

Micheal George
Mayor

Brent Manuel
City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1273: Letter to the Building Commission

ATTACHMENTS:

- Letter to Building Commission - November.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

November 3, 2025

MAYOR
Michael George

CITY COUNCIL
James Kratovil
Elizabeth Ricketts
Jeff Hynes
Kevin Tester
Andie Sugrue
Julie Smith
Nate Hartman
Alden Roth

CITY MANAGER
Brent Manuel

Charles Town Building Commission
101 East Washington St
Charles Town, WV 25414

Dear Members of the Charles Town Building Commission,

I am writing to inform you that at its regularly scheduled meeting on October 21, 2025, the City Council of Charles Town voted to formally request the transfer of funds in the amount of $577,602.00 from the Building Commission to the City. This amount represents funds the Building Commission is due to receive pursuant to the Developer Services Agreement dated December 21, 2016 between the Building Commission and Charles Washington Hall Landlord LLC.

Upon receipt, the Council has directed that these funds be placed in the City's capital improvement fund where they will be earmarked specifically for building maintenance, ensuring that they are used to support the ongoing upkeep and improvement of our municipal facilities.

We appreciate your attention to this matter and ask that you initiate the process for transferring the aforementioned funds at your earliest convenience. If you require any additional information or documentation to facilitate this transfer, please do not hesitate to contact my office. Thank you for your continued partnership and support.

Sincerely,

Michael George,
Mayor

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1274: Invitation to Participate in "Charles Town CLEAN Parks" Initiative Letter

ATTACHMENTS:

- Invitation to Clean Parks Initiative.pdf

OFFICE OF THE MAYOR
MICHEAL GEORGE

October 29, 2025

Subject: Invitation to participate in "Charles Town CLEAN Parks" Initiative

Ladies and Gentlemen:

I write on behalf of the City of Charles Town to invite you to participate as a community representative on a task force to guide the new "CLEAN Parks" initiative, which stands for "**C**harles Town **L**eads **E**nvironmental **A**ction in **N**eighborhood **Parks**". This project will design a master plan for improvements to city parks and recreational areas along the Evitts Run Creek in the west end of our community in ways that clean and improve the health of that stream. We invite you because you are a valuable contributor to the Charles Town community and we would really value your input on this endeavor.

The City of Charles Town has received a "Thriving Communities" grant funded by the U.S. Environmental Protection Agency, which is meant to protect and improve the water quality of the Evitts Run Creek in ways that also enhance the quality of life in our neighborhoods. Under the CLEAN Parks project, Charles Town will design a "Green Infrastructure Master Plan" for improvements along the Evitts Run Creek corridor in spaces that could include the Charles Town Skate Park, the Perry Fields park, the Fisherman's Hall community center, and the Craighill Estate Park that holds the tomb of Charles & Mildred Washington (the founders of our city). Please see the attached briefing sheet with more details about the CLEAN Parks initiative, including the organizations and individuals that have been invited to participate.

We invite you to participate on an informal task force on Charles Town CLEAN Parks:

- We expect to hold a minimum of three meetings over Winter 2025 through the end of 2026 to introduce the objectives of CLEAN Parks, to take input on a green infrastructure master plan, to take input on park improvements to be designed, and to work together to plan for next steps to put these ideas into action.
- We will meet in person in various locations in Charles Town, and plan to offer virtual participation options.
- We encourage you to personally participate, or if you wish to choose another interested member of your organization to be your representative, we welcome that too. Please email us an RSVP to let us know who will represent your organization by November 10.
- Our first meeting will be on **Monday, November 17 from 5:00pm-6:15pm at City Hall** (101 E. Washington Street), with a virtual participation option at the link: https://us02web.zoom.us/j/83870276235 - Meeting ID: 838 7027 6235.

We are excited about our community coming together on the CLEAN Parks initiative to make our parks more beautiful and useful for families, while also improving the quality of Evitts Run Creek, the only waterbody in Charles Town. Thank you for your consideration.

Sincerely,

Micheal George
Mayor of Charles Town

101 E. WASHINGTON STREET, CHARLES TOWN, WV 25414
304-725-2311

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1275: WV Division of Highways (WVDOH) Letters

ATTACHMENTS:

- Letter from DOH.pdf
- Letter from DOH - October.pdf

Docusign Envelope ID: AA0C6258-89CF-4EA5-BFF6-0135E3C2BD2A

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

Stephen T. Rumbaugh, P. E.
Secretary of Transportation
Commissioner of Highways

September 9, 2025

Honorable Micheal George
Mayor of Charles Town
101 East Washington Street
Charles Town, West Virginia 25414

Dear Mayor George:

Thank you for your letter, dated September 3, 2025, regarding your concerns and alternatives to the current Route 51 Improvement Project, in Jefferson County, to the West Virginia Division of Highways (WVDOH).

