CITY OF CHARLES TOWN
FINANCE COMMITTEE
AGENDA • OCTOBER 14, 2025

Finance Committee **COUNCIL CHAMBERS** **12:00 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. UNFINISHED BUSINESS

: **2025-1130:** HdL Update

: **2025-1131:** 100 Block of East Washington Street Incentive Package
2025100BlockIncentivesV2.pdf

: **2025-1132:** Finance Policy Discussion
Finance Policy Revised 0425.pdf

3. NEW BUSINESS

: **2025-1133:** License Fee Waiver Request - Possible Executive Session

: **2025-1134:** B&O Waiver Request - Possible Executive Session

: **2025-1135:** Collections Discussion (per Councilmen Hartman's Request)

: **2025-1136:** FY2026 General Fund Revision #2
FY 2026 GF Revision #2.pdf

: **2025-1137:** FY2026 Capital Fund Revision#4
Capital Budget 4th Revision.pdf

4. FINANCE DIRECTOR REPORT

: **2025-1138:** September 2025 General Fund Budget Update
SEPTEMBER 2025 GF FINANCIALS.pdf

: **2025-1139:** September 2025 Capital Fund Budget Update
September 2025 Capital Budget Financials.pdf

: **2025-1140:** September 2025 P&R Fund Budget Update
September 2025 P&R Financials.pdf

: **2025-1141:** September 2025 Account Balance Update
9-30-25 Bank and Investment Account Balance.pdf
Development Services Agreement with CWH Landlord.PDF

5. CHAIRMAN'S REPORT

6. ADJOURNMENT

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

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/14/25
Department: Finance Committee
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1130: HdL Update

ATTACHMENTS:

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2025-1131: 100 Block of East Washington Street Incentive Package

ATTACHMENTS:

- 2025100BlockIncentivesV2.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

100 BLOCK OF EAST WASHINGTON STREET
INCENTIVE PACKAGE

The City of Charles Town is implementing an incentive program to encourage investment into buildings located in The 100 block of East Washington Street. Qualifying projects will align with the 2040 Comprehensive Plan and contribute to a vibrant, active downtown. The City will offer this incentive package to individuals that meet the criteria outlined in this package.

INCENTIVE:

All permit fees refunded. Permit fees include building permits, certificate of appropriateness applications, and zoning use permits.
Permit applications reviewed as priority.
Inspections scheduled as priority.
All Business license fees for first year refunded.
All Business & Occupancy tax waived for first year of occupancy for property owner.
Business & Occupancy Tax waived for contractors involved in the project.
City will help sponsor Federal Grant Applications that must be completed by the city.

Qualifications:

- Building must be used as a full commercial space or mixed use space.
- Building must have an active use space on the first floor. Active use space is defined as retail, restaurant, and entertainment. Entertainment is described as an activity space where customers engage in an activity.
- Building may have residential on the second floor.
- Property Owner must require a business plan for first floor commercial space and submit to the city staff.
- Property Owner must provide a two year signed lease to city staff.
- Property Owner must adhere to all historic preservation guidelines defined by Historic Landmarks Commission.
- Property Owner must bring building up to current building code.

Applicant will be responsible for all fees and upfront costs. Once the project is complete and occupied, applicant can submit for refund of all applicable fees. This is a one time credit that can be used one time per building.
A property is considered occupied with a retail, restaurant, or entertainment space is open with a two year signed lease agreement. Signed lease must be provided.
Property owner must complete the East Washington Intent Form. This form will state that the property owner intends on applying for the waiver of fees. Property owner will be required to check in bimonthly with staff with project updates.
Reimbursement request can be submitted once building is occupied by the commercial tenant on the first floor.
If contractors plan to request Business and Occupancy waiver, they must show incentive provided to the property owner.

100 Block Incentive Intent Form

By completing this form, applicant intends to apply for the 100 Block Incentive once first floor of property is completed and occupied.

Property Address: _____

Property Owner: _____

Contact Email/Phone: _____

Please describe the plan for the property.

What is the intended use for the first floor? Please circle one.

RETAIL RESTAURANT ENTERTAINMENT

If the above decisions has not been made, applicant must inform staff as soon as use is decided.

Please describe intended rehabilitation of property. Please include items like abatement, HFAV, fire suppression, etc.

Does applicant plan to use Tax Credits?

Does applicant agree to require a business plan from the commercial tenant?

Does applicant agree to check in with staff regarding timeline every two months?

Applicant Signature: _____

City Staff Signature: _____

100 Block Incentive Procedure

1. Applicant purchases building.
2. Applicant meets with city staff.
3. Applicant completes 100 Block Incentive Form.
4. City Staff files intent form and schedules first check-in meeting.
5. Check-in meetings occur every two months during rehabilitation.
6. Applicant submits business plan from commercial tenant.
7. Property is complete.
8. Leases are signed and tenants move in.
9. Applicant provides lease to city staff.
10. Applicant requests 100 Block Incentive reimbursement.
11. Staff ensures accuracy of application.
12. Reimbursement is provided by Finance.

100 Block Incentive Reimbursement Request

Permit Fees Paid:

COA Fee Paid:

Business License Fee Paid:

Business and Occupancy Waived (Please Note File) Time Frame:

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2025-1132: Finance Policy Discussion

ATTACHMENTS:

- Finance Policy Revised 0425.pdf

CITY OF CHARLES TOWN

BUDGET AND FISCAL POLICIES

Approved: August 19, 2019

Revised: April 6, 2022

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1.01 GENERAL BUDGET AND FISCAL POLICIES GUIDING PRINCIPLES

The policies outlined in this document apply to all City employees and departments, except for the Charles Town Utility Board, which may adopt separate policies. These policies supersede any previously issued policies dealing with the subjects discussed herein. The City reserves the right to modify or supplement the provisions of this policy document at any time. Please understand that no policy document can address every situation in the workplace. Employees should ask your direct supervisor or the accounting manager if you have any questions. Likewise, if an employee has any suggestions for improving the City's fiscal and financial policies, please let the accounting manager or the city manager know. The City encourages its staff to always be searching for opportunities for continuous improvement.

The objectives for comprehensive budget and fiscal policies are to:

- guide City Council and city management policy decisions that have significant fiscal impact;
- support planning for long-term needs;
- maintain and protect City assets and infrastructure;
- set forth operating principles that minimize the financial risk in providing City services;
- optimize the efficiency and effectiveness of services to reduce costs and improve service quality;
- employ balanced and fair revenue policies that provide adequate funding for desired programs;
- adopt a pay-as-you-go philosophy to budgeting for operating expenses and, to the extent possible and practical, for capital expenditures;
- maintain financial stability and sufficient financial capacity for present and future needs;
- promote sound budget and financial management practices by providing accurate and timely information on the City's financial condition;
- maintain and enhance the City's credit ratings and prevent default on any municipal financial obligations;
- ensure the legal use of financial resources through an effective system of internal controls; and
- promote cooperation and coordination within the City, with other governments, and with the private sector in the financing and delivery of services.

1.01.A Responsibility

City Council may approve the City's comprehensive financial management policies and review them at least every even-numbered year as part of the annual budgeting process. The city manager will recommend, oversee, and administer these policies. The City's accounting manager will review and implement the policies and develop financial procedures that are consistent with the policies. City department directors will ensure that their departments comply with these policies and procedures and may consult with the accounting manager to issue department-specific procedures, as needed, that are also consistent with these policies.

1.01.B Revenues

Revenues:

Strong financial reserves will allow the City to weather the normal business cycles. The objective of strong reserves will allow the City the flexibility of cutting from capital expenditures and not operations; thereby, alleviating benefits cuts, layoffs, and cuts or reduction in services.

The City recognizes that its most primary and stable revenue sources are property taxes, consumer sales taxes, and business & occupation taxes. Due to the location of Hollywood Casino, the City is also the recipient of table game and video lottery revenue, although it has not proven to be as stable as other revenue sources. Every effort should be taken to ensure that table game and video lottery revenue is allocated towards one-time capital expenditures. Efforts to ensure continued reliability on the other revenue sources must be maintained and to develop and diversify other revenue sources as applicable.

The City will actively establish a practice of monitoring, auditing, and collecting all locally generated taxes.

The City will establish and maintain all user fees and charges based on the cost of providing services and shall establish, where appropriate, a cost recovery target for those programs and services that are subsidized by General Fund revenues.

Determine staffing levels for all departments based on population size and growth and not revenue growth.

Maintain a municipal stabilization fund (i.e. Residual Fund) of approximately 16.7% of the annual operating budget to cover at least two-months' worth of operating expenses.

Maintain a municipal capital improvement account (i.e. Capital Reserve Fund) to equal the total of annual lottery revenues and utilize lottery revenues for one-time purchases such as equipment, grant matches, and repair/construction of streets.

1.02 ASSET MANAGEMENT POLICY

It is the policy of the City to maintain financial accountability over all tangible fixed assets having a life exceeding one year and costing $5,000 (including tax) or more. The asset records shall be verified by a physical inventory at least once every five years by each department. Assets in the system include all land, buildings, machinery, and equipment valued at $5,000 or more (including sales tax). Small tools and equipment valued at more than $25 or attractive items (cameras, radios, etc.) having a useful life exceeding one year and costing under $5,000 will be included in an annual physical inventory but no dollar amounts will be entered on these small or attractive items. Adequate insurance shall be maintained on all capital assets consistent with the results of the annual physical count or inspection. GASB 34: The Government Accounting Standards Board has required local governments to report infrastructure and depreciation on all capital assets.

1.02.A Responsibility of Department Heads

The City treasurer will establish a fixed assets system and prepare guidelines for inventory reviews. To provide the best possible control, the department heads responsible for assets should not be the ones doing the physical inventory. He or she should assign an employee from their staff or obtain an independent person to conduct the inventory. The department head will do a reconciliation of the resulting reports before signing and turning it in to the treasurer's office.

1.02.B Asset Identification

All property will be assigned a unique city identification number by the treasurer's office. The assigned number will follow the asset throughout its life in the City's fixed asset program. Whenever feasible, each piece of property will be tagged or marked with the city identification number. Such markings will be removed or obliterated only when the item is sold, scrapped, or otherwise disposed of.

If the asset is purchased with grant funding, the identification number will reference the grant with an identifying project code. In the case of surplusing, the contract needs to be reviewed for compliance issues. In some cases, the grant source would need to approve selling or surplusing such assets.

1.02.C Additions

The City may acquire property via purchase, construction, donation, or lease. Regardless of how it is acquired, when the property is received, the purchasing department will complete an Asset Addition Sheet, provided by the treasurer's office, and submit to the treasurer's office along with a copy of the invoice at the same time they submit it to the accounting clerk's office for payment. The treasurer's office will assign and notify the department of the city identification number. The department will tag the item with the identification number provided by the treasurer's office. The treasurer's office will input the information from the asset control sheet to the fixed asset program on the computer.

1.02.D Deletions

The disposal of city assets valued at more than $1,000 shall be liquidated pursuant to WV Code 8-12-18, unless otherwise approved by Article 202 of the Charles Town City Code.

Assets previously acquired will eventually be disposed of and need to be deleted from the fixed asset program. Deletion may be required due to a sale of the asset, scrapping, disappearance (lost or stolen), or involuntary conversion (fire, flood, etc.). Due to the monetary value, assets deleted from the fixed asset program originally valued at more than $5,000, whatever the reason, will require authorization from both the department head and the city manager. Fixed assets originally valued at less than $5,000 will require the authorization from the department head with notice to the treasurer's office.

The selling of City assets will comply with the City's surplus policy. Before disposal of a destroyed or damaged asset, the department head, and city manager if originally valued at more than $5,000, must verify that the asset is no longer of value to the City.

The department head controlling the asset is the only one in a position to trigger removal from the Fixed Asset records. Removal is accomplished by filling out an Asset Disposal Sheet, provided by the treasurer's office, and obtaining authorizing signatures from the department head on all requests and the city manager on any request concerning an asset originally valued at more than $5,000. The Asset Disposal Sheet is then forwarded to the treasurer's office and filed. A copy of the Asset Disposal Sheet is forwarded to the treasurer's office as proper notice for any disposed assets originally valued at less than $5,000.

Lost or stolen items may require additional reports. Deletions brought about as a result of natural disasters may require reporting to the insurance provider for an eventual reimbursement.

1.03 BUDGET AND PROCEDURES POLICY

The City will develop and implement a budget process that achieves the following policy objectives:

- makes prudent use of the taxpayers' money;
- includes financial forecast information to ensure that the City is planning adequately for current and future needs;
- involves community members, elected officials, employees, and key stakeholders as appropriate;
- provides performance measurement data to assist in assessing program effectiveness; and
- complies with City charter, City code, and State of West Virginia laws.

The City Council shall adopt an annual balanced budget each fiscal year that runs from July 1 through June 30. A balanced budget requires current year operating expenses and transfers for debt service to be fully funded by current year revenues, unassigned carryover balances, and other designated available funding sources.

All other fund balance reserves should be used only for non-recurring "one-time" and capital projects. They should not be used for on-going operations.

Long-term debt will be limited to capital projects or special projects that cannot be financed from current revenues.

The city manager is authorized to implement the programs as approved in the adopted budget. Within a specific fund, the city manager may transfer appropriations between categories within a department, as needed, to implement the adopted budget if the transfer does not increase full time equivalent (FTE) positions, increase overall appropriations, or decrease appropriations for capital outlay.

The annual budget will include a nominal Designated Contingency of up to one-half of one percent of the total operating budget for nonrecurring, unanticipated and/or emergency expenditures. The city manager may approve expenditures from this contingency if needed during the fiscal year.

A capital outlay (fixed asset) purchase will be any single item or piece of equipment which costs more than $10,000 and has an expected useful life exceeding one year.

Regular budget reports and updates shall be presented to the City's finance committee with information on the status of the City's financial condition. Budget adjustments and revisions may be made during the year by City Council resolution, if necessary, to reflect changes to revenues and/or expenditure projections.

The City will post on its website the annual adopted budget and applicable revisions within three business days of City Council approval.

1.03.A Capital Improvements Program

Sales tax revenues will be used primarily to pay the debt service on capital improvement projects that require a City loan. Other capital improvement projects may be funded with any of the following revenue sources:

- video lottery and table game revenues;
- available capital reserve fund balances;
- miscellaneous state and/or federal funding sources;
- excess levy revenues;
- municipal service fees;
- developer fees; and
- municipal bonds.

Utility revenues and specific capacity improvement fees may be used to fund water and wastewater projects.

The City will annually develop and update a multi-year plan for capital improvements. Future capital expenditures will be projected annually for a rolling five-year period based on projections of available funding, changing needs in the community, and replacement of aging infrastructure.

The City will coordinate development of a five-year capital plan with the preparation of the operating budget.

The annual funding for the current year of the Capital Improvements Plan shall be approved as part of the operating budget. Capital budgets are approved by project with the understanding that projects may span fiscal years and the appropriations will carry forward to the following fiscal year and the amounts carried forward will be shown in the budget for information and transparency.

Capital projects financed by bonds or other debt instruments shall be paid back within a period not to exceed the useful life of the project.

The city manager is authorized to implement the projects as approved in the adopted Capital Improvement Program. Within a specific fund, the city manager may transfer appropriations between projects as needed to implement the adopted Capital Improvement Program.

1.04 RECORDS MANAGEMENT AND RETENTION POLICY

This represents the City's policy regarding the retention and disposal of records, including the retention and disposal of electronic documents. The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by the City or are of no value are discarded at the proper time. This policy also serves to assist City employees in understanding their obligations in retaining public documents - including e-mail, text files, PDF documents, and all other formatted files.

