CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • DECEMBER 15, 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

: **2025-1367:** City Council Meeting Minutes - December 1, 2025
City council meeting minutes - December 1st draft.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

: **2025-1368:** Finance Committee Meeting - December 9, 2025
FinanceCommitteeReport_09December2025_rmt.pdf

7. CITY MANAGER REPORT

: **2025-1369:** City Manager Report - December 15, 2025
CMR 15 December 2025.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

10. NEW BUSINESS

: **2025-1371:** FY2026 Capital Budget Revision #6
Capital Budget 6th Revision.pdf

: **2025-1372:** B&O Rate Discussion - Possible Executive Session

: **2025-1376:** City Wide Tree Maintenance RFP
Proposal Jefferson Memorial Park 1112042 08-29-2025 - Viking.pdf

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: **2025-1370:** Payment of Bills - December 15, 2025
GEN FUND COUNCIL REPORT 2025-12-15.pdf

COUNCIL REPORT PCARD 12-15-25.pdf
PARKS N REC COUNCIL REPORT 2025-12-15.pdf
CAPITAL RESERVE COUNCIL REPORT 2025-12-15.pdf
SPECIAL RUN CAPITAL RESERVE 12-15-25.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, City Council Workshop, Monday, January 5, 2026, at 5:00PM and City Council Meeting, January 5, 2026, at 7:00PM.

: **2025-1373:** Infrastructure Committee Report - November 24, 2025
Infrastructure Report November 2025.pdf

: **2025-1374:** Wreaths Across America Proclamation
Wreaths Across America Proclamation.pdf

: **2025-1375:** City of Charles Town Council Schedule/Holiday Schedule
2026 Council Meeting Schedule.pdf
2026 City of Charles Town Holiday Schedule.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: 12/15/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1367: City Council Meeting Minutes - December 1, 2025

ATTACHMENTS:

- City council meeting minutes - December 1st draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • December 1, 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	Present	
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. Liz Cook, Business Development/Downtown Coordinator; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2025-1309: City Council Meeting Minutes - November 17, 2025

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

3. PUBLIC COMMENT

No one signed up for public comment.

4. WARD REPORTS

Ward 1

Mr. Kratovil had nothing to report.

Ms. Ricketts had nothing to report.

Ward 2

Mr. Hynes had nothing to report.

Mr. Tester reported that he is looking forward to the Christmas season and invited everyone to come out for the Christmas Tree Lighting ceremony on Friday, December 5, 2025, and the Christmas Parade on Saturday, December 6, 2025.

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Ward 3

Mr. Hartman had nothing to report.

Mr. Roth had nothing to report.

Ward 4

Ms. Smith reported she attended the Christmas market at Charles Washington Hall on November 29, 2025, where she picked up her Happy Retreat ornament. The production of "A Christmas Carol: Scrooge and Marley" can be seen at The Old Opera House beginning Thursday, December 4, 2025.

Ms. Sugrue reported that "Walks About Nothing" will be on December 3rd, the Christmas Tree Lighting on December 5th and the Christmas Parade on December 6, 2025.

5. MAYOR'S REPORT

Mayor George encouraged everyone to keep the families of the two National Guard members from West Virginia who were shot on Thanksgiving Day in their prayers and to show support the city is allowing blue and red ribbons to be tied around trees.

Mayor George reported he attended the following meetings/events:

- Met with Chief Kutcher about hiring an accreditation manager to help with CALEA accreditation.
- "Walk About Nothing" on November 19, 2025.
- Small Business Saturday in Charles Washington Hall and ornament making in City Hall on November 29, 2025.
- Workgroup discussion on the sale and marketing of the county buildings on E. Washington Street.
- Met with the Rouse Hall occupants about their lease.

Mayor George reported on the upcoming meetings/events:

- Paddy's Restaurant will hold their Trivia night on Tuesday, December 2, 2025.
- "Walks About Nothing" on December 3, 2025.
- Charles Town Christmas Tree Lighting on December 5, 2025.
- Charles Town Christmas Parade on December 6, 2025.
- Personnel Committee on December 8, 2025.
- Charles Town Civil Service Commission meeting on December 8, 2025.
- Augustine Avenue Trail monthly update phone call on December 9, 2025.
- Holiday meeting with the Jefferson County Visitor's Bureau on December 9, 2025.
- Charles Town Utility Board meeting on December 10, 2025.
- Mildred's Merry Market at Happy Retreat on December 13, 2025.
- Bike path workshop on December 16, 2025, at the Jefferson County Commission building.
- "Walks About Nothing" on December 17, 2025.

6. COMMITTEE REPORTS

2025-1310: Ordinance Committee Meeting Report - November 20, 2025

Mr. Tester gave an oral Ordinance Committee Report.

2025-1311: Infrastructure Committee Meeting - November 24, 2025

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Ms. Ricketts reviewed the Infrastructure Committee Report with the Council.

7. CITY MANAGER REPORT

2025-1312: City Manager Report - December 1, 2025

Mr. Manuel reviewed the City Manager's Report with the Council. Ms. Liz Cook, Business Development and Downtown Coordinator, gave a report on the upcoming Christmas events.

8. POLICE CHIEF REPORT

Ms. Misty Waits, the police social worker for the Charles Town Police Department, gave a report and what she hopes to accomplish in the coming months.

9. UNFINISHED BUSINESS

There was no unfinished business.

10. NEW BUSINESS

2025-1313: 2026 Proposed City Council Meeting Schedule

Mr. Kratovil moved to approve the 2026 Council Meeting Schedule with the July 6, 2026, meeting cancelled. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2025-1314: 2026 City of Charles Town Holiday Calendar

Mr. Kratovil moved to approve the 2026 Holiday Calendar with Indigenous People's Day added on October 12, 2026. Mr. Hartman seconded the motion.

Mr. Hartman moved to amend the motion to include Christmas Eve as a full day holiday. Ms. Ricketts seconded the motion. and it passed by an 8-1 vote.

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

Mr. Roth moved to amend the 2026 Holiday Calendar to include a half-day holiday on the Wednesday before Thanksgiving. Mr. Hynes seconded the motion, and it passed by an 8-1 vote.

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

Mr. Kratovil's original motion passed by unanimous vote.

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

2025-1315: Vacant Building Appeal (APUS) Discussion

No discussion or action was needed on this agenda item.

2025-1316: Tax Incremental Financing (TIF) Contractor Request

Ms. Ricketts moved to approve the Finance Committee and staff continue working with Piper Sandler and Company to develop a proposal for a TIF district. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

2025-1317: City of Charles Town Boards and Commission Openings Discussion

There were no objections to setting the application deadline for December 29, 2025, and holding interviews on January 5, 2026, at 5:00PM. It was agreed that if the current board or committee member's application was the only one received, they would not need to be interviewed to be reappointed.

2025-1318: Wreaths Across America Proclamation

Mr. George read into the record the Wreaths Across America Proclamation.

2025-1323: Business Forum Discussion - Possible Select Committee

There were no objections to creating an administrative committee comprised of Mr. Hynes, Mr. Hartman, Ms. Sugrue, and Ms. Cook to coordinate quarterly business town hall meetings in 2026.

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees/commissions.

12. APPROVAL OF BILLS

2025-1319: Payment of Bills - December 1, 2025

Mr. Kratovil moved to approve the bills for payment and there were no objections. Mayor George declared the bills approved.

13. ADJOURNMENT

Mayor George asked if there was any other business to come before the council. Hearing none, he adjourned the meeting.

14. INFORMATION ONLY - NEXT MEETING, Monday, December 15, 2025, at 7:00PM

2025-1320: Public Comment Letters from November 17, 2025, Council Meeting

2025-1321: Finance Committee Report - November 12, 2025

2025-1322: Charles Town Police Department October Statistical Report

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/15/25
Department: City Council
Category: Report
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SCHEDULED

AGENDA ITEM (ID #)

2025-1368: Finance Committee Meeting - December 9, 2025

ATTACHMENTS:

- FinanceCommitteeReport_09December2025_rmt.pdf

City of Charles Town Finance Committee Report
09 December 2025 Meeting

Drafted by: Jeff Hynes - Chair

Call to Order 12:00PM

1. **Persons present:** Finance Committee Members: Councilman Nate Hartman, Councilman Jeff Hynes; and City Manager Brent Manuel, Assistant City Manager Alissa Meeks, Financial Director Lori Nice, Accounting Clerk Briana Ballou, Economic Development Coordinator Liz Cook, and City Attorney Stephanie Grove

2. Unfinished Business

2025-1353: HdL Update

Staff provided the Committee with an updated status on HdL's activities. Staff spoke with HdL about changing our recoupment process. No agreement reached on a change.

Recommendations to the City Council: None, information only

2025-1354: 100 Block of East Washington Street Incentive Package

Item tabled until the January 2026 meeting to allow for a full committee and TIF discussion.

2025-1355: Finance Policy Discussion 1.1 through 1.3

Item tabled until January 2026 meeting to allow for full committee discussion.

2025-1356: License Fee Waiver Request – Possible Executive Session

Item was discussed in Executive Session along with 2025-1357 (Unfinished Business), 2025-1359 (New Business) 2025-1360 (New Business), 2025-1361 (Unfinished Business)

2025-1357: B&O Waiver Request – Possible Executive Session

Item was discussed in Executive Session along with 2025-1356 (Unfinished Business), 2025-1359 (New Business), 2025-1360 (New Business), 2025-1361 (Unfinished Business)

3. New Business

2025-1158: Augustine Avenue Trail Phase 1 Sponsor Portion of Overages/Overruns

Asst. Manager Meeks provided the committee with an update on Augustine Avenue Phase 1 overages. The State agreed to pick up 80% of the cost and the city's portion will be $9,587.29. That will be addressed in Capital Revision #6.

2025-1359: B&O Rate Discussion

Discussion in Executive Session along with items 2025-1356 (Unfinished Business), 2025-1357 (Unfinished Business), 2025-1360 (New Business), 2025-1361 (New Business). Item added to 12/15/25 City Council Meeting for discussion.

2025-1160: License Fee Waiver Request – Possible Executive Session

Item was discussed in Executive Session along with 2025-1356 (Unfinished Business), 2025-1357 (Unfinished Business) item 2025-1359 (New Business) item 2025-1361 (Unfinished Business)

2025-1161: B&O Waiver Request – Possible Executive Session

The Committee entered Executive Session at 12:41pm to address this agenda item as well as agenda items 2025-1160 (New Business), 2025-1159 (New Business), 2025-1357 (Unfinished Business), 2025-1356 (Unfinished Business). After Executive Session (1:20pm), Councilman Hartman moved the following:

Vendor Account Numbers	Committee Action	Remarks
1816	**Approve All But $50 License Fee Waivers** **Approve All But $50 B&O Waiver**	B&O Waiver contingent on payment of $3.86 in interest due
8131, 8667	**Approve All But $50 B&O Fee Waiver**	

Councilman Hynes seconded the motion and it passed by unanimous vote – 2 to 0.

Recommendations to the City Council: None, information only

2025-1166: FY 2026 Capital Fund Revision #6

Item placed on 12/15/25 Council agenda for discussion and Council action.

Recommendations to the City Council: Approve revision

4. Finance Director Report

2025-1162: November 2025 General Fund Budget Update

Director Nice reviewed the most recent budget figures and reports no concerns. Revenues and expenses are on track.

Recommendations to the City Council: None, information only

2025-1163: November 2025 Capital Fund Budget Update

Director Nice provided the most recent budget figures.

Recommendations to the City Council: None, information only

2025-1140: November 2025 P&R Budget Update

Recommendations to the City Council: None, information only

2025-1141: November 2025 Account Balance Update

Director Nice reported the Charles Washington Hall Landlord Fund ($577,602) has been received from the building commission and moved into the City's account.

Recommendations to the City Council: Discuss options and direct staff on fund allocation

5. **Chairman's Report**
6. **Meeting adjourned o/a 1:21PM**
7. **Next Scheduled Finance Committee meeting November January, 2026, 12:00PM.**

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	REVISION 6 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 & #6 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	$ 414,570	$ 12,816	97%	Contributions from GF (Determined in July 2025 1st Revision)		
36800 Contributios from GF - Lottery / Gaming Revenue		$ 810,000							$ 810,000	$ 213,899	$ 596,101	26%	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	$ -	100%			CWH Landlord Developer Fees contributed from Building Commission.
33000 Developer Fees		$ 150,000							$ 150,000	$ 135,900	$ 14,100	91%	Developer Proffer fees.		
38000 Interest on Bank Accounts & Other Sources		$ 80,000							$ 80,000	$ 55,504	$ 24,496	69%			
38600 Insurance Claims									$ -	$ 26,612	$ (26,612)				
TOTAL REVENUES	**$ -**	**$ 6,604,904**	**$ 3,429,741**	**$ -**	**$ -**	**$ -**	**$ 578,395**		**$ 10,613,040**	**$ 9,977,940**	**$ 635,100**	**94%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	REVISION 6 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 & #6 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	$ 5,902	$ 65,099	8%	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**	**$ 10,335**	**$ 100,665**	**9%**			
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	$ 4,531	$ 25,469	15%		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	$ 45,806	$ 200,194	19%	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**	**$ 50,338**	**$ 375,662**	**12%**			
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 497,000**	**$ 40,000**	**$ -**	**$ -**	**$ -**	**$ -**		**$ 537,000**	**$ 60,673**	**$ 476,327**	**11%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	REVISION 6 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 & #6 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	$ 47,886	$ 4,114	92%	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.		
Server Room Uninterruptible Power Supply System Replacement - 975-60 General Government Capital Outlay Technology PD								$ 44,000	$ -						The power supply in the server room is no longer functioning properly. The equipment is original and predates renovation of the PD, and the batteries have never been replaced. This expense is necessary to maintain data integrity and ensure business continuity.
TOTAL INFORMATION TECHNOLOGY		**$ 97,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 44,000**	**$ 97,500**	**$ 78,632**	**$ 18,868**	**81%**			
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	$ 9,732	$ 2,268	81%	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	$ 59,909	$ 91	100%		Replace vehicle due to fire loss	
Police Vehicle Upfit Costs #19 - 976-59 Public Safety Capital Outlay Vehicles			$ 45,000						$ 45,000	$ 33,026	$ 11,974	73%		Replacement Vehicle uplift cost due to fire loss	
TOTAL VEHICLES	**$ -**	**$ 130,000**	**$ 105,000**	**$ -**	**$ -**	**$ -**	**$ -**		**$ 235,000**	**$ 219,521**	**$ 15,479**	**93%**			
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**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 44,000**	**$ 388,000**	**$ 342,956**	**$ 45,044**	**88%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	REVISION 6 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 & #6 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	$ 1,197	$ 103,803	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	$ 15,297	$ 9,703	61%		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	$ 3,283	$ 246,717	1%	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	$ 11,247	$ 31,253	26%		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**	**$ 54,094**	**$ 780,406**	**6%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	REVISION 6 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 & #6 NOTES
Streets/Infrastructure															
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements			80,000						$ 80,000	$ -	$ 80,000	0%		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	$ 13,909	$ 190,091	7%	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**	**$ 68,666**	**$ 325,334**	**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**	**$ 265,805**	**$ 1,376,695**	**16%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	REVISION 6 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 & #6 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	$ 33,880	$ 16,120	68%	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**	**$ 155,436**	**$ 72,764**	**68%**			
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	$ 1,621	$ 15,379	10%			
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**	**$ 28,624**	**$ 272,776**	**9%**			
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 367,600**	**$ 152,000**	**$ -**	**$ 10,000**	**$ -**	**$ -**		**$ 529,600**	**$ 184,060**	**$ 345,540**	**35%**			
Contingencies		$ 166,000	$ 2,485,741	$ (14,000)	$ (10,000)	$ (27,500)		$ (53,600)	$ 2,546,641	$ -	$ 2,546,641	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						$ 9,600	$ 3,996,904	$ -	$ 3,996,904	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**	**$ -**	**$ 9,990,645**	**$ 853,494**	**$ 9,137,151**	**9%**			
REVENUES OVER EXPENSES	**$ (100,000)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 622,395**	**$ 9,124,446**					

GRANT PROJECTS BUDGET

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #6 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #6 NOTES
AUGUSTINE AVENUE GRANT PROJECT									
REVENUES									
Capital Reserve Carryover	$ 250,000	$ 76,444	$ 9,600	$ 86,044	$ -	$ 76,444	0%	This is a State project with 4 Federal grants that require upfront matches. The State will administer the project, therefore the City will only need to pay the matches. We will not receive any revenue or pay expenses that need to be reimbursed. All matches have been paid in previous years except a 76,444 match that is allocated for Phase I Construction. The $76,444 is budgeted for FY 2026 and carried over from FY25. There is a $250,000 encumberance set aside for estimated potential overages that the City may have to pay.	Allowance for Phase 1 overages.
TOTAL REVENUES	**$ 250,000**	**$ 76,444**	**$ 9,600**	**$ 86,044**	**$ -**	**$ 76,444**	0%		
EXPENSES									
Augustine Avenue Trail Construction - Construction Phase I - 979-58 Culture & Recreation Other Improvements		$ 76,444	$ 9,600	$ 86,044	$ 450	$ 75,994	1%	Construction - Phase 1 Funded through WVDOT Grant with a City match of $76,444. This is the only match left to pay for this project. All other matches have been paid in prior years.	
Augustine Avenue Trail Construction - Construction Phase II & III Encumberance for FY27 - 979-58 Culture & Recreation Other Improvements	$ 250,000			$ -	$ -	$ -		This encumbrance is for potential overages on the project in which the City may be responsible.	
TOTAL EXPENSES	**$ 250,000**	**$ 76,444**	**$ 9,600**	**$ 86,044**	**$ 450**	**$ 75,994**	1%		
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ (450)**	**$ 450**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #6 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #6 NOTES
LIBERTY STREET FLOODING MITIGATION GRANT PROJECT									
REVENUES									
Capital Reserve Carryover		$ 861,555		$ 861,555	$ -	$ 861,555	0%	This is the City's portion of the cost of this project after receiving the Chesapeake Bay and FEMA Grants listed below totaling $469,845. The $861,555 includes the City's $305,774 FEMA Grant match and the remaining $555,811 is the City's out of pocket expenses not supported by grants.	
36500 Federal Grants - Chesapeake Bay Foundation		$ 94,845		$ 94,845		$ 94,845	0%	Total award is $172,445. This grant does not require a match. $77,600 was received in FY24, which leaves a remaining balance of $94,845 to be received. This is a reimbursable grant so we must budget all expenses and administer the project.	
36500 Federal Grants - FEMA		$ 375,000		$ 375,000		$ 375,000	0%	Total award is $680,774. FEMA will pay the City $375,000 and the City is required to match $305,774. This is a reimbursable grant so we must budget all expenses and administer the project.	
TOTAL REVENUES	**$ -**	**$ 1,331,400**	**$ -**	**$ 1,331,400**	**$ -**	**$ 1,331,400**	0%		
EXPENSES									
Liberty Street Flooding Mitigation - Phase I - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 1,331,400		$ 1,331,400	$ 287,765	$ 1,043,635	22%	Total construction cost is $1,420,000. We have received two grants to support this project, both of which are reimbursable, therefore we must budget the entire cost of the project. $88,600 was paid in prior years, leaving the remaining cost at $1,331,400.	
TOTAL EXPENSES	**$ -**	**$ 1,331,400**	**$ -**	**$ 1,331,400**	**$ 287,765**	**$ 1,043,635**	22%		
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ (287,765)**	**$ 287,765**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #6 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #6 NOTES
JEFFERSON MEMORIAL POOL GRANT PROJECT									
REVENUES									
Capital Reserve Carryover		$ 3,049,305		$ 3,049,305	$ -	$ 3,049,305	0%	This is the City's portion of the cost of this project after receiving the Pool House LWCF and Pool LWCF Grants listed below totaling $1,850,695. The $3,049,305 includes the City's $250,000 Pool House LWCF Grant match and $1,600,695 Pool LWCF Grant match and the remaining $1,198,610 is the City's out of pocket expenses not supported by grants.	
Pool House LWCF Grant		$ 250,000		$ 250,000	$ -	$ 250,000	0%	Total award is $500,000. National Park Service LWCF will pay the City $250,000 and the City is required to match $250,000. This is a reimbursable grant so we must budget all expenses and administer the project.	
Pool LWCF Grant		$ 1,600,695		$ 1,600,695	$ -	$ 1,600,695	0%	Total award is $3,201,390. National Park Service LWCF will pay the City $1,600,695 and the City is required to match $1,600,695. This is a reimbursable grant so we must budget all expenses and administer the project.	
TOTAL REVENUES	**$ -**	**$ 4,900,000**	**$ -**	**$ 4,900,000**	**$ -**	**$ 4,900,000**	0%		
EXPENSES									
JMP Pool House Renovation - 979-58 Culture & Recreation Other Improvements		$ 1,400,000		$ 1,400,000	$ 130,619	$ 1,269,381	9%	Total construction cost is $1,400,000. We have received a $500,000 grant to support this project, $250,000 will be received from National Park Service and the City must match $250,000. This grant is reimbursable, therefore we must budget the entire cost of the project.	
JMP Pool Upgrade - 979-58 Culture & Recreation Other Improvements		$ 3,500,000		$ 3,500,000	$ 416,586	$ 3,083,414	12%	Total construction cost is $3,500,000. We have received a $3,201,390 grant to support this project, $1,600,695 will be received from National Park Service and the City must match $1,600,695. This grant is reimbursable, therefore we must budget the entire cost of the project.	
TOTAL EXPENSES	**$ -**	**$ 4,900,000**	**$ -**	**$ 4,900,000**	**$ 547,205**	**$ 4,352,795**	11%		
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ (547,205)**	**$ 547,205**			

GRANT PROJECT STATUS REPORT

AUGUSTINE AVENUE

Grant Type: Upfront Matching Grant - Charles Town pays the match required to begin the project. The state manages and hires contractors to complete the project. The state pays all remaining costs unless the project runs over budget. The city is responsible for 20% of all overage costs.

Notes: Four grants are allocated to this project; Augustine Avenue Design TAP Grant which is designated to the design phase; Augustine Avenue Phase I & II TAP Grant which is assigned to Phase I & II; Augustine Avenue Phase III Capito Earmark which is allocated to Phase III; Liberty Street Sidewalk Upgrades (Moved to Augustine Avenue.) which will be used for Phase III overages if there are any.

PROJECT COST		GRANT BREAKDOWN							CITY'S OBLIGATION				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Overage Cost	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes
Design	145,421	Design	145,421	116,337	29,084				Design Match	29,084	29,084	-	Paid prior to FY 2023
Phase I & II	700,000	Phase I & II	700,000	560,000	140,000	73,596	58,877	14,719	Phase I & II Match	154,719	154,719	-	$140,000 paid in FY 2024. $14,719 paid in FY 2025.
Phase III	1,750,000	Phase III	1,750,000	1,400,000	350,000				Phase III Match	350,000	350,000	-	Paid in FY 2025
		Liberty Street Reallocation	382,218	76,444	305,774				Liberty Street Reallocation Match	76,444	0.00	N/A	
Total Cost	**2,595,421**	**Totals**	**2,977,639**	**2,152,781**	**824,858**	**73,596**	**58,877**	**14,719**	**Total**	**610,247**	**533,803**	**-**	

City's Outstanding Balance: 0.00 Unless overages occur.