Since the project's inception and more recently over the past few months, there have been changes in contributors and the administration at WVDOH. State Highway Engineer Jacob Bumgarner and his office will be coordinating the project going forward.

At your request, WVDOH would be more than willing to meet with you and anyone you believe would be key contributors, representing the community's interests in this project. The WVDOH agrees with your standpoint that a meeting would be an excellent opportunity to level set and begin conversations anew. This meeting can be held in Charleston, and we will provide a Google Meet option for those who need to join remotely. WVDOH will ensure all the necessary key project officials are present.

Please coordinate with the State Highway Engineer's Office to schedule a convenient time that works for the City of Charles Town team and community stakeholders. Keith Persinger is your contact person if you have any questions or to schedule the meeting. He can be reached at (304)414-6913 or tyrone.k.persinger@wv.gov. Also, if you would like to speak with State Highway Engineer Jacob Bumgarner, he can be contacted at (304) 205-8100.

Sincerely,

Stephen T. Rumbaugh, P.E.
Secretary of Transportation/
Commissioner of Highways

STR: Ph

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways
Office of the District Engineer/Manager
District Five
Post Office Box 99 · Burlington, West Virginia 26710-0099 · (304) 289-3521

Stephen T. Rumbaugh, P. E.
Secretary of Transportation
Commissioner of Highways

October 20, 2025

City of Charles Town
101 East Washington Street
Post Office Box 14
Charles Town, West Virginia 25414

Dear Mayor George and Council Members:

Thank you for the letter dated October 7, 2025, to the West Virginia Division of Highways (WVDOH) regarding traffic safety on South George Street, WV 115, in Jefferson County.

The segment of roadway between the 200 and 500 blocks on South George Street will be studied by our District Traffic Engineering Section. This study will include a review of the existing roadway, pedestrian accommodations, collection of data, and review of existing crash data. The study will be completed in no more than two months.

Please reach out to Kenneth Clohan, District Five Traffic Engineer, at (304)350-3670 or Kenneth.L.Clohan@wv.gov if you have any questions or would like to schedule a site meeting.

Sincerely,

J. Lee Thorne

J. Lee Thorne, P. E.
District Engineer/Manager

RECEIVED
OCT 30 2025
BY:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1276: The Old Opera House Letter

ATTACHMENTS:
- Letter from OOH.pdf

THE OLD OPERA HOUSE
THEATRE COMPANY

204 North George Street Charles Town, WV 25414
www.oldoperahouse.org (304) 725-4420
Home of the Old Opera House Arts Centre
(Acting, Dance & Scenic Art) and the
Jean Heiler Art Gallery

Building Excitement for the Arts!

October 30, 2025

To the Charles Town City Council,

This letter serves as the final report for the City of Charles Town's ARPA-funded grant awarded to the Old Opera House (OOH) in February 2023 primarily to upgrade the theater's HVAC and Electrical systems.

The project began with a mechanical engineering assessment by Comfort Design, Inc. (CDI), which informed the scope and equipment specifications. Based on this study, OOH contracted Shenandoah Air-Conditioning and Heating (Kearneysville) and GTTT Electric (Martinsburg) to execute the design, removal, and installation of new HVAC and electrical systems.
Key outcomes included:

- Removal of three 250-gallon oil tanks, two 1970s-era boilers, and several inefficient AC compressors.
- Installation of high-efficiency electric heat pumps throughout the facility, including new systems for the balcony and stage.
- Electrical service upgrade from 600 to 1200 amps in coordination with First Energy.

As a result, the OOH is now fully electric, eliminating fuel oil use and reducing pollution and heavy truck traffic in the area.

The $100,000 ARPA grant served as matching funds for an additional $100,000 from the West Virginia Department of Arts, Culture and History's Capital Resources and Cultural Facilities grant. Combined with OOH's own contributions, the total project cost was just under $285,000. The ARPA grant was instrumental in launching the project, particularly when the electrical upgrade was deemed necessary by First Energy. OOH prioritized working with local businesses to ensure the project investment remained within the community. All funds were fully spent during the Grant period with the ARPA funds specifically going to the full CDI report ($12,000) and initial equipment purchases and labor by Shenandoah Air and Heating (remaining $88,000)

OOH continues to be a vital cultural and economic asset to Charles Town, with over 170 dancers enrolled, 200+ local artists involved in productions, 9 full and part-time employees, and annual attendances exceeding 10,000 patrons. In 2025, our partnership with Miss Willa's Bookshop drew over 300 out-of-town visitors to a midnight special event, further boosting local engagement, and leading to similar future events already in the works.