Unless otherwise noted, the City has adopted the WV Municipal Clerks and Recorders Associations' approved schedule for records management. The *Records Management and Retention Policy Guide and Procedures Manual, 1st Edition*, was approved by the association in 2013 and is attached as a reference as Appendix A. Until the manual is amended to include specific instructions regarding the treatment of emails and text messages, staff will treat these forms of communications the same as they would treat any other written public document.

1.04.A Administration

The city clerk, or designee, is the officer in charge of the administration of this policy and the implementation of processes and procedures to ensure that the records retention schedule is followed. The city clerk will also monitor state and federal laws affecting records retention, routinely review the records retention and disposal program, monitor compliance with this policy, and recommend changes to the Charles Town Finance Committee.

1.04.B Suspension of Record Disposal in the Event of Litigation or Claims

In the event the City is served with any subpoena or request for documents, or any employee becomes aware of a governmental investigation or audit concerning the City or the commencement of any litigation against or concerning City, such employee will inform the city clerk and any further disposal of documents will be suspended until such time as the city clerk, with the advice of counsel, determines otherwise. The city clerk will take such steps as are necessary to promptly inform all staff of any suspension in the further disposal of documents.

1.04.C Applicability

This policy applies to all physical records generated in the course of the City's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

1.05 FUND BALANCE POLICY

The Governmental Accounting Standards Board (GASB) issued Statement No.54 Fund Balance Reporting and Governmental Fund Type Definitions in February 2009. The requirements of this statement are intended to improve financial reporting by providing five fund balance categories that will be more easily understood. The five fund balance categories are clearly defined to make the nature and extent of the constraints placed on a government's fund balance more transparent. GASB 54 requires a formal fund balance policy be adopted to fully define any constraints imposed upon the use of resources and how those constraints may be modified or eliminated.

1.05.A Purpose

The City's fund balance policy defines the five fund balance categories established by GASB and how the City will report each of the categories. The policy is establishing the City's formal commitment of a specific amount of the City's fund balance to be set aside specifically for emergency contingencies defined as a state or federal emergency or declaration of a local emergency. This amount and/or commitment may be changed with the adoption of a new fund balance policy resolution approved by the City Council. This policy also provides definitions of other categories of fund balance for financial reporting and budgeting purposes. The policy authorizes and directs the City's accounting manager to prepare financial statements which accurately categorize fund balance per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

1.05.B Definitions and Provisions

This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure accurate reporting of available resources and that there will be adequate financial resources to protect the City against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures.

Fund balance is essentially the difference between the assets and liabilities reported in each governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent. The components include:

- Non-spendable Fund Balance (inherently non-spendable);
- Restricted Fund Balance (externally enforceable limitations on use);
- Committed Fund Balance (self-imposed limitations on use);
- Assigned Fund Balance (limitation resulting from intended use); and
- Unassigned Fund Balance (residual net resources).

Non-spendable fund balance is not specifically addressed in this policy due to the nature of the restriction. An example of non-spendable fund balance is a reserve for prepaid expense.

1.05.C Restricted Fund Balance

Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. An example of restricted fund balance would be a state or federal grant that can only be used for a specific purpose.

1.05.D Committed Fund Balance

The City Council, as the City's highest level of decision-making authority, may commit fund balances for specific purposes pursuant to the constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use through the same type of formal action taken to establish the commitment. City Council action to commit any portion of such fund balances needs to occur within the fiscal reporting period, which will begin on July 1 and end on June 30.

1.05.E Assigned Fund Balance

Amounts that are constrained by the City's *intent* to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. Both committed and assigned fund balance classifications include amounts constrained to being used for specific purposes by actions taken by the government itself. The nature of the actions necessary to remove or modify an assignment is not as prescriptive as it is about the committed fund balance classification, resulting in the constraints imposed being more easily removed or modified than those imposed on committed fund balance. Furthermore, the nature of the actions necessary to remove or modify an assignment is not as prescriptive as those in the committed fund balance classification and the authority is not required to be the government's highest level of decision making authority but may be delegated to the city manager or the City's accounting manager.

All remaining fund balance amounts that are reported in governmental funds, other than the general fund, that are not classified as non-spendable, and are neither restricted nor committed will be reported as assigned fund balance.

Capital Reserve Fund
The City Council may assign a specific amount or percentage of unassigned fund balance at the end of the fiscal year to be transferred or reserved for transfer to the City's Capital Reserve Fund.

Contingencies
The City Council may assign a specific amount to be reserved for future appropriations to fund unanticipated costs or revenue shortfalls that were not anticipated at the adoption of the City's operating budget.

Stabilization Fund (i.e. Reserve Fund)
Funds set aside in one year for balancing the subsequent fiscal year operating budget, or to fund one-time expenditures or revenue shortfalls. By approving specific assigned amounts or percentage allocations of unassigned fund balance as part of budget adoption, the City Council would authorize the Accounting Manager to report specific assigned amounts on financial statements.

Investment Accounts
The City Council may assign a specific amount or percentage of unassigned fund balance at the end of the fiscal year to be transferred or reserved for transfer to the City's investment accounts

1.05.F Unassigned Fund Balance

Fund balance that has no current assignment or commitment.

1.05.G Fund Descriptions

The basic accounting and reporting entity for the City is a fund. A fund is an accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities, or fund balances, and changes therein. Funds are established for carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Funds used in government are classified into three broad categories: governmental, proprietary/enterprise, and fiduciary. Governmental funds include activities usually associated with a typical state or local government's operation (public safety, general governmental activities, etc.). Proprietary/enterprise funds are used in governments to account for activities that are operated primarily through user fees (utilities for example). Fiduciary/Trust/Agency funds are utilized in situations where the government is acting in a fiduciary capacity as a trustee or agent. The various funds are grouped in fund types and categories as follows:

1.05.G.(i) Governmental Funds

Includes activities usually associated with the governmental entities' operation (police, fire, and general governmental functions). The City's governmental funds use modified accrual accounting for both financial reporting and budgeting purposes.

General Fund
General Fund is the chief operating fund of the City. All general tax revenues and other receipts not allocated by law or some other contractual agreement to other funds are accounted for in the General Fund. Expenditures of this fund include the general operating expenses traditionally associated with governments such as administration, finance, planning, public works, and public safety.

Special Revenue
Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditure for purposes and must be accounted for in a fund separate from the General Fund:

- **Agency Funds -** Agency Funds are used to account for resources held by the reporting government in a purely custodial capacity (i.e. assets equal liabilities). Agency funds typically involve only the receipt, temporary investment, and remittance of fiduciary resources to individuals, private organizations, or other governmental agencies. The City's Bond Escrow Fund is an example of this type of fund.

- **Federal and State Grants - These** funds must be utilized specifically for the core and function of the purpose of the grant award and cooperative agreement.

- **Hotel – Motel Tax –** Accounts for the City-wide 6% assessment on lodging room rentals; 50% of revenue is legally mandated to pass through to the Jefferson County Convention and Visitors Bureau (CVB), or more local CVB if appropriate. The other 50% is mandated to be passed through to other designated uses. Charles Town designates that the other 50% be allocated to the City's parks and recreation programs.

Debt Service Funds
Debt Service Funds are used to account for the acquisition of resources and payment of principal and interest on general long-term debt of the City and its related entities. The Building Commission's Lease-Purchase Bond Debt Service Fund includes bond proceeds to acquire and renovate City facilities like City hall, Charles Washington Hall, the police department/utility board headquarters, etc.

Capital Projects
Capital Project Funds are used to account for the acquisition, construction, and improvement of capital facilities other than those financed by proprietary funds.

1.06 INVESTMENT POLICY

It is the policy of the City to invest public funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all West Virginia laws and local ordinances governing the investment of public funds.

1.06.A Scope

This investment policy applies to all the funds and investment activities under the direct authority of the City as accounted for in the City annual financial audit. Policy statements outlined in this section focus on the City's invested funds but will also apply to all other funds under the city manager's span of control unless specifically exempted by statue or ordinance.

1.06.B Prudence

Investments shall be made with judgment and care -- under circumstances then prevailing - which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by the City's investment officials shall be the "**prudent person"** standard and shall be applied in the context of managing an overall portfolio.

1.06.C Objective

The primary objectives in priority order of the City of Charles Town's investment activities shall be:

Safety
Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure that capital losses are avoided, whether from securities default, broker-dealer default, or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity
The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might be reasonably anticipated.

Return
The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering the City's investment risk constraints and the cash flow characteristics of the portfolio.

1.06.D Delegation of Authority

Authority to manage the City's investment program is derived from the West Virginia Code. Management responsibility for the investment program is hereby delegated to the City manager, who may delegate such responsibility to the City's accounting manager. The City's

accounting manager will establish written procedures for the operation of the investment program consistent with this investment policy. Procedures shall include, but not limited to, references to safekeeping, wire transfer agreements, collateral/depository agreements, banking services contracts, local banking preferences, and other investment-related activities. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the established procedures.

1.06.E Ethics and Conflicts of Interest

The City Council, city manager, and City accounting manager shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Council members, city manager and the City accounting manager shall disclose to the city clerk any material financial interests in financial institutions that conduct business within the jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. If the city manager and the city clerk roles are filled by the same person, the city manager will disclose this information to both the City Council and the accounting manager. The City's attorney/legal counsel, if necessary, and the City accounting manager shall review all disclosures made to insure there are no conflicts with any planned investment.

1.06.F Authorized Investments and Limitations on Investments

Investment of City funds is governed by W. Va. Code § 8-13-22a and § 8-13-22c.

1.06.G Safekeeping and Custody

All securities owned by the City, including collateral for repurchase agreements, shall be held in safekeeping by the City's custodian bank or a third-party bank trust department, acting as agent for the City under the terms of a custody or trustee agreement executed by the bank and by the City.

1.06.H Reporting and Requirements

The city manager shall annually render to the City's finance committee a statement of investment policy, which shall be reviewed and approved. The City Council will also review and approve any changes to the policy.

The city manager or City accounting manager will regularly provide investment account updates to the City's finance committee. At least annually, the city manager will provide the finance committee with a detailed report for each individual investment that includes:

- Description of investment instrument
- Issuer name
- Maturity date
- Purchase price
- Par value
- Current market value and the source of the valuation.

1.07 LONG-TERM DEBT POLICY

The City recognizes that it may need to enter long-term financial obligations to meet the demands of providing a high-quality level of government services to our community. The following long-term debt policy sets the considerations for issuing debt and provides guidance in the timing and structuring of long-term debt commitments by the City.

1.07.A General Practices

- The City will strive to maintain good relations with credit rating agencies, investors of the City's long-term financial obligations and those in the financial community that participate in the City's financings. The City also will strive to maintain and improve its bond rating to minimize borrowing costs and preserve access to credit.

- Bond issue proposals are to be accompanied by an analysis defining how the new issue, combined with current debt, impacts the City's debt capacity, and conformance with City's debt policies. Such analysis shall include identification of the funding source, an assessment of the ability to repay the obligation, the impact on the current budget, commitments to future budgets, maintenance and operational impact of the facility or asset to be purchased, and the impact on the City's credit rating, if any.

- The City's finance committee and City Council must review such analysis, including existing debt level, ability to pay debt service, impact on city services, and make a finding that use of debt is appropriate.

- Debt service costs (including that supported with sales tax revenues) should not exceed 25% of the City's General Fund operating revenues.

- Projects financed by a non-general fund revenue sources and specific voter approved authorizations are not subject to the recommended 25% of general fund revenue maximum debt service limit.

The City will use debt financing only for one-time capital improvement projects and specific nonrecurring equipment purchases, and only under the following circumstances:

- when the project is included in the City's adopted five-year capital improvement program (CIP) or when the project is not included in the City's adopted five-year capital improvement program (CIP), but the project is an emerging critical need whose timing was not anticipated in the five-year capital improvement program, or it is a project mandated by State or Federal requirements;

- when the project's useful life, or the projected service life of the equipment will exceed the term of the financing; and

- when there are designated General Fund revenues sufficient to service the debt, whether from project revenues, other specified and/or reserved resources, or infrastructure cost-sharing revenues.

Debt financing (other than tax and revenue anticipation notes) is not considered appropriate for any recurring purpose such as current operating and maintenance expenditures.

The City will follow all state and federal regulations and requirements related to bonds and debt financing instruments regarding bond provisions, issuance, taxation, and disclosure.

Costs incurred by the City, such as bond counsel and financial advisor fees, printing, underwriter's discount, and project design and construction costs, will be charged to the bond issue to the extent allowable by law.

The City will monitor compliance with bond covenants and adhere to federal arbitrage and disclosure regulations.

The City shall continually review outstanding obligations for opportunities to achieve debt service savings through refunding and shall pursue refinancing when economically feasible and advantageous.

1.08 PETTY CASH POLICY

A petty cash account is a sum of money set-aside for minor cash disbursements and to make change for which the issuance of a formal voucher would be impractical. Incidental expenses allowed through petty cash include but are not limited to registered mail, postage, emergency supplies, supplies not available through a vendor, parking expenses, vehicle licensing, and any one-time purchases that must be handled on a cash basis. Requests for meals, travel, and mileage related to travel should be done on an employee expense reimbursement form. All cash reimbursements for business expenses must meet the requirements of the City's travel allowance policies.

1.08.A General Principles and Practices

- There is one petty cash account authorized for the City of Charles Town. The amount to be included in the City's petty cash account will be $150. There is one petty cash account authorized for the Charles Town Police Department. The amount to be included in the police department's petty cash account will be $600. There is one petty cash account authorized for the Charles Town Board of Park and Recreation. The amount to be included in the parks and recreation petty cash account will be $500.

- The amount to be disbursed from the petty cash accounts for any single purpose will not exceed $100 without the prior approval of the accounting manager.

- All subsequent increases or decreases in the City's established dollar amount for a petty cash account will be authorized by the City Council through an amendment to this policy document.

- The custodian of the petty cash account will be the accounting manager or his/her designee.

- The accounting manager or their designee shall assure that the amount in a petty cash account is counted and reconciled at least quarterly by someone other than the custodian.

- The petty cash will be kept in a locked safe place.

- When petty cash is disbursed, it must be replenished by warrant payable to Municipal Petty Cash. The replenishment should be subject to the same review and approval as invoices.

- A petty cash account will always be replenished at the end of the fiscal year (June 30) so that expenditures will be reflected in the proper accounting period.

- The replenishment must be by voucher with the appropriate receipts attached. The receipts should show the date, recipient, the purpose, and amount of each cash disbursement. These receipts must be signed by the person receiving the cash and their department head or designated supervisor.

- At the time of replenishment, the custodian should ensure that the balance remaining in petty cash, together with the amount of the replenishment voucher, equals the total authorized for the petty cash account.

- The petty cash accounts may not be used for personal cash advances.

- The petty cash accounts may not be used to cash checks or City warrants.

1.09 PURCHASING AND BID POLICY

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

Article 111.02(a) of the Codified Ordinances of Charles Town, updated in February 2022, provides that the policies and procedures contained in this document shall govern the expenditure of funds, except in the case of a declared emergency by the Mayor or the Mayor Pro-Tempore when performing the duties of the office in the absence of the Mayor. For purposes of the City's fiscal procedures, an expenditure of public funds for goods or services included in the annual budget is considered prior approval. The payment for such goods or services will continue to be a part of the routine approval of bills included on the Council agenda. The purpose of this Purchasing and Bid Policy is to assist staff in following approved procedures for selecting contractors and vendors.

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

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

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

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

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

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

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

Renewal of existing contracts may be exempt from this policy with approval of the City Council.