LIBERTY STREET FLOODING MITIGATION

Grant Type: Reimbursement Grant - Charles Town will cover the entire cost of the project and hire contractors to complete the work. As work is completed, the City of Charles Town will request reimbursement for eligible costs covered under the Federal award.

Notes: Two grants are allocated to this project; Chesapeake Bay Foundation Grant which is allotted for green infrastructure; FEMA Grant which is designated for stormwater mitigation upgrade.

PROJECT COST		GRANT BREAKDOWN				CITY'S OBLIGATION					FEDERAL FUNDING RECEIVED				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes	Description	Amount	Amount Paid	Balance	Notes
Flooding Mitigation Contract	1,125,725	Chesapeake Bay	172,445	172,445	0	FEMA Match	305,774		305,774		Chesapeake Bay	172,445	77,600	94,845	Paid in FY 2024.
Management & Contingency	293,453	FEMA	680,774	375,000	305,774	Out of Pocket Expenses	565,959	298,506	267,454	$10,741 paid in FY 2025. $287,765 paid in FY2026	FEMA	375,000		375,000	
Total Cost	**1,419,178**	**Totals**	**853,219**	**547,445**	**305,774**	**Total**	**871,733**	**298,506**	**573,228**		**Total**	**547,445**	**77,600**	**469,845**	

City's Outstanding Balance: 573,228

Grant Outstanding Balance: 469,845

JEFFERSON MEMORIAL POOL

Grant Type: Reimbursement Grant - Charles Town will cover the entire cost of the project and hire contractors to complete the work. As work is completed, the City of Charles Town will request reimbursement for eligible costs covered under the Federal award.

Notes: Two grants are allocated to this project; LWCF Pool House Grant assigned to the construction of the pool house; LWCF Pool Grant designated to the construction of the pool.

PROJECT COST		GRANT BREAKDOWN				CITY'S OBLIGATION					FEDERAL FUNDING RECEIVED				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes	Description	Amount	Amount Paid	Balance	Notes
Pool House	1,398,901	LWCF Pool House	500,000	250,000	250,000	LWCF Pool House Match	250,000	130,619	119,381		LWCF Pool House	250,000		250,000	
Pool Construction	3,494,550	LWCF Pool	3,201,390	1,600,695	1,600,695	LWCF Pool Match	1,600,698	416,586	1,184,112		LWCF Pool	1,600,698		1,600,698	
						Out of pocket expenses	1,198,610		1,198,610						
Total Cost	**4,893,451**	**Totals**	**3,701,390**	**1,850,695**	**1,850,695**	**Total**	**3,049,308**	**547,205**	**2,502,103**	**-**	**Total**	**1,850,698**	**-**	**1,850,698**	

City's Outstanding Balance: 2,502,103

Grant Outstanding Balance: 1,850,698

FY 2025-2026
General Fund Budget

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

ACCOUNT		CURRENT BUDGET	NOVEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
REVENUES								
30005	Unassigned Fund Balance (Carryover)	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.
30101	Taxes - Ad Valorem	1,851,076	23,828	1,087,478	763,598	59%		
30106	Supplemental Taxes	30,000	3,912	29,445	555	98%	Property taxes owed from previous years, but paid in the current fiscal year.	
30200	Interest as Penalty	8,000	1,071	7,685	315	96%		
30300	Gas & Oil Severance Tax	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	15,558	140,164	109,836	56%		
30500	Business & Occupation (B&O) Tax	2,032,082	7,158	839,085	1,192,997	41%	Included estimated B&O receipts from HDL collections services.	
30600	Liquor Tax	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	154	1,696	(96)	106%	This is donated back to the county each year under Dog Warden.	
30800	Hotel/Motel Tax	200,000	17,287	62,706	137,294	31%	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	18,310	100,718	159,282	39%		
32100	Parking Violation Penalties	40,000	3,580	21,740	18,260	54%		
32500	Business License Revenue	35,000	1,731	49,691	(14,691)	142%		
32600	Building Permit Fees	550,000	59,747	318,608	231,392	58%	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	14,540	29,680	35,320	46%	Two Cable Franchisees	
32900	Rental Registration Fees		20	460				
33100	International Registration Plan (IRP) Fees	70,000	4,335	29,641	40,359	42%	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		559	1,141	33%	Revenue from utility bills for EMS (5 cents)	
34000	Parks & Rec Fee	1,700		559	1,141	33%	Revenue from utility bills for parks and recreation (5 cents)	
34200	Parking Meter Revenues	45,000	6,722	24,977	20,023	56%	Revenue from parking meters and parking permits including ParkMobile app.	
34500	Rents & Concessions	60,000	11,695	38,916	21,084	65%	CTUB rental of 661 space ($30,000); CW Hall 1st floor rental ($30,000)	
35300	Zoning Fee	20,000	50	19,337	663	97%	Zoning applications	
35500	Street Improvement Fee	135,000		43,625	91,375	32%	Revenue from utility bills for street improvements ($4 per month)	
36504	Federal Government Grants	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	2,268		2,268	-			

ACCOUNT	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
36900 Contributions from Other Funds-Sales Tax ($2,500,000); Housing Rehab ($67,880); Vacant Structures ($18,275)	1,586,155		750,000	836,155	47%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets to cover BC debt). Quarterly sales tax distributions are averaging $450,000 or $1,800,000 annually.	
37600 Gaming Income	250,000	23,250	103,987	146,013	42%	Gaming receipts average $19K to $23K per month.	
37900 Gain/Loss - Sale of Fixed Assets	-		-	-			
38007 Interest Income (Operating Acct)	35,000		8,910	26,090	25%		
38100 Reimbursements	110,000	855	71,132	38,868	65%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.	
38100 Lein Reimbursements	-		-	-			
38200 Refunds - Overpayments	500	2,085	(2,433)	2,933	-487%		
38600 Insurance Claims	-		3,995	(3,995)			
38700 Filing Fees	300		-	300	0%	Filing Fees Revenue - Election in FY25. $50.00 per person.	
39200 Property Rehabilitation	-	250	3,950	(3,950)			
39700 Video Lottery	600,000	57,235	231,281	368,719	39%	Video lottery receipts average $13.4K to $22.2K per week.	
39900 Misc Revenue	5,000	626	3,819	1,181	76%	Yard waste stickers and fingerprints	
39902 Special Events - WV Fest	10,000		-	10,000	0%		
39903 Special Events - General	1,000		425	575	43%	Special activities fees	
39904 Special Events - CW Hall	5,000	800	3,200	1,800	64%		
39907 Special Events - Car Show	5,000		10,681	(5,681)	214%	Car show registration and sponsors.	
TOTAL REVENUES	**10,400,959**	**274,800**	**5,899,574**	**4,501,845**	57%		

ACCOUNT	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
EXPENSES							
ECONOMIC DEVELOPMENT - 402							
03 Salaries	77,000	5,800	31,831	45,169	41%	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement.	
04 FICA	6,200	444	2,435	3,765	39%	FICA @ 7.65%	
05 Group Insurance	9,300	796	4,125	5,175	44%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	7,000	319	2,662	4,338	38%	PERS II Employer Contribution 9%	
09 OPEB	200	10	51	149	26%	RHBT Insurance	
10 Fringe Benefits	1,800		521	1,279	29%	Deferred Compensation Employer Contribution 3%	
11 Telephone	500		131	369	26%	Cell phone	
14 Travel	3,000		98	2,902	3%	2 National Conferences; airfare, lodging, per-diem	
20 Advertising/Legal Publications	500		-	500	0%		
21 Training & Education	-		-	-		$2,500 rolled under City Manager's office.	
22 Dues & Subscriptions	2,000		386	1,614	19%	IEDC Membership, Survey Subscription, Adobe subscription	
23 Professional Services	1,000		-	1,000	0%	Engineering Services	
26 Insurance and Bonds	5,585		5,568	17	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
30 Contracted Services	1,000		-	1,000	0%		
41 Departmental Supplies	3,000	208	531	2,469	18%	Promotional items for events and City marketing and other departmental supplies.	
43 Auto Supplies	-		-	-		Under Maintenance budget	
TOTAL ECONOMIC DEVELOPMENT	**118,085**	**7,578**	**48,341**	**69,744**	41%		
MAYOR'S OFFICE - 409							
01 Salary	12,500	1,000	5,000	7,500	40%	Mayor's Salary	
04 FICA Tax Expense	1,000	76	382	618	38%		
11 Telephone	-		-	-			
14 Travel Expense	2,000		-	2,000	0%	WV Municipal League	
20 Advertising/Legal Publication	-		-	-			
21 Training & Education	1,000		-	1,000	0%		
22 Dues & Subscriptions	-		-	-			
26 Insurance & Bonds	1,100		1,090	10	99%		
41 Departmental Supplies	500		-	500	0%	$453.00 - Ceremonial Keys to the City and Coins	
68 Community Contributions	2,000		-	2,000	0%		
TOTAL MAYOR'S OFFICE	**20,100**	**1,076**	**6,472**	**13,628**	32%		
COUNCIL - 410							
01 Salaries	40,000	3,333	15,416	24,584	39%	Eight Council Members at $5,000 annual salary	
04 FICA Tax Expense	3,100	255	1,179	1,921	38%		
14 Travel Expense	4,800		2,274	2,526	47%	Conferences	
21 Training & Education	3,200		-	3,200	0%	WV Municipal League Conference Registration ($450 per registration)	
26 Insurance & Bonds	3,500		3,489	11	100%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability	
41 Departmental Supplies	700	86	193	507	28%		
TOTAL COUNCIL	**55,300**	**3,674**	**22,551**	**32,749**	41%		

ACCOUNT	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY MANAGER - 412							
03 Salaries	215,000	19,778	73,484	141,516	34%	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	1,131	5,285	12,215	30%	FICA Tax @ 7.65%	
05 Group Insurance	20,000	1,725	5,678	14,322	28%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	19,000	887	5,816	13,184	31%	9% Employer Contribution PERS I and II	
08 Overtime	2,500		597	1,903	24%		Increased to match actual overtime in previous year.
09 OPEB	500	10	31	469	6%	RHBT Insurance	
10 Fringe Benefits	6,000		1,215	4,785	20%	Deferred Compensation Employer Contribution 3%	
11 Telephone	550		178	372	32%	Mobile phone service	
14 Travel Expense	1,500		-	1,500	0%	WVML Trip, City Clerk Election Training	
20 Advertising	2,000		-	2,000	0%		
21 Training & Education	20,000	850	2,265	17,735	11%	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500	
22 Dues & Subscriptions	1,000		50	950	5%	Adobe subscriptions. ICMA and WVML Fees.	
23 Professional Services	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	15,280		15,270	10	100%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability	
30 Contracted Services	-		-	-			
41 Departmental Supplies	750	43	160	590	21%	Misc. Office Supplies	
43 Auto Supplies (Gas & Oil)	-		-	-		Gas is covered under travel expenses.	
TOTAL CITY MANAGER	**359,580**	**24,424**	**124,572**	**235,008**	35%		

ACCOUNT	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
TREASURER - 413							
03 Salaries	260,000	19,516	107,438	152,562	41%	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	1,499	8,292	13,708	38%	FICA Tax @ 7.65%	
05 Group Insurance	38,000	2,994	15,509	22,491	41%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	24,000	1,179	9,170	14,830	38%	9% Employer Contribution PERS I and II	
08 Overtime	3,500	85	958	2,542	27%		
09 OPEB	500	31	153	347	31%	RHBT Insurance	
10 Fringe Benefits	7,500		2,369	5,131	32%	Deferred Compensation Employer Contribution 3%	
11 Telephone	-		-	-		Director of Finance Cell Phone	
14 Travel Expense	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		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		125	375	25%	Adobe subscription for Director & Accounting Clerk III	
23 Professional Services	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)	
24 Audit Costs	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	19,200		19,184	16	100%	General Liability, Worker's Compensation, Umbrella	
30 Contracted Services	25,000		5,994	19,006	24%	Tyler Technologies - Incode Annual License Fee	
30 B&O Collections - Contracted Services	46,500	1,567	9,506	36,994	20%		
38 Refunds	103,000	20,976	87,394	15,606	85%		
41 Departmental Supplies	2,500	15	1,013	1,487	41%	Misc. Office Supplies	Allowance for purchase of desk scanners for
TOTAL TREASURER	**649,200**	**47,861**	**321,588**	**327,613**	50%		

ACCOUNT	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
COURT CLERK - 415							
03 Salaries	67,000	4,971	27,604	39,396	41%	Court Clerk Salary, 2.5% merit, and holiday supplement	
04 FICA	5,500	390	2,122	3,378	39%	FICA Tax @ 7.65%	
05 Group Insurance	19,000	1,597	8,125	10,875	43%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	6,000	285	2,313	3,687	39%	9% Employer Contribution PERS I and II	
08 Overtime	1,200	128	128	1,072	11%		
09 OPEB	200	10	51	149	26%	RHBT Insurance	
10 Fringe Benefits	1,800		446	1,354	25%	Deferred Compensation Employer Contribution 3%	
14 Travel	500		-	500	0%	Court Clerk training and Election training	
18 Postage	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	5,105		5,103	2	100%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella	
30 Contracted Services	1,025		552	473	54%	Flu shot	Allowance for cost of appeals.
38 Refunds	1,000	83	483	517	48%		
41 Departmental Supplies	600		72	528	12%	Ink cartridges, paper stock	
TOTAL COURT CLERK	**109,030**	**7,465**	**46,999**	**62,031**	43%		
POLICE JUDGES - 416							
03 Salaries	32,000	1,750	9,512	22,488	30%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; extra $2k for special judge, and holiday supplements.	
04 FICA	2,400	134	696	1,704	29%		
14 Travel	500		263	237	53%	WV State mandated annual training for magistrates & judges	
21 Training & Education	1,000		690	310	69%	WV State mandated annual training for magistrates & judges	
22 Dues and Subscriptions	100		-	100	0%		
23 Professional Services	1,000		-	1,000	0%		
26 Insurance & Bonds	2,800		2,791	9	100%		
TOTAL POLICE JUDGES	**39,800**	**1,884**	**13,952**	**25,848**	35%		

ACCOUNT	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY ATTORNEY - 417							
03 Salaries	160,000	12,123	66,528	93,472	42%	Attorney salary plus 2.5% merit and holiday supplement.	
04 FICA	13,000	927	5,089	7,911	39%	FICA @ 7.65%	
05 Group Insurance	1,550	127	814	736	53%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	15,000	727	5,624	9,376	37%	PERS II Employer Contribution 9%	
09 OPEB	400		359	41	90%	RHBT Insurance	
10 Fringe Benefits	5,600		1,273	4,327	23%	Deferred Compensation Employer Contribution 3%	
11 Telephone	250		75	175	30%		
14 Travel	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		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	0%	Cost for outside legal council.	
26 Insurance and Bonds	3,905		2,263	1,642	58%		
41 Departmental Supplies	1,000		-	1,000	0%		
TOTAL CITY ATTORNEY	**256,805**	**13,905**	**83,215**	**173,590**	32%		

ACCOUNT	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
ENFORCEMENT AGENCY - 425							
03 Salaries	61,000	4,420	24,715	36,285	41%	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance.	
04 FICA	4,900	338	1,891	3,009	39%	FICA @ 7.65% of Salary	
05 Group Insurance	9,000	774	3,990	5,010	44%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	5,400	265	2,050	3,350	38%	PERS II Employer Contribution 9%	
09 OPEB	200	10	51	149	25%	RHBT Insurance	
10 Fringe Benefits	2,300		595	1,705	26%	Deferred Compensation Employer Contribution 3%	
11 Telephone	500		75	425	15%		
14 Travel	3,000	(50)	1,576	1,424	53%	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		185	1,315	12%	Certified Mailings	
20 Advertising/Legal Publications	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		170	830	17%	ICC Membership ($160/yr)	
26 Insurance and Bonds	4,365		4,362	3	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
30 Contracted Services	25,000		-	25,000	0%	Kimley-Horn Engineering Services	
30 Nuisance Properties-Contracted Services	112,880		21,730	91,150	19%	Nuisance Properties cleanup and demos.	
30 Nuisance Properties Relocation - Contracted Services	5,000		-	5,000	0%	Nuisance Properties housing reallocation.	
30 Vacant Properties-Contracted Services	18,275		116	18,159			
41 Departmental Supplies	2,000		342	1,658	17%	Building safety month supplies and code books	
43 Auto Supplies	-		-	-		Under Maintenance budget	
45 Uniforms	2,000		525	1,475	26%	Jackets & shirts.	
TOTAL ENFORCEMENT AGENCY	**258,820**	**5,757**	**62,427**	**196,393**	24%		
REGIONAL DEVELOPMENT AUTHORITY - 435							
22 Dues & Subscriptions	11,500		11,304	196	98%	Region 9 Assessment - Fees are going up	
TOTAL REGIONAL DEVELOPMENT AUTHORITY	**11,500**	**-**	**11,304**	**196**	98%		
Total City Administration	**2,493,200**	**164,279**	**1,022,130**	**1,471,070**	41%		

ACCOUNT	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
BUILDING INSPECTIONS - 436							
03 Salaries	88,000	6,560	36,461	51,539	41%	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance.	
04 FICA	7,000	502	2,789	4,211	40%	FICA @ 7.65% of Salary	
05 Group Insurance	1,500	105	680	820	45%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	8,000	394	3,043	4,957	38%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods	
09 OPEB	150		-	150	0%	RHBT Insurance	
10 Fringe Benefits	2,850		883	1,967	31%	Deferred Compensation Employer Contribution 3%	
11 Telephone	1,000	20	80	920	8%	Two lines; one is a hot spot. One is a cell phone.	
14 Travel	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	0%	Certified mailings for property Notice of Violations	
20 Advertising/Legal Publications	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	440	440	560	44%	ICC membership dues; WICA subscription	
23 Professional Services	50,000		3,400	46,600	7%	To cover expenses associated with inspections; compliance.	
26 Insurance & Bonds	6,575		6,565	10	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
30 Contracted Services	-	375	375	(375)			
41 Departmental Supplies	2,000		220	1,780	11%	Building safety month supplies and code books.	
43 Auto Supplies	-		-	-		Under Maintenance budget	
45 Uniforms	2,000		500	1,500	25%	Jackets & shirts.	
TOTAL BUILDING INSPECTIONS	**175,075**	**8,395**	**55,437**	**119,638**	32%		

ACCOUNT	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
PLANNING & ZONING - 437							
03 Salaries	407,000	24,568	123,827	283,173	30%	Planner/Zoning/Subdiv Administrator, Permit Tech, and Planner salaries, 2.5% merit, and holiday supplements.	
04 FICA	33,000	1,879	9,473	23,527	29%	FICA @ 7.65% of Salary	
05 Group Insurance	68,000	3,302	15,524	52,476	23%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	38,000	1,384	10,317	27,683	27%	PERS II Employer Contribution (9%)	
08 Overtime	1,500		-	1,500	0%		
09 OPEB	500	31	133	367	27%	RHBT Insurance	
10 Fringe Benefits	12,000		2,165	9,835	18%	Deferred Compensation Employer Contribution 3%	
11 Telephone	1,000		335	665	33%	Director's department cell phone	
14 Travel	8,000		1,996	6,004	25%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code	
18 Postage	1,000		-	1,000	0%	Certified Mailings; Legal notices, yard sign postings	
20 Advertising/Legal Publications	4,500	33	743	3,757	17%	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		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	25,000		4,043	20,957	16%	GIS Aerial imagery, Background Checks	
26 Insurance & Bonds	20,000		18,814	1,186	94%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
30 Contracted Services	44,000	1,572	7,948	36,052	18%	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		170	830	17%		
41 Departmental Supplies	4,000	900	1,022	2,978	26%	Public hearing signs, office supplies, promotional supplies	
53 Computer Software / Tech	13,000	730	2,920	10,080	22%	MyPermit Now Monthly Fees	Allowance for additional Rental Registration module in MyPermit Now software
TOTAL PLANNING & ZONING	**684,500**	**34,399**	**199,534**	**484,966**	29%		
Total City Bldg Inspection, P&Z, and Enforcement Agency	**1,118,395**	**48,551**	**317,398**	**800,997**	28%		
ELECTIONS - 438							
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	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY HALL - 440							
3 Salaries	103,000	7,715	42,335	60,665	41%	Director of Operations Salary, 2.5% merit, and holiday supplement	
4 FICA Taxes	8,300	590	3,239	5,061	39%	FICA @ 7.65%	
5 Group Insurance	20,000	1,622	8,274	11,726	41%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
6 Retirement	9,000	463	3,811	5,189	42%	9% Employer Contribution	
9 OPEB	200	10	42	158	21%	RHBT Insurance	
10 Fringe Benefits	3,800		1,211	2,589	32%	Deferred Compensation Employer Contribution 3%	
11 Telephone	20,000	1,315	4,428	15,572	22%	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	1,417	15,507	24,493	39%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer, CWH Electric	
14 Travel Expense	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	90	2,254	7,746	23%	Elevator Services and City Hall maintenance.	
18 Postage	4,000	145	1,266	2,734	32%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection. Reflects increase in postage.	
19 Bldg & Equipment Rental	250,000	20,444	103,394	146,606	41%	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		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	125	3,159	341	90%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)	
23 Professional Services	25,000	1,800	7,450	17,550	30%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.	
26 Insurance & Bonds	15,000		12,551	2,449	84%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial	
30 Contracted Services	287,000	19,266	88,921	198,079	31%	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	35,000	741	23,453	11,547	67%	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		940	560	63%	Late fees/Ambulance fees.	
41 Departmental Supplies	12,000	670	5,557	6,443	46%		

ACCOUNT	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
53 Computer Software / Tech	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	
TOTAL CITY HALL	**873,800**	**56,413**	**343,136**	**530,664**	39%		
CONTRIBUTIONS/TRANSFERS - 444							
68 Contributions - Community Partnership Grants	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	0%		Allowance for community grants for non-profit organizations.
68 Contributions - Revive Grant	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	40,000	4,689	7,012	32,988	18%		Grant funds brought forward from FY25 into FY26 that were allocated but not spent.
68 Contributions - Homeless Solutions	-	5,000	5,000	(5,000)		County Homelessness position funding commitment	County Homelessness position has been dissolved.
68 Contributions - Charles Town Now	70,000		30,000	40,000	43%		Contribution to support Washington Street redevelopment study.
68 Contributions - Jefferson County Community Ministries	20,000		-	20,000	0%		
68 Contributions - Sidewalk Improvement Program	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.
TOTAL CONTRIBUTIONS/TRANSFERS	**635,000**	**9,689**	**67,012**	**567,988**	11%		