This project was made possible thanks to the City's timely support. The theatre's primary boiler was deemed irreparable at the end of winter 2022–23, and the grant enabled us to meet the April 1 deadline for the WV CFCR application. The HVAC system is expected to serve the facility for at least 25 years, and the electrical upgrade is a permanent improvement.

We hope the City of Charles Town recognizes the lasting value of this partnership with the region's premier performing arts center. We were highly successful stewards of the ARPA funding and look forward to future collaborations that continue to enrich Charles Town.

Sincerely,

Steve Brewer
Managing & Artistic Director

Patrick H. Wallace
President, Board of Directors

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1277: Boys and Girls Club Letter

ATTACHMENTS:

- Letter from Boys and Girls Club.pdf

BOYS & GIRLS CLUB
OF THE EASTERN PANHANDLE

Corporate Office
PO Box 1184, Martinsburg, WV 25402
P: (304) 263-1832 **F:** (304) 263-1833
www.bgcepwv.net

October 17, 2025

RECEIVED
OCT 30 2025
BY:

City of Charles Town
P.O. Box 14
Charles Town, WV 25414

Dear City of Charles Town,

Thank you so much for your generous donation of $2,500 (check# 324105 dated October 3, 2024) for the 2025 Car Show proceeds. Your gift is making a difference in the lives of the children we serve, and we are so grateful for your support.

Thanks to people like you, hundreds of children and their families will benefit from life changing programs, provided by caring, professional staff every day after school. Your investment in the youth we serve demonstrates your belief in their futures by helping provide access to character-building, educational, and recreational programs.

Your gift allows the Club to provide a place where youth have the chance to set and achieve goals, make friends, have fun, and learn about themselves and the larger world they live in. With the help of supporters like you, the Boys & Girls Clubs of the Eastern Panhandle will continue to offer impactful programs that improve academic success, character & citizenship and promote healthy lifestyles.

Support from people like you helps fulfill the dream of a brighter tomorrow for more youth in our community.

Sincerely,

Stacie Rohn
Chief Executive Officer

Boys & Girls Club of the Eastern Panhandle, tax ID number 20-2257657, is a 501(c)3 organization as determined by the Internal Revenue Service. Your gift is tax-deductible.

Please keep this letter for your tax records.

GREAT FUTURES START HERE.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1279: Letter to Jefferson County Commission - October 7, 2025

ATTACHMENTS:

- Letter to County Commission - 100 Block of E. Washington Street.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

October 7, 2025

VIA E-MAIL
Jefferson County Commission
C/o Edwina Benites-LM,
County Administrator
124 East Washington St.
Charles Town, WV 25414

MAYOR
Michael George

CITY COUNCIL
James Kratovil
Elizabeth Ricketts
Jeff Hynes
Kevin Tester
Andie Sugrue
Julie Smith
Nate Hartman
Alden Roth

CITY MANAGER
Brent Manuel

Dear Commissioners,

This letter is provided in response to your recent correspondence granting the City first consideration for purchasing the County-owned properties located within the 100 block of East Washington Street. After careful consideration, the City has determined that acquiring the properties at this time does not align with our current strategic priorities or budgetary constraints, and as a result, the City must decline the offer.

Like the County, the City recognizes its fiscal responsibility to ensure that taxpayer funds are allocated and invested in a manner that maximizes the benefits for our residents. In line with this commitment, the City has invested millions of dollars in capital improvements to enhance local infrastructure and expand public recreational opportunities. These investments are designed not only to benefit current residents but also to position the City as a desirable location for new businesses and spur additional economic development.

While we appreciate the Commission's willingness to offer us this opportunity, we cannot risk the City's fiscal stability and capital budget by purchasing buildings that in addition to the initial multi-million dollar investment, will require millions of dollars in renovations and maintenance. However, the City remains committed to partnering with the County on the 100 Block. This project has the potential to lay the foundation for the creation of joint entities that can lead to increased future collaboration and additional economic development for both the County and City.

In closing, although the City must decline the offer to purchase the buildings, we remain open to continued dialogue and are eager to explore ways we can work together to achieve a beneficial outcome for the City, County, and all of our residents.

Sincerely,

Michael George,
Mayor

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/17/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1288: Charles Town Utility Board Meeting Minutes - October 22, 2025

ATTACHMENTS:
- 2025.10.22 UB MINUTES .pdf

Charles Town Utility Board
Regular Board Meeting
October 22, 2025

The Charles Town Utility Board held a regular meeting on October 22, 2025 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Heidi Parker, Board Member; and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Robert Rodecker, Legal Counsel (Zoom) and County Commission Liaison, Commissioner Mike Mood.