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

1.10 INVOICE PROCESSING POLICY

1.10.A Procedures

The following procedures are to be followed by each department, board, and commission when submitting bills for payment:

1. Review the Invoice. To avoid double payments, the Finance Department will only process payments from original invoices. Each department must ensure that no sales tax is being charged and that only the current balance on the original invoice is being paid.
2. Approve the invoice. All invoices must be signed by the Department head to certify that the goods have been received, the services have been provided, delivery is satisfactory, and that the supporting documents are accurate complete and in compliance with applicable laws and regulations. The Department Head must indicate the departmental budget line from which the invoice is to be paid.
3. Finance Department review. The Finance Department will review all invoices submitted for payment for accuracy and determine if adequate funds are available in the Department's budget.
4. Request prior approval if needed. Any invoice requested to be paid from a line that has reached 75% of its total funding, requires the prior approval of the Finance Director.

1.10.B Credit Cards

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

1.10.C Essential Services

Essential services are non-competitive goods and services incurred by departments and paid by Accounts Payable. Invoices for essential services are exempt from the requirements outlined in Section 1.09 of this Policy if 1) they are approved in the City's operating budget for the current fiscal year and 2) there is adequate funding available in the Department's particular line.

The Finance Department is responsible for processing and paying most essential services effected through the p-card to the maximum extent possible.

1.10.D Check and Vouchers for Payment of City Bills

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

1.10.E Presentation to Council

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

1.11 GLOSSARY OF DEFINITIONS AND TERMS

Account. A record of additions, deletions, and balances of individual assets, liabilities, equity, revenues, and expenses.

Accounting System. The set of records and procedures that are used to record, classify, and report information of the financial status and operations of an entity.

Adopted Budget. The City Council approved annual budget establishing the legal authority of the expenditure of funds as set forth in the adopting budget resolution.

Appropriation. Money set aside by the City Council for a specific purpose. Provides designated spending authority to the city manager to approve or oversee approval of the appropriated expenditures.

Audit. An annual examination and evaluation, done by an independent Certified Public Accountant (CPA), of the City's accounting system to ensure conformity with generally accepted accounting principles. In conjunction with performing an audit, independent auditors normally issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

Balanced Budget. When the total of revenues and other financing sources is equal to or greater than the total of expenditures and other financing uses.

Basis of Accounting & Budgeting. A method used to determine when revenues, expenditures, transfers, and the related assets and liabilities are recognized in the accounts and reported in the financial statements. The three categories of accounting for governmental agencies are (1) Cash Basis – when cash is received or paid; (2) Accrual Basis – when the underlying transaction or event takes place; (3) Modified Accrual Basis – revenues and expenditures are recognized in the accounting period in which they become available, and expenditures are recognized in the accounting period in which the fund liability occurred. The City of Charles Town uses a modified accrual basis for our governmental funds and an accrual basis for our enterprise funds.

Budget & Fiscal Policies. General and specific guidelines adopted by the City Council that govern budget preparation and fiscal administration.

Capital Improvement Program. A rolling multiple-year program for maintaining or replacing existing public facilities and assets, and for building or acquiring new ones. The City follows a five-year schedule, and the annual budget incorporates the current year of the five-year CIP.

Charges for Service. Revenues collected as reimbursement for services provided to the public or to some other program/fund in the City.

Debt Service. The payments of principal and interest on bonds and other debt instruments according to a predetermined schedule.

Deficit. An excess of expenditures or expenses over revenues or resources during an accounting period.

Department. An organizational unit of the City government responsible for carrying out specific functions. In the City's structure, certain "departments" may be considered divisions of a multipurpose department.

Encumbrances. Commitments against an approved budget to pay funds in the future for a service or item. They cease to be encumbrances when the obligations are paid or terminated. The use of encumbrances prevents overspending and provides budgetary control to the organization.

Essential Services. Essential Services are non-competitive, routine, and repetitive purchases required to maintain the City's operations that are pre-approved in the City's budget. Examples of essential services include but are not limited to utility bills, licensing fees, insurance premiums, maintenance contracts, subscriptions and professional dues.

Expenditure. The actual spending or accrual of funds set aside by an appropriation for goods and services obtained.

Fiscal Year. A 12-month period to which the annual budget applies, and financial transactions are recorded. The City's fiscal year begins July 1 and ends June 30.

Full – Time Equivalent (FTE). The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year. Full-time employees are paid for 2,080 hours in a year equating to 1.0 FTE. A part-time employee who worked 1,040 hours would equate to 0.5 FTE. Elected positions are budgeted but not included in FTE totals.

Fund. An independent fiscal and accounting entity with a self-balancing set of accounts in which the City records financial transactions relating to revenues, expenditures, assets, and liabilities. Funds are segregated for carrying on specific activities or attaining certain objectives. The fund types used by the City are governmental funds (General, Capital Projects & Special Revenue),

Fund Balance. The excess of a fund's assets over its liabilities.

General Fund. The primary operating fund of the City. All revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund and may be utilized for any legitimate governmental purpose.

Generally Accepted Accounting Principles (GAAP). Conventions, rules, and procedures that serve as standards for accounting and the fair presentation of financial statements. The primary authoritative body on the application of GAAP to state and local government is the Governmental Accounting Standards Board.

Governmental Accounting Standards Board (GASB). Ultimate authoritative accounting and financial reporting standard-setting body for state and local governments.

Interfund Transfer. Money transferred from one fund to another, to finance the operations of another fund or reimburse the fund for certain expenditures/expenses.

Municipal Code. A document that codifies the City Council's approved ordinances currently in effect. The Code defines City policy with respect to all areas of municipal jurisdictions and administration.

Ordinance. A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An Ordinance has a higher legal standing than a Resolution and is typically codified in the City's municipal code.

Other Post-Employment Benefits (OPEB). Post-employment benefits other than pension benefits.

Reserve. An account which the City uses to either set aside funds that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose.

Resolution. A special order of the City Council which has a lower legal standing than an Ordinance.

Revenues. Income received by the City during the fiscal year. Some examples of revenue include taxes, fees, charges for services, and grants.

Special Revenue Funds. A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Some examples include federal and state grant revenues.

4.01 APPENDIX A – RECORDS MANAGEMENT AND RETENTION

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/14/25
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1133: License Fee Waiver Request - Possible Executive Session

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/14/25
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1134: B&O Waiver Request - Possible Executive Session

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/14/25
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1135: Collections Discussion (per Councilmen Hartman's Request)

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/14/25
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1136: FY2026 General Fund Revision #2

ATTACHMENTS:

- FY 2026 GF Revision #2.pdf

FY 2025-2026
General Fund Budget

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

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES
REVENUES										
30005 Unassigned Fund Balance (Carryover)	750,000	1,056,186		1,806,186	1,806,186	-	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			1,851,076	1,010,090	840,986	55%			
30106 Supplemental Taxes	30,000			30,000	20,170	9,830	67%	Property taxes owed from previous years, but paid in the current fiscal year.		
30200 Interest as Penalty	8,000			8,000	5,025	2,975	63%			
30300 Gas & Oil Severance Tax	30,000			30,000	-	30,000	0%	5% severance tax on gross receipts at the well head of oil and natural gas.		
30400 Utility Tax (2%)	250,000			250,000	67,365	182,635	27%			
30500 Business & Occupation (B&O) Tax	2,032,082			2,032,082	820,739	1,211,343	40%	Included estimated B&O receipts from HDL collections services.		
30600 Liquor Tax	25,000			25,000	8,079	16,921	32%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.		
30700 Animal Control Tax	1,600			1,600	1,283	318	80%	This is donated back to the county each year under Dog Warden.		
30800 Hotel/Motel Tax	200,000			200,000	44,113	155,887	22%	4 traditional hotels (Turf Motel, Days Inn, TravelLodge, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, AirBnB, Hotel Tonight, Evolve Vacation Rental Network)		
32000 Court Costs, Fees & Charges	260,000			260,000	63,141	196,859	24%			
32100 Parking Violation Penalties	40,000			40,000	13,000	27,000	33%			
32500 Business License Revenue	35,000			35,000	41,858	(6,858)	120%			
32600 Building Permit Fees	550,000			550,000	185,666	364,334	34%	Building activity increasing/expected to remain strong through FY2026 with new development projects on the horizon and increases in permit fee structure.		
32800 Franchise Tax	65,000			65,000	15,141	49,859	23%	Two Cable Franchisees		
32900 Rental Registration Fees					300					
33000 International Registration Plan (IRP) Fees	70,000			70,000	19,347	50,653	28%	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions.		
33900 Emergency Service Fee	1,700			1,700	363	1,337	21%	Revenue from utility bills for EMS (5 cents)		
34000 Parks & Rec Fee	1,700			1,700	363	1,337	21%	Revenue from utility bills for parks and recreation (5 cents)		
34200 Parking Meter Revenues	45,000			45,000	12,184	32,816	27%	Revenue from parking meters and parking permits including ParkMobile app.		
34500 Rents & Concessions	60,000			60,000	21,825	38,175	36%	CTUB rental of 661 space ($30,000); CW Hall 1st floor rental ($30,000)		
35300 Zoning Fee	20,000			20,000	7,280	12,720	36%	Zoning applications		
35500 Street Improvement Fee	135,000			135,000	28,350	106,650	21%	Revenue from utility bills for street improvements ($4 per month)		
36504 Federal Government Grants	291,667			291,667	27,019	264,648	9%	DOJ/COPS grant for additional police officer. $125,000 across 3 years. HUD Grant for Revive program $250,000		
36600 State Government Grants	-			-	-	-				
36700 Other Grants	-		1,000	1,000	1,268	(268)				Transfer of donatation desiganated to the police department to Police Supplies 700-41.
36900 Contributions from Other Funds-Sales Tax ($2,500,000); Housing Rehab ($67,880); Vacant Structures ($18,275)	1,500,000		86,155	1,586,155	375,000	1,211,155	24%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets to cover BC debt). Quarterly sales tax distributions are averaging $450,000 or $1,800,000 annually.		Housing Rehab income is designated to Code Enforcement Nuisance Properties Contracted Services expenses. Vacant Structure income is designanted for Code Enforcement Vacant Properties Contracted Services expenses.
37600 Gaming Income	250,000			250,000	63,408	186,592	25%	Gaming receipts average $19K to $23K per month.		
37900 Gain/Loss - Sale of Fixed Assets	-			-	-	-				
38007 Interest Income (Operating Acct)	35,000			35,000	2,036	32,964	6%			
38100 Reimbursements	110,000			110,000	67,331	42,669	61%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.		
38100 Lein Reimbursements				-	-	-				
38200 Refunds - Overpayments	500			500	(4,519)	5,019	-904%			
38600 Insurance Claims	-			-	3,296	(3,296)				
39200 Property Rehabilitation	-			-	-	-				
38700 Filing Fees	300			300	-	300	0%	Filing Fees Revenue - Election in FY25. $50.00 per person.		
39700 Video Lottery	600,000			600,000	77,445	522,555	13%	Video lottery receipts average $13.4K to $22.2K per week.		
39900 Misc Revenue	5,000			5,000	2,476	2,524	50%	Yard waste stickers and fingerprints		
39902 Special Events - WV Fest	10,000			10,000	-	10,000	0%			
39903 Special Events - General	1,000			1,000	375	625	38%	Special activities fees		
39904 Special Events - CW Hall	5,000			5,000	2,200	2,800	44%			
39907 Special Events - Car Show	5,000			5,000	10,681	(5,681)	214%	Car show registration and sponsors.		
TOTAL REVENUES	**9,274,625**	**1,056,186**	**87,155**	**10,417,966**	**4,819,885**	**5,598,381**	46%			

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES
EXPENSES										
ECONOMIC DEVELOPMENT - 402										
03 Salaries	77,000			77,000	20,230	56,770	26%	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement.		
04 FICA	6,200			6,200	1,548	4,652	25%	FICA @ 7.65%		
05 Group Insurance	9,300			9,300	2,533	6,767	27%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)		
06 Retirement	7,000			7,000	1,821	5,179	26%	PERS II Employer Contribution 9%		
09 OPEB	2,000		(1,800)	200	60	140	30%	RHBT Insurance		Transfer to Fringe Benefits.
10 Fringe Benefits			1,800	1,800	405	1,395	22%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.
11 Telephone	500			500	66	434	13%	Cell phone		
14 Travel	3,000			3,000	98	2,902	3%	2 National Conferences; airfare, lodging, per-diem		
20 Advertising/Legal Publications	500			500	-	500	0%			
21 Training & Education				-	-	-		$2,500 rolled under City Manager's office.		
22 Dues & Subscriptions	2,000			2,000	313	1,687	16%	IEDC Membership, Survey Subscription, Adobe subscription		
23 Professional Services	1,000			1,000	-	1,000	0%	Engineering Services		
26 Insurance and Bonds	5,000		500	5,500	5,483	17	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		Increase due to rise in insurance costs.
30 Contracted Services	1,000			1,000	-	1,000	0%			
41 Departmental Supplies	3,000			3,000	323	2,677	11%	Promotional items for events and City marketing and other departmental supplies.		
43 Auto Supplies				-	-	-		Under Maintenance budget		
TOTAL ECONOMIC DEVELOPMENT	**117,500**	**-**	**500**	**118,000**	**32,879**	**85,121**	28%			
MAYOR'S OFFICE - 409										
01 Salary	12,500			12,500	3,000	9,500	24%	Mayor's Salary		
04 FICA Tax Expense	1,000			1,000	230	771	23%			
11 Telephone				-	-	-				
14 Travel Expense	2,000			2,000	-	2,000	0%	WV Municipal League		
20 Advertising/Legal Publication				-	-	-				
21 Training & Education	1,000			1,000	-	1,000	0%			
22 Dues & Subscriptions				-	-	-				
26 Insurance & Bonds	1,000		100	1,100	1,073	27	98%			Increase due to rise in insurance costs.
41 Departmental Supplies	500			500	-	500	0%	$453.00 - Ceremonial Keys to the City and Coins		
68 Community Contributions	2,000			2,000	-	2,000	0%			
TOTAL MAYOR'S OFFICE	**20,000**	**-**	**100**	**20,100**	**4,303**	**15,797**	21%			
COUNCIL - 410										
01 Salaries	40,000			40,000	8,749	31,251	22%	Eight Council Members at $5,000 annual salary		
04 FICA Tax Expense	3,100			3,100	669	2,431	22%			
14 Travel Expense	4,800			4,800	2,274	2,526	47%	Conferences		
20 Advertising				-	-	-				
21 Training & Education	3,200			3,200	-	3,200	0%	WV Municipal League Conference Registration ($450 per registration)		
26 Insurance & Bonds	3,200		250	3,450	3,435	16	100%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability		Increase due to rise in insurance costs.
41 Departmental Supplies	700			700	107	593	15%			
TOTAL COUNCIL	**55,000**	**-**	**250**	**55,250**	**15,234**	**40,016**	28%			
CITY MANAGER - 412										
03 Salaries	215,000			215,000	35,666	179,334	17%	City Manager & Deputy City Clerk Salary, 2.5% Merit and Holiday Supplement (Includes $5000 travel allowance for new City Manager.)		
04 FICA Tax Expense	17,500			17,500	2,765	14,735	16%	FICA Tax @ 7.65%		
05 Group Insurance	20,000			20,000	2,227	17,773	11%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)		
06 Retirement	19,000			19,000	3,583	15,417	19%	9% Employer Contribution PERS I and II		
08 Overtime	1,200	1,300		2,500	474	2,026	19%		Increased to match actual overtime in previous year.	
09 OPEB	6,500		(6,000)	500	10	490	2%	RHBT Insurance		Transfer to Fringe Benefits.
10 Fringe Benefits			6,000	6,000	771	5,229	13%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.
11 Telephone	550			550	86	464	16%	Mobile phone service		
14 Travel Expense	1,500			1,500	-	1,500	0%	WVML Trip, City Clerk Election Training		
20 Advertising	2,000			2,000	-	2,000	0%			
21 Training & Education	20,000			20,000	1,025	18,975	5%	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500		
22 Dues & Subscriptions	1,000			1,000	50	950	5%	Adobe subscriptions. ICMA and WVML Fees.		
23 Professional Services	500	37,500		38,000	14,544	23,456	38%	Background checks for City Manager candidates.	City Manager recruiter expenses carried over from FY 2025.	
26 Insurance & Bonds	15,000		20	15,020	15,011	9	100%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability		Increase due to rise in insurance costs.
30 Contracted Services				-	-	-				
41 Departmental Supplies	750		(20)	730	117	613	16%	Misc. Office Supplies		Transfer of funds to Insurance & Bonds.
43 Auto Supplies (Gas & Oil)				-	-	-		Gas is covered under travel expenses.		
TOTAL CITY MANAGER	**320,500**	**38,800**	**-**	**359,300**	**76,329**	**282,971**	21%			