ACCOUNT	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
PARKING - 571							
03 Salaries	46,000	3,422	18,705	27,295	41%	Parking Enforcement Officer salary, contingency, 2.5% merit, holiday supplement, and clothing allowance	
04 FICA Tax Expense	3,700	267	1,459	2,241	39%	FICA @ 7.65%	
05 Group Insurance	750	36	267	483	36%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement Expense	4,000	211	1,573	2,427	39%	9% Employer Retirement Contribution	
08 Overtime	1,000	64	369	631	37%	RHBT Insurance	
09 OPEB	100		-	100	0%	Deferred Compensation Employer Contribution 3%	
10 Fringe Benefits	1,400		445	955	32%		
13 Utilities	1,400		-	1,400	0%	Electric Service	
16 Repair & Main - Equipment	1,000		-	1,000	0%	Parking meter repairs and maintenance	
18 Postage	500		-	500	0%		
19 Bldg & Equipment Rental	500		-	500	0%		
20 Advertising / Legal Publications	500		-	500	0%		
26 Insurance & Bonds	3,240		3,232	8	100%	Prof Liability, Umbrella, Automobile, Worker's Comp	
30 Contracted Services	500		27	473	5%		
41 Departmental Supplies	5,000	148	457	4,543	9%	Office Supplies, Batteries, Handheld Printer Paper	
43 Auto Supplies (Gas/Oil)	500		-	500	0%		
45 Uniforms	500		-	500	0%	Jacket, Uniform Shirt, Patches, Badge, etc.	
53 Computer Software/Tech	4,000		-	4,000	0%	United Public Safety/T2 Annual Fees	
TOTAL PARKING	**74,590**	**4,148**	**26,533**	**48,057**	36%		
CONTINGENCIES - 699							
Other Contributions	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.
TOTAL CONTINGENCIES	**239,125**	**-**	**-**	**239,125**	0%		

ACCOUNT	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
POLICE DEPARTMENT - 700							
03 Salaries	1,640,000	112,928	667,750	972,250	41%	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	6,873	40,985	69,015	37%	FICA Tax at 7.65%	
05 Group Insurance	289,000	19,304	104,767	184,233	36%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	145,000	7,137	58,489	86,511	40%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)	
07 Police Pension	17,250		1,196	16,054	7%	Legacy CTPD Retirement System	
08 Overtime	160,000	11,954	92,686	67,314	58%	Shift coverage, late arrest/call out, special events, school events, court, etc.	
09 OPEB	5,000	173	908	4,092	18%	RHBT Insurance	
10 Fringe Benefits	55,000		15,206	39,794	28%	Deferred Compensation Employer Contribution 3%	
11 Telephone	48,500	2,989	15,564	32,936	32%	(4) department cell phones, MiFi/Craddle Points, for CAD in police vehicles, Internet, etc.	
13 Utilities	48,000	3,052	15,915	32,085	33%	Electric and Internet Service, increase in FY25.	
14 Travel	4,000		343	3,657	9%	Training, Conferences,etc.	
15 R&M Building & Grounds	2,500		-	2,500	0%	Lights, Paint, Air Filters, Electrical supplies, Batteries	
16 R&M Equipment	5,000	806	4,621	379	92%	Generator Service	
17 R&M Auto	50,000	2,211	19,396	30,604	39%	Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, tire install/rotation, etc.	
18 Postage	1,300		367	933	28%	Stamps, USPS Certified Mail, UPS/Fedex, etc.	
19 Building & Equipment Rental	100,000	7,841	41,807	58,193	42%		
20 Advertising/Legal Publications	5,500		960	4,540	17%	New Hire Ads 3-6 ads in local paper	
21 Training & Education	20,000		1,494	18,506	7%	WVSP Academy, 16 hours in-service/8 supervisor hours.	
22 Dues & Subscriptions	2,000		480	1,520	24%	WVCOP Dues, IACP, SRO, Journal	
23 Professional Services	5,000	240	2,320	2,680	46%	Polygraph Exams, Psychological exam, Physical Exams, Diagnostic Imaging	
26 Insurance & Bonds	122,550		122,489	61	100%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance	
30 Contracted Services	48,000	934	14,915	33,085	31%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.	
37 Other Fees & Taxes	450		400	50	89%	661 George St. Ambulance Fees	
41 Departmental Supplies	41,000	414	9,891	31,109	24%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery	
43 Auto Supplies	65,000	381	29,464	35,536	45%	Gas, oil changes and tires for Police Vehicles	
45 Uniforms	30,000	1,581	10,776	19,224	36%	Class A, BDU, duty gear, insignia, ballistic vest, coats, etc.	
53 Computer Software/Tech	26,800	4,108	25,100	1,700	94%	CAD Motorola, Guardian Tracking, Police One Academy, Powerdms, VCS, Motorola Solutions (Watch Guard System), Revize (Website).	
TOTAL POLICE DEPARTMENT	**3,046,850**	**182,926**	**1,298,289**	**1,748,561**	43%		

ACCOUNT	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
POLICE-SPECIAL DUTY CROSSING GUARDS - 704							
03 Salaries	35,000	3,039	10,646	24,355	30%	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	232	814	1,786	31%		
26 Insurance & Bonds	2,295		2,292	3	100%		
41 Departmental Supplies	350		324	26	92%	Stop signs	
45 Uniforms	400		87	313	22%	Reflective jackets and vests	
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**40,645**	**3,271**	**14,163**	**26,482**	35%		
Total Police and Crossing Guards	**3,087,495**	**186,197**	**1,312,452**	**1,775,043**	43%		
DOG WARDEN - 707							
Contributions	1,600		-	1,600	0%	City passes along the dog tag fees to the County	
TOTAL DOG WARDEN	**1,600**	**-**	**-**	**1,600**	0%		

ACCOUNT	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
MAINTENANCE - 750							
03 Salaries	330,000	23,048	120,134	209,866	36%	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	1,794	9,566	17,434	35%	FICA @ 7.65%	
05 Group Insurance	47,000	3,192	14,229	32,771	30%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	29,000	1,336	10,110	18,890	35%	9% Employer Contribution	
08 Overtime	20,000	397	4,912	15,088	25%		
09 OPEB	500	31	122	378	24%	RHBT Insurance	
10 Fringe Benefits	7,500		1,946	5,554	26%	3% Deferred Compensation Employer Contribution	
11 Telephone	3,000		843	2,157	28%	Field staff equipped with cell phones	
13 Utilities	15,000	322	1,641	13,359	11%	Maintenance building electric, water, sewer, and internet	
14 Travel Expense	1,500		-	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed	
15 R&M Buildings and Grounds	55,000	613	30,607	24,393	56%	General maintenance of city buildings.	
16 R&M Equipment	15,000		10,504	4,496	70%	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	84	1,134	8,866	11%	Regular maintenance of department and City vehicles	
19 R&M Bldg and Equip Rental	1,000		-	1,000	0%	Equipment rented as required to maintain various city buildings.	
20 Advertising	500		-	500	0%	Spring and Fall Cleanup. Additional city sponsored projects as required.	
21 Training & Education	2,500		-	2,500	0%	Maintain certifications; other skill enhancement training as required/proposed. CDL, Playground Inspection, ASE.	
22 Dues & Subscriptions	500		-	500	0%	Camera subscription and CDL License Fees	
23 Professional Services	500		165	335	33%	CDL physicals	
26 Insurance & Bonds	19,000		17,263	1,737	91%	Liability, Worker's Comp, Vehicle Insurance	
30 Contracted Services	61,268	1,410	22,105	39,162	36%	Trash Service, Box Rental Fees, Tree Services ($12,000), Snow Removal and Salt	
41 Departmental Supplies	35,000	419	17,756	17,244	51%	General maintenance annual supplies. Christmas decorations, and light poles.	
43 Auto Supplies (Gas, Oil & Tires)	25,000		7,763	17,237	31%	Gas, oil changes and tires for maintenance and City vehicles.	
45 Uniforms	5,000		-	5,000	0%		
TOTAL MAINTENANCE	**710,768**	**32,644**	**270,800**	**439,968**	38%		
STREET LIGHTS - 751							
13 Utilities	130,000	10,082	50,009	79,991	38%	Street lights electric.	
TOTAL STREET LIGHTS	**130,000**	**10,082**	**50,009**	**79,991**	38%		
VISITOR'S CENTER - 901							
66 Contributions	100,000	7,392	29,448	70,552	29%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center.	
TOTAL VISITOR'S CENTER	**100,000**	**7,392**	**29,448**	**70,552**	29%		

ACCOUNT	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
FAIRS/FESTIVALS - 903							
20 Advertising/Legal Publications	2,000		-	2,000	0%		
30 Contracted Services	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	0%		
41 Departmental Supplies	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	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		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**	**-**	**12,578**	**55,822**	18%		
TRANSFERS - 960/698 SAO							
01 Transfers to Capital Reserve - Repaving	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	-	100%		Transfer to Capital Fund to support capital projects.
03 Transfers Out - Parks & Rec	120,000	7,392	49,448	70,552	41%	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	-	100%		Transfer to Residual Fund to build up Rainy Day savings.
11 Transfers to Capital Reserve - Table Games	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	-	100%		Reimbursement to Sales Tax from FY25 withdraw for city manager recruiter fees.
TOTAL TRANSFERS	**1,742,386**	**7,392**	**1,124,916**	**617,470**	65%		
TOTAL EXPENSES	**10,400,959**	**470,374**	**4,233,275**	**6,167,683**	**41%**		
REVENUES OVER EXPENSES	**-**	**(195,574)**	**1,666,298**				

the city of Charles Town, WV

FY 2026 Capital Reserve Budget

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	NOVEMBER 2024	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET REVENUES								
Capital Reserve Carryover		$ 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		$ 414,570	$ 12,816	97%	Contributions from GF (Determined in July 2025 1st Revision)	
36800 Contributios from GF - Lottery / Gaming Revenue		$ 810,000		$ 213,899	$ 596,101	26%	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	$ -	100%		
33000 Developer Fees		$ 150,000	$ 32,876	$ 135,900	$ 14,100	91%	Developer Proffer fees.	
38000 Interest on Bank Accounts & Other Sources		$ 80,000		$ 55,504	$ 24,496	69%		
38600 Insurance Claims		$ -		$ 26,612	$ (26,612)			
TOTAL REVENUES	**$ -**	**$ 10,613,040**	**$ 611,271**	**$ 9,977,940**	**$ 635,100**	**94%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	NOVEMBER 2024	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET EXPENSES								
975 GENERAL GOVERNMENT								
Information Technology								
City Hall WIFI Replacements - 975-59 General Government Capital Outlay		$ 10,000		$ 2,629	$ 7,371	26%		
Computer Replacement - 975-59 General Government Capital Outlay Technology		$ 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	0%		
Tyler Tech Version 10 Software - 975-59 General Government Capital Outlay Technology		$ 71,000		$ 5,902	$ 65,099	8%	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**	**$ -**	**$ 10,335**	**$ 100,665**	**9%**		
Other - General Government								
Drone - 975-15 General Government Capital Outlay Equipment		$ 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	0%	$140,000 carried over from FY25.	
Salary Study - 975-23 General Government Professional Services		$ 30,000	$ 4,500	$ 4,531	$ 25,469	15%		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	$ 6,121	$ 45,806	$ 200,194	19%	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 & $100,000 encimbered in FY25.)	
TOTAL OTHER - GENERAL GOVERNMENT	**$ -**	**$ 426,000**	**$ 10,621**	**$ 50,338**	**$ 375,662**	**12%**		
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 537,000**	**$ 10,621**	**$ 60,673**	**$ 476,327**	**11%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	NOVEMBER 2024	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
976 PUBLIC SAFETY								
Equipment								
Officer Equipment - 976-60 Public Safety Capital Outlay Equipment		$ 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		$ 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		**$ 39,500**	**$ -**	**$ 39,880**	**$ (380)**	**101%**		
Information Technology								
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department		$ 52,000		$ 47,886	$ 4,114	92%	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		$ 16,571	$ 10,429	61%	Possible grant funding.	
Cradle Point WIFI Mobile Routers - 975-60 General Government Capital Outlay Technology Police Dept.		$ 18,500		$ 14,175	$ 4,325	77%	9 Routers at $14,400 and $4100 installation labor.	
TOTAL INFORMATION TECHNOLOGY		**$ 97,500**	**$ -**	**$ 78,632**	**$ 18,868**	**81%**		
Vehicles								
Police Cars - 976-59 Public Safety Capital Outlay Vehicles		$ 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	$ 9,732	$ 9,732	$ 2,268	81%	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		$ 59,909	$ 91	100%		Replace vehicle due to fire loss
Police Vehicle Upfit Costs #19 - 976-59 Public Safety Capital Outlay Vehicles		$ 45,000	$ 24,907	$ 33,026	$ 11,974	73%		Replacement Vehicle uplift cost due to fire loss
TOTAL VEHICLES	**$ -**	**$ 235,000**	**$ 34,638**	**$ 219,521**	**$ 15,479**	**93%**		
Parking								
Parking Meters - 976-62 Public Safety		$ 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**	**$ -**	**$ 4,923**	**$ 11,077**	31%		
TOTAL PUBLIC SAFETY	**$ -**	**$ 388,000**	**$ 34,638**	**$ 342,956**	**$ 45,044**	**88%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	NOVEMBER 2024	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
977 STREETS & TRANSPORTATION								
Buildings								
Building Improvements - 977-57 Streets & Transportation Capital Outlay Buildings		$ 578,395		$ -	$ 578,395	0%		
Charles Washington Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings		$ 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.
Charles Washington Hall - Paint Interior - 977-57 Streets & Transportation Capital Outlay Buildings		$ 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	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	0%		Replacement of ballroom blinds.
City Hall - replace rooftop AC units - 977-57 Streets & Transportation Capital Outlay Buildings		$ 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		$ 105,000	$ 31	$ 1,197	$ 103,803	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		$ 15,297	$ 9,703	61%		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	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		$ 250,000	$ 3,210	$ 3,283	$ 246,717	1%	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		$ 13,800	$ 200	99%		
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-57 Streets & Transportation Capital Outlay Buildings		$ 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	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	$ 11,247	$ 11,247	$ 31,253	26%		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	**$ -**	**$ 834,500**	**$ 14,487**	**$ 54,094**	**$ 780,406**	**6%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	NOVEMBER 2024	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
Streets/Infrastructure								
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 80,000		$ -	$ 80,000	0%		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	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		$ 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		$ 13,909	$ 190,091	7%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($204,000 carried over from FY25.)	
TOTAL STREETS/INFRASTRUCTURE	**$ -**	**$ 394,000**	**$ -**	**$ 68,666**	**$ 325,334**	**17%**		
Vehicles								
Bucket Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 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		$ 83,075	$ 6,925	92%		
Pick-up Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 65,000		$ -	$ 65,000	0%		
TOTAL VEHICLES	**$ -**	**$ 330,000**	**$ -**	**$ 83,075**	**$ 246,925**	**25%**		
Other - Streets & Transportation								
Flower planters - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 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		$ 59,970	$ 6,030	91%	Installation of Interpretative signs, fencing, monument and landscaping. (66,000 carried over from FY25.)	
TOTAL OTHER - STREETS & TRANSPORTATION	**$ -**	**$ 84,000**	**$ -**	**$ 59,970**	**$ 24,030**	71%		
TOTAL STREETS & TRANSPORTATION		**$ 1,642,500**	**$ 14,487**	**$ 265,805**	**$ 1,376,695**	**16%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	NOVEMBER 2024	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
979 CULTURE & RECREATION								
Parks & Recreation								
Bridges at Happy Retreat & Stake Park - 979-58 Culture & Recreation Other Improvements		$ 84,000		$ 92,916	$ (8,916)	111%	$84,000 carried over from FY25.	
JMP Slide - 979-59 Culture & Recreaption Capital Other Impovements		$ 14,200		$ 14,224	$ (24)	100%		
Pickle Ball Courts - 979-58 Culture & Recreation Capital Other Improvements		$ 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	$ -	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	$ 33,880	$ 33,880	$ 16,120	68%	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		$ 9,400	$ 600	94%		
TOTAL PARKS & RECREATION	**$ -**	**$ 228,200**	**$ 33,880**	**$ 155,436**	**$ 72,764**	**68%**		
Culture								
Decorative String Lights for Art Alley and Charles Street - 979-58 Culture & Recreation Other Improvements		$ 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		$ 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	$ 1,621	$ 1,621	$ 15,379	10%		
Movie Screen - 977-59 Culture & Recreation Capital Outlay Equipment		$ 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	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	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**	**$ 301,400**	**$ 1,621**	**$ 28,624**	**$ 272,776**	**9%**		
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 529,600**	**$ 35,501**	**$ 184,060**	**$ 345,540**	**35%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	NOVEMBER 2024	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
Contingencies		$ 2,600,241		$ -	$ 2,600,241	0%	This amount will be adjusted in the 1st Revision in July 2025.	
Encumberances for Subsequent Years		$ 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	0%	$76,444 to Augustine Avenue Project. $861,555 to Liberty Street Project. $3,049,305 to JMP Pool Project.	
TOTAL EXPENSES	**$ 100,000**	**$ 10,034,645**	**$ 95,247**	**$ 853,494**	**$ 9,181,151**	**9%**		
REVENUES OVER EXPENSES	**$ (100,000)**	**$ 578,395**	**$ 516,024**	**$ 9,124,446**				

GRANT PROJECTS BUDGET

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	NOVEMBER 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
AUGUSTINE AVENUE GRANT PROJECT							
REVENUES							
Capital Reserve Carryover	$ 250,000	$ 76,444		$ -	$ 76,444	0%	This is a State project with 4 Federal grants that require upfront matches. The State will administer the project, therefore the City will only need to pay the matches. We will not receive any revenue or pay expenses that need to be reimbursed. All matches have been paid in previous years except a 76,444 match that is allocated for Phase I Construction. The $76,444 is budgeted for FY 2026 and carried over from FY25. There is a $250,000 encumberance set aside for estimated potential overages that the City may have to pay.
TOTAL REVENUES	**$ 250,000**	**$ 76,444**	**$ -**	**$ -**	**$ 76,444**	0%	
EXPENSES							
Augustine Avenue Trail Construction - Construction Phase I - 979-58 Culture & Recreation Other Improvements		$ 76,444	$ 300	$ 450	$ 75,994	1%	Construction - Phase 1 Funded through WVDOT Grant with a City match of $76,444. This is the only match left to pay for this project. All other matches have been paid in prior years.
Augustine Avenue Trail Construction - Construction Phase II & III Encumberance for FY27 - 979-58 Culture & Recreation Other Improvements	$ 250,000			$ -	$ -		This encumbrance is for potential overages on the project in which the City may be responsible.
TOTAL EXPENSES	**$ 250,000**	**$ 76,444**	**$ 300**	**$ 450**	**$ 75,994**	1%	
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ (300)**	**$ (450)**	**$ 450**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	NOVEMBER 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
LIBERTY STREET FLOODING MITIGATION GRANT PROJECT							
REVENUES							
Capital Reserve Carryover		$ 861,555		$ -	$ 861,555	0%	This is the City's portion of the cost of this project after receiving the Chesapeake Bay and FEMA Grants listed below totaling $469,845. The $861,555 includes the City's $305,774 FEMA Grant match and the remaining $555,811 is the City's out of pocket expenses not supported by grants.
36500 Federal Grants - Chesapeake Bay Foundation		$ 94,845			$ 94,845	0%	Total award is $172,445. This grant does not require a match. $77,600 was received in FY24, which leaves a remaining balance of $94,845 to be received. This is a reimbursable grant so we must budget all expenses and administer the project.
36500 Federal Grants - FEMA		$ 375,000			$ 375,000	0%	Total award is $680,774. FEMA will pay the City $375,000 and the City is required to match $305,774. This is a reimbursable grant so we must budget all expenses and administer the project.
TOTAL REVENUES	**$ -**	**$ 1,331,400**	**$ -**	**$ -**	**$ 1,331,400**	0%	
EXPENSES							
Liberty Street Flooding Mitigation - Phase I - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 1,331,400	$ 5,771	$ 287,765	$ 1,043,635	22%	Total construction cost is $1,420,000. We have received two grants to support this project, both of which are reimbursable, therefore we must budget the entire cost of the project. $88,600 was paid in prior years, leaving the remaining cost at $1,331,400.
TOTAL EXPENSES	**$ -**	**$ 1,331,400**	**$ 5,771**	**$ 287,765**	**$ 1,043,635**	22%	
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ (5,771)**	**$ (287,765)**	**$ 287,765**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	NOVEMBER 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
JEFFERSON MEMORIAL POOL GRANT PROJECT							
REVENUES							
Capital Reserve Carryover		$ 3,049,305		$ -	$ 3,049,305	0%	This is the City's portion of the cost of this project after receiving the Pool House LWCF and Pool LWCF Grants listed below totaling $1,850,695. The $3,049,305 includes the City's $250,000 Pool House LWCF Grant match and $1,600,695 Pool LWCF Grant match and the remaining $1,198,610 is the City's out of pocket expenses not supported by grants.
Pool House LWCF Grant		$ 250,000		$ -	$ 250,000	0%	Total award is $500,000. National Park Service LWCF will pay the City $250,000 and the City is required to match $250,000. This is a reimbursable grant so we must budget all expenses and administer the project.
Pool LWCF Grant		$ 1,600,695		$ -	$ 1,600,695	0%	Total award is $3,201,390. National Park Service LWCF will pay the City $1,600,695 and the City is required to match $1,600,695. This is a reimbursable grant so we must budget all expenses and administer the project.
TOTAL REVENUES	**$ -**	**$ 4,900,000**	**$ -**	**$ -**	**$ 4,900,000**	0%	
EXPENSES							
JMP Pool House Renovation - 979-58 Culture & Recreation Other Improvements		$ 1,400,000	$ 129,919	$ 130,619	$ 1,269,381	9%	Total construction cost is $1,400,000. We have received a $500,000 grant to support this project, $250,000 will be received from National Park Service and the City must match $250,000. This grant is reimbursable, therefore we must budget the entire cost of the project.
JMP Pool Upgrade - 979-58 Culture & Recreation Other Improvements		$ 3,500,000	$ 416,586	$ 416,586	$ 3,083,414	12%	Total construction cost is $3,500,000. We have received a $3,201,390 grant to support this project, $1,600,695 will be received from National Park Service and the City must match $1,600,695. This grant is reimbursable, therefore we must budget the entire cost of the project.
TOTAL EXPENSES	**$ -**	**$ 4,900,000**	**$ 546,505**	**$ 547,205**	**$ 4,352,795**	11%	
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ (546,505)**	**$ (547,205)**	**$ 547,205**		

GRANT PROJECT STATUS REPORT

AUGUSTINE AVENUE

Grant Type: Upfront Matching Grant - Charles Town pays the match required to begin the project. The state manages and hires contractors to complete the project. The state pays all remaining costs unless the project runs over budget. The city is responsible for 20% of all overage costs.

Notes: Four grants are allocated to this project; Augustine Avenue Design TAP Grant which is designated to the design phase; Augustine Avenue Phase I & II TAP Grant which is assigned to Phase I & II; Augustine Avenue Phase III Capito Earmark which is allocated to Phase III; Liberty Street Sidewalk Upgrades (Moved to Augustine Avenue.) which will be used for Phase III overages if there are any.