Duke Pierson, Treasurer, was absent from the meeting.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of October 8, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the October 8, 2025 regular meeting minutes.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board approved the October 8, 2025 regular meeting minutes as presented.**

PUBLIC COMMENT

Public comment was received by Jacquelyn Milliron.

UNFINISHED BUSINESS

Update on WV PSC Case 25-0263-W-C - West Virginia American Water Complaint Case - Possible Executive Session under the provision of W. VA Code 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 had no updates to report.

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

Fox Glen Subdivision Sewer Extension

Alexis Davy from the Jefferson County Health Department briefed the Board on their support for extending public sewer to the Fox Glen Subdivision due to the generalized age of the system. She mentioned it is hard to quantify the number of failed septic systems in that area unless they are self-reported. Ms. Davy also provided in the short-term, the Health Department will be offering public health education to the area as well as grants to those with failing systems. The Board provided discussions.

Jennifer Wishmyer from Region 9 briefed the Board on potential funding options, most being initiated with a Preliminary Engineering Report. Ron Marcus reiterated his concerns from the last meeting of the failing systems in that area and expressed his interest for the Board to consider a collaboration to extend sewer services to Fox Glen. The Board provided discussions.

Mr. Maxey mentioned there is a bigger issue of septic systems throughout the County not just this subdivision and CTUB should properly plan for older subdivisions that may need assistance in the

future. He suggested having GDF include in the new plant design an option to accept septage. Mr. Kratovil suggested a more holistic approach of figuring out the scope of the problem before developing a plan. Mr. Maxey requested Mr. Stolipher draft a letter to WVDEP to prioritize Jefferson County on the contaminated waters list, as there are nine streams impaired by fecal coliform.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved directing staff to draft a letter to WVDEP requesting prioritization of their evaluation of the contamination problem in the Jefferson County.**

NEW BUSINESS

Hite Road Park Sewer Request

Jennifer Myers, Director of Parks and Recreation, presented one of their Capital Projects for FY2026 to bring public water and sewer infrastructure to James Hite Park located off of Hite Road, which backs up to Fox Glen subdivision. She expressed interest in working with CTUB if there was a potential for CTUB to serve that area in the future. The Board provided discussions.

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

Collection System Project – Resolution No. 18 – WDA Payment #2, CIF Payment #11

Mrs. Stolipher included the pay application for Resolution No. 18 – WDA Payment #2, CIF Payment #11, in the amount of $180,259.60 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved Resolution No. 18 – WDA Payment #2, CIF Payment #11.**

Collection System Project Resolution No. 19 – CIF Payment #12

Mrs. Stolipher included the pay application for Resolution No. 19 – CIF Payment #12, in the amount of $28,028.96 for work completed. The Board provided discussions.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved Resolution No. 19 – CIF Payment #12.**

Chlorine Room Modifications Project – Resolution No. 2

Mrs. Stolipher included the pay application for Resolution No. 2 in the amount of $178,733.25 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved Resolution No. 2.**

WV-003 Sawgrass Drive – AT&T 4th Lease Amendment

Mrs. Stolipher included a copy of the 4th Lease Amendment for the AT&T equipment on the Locust Hill tank. Mr. Rodecker reviewed the agreement with no concerns.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the lease amendment for the Sawgrass Drive tank.**

Ammonium Sensor Quote

As discussed at a previous Board meeting, Mrs. Stolipher included quotes for Ammonium Sensors located at the influent and effluent at the Charles Town wastewater plant for a total of $41,287.98. Mr. Maxey requested further discussions with Chris Eckenrode from GDF before taking any action.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved tabling discussions on the Ammonium Sensor quote until after further discussions with Mr. Eckenrode.**

Media Farms – Revised Alternate Mainline Extension Agreement

Mrs. Stolipher provided the Board previously approved the agreement, but the number of single-family homes has been increased from 42 to 45 units.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the revised Alternate Mainline Extension Agreement for Media Farms.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided she received the Consent Order Termination notification for the wastewater treatment plant improvements and provided an updated availability chart. She also mentioned the CIF first reading will be held on November 3rd and the second reading on November 17th. Mr. Maxey requested GDF's contract be emailed to the Board and he would like to review the Ammonia and BOD 2025 data. He also requested an agenda item at the next meeting to amend the current CIF policy to add language for an annual review of inflation data.

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

Chairman Report

The Chairman had nothing to report, but did thank the Board who attended the City Council meeting.

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

APPROVAL OF BILLS

October 22, 2025

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the payment of the bills.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved to adjourn the meeting at 4:49 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, November 12, 2025 at 4:00 P.M. at 661 S. George Street.

Brent Manuel
Chairman

Ashley Stottlemyer
Secretary