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES
TREASURER - 413										
03 Salaries	260,000			260,000	68,329	191,671	26%	Director of Finance, Accounting Clerk I, Accounting Clerk II, Accounting Clerk III salaries, 2.5% merit, and holiday supplements.		
04 FICA Tax Expense	22,000			22,000	5,276	16,724	24%	FICA Tax @ 7.65%		
05 Group Insurance	21,000		17,000	38,000	9,521	28,479	25%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)		Increase due to changes in employee's insurance plans.
06 Retirement	24,000			24,000	6,207	17,793	26%	9% Employer Contribution PERS I and II		
08 Overtime	3,500			3,500	636	2,864	18%			
09 OPEB	8,000		(7,500)	500	150	350	30%	RHBT Insurance		Transfer to Fringe Benefits.
10 Fringe Benefits			7,500	7,500	1,784	5,716	24%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.
11 Telephone	-			-	-	-		Director of Finance Cell Phone		
14 Travel Expense	1,500			1,500	-	1,500	0%	Director & Acct. Clerk III - WV Government Finance Officers Association Training		
18 Postage				-	-	-		Transfer cost to City Hall and Pitney Bowes machine.		
20 Advertising/Legal Pubs	2,500			2,500	-	2,500	0%	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.		
21 Training & Education	-			-	-	-		$4,000 Rolled into City Manager's budget		
22 Dues & Subscriptions	500			500	125	375	25%	Adobe subscription for Director & Accounting Clerk III		
23 Professional Services	2,500			2,500	2,100	400	84%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)		
24 Audit Costs	42,000	48,000		90,000	48,000	42,000	53%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit	Allowance for FY 2024 audit expenses.	
26 Insurance & Bonds	15,000		3,900	18,900	18,890	10	100%	General Liability, Worker's Compensation, Umbrella		Increase due to rise in insurance costs.
30 Contracted Services	25,000			25,000	5,803	19,197	23%	Tyler Technologies - Incode Annual License Fee		
30 B&O Collections - Contracted Services	75,000			75,000	7,940	67,060	11%			
38 Refunds	10,000	65,000		75,000	66,419	8,581	89%			
41 Departmental Supplies	1,500	1,000		2,500	960	1,540	38%	Misc. Office Supplies	Allowance for purchase of desk scanners for	
TOTAL TREASURER	**514,000**	**114,000**	**20,900**	**648,900**	**242,138**	**406,762**	37%			
COURT CLERK - 415										
03 Salaries	67,000			67,000	17,632	49,368	26%	Court Clerk Salary, 2.5% merit, and holiday supplement		
04 FICA	5,500			5,500	1,349	4,151	25%	FICA Tax @ 7.65%		
05 Group Insurance	19,000			19,000	4,930	14,070	26%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)		
06 Retirement	6,000			6,000	1,578	4,422	26%	9% Employer Contribution PERS I and II		
08 Overtime	1,200			1,200	-	1,200	0%			
09 OPEB	2,000		(1,800)	200	60	141	30%	RHBT Insurance		Transfer to Fringe Benefits.
10 Fringe Benefits			1,800	1,800	347	1,453	19%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.
14 Travel	500			500	-	500	0%	Court Clerk training and Election training		
18 Postage	100			100	-	100	0%			
20 Advertising/Legal Publications				-	-	-				
21 Training & Education				-	-	-		$500 transferred to City Manager's budget. WVML training and Election training.		
22 Dues & Subscriptions				-	-	-				
23 Professional Services				-	-	-				
26 Insurance & Bonds	4,500		525	5,025	5,024	1	100%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella		Increase due to rise in insurance costs.
30 Contracted Services	25	1,000		1,025	525	500	51%	Flu shot	Allowance for cost of appeals.	
38 Refunds			1,000	1,000	400	600	40%			Allowance for refund of court fine fees.
41 Departmental Supplies	600			600	22	578	4%	Ink cartridges, paper stock		
TOTAL COURT CLERK	**106,425**	**1,000**	**1,525**	**108,950**	**31,866**	**77,084**	29%			
POLICE JUDGES - 416										
03 Salaries	32,000			32,000	6,350	25,650	20%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; extra $2k for special judge, and holiday suppliments.		
04 FICA	2,400			2,400	486	1,914	20%			
14 Travel	500			500	263	237	53%	WV State mandated annual training for magistrates & judges		
21 Training & Education	1,000			1,000	690	310	69%	WV State mandated annual training for magistrates & judges		
22 Dues and Subscriptions	100			100	-	100	0%			
23 Professional Services	1,000			1,000	-	1,000	0%			
26 Insurance & Bonds	2,500		250	2,750	2,748	2	100%			Increase due to rise in insurance costs.
TOTAL POLICE JUDGES	**39,500**	**-**	**250**	**39,750**	**10,537**	**29,214**	27%			
CITY ATTORNEY - 417										
03 Salaries	160,000			160,000	42,282	117,718	26%	Attorney salary plus 2.5% merit and holiday supplement.		
04 FICA	13,000			13,000	3,235	9,765	25%	FICA @ 7.65%		
05 Group Insurance	1,000		550	1,550	560	990	36%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)		Correction of Dental Insurance budget calculation.
06 Retirement	15,000			15,000	3,805	11,195	25%	PERS II Employer Contribution 9%		
09 OPEB	6,000		(5,600)	400	359	41	90%	RHBT Insurance		Transfer to Fringe Benefits.
10 Fringe Benefits			5,600	5,600	909	4,691	16%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.
11 Telephone	250			250	37	213	15%			
14 Travel	1,000			1,000	-	1,000	0%	Travel allowance for various trainings.		
20 Advertising/Legal Publications				-	-	-		Allowance for legal publications.		
21 Training & Education				-	-	-		Rolled under City Manager's office.		
22 Dues & Subscriptions	5,100			5,100	1,190	3,910	23%	Allowance for legal subscriptions and memberships. Bar license and legal research database subscription.		
23 Professional Services	50,000			50,000	-	50,000	0%	Cost for outside legal council.		
26 Insurance and Bonds	12,000		(7,000)	5,000	2,263	2,737	45%			Transfer of funds to Insurance & Bonds line items in departments: 402, 409, 410, 413, 415, 416, 425, 436, 571, & 704.
41 Departmental Supplies	1,000			1,000	-	1,000	0%			
TOTAL CITY ATTORNEY	**264,350**	**-**	**(6,450)**	**257,900**	**54,641**	**203,259**	21%			

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES
ENFORCEMENT AGENCY - 425										
03 Salaries	61,000			61,000	15,876	45,124	26%	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance.		
04 FICA	4,900			4,900	1,214	3,686	25%	FICA @ 7.65% of Salary		
05 Group Insurance	9,000			9,000	2,443	6,557	27%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)		
06 Retirement	5,400			5,400	1,387	4,013	26%	PERS II Employer Contribution 9%		
09 OPEB	2,500		(2,300)	200	60	141	30%	RHBT Insurance		Transfer to Fringe Benefits.
10 Fringe Benefits			2,300	2,300	462	1,838	20%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.
11 Telephone	500			500	37	463	7%			
14 Travel	3,000			3,000	-	3,000	0%	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas		
18 Postage	1,500			1,500	153	1,347	10%	Certified Mailings		
20 Advertising/Legal Publications	500			500	53	447	11%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.		
21 Training & Education				-	-	-		$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)		
22 Dues & Subscriptions	1,000			1,000	170	830	17%	ICC Membership ($160/yr)		
26 Insurance and Bonds	4,000		300	4,300	4,296	4	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		Increase due to rise in insurance costs.
30 Contracted Services	25,000			25,000	-	25,000	0%	Kimley-Horn Engineering Services		
30 Nuisance Properties-Contracted Services	45,000		67,880	112,880	21,730	91,150	19%	Nuisance Properties cleanup and demos.		Increase to allow for expenditures of Housing Rehab Funds.
30 Nuisance Properties Relocation - Contracted Services	5,000			5,000	-	5,000	0%	Nuisance Properties housing relacation.		
30 Vacant Properties-Contracted Services			18,275		84	(84)				Allowance for vacant structures costs pertaining to Article 1759 Vacant Buildings.
41 Departmental Supplies	2,000			2,000	342	1,658	17%	Building safety month supplies and code books		
43 Auto Supplies				-	-	-		Under Maintenance budget		
45 Uniforms	2,000			2,000	525	1,475	26%	Jackets & shirts.		
TOTAL ENFORCEMENT AGENCY	**172,300**	**-**	**86,455**	**240,480**	**48,833**	**191,647**	20%			
REGIONAL DEVELOPMENT AUTHORITY - 435										
22 Dues & Subscriptions	11,500			11,500	11,304	196	98%	Region 9 Assessment - Fees are going up		
TOTAL REGIONAL DEVELOPMENT AUTHORITY	**11,500**	**-**	**-**	**11,500**	**11,304**	**196**	98%			
Total City Administration	**2,297,075**	**173,800**	**22,575**	**2,493,450**	**697,621**	**1,795,829**	28%			
BUILDING INSPECTIONS - 436										
03 Salaries	88,000			88,000	23,341	64,659	27%	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance.		
04 FICA	7,000			7,000	1,786	5,214	26%	FICA @ 7.65% of Salary		
05 Group Insurance	1,500			1,500	470	1,030	31%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)		
06 Retirement	8,000			8,000	2,059	5,941	26%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods		
09 OPEB	3,000		(2,850)	150	-	150	0%	RHBT Insurance		Transfer to Fringe Benefits.
10 Fringe Benefits			2,850	2,850	686	2,164	24%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.
11 Telephone	1,000			1,000	60	940	6%	Two lines; one is a hot spot. One is a cell phone.		
14 Travel	3,000			3,000	-	3,000	0%	National ICC Conference; airfare, lodging, meals, gas		
17 R&M Auto				-	-	-		Under Maintenance budget		
18 Postage	1,000			1,000	-	1,000	0%	Certified mailings for property Notice of Violations		
20 Advertising/Legal Publications	1,000			1,000	-	1,000	0%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.		
21 Training & Education				-	-	-		$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.		
22 Dues & Subscriptions	1,000			1,000	-	1,000	0%	ICC membership dues; WICA subscription		
23 Professional Services	50,000			50,000	600	49,400	1%	To cover expenses associated with inspections; compliance.		
26 Insurance & Bonds	6,000		475	6,475	6,465	10	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		Increase due to rise in insurance costs.
30 Contracted Services				-	-	-				
41 Departmental Supplies	2,000			2,000	143	1,857	7%	Building safety month supplies and code books.		
43 Auto Supplies				-	-	-		Under Maintenance budget		
45 Uniforms	2,000			2,000	500	1,500	25%	Jackets & shirts.		
TOTAL BUILDING INSPECTIONS	**174,500**	**-**	**475**	**174,975**	**36,110**	**138,865**	21%			

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES
PLANNING & ZONING - 437										
03 Salaries	407,000			407,000	74,690	332,310	18%	Assistant City Manager/Director of Community Development, City Planner/Zoning/Subdiv Administrator, Permit Tech, and Planner salaries, 2.5% merit, and holiday supplements.		
04 FICA	33,000			33,000	5,714	27,286	17%	FICA @ 7.65% of Salary		
05 Group Insurance	68,000			68,000	8,920	59,080	13%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)		
06 Retirement	38,000			38,000	6,722	31,278	18%	PERS II Employer Contribution (9%)		
08 Overtime	1,500			1,500	-	1,500	0%			
09 OPEB	12,500		(12,000)	500	100	400	20%	RHBT Insurance		Transfer to Fringe Benefits.
10 Fringe Benefits			12,000	12,000	1,609	10,391	13%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.
11 Telephone	250		750	1,000	125	875	12%	Director's department cell phone		Increase in cell phone charges.
14 Travel	8,000			8,000	1,501	6,499	19%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Wendy - MGO Conference		
18 Postage	1,000			1,000	-	1,000	0%	Certified Mailings; Legal notices, yard sign postings		
20 Advertising/Legal Publications	4,500			4,500	531	3,969	12%	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		
22 Dues & Subscriptions	3,000			3,000	106	2,894	4%	AICP Membership; Wendy ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.		
23 Professional Services	5,000		20,000	25,000	4,043	20,957	16%	GIS Aerial imagery, Background Checks		Allowance for annexation costs.
26 Insurance & Bonds	20,000			20,000	18,529	1,471	93%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		
30 Contracted Services	44,000			44,000	4,654	39,346	11%	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;		
31 Contracted Services - Tree Board				-	-	-		To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.		
38 Refunds	1,000			1,000	170	830	17%			
41 Departmental Supplies	4,000			4,000	122	3,878	3%	Public hearing signs, office supplies, promotional supplies		
53 Computer Software / Tech	10,000	3,000		13,000	1,460	11,540	11%	MyPermit Now Monthly Fees	Allowance for additional Rental Registration module in MyPermit Now software	
TOTAL PLANNING & ZONING	**660,750**	**3,000**	**20,750**	**684,500**	**128,997**	**555,503**	19%			
Total City Bldg Inspection, P&Z, and Enforcement Agency	**1,007,550**	**3,000**	**107,680**	**1,099,955**	**213,940**	**886,015**	19%			
ELECTIONS - 438										
12 Printing				-	-	-				
20 Advertising/Legal Publications				-	-	-		Publish ballot multiple times		
23 Professional Services				-	-	-				
30 Contracted Services				-	-	-		Poll workers for early voting and day of election.		
41 Departmental Supplies				-	-	-		Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers		
TOTAL ELECTIONS	-	-	-	-	-	-				