PROJECT COST		GRANT BREAKDOWN							CITY'S OBLIGATION				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Overage Cost	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes
Design	145,421	Design	145,421	116,337	29,084				Design Match	29,084	29,084	-	Paid prior to FY 2023
Phase I & II	700,000	Phase I & II	700,000	560,000	140,000	73,596	58,877	14,719	Phase I & II Match	154,719	154,719	-	$140,000 paid in FY 2024. $14,719 paid in FY 2025.
Phase III	1,750,000	Phase III	1,750,000	1,400,000	350,000				Phase III Match	350,000	350,000	-	Paid in FY 2025
		Liberty Street Reallocation	382,218	76,444	305,774				Liberty Street Reallocation Match	76,444	0.00	N/A	
Total Cost	**2,595,421**	**Totals**	**2,977,639**	**2,152,781**	**824,858**	**73,596**	**58,877**	**14,719**	**Total**	**610,247**	**533,803**	**-**	

City's Outstanding Balance: 0.00 Unless overages occur.

LIBERTY STREET FLOODING MITIGATION

Grant Type: Reimbursement Grant - Charles Town will cover the entire cost of the project and hire contractors to complete the work. As work is completed, the City of Charles Town will request reimbursement for eligible costs covered under the Federal award.

Notes: Two grants are allocated to this project; Chesapeake Bay Foundation Grant which is allotted for green infrastructure; FEMA Grant which is designated for stormwater mitigation upgrade.

PROJECT COST		GRANT BREAKDOWN				CITY'S OBLIGATION					FEDERAL FUNDING RECEIVED				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes	Description	Amount	Amount Paid	Balance	Notes
Flooding Mitigation Contract	1,125,725	Chesapeake Bay	172,445	172,445	0	FEMA Match	305,774		305,774		Chesapeake Bay	172,445	77,600	94,845	Paid in FY 2024.
Management & Contingency	293,453	FEMA	680,774	375,000	305,774	Out of Pocket Expenses	565,959	298,506	267,454	$10,741 paid in FY 2025. $287,765 paid in FY2026	FEMA	375,000		375,000	
Total Cost	**1,419,178**	**Totals**	**853,219**	**547,445**	**305,774**	**Total**	**871,733**	**298,506**	**573,228**		**Total**	**547,445**	**77,600**	**469,845**	

City's Outstanding Balance: 573,228

Grant Outstanding Balance: 469,845

JEFFERSON MEMORIAL POOL

Grant Type: Reimbursement Grant - Charles Town will cover the entire cost of the project and hire contractors to complete the work. As work is completed, the City of Charles Town will request reimbursement for eligible costs covered under the Federal award.

Notes: Two grants are allocated to this project; LWCF Pool House Grant assigned to the construction of the pool house; LWCF Pool Grant designated to the construction of the pool.

PROJECT COST		GRANT BREAKDOWN				CITY'S OBLIGATION					FEDERAL FUNDING RECEIVED				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes	Description	Amount	Amount Paid	Balance	Notes
Pool House	1,398,901	LWCF Pool House	500,000	250,000	250,000	LWCF Pool House Match	250,000	130,619	119,381		LWCF Pool House	250,000		250,000	
Pool Construction	3,494,550	LWCF Pool	3,201,390	1,600,695	1,600,695	LWCF Pool Match	1,600,698	416,586	1,184,112		LWCF Pool	1,600,698		1,600,698	
						Out of pocket expenses	1,198,610		1,198,610						
Total Cost	**4,893,451**	**Totals**	**3,701,390**	**1,850,695**	**1,850,695**	**Total**	**3,049,308**	**547,205**	**2,502,103**	**-**	**Total**	**1,850,698**	**-**	**1,850,698**	

City's Outstanding Balance: 2,502,103

Grant Outstanding Balance: 1,850,698

REPAVING BUDGET

ACCOUNT	FY 2026 CURRENT BUDGET	NOVEMBER 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #2 & 3 NOTES
REVENUES							
Repaving Carryover	$ 1,681,704		$ 1,681,704	$ -	100%	Carryover balance from FY2025 Repaving Funds. This amount will be adjusted in the first revision in July 2025.	
36877 Contributions from GF - Repaving Fees	$ 150,000		$ 58,212	$ 91,788	39%	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving	
38000 Interest on Bank Accounts & Other Sources	$ 50,000		$ 4,936	$ 45,064	10%		
TOTAL REVENUES	**$ 1,881,704**	**$ -**	**$ 1,744,853**	**$ 136,851**	93%		
EXPENDITURES							
977-60 Streets & Transportation Capital Outlay Street Paving	$ 330,000		$ 303,952	$ 26,048	92%	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs.	Paving adjustment for the following: $10,000 pot holes & $15,000 Morison Street parking
Paving Contingency - 977-60 Streets & Transportation Capital Outlay Street Paving	$ 1,551,704		$ -	$ 1,551,704	0%	This contingency represents past income collected by CTUB earmarked for street paving. It will be adjusted in the first revision in July 2025.	
TOTAL EXPENSES	**$ 1,881,704**	**$ -**	**$ 303,952**	**$ 1,577,752**	16%		
REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ 1,440,901**				

the city of Charles Town WV

FY 2026 P&R

REVENUES	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	151,293		151,293	-	100%		FY 2025 carryover brought into FY 2026.
00 Pool Admission	20,400		-	20,400	0%		
01 Pool Concession Stand	3,000		16	2,984	1%		
02 Pool Rental	2,000		-	2,000	0%		
03 Pool Passes	3,000		-	3,000	0%		
04 Swimming Lessons	5,000		-	5,000	0%		
07 Pavilion Rental	4,000		1,300	2,700	33%		
10 Park Donations	-	2,500	2,500	(2,500)			
12 Hotel/Motel	100,000	7,392	29,448	70,552	29%		
14 Tennis CIP Donations	1,000		-	1,000	0%		
21 Junior Tennis	1,200		455	745	38%		
22 Tennis Lessons	7,500	756	5,640	1,860	75%		
38 Interest on Investments	750		859	(109)	115%		
39 Contributions from GF	20,000		20,000	-	100%		
52 Sale of Items	-		170	(170)			
TOTAL REVENUES	**319,143**	**10,648**	**211,682**	**107,631**	**126%**		

	EXPENSES	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
03	Salaries	62,000		11,100	50,900	18%	Pool - 15 Part-time employees @ $25,000 Tennis - 7 Part-time employees @ $6500	
04	FICA Tax Expense	5,000		849	4,151	17%	FICA @ 7.65% of Salary	
08	Overtime	1,000		-	1,000	0%		
11	Telephone	1,000		-	1,000	0%	Jefferson Memorial Pool Phone Line	
13	Utilities	12,000	430	1,448	10,552	12%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $5,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $5000	
15	Buildings and Grounds	12,000		425	11,575	4%	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies, and Kiddie Matt mulch (moved from Department Supplies).	
16	Pool supplies and equipment	5,000		-	5,000	0%	Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts.	
20	Advertising/Legal Pub	200		-	200	0%	Publishing fees	
21	Training	1,000		380	620	38%	CPR/First Aid training	Allowance for Park Manager Pool Operation Certification
26	Insurance & Bonds	4,000		5,031	(1,031)	126%	Commercial Property, Umbrella Liability, Automobile, Worker's	
30	Contracted Services	50,000	5,292	28,030	21,970	56%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000; Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300	
36	Refunds	300		100	200	33%		Allowance for refund of pavillion rental and registration fees.
37	Other Fees/Taxes	150		-	150	0%	Pool permit fee Health Department	
41	Departmental Supplies	13,150		4,794	8,356	36%	Trophies, T-shirts, Floats and whistles.	
41	Junior Tennis Supplies	850		465	385	55%	Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls.	
42	Concession Stand Supplies	1,000		-	1,000	0%		
45	Uniforms	2,000		-	2,000	0%		Guard uniforms
59	Capital Outlay	114,000		-	114,000	0%		
99	Contingencies	34,493		-	34,493	0%		
TOTAL EXPENSES		**319,143**	**5,722**	**52,622**	**266,521**	**16%**		
REVENUES OVER EXPENSES		**-**	**4,926**	**159,059**				

SHELIA CLIFFORD TRUST CAPITAL PROJECT

REVENUES	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	433,636		433,636	-	100%		FY 2025 Donations received carried into FY 2026
16 Clifford Trust Restricted Donation	28,000		27,947	53	100%		Additional donations received from the Clifford Trust.
38000 Interest on Investments	7,000		-	7,000	0%		Interest earned on money market checking account.
38005 Dividends	1,600		2,314	(714)	145%		Dividends received on investments.
38010 Gains/ Losses on Investments	35,000		34,884	116	100%		Gains/Losses received on investments.
TOTAL REVENUES	**505,236**	**-**	**498,781**	**6,455**	**99%**		

EXPENSES	CURRENT BUDGET	NOVEMBER 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
23 Professional Services	1,800		2,219	(419)	123%		Portfolio management fees.
59 Clifford Trust Capital Expenditures	503,436		-	503,436	-		Expenditures for dog watering pavillion station and heated bird baths with garden as specified in the Trust Agreement.
TOTAL EXPENSES	**505,236**	**-**	**2,219**	**503,017**	**0%**		
REVENUES OVER EXPENSES	**-**	**-**	**496,561**				

CITY OF CHARLES TOWN
BANK AND INVESTMENT ACCOUNTS
BALANCES AS OF NOVEMBER 30, 2025

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
001 GENERAL FUND									
This pool of money is used to support the operations of the City. This Fund is monitored by the State of WV. The City must submit a budget to the State in March of each year for approval in the following April. All revisions to the budget must be sent to the State for approval. These funds support all operational expenses accross the City departments. These departments are Economic Development, Mayor's Office, Council, City Manager, Treasurer, Court Clerk, Police Judges, City Attorney, Enforcement Agency, Building Inspections, Planning & Zoning, Elections, City Hall, Contributions, Parking, Police, Crossing Guards, Maintenance, and Fairs and Festivals. Several revenues are received by the General Fund and passed through to other funds. Hotel/Motel Taxes are collected and half is transferred to the P&R Fund. The other half is given to the County CVB. Street Improvement Fees are collected and transferred to the Capital Fund Repaving Budget. Finally, Gaming and Vidoe Lottery Income is collected and transferred to the Capital Fund. The Vacant Structures bank account is required in the City's Article 1759 Vacant Buildings Ordinance. Vacant structure fees are deposited into this account and expenditures related to maintaining and ensuring the safety of these buildings are disbursed from these funds.								
General Fund	2792	General	Bank of Charles Town	001-101-01	$ 1,156,537		$ 1,156,537		General Fund operations.
Vacant Structures	9110	General	Bank of Charles Town	001-101-03	$ 21,725		$ 21,725		Vacant buildings maintenance.
002 COAL SEVERANCE									
This fund is a special revenue fund that is supported by the collection of a tax on the production of coal in the state. Because Jefferson County is not a coal producing county, we get a portion of the proceeds based on population. This budget is monitored by the State as well. The City must submit a budget to the State in March of each year to be approved in the following April just as we do for the General Fund. The Council has decided to use these funds to support the enhancement of the P&R pool. This P&R expenditure is approved by the State of WV.									
Coal Severance Tax Revenue Fund	2946	Coal Severance	Bank of Charles Town	002-101-05	$ 191,203		$ 191,203		Special revenue fund used for P&R pool.
003 RESIDUAL FUND									
Another name for this fund is the Rainy Day Fund. This is the City's savings fund. The State allows us to save 30% of our General Fund budget. The FY 2026 budget is $9,274,625. Therefore, the total of the accounts below cannot exceed $2,782,387. Given that information, the City can set aside aproximately one million additional dollars for savings in the Residual Fund. This money can be used to cover General Fund shortfalls or any other purpose the City considers appropriate.									
Residual Fund	2112	Residual	Bank of Charles Town	003-101-07	$ 1,228,020	$ 1,228,020		$ 1,228,020	Savings account/emergency fund for the city. Maximum balance can be 30% of general fund budget. No planned expenditures. Annual interest is 3.23%
Fidelity City Residual Fund #9959	9959	Residual	United Capital Fidelity	003-101-20	$ 863,128	$ 863,128		$ 863,128	Investment fund for GF budget stabalization.
008 SALES TAX									
The revenue that is received in this fund is the 1% city sales tax on the sale of goods and services that businesses operating within the Charles Town city limits must charge their customers. The State collects this tax for us and sends a quarterly payment to this fund. This money is unrestricted and can be used for whatever the City deems appropriate. Currently our ordinances declare that the money must first be used to pay debt obligations. In the FY 2026 General Fund budget the City is bringing in 1.5 million from the Sales Tax Fund. Approximately $325,000 of that money will be used to pay monthly bond/loan payments. The remaining $1,175,000 is allocated for City operations.									
Sales Tax	3012	Sales Tax	Bank of Charles Town	008-101-00	$ 4,904,628	$ 4,904,628	$ -	$ 4,904,628	$1.5 million committed to General Fund for FY 2026. Debt service is to be paid first per ordinance.
011 CHARLES WASHINGTON HALL LANDLORD FUND									
This fund was formed to create a LLC to redeem Federal and State historical tax credits associated with the renovation of Charles Washington Hall in 2014-2017. Money from this fund can be set aside to buy back the remaining portion of the LLC.									
CWH Landlord, LLC	3365	CWH Landlord	Bank of Charles Town	011-101-00	$ -	$ -	$ -	$ -	Unrestricted revenues from the sale of federal historic tax credits. $25,000 allocated for possible option by out.
020 HOUSING REHAB FUND									
The Housing Rehabilitation Program was established in the 1980's when the City received HUD income for community housing rehabilitation. In the past, this was a loan program to the community. This program ceased several years ago. The City may want to pursue providing community grants to low income residents for housing repairs until the funds have been exhausted.									
Housing Rehab Program	2100	CDBG	Bank of Charles Town	020-101-00	$ 68,065	$ -	$ 68,065		Funds restricted to housing rehab services.

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
021 POLICE INVESTIGATIVE FUND									
This Fund contains restricted money specifcally for police use. There are two accounts associated with this fund, Police Investitation and Federal Equitable. The Police Investigation account is generated from income received from the City's involvement in local confiscated property. These funds must be used for police purposes. The Federal Equitable account is generated from the City's involvement in the County TASK Force. Funds received are the City's portion of property confiscated by the TASK Force. These funds are monitored by the State TASK Force.									
Federal Equitable Fund	2873	Investigative	Bank of Charles Town	021-101-02	$ 124,484	$ -	$ 124,484		Funds restricted for limited police activities per Department of Justice guidelines.
Police Investigation Account	2814	Investigative	Bank of Charles Town	021-101-01	$ 46,959		$ 46,959		Funds for police use.
026 OPIOID FUND									
These funds exist from a legal settlement of the State against opioid manufacturrers, distributors, and pharmacies due to their contribution to the misues of opioids. The State mandates that the money must be used for treatment and recovery programs, mental health services, support of law enforcement and first responders, provision of prevention education, or improved access to Narcan. There will be annual distributions of approximately $35,000 through 2028.									
Opioid Settlement Fund	2106	Opioid Fund	Bank of Charles Town	026-101-01	$ 229,024		$ 229,024		Special revenue fund. Council is determining use of funds per State
200 CAPITAL RESERVE FUND									
Capital Reserve money is used to support capital expenditures. These expenditures are normally no less than $5000. A capital expense may be a purchase of land, buildings, vehicles, equipment, or infrastructure construction. They are usually one time expenditures that become fixed assets, and may be supported by grants. There are 3 checking accounts associated with the Capital Fund. The first bank account is the Capital Reserve account which pays for the capital purchases. This account is supported from lottery proceeds, developer fees, and transfers from the General Fund. The second bank account is the Repaving account which pays for the paving and construction of roads. This account is supported from repaving fees assessed on Charles Town residents. The City collects $48 annually from each Charles Town household to support paving. The final account, the EPA account, is the bank account in which grants are received. This is a pass through account. The balance of this bank account should always be zero because the money received should be immediately transferred out to the account that it is reimbursing.									
Capital Reserve Fund	2822	Capital Reserve	Bank of Charles Town	200-101-00	$ 8,563,414	$ 2,546,641	$ 6,016,773	$ 2,546,641	Funding for capital projects and grant projects approved in FY 2026 Capital Budget.
EPA/RLF Fund	2911	Capital Reserve	Bank of Charles Town	200-101-20	$ 78	$ -	$ 78		EPA project completed, but account remains open because it is a depository for Federal Equitable revenue and reimbursable grants.
Repaving	2094	Capital Reserve	Bank of Charles Town	200-101-09	$ 1,448,196		$ 1,448,196	$ 1,402,162	Special revenue for resurfacing projects approved in FY 2025 Capital Budget.
207 PARKS & RECREATION FUND									
The Parks & Recreation Fund is designated to support the operations of the parks, the pool, and P&R programs. Parks & Recreation is a separate entify from the City. There are 3 checking accounts associated with the P&R Fund. They are the P&R Operating account, the P&R Capital Improvement account, and the Clifford Trust. The Operations bank account is used to support the operations of the Parks Program. The main revenue for that account is Hotel/Motel Taxes that are collected in the General Fund and passed on to P&R per City ordinances. The Capital Improvement bank account is supported from community donations and transfers from the P&R Operating account. The Clifford Trust is restricted for specific purposes per the donors' request. These funds are to be used to enhance Jefferson Memorial Park by constructing a dog watering station with a pavilion and heated bird baths with a garden.									
Parks & Rec	2881	Parks & Recreation	Bank of Charles Town	207-101-00	$ 32,712		$ 32,712		Operating account for Parks and Recreation.
Parks & Rec Capital Improvement	7203	Parks & Recreation	Bank of Charles Town	207-101-05	$ 117,017		$ 117,017		Account designated to P&R donations/contributions for future Parks capital improvement (i.e. tennis courts, pool, etc.)
JMP-Sheila Clifford Trust	2876	Parks & Recreation	Bank of Charles Town	207-101-04	$ 505,142		$ 505,142		Funds for the construction of a dog watering station and pavilion as well as heated bird baths and gardens at Jefferson Memorial Park.
400 BUILDING COMMISSION FUND									
The Building Commission is a separate entity from the City. It's purpose is to incur debt on behalf of the City. The properties that the debt are held against are owned by the Building Commission and leased to the City. This relationship exists between the Building Commission and the City until the debt is paid off. Then the property can be given back to the City. Currently there are 3 bonds/loans that the Building Commission holds for the City. The first one is a USDA Bond for Charles Washington Hall. The balance of the bond as of 5/15/2025 is $2,377,573 with monthly payments of $12,840. The second bond is another USDA Bond for Charles Washington Hall. The balance of this bond as of 5/15/25 is $751,198 with monthly payments of $3827. The final loan is held at the Bank of Charles Town at $1,637,630 as of 4/30/25. The monthly payments for this loan is $10,390.98. The Building Commission receives monthly lease payments from the General Fund to support these bond/loan payments. The Building Commission holds one year of bond/loan payments totaling approximately $325,000 in its checking account on reserve.									
Building Commission	4862	Bldg Commission	Bank of Charles Town	400-101-00	$ 316,478	$ -	$ 316,478		Near -term expenditures (i.e. debt service) are paid from the BC fund and directly reimbursed through monthly lease payments from the General Fund.

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
700 POLICE PENSION FUND									
Money in the Police Penson Fund is designated for payroll and benefit payments to retired police officers and/or surving spouses. This is a separate entity from the City. There are 3 members in the plan. The City is obligated to pay a portion of the expenses calculated through information provided from Bolton. This is a transfer from the General Fund Police Budget. When the City's obligation is paid, the State will make an annual contribution to support the payroll expenses as well. The State has strict rules and reporting requirements regarding this account. The Fidelity Pension Investment account is held for future pension payments.									
Police Pension Relief Fund	2118	Police Pension	Bank of Charles Town	700-101-00	$ 86,348		$ 86,348		Funds used to support pension beneficiaries. Includes employer contributions from the General Fund calculated annually from the Bolton Actuarial Valuation Report and one annual State contrubition.
Fidelity Police Pension Fund #6846	6846	Police Pension	United Capital Fidelity	700-101-20	$ 578,803		$ 578,803		Investment fund for restricted use of future pension payments.
900 BOND ESCROW FUND									
The purpose of this fund is to hold developer bonds until project completion. When construction has been completed, inspected, and approved by Council for release, the money is given back to the developer. If the developer does not complete construction as required, the City keeps the funds to make the needed changes. Currently the City is only holding one bond in the amount of $107,157.									
Bond Escrow Fund	3004	Bond Escrow	Bank of Charles Town	900-101-00	$ 131,749		$ 131,749		Account is used to deposit bond funds from developers and held until projects are completed.

Total Bank Accounts……	**$ 19,171,778**			
Total Investment Accounts……	**$ 1,441,930**			
Total Funds……	**$ 20,613,708**	**$ 9,542,416**	**$ 11,071,292**	**$ 10,944,578**

Definations:

**Restricted Funds - Monies that are legally or contractually required to be used for a specific purpose.*

***Unrestricted Funds - Monies that are not designated for a specific purpose. These funds can be used for whatever the City deems appropriate.*

****Unemcumbered Funds - Monies that have not been set aside or committed to a specifc contract, project, or obligation.*

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/15/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1369: City Manager Report - December 15, 2025

ATTACHMENTS:
- CMR 15 December 2025.pdf

City of Charles Town

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

Memorandum to Mayor and City Council

From: Brent T. Manuel, City Manager
Subject: City Manager's Report
Date: 15 December 2025

ADMINISTRATION

- Attendance at Ranson City Council meeting for CTUB presentation
- Discussions and follow up on future position at police department
- Participation in Liberty Street SWM project progress meeting
- Review and meeting on North Charles Street Improvement Project
- Mold remediation efforts complete in basement
- Meeting with local builder on status of downtown project
- Meeting to discuss current status and next round of the Revive! Commercial Grant Program
- Prepare for and chair special meeting at CTUB
- Attendance at Jefferson County Convention and Visitors Bureau holiday reception
- Participation in kick-off meeting for the classification and compensation study
- Meeting with staff to discuss strategic planning session
- Finalizing date for strategic planning session

COMMUNITY AND ECONOMIC DEVELOPMENT

Inspections/Enforcement –

*Duane and Corey just completed the 3 days training at the 2025 Winter Seminary of the WV Code Officials Association in Flatwoods, WV.

*Duane completed testing for his IPMC (Int'l Property Maintenance Code) certification and passed making both Duane and Corey IPMC certified.

Projects –

Pool: Cement block is completed on the addition to the pool house and pool house interior walls are up. Pool framing is underway, but contractors ran into a rock ledge subgrade when framing out the zero-entry side so excavators will be working to clear out the rock. Contractors are starting pool plumbing; pouring pavilion footers and running the conduit for the splash pad.

Augustine Avenue Trail:

Phase 1 is completed and the City awaits a final DOH inspection report. There is a balance due of $9,587.29 in change order overages expended to the City.

Phase 2 is expected to have final plan review completed by the District this week with a target goal to meet the February bid letting.

Phase 3 is awaiting the completion of an independent estimate for Alpha's engineering rate since Phase 3 was excluded from the original phase 1 and phase 2 contract.

Tree Removal: Six (6) trees have been removed at Jefferson Memorial Park – 3 Box Elders, 1 Walnut, 1 Pear, 1 Norway Maple.

OPERATIONS

This Martin Delaney sign at 118 N. Lawrence had been destroyed by a vehicle. We ordered a replacement and Jim's team just installed it.

Paid for out of Capital budget line: Historical Signs 979-58 Culture & Recreation Other Improvement Budget

Total Budget Line $17,000

This sign cost $1620.60 (only expenditure YTD)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/15/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1371: FY2026 Capital Budget Revision #6

ATTACHMENTS:

- Capital Budget 6th 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	REVISION 6 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 & #6 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	$ 414,570	$ 12,816	97%	Contributions from GF (Determined in July 2025 1st Revision)		
36800 Contributios from GF - Lottery / Gaming Revenue		$ 810,000							$ 810,000	$ 213,899	$ 596,101	26%	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	$ -	100%			CWH Landlord Developer Fees contributed from Building Commission.
33000 Developer Fees		$ 150,000							$ 150,000	$ 135,900	$ 14,100	91%	Developer Proffer fees.		
38000 Interest on Bank Accounts & Other Sources		$ 80,000							$ 80,000	$ 55,504	$ 24,496	69%			
38600 Insurance Claims									$ -	$ 26,612	$ (26,612)				
TOTAL REVENUES	**$ -**	**$ 6,604,904**	**$ 3,429,741**	**$ -**	**$ -**	**$ -**	**$ 578,395**		**$ 10,613,040**	**$ 9,977,940**	**$ 635,100**	**94%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	REVISION 6 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 & #6 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	$ 5,902	$ 65,099	8%	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**	**$ 10,335**	**$ 100,665**	**9%**			
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	$ 4,531	$ 25,469	15%		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	$ 45,806	$ 200,194	19%	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**	**$ 50,338**	**$ 375,662**	**12%**			
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 497,000**	**$ 40,000**	**$ -**	**$ -**	**$ -**	**$ -**		**$ 537,000**	**$ 60,673**	**$ 476,327**	**11%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	REVISION 6 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 & #6 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	$ 47,886	$ 4,114	92%	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**	**$ 78,632**	**$ 18,868**	**81%**			
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	$ 9,732	$ 2,268	81%	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	$ 59,909	$ 91	100%		Replace vehicle due to fire loss	
Police Vehicle Upfit Costs #19 - 976-59 Public Safety Capital Outlay Vehicles			$ 45,000						$ 45,000	$ 33,026	$ 11,974	73%		Replacement Vehicle uplift cost due to fire loss	
TOTAL VEHICLES	**$ -**	**$ 130,000**	**$ 105,000**	**$ -**	**$ -**	**$ -**	**$ -**		**$ 235,000**	**$ 219,521**	**$ 15,479**	**93%**			
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**	**$ 342,956**	**$ 45,044**	**88%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	REVISION 6 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 & #6 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	$ 1,197	$ 103,803	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	$ 15,297	$ 9,703	61%		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	$ 3,283	$ 246,717	1%	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	$ 11,247	$ 31,253	26%		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**	**$ 54,094**	**$ 780,406**	**6%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	REVISION 6 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 & #6 NOTES
Streets/Infrastructure															
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements			80,000						$ 80,000	$ -	$ 80,000	0%		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	$ 13,909	$ 190,091	7%	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**	**$ 68,666**	**$ 325,334**	**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**	**$ 265,805**	**$ 1,376,695**	**16%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	REVISION 6 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 & #6 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	$ 33,880	$ 16,120	68%	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**	**$ 155,436**	**$ 72,764**	**68%**			
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	$ 1,621	$ 15,379	10%			
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**	**$ 28,624**	**$ 272,776**	**9%**			
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 367,600**	**$ 152,000**	**$ -**	**$ 10,000**	**$ -**	**$ -**		**$ 529,600**	**$ 184,060**	**$ 345,540**	**35%**			
Contingencies		$ 166,000	$ 2,485,741	$ (14,000)	$ (10,000)	$ (27,500)		$ (9,600)	$ 2,590,641	$ -	$ 2,590,641	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						$ 9,600	$ 3,996,904	$ -	$ 3,996,904	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**	**$ 853,494**	**$ 9,181,151**	**9%**			
REVENUES OVER EXPENSES	**$ (100,000)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 578,395**	**$ 9,124,446**					

GRANT PROJECTS BUDGET

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #6 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #6 NOTES
AUGUSTINE AVENUE GRANT PROJECT									
REVENUES									
Capital Reserve Carryover	$ 250,000	$ 76,444	$ 9,600	$ 86,044	$ -	$ 86,044	0%	This is a State project with 4 Federal grants that require upfront matches. The State will administer the project, therefore the City will only need to pay the matches. We will not receive any revenue or pay expenses that need to be reimbursed. All matches have been paid in previous years except a 76,444 match that is allocated for Phase I Construction. The $76,444 is budgeted for FY 2026 and carried over from FY25. There is a $250,000 encumberance set aside for estimated potential overages that the City may have to pay.	Allowance for Phase 1 overages.
TOTAL REVENUES	**$ 250,000**	**$ 76,444**	**$ 9,600**	**$ 86,044**	**$ -**	**$ 86,044**	0%		
EXPENSES									
Augustine Avenue Trail Construction - Construction Phase I - 979-58 Culture & Recreation Other Improvements			$ 9,600	$ 9,600	$ -	$ 9,600	0%	Construction - Phase 1 Funded through WVDOT Grant with a City match of $76,444. This is the only match left to pay for this project. All other matches have been paid in prior years.	Allowance for Phase 1 overages.
Augustine Avenue Trail Construction - Construction Phase II & III Encumberance for FY27 - 979-58 Culture & Recreation Other Improvements	$ 250,000	$ 76,444		$ 76,444	$ -	$ 76,444	0%	This encumbrance is for potential overages on the project in which the City may be responsible.	
TOTAL EXPENSES	**$ 250,000**	**$ 76,444**	**$ 9,600**	**$ 86,044**	**$ -**	**$ 86,044**	0%		
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #6 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #6 NOTES
LIBERTY STREET FLOODING MITIGATION GRANT PROJECT									
REVENUES									
Capital Reserve Carryover		$ 861,555		$ 861,555	$ -	$ 861,555	0%	This is the City's portion of the cost of this project after receiving the Chesapeake Bay and FEMA Grants listed below totaling $469,845. The $861,555 includes the City's $305,774 FEMA Grant match and the remaining $555,811 is the City's out of pocket expenses not supported by grants.	
36500 Federal Grants - Chesapeake Bay Foundation		$ 94,845		$ 94,845		$ 94,845	0%	Total award is $172,445. This grant does not require a match. $77,600 was received in FY24, which leaves a remaining balance of $94,845 to be received. This is a reimbursable grant so we must budget all expenses and administer the project.	
36500 Federal Grants - FEMA		$ 375,000		$ 375,000		$ 375,000	0%	Total award is $680,774. FEMA will pay the City $375,000 and the City is required to match $305,774. This is a reimbursable grant so we must budget all expenses and administer the project.	
TOTAL REVENUES	**$ -**	**$ 1,331,400**	**$ -**	**$ 1,331,400**	**$ -**	**$ 1,331,400**	0%		
EXPENSES									
Liberty Street Flooding Mitigation - Phase I - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 1,331,400		$ 1,331,400	$ 287,614	$ 1,043,786	22%	Total construction cost is $1,420,000. We have received two grants to support this project, both of which are reimbursable, therefore we must budget the entire cost of the project. $88,600 was paid in prior years, leaving the remaining cost at $1,331,400.	
TOTAL EXPENSES	**$ -**	**$ 1,331,400**	**$ -**	**$ 1,331,400**	**$ 287,614**	**$ 1,043,786**	22%		
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ (287,614)**	**$ 287,614**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #6 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #6 NOTES
JEFFERSON MEMORIAL POOL GRANT PROJECT									
REVENUES									
Capital Reserve Carryover		$ 3,049,305		$ 3,049,305	$ -	$ 3,049,305	0%	This is the City's portion of the cost of this project after receiving the Pool House LWCF and Pool LWCF Grants listed below totaling $1,850,695. The $3,049,305 includes the City's $250,000 Pool House LWCF Grant match and $1,600,695 Pool LWCF Grant match and the remaining $1,198,610 is the City's out of pocket expenses not supported by grants.	
Pool House LWCF Grant		$ 250,000		$ 250,000	$ -	$ 250,000	0%	Total award is $500,000. National Park Service LWCF will pay the City $250,000 and the City is required to match $250,000. This is a reimbursable grant so we must budget all expenses and administer the project.	
Pool LWCF Grant		$ 1,600,695		$ 1,600,695	$ -	$ 1,600,695	0%	Total award is $3,201,390. National Park Service LWCF will pay the City $1,600,695 and the City is required to match $1,600,695. This is a reimbursable grant so we must budget all expenses and administer the project.	
TOTAL REVENUES	**$ -**	**$ 4,900,000**	**$ -**	**$ 4,900,000**	**$ -**	**$ 4,900,000**	0%		
EXPENSES									
JMP Pool House Renovation - 979-58 Culture & Recreation Other Improvements		$ 1,400,000		$ 1,400,000	$ 130,619	$ 1,269,381	9%	Total construction cost is $1,400,000. We have received a $500,000 grant to support this project, $250,000 will be received from National Park Service and the City must match $250,000. This grant is reimbursable, therefore we must budget the entire cost of the project.	
JMP Pool Upgrade - 979-58 Culture & Recreation Other Improvements		$ 3,500,000		$ 3,500,000	$ 416,586	$ 3,083,414	12%	Total construction cost is $3,500,000. We have received a $3,201,390 grant to support this project, $1,600,695 will be received from National Park Service and the City must match $1,600,695. This grant is reimbursable, therefore we must budget the entire cost of the project.	
TOTAL EXPENSES	**$ -**	**$ 4,900,000**	**$ -**	**$ 4,900,000**	**$ 547,205**	**$ 4,352,795**	11%		
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ (547,205)**	**$ 547,205**			

GRANT PROJECT STATUS REPORT

AUGUSTINE AVENUE

Grant Type: Upfront Matching Grant - Charles Town pays the match required to begin the project. The state manages and hires contractors to complete the project. The state pays all remaining costs unless the project runs over budget. The city is responsible for 20% of all overage costs.

Notes: Four grants are allocated to this project; Augustine Avenue Design TAP Grant which is designated to the design phase; Augustine Avenue Phase I & II TAP Grant which is assigned to Phase I & II; Augustine Avenue Phase III Capito Earmark which is allocated to Phase III; Liberty Street Sidewalk Upgrades (Moved to Augustine Avenue.) which will be used for Phase III overages if there are any.

PROJECT COST		GRANT BREAKDOWN							CITY'S OBLIGATION				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Overage Cost	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes
Design Phase I & II	145,421	Design I & II	145,421	116,337	29,084				Design I & II Match	29,084	29,084	-	Paid prior to FY 2023
Phase I & II	700,000	Phase I & II	700,000	560,000	140,000	73,596	58,877	14,719	Phase I & II Match	154,719	154,719	-	$140,000 paid in FY 2024. $14,719 paid in FY 2025.
Phase III	1,750,000	Phase III	1,750,000	1,400,000	350,000				Phase III Match	350,000	350,000	-	Paid in FY 2025
		Liberty Street Reallocation	382,218	304,774	76,444				Liberty Street Reallocation Match	76,444	0.00	N/A	
Total Cost	**2,595,421**	**Totals**	**2,977,639**	**2,381,111**	**595,528**	**73,596**	**58,877**	**14,719**	**Total**	**610,247**	**533,803**	**-**	

City's Outstanding Balance: 0.00 Unless overages occur.

LIBERTY STREET FLOODING MITIGATION

Grant Type: Reimbursement Grant - Charles Town will cover the entire cost of the project and hire contractors to complete the work. As work is completed, the City of Charles Town will request reimbursement for eligible costs covered under the Federal award.

Notes: Two grants are allocated to this project; Chesapeake Bay Foundation Grant which is allotted for green infrastructure; FEMA Grant which is designated for stormwater mitigation upgrade.

PROJECT COST		GRANT BREAKDOWN				CITY'S OBLIGATION					FEDERAL FUNDING RECEIVED				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes	Description	Amount	Amount Paid	Balance	Notes
Flooding Mitigation Contract	1,125,725	Chesapeake Bay	172,445	172,445	0	FEMA Match	305,774		305,774		Chesapeake Bay	172,445	77,600	94,845	Paid in FY 2024.
Management & Contingency	293,453	FEMA	680,774	375,000	305,774	Out of Pocket Expenses	565,959	298,506	267,454	$10,741 paid in FY 2025. $287,765 paid in FY2026	FEMA	375,000		375,000	
Total Cost	**1,419,178**	**Totals**	**853,219**	**547,445**	**305,774**	**Total**	**871,733**	**298,506**	**573,228**		**Total**	**547,445**	**77,600**	**469,845**	

City's Outstanding Balance: 573,228

Grant Outstanding Balance: 469,845

JEFFERSON MEMORIAL POOL

Grant Type: Reimbursement Grant - Charles Town will cover the entire cost of the project and hire contractors to complete the work. As work is completed, the City of Charles Town will request reimbursement for eligible costs covered under the Federal award.

Notes: Two grants are allocated to this project; LWCF Pool House Grant assigned to the construction of the pool house; LWCF Pool Grant designated to the construction of the pool.

PROJECT COST		GRANT BREAKDOWN				CITY'S OBLIGATION					FEDERAL FUNDING RECEIVED				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes	Description	Amount	Amount Paid	Balance	Notes
Pool House	1,398,901	LWCF Pool House	500,000	250,000	250,000	LWCF Pool House Match	250,000	130,619	119,381		LWCF Pool House	250,000		250,000	
Pool Construction	3,494,550	LWCF Pool	3,201,390	1,600,695	1,600,695	LWCF Pool Match	1,600,698	416,586	1,184,112		LWCF Pool	1,600,698		1,600,698	
						Out of pocket expenses	1,198,610		1,198,610						
Total Cost	**4,893,451**	**Totals**	**3,701,390**	**1,850,695**	**1,850,695**	**Total**	**3,049,308**	**547,205**	**2,502,103**	**-**	**Total**	**1,850,698**	**-**	**1,850,698**	

City's Outstanding Balance: 2,502,103

Grant Outstanding Balance: 1,850,698

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/15/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1372: B&O Rate Discussion - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/15/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1376: City Wide Tree Maintenance RFP

ATTACHMENTS:

- Proposal Jefferson Memorial Park 1112042 08-29-2025 - Viking.pdf

Proposed Tree Care Services

Tree Quantity: 20

Proposal Value: $15,075

August 25, 2025

Proposal #: 1112042

Tree Care Service Address/Location
Jefferson Memorial Park - hazard tree mitigation
Charles Town, WV 25414
Aaron Amore

Tree Care Service Billing Address
City of Charles Town
101 E Washington St.
Charles Town, West Virginia 25414
Aaron Amore
cttreeboard@gmail.com
tel: (304) 724-3251

Viking Tree Service, LLC
Erik Berndt
Erik@vikingtreewv.com
tel:304-988-5557

	Species	Qty	Height	DBH	Service	Price
#2	Siberian Elm	1	31'-45'	25"-30"	Deadwood Removal / End Weight Reduction	$1,350
#3	Silver Maple	1	31'-45'	43"-48"	End Weight Reduction / Deadwood Pruning / Vine Segmentation	$900
#4	Siberian Elm	1	31'-45'	31"-36"	Deadwood Pruning / End Weight Reduction	$450
#5	Siberian Elm	1	31'-45'	31"-36"	Removal and Flush Cut	$675
#6	Box Elder	1	31'-45'	31"-36"	Deadwood Pruning / End Weight Reduction	$450
#7	Siberian Elm	1	31'-45'	25"-30"	Deadwood Pruning / End Weight Reduction	$450
#8	Silver Maple	1	31'-45'	25"-30"	Tree Removal - flush cut	$1,350
#9	Norway Maple	1	16'-30'	25"-30"	Removal and Flush Cut	$450
#10	White Oak	1	46'-60'	43"-48"	Supplemental Support System - Basic / Supplemental Support System - Bracing	$1,125
#11	Norway Maple	1	31'-45'	31"-36"	Deadwood Pruning	$450
#12	Norway Maple	1	31'-45'	19"-24"	Deadwood Pruning	$450
#13	Norway Maple	1	31'-45'	25"-30"	Removal and Flush Cut	$450
#14	Siberian Elm	1	31'-45'	25"-30"	Removal and Flush Cut	$450
#15	Siberian Elm	1	31'-45'	31"-36"	Deadwood Pruning	$450
#16	Eastern Black Walnut	1	31'-45'	25"-30"	Removal and Flush Cut	$675

August 25, 2025

Proposal #: 1112042

	Species	Qty	Height	DBH	Service	Price
#17	Siberian Elm	1	31'-45'	31"-36"	Removal and Flush Cut	$1,800
#18	Norway Maple	1	46'-60'	43"-48"	Deadwood Pruning / Supplemental Support System - Basic / End Weight Reduction	$1,350
#19	Black Cherry	1	46'-60'	31"-36"	Removal and Flush Cut	$900
#20	Northern Red Oak	1	46'-60'	25"-30"	Deadwood Pruning	$450
#21	Northern Red Oak	1	46'-60'	25"-30"	Deadwood Pruning	$450
					Total	**$15,075**

General Tree Care Objective Definitions

Deadwood Removal

Deadwood removal refers to the practice of selectively removing dead, dying, or diseased branches in excess of 2" in diameter from a tree. This process is essential for several reasons:Tree Health: Removing deadwood helps prevent the spread of disease and pests that can affect the overall health of the tree.Safety: Dead branches can pose safety hazards, especially if they are at risk of falling. Removing them reduces the risk of injury to people or damage to property.Aesthetic Improvement: Clearing away deadwood can enhance the appearance of a tree, promoting a healthier and more vibrant look.Encouraging Growth: By removing dead branches, the tree can redirect its energy towards healthy growth and new foliage.Deadwood removal is typically performed by trained arborists who assess the tree's condition and determine the appropriate branches to remove, ensuring the tree's health and structural integrity are maintained.

End Weight Reduction

End weight reduction pruning is a technique used in arboriculture to reduce the weight of the ends of tree branches. This method involves selectively removing portions of the branch tips to decrease their overall weight, which can help minimize the risk of branch failure, especially in trees with heavy, elongated branches.Key objectives of end weight reduction pruning include:Safety: Reducing the likelihood of branches breaking under their own weight, particularly during storms or high winds.Tree Health: Encouraging healthier growth patterns by redistributing the tree's resources and reducing stress on weak branches.Aesthetic Appeal: Maintaining the tree's shape and visual appeal while ensuring its structural integrity.This pruning method is typically performed by trained professionals who consider the species of the tree, its growth habit, and the specific needs of the tree to ensure a balanced and healthy outcome.

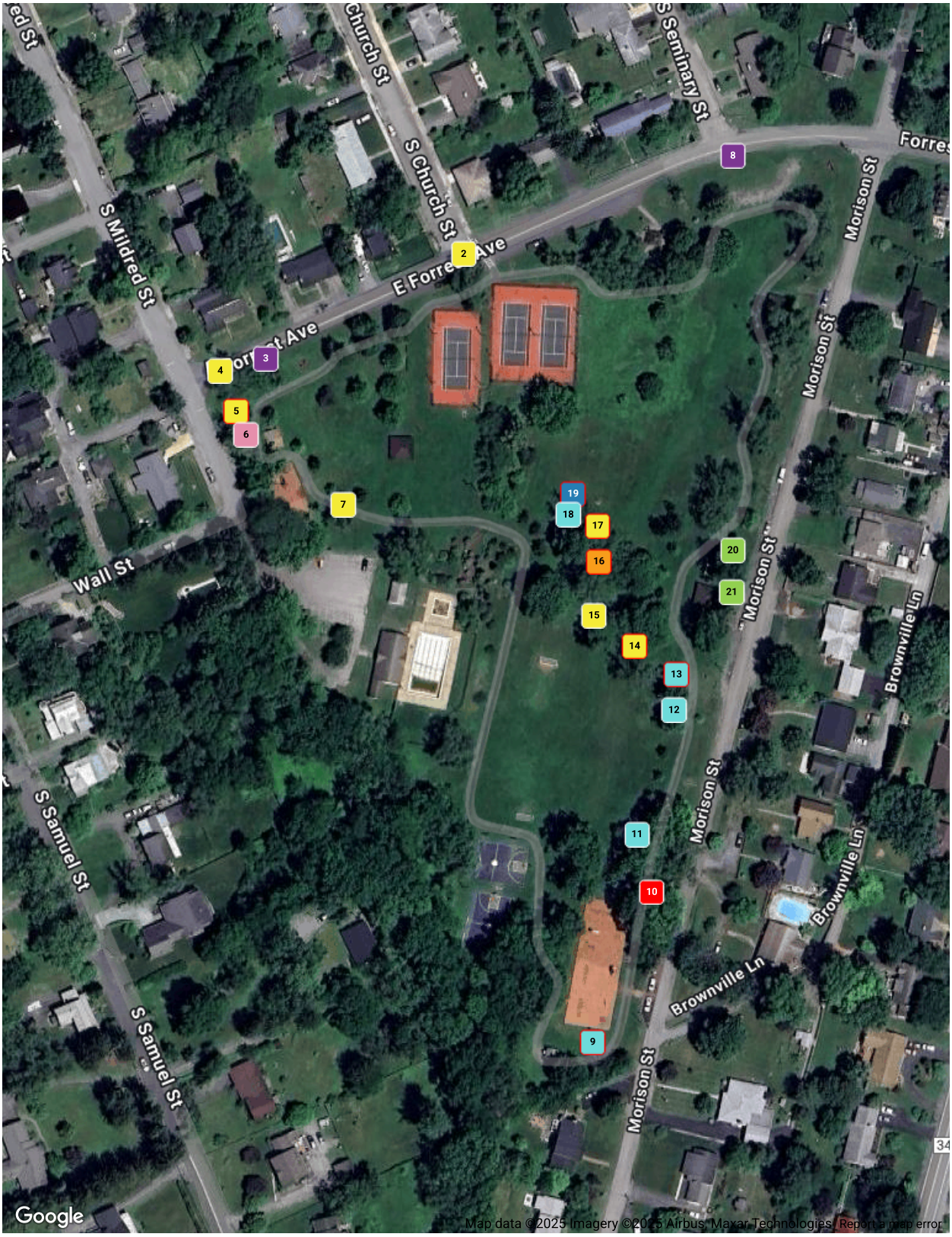
Removal and Flush Cut

Removal/Flush Cut

Supplemental Support System - Basic

Installation of a static Supplemental Support System in accordance with ANSI A300 Part 3, and corresponding ISA Best Management Practices.