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES
CITY HALL - 440										
3 Salaries	103,000			103,000	26,906	76,094	26%	Director of Operations Salary, 2.5% merit, and holiday supplement		
4 FICA Taxes	8,300			8,300	2,058	6,242	25%	FICA @ 7.65%		
5 Group Insurance	20,000			20,000	5,030	14,970	25%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)		
6 Retirement	9,000			9,000	2,557	6,443	28%	9% Employer Contribution		
9 OPEB	4,000		(3,800)	200	(51)	251	-25%	RHBT Insurance		Transfer to Fringe Benefits.
10 Fringe Benefits			3,800	3,800	906	2,894	24%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.
11 Telephone	20,000			20,000	2,108	17,892	11%	WebEx Phone Services ($5,000), Internet Service ($3,600), Cell phone - Director ($400), Rouss Hall Elevator & Fire Alarm Phone Service ($4,000), CWH Fire Alarm Phone Service ($1,000).		
13 Utilities	40,000			40,000	9,664	30,336	24%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer, CWH Electric		
14 Travel Expense	2,000			2,000	-	2,000	0%	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD		
15 Repair & Main. Bldg & Grounds	10,000			10,000	1,137	8,863	11%	Elevator Services and City Hall maintenance.		
16 CH Repair & Maint Equip.				-	-	-				
18 Postage	4,000			4,000	1,000	3,000	25%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection. Reflects increase in postage.		
19 Bldg & Equipment Rental	250,000			250,000	62,183	187,817	25%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer		
20 Advertising/Legal Publications	4,000			4,000	182	3,818	5%	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements		
21 Training & Education				-	-	-		$2,000 transferred to City Manager's budget		
22 Dues & Subscriptions	3,500			3,500	2,819	681	81%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)		
23 Professional Services	25,000			25,000	3,850	21,150	15%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.		
26 Insurance & Bonds	15,000			15,000	12,199	2,801	81%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial		
30 Contracted Services	287,000			287,000	52,267	234,733	18%	Sustainable Strategies (Grant Consultant, Matt Ward) - $60,000 ($5,000 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $50,000 Payroll Processing Base Fees - $4,000 ADP Software Recurring Annual Fee - $20,000 Tek Advisors - $150,000 per year.		
32 Bank Charges	15,000	20,000		35,000	14,264	20,736	41%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	Allowance for additional credit card merchant fees due to delay in software upgrade.	
37 Other Fees/Taxes	1,500			1,500	940	560	63%	Late fees/Ambulance fees.		
41 Departmental Supplies	12,000			12,000	3,341	8,659	28%			
53 Computer Software / Tech	15,000		5,500	20,500	15,031	5,469	73%	City Sonic Wall Annual License - $1,700 Clearcaster Annual License - $1,700 Granicus Annual License - $9,500 - Agenda management,Online training, Audio/Visual software for livestreaming meetings VEEAM Annual Maintenance - $600.00 Zoom Fees - $1,500 per year		Allowance for timesheet management software.
TOTAL CITY HALL	**848,300**	**20,000**	**5,500**	**873,800**	**218,392**	**655,408**	25%			

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES
CONTRIBUTIONS/TRANSFERS - 444										
68 Contributions - Community Partnership Grants	100,000			100,000	-	100,000	0%	Citizens Fire Co. $10,000; Independent Fire Co. $10,000; Library $20,000; Jef. Co. Com. Ministries $10,000; and EPTA $50,000.		
68 Community Grants		50,000		50,000	-	50,000	0%		Allowance for community grants for non-profit organizations.	
68 Contributions - Revive Grant	270,000	20,000		290,000	25,000	265,000	9%	HUD Grant for Revive! Program. $250,000 with additional $20,000 support from City funds.	Grant funds brought forward from FY25 into FY26 that were allocated but not spent.	
68 Contributions - Façade Improvement Program	15,000	10,000		25,000	-	25,000	0%		Grant funds brought forward from FY25 into FY26 that were allocated but not spent.	
68 Contributions - Homeless Solutions	25,000	(25,000)		-	-	-		County Homelessness position funding commitment	County Homelessness position has been disolved.	
68 Contributions - Charles Town Now		70,000		70,000	30,000	40,000	43%		Contribution to support Washington Street redevelopment study.	
68 Contributions - Sidewalk Improvement Program	15,000	35,000		50,000	-	50,000	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	**425,000**	**160,000**	**-**	**585,000**	**55,000**	**530,000**	9%			
PARKING - 571										
03 Salaries	46,000			46,000	11,861	34,139	26%	Parking Enforcement Officer salary, contingency, 2.5% merit, holiday supplement, and clothing allowance		
04 FICA Tax Expense	3,700			3,700	931	2,769	25%	FICA @ 7.65%		
05 Group Insurance	750			750	195	555	26%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)		
06 Retirement Expense	4,000			4,000	1,053	2,947	26%	9% Employer Retirement Contribution		
08 Overtime	1,000			1,000	305	695	30%	RHBT Insurance		
09 OPEB	1,500		(1,400)	100	-	100	0%	Deferred Compensation Employer Contribution 3%		Transfer to Fringe Benefits.
10 Fringe Benefits			1,400	1,400	342	1,058	24%			Creation of new line item for 457b retirement due to auditing requirements.
13 Utilities	1,400			1,400	-	1,400	0%	Electric Service		
16 Repair & Main - Equipment	1,000			1,000	-	1,000	0%	Parking meter repairs and maintenance		
18 Postage	500			500	-	500	0%			
19 Bldg & Equipment Rental	500			500	-	500	0%			
20 Advertising / Legal Publications	500			500	-	500	0%			
26 Insurance & Bonds	3,000		190	3,190	3,183	7	100%	Prof Liability, Umbrella, Automobile, Worker's Comp		Increase due to rise in insurance costs.
30 Contracted Services	500			500	-	500	0%			
41 Departmental Supplies	5,000			5,000	309	4,691	6%	Office Supplies, Batteries, Handheld Printer Paper		
43 Auto Supplies (Gas/Oil)	500			500	-	500	0%			
45 Uniforms	500			500	-	500	0%	Jacket, Uniform Shirt, Patches, Badge, etc.		
53 Computer Software/Tech	4,000			4,000	-	4,000	0%	United Public Safety/T2 Annual Fees		
TOTAL PARKING	**74,350**	**-**	**190**	**74,540**	**18,178**	**56,362**	24%			
CONTINGENCIES - 699										
Other Contributions	308,000	42,000	(44,800)	305,200	-	305,200	0%	Placeholder for $50,000 for emergency snow costs. $250,000 for unexpected cost throughout the year. (SAO caps this amount at 10% of receipts.)	Increase to allow for payment of unexpected expenses.	Transfer $17,000 to Treasurer Group Insurance, $1000 to Court Clerk Refunds, $550 to Attorney Group Insurance, $20,000 to P&Z Professional Services, $750 to P&Z Telephone, and $5500 to City Hall Computer Software.
TOTAL CONTINGENCIES	**308,000**	**42,000**	**(44,800)**	**305,200**	**-**	**305,200**	0%			

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES
POLICE DEPARTMENT - 700										
03 Salaries	1,640,000			1,640,000	432,024	1,207,976	26%	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. (5) Patrolman, (3) Patrolman First Class, (4) Corporals, (3) Sergeants, (2) Lieutenants, (1) Captain (Held by Chief), (1) Chief. (3) Administrative personnel.		
04 FICA	110,000			110,000	26,646	83,354	24%	FICA Tax at 7.65%		
05 Group Insurance	289,000			289,000	65,898	223,102	23%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)		
06 Retirement	145,000			145,000	40,397	104,603	28%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)		
07 Police Pension	30,000		(10,850)	19,150	1,296	17,854	7%	Legacy CTPD Retirement System		Transfer of $10,650 to Insurance & Bonds and $200 to Other Fees & Taxes.
08 Overtime	160,000			160,000	70,875	89,125	44%	Shift coverage, late arrest/call out, special events, school events, court, etc.		
09 OPEB	60,000		(55,000)	5,000	995	4,006	20%	RHBT Insurance		Transfer to Fringe Benefits.
10 Fringe Benefits			55,000	55,000	11,899	43,101	22%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.
11 Telephone	48,500			48,500	9,084	39,416	19%	(4) department cell phones, MiFi/Craddle Points, for CAD in police vehicles, Internet, etc.		
13 Utilities	48,000			48,000	10,489	37,511	22%	Electric and Internet Service, increase in FY25.		
14 Travel	4,000			4,000	214	3,786	5%	Training, Conferences,etc.		
15 R&M Building & Grounds	2,500			2,500	-	2,500	0%	Lights, Paint, Air Filters, Electrical supplies, Batteries		
16 R&M Equipment	5,000			5,000	-	5,000	0%	Generator Service		
17 R&M Auto	50,000			50,000	12,270	37,730	25%	Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, tire install/rotation, etc.		
18 Postage	1,300			1,300	-	1,300	0%	Stamps, USPS Certified Mail, UPS/Fedex, etc.		
19 Building & Equipment Rental	100,000			100,000	25,093	74,907	25%			
20 Advertising/Legal Publications	5,500			5,500	-	5,500	0%	New Hire Ads 3-6 ads in local paper		
21 Training & Education	20,000			20,000	599	19,401	3%	WVSP Academy, 16 hours in-service/8 supervisor hours.		
22 Dues & Subscriptions	2,000			2,000	370	1,630	19%	WVCOP Dues, IACP, SRO, Journal		
23 Professional Services	5,000			5,000	1,430	3,570	29%	Polygraph Exams, Psychological exam, Physical Exams, Diagnostic Imaging		
26 Insurance & Bonds	110,000		10,650	120,650	120,621	29	100%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance		Increase due to rise in insurance costs.
30 Contracted Services	48,000			48,000	12,257	35,743	26%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.		
37 Other Fees & Taxes	250		200	450	400	50	89%	661 George St. Ambulance Fees		Allowance for additional ambulance fees.
41 Departmental Supplies	40,000		1,000	41,000	7,809	33,191	19%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery		Allowance for additional officer equipment. This adjustment pertains to a donation designated to the police department.
43 Auto Supplies	65,000			65,000	21,410	43,590	33%	Gas, oil changes and tires for Police Vehicles		
45 Uniforms	30,000			30,000	3,089	26,911	10%	Class A, BDU, duty gear, insignia, bullistic vest, coats, etc.		
53 Computer Software/Tech	29,000			29,000	14,397	14,603	50%	CAD Motorola, Guardian Tracking, Police One Academy, Powerdms, VCS, Motorola Solutions (Watch Guard System), Revize (Website).		
TOTAL POLICE DEPARTMENT	**3,048,050**	**-**	**1,000**	**3,049,050**	**889,561**	**2,159,489**	29%			
POLICE-SPECIAL DUTY CROSSING GUARDS - 704										
03 Salaries	35,000			35,000	4,494	30,507	13%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA. Holiday supplements.		
04 FICA Tax Expense	2,600			2,600	344	2,256	13%			
26 Insurance & Bonds	1,750		510	2,260	2,259	1	100%			Increase due to rise in insurance costs.
41 Departmental Supplies	250		100	350	324	26	92%	Stop signs		Allowance for additional supplies.
45 Uniforms	500		(100)	400	-	400	0%	Reflective jackets and vests		Transfer to Supplies.
43 Auto Supplies (Gas & Oil)				-	-	-				
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**40,100**	**-**	**510**	**40,610**	**7,420**	**33,190**	18%			
Total Police and Crossing Guards	**3,088,150**	**-**	**1,510**	**3,089,660**	**896,981**	**2,192,679**	29%			

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES
DOG WARDEN - 707										
Contributions	1,600			1,600	-	1,600	0%	City passes along the dog tag fees to the County		
TOTAL DOG WARDEN	**1,600**	-	-	**1,600**	-	**1,600**	0%			
MAINTENANCE - 750										
03 Salaries	330,000			330,000	74,044	255,956	22%	Director and (4) Maintenance Staff salaries, 2.5% merit, holiday supplements, clothing allowances and contingency for CDL, Playground Inspection, and ASE certifications.		
04 FICA Tax Expense	27,000			27,000	5,986	21,014	22%	FICA @ 7.65%		
05 Group Insurance	47,000			47,000	7,722	39,278	16%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)		
06 Retirement	29,000			29,000	6,769	22,231	23%	9% Employer Contribution		
08 Overtime	20,000			20,000	4,208	15,792	21%			
09 OPEB	8,000		(7,500)	500	119	381	24%	RHBT Insurance		Transfer to Fringe Benefits.
10 Fringe Benefits			7,500	7,500	1,327	6,173	18%	3% Deferred Compensation Employer Contribution		Creation of new line item for 457b retirement due to auditing requirements.
11 Telephone	3,000			3,000	415	2,585	14%	Field staff equipped with cell phones		
13 Utilities	15,000			15,000	1,064	13,936	7%	Maintenance building electric, water, sewer, and internet		
14 Travel Expense	1,500			1,500	-	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed		
15 R&M Buildings and Grounds	55,000			55,000	19,526	35,474	36%	General maintenance of city buildings.		
16 R&M Equipment	15,000			15,000	2,565	12,435	17%	Regular maintenance of fleet equipment, primary expense is street sweeper repairs. We have a new leaf vacuum, so we don't have as much maintenance expense.		
17 R&M Auto	10,000			10,000	745	9,255	7%	Regular maintenance of department and City vehicles		
18 Postage				-	-	-				
19 R&M Bldg and Equip Rental	1,000			1,000	-	1,000	0%	Equipment rented as required to maintain various city buildings.		
20 Advertising	500			500	-	500	0%	Spring and Fall Cleanup. Additional city sponsored projects as required.		
21 Training & Education	2,500			2,500	-	2,500	0%	Maintain certifications; other skill enhancement training as required/proposed. CDL, Playground Inspection, ASE.		
22 Dues & Subscriptions	500			500	-	500	0%	Camera subscription and CDL License Fees		
23 Professional Services	500			500	40	460	8%	CDL physicals		
26 Insurance & Bonds	19,000			19,000	16,946	2,054	89%	Liability, Worker's Comp, Vehicle Insurance		
30 Contracted Services	60,000			60,000	18,300	41,700	30%	Trash Service, Box Rental Fees, Tree Services ($12,000), Snow Removal and Salt		
41 Departmental Supplies	35,000			35,000	4,805	30,195	14%	General maintenance annual supplies. Christmas decorations, and light poles.		
43 Auto Supplies (Gas, Oil & Tires)	25,000			25,000	5,362	19,638	21%	Gas, oil changes and tires for maintenance and City vehicles.		
45 Uniforms	5,000			5,000	-	5,000	0%			
53 Software/Tech				-	-	-				
59 Capital Outlay				-	-	-				
TOTAL MAINTENANCE	**709,500**	-	-	**709,500**	**169,943**	**539,557**	24%			
STREET LIGHTS - 751										
13 Utilities	130,000			130,000	29,857	100,143	23%	Street lights electric.		
TOTAL STREET LIGHTS	**130,000**	-	-	**130,000**	**29,857**	**100,143**	23%			
VISITOR'S CENTER - 901										
66 Contributions	100,000			100,000	14,443	85,557	14%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center.		
TOTAL VISITOR'S CENTER	**100,000**	-	-	**100,000**	**14,443**	**85,557**	14%			

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES
FAIRS/FESTIVALS - 903										
20 Advertising/Legal Publications	2,000			2,000	-	2,000	0%			
30 Contracted Services	36,000			36,000	4,697	31,303	13%	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1,500), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Gaming Trailer ($1,000)		
38 Refunds	100			100	-	100	0%			
41 Departmental Supplies	25,000			25,000	4,381	20,619	18%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300), Signage ($1,500) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($2,000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500)		
52 Computer Software	1,300			1,300	-	1,300	0%	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.		
68 Contributions	4,000			4,000	3,300	700	83%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.		
TOTAL FAIRS/FESTIVALS	**68,400**	**-**	**-**	**68,400**	**12,378**	**56,022**	18%			
TRANSFERS - 960/698 SAO										
01 Transfers to Capital Reserve - Repaving	135,000			135,000	29,560	105,440	22%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures		
02 Transfers to Capital Reserve - One Time Funding		427,386		427,386	427,386	-	100%		Transfer to Capital Fund to support capital projects.	
03 Transfers Out - Parks & Rec	120,000			120,000	34,443	85,557	29%	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.		
04 Transfers to Residual Fund		200,000		200,000	200,000	-	100%		Transfer to Residual Fund to build up Rainy Day savings.	
11 Transfers to Capital Reserve - Table Games	810,000			810,000	257,964	552,036	32%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.		
20 Transfers to Sales Tax		50,000		50,000	50,000	-	100%		Reimbursement to Sales Tax from FY25 withdraw for city manager recruiter fees.	
TOTAL TRANSFERS	**1,065,000**	**677,386**	**-**	**1,742,386**	**999,353**	**743,033**	57%			
TOTAL EXPENSES	**9,274,625**	**1,056,186**	**87,155**	**10,399,691**	**3,107,694**	**7,291,997**	**30%**			
REVENUES OVER EXPENSES	-	-	-	**18,275**	**1,712,191**					