Jefferson Memorial Park - hazard tree mitigation



Legend (20)

- Siberian Elm (7)
- Norway Maple (5)
- Silver Maple (2)
- Northern Red Oak (2)
- White Oak (1)
- Eastern Black Wa... (1)
- Box Elder (1)
- Black Cherry (1)

Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



July 3, 2025

Ulmus pumila ID# 2
Siberian Elm
Height: 31'-45' DBH: 25"…
Health: 60% - Fair



Deadwood Removal / End Weight Reduction
End-weight reduction of over-extended limbs back to proper laterals; pruning of dead wood in excess of 2" in diameter



July 3, 2025

Acer saccharinum ID# 3
Silver Maple
Height: 31'-45' DBH: 43"…
Health: 20% - Critical

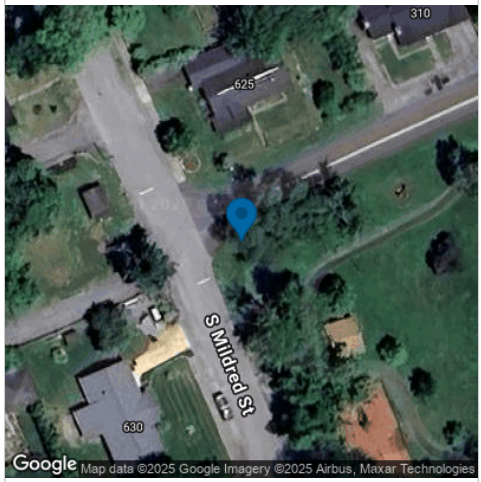


End Weight Reduction / Deadwood Pruning / Vine Segmentation
End-weight reduction of over-extended limbs back to proper laterals; pruning of dead wood in excess of 2" in diameter Vines will be circumscribed in two locations on the stem 2-3' apart; vine stems will be completely removed from this section in order to break the vascular supply to the vine foliage in the upper crown.



July 3, 2025

Ulmus pumila ID# 4
Siberian Elm
Height: 31'-45' DBH: 31"…
Health: 60% - Fair



Deadwood Pruning / End Weight Reduction
End-weight reduction of over-extended limbs back to proper laterals; pruning of dead wood in excess of 2" in diameter

Vines in the tree will be left to die and slough off on their own.

Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



July 3, 2025

Ulmus pumila ID# 5
Siberian Elm
Height: 31'-45' DBH: 31"…
Health: 20% - Critical



July 3, 2025

Acer negundo ID# 6
Box Elder
Height: 31'-45' DBH: 31"…
Health: 60% - Fair



July 3, 2025

Ulmus pumila ID# 7
Siberian Elm
Height: 31'-45' DBH: 25"…
Health: 60% - Fair



Removal and Flush Cut
Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



Deadwood Pruning / End Weight Reduction
End-weight reduction of over-extended limbs back to proper laterals; pruning of dead wood in excess of 2" in diameter



Deadwood Pruning / End Weight Reduction

Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



August 25, 2025

Acer saccharinum ID# 8
Silver Maple
Height: 31'-45' DBH: 25"…
Health: 40% - Poor



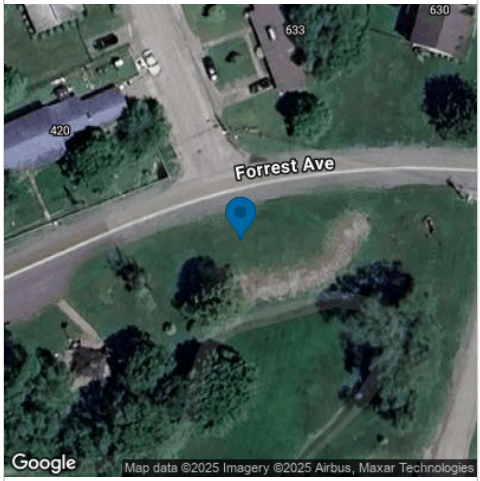
July 3, 2025

Acer platanoides ID# 9
Norway Maple
Height: 16'-30' DBH: 25"…
Health: 1



July 3, 2025

Quercus alba ID# 10
White Oak
Height: 46'-60' DBH: 43"…
Health: 80% - Good



Tree Removal - flush cut
Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



Removal and Flush Cut
Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



Supplemental Support System - Basic / Supplemental Support System - Bracing
This mature white oak has a major structural split at the main u ion, and is at risk of catastrophic failure onto the play structure. It is currently being supported by a non-standard and insufficient cable system. Recommend cabling and bracing this

tree in accordance with ANSI A300 standards for supplemental tree support. Materials cost: $250

Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



July 3, 2025

Quercus alba ID# 10
White Oak
Height: 46'-60' DBH: 43"…
Health: 80% - Good



July 3, 2025

Acer platanoides ID# 11
Norway Maple
Height: 31'-45' DBH: 31"…
Health: 60% - Fair



July 3, 2025

Acer platanoides ID# 12
Norway Maple
Height: 31'-45' DBH: 19"…
Health: 60% - Fair



Supplemental Support System - Basic / Supplemental Support System - Bracing
This mature white oak has a major structural split at the main u ion, and is at risk of catastrophic failure onto the play structure. It is currently being supported by a non-standard and



Deadwood Pruning
Pruning of dead wood in excess of 2" in diameter.



Deadwood Pruning
Pruning of dead wood in excess of 2" in diameter.

insufficient cable system. Recommend cabling and bracing this tree in accordance with ANSI A300 standards for supplemental tree support. Materials cost: $250

Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



July 3, 2025

Acer platanoides ID# 13
Norway Maple
Height: 31'-45' DBH: 25"…
Health: 60% - Fair



Removal and Flush Cut
This tree has evident too-dieback commonly associated with root rotting fungus, and has a poor co-dominant structure with a bark inclusion which should be cabled if kept. Recommend



July 3, 2025

Ulmus pumila ID# 14
Siberian Elm
Height: 31'-45' DBH: 25"…
Health: 40% - Poor



Removal and Flush Cut
Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



July 3, 2025

Ulmus pumila ID# 15
Siberian Elm
Height: 31'-45' DBH: 31"…
Health: 60% - Fair



Deadwood Pruning
Pruning of dead wood in excess of 2" in diameter.

full removal. Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.

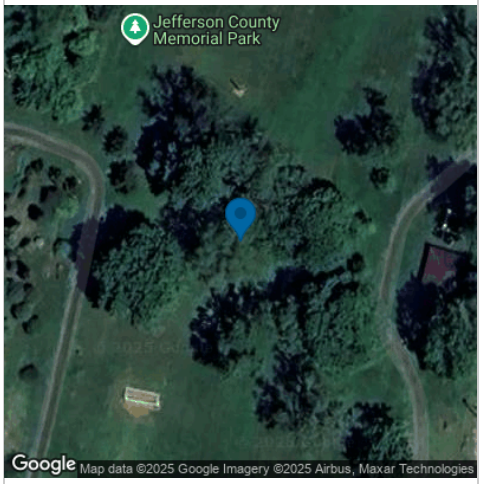
Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



July 3, 2025

Juglans nigra ID# 16
Eastern Black Walnut
Height: 31'-45' DBH: 25"…
Health: 80% - Good

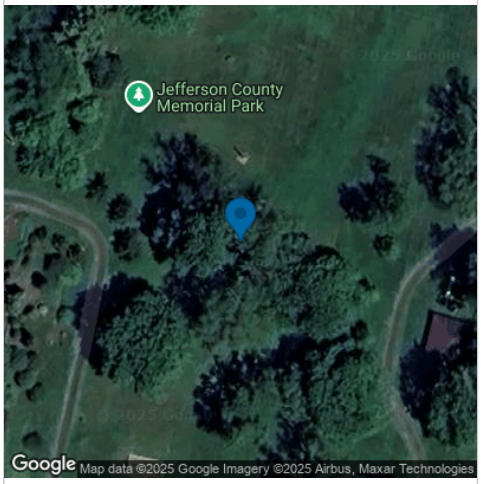


Removal and Flush Cut
Walnut with poor anchorage 45 degree lean, and high probably of uprooting. Recommend removal. Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



July 3, 2025

Ulmus pumila ID# 17
Siberian Elm
Height: 31'-45' DBH: 31"…
Health: 40% - Poor

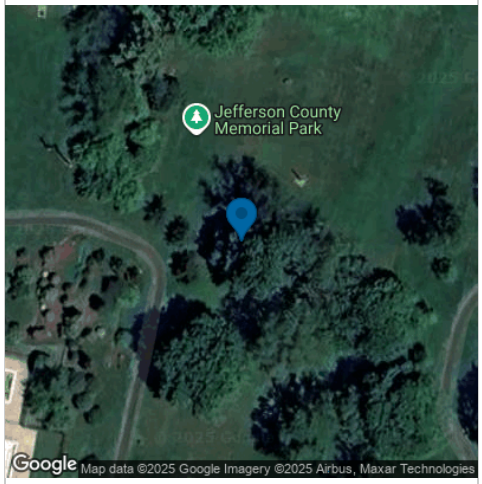


Removal and Flush Cut
Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



July 3, 2025

Acer platanoides ID# 18
Norway Maple
Height: 46'-60' DBH: 43"…
Health: 60% - Fair



Deadwood Pruning / Supplemental Support System - Basic / End Weight Reduction
End-weight reduction of over-extended limbs back to proper laterals; pruning of dead wood in excess of 2" in diameter. Installation

of a single supplemental support cable in order to protect the main union from failure. Materials cost: $125.

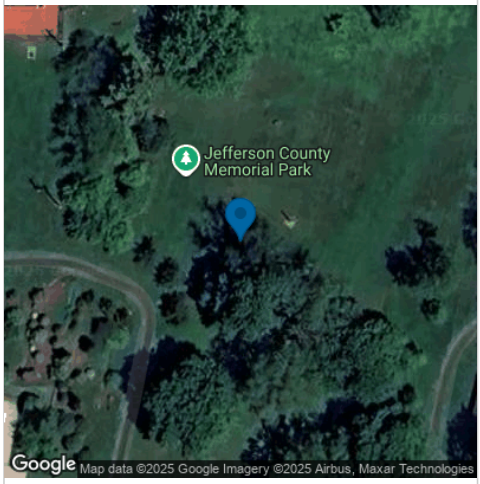
Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



July 3, 2025

Prunus serotina ID# 19
Black Cherry
Height: 46'-60' DBH: 31"…
Health: 40% - Poor



Removal and Flush Cut
Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



July 3, 2025

Quercus rubra ID# 20
Northern Red Oak
Height: 46'-60' DBH: 25"…
Health: 80% - Good



Deadwood Pruning
Pruning of dead wood in excess of 2" in diameter.



August 25, 2025

Quercus rubra ID# 21
Northern Red Oak
Height: 46'-60' DBH: 25"…
Health: 80% - Good



Deadwood Pruning
Pruning of dead wood in excess of 2" in diameter.

Customer

Signature	Title
Printed Name	Date

Viking Tree Service, LLC

Erik Berndt

Signature	
Erik Berndt	August 25, 2025
Printed Name	Date

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/15/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1370: Payment of Bills - December 15, 2025

ATTACHMENTS:

- GEN FUND COUNCIL REPORT 2025-12-15.pdf
- COUNCIL REPORT PCARD 12-15-25.pdf
- PARKS N REC COUNCIL REPORT 2025-12-15.pdf
- CAPITAL RESERVE COUNCIL REPORT 2025-12-15.pdf
- SPECIAL RUN CAPITAL RESERVE 12-15-25.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CITY OF CHARLES TOWN PETTY CASH	12/12/25	MAGISTRATE PETTY CASH	GENERAL FUND	CITY CLERK'S OFFICE	50.00
				TOTAL:	50.00
EMPOWER RETIREMENT	12/05/25	REC 12/5/25 ER DFCMP/ROTH	GENERAL FUND	NON-DEPARTMENTAL	5,155.48
	12/05/25	REC 12/5/25 ER DFCMP/ROTH	GENERAL FUND	NON-DEPARTMENTAL	3,298.46
	12/05/25	REC 12/5/25 ER DFCMP/ROTH	GENERAL FUND	NON-DEPARTMENTAL	1,754.33
				TOTAL:	10,208.27
FIRST-CITIZENS BANK & TRUST CO	12/12/25	DEC25 3RD FLR COPIER	GENERAL FUND	CITY HALL	110.00
				TOTAL:	110.00
FRONTIER, INC.	12/12/25	DEC25 RH ELEVATOR ALARM	GENERAL FUND	CITY HALL	63.78
	12/12/25	DEC25 CWH FIRE ALARM#2	GENERAL FUND	CITY HALL	96.24
	12/12/25	DEC25 CWH FIRE ALRM 1SERV	GENERAL FUND	CITY HALL	71.21
	12/12/25	DEC25 RH FIRE ALARM#1&2	GENERAL FUND	CITY HALL	197.00
	12/12/25	DEC25 PD FIRE ALARM	GENERAL FUND	POLICE DEPARTMENT	107.65
				TOTAL:	535.88
GRIFFITH ENERGY SERVICES, INC	12/12/25	CH OIL DELIVERY 12/02	GENERAL FUND	CITY HALL	644.10
				TOTAL:	644.10
HIRE LEVEL HCM INC	12/05/25	12/5/25 CH PAYROLL INV	GENERAL FUND	CITY HALL	366.71
				TOTAL:	366.71
JEFFERSON COUNTY EMERGENCY COMMUNICATI	12/12/25	SEPT25 CAD/MOBILE&CRADLE	GENERAL FUND	POLICE DEPARTMENT	672.29
				TOTAL:	672.29
JEFFERSON COUNTY CONVENTION & VISITOR'	12/12/25	NOV25 HOTEL/MOTEL COLL	GENERAL FUND	VISITORS CENTER	8,643.47
				TOTAL:	8,643.47
JOHN WYSONG	12/12/25	RMBRMT XMAS DEC ORATION	GENERAL FUND	STREETS & HIGHWAYS	221.19
				TOTAL:	221.19
KONE INC.	12/12/25	CH ELEVATOR SERVICE FY26	GENERAL FUND	CITY HALL	1,193.22
				TOTAL:	1,193.22
KONICA MINOLTA BUSINESS SOLUTIONS INC	12/12/25	DEC25 CH & PD WEBEX SERVI	GENERAL FUND	CITY HALL	427.44
	12/12/25	DEC25 CH & PD WEBEX SERVI	GENERAL FUND	POLICE DEPARTMENT	505.50
				TOTAL:	932.94
PEAC SOLUTIONS	12/12/25	NOV25 CH AND PD COPIER	GENERAL FUND	CITY HALL	280.00
	12/12/25	NOV25 CH AND PD COPIER	GENERAL FUND	POLICE DEPARTMENT	515.98
				TOTAL:	795.98
PEIA	12/02/25	DEC25 PEIA INS#1	GENERAL FUND	NON-DEPARTMENTAL	3,343.39
	12/02/25	DEC25 RHBT#1 CONT	GENERAL FUND	NON-DEPARTMENTAL	115.70
	12/02/25	DEC25 RHBT#1 CONT	GENERAL FUND	NON-DEPARTMENTAL	41.40
	12/04/25	DEC25 RHBT#2 CONT	GENERAL FUND	NON-DEPARTMENTAL	12.60
	12/04/25	DEC25 PEIA#2 CONT	GENERAL FUND	NON-DEPARTMENTAL	2,439.98
	12/02/25	DEC25 PEIA INS#1	GENERAL FUND	ECONOMIC DEVELOPMENT	704.08
	12/02/25	DEC25 RHBT#1 CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	10.20
	12/02/25	DEC25 PEIA INS#1	GENERAL FUND	CITY MANAGER'S OFFICE	1,556.91
	12/02/25	DEC25 RHBT#1 CONT	GENERAL FUND	CITY MANAGER'S OFFICE	10.20
	12/02/25	DEC25 PEIA INS#1	GENERAL FUND	TREASURER'S OFFICE	2,666.72
	12/02/25	DEC25 RHBT#1 CONT	GENERAL FUND	TREASURER'S OFFICE	30.60
	12/02/25	DEC25 RHBT#1 CONT	GENERAL FUND	CITY CLERK'S OFFICE	10.20

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	12/04/25	DEC25 PEIA#2 CONT	GENERAL FUND	CITY CLERK'S OFFICE	1,512.43
	12/04/25	DEC25 PEIA#2 CONT	GENERAL FUND	CITY ATTORNEY	1.98
	12/02/25	DEC25 PEIA INS#1	GENERAL FUND	ENFORCEMENT AGENCY	704.08
	12/02/25	DEC25 RHBT#1 CONT	GENERAL FUND	ENFORCEMENT AGENCY	10.20
	12/02/25	DEC25 PEIA INS#1	GENERAL FUND	BUILDING INSPECTION	1.98
	12/02/25	DEC25 PEIA INS#1	GENERAL FUND	PLANNING & ZONING	1,410.14
	12/02/25	DEC25 RHBT#1 CONT	GENERAL FUND	PLANNING & ZONING	20.40
	12/04/25	DEC25 RHBT#2 CONT	GENERAL FUND	PLANNING & ZONING	10.20
	12/04/25	DEC25 PEIA#2 CONT	GENERAL FUND	PLANNING & ZONING	1,512.43
	12/02/25	DEC25 PEIA INS#1	GENERAL FUND	CITY HALL	1,512.43
	12/02/25	DEC25 RHBT#1 CONT	GENERAL FUND	CITY HALL	10.20
	12/02/25	DEC25 PEIA INS#1	GENERAL FUND	PARKING	1.98
	12/02/25	DEC25 PEIA INS#1	GENERAL FUND	POLICE DEPARTMENT	8,575.33
	12/02/25	DEC25 RHBT#1 CONT	GENERAL FUND	POLICE DEPARTMENT	112.20
	12/04/25	DEC25 RHBT#2 CONT	GENERAL FUND	POLICE DEPARTMENT	51.00
	12/04/25	DEC25 PEIA#2 CONT	GENERAL FUND	POLICE DEPARTMENT	7,895.91
	12/02/25	DEC25 PEIA INS#1	GENERAL FUND	STREETS & HIGHWAYS	1,347.24
	12/02/25	DEC25 RHBT#1 CONT	GENERAL FUND	STREETS & HIGHWAYS	20.40
	12/04/25	DEC25 RHBT#2 CONT	GENERAL FUND	STREETS & HIGHWAYS	10.20
	12/04/25	DEC25 PEIA#2 CONT	GENERAL FUND	STREETS & HIGHWAYS	1,514.41
				TOTAL:	37,177.12
PITNEY BOWES BANK INC PURCHASE POWER	12/12/25	CH POSTAGE LATE FEE	GENERAL FUND	CITY HALL	44.51
				TOTAL:	44.51
POSTMASTER- CHARLES TOWN	12/12/25	100 STAMP ROLL X 4	GENERAL FUND	POLICE DEPARTMENT	312.00
				TOTAL:	312.00
POTOMAC EDISON COMPANY, INC.	12/04/25	NOV25 PD/CTUB ELEC SERV	GENERAL FUND	NON-DEPARTMENTAL	1,645.65
	12/02/25	NOV25 CWH ELEC SERVICE	GENERAL FUND	CITY HALL	887.99
	12/02/25	NOV25 VISITOR CNTR ELEC	GENERAL FUND	CITY HALL	234.98
	12/02/25	NOV25 RH 2ND FLR ELEC SER	GENERAL FUND	CITY HALL	241.98
	12/04/25	NOV25 PD/CTUB ELEC SERV	GENERAL FUND	POLICE DEPARTMENT	3,341.17
	12/04/25	NOV25 CROSSWINDS ELEC SER	GENERAL FUND	STREET LIGHT UTILITIES	177.40
				TOTAL:	6,529.17
SHANIA BARRETT	12/12/25	REIMB DUPLICATE PAYMENT	GENERAL FUND	CITY CLERK'S OFFICE	155.00
				TOTAL:	155.00
SOUTH CENTRAL PLANNING & DEVELOPMENT C	12/12/25	NOV25 PERMIT SOFTWARE SUB	GENERAL FUND	PLANNING & ZONING	1,052.58
				TOTAL:	1,052.58
SUSTAINABLE STRATEGIES DC	12/12/25	NOV25 GRANT RETAINER	GENERAL FUND	CITY HALL	5,000.00
				TOTAL:	5,000.00
T-MOBILE	12/12/25	NOV25 CELL SERVICE	GENERAL FUND	ECONOMIC DEVELOPMENT	32.88
	12/12/25	NOV25 CELL SERVICE	GENERAL FUND	CITY ATTORNEY	18.73
	12/12/25	NOV25 CELL SERVICE	GENERAL FUND	ENFORCEMENT AGENCY	18.73
	12/12/25	NOV25 CELL SERVICE	GENERAL FUND	PLANNING & ZONING	109.54
	12/12/25	NOV25 CELL SERVICE	GENERAL FUND	CITY HALL	32.88
	12/12/25	NOV25 CELL SERVICE	GENERAL FUND	CITY HALL	47.20
	12/12/25	NOV25 CELL SERVICE	GENERAL FUND	POLICE DEPARTMENT	143.62
	12/12/25	NOV25 CELL SERVICE	GENERAL FUND	STREETS & HIGHWAYS	108.72
				TOTAL:	512.30
LYLE C TABB & SONS, INC.	12/12/25	NOV25 BOX RENTAL	GENERAL FUND	STREETS & HIGHWAYS	900.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	900.00
TAYLOR A HODGES	12/12/25	SIP 323 E WASHNGTON HODGE	GENERAL FUND	CONT/TRNSFR 2 OTHR FUN	5,000.00
				TOTAL:	5,000.00
TECHSTAR MECHANICAL SERVICES LLC	12/12/25	RH AC UNIT REPAIR	GENERAL FUND	STREETS & HIGHWAYS	699.00
				TOTAL:	699.00
TEK ADVISORS	12/12/25	NOV25 TECH SERVICE	GENERAL FUND	CITY HALL	11,263.26
				TOTAL:	11,263.26
THE JOURNAL,MARTINSBURG	12/12/25	ADMIN ASSISTANT AD 11/26	GENERAL FUND	POLICE DEPARTMENT	503.00
				TOTAL:	503.00
TRAVELERS	12/12/25	CLAIM F6H3737 STAUBS	GENERAL FUND	CITY HALL	4,779.00
				TOTAL:	4,779.00
UNITED WAY OF THE EASTERN PANHANDLE, I	12/12/25	NOV25 TEEN COURT FEE	GENERAL FUND	NON-DEPARTMENTAL	465.00
				TOTAL:	465.00
US BANK	12/02/25	NOV25 AP PCARD PYMNT	GENERAL FUND	NON-DEPARTMENTAL	44,709.74
	12/10/25	NOV25 FLEET PCARD PMT	GENERAL FUND	NON-DEPARTMENTAL	5,681.50
	12/11/25	NOV25 CH&PD PCARD PMNT	GENERAL FUND	NON-DEPARTMENTAL	8,689.22
				TOTAL:	59,080.46
WILBERGER JARED	12/12/25	PER DIEM PD TRNG 12/29-30	GENERAL FUND	POLICE DEPARTMENT	102.00
	12/12/25	PER DIEM PD TRNG 1/4-5	GENERAL FUND	POLICE DEPARTMENT	51.00
				TOTAL:	153.00
WV STATE TREASURER'S OFFICE	12/04/25	NOV25 MUNICIPAL COURT FEE	GENERAL FUND	NON-DEPARTMENTAL	4,987.04
				TOTAL:	4,987.04

========== FUND TOTALS ==========	
001 GENERAL FUND	162,986.49
GRAND TOTAL:	162,986.49

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: 12/02/2025 THRU 12/12/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10-42 TACTICAL LLC	12/02/25	WLBRGR PANTS/SHIRTS/SHOES/	GENERAL FUND	POLICE DEPARTMENT	748.93
	12/02/25	SUBDUED PATCHES X100	GENERAL FUND	POLICE DEPARTMENT	489.00
				TOTAL:	1,237.93
7-ELEVEN	12/10/25	CAR#4 FUEL 11/13	GENERAL FUND	POLICE DEPARTMENT	70.22
	12/10/25	CAR#4 FUEL 11/11	GENERAL FUND	POLICE DEPARTMENT	56.25
	12/10/25	CAR#21 FUEL 11/11	GENERAL FUND	POLICE DEPARTMENT	46.00
	12/10/25	CAR#14 FUEL 11/17	GENERAL FUND	POLICE DEPARTMENT	60.00
	12/10/25	CAR#14 FUEL 11/07	GENERAL FUND	POLICE DEPARTMENT	56.00
	12/10/25	CAR#14 FUEL 11/05	GENERAL FUND	POLICE DEPARTMENT	48.01
	12/10/25	CAR#14 FUEL 11/03	GENERAL FUND	POLICE DEPARTMENT	49.00
	12/10/25	CAR#14 FUEL 11/02	GENERAL FUND	POLICE DEPARTMENT	48.00
	12/10/25	CAR#26 FUEL 11/15	GENERAL FUND	POLICE DEPARTMENT	34.32
	12/10/25	CAR#26 FUEL 11/06	GENERAL FUND	POLICE DEPARTMENT	36.00
	12/10/25	CAR#14 FUEL 11/18	GENERAL FUND	POLICE DEPARTMENT	47.00
	12/10/25	CAR#14 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	58.00
	12/10/25	CAR#14 FUEL 11/23	GENERAL FUND	POLICE DEPARTMENT	52.00
	12/11/25	CAR#24 FUEL 11/25	GENERAL FUND	POLICE DEPARTMENT	33.50
	12/10/25	BI JEEP FUEL 11/12	GENERAL FUND	STREETS & HIGHWAYS	35.52
	12/10/25	CH EXPLORER FUEL 11/05	GENERAL FUND	STREETS & HIGHWAYS	36.79
	12/11/25	P16 FUEL 11/06	GENERAL FUND	STREETS & HIGHWAYS	107.08
				TOTAL:	873.69
AC &T CO., INC	12/02/25	NOV25 JMP PT SERVICE	PARKS & REC	PARKS & REC	289.00
	12/02/25	NOV25 PT SERV WLLINGHM KNO	PARKS & REC	PARKS & REC	115.00
	12/02/25	NOV25 PT SERV SKATE PK	PARKS & REC	PARKS & REC	178.00
				TOTAL:	582.00
AMAZON	12/11/25	WLK NTHNG TRAFFC BATNS& BA	GENERAL FUND	ECONOMIC DEVELOPMENT	46.63
	12/11/25	CE 2021 IPMC BOOK CONFEREN	GENERAL FUND	ENFORCEMENT AGENCY	52.91
	12/11/25	BI 2021 IRC BOOK CONFEREN	GENERAL FUND	BUILDING INSPECTION	164.89
	12/02/25	CH HDMI ADAPTERS X3	GENERAL FUND	CITY HALL	6.99
	12/02/25	CH CUTTLERY & AIR FILTER	GENERAL FUND	CITY HALL	80.91
	12/11/25	VELCRO & BATTERIES	GENERAL FUND	PARKING	142.89
	12/11/25	CALENDARS/SOAP REFILL/ PEN	GENERAL FUND	POLICE DEPARTMENT	83.86
	12/11/25	HI VISBILTY RFLCTVE VEST M	GENERAL FUND	POLICE-SPECIAL DUTY	8.59
	12/11/25	RAIN PANTS (TANSILL)	GENERAL FUND	POLICE-SPECIAL DUTY	21.99
	12/02/25	CH EXPLORER MATS&VACUUM	GENERAL FUND	STREETS & HIGHWAYS	178.99
	12/11/25	XMAS CRAFT SUPPLY	GENERAL FUND	FAIR ASSOC/FESTIVAL	155.28
	12/11/25	BLANKETS/PARADE JUDGES	GENERAL FUND	FAIR ASSOC/FESTIVAL	109.08
	12/11/25	P&R IPHONE MICROPHONES	PARKS & REC	PARKS & REC	31.79
				TOTAL:	1,084.80
APPLE	12/11/25	DEC2 MUSIC SUBSCRIPTION	GENERAL FUND	ECONOMIC DEVELOPMENT	21.35
				TOTAL:	21.35
APPLE VALLEY WASTE SERVICE, INC.	12/02/25	OCT 25 MD & JMP TRASH SERV	GENERAL FUND	STREETS & HIGHWAYS	660.13
	12/02/25	OCT 25 MD & JMP TRASH SERV	PARKS & REC	PARKS & REC	525.00
				TOTAL:	1,185.13
AUTOZONE, INC.	12/02/25	VACUUM HOSE & TEES	GENERAL FUND	POLICE DEPARTMENT	8.12
	12/11/25	WINDSHIELD WASHER FLUID	GENERAL FUND	POLICE DEPARTMENT	39.90
				TOTAL:	48.02
BFS FOODS#30	12/11/25	WV LEADERSHIP FUEL 11/22	GENERAL FUND	PLANNING & ZONING	26.84
				TOTAL:	26.84

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BLACK BEAR	12/11/25	WV LEADERSHIP LUNCH 11/19	GENERAL FUND	PLANNING & ZONING	23.51
				TOTAL:	23.51
BLUEBEAM INC.	12/02/25	BI CONSTRUCTION SOFTWARE F	GENERAL FUND	BUILDING INSPECTION	440.00
				TOTAL:	440.00
BP	12/11/25	WV LEADERSHIP FUEL 11/21	GENERAL FUND	PLANNING & ZONING	29.92
	12/10/25	CAR#13 FUEL 11/17	GENERAL FUND	POLICE DEPARTMENT	84.05
	12/10/25	CAR#13 FUEL 11/12	GENERAL FUND	POLICE DEPARTMENT	75.82
	12/10/25	CAR#13 FUEL 11/10	GENERAL FUND	POLICE DEPARTMENT	45.48
	12/10/25	CAR#13 FUEL 11/04	GENERAL FUND	POLICE DEPARTMENT	63.74
	12/10/25	CAR#5 FUEL 11/04	GENERAL FUND	POLICE DEPARTMENT	54.65
	12/10/25	CAR#5 FUEL 11/02	GENERAL FUND	POLICE DEPARTMENT	54.50
	12/10/25	CAR#4 FUEL 11/05	GENERAL FUND	POLICE DEPARTMENT	57.65
	12/10/25	CAR#3 FUEL 11/12	GENERAL FUND	POLICE DEPARTMENT	61.34
	12/10/25	CAR#3 FUEL 11/09	GENERAL FUND	POLICE DEPARTMENT	67.64
	12/10/25	CAR#3 FUEL 11/03	GENERAL FUND	POLICE DEPARTMENT	59.74
	12/10/25	CAR#6 FUEL 11/18	GENERAL FUND	POLICE DEPARTMENT	48.50
	12/10/25	CAR#6 FUEL 11/16	GENERAL FUND	POLICE DEPARTMENT	43.00
	12/10/25	CAR#6 FUEL 11/10	GENERAL FUND	POLICE DEPARTMENT	74.50
	12/10/25	CAR#6 FUEL 11/05	GENERAL FUND	POLICE DEPARTMENT	63.50
	12/10/25	CAR#6 FUEL 11/02	GENERAL FUND	POLICE DEPARTMENT	74.00
	12/10/25	CAR#7 FUEL 11/14	GENERAL FUND	POLICE DEPARTMENT	50.48
	12/10/25	CAR#7 FUEL 11/10	GENERAL FUND	POLICE DEPARTMENT	62.40
	12/10/25	CAR#7 FUEL 11/03	GENERAL FUND	POLICE DEPARTMENT	57.67
	12/10/25	CAR#11 FUEL 11/12	GENERAL FUND	POLICE DEPARTMENT	29.99
	12/10/25	CAR#11 FUEL 11/07	GENERAL FUND	POLICE DEPARTMENT	43.99
	12/10/25	CAR#11 FUEL 11/01	GENERAL FUND	POLICE DEPARTMENT	43.10
	12/10/25	CAR#13 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	75.31
	12/10/25	CAR#7 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	53.15
	12/10/25	CAR#11 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	35.23
	12/10/25	CAR#11 FUEL 11/21	GENERAL FUND	POLICE DEPARTMENT	25.52
	12/10/25	CAR#13 FUEL 11/24	GENERAL FUND	POLICE DEPARTMENT	64.18
	12/10/25	CAR#12 FUEL 11/26	GENERAL FUND	POLICE DEPARTMENT	66.93
	12/10/25	CAR#3 FUEL 11/24	GENERAL FUND	POLICE DEPARTMENT	53.09
	12/10/25	VAR#6 FUEL 11/25	GENERAL FUND	POLICE DEPARTMENT	70.00
	12/10/25	CAR#7 FUEL 11/26	GENERAL FUND	POLICE DEPARTMENT	55.60
	12/10/25	CAR# FUEL11/26	GENERAL FUND	POLICE DEPARTMENT	40.40
				TOTAL:	1,785.07
COMCAST CORPORATION	12/02/25	NOV25 CWH INTERNET SERV	GENERAL FUND	CITY HALL	285.74
	12/02/25	NOV25 MD INTERNET SERVICE	GENERAL FUND	STREETS & HIGHWAYS	97.25
				TOTAL:	382.99
CREAMERS AUTO SERVICE CENTER, LLC	12/02/25	CAR#12 MOUNT & BALANCE 4 T	GENERAL FUND	POLICE DEPARTMENT	239.35
	12/02/25	CAR#13 REAR TIRE REPAIR	GENERAL FUND	POLICE DEPARTMENT	29.40
	12/02/25	CAR#18 OIL SERV& STATE IN	GENERAL FUND	POLICE DEPARTMENT	91.82
	12/02/25	CAR#28 OIL SERV& STATE INS	GENERAL FUND	POLICE DEPARTMENT	91.82
	12/02/25	CAR#28 OIL SERV& STATE INS	GENERAL FUND	POLICE DEPARTMENT	18.67
	12/02/25	CAR#2 MOUNT& BALANCE 1 TIR	GENERAL FUND	POLICE DEPARTMENT	47.00
	12/02/25	CAR#18 TIRE REPAIR	GENERAL FUND	POLICE DEPARTMENT	26.25
	12/02/25	CAR#18 OIL SERV& STATE IN	GENERAL FUND	STREETS & HIGHWAYS	18.67
				TOTAL:	562.98
CHARLES TOWN UTILITY BOARD	12/02/25	OCT25 CH&PD&MD&PK WATER SE	GENERAL FUND	NON-DEPARTMENTAL	88.15
	12/02/25	OCT25 CH&PD&MD&PK WATER SE	GENERAL FUND	CITY HALL	94.68

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	12/02/25	OCT25 CH&PD&MD&PK WATER SE	GENERAL FUND	CITY HALL	139.02
	12/02/25	OCT25 CH&PD&MD&PK WATER SE	GENERAL FUND	POLICE DEPARTMENT	178.96
	12/02/25	OCT25 CH&PD&MD&PK WATER SE	GENERAL FUND	STREETS & HIGHWAYS	125.50
	12/02/25	OCT25 CH&PD&MD&PK WATER SE	PARKS & REC	PARKS & REC	79.71
	12/02/25	OCT25 CH&PD&MD&PK WATER SE	PARKS & REC	PARKS & REC	338.21
				TOTAL:	1,044.23
CVS	12/11/25	BATTERIES FOR PK CAMERAS	PARKS & REC	PARKS & REC	33.59
				TOTAL:	33.59
DIVISION OF WATER & WASTE MANAGEMENT	12/02/25	AUGUSTINE TRAIL 2 NPDES PE	CAPITAL RESERVE	CULTURE & RECREATION	300.00
				TOTAL:	300.00
EXECUTIVE EMERGENCY LIGHTING LLC	12/02/25	CAR#14 WARNNG/RADIO/CAMERA	CAPITAL RESERVE	PUBLIC SAFETY	5,276.70
	12/02/25	CAR#7 WARNNG/CAME	CAPITAL RESERVE	PUBLIC SAFETY	4,455.00
	12/02/25	CAR#19 UPLIFTING	CAPITAL RESERVE	PUBLIC SAFETY	19,247.57
				TOTAL:	28,979.27
EXXON MOBILE	12/11/25	WV LEADERSHIP FUEL 10/31	GENERAL FUND	PLANNING & ZONING	32.99
				TOTAL:	32.99
FOUR POINTS	12/11/25	WV LEADERSHIP DINNER 11/19	GENERAL FUND	PLANNING & ZONING	10.70
	12/11/25	WV LEADERSHIP HTL 11/19-22	GENERAL FUND	PLANNING & ZONING	606.81
				TOTAL:	617.51
FRONTIER, INC.	12/02/25	10&11 25 CWH FIRE ALARM #2	GENERAL FUND	CITY HALL	98.13
	12/02/25	10&11 25 CWH FIRE ALARM #2	GENERAL FUND	CITY HALL	99.85
				TOTAL:	197.98
GALLS, LLC	12/02/25	PK UNIFORM	GENERAL FUND	PARKING	147.70
	12/02/25	AMANDA/SARAH/MISTY POLOS	GENERAL FUND	POLICE DEPARTMENT	343.36
				TOTAL:	491.06
GOOGLE	12/11/25	NOV25 GOOGLE SUBCRPTN	GENERAL FUND	CITY HALL	14.98
				TOTAL:	14.98
GREENBRIER RESORT	12/11/25	WV LEADERSHIP COFFEE	GENERAL FUND	PLANNING & ZONING	9.31
	12/11/25	WV LEADERSHIP HTL 10/29-31	GENERAL FUND	PLANNING & ZONING	412.14
				TOTAL:	421.45
HAMPTON INN	12/11/25	HINKLE TRNG HOTEL 11/3-4	GENERAL FUND	POLICE DEPARTMENT	176.25
				TOTAL:	176.25
HOME DEPOT INC	12/11/25	CE FLASHLIGHT RETURN	GENERAL FUND	ENFORCEMENT AGENCY	19.97-
	12/11/25	CE TOOLS/MEASURE TAPE/FLAS	GENERAL FUND	ENFORCEMENT AGENCY	59.94
	12/11/25	TOOLS/FLASHLIGHT	GENERAL FUND	ENFORCEMENT AGENCY	22.97
	12/11/25	CH WATER DISPENSER PUMP	GENERAL FUND	CITY HALL	11.98
	12/11/25	CH WATER X3	GENERAL FUND	CITY HALL	26.94
	12/11/25	WATER CH 8 MD 1	GENERAL FUND	CITY HALL	71.84
	12/11/25	CH LOBBY XMAS TREE& TAPE M	GENERAL FUND	CITY HALL	599.00
	12/11/25	ELECTRICAL PARTS/CWHALL PL	GENERAL FUND	STREETS & HIGHWAYS	32.03
	12/11/25	WATER CH 8 MD 1	GENERAL FUND	STREETS & HIGHWAYS	8.98
	12/11/25	CH LOBBY XMAS TREE& TAPE M	GENERAL FUND	STREETS & HIGHWAYS	19.97
	12/11/25	ANTI FREEZE ER PK BATHROO	PARKS & REC	PARKS & REC	15.92
				TOTAL:	849.60

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JACQUELINE C SHADLE, COUNTY CLERK	12/11/25	CC FEE AUGUSTINE TRAIL	GENERAL FUND	CITY ATTORNEY	2.00
	12/11/25	EASEMENT COPY AUGUSTINE TR	GENERAL FUND	CITY ATTORNEY	8.50
				TOTAL:	10.50
JEFFERSON PUBLISHING COMPANY, INC.	12/02/25	NPH SOMMERSET BLDV STORING	GENERAL FUND	PLANNING & ZONING	33.26
	12/02/25	RFP CH RENOVATIONS	CAPITAL RESERVE	STREETS & TRANSPORTATI	30.50
				TOTAL:	63.76
L.L.BEAN FOR BUSINESS	12/11/25	BAILEY CH BRANDED UNIFORM	PARKS & REC	PARKS & REC	144.75
				TOTAL:	144.75
LIBERTY GET N GO	12/10/25	CAR#13 FUEL 11/07	GENERAL FUND	POLICE DEPARTMENT	80.72
	12/10/25	CAR#27 FUEL 11/07	GENERAL FUND	POLICE DEPARTMENT	50.91
	12/10/25	CAR#4 FUEL 11/17	GENERAL FUND	POLICE DEPARTMENT	60.52
	12/10/25	CAR#4 FUEL 11/03	GENERAL FUND	POLICE DEPARTMENT	61.37
	12/10/25	CAR#4 FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	64.85
	12/10/25	CAR#2 FUEL 11/17	GENERAL FUND	POLICE DEPARTMENT	20.01
	12/10/25	CAR#26 FUEL 11/12	GENERAL FUND	POLICE DEPARTMENT	34.43
	12/10/25	CAR#26 FUEL 11/07	GENERAL FUND	POLICE DEPARTMENT	38.00
	12/10/25	CAR#4 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	59.59
	12/10/25	CAR#12 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	50.67
	12/10/25	CAR#3 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	61.45
	12/10/25	CAR#27 FUEL 11/21	GENERAL FUND	POLICE DEPARTMENT	44.93
	12/10/25	CAR#2 FUEL 11/24	GENERAL FUND	POLICE DEPARTMENT	42.72
	12/11/25	B34 FUEL 11/7	GENERAL FUND	STREETS & HIGHWAYS	87.99
	12/11/25	P23 FUEL 11/17	GENERAL FUND	STREETS & HIGHWAYS	94.38
	12/11/25	B34 FUEL 11/18	GENERAL FUND	STREETS & HIGHWAYS	96.02
	12/11/25	FUEL 11/4	GENERAL FUND	STREETS & HIGHWAYS	113.20
	12/11/25	P15 FUEL 11/5	GENERAL FUND	STREETS & HIGHWAYS	77.40
	12/11/25	LEAF VACUUM FUEL 11/7	GENERAL FUND	STREETS & HIGHWAYS	45.85
	12/11/25	S06 FUEL 11/14	GENERAL FUND	STREETS & HIGHWAYS	125.40
	12/11/25	P16 FUEL 11/18	GENERAL FUND	STREETS & HIGHWAYS	96.93
	12/11/25	LEAF VACUUM FUEL 11/24	GENERAL FUND	STREETS & HIGHWAYS	76.78
	12/11/25	DUMP TRUCK FUEL 11/25	GENERAL FUND	STREETS & HIGHWAYS	102.32
	12/11/25	D12 FUEL 11/06	GENERAL FUND	STREETS & HIGHWAYS	90.01
	12/11/25	D23 FUEL 11/17	GENERAL FUND	STREETS & HIGHWAYS	107.09
	12/11/25	LEAF VACUUM FUEL 11/17	GENERAL FUND	STREETS & HIGHWAYS	78.00
	12/11/25	P17 FUEL 11/05	GENERAL FUND	STREETS & HIGHWAYS	76.68
	12/11/25	D23 FUEL 11/07	GENERAL FUND	STREETS & HIGHWAYS	95.59
				TOTAL:	2,033.81
MARTINS FUEL	12/10/25	CAR#6 FUEL 11/12	GENERAL FUND	POLICE DEPARTMENT	37.71
	12/10/25	CAR#15 FUEL 11/11	GENERAL FUND	POLICE DEPARTMENT	33.60
	12/10/25	CAR#15 FUEL 11/05	GENERAL FUND	POLICE DEPARTMENT	42.75
	12/11/25	CAR#1 FUEL 11/12	GENERAL FUND	POLICE DEPARTMENT	62.06
	12/11/25	CAR#1 FUEL 11/04	GENERAL FUND	POLICE DEPARTMENT	64.34
	12/10/25	CAR#15 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	41.90
	12/10/25	CAR#15 FUEL 11/25	GENERAL FUND	POLICE DEPARTMENT	36.90
	12/11/25	CAR#1 FUEL 11/21	GENERAL FUND	POLICE DEPARTMENT	63.21
				TOTAL:	382.47
MATTHEW ANDERSON, PE, PLLC	12/02/25	11/07 COMMERCIAL INSP	GENERAL FUND	BUILDING INSPECTION	125.00
	12/02/25	COMMERCIAL INSP 11/18&19	GENERAL FUND	BUILDING INSPECTION	250.00
				TOTAL:	375.00
MOULTRIE MOBILE	12/11/25	PK CAMERA FY26 SUBSCRIPTIO	PARKS & REC	PARKS & REC	602.97