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/14/25
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1137: FY2026 Capital Fund Revision#4

ATTACHMENTS:

- Capital Budget 4th 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	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 NOTES
CAPITAL BUDGET REVENUES													
Capital Reserve Carryover		$ 5,564,904	$ 3,002,355	$ -			$ 8,567,259	$ 8,553,059	$ 14,200	100%	Carryover balance from FY2025 Capital Reserve (This is carryover for unfinished projects noted in red. Carryover will be adjusted in the 1st Revision in July 2025.)	Adjust carry over amount to actual balanace as of June 30 2025	
36800 Contributions from GF			$ 427,386				$ 427,386	$ 427,386	$ -	100%	Contributions from GF (Determined in July 2025 1st Revision)		
36800 Contributios from GF - Lottery / Gaming Revenue		$ 810,000					$ 810,000	$ 257,963	$ 552,037	32%	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.		
33000 Developer Fees		$ 150,000					$ 150,000	$ 63,856	$ 86,144	43%	Developer Proffer fees.		
38000 Interest on Bank Accounts & Other Sources		$ 80,000					$ 80,000	$ 35,575	$ 44,425	44%			
38600 Insurance Claims								$ 26,612	$ (26,612)				
TOTAL REVENUES	**$ -**	**$ 6,604,904**	**$ 3,429,741**	**$ -**	**$ -**		**$ 10,034,645**	**$ 9,364,451**	**$ 670,194**	**93%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 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 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	$ 1,233	$ 69,768	2%	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**	**$ 5,666**	**$ 105,334**	**5%**			
Other - General Government													
Drone - 975-15 General Government Capital Outlay Equipment			10,000				$ 10,000	$ -	$ 10,000	0%		Supports advertising, event coverage, photography, structural inspections, damage assessment, police search and rescue, hostile environment response, and fire and disaster management.	
Rouss Hall Landlord buy back - 975-58 General Government Capital Outlay		$ 140,000					$ 140,000	$ -	$ 140,000	0%	$140,000 carried over from FY25.		
Salary Study - 975-23 General Government Professional Services			$ 30,000				$ 30,000	$ 31	$ 29,969	0%		Investing in initiatives to track and retain talent. Improving performance, and reducing long-term costs associated with turnover. To ensure we can identify high-performing individuals, support growth, and build a workforce committed to long-term success.	
Zoning & Subdivision Ordinance Overhaul - 975-23 General Government Professional Services		$ 246,000					$ 246,000	$ 24,495	$ 221,505	10%	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**	**$ 24,527**	**$ 401,473**	**6%**			
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 497,000**	**$ 40,000**	**$ -**	**$ -**		**$ 537,000**	**$ 30,193**	**$ 506,807**	**6%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 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 NOTES
976 PUBLIC SAFETY													
Equipment													
Officer Equipment - 976-60 Public Safety Capital Outlay Equipment		$ 18,500	$ -				$ 18,500	$ 19,657	$ (1,157)	106%	4 - APX N50 Portable Radios (3 Admin Staff & 1 spare)		
Speed Alert 24 Radar Trailer - 976-60 Public Safety Capital Outlay Equipment			$ 21,000				$ 21,000	$ 20,223	$ 777	96%		The current trailer is outdated. The new equipment allows the PD to remotely monitor vehicle speeds and provides the ability to electronically notify residents of road closures and broadcast community event information. This enhanced functionality ensures more effective communication and public safety outreach.	
TOTAL EQUIPMENT		**$ 18,500**	**$ 21,000**	**$ -**	**$ -**		**$ 39,500**	**$ 39,880**	**$ (380)**	**101%**			
Information Technology													
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department		$ 52,000					$ 52,000	$ 47,498	$ 4,502	91%	12 In-car Panasonic Tough Tablets (To replace generation 1 & 2)		
Cell Phone Forensic Downloading Equipment - 975-60 General Government Capital Outlay Technology PD		$ 27,000					$ 27,000	$ 16,571	$ 10,429	61%	Possible grant funding.		
Cradle Point WIFI Mobile Routers - 975-60 General Government Capital Outlay Technology Police Dept.		$ 18,500					$ 18,500	$ 14,175	$ 4,325	77%	9 Routers at $14,400 and $4100 installation labor.		
TOTAL INFORMATION TECHNOLOGY		**$ 97,500**	**$ -**	**$ -**	**$ -**		**$ 97,500**	**$ 78,244**	**$ 19,256**	**80%**			
Vehicles													
Police Cars - 976-59 Public Safety Capital Outlay Vehicles		$ 118,000					$ 118,000	$ 116,854	$ 1,146	99%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.		
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles		$ 12,000					$ 12,000	$ -	$ 12,000	0%	This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant.		
Police Cars #19 - 976-59 Public Safety Capital Outlay Vehicles			$ 60,000				$ 60,000	$ 60,297	$ (297)	100%		Replace vehicle due to fire loss	
Police Vehicle Upfit Costs #19 - 976-59 Public Safety Capital Outlay Vehicles			$ 45,000				$ 45,000	$ 5,089	$ 39,911	11%		Replacement Vehicle uplift cost due to fire loss	
TOTAL VEHICLES	**$ -**	**$ 130,000**	**$ 105,000**	**$ -**	**$ -**		**$ 235,000**	**$ 182,240**	**$ 52,760**	**78%**			
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**	**$ 305,287**	**$ 82,713**	**79%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 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 NOTES
977 STREETS & TRANSPORTATION													
Buildings													
Charles Washington Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			22,500			27,500	$ 50,000	$ -	$ 50,000	0%		This is a small section of the rooftop that contains 4 rooftop AC units. This area has failed sealant and degraded membranes. It will be replaced with a 2 Ply-Cold System which has a usefull life of 30 years.	Allowance for additional cost to replace roof. Bids came in higher than expected.
Charles Washington Hall - Paint Interior - 977-57 Streets & Transportation Capital Outlay Buildings			8,000				$ 8,000	$ -	$ 8,000	0%		Repainting of stairway walls, stage face, upper balcony ledge, and doors and trim.	
Charles Washington Hall - Refinish Floor - 977-57 Streets & Transportation Capital Outlay Buildings			10,000				$ 10,000	$ -	$ 10,000	0%		Replacement of ballroom floor, steps, elevator ramp and bathroom landing.	
Charles Washington Hall - Replace Blinds - 977-57 Streets & Transportation Capital Outlay Buildings			20,000				$ 20,000	$ -	$ 20,000	0%		Replacement of ballroom blinds.	
City Hall - replace rooftop AC units - 977-57 Streets & Transportation Capital Outlay Buildings		$ 25,000	$ 30,000				$ 55,000	$ 9,270	$ 45,730	17%	$25,000 carried over from FY25.	Replacement of 2 City Hall rooftop AC units	
City Hall - interior repair/maintenance - 977-57 Streets & Transportation Capital Outlay Buildings		$ 55,000	$ 50,000				$ 105,000	$ 1,166	$ 103,834	1%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency. ($55,000 carried over from FY25.)	Additional funds needed for engineering costs, asbestos removal, ceiling tiles, and relocation of 1st floor wall.	
City Hall - water damage repair - 977-57 Steets & Transprotation Capital Outlay Buildings			$ 25,000				$ 25,000	$ 6,500	$ 18,500	26%		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	$ 25	$ 249,975	0%	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going. (80,000 carried over from FY25.)	Council requests that a study be conducted for the best location of the Maintenance Yard along with associated engineering.	
Rouss Hall - 1st Floor HVAC Unit - 977-57 Streets & Transportation Capital Outlay Buildings				$ 14,000			$ 14,000	$ 13,800	$ 200	99%			Allowance for 1st floor HVAC unit replacement. It was installed in 2002 and has completely failed.
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-57 Streets & Transportation Capital Outlay Buildings			$ 80,000				$ 80,000	$ -	$ 80,000	0%		All window sills at Rouss Hall have peeling paint and rotted wood. Correcting this disrepair will put the building in good condition.	
Rouss Hall - Replace Gallery Floor - 977-57 Streets & Transportation Capital Outlay Buildings			$ 25,000				$ 25,000	$ -	$ 25,000	0%		Replacement of 1st floor Art Gallery Floor including construction of ADA compliant ramp.	
Rouss Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			$ 42,500				$ 42,500	$ -	$ 42,500	0%		The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a usefull life of 10 years.	
TOTAL BUILDINGS	**$ -**	**$ 310,000**	**$ 483,000**	**$ 14,000**	**$ -**		**$ 834,500**	**$ 30,761**	**$ 803,739**	**4%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 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 NOTES
Streets/Infrastructure													
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements			80,000				$ 80,000	$ 2,572	$ 77,428	3%		Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications.	
Depot Square Design - 977-58 Streets & Transportation Capital Outlay Other Improvements			50,000				$ 50,000	$ -	$ 50,000	0%		Design for potential uses and amenities of the City's new town square.	
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 60,000					$ 60,000	$ -	$ 60,000	0%	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	$ 8,750	$ 195,250	4%	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**	**$ 11,322**	**$ 382,678**	**3%**			
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	$ 54,252	$ 11,748	82%	Installation of Interpretative signs, fencing, monument and landscaping. (66,000 carried over from FY25.)		
TOTAL OTHER - STREETS & TRANSPORTATION	**$ -**	**$ 71,000**	**$ 13,000**	**$ -**	**$ -**		**$ 84,000**	**$ 54,252**	**$ 29,748**	65%			
TOTAL STREETS & TRANSPORTATION		**$ 975,000**	**$ 626,000**	**$ 14,000**	**$ -**		**$ 1,642,500**	**$ 179,410**	**$ 1,463,090**	**11%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 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 NOTES
979 CULTURE & RECREATION													
Parks & Recreation													
Bridges at Happy Retreat & Stake Park - 979-58 Culture & Recreation Other Improvements		$ 84,000					$ 84,000	$ 92,700	$ (8,700)	110%	$84,000 carried over from FY25.		
JMP Slide - 979-59 Culture & Recreaption Capital Other Impovements		$ 14,200					$ 14,200	$ 14,224	$ (24)	100%			
Pickle Ball Courts - 979-58 Culture & Recreation Capital Other Improvements			$ 65,000				$ 65,000	$ 16	$ 64,984	0%		Allowance for 60 X 60 paved court, 4 ft. chain link fence around the court, resurfacing in 2 colors, and 2 portable pickle ball nets	
Paving Path from bridge to road by the Skate Park - 979-58 Culture & Recreation Other Improvements		$ 5,000					$ 5,000	$ 5,000	$ -	100%	Connect the existing path on one side of the bridge to the other side. ($5000 carried over from FY25.)		
Pick-up Truck - 977-59 Culture & Recreation Capital Outlay Equipment		$ 50,000					$ 50,000	$ -	$ 50,000	0%	This truck will be for the use of the Parks Manager.		
Skate Park Paving from entrance to skate ramp - 977-58 Culture & Recreation Other Improvements					$ 10,000		$ 10,000	$ 9,400	$ 600	94%			
TOTAL PARKS & RECREATION	**$ -**	**$ 153,200**	**$ 65,000**	**$ -**	**$ 10,000**		**$ 228,200**	**$ 121,340**	**$ 106,860**	**53%**			
Culture													
Decorative String Lights for Art Alley and Charles Street - 979-58 Culture & Recreation Other Improvements			$ 6,000				$ 6,000	$ -	$ 6,000	0%		Installation of lights at Charles Street and Art Alley for safety and City beautification. This will complete the 2nd half of Charles Street.	
Depot Square Christmas Design - 979-58 Culture & Recreation Other Improvements			$ 60,000				$ 60,000	$ 23	$ 59,977	0%		Outfitting the Depot Square with Christmas decorations and the beginning stages of holiday marketplace implementation. (Electric to the Depot Square 25,000; five marketplace huts $20,000; lights and Christmas decorations 15,000)	
Historical Signs - 979-58 Culture & Recreation Other Improvements		$ 17,000					$ 17,000	$ -	$ 17,000	0%			
Movie Screen - 977-59 Culture & Recreation Capital Outlay Equipment			$ 15,000				$ 15,000	$ -	$ 15,000	0%		25 X 14 movie screen with inflatable frame for event use.	
Wayfinding signage - 979-58 Culture & Recreation Other Improvements	$ 100,000	$ 197,400					$ 197,400	$ -	$ 197,400	0%	CDD REQUEST $100K for Wayfinding Signage implementation (3 years of phases at $100,000 per year ending in FY27.) (Request related to 2023 CTNOW ARPA Request) ($97,400 carried over from FY25 and $100,000 encumbered in FY25.)		
Festival Blow Up Games - 979-58 Culture & Recreation Other Improvements			$ 6,000				$ 6,000	$ -	$ 6,000	0%		Basketball Shootout and Football Blitz blowup games for use at Festivals and P&R events. This will help save money with rental expenses during WV Fest.	
TOTAL CULTURE	**$ 100,000**	**$ 214,400**	**$ 87,000**	**$ -**	**$ -**		**$ 301,400**	**$ 23**	**$ 301,377**	**0%**			
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 367,600**	**$ 152,000**	**$ -**	**$ 10,000**		**$ 529,600**	**$ 121,363**	**$ 408,237**	**23%**			
Contingencies		$ 166,000	$ 2,485,741	$ (14,000)	$ (10,000)	$ (27,500)	$ 2,600,241	$ -	$ 2,600,241	0%	This amount will be adjusted in the 1st Revision in July 2025.		Revision #2: Transfer to 977-57 Rouss Hall 1st Floor HVAC replacement. Revision #3: Transfer to 979-58 Skate Park Paving from entrance to ramps. Revision #4: Transfer to 977-57 CW Hall Roof Coating.
Encumberances for Subsequent Years		$ 350,000					$ 350,000	$ -	$ 350,000	0%	$100,000 for Wayfinding Signage; $250,000 for Augustine Avenue Project		
Transfer to Grant Projects		$ 3,987,304					$ 3,987,304	$ -	$ 3,987,304	0%	$76,444 to Augustine Avenue Project. $861,555 to Liberty Street Project. $3,049,305 to JMP Pool Project.		
TOTAL EXPENSES	**$ 100,000**	**$ 6,604,904**	**$ 3,429,741**	**$ -**	**$ -**		**$ 10,034,645**	**$ 636,252**	**$ 9,398,393**	**6%**			
REVENUES OVER EXPENSES	**$ (100,000)**	**$ -**	**$ -**	**$ -**	**$ -**		**$ -**	**$ 8,728,199**					

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/14/25
Department: Finance Committee
Initiator:

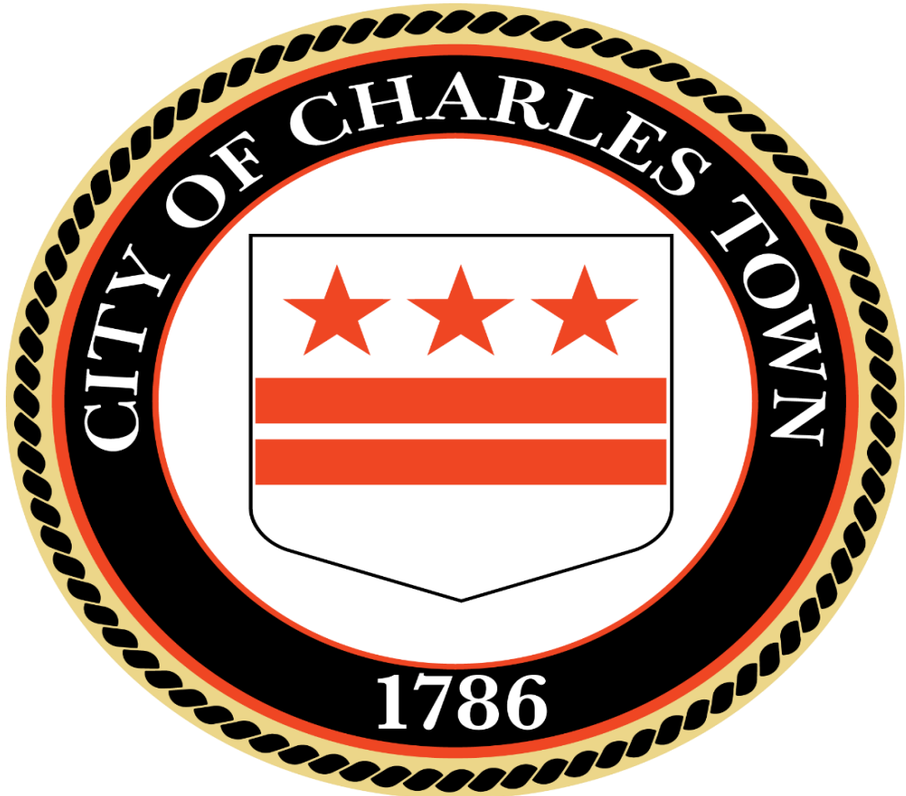
SCHEDULED

AGENDA ITEM (ID #)

2025-1138: September 2025 General Fund Budget Update

ATTACHMENTS:

- SEPTEMBER 2025 GF FINANCIALS.pdf



FY 2025-2026
General Fund Budget

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

ACCOUNT		CURRENT BUDGET	SEPTEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
REVENUES							
30005	Unassigned Fund Balance (Carryover)	1,806,186		1,806,186	-	100%	Estimated carryover balance for fiscal year ending 2026.
30101	Taxes - Ad Valorem	1,851,076	189,119	1,010,090	840,986	55%	
30106	Supplemental Taxes	30,000	6,213	20,170	9,830	67%	Property taxes owed from previous years, but paid in the current fiscal year.
30200	Interest as Penalty	8,000	1,629	5,025	2,975	63%	
30300	Gas & Oil Severance Tax	30,000		-	30,000	0%	5% severance tax on gross receipts at the well head of oil and natural gas.
30400	Utility Tax (2%)	250,000	38,497	67,365	182,635	27%	
30500	Business & Occupation (B&O) Tax	2,032,082	33,165	820,739	1,211,343	40%	Included estimated B&O receipts from HDL collections services.
30600	Liquor Tax	25,000		8,079	16,921	32%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.
30700	Animal Control Tax	1,600	421	1,283	318	80%	This is donated back to the county each year under Dog Warden.
30800	Hotel/Motel Tax	200,000	15,227	44,113	155,887	22%	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	21,310	63,141	196,859	24%	
32100	Parking Violation Penalties	40,000	4,150	13,000	27,000	33%	
32500	Business License Revenue	35,000	7,574	41,858	(6,858)	120%	
32600	Building Permit Fees	550,000	78,770	185,666	364,334	34%	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		15,141	49,859	23%	Two Cable Franchisees
32900	Rental Registration Fees		140	300			
33000	International Registration Plan (IRP) Fees	70,000		19,347	50,653	28%	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		363	1,337	21%	Revenue from utility bills for EMS (5 cents)
34000	Parks & Rec Fee	1,700		363	1,337	21%	Revenue from utility bills for parks and recreation (5 cents)
34200	Parking Meter Revenues	45,000	2,278	12,184	32,816	27%	Revenue from parking meters and parking permits including ParkMobile app.
34500	Rents & Concessions	60,000	5,446	21,825	38,175	36%	CTUB rental of 661 space ($30,000); CW Hall 1st floor rental ($30,000)
35300	Zoning Fee	20,000	538	7,280	12,720	36%	Zoning applications
35500	Street Improvement Fee	135,000		28,350	106,650	21%	Revenue from utility bills for street improvements ($4 per month)
36504	Federal Government Grants	291,667	25,000	27,019	264,648	9%	DOJ/COPS grant for additional police officer. $125,000 across 3 years. HUD Grant for Revive program $250,000
36600	State Government Grants	-		-	-		
36700	Other Grants	-	1,000	1,268	(1,268)		
36900	Contributions from Other Funds - Sales Tax	1,500,000		375,000	1,125,000	25%	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	19,576	63,408	186,592	25%	Gaming receipts average $19K to $23K per month.
37900	Gain/Loss - Sale of Fixed Assets	-		-	-		
38007	Interest Income (Operating Acct)	35,000		2,036	32,964	6%	
38100	Reimbursements	110,000	5,411	67,331	42,669	61%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.
38100	Lein Reimbursements	-		-	-		
38200	Refunds - Overpayments	500		(4,519)	5,019	-904%	
38600	Insurance Claims	-	1,933	3,296	(3,296)		
39200	Property Rehabilitation	-		-	-		

ACCOUNT		CURRENT BUDGET	SEPTEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
38700	Filing Fees	300		-	300	0%	Filing Fees Revenue - Election in FY25. $50.00 per person.
39700	Video Lottery	600,000	53,113	77,445	522,555	13%	Video lottery receipts average $13.4K to $22.2K per week.
39900	Misc Revenue	5,000	851	2,476	2,524	50%	Yard waste stickers and fingerprints
39902	Special Events - WV Fest	10,000		-	10,000	0%	
39903	Special Events - General	1,000	150	375	625	38%	Special activities fees
39904	Special Events - CW Hall	5,000	400	2,200	2,800	44%	
39907	Special Events - Car Show	5,000	8,131	10,681	(5,681)	214%	Car show registration and sponsors.
TOTAL REVENUES		**10,330,811**	**520,044**	**4,819,885**	**5,511,226**	47%	

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
EXPENSES						
ECONOMIC DEVELOPMENT - 402						
03 Salaries	77,000	5,800	20,230	56,770	26%	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement.
04 FICA	6,200	444	1,548	4,652	25%	FICA @ 7.65%
05 Group Insurance	9,300	796	2,533	6,767	27%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	7,000	522	1,821	5,179	26%	PERS II Employer Contribution 9%
09 OPEB	2,000	39	60	1,940	3%	RHBT Insurance
10 Fringe Benefits		116	405			Deferred Compensation Employer Contribution 3%
11 Telephone	500	33	66	434	13%	Cell phone
14 Travel	3,000	77	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	74	313	1,687	16%	IEDC Membership, Survey Subscription, Adobe subscription
23 Professional Services	1,000		-	1,000	0%	Engineering Services
26 Insurance and Bonds	5,000		5,483	(483)	110%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
30 Contracted Services	1,000		-	1,000	0%	
41 Departmental Supplies	3,000	260	323	2,677	11%	Promotional items for events and City marketing and other departmental supplies.
43 Auto Supplies	-		-	-		Under Maintenance budget
TOTAL ECONOMIC DEVELOPMENT	**117,500**	**8,161**	**32,879**	**85,026**	28%	
MAYOR'S OFFICE - 409						
01 Salary	12,500	1,000	3,000	9,500	24%	Mayor's Salary
04 FICA Tax Expense	1,000	77	230	771	23%	
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	1,000		1,073	(73)	107%	
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	**20,000**	**1,076**	**4,303**	**15,697**	22%	
COUNCIL - 410						
01 Salaries	40,000	2,917	8,749	31,251	22%	Eight Council Members at $5,000 annual salary
04 FICA Tax Expense	3,100	223	669	2,431	22%	
14 Travel Expense	4,800		2,274	2,526	47%	Conferences
20 Advertising	-		-	-		
21 Training & Education	3,200		-	3,200	0%	WV Municipal League Conference Registration ($450 per registration)
26 Insurance & Bonds	3,200		3,435	(235)	107%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
41 Departmental Supplies	700	107	107	593	15%	
TOTAL COUNCIL	**55,000**	**3,247**	**15,234**	**39,766**	28%	

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
CITY MANAGER - 412						
03 Salaries	215,000	18,150	35,666	179,334	17%	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	1,388	2,765	14,735	16%	FICA Tax @ 7.65%
05 Group Insurance	20,000	1,608	2,227	17,773	11%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	19,000	1,345	3,583	15,417	19%	9% Employer Contribution PERS I and II
08 Overtime	2,500		474	2,026	19%	
09 OPEB	6,500	10	10	6,490	0%	RHBT Insurance
10 Fringe Benefits		443	771			Deferred Compensation Employer Contribution 3%
11 Telephone	550	43	86	464	16%	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	800	1,025	18,975	5%	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500
22 Dues & Subscriptions	1,000		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.
26 Insurance & Bonds	15,000		15,011	(11)	100%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
30 Contracted Services	-		-	-		
41 Departmental Supplies	750		117	633	16%	Misc. Office Supplies
43 Auto Supplies (Gas & Oil)	-		-	-		Gas is covered under travel expenses.
TOTAL CITY MANAGER	**359,300**	**23,789**	**76,329**	**283,742**	21%	

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
TREASURER - 413						
03 Salaries	260,000	19,594	68,329	191,671	26%	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	1,523	5,276	16,724	24%	FICA Tax @ 7.65%
05 Group Insurance	21,000	3,010	9,521	11,479	45%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	24,000	1,792	6,207	17,793	26%	9% Employer Contribution PERS I and II
08 Overtime	3,500	312	636	2,864	18%	
09 OPEB	8,000	88	150	7,850	2%	RHBT Insurance
10 Fringe Benefits		542	1,784			Deferred Compensation Employer Contribution 3%
11 Telephone	-		-	-		Director of Finance Cell Phone
14 Travel Expense	1,500		-	1,500	0%	Director & Acct. Clerk III - WV Government Finance Officers Association Training
18 Postage	-		-	-		Transfer cost to City Hall and Pitney Bowes machine.
20 Advertising/Legal Pubs	2,500		-	2,500	0%	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	2,500	2,100	2,100	400	84%	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	16,500	48,000	42,000	53%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit
26 Insurance & Bonds	15,000		18,890	(3,890)	126%	General Liability, Worker's Compensation, Umbrella
30 Contracted Services	25,000		5,803	19,197	23%	Tyler Technologies - Incode Annual License Fee
30 B&O Collections - Contracted Services	75,000	222	7,940	67,060	11%	
38 Refunds	75,000	877	66,419	8,581	89%	
41 Departmental Supplies	2,500	619	960	1,540	38%	Misc. Office Supplies
TOTAL TREASURER	**628,000**	**47,179**	**242,138**	**387,646**	39%	
COURT CLERK - 415						
03 Salaries	67,000	5,033	17,632	49,368	26%	Court Clerk Salary, 2.5% merit, and holiday supplement
04 FICA	5,500	385	1,349	4,151	25%	FICA Tax @ 7.65%
05 Group Insurance	19,000	1,597	4,930	14,070	26%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	6,000	453	1,578	4,422	26%	9% Employer Contribution PERS I and II
08 Overtime	1,200		-	1,200	0%	
09 OPEB	2,000	39	60	1,941	3%	RHBT Insurance
10 Fringe Benefits		99	347			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	4,500		5,024	(524)	112%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella
30 Contracted Services	1,025		525	500	51%	Flu shot
38 Refunds			400	(400)		
41 Departmental Supplies	600		22	578	4%	Ink cartridges, paper stock
TOTAL COURT CLERK	**107,425**	**7,607**	**31,866**	**75,906**	30%	

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
POLICE JUDGES - 416						
03 Salaries	32,000	1,450	6,350	25,650	20%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; extra $2k for special judge, and holiday suppliments.
04 FICA	2,400	111	486	1,914	20%	
14 Travel	500		263	237	53%	WV State mandated annual training for magistrates & judges
21 Training & Education	1,000	240	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	2,500		2,748	(248)	110%	
41 Departmental Supplies	-		-	-		
TOTAL POLICE JUDGES	**39,500**	**1,801**	**10,537**	**28,964**	27%	
CITY ATTORNEY - 417						
03 Salaries	160,000	12,123	42,282	117,718	26%	Attorney salary plus 2.5% merit and holiday supplement.
04 FICA	13,000	927	3,235	9,765	25%	FICA @ 7.65%
05 Group Insurance	1,000	127	560	440	56%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	15,000	1,091	3,805	11,195	25%	PERS II Employer Contribution 9%
09 OPEB	6,000		359	5,641	6%	RHBT Insurance
10 Fringe Benefits		364	909			Deferred Compensation Employer Contribution 3%
11 Telephone	250	19	37	213	15%	
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	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	12,000		2,263	9,737	19%	
41 Departmental Supplies	1,000		-	1,000	0%	
TOTAL CITY ATTORNEY	**264,350**	**15,841**	**54,641**	**210,618**	21%	

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
ENFORCEMENT AGENCY - 425						
03 Salaries	61,000	4,420	15,876	45,124	26%	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance.
04 FICA	4,900	338	1,214	3,686	25%	FICA @ 7.65% of Salary
05 Group Insurance	9,000	774	2,443	6,557	27%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	5,400	398	1,387	4,013	26%	PERS II Employer Contribution 9%
09 OPEB	2,500	39	60	2,441	2%	RHBT Insurance
10 Fringe Benefits		133	462			Deferred Compensation Employer Contribution 3%
11 Telephone	500	19	37	463	7%	
14 Travel	3,000		-	3,000	0%	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas
18 Postage	1,500	22	153	1,347	10%	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	4,000		4,296	(296)	107%	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	45,000		21,730	23,270	48%	Nuisance Properties cleanup and demos.
30 Nuisance Properties Relocation - Contracted Services	5,000		-	5,000	0%	Nuisance Properties housing relacation.
30 Vacant Properties-Contracted Services		84	84	(84)		
41 Departmental Supplies	2,000	342	342	1,658	17%	Building safety month supplies and code books
43 Auto Supplies	-		-	-		Under Maintenance budget
45 Uniforms	2,000	206	525	1,475	26%	Jackets & shirts.
TOTAL ENFORCEMENT AGENCY	**172,300**	**6,774**	**48,833**	**123,929**	28%	
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	**2,470,875**	**158,575**	**697,621**	**1,778,375**	28%	

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
BUILDING INSPECTIONS - 436						
03 Salaries	88,000	6,560	23,341	64,659	27%	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance.
04 FICA	7,000	502	1,786	5,214	26%	FICA @ 7.65% of Salary
05 Group Insurance	1,500	105	470	1,030	31%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	8,000	590	2,059	5,941	26%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods
09 OPEB	3,000		-	3,000	0%	RHBT Insurance
10 Fringe Benefits		197	686			Deferred Compensation Employer Contribution 3%
11 Telephone	1,000	20	60	940	6%	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		-	1,000	0%	ICC membership dues; WICA subscription
23 Professional Services	50,000	600	600	49,400	1%	To cover expenses associated with inspections; compliance.
26 Insurance & Bonds	6,000		6,465	(465)	108%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
30 Contracted Services	-		-	-		
41 Departmental Supplies	2,000	83	143	1,857	7%	Building safety month supplies and code books.
43 Auto Supplies	-		-	-		Under Maintenance budget
45 Uniforms	2,000	500	500	1,500	25%	Jackets & shirts.
TOTAL BUILDING INSPECTIONS	**174,500**	**9,157**	**36,110**	**139,076**	21%	