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	602.97
NAPA	12/11/25	HYDRAULIC HOSE BOBCAT	GENERAL FUND	STREETS & HIGHWAYS	88.84
				TOTAL:	88.84
PATTON BUILDING SERVICES INC	12/02/25	OCT25 CH & PD CLEANING SER	GENERAL FUND	CITY HALL	933.50
	12/02/25	OCT25 CH & PD CLEANING SER	GENERAL FUND	CITY HALL	125.00
	12/02/25	OCT25 CH & PD CLEANING SER	GENERAL FUND	POLICE DEPARTMENT	933.50
				TOTAL:	1,992.00
PITNEY BOWES BANK INC PURCHASE POWER	12/02/25	SEPT-DEC25 POSTAGE LEASE	GENERAL FUND	CITY HALL	371.49
				TOTAL:	371.49
PRINTING IMPRESSIONS	12/02/25	ACCIDENT INFO EXCHANGE FOR	GENERAL FUND	POLICE DEPARTMENT	166.44
				TOTAL:	166.44
DONALD B RICE TIRE CO INC	12/02/25	CAR#12 4 NEW TIRES	GENERAL FUND	POLICE DEPARTMENT	668.24
	12/02/25	CAR#12 4 NEW TIRES	GENERAL FUND	POLICE DEPARTMENT	591.20-
				TOTAL:	77.04
SAFELITE	12/11/25	CAR#18 WINDSHIELD REPLCMT	GENERAL FUND	POLICE DEPARTMENT	539.37
	12/11/25	CAR#28 WINDSHIELD REPLCMT	GENERAL FUND	POLICE DEPARTMENT	538.99
				TOTAL:	1,078.36
SHEETZ	12/11/25	WV LEARDSHP FUEL 11/19	GENERAL FUND	PLANNING & ZONING	24.62
	12/10/25	CAR#18 FUEL 11/15	GENERAL FUND	POLICE DEPARTMENT	36.00
	12/10/25	CAR#18 FUEL 11/14	GENERAL FUND	POLICE DEPARTMENT	40.00
	12/10/25	CAR#18 FUEL 11/12	GENERAL FUND	POLICE DEPARTMENT	38.00
	12/10/25	CAR#18 FUEL 11/08	GENERAL FUND	POLICE DEPARTMENT	30.00
	12/10/25	CAR#18 FUEL 11/07	GENERAL FUND	POLICE DEPARTMENT	48.59
	12/10/25	CAR#18 FUEL 11/05	GENERAL FUND	POLICE DEPARTMENT	20.50
	12/10/25	CAR#17 FUEL 11/05	GENERAL FUND	POLICE DEPARTMENT	9.50
	12/10/25	CAR#18 FUEL 11/01	GENERAL FUND	POLICE DEPARTMENT	22.50
	12/10/25	CAR#18 FUEL 10/31	GENERAL FUND	POLICE DEPARTMENT	30.00
	12/10/25	CAR#16 FUEL 11/18	GENERAL FUND	POLICE DEPARTMENT	58.72
	12/10/25	CAR#16 FUEL 11/11	GENERAL FUND	POLICE DEPARTMENT	61.21
	12/10/25	CAR#16 FUEL 11/03	GENERAL FUND	POLICE DEPARTMENT	63.30
	12/10/25	CAR#25 FUEL 11/13	GENERAL FUND	POLICE DEPARTMENT	44.63
	12/10/25	CAR#25 FUEL 11/09	GENERAL FUND	POLICE DEPARTMENT	41.92
	12/10/25	CAR#25 FUEL 11/08	GENERAL FUND	POLICE DEPARTMENT	45.94
	12/10/25	CAR#25 FUEL 11/06	GENERAL FUND	POLICE DEPARTMENT	46.48
	12/10/25	CAR#25 FUEL 11/02	GENERAL FUND	POLICE DEPARTMENT	37.79
	12/10/25	CAR#25 FUEL 11/01	GENERAL FUND	POLICE DEPARTMENT	47.87
	12/10/25	CAR#21 FUEL 11/02	GENERAL FUND	POLICE DEPARTMENT	47.00
	12/10/25	CAR#14 FUEL 11/13	GENERAL FUND	POLICE DEPARTMENT	58.00
	12/10/25	CAR#14 FUEL 11/11	GENERAL FUND	POLICE DEPARTMENT	55.00
	12/10/25	CAR#14 FUEL 11/10	GENERAL FUND	POLICE DEPARTMENT	62.00
	12/10/25	CAR#26 FUEL 11/01	GENERAL FUND	POLICE DEPARTMENT	33.78
	12/10/25	CAR#11 FUEL 11/15	GENERAL FUND	POLICE DEPARTMENT	37.25
	12/10/25	CAR#11 FUEL 11/09	GENERAL FUND	POLICE DEPARTMENT	26.56
	12/10/25	CAR#4 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	56.26
	12/10/25	CAR#18 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	46.00
	12/10/25	CAR#18 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	20.00
	12/10/25	CAR#25 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	47.02
	12/10/25	CAR#21 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	49.01
	12/10/25	CAR#12 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	47.02

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	12/10/25	CAR#18 FUEL 11/21	GENERAL FUND	POLICE DEPARTMENT	34.00
	12/10/25	CAR#18 FUEL 11/22	GENERAL FUND	POLICE DEPARTMENT	28.00
	12/10/25	CAR#25 FUEL 11/21	GENERAL FUND	POLICE DEPARTMENT	51.92
	12/10/25	CAR#26 FUEL 11/21	GENERAL FUND	POLICE DEPARTMENT	37.97
	12/10/25	CAR#29 FUEL 11/25	GENERAL FUND	POLICE DEPARTMENT	53.56
	12/10/25	CAR#18 FUEL 11/26	GENERAL FUND	POLICE DEPARTMENT	22.00
	12/10/25	CAR#18 FUEL 11/27	GENERAL FUND	POLICE DEPARTMENT	25.00
	12/10/25	CAR#16 FUEL 11/26	GENERAL FUND	POLICE DEPARTMENT	51.88
	12/10/25	CAR#14 FUELl 11/25	GENERAL FUND	POLICE DEPARTMENT	51.00
	12/10/25	CAR325 FUEL 11/26	GENERAL FUND	POLICE DEPARTMENT	44.17
	12/10/25	BI JEEP FUEL 11/03	GENERAL FUND	STREETS & HIGHWAYS	35.96
	12/11/25	CE TRAX FUEL 11/07	GENERAL FUND	STREETS & HIGHWAYS	31.51
	12/10/25	BI JEEP FUEL 11/20	GENERAL FUND	STREETS & HIGHWAYS	46.70
				TOTAL:	1,846.14
SHENTEL BUSINESS	12/02/25	DEC 25 PD INTERNET SERV	GENERAL FUND	POLICE DEPARTMENT	1,900.00
				TOTAL:	1,900.00
SIRCHIE ACQUISTION COMPANY LLC	12/11/25	HEROIN TEST KITS	GENERAL FUND	POLICE DEPARTMENT	86.62
	12/11/25	FENTANYL TEST KITS	GENERAL FUND	POLICE DEPARTMENT	56.30
	12/11/25	PD DISTILLED WATER/STERILE	GENERAL FUND	POLICE DEPARTMENT	140.92
				TOTAL:	283.84
SOUTHERN STATES INC	12/11/25	MD RAKES AND CRIMP SLEEVES	GENERAL FUND	STREETS & HIGHWAYS	93.97
	12/11/25	MD SPRING CLIP	GENERAL FUND	STREETS & HIGHWAYS	3.99
				TOTAL:	97.96
STAPLES ADVANTAGE INC	12/02/25	TR CALENDAR&PENCILS PD STO	GENERAL FUND	TREASURER'S OFFICE	14.59
	12/02/25	CH COFFEE & BATTERIES	GENERAL FUND	CITY HALL	80.81
	12/02/25	CH COPY PAPER	GENERAL FUND	CITY HALL	127.47
	12/02/25	CH PEN/WIPES/AIR FRESHNR/I	GENERAL FUND	CITY HALL	48.16
	12/02/25	CH PEN/WIPES/AIR FRESHNR/I	GENERAL FUND	CITY HALL	16.95
	12/02/25	CH PEN/WIPES/AIR FRESHNR/I	GENERAL FUND	CITY HALL	12.69
	12/02/25	CH PEN/WIPES/AIR FRESHNR/I	GENERAL FUND	CITY HALL	64.76
	12/02/25	TR CALENDAR&PENCILS PD STO	GENERAL FUND	POLICE DEPARTMENT	25.14
				TOTAL:	390.57
STARBUCKS	12/11/25	WV LEADERSHIP COFFEE 11/21	GENERAL FUND	PLANNING & ZONING	6.69
	12/11/25	WV LEADERSHIP BREAKFAST 11	GENERAL FUND	PLANNING & ZONING	13.57
				TOTAL:	20.26
THE JOE	12/11/25	WV LEADERSHIP COFFEE 11/19	GENERAL FUND	PLANNING & ZONING	9.10
				TOTAL:	9.10
THE WILD BEAN	12/11/25	WV LEADERSHIP BREAKFAST 10	GENERAL FUND	PLANNING & ZONING	16.59
				TOTAL:	16.59
THOMSON REUTERS	12/11/25	OCT&NOV25 WESTLAW SBCRPTN	GENERAL FUND	CITY ATTORNEY	396.60
	12/11/25	OCT&NOV25 WESTLAW SBCRPTN	GENERAL FUND	CITY ATTORNEY	396.60
				TOTAL:	793.20
TOWN MART CITGO	12/11/25	WV LEADERSHIP FUEL 11/19	GENERAL FUND	PLANNING & ZONING	13.97
	12/10/25	CAR#2 FUEL 11/04	GENERAL FUND	POLICE DEPARTMENT	25.00
	12/10/25	CAR#12 FUEL 11/17	GENERAL FUND	POLICE DEPARTMENT	50.68
	12/10/25	CAR#12 FUEL 11/13	GENERAL FUND	POLICE DEPARTMENT	58.84
	12/10/25	CAR#12 FUEL 11/11	GENERAL FUND	POLICE DEPARTMENT	49.49

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	12/10/25	CAR#12 FUEL 11/10	GENERAL FUND	POLICE DEPARTMENT	50.44
	12/10/25	CAR#12 FUEL 11/05	GENERAL FUND	POLICE DEPARTMENT	48.23
	12/10/25	CAR#12 FUEL 11/04	GENERAL FUND	POLICE DEPARTMENT	53.44
	12/10/25	CAR#12 FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	69.34
	12/10/25	CAR#12 FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	23.39
	12/10/25	CAR#26 FUEL 11/14	GENERAL FUND	POLICE DEPARTMENT	43.82
	12/10/25	CAR#11 FUEL 11/09	GENERAL FUND	POLICE DEPARTMENT	34.77
	12/10/25	CAR#26 FUEL 11/26	GENERAL FUND	POLICE DEPARTMENT	32.76
	12/11/25	P12 FUEL 10/31	GENERAL FUND	STREETS & HIGHWAYS	57.01
	12/11/25	P12 FUEL 11/19	GENERAL FUND	STREETS & HIGHWAYS	77.66
	12/11/25	P12 FUEL 11/11	GENERAL FUND	STREETS & HIGHWAYS	69.75
				TOTAL:	758.59
TRANSUNION	12/11/25	OCT25 INVESTIGATION SUBSCR	GENERAL FUND	POLICE DEPARTMENT	110.00
				TOTAL:	110.00
TROPICAL SMOOTHIE CAFE	12/11/25	WV LEADERSHIP LUNCH 10/31	GENERAL FUND	PLANNING & ZONING	8.41
				TOTAL:	8.41
US POSTAL SERVICE	12/11/25	CONFERENCE REGISTRATN CHEC	GENERAL FUND	ENFORCEMENT AGENCY	7.25
	12/11/25	VCNT PROP 416 S GEORGE&151	GENERAL FUND	ENFORCEMENT AGENCY	10.48
	12/11/25	VCT PROP 311 E WASHINGTON	GENERAL FUND	ENFORCEMENT AGENCY	10.48
	12/11/25	VCT PROP 39&61 LINCOLN DR	GENERAL FUND	ENFORCEMENT AGENCY	10.48
	12/11/25	VCT PROP 211 S WEST& 509 W	GENERAL FUND	ENFORCEMENT AGENCY	10.48
	12/11/25	VCT PROP 420 E WASHINGTON	GENERAL FUND	ENFORCEMENT AGENCY	10.48
	12/11/25	VCT PROP 303 S CHARLES	GENERAL FUND	ENFORCEMENT AGENCY	10.48
	12/11/25	VCT PROP 141 SPRING DALE D	GENERAL FUND	ENFORCEMENT AGENCY	10.48
	12/11/25	VCT PROP 119 N LAWRENCE	GENERAL FUND	ENFORCEMENT AGENCY	10.48
	12/11/25	VCT PROP 309 HESSEY ST	GENERAL FUND	ENFORCEMENT AGENCY	10.48
	12/11/25	VCT PROP 307 E WASHINGTON	GENERAL FUND	ENFORCEMENT AGENCY	10.48
				TOTAL:	112.05
VERIZON WIRELESS	12/02/25	OCT25 BI HOT SPOT SERVICE	GENERAL FUND	BUILDING INSPECTION	20.02
				TOTAL:	20.02
VITAL SIGNS PLUS, INC.	12/02/25	WLK ABT NTHNG,HOMCMG,XMAS	GENERAL FUND	ECONOMIC DEVELOPMENT	40.00
	12/02/25	WLK ABT NTHNG,HOMCMG,XMAS	GENERAL FUND	ECONOMIC DEVELOPMENT	120.00
	12/02/25	WLK ABT NTHNG,HOMCMG,XMAS	GENERAL FUND	ECONOMIC DEVELOPMENT	48.00
	12/02/25	DESK EASEL ROTH,SMITH,MANU	GENERAL FUND	CITY COUNCIL	86.00
	12/02/25	DESK EASEL ROTH,SMITH,MANU	GENERAL FUND	CITY MANAGER'S OFFICE	43.00
	12/02/25	PUBLIC NOTICE SIGNS X100	GENERAL FUND	PLANNING & ZONING	900.00
	12/02/25	MD DUMP TRCK & NO PARKING	GENERAL FUND	STREETS & HIGHWAYS	65.00
	12/02/25	MD DUMP TRCK & NO PARKING	GENERAL FUND	STREETS & HIGHWAYS	240.00
	12/02/25	WLK ABT NTHNG,HOMCMG,XMAS	GENERAL FUND	STREETS & HIGHWAYS	75.00
	12/02/25	RPLCMNT DELANEY SIGN LAWRE	CAPITAL RESERVE	CULTURE & RECREATION	1,620.60
				TOTAL:	3,237.60
WALMART INC	12/11/25	CHARGERS FOR IPAD	GENERAL FUND	ECONOMIC DEVELOPMENT	31.64
	12/02/25	LOBBY XMAS DECORATION	GENERAL FUND	CITY HALL	312.24
	12/11/25	CH WATER DISPENSER	GENERAL FUND	CITY HALL	159.00
	12/11/25	MD COFFEE	GENERAL FUND	STREETS & HIGHWAYS	30.39
	12/11/25	VELCRO FOR STORY TRAIL	PARKS & REC	PARKS & REC	14.94
				TOTAL:	548.21
WV PURCHASING DVISION	12/02/25	FY26 VENDOR REGISTRATION	GENERAL FUND	CITY HALL	125.00
				TOTAL:	125.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ZOOM.US	12/11/25	DEC25 ONLINE MEETNG SUBSCR	GENERAL FUND	ECONOMIC DEVELOPMENT	52.43
				TOTAL:	52.43

FUND TOTALS	
001 GENERAL FUND	25,831.37
200 CAPITAL RESERVE	30,930.37
207 PARKS & REC	2,368.88
GRAND TOTAL:	59,130.62

TOTAL PAGES: 8

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: 12/02/2025 THRU 12/11/2025

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	12/01/25	OCT25 JMP&EV BATHRM&LIBER	PARKS & REC	PARKS & REC	227.60
	12/04/25	NOV25 JMP ELEC SERVICE	PARKS & REC	PARKS & REC	12.82
				TOTAL:	240.42

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

207	PARKS & REC	240.42
	GRAND TOTAL:	240.42

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: PARK , 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: 12/01/2025 THRU 12/12/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GANTT'S EXCAVATING & CONTRACTING INC	12/12/25	LIBERTY ST DRNG CNST 9/30	CAPITAL RESERVE	STREETS & TRANSPORTATI	69,844.63
				TOTAL:	69,844.63
GREENWAY ENGINEERING, INC.	12/12/25	11/26 STORMWATER STUDY	CAPITAL RESERVE	STREETS & TRANSPORTATI	3,150.00
				TOTAL:	3,150.00
KIMLEY-HORN AND ASSOCIATES, INC.	12/12/25	NOV25 MD YARD STUDY	CAPITAL RESERVE	STREETS & TRANSPORTATI	9,362.50
				TOTAL:	9,362.50
PALMER CONSTRUCTION COMPANY INC	12/12/25	POOL2 CONST 11/30/2025	CAPITAL RESERVE	CULTURE & RECREATION	451,641.60
	12/12/25	POOL1 CONST 11/30/2025	CAPITAL RESERVE	CULTURE & RECREATION	96,292.35
				TOTAL:	547,933.95
RETRO ENVIRONMENTAL	12/12/25	MOLD REMEDTN CH BSMT&2ND	CAPITAL RESERVE	STREETS & TRANSPORTATI	11,232.00
				TOTAL:	11,232.00
TYLER TECHNOLOGIES, INC	12/12/25	MYCIVIC PRJCT MANGMT MODU	CAPITAL RESERVE	GENERAL GOVERNMENT	250.00
				TOTAL:	250.00

========== FUND TOTALS ==========	
200 CAPITAL RESERVE	641,773.08
GRAND TOTAL:	641,773.08

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: CAP, 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: 12/12/2025 THRU 12/12/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TED BRITT CHEVROLET	12/15/25	MD SILVERADO 25 PICK UP	CAPITAL RESERVE	STREETS & TRANSPORTATI	48,534.77
				TOTAL:	48,534.77

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

200	CAPITAL RESERVE	48,534.77
	GRAND TOTAL:	48,534.77

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: 12/15/2025 THRU 12/15/2025

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: 12/15/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1373: Infrastructure Committee Report - November 24, 2025

ATTACHMENTS:

- Infrastructure Report November 2025.pdf

Infrastructure Committee Report
City of Charles Town

November 2025

CALL TO ORDER: Monday, November 24th at 4:30 PM

In attendance: Elizabeth Ricketts (Chair), Jim Kratovil, Andie Sugrue, Alissa Meeks (staff), Cindy Rezmer (staff), Brent Manuel (City Manager)

UNFINISHED BUSINESS

2025-1297: Stormwater Issues and Updates

Committee and staff discussed the ongoing stormwater study and remediation efforts, specifically the Liberty Street project and the stormwater study by Greenway Engineering. The committee was able to review some of the initial mapping done by Greenway. Liberty Street project has been delayed but expected to get back underway, weather permitting.

2025-1298: Mordington Avenue Sidewalk - Referral from City Council

No updates.

2025-1299: Placement of Pneumatic Tubes and Mobile Speed Radar Sign

Placement suggestion from Committee: South George Street near treatment plant.

2025-1300 Crosswalk at Haversack Circle and Campbell - Norborne Glebe (referral from City Council)

The Committee reviewed this resident request with more details about requested placement. Based on the nature of the traffic circle, a landscaping median, and nearby bus stop, the committee recommends that the resident address this issue with their HOA first. Future discussions with the Jefferson County Schools bus garage may be warranted to make suggestions for safer bus stop location.

2025-1301: Augustine Avenue Trail Project Update - Phases 1, 2 and 3

Staff gave an update on the project. Phase 1 is completed but waiting on a concluding report from DOH. There were project cost overages associated with Phase 1. Phase 2 continues to move through the approval process with the state and there are anticipated to be excess funds associated with this phase. The hope is to move some Phase 2 funding out to Phase 3. There have been some concerns expressed about signage along the trail and Alpha Engineers made a site visit and will be discussing options with DOH. The committee discussed the possibility of using paint to better delineate the trail from the roadway as well as readdressing separation bollards with DOT/DOH now that there are new staff at the state level.

2025-1302: Congress Street and Lawrence Street Intersection Project Update

The City signed and sent their agreement and match funding to DOH along with the required documents.

2025-1303: W. Liberty Street - 500 block sidewalk issue (resident request)

The committee discussed the condition of the brick sidewalk and suggested it be considered during assessments made for the EPA Thriving Communities Grant as this section of Liberty Street channels water into Evitts Run.

2025-1304: EPA Thriving Communities Grant - next steps

Councilmembers Roth and Ricketts as well as staff attended the first kick off meeting for this planning grant.

NEW BUSINESS

2025-1185: Maintenance Director Report

Maintenance Director, Jim Wysong, was not in attendance but City Manager Manuel updated the committee on the overview of citywide maintenance.

2025-1306: Pedestrian Improvements Around Jefferson Memorial Park, Forrest Avenue, and Morrison Street

The committee discussed the anonymous app requests for pedestrian improvements near Jefferson Memorial Park. Councilmember Roth had walked the area and provided some feedback. At this time, the committee will not be moving forward with any recommendations for the area.

2025-1187: Staff Updates

Staff provided updates throughout the meeting on the various agenda items.

ADJOURNMENT: 5:19 PM

NEXT MEETING: TBD - No meeting in December 2025

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/15/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1374: Wreaths Across America Proclamation

ATTACHMENTS:

- Wreaths Across America Proclamation.pdf

OFFICE OF THE MAYOR
MICHEAL GEORGE

The Golden Rule City

WREATHS *across* AMERICA

PROCLAMATION

Designating December 13, 2025 - National Wreaths Across America Day

WHEREAS, Wreaths Across America is a national nonprofit organization founded in 2007 to continue and expand the annual wreath-laying ceremony at Arlington National Cemetery begun by Maine businessman Morrill Worcester in 1992.

WHEREAS, Wreaths Across America's mission is to REMEMBER the fallen, HONOR those who serve, and TEACH the next generation about the true cost of freedom.

WHEREAS, Wreaths Across America is made up of more than 4,900 participating locations across the country run by dedicated volunteers looking to share the mission to Remember, Honor, and Teach, through annual wreath-laying ceremonies each December and awareness and education events throughout the year.

NOW, THEREFORE, I, MICHEAL GEORGE, MAYOR, CHARLES TOWN, WV, do hereby proclaim December 13, 2025, as **NATIONAL WREATHS ACROSS AMERICA DAY** in the city of CHARLES TOWN and extend thanks and appreciation to our veterans and Gold Star Families for their service and sacrifice and to Wreaths Across America for bringing this honor to our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the CITY OF CHARLES TOWN to be affixed this December 1, 2025

Micheal George, Mayor

101 E. WASHINGTON STREET, CHARLES TOWN, WV 25414

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/15/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1375: City of Charles Town Council Schedule/Holiday Schedule

ATTACHMENTS:

- 2026 Council Meeting Schedule.pdf
- 2026 City of Charles Town Holiday Schedule.pdf

CHARLES TOWN CITY COUNCIL
2026 MEETING SCHEDULE

All regular meetings are held in the Council Chambers located at
101 E. Washington Street, Charles Town, WV 25414.
All meetings begin at 7:00 p.m.

Monday, January 5
Tuesday, January 20*
Monday, February 2
Tuesday, February 17*
Monday, March 2
Monday March 16
Monday, April 6
Tuesday, April 21**
Monday, May 4
Monday, May 18
Monday, June 1
Monday, June 15
Monday, July 20
Monday, August 3
Monday, August 17
Tuesday, September 8*
Monday, September 21
Monday, October 5
Monday, October 19
Monday, November 2
Monday, November 16
Monday, December 7
Monday, December 21

APPROVED

* When a regularly scheduled Monday meeting falls on a holiday or observed holiday, the meeting will be held the following day, on Tuesday, at 7:00 p.m.

**Per State Code, the City Council must lay the levy on the third Tuesday in April, Council normally elects to meet on Tuesday to conduct regular business and lay the levy at the same time.

2026 HOLIDAY CALENDAR – City of Charles Town

New Year's Day	**Thursday, January 1**
Martin Luther King, Jr. Day	**Monday, January 19**
President's Day	**Monday, February 16**
WV Primary Election Day	**Tuesday, May 12**
Memorial Day	**Monday, May 25**
Juneteenth/WV Day (Observed)	**Friday, June 19**
Independence Day (Observed)	**Friday, July 3**
Labor Day	**Monday, September 7**
Columbus/Indigenous People's Day	**Monday, October 12**
WV General Election Day	**Tuesday, November 3**
Veteran's Day	**Wednesday, November 11**
Thanksgiving Eve (1/2 Day)	**Wednesday, November 25**
Thanksgiving	**Thursday, November 26**
Lincoln's Day	**Friday, November 27**
Christmas Eve	**Thursday, December 24**
Christmas Day	**Friday, December 25**

APPROVED