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
PLANNING & ZONING - 437						
03 Salaries	407,000	24,568	74,690	332,310	18%	Assistant City Manager/Director of Community Development, City Planner/Zoning/Subdiv Administrator, Permit Tech, and Planner salaries, 2.5% merit, and holiday supplements.
04 FICA	33,000	1,879	5,714	27,286	17%	FICA @ 7.65% of Salary
05 Group Insurance	68,000	3,438	8,920	59,080	13%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	38,000	2,211	6,722	31,278	18%	PERS II Employer Contribution (9%)
08 Overtime	1,500		-	1,500	0%	
09 OPEB	12,500	60	100	12,400	1%	RHBT Insurance
10 Fringe Benefits		556	1,609			Deferred Compensation Employer Contribution 3%
11 Telephone	250	62	125	125	50%	Director's department cell phone
14 Travel	8,000	1,081	1,501	6,499	19%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Wendy - MGO Conference
18 Postage	1,000		-	1,000	0%	Certified Mailings; Legal notices, yard sign postings
20 Advertising/Legal Publications	4,500	360	531	3,969	12%	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
22 Dues & Subscriptions	3,000	106	106	2,894	4%	AICP Membership; Wendy ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.
23 Professional Services	5,000		4,043	957	81%	GIS Aerial imagery, Background Checks
26 Insurance & Bonds	20,000		18,529	1,471	93%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
30 Contracted Services	44,000	1,215	4,654	39,346	11%	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	70	122	3,878	3%	Public hearing signs, office supplies, promotional supplies
53 Computer Software / Tech	13,000	730	1,460	11,540	11%	MyPermit Now Monthly Fees
TOTAL PLANNING & ZONING	**663,750**	**36,336**	**128,997**	**536,362**	19%	
Total City Bldg Inspection, P&Z, and Enforcement Agency	**1,010,550**	**52,267**	**213,940**	**799,368**	21%	
ELECTIONS - 438						
12 Printing	-		-	-		
20 Advertising/Legal Publications	-		-	-		Publish ballot multiple times
23 Professional Services	-		-	-		
30 Contracted Services	-		-	-		Poll workers for early voting and day of election.
41 Departmental Supplies	-		-	-		Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers
TOTAL ELECTIONS	**-**	**-**	**-**	**-**		

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
CITY HALL - 440						
3 Salaries	103,000	7,714	26,906	76,094	26%	Director of Operations Salary, 2.5% merit, and holiday supplement
4 FICA Taxes	8,300	590	2,058	6,242	25%	FICA @ 7.65%
5 Group Insurance	20,000	1,622	5,030	14,970	25%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
6 Retirement	9,000	694	2,557	6,443	28%	9% Employer Contribution
9 OPEB	4,000	39	(51)	4,051	-1%	RHBT Insurance
10 Fringe Benefits		231	906			Deferred Compensation Employer Contribution 3%
11 Telephone	20,000	1,127	2,108	17,892	11%	WebEx Phone Services ($5,000), Internet Service ($3,600), Cell phone - Director ($400), Rouss Hall Elevator & Fire Alarm Phone Service ($4,000), CWH Fire Alarm Phone Service ($1,000).
13 Utilities	40,000	3,151	9,664	30,336	24%	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		1,137	8,863	11%	Elevator Services and City Hall maintenance.
16 CH Repair & Maint Equip.	-		-	-		
18 Postage	4,000	579	1,000	3,000	25%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection. Reflects increase in postage.
19 Bldg & Equipment Rental	250,000	1,501	62,183	187,817	25%	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	49	182	3,818	5%	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	147	2,819	681	81%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)
23 Professional Services	25,000	1,800	3,850	21,150	15%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.
26 Insurance & Bonds	15,000		12,199	2,801	81%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial
30 Contracted Services	287,000	26,795	52,267	234,733	18%	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	3,580	14,264	20,736	41%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees
37 Other Fees/Taxes	1,500		940	560	63%	Late fees
41 Departmental Supplies	12,000	254	3,341	8,659	28%	
53 Computer Software / Tech	15,000		15,031	(31)	100%	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	**868,300**	**49,874**	**218,392**	**650,814**	25%	

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
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%	
68 Contributions - Revive Grant	290,000	25,000	25,000	265,000	9%	HUD Grant for Revive! Program. $250,000 with additional $20,000 support from City funds.
68 Contributions - Façade Improvement Program	25,000		-	25,000	0%	
68 Contributions - Homeless Solutions	-		-	-		County Homelessness position funding commitment
68 Contributions - Charles Town Now	70,000	30,000	30,000	40,000	43%	
68 Contributions - Sidewalk Improvement Program	50,000		-	50,000	0%	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest
TOTAL CONTRIBUTIONS/TRANSFERS	**585,000**	**55,000**	**55,000**	**530,000**	9%	
PARKING - 571						
03 Salaries	46,000	3,422	11,861	34,139	26%	Parking Enforcement Officer salary, contingency, 2.5% merit, holiday supplement, and clothing allowance
04 FICA Tax Expense	3,700	278	931	2,769	25%	FICA @ 7.65%
05 Group Insurance	750	36	195	555	26%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement Expense	4,000	327	1,053	2,947	26%	9% Employer Retirement Contribution
08 Overtime	1,000	209	305	695	30%	RHBT Insurance
09 OPEB	1,500			1,500	0%	Deferred Compensation Employer Contribution 3%
10 Fringe Benefits		103	342			
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	3,000		3,183	(183)	106%	Prof Liability, Umbrella, Automobile, Worker's Comp
30 Contracted Services	500		-	500	0%	
41 Departmental Supplies	5,000	55	309	4,691	6%	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	**74,350**	**4,429**	**18,178**	**56,514**	24%	
CONTINGENCIES - 699						
Other Contributions	350,000		-	350,000	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.)
TOTAL CONTINGENCIES	**350,000**	**-**	**-**	**350,000**	0%	

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
POLICE DEPARTMENT - 700						
03 Salaries	1,640,000	115,816	432,024	1,207,976	26%	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	7,225	26,646	83,354	24%	FICA Tax at 7.65%
05 Group Insurance	289,000	19,198	65,898	223,102	23%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	145,000	11,067	40,397	104,603	28%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)
07 Police Pension	30,000	1,196	1,296	28,704	4%	Legacy CTPD Retirement System
08 Overtime	160,000	15,233	70,875	89,125	44%	Shift coverage, late arrest/call out, special events, school events, court, etc.
09 OPEB	60,000	607	995	59,006	2%	RHBT Insurance
10 Fringe Benefits		3,277	11,899			Deferred Compensation Employer Contribution 3%
11 Telephone	48,500	3,296	9,084	39,416	19%	(4) department cell phones, MiFi/Craddle Points, for CAD in police vehicles, Internet, etc.
13 Utilities	48,000	2,949	10,489	37,511	22%	Electric and Internet Service, increase in FY25.
14 Travel	4,000		214	3,786	5%	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		-	5,000	0%	Generator Service
17 R&M Auto	50,000	1,515	12,270	37,730	25%	Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, tire install/rotation, etc.
18 Postage	1,300		-	1,300	0%	Stamps, USPS Certified Mail, UPS/Fedex, etc.
19 Building & Equipment Rental	100,000	280	25,093	74,907	25%	
20 Advertising/Legal Publications	5,500		-	5,500	0%	New Hire Ads 3-6 ads in local paper
21 Training & Education	20,000	399	599	19,401	3%	WVSP Academy, 16 hours in-service/8 supervisor hours.
22 Dues & Subscriptions	2,000	110	370	1,630	19%	WVCOP Dues, IACP, SRO, Journal
23 Professional Services	5,000	220	1,430	3,570	29%	Polygraph Exams, Psychological exam, Physical Exams, Diagnostic Imaging
26 Insurance & Bonds	110,000		120,621	(10,621)	110%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance
30 Contracted Services	48,000	4,043	12,257	35,743	26%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.
37 Other Fees & Taxes	250		400	(150)	160%	661 George St. Ambulance Fees
41 Departmental Supplies	40,000	772	7,809	32,191	20%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery
43 Auto Supplies	65,000	7,034	21,410	43,590	33%	Gas, oil changes and tires for Police Vehicles
45 Uniforms	30,000	1,230	3,089	26,911	10%	Class A, BDU, duty gear, insignia, bullistic vest, coats, etc.
53 Computer Software/Tech	29,000	1,611	14,397	14,603	50%	CAD Motorola, Guardian Tracking, Police One Academy, Powerdms, VCS, Motorola Solutions (Watch Guard System), Revize (Website).
TOTAL POLICE DEPARTMENT	**3,048,050**	**197,078**	**889,561**	**2,170,388**	29%	
POLICE-SPECIAL DUTY CROSSING GUARDS - 704						
03 Salaries	35,000	3,419	4,494	30,507	13%	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	262	344	2,256	13%	
26 Insurance & Bonds	1,750		2,259	(509)	129%	
41 Departmental Supplies	250	230	324	(74)	129%	Stop signs
45 Uniforms	500		-	500	0%	Reflective jackets and vests
43 Auto Supplies (Gas & Oil)	-		-	-		
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**40,100**	**3,910**	**7,420**	**32,680**	19%	
Total Police and Crossing Guards	**3,088,150**	**200,987**	**896,981**	**2,203,068**	29%	

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
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%	
MAINTENANCE - 750						
03 Salaries	330,000	22,578	74,044	255,956	22%	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	1,876	5,986	21,014	22%	FICA @ 7.65%
05 Group Insurance	47,000	2,417	7,722	39,278	16%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
06 Retirement	29,000	2,099	6,769	22,231	23%	9% Employer Contribution
08 Overtime	20,000	1,947	4,208	15,792	21%	
09 OPEB	8,000	78	119	7,881	1%	RHBT Insurance
10 Fringe Benefits		499	1,327			3% Deferred Compensation Employer Contribution
11 Telephone	3,000	159	415	2,585	14%	Field staff equipped with cell phones
13 Utilities	15,000	587	1,064	13,936	7%	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	1,999	19,526	35,474	36%	General maintenance of city buildings.
16 R&M Equipment	15,000		2,565	12,435	17%	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	301	745	9,255	7%	Regular maintenance of department and City vehicles
18 Postage	-		-	-		
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		40	460	8%	CDL physicals
26 Insurance & Bonds	19,000		16,946	2,054	89%	Liability, Worker's Comp, Vehicle Insurance
30 Contracted Services	60,000	4,476	18,300	41,700	30%	Trash Service, Box Rental Fees, Tree Services ($12,000), Snow Removal and Salt
41 Departmental Supplies	35,000	2,922	4,805	30,195	14%	General maintenance annual supplies. Christmas decorations, and light poles.
43 Auto Supplies (Gas, Oil & Tires)	25,000	1,713	5,362	19,638	21%	Gas, oil changes and tires for maintenance and City vehicles.
45 Uniforms	5,000		-	5,000	0%	
53 Software/Tech	-		-	-		
59 Capital Outlay	-		-	-		
TOTAL MAINTENANCE	**709,500**	**43,653**	**169,943**	**540,884**	24%	
STREET LIGHTS - 751						
13 Utilities	130,000	10,013	29,857	100,143	23%	Street lights electric.
TOTAL STREET LIGHTS	**130,000**	**10,013**	**29,857**	**100,143**	23%	
VISITOR'S CENTER - 901						
66 Contributions	100,000	7,704	14,443	85,557	14%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center.
TOTAL VISITOR'S CENTER	**100,000**	**7,704**	**14,443**	**85,557**	14%	

ACCOUNT	CURRENT BUDGET	SEPTEMBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
FAIRS/FESTIVALS - 903						
20 Advertising/Legal Publications	2,000		-	2,000	0%	
30 Contracted Services	36,000	3,428	4,697	31,303	13%	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1,500), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Gaming Trailer ($1,000)
38 Refunds	100		-	100	0%	
41 Departmental Supplies	25,000	(137)	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	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**	**6,590**	**12,378**	**56,022**	18%	
TRANSFERS - 960/698 SAO						
01 Transfers to Capital Reserve - Repaving	135,000	14,513	29,560	105,440	22%	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%	
03 Transfers Out - Parks & Rec	120,000	7,704	34,443	85,557	29%	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%	
11 Transfers to Capital Reserve - Table Games	810,000	72,689	257,964	552,036	32%	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%	
TOTAL TRANSFERS	**1,742,386**	**94,906**	**999,353**	**743,033**	57%	
TOTAL EXPENSES	**10,330,811**	**634,124**	**3,107,694**	**7,244,564**	**30%**	
REVENUES OVER EXPENSES	**-**	**(114,080)**	**1,712,191**			

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/14/25
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1139: September 2025 Capital Fund Budget Update

ATTACHMENTS:

- September 2025 Capital Budget Financials.pdf

the city of Charles Town, WV

FY 2026 Capital Reserve Budget

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	SEPTEMBER 2025	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		$ 427,386	$ -	100%	Contributions from GF (Determined in July 2025 1st Revision)	
36800 Contributios from GF - Lottery / Gaming Revenue		$ 810,000	$ 72,689	$ 257,963	$ 552,037	32%	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.	
33000 Developer Fees		$ 150,000	$ 18,688	$ 63,856	$ 86,144	43%	Developer Proffer fees.	
38000 Interest on Bank Accounts & Other Sources		$ 80,000		$ 35,575	$ 44,425	44%		
38600 Insurance Claims				$ 26,612	$ (26,612)			
TOTAL REVENUES	**$ -**	**$ 10,034,645**	**$ 91,377**	**$ 9,364,451**	**$ 670,194**	**93%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	SEPTEMBER 2025	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	$ 2,629	$ 7,371	26%		
Computer Replacement - 975-59 General Government Capital Outlay Technology		$ 15,000	$ 1,804	$ 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		$ 1,233	$ 69,768	2%	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**	**$ 4,433**	**$ 5,666**	**$ 105,334**	**5%**		
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	$ 31	$ 31	$ 29,969	0%		Investing in initiatives to track and retain talent. Improving performance, and reducing long-term costs associated with turnover. To ensure we can identify high-performing individuals, support growth, and build a workforce committed to long-term success.
Zoning & Subdivision Ordinance Overhaul - 975-23 General Government Professional Services		$ 246,000	$ 9,220	$ 24,495	$ 221,505	10%	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**	**$ 9,251**	**$ 24,527**	**$ 401,473**	**6%**		
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 537,000**	**$ 13,685**	**$ 30,193**	**$ 506,807**	**6%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	SEPTEMBER 2025	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	$ 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**	**$ 19,657**	**$ 39,880**	**$ (380)**	**101%**		
Information Technology								
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department		$ 52,000		$ 47,498	$ 4,502	91%	12 In-car Panasonic Tough Tablets (To replace generation 1 & 2)	
Cell Phone Forensic Downloading Equipment - 975-60 General Government Capital Outlay Technology PD		$ 27,000		$ 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**	**$ -**	**$ 78,244**	**$ 19,256**	**80%**		
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		$ -	$ 12,000	0%	This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant.	
Police Cars #19 - 976-59 Public Safety Capital Outlay Vehicles		$ 60,000		$ 60,297	$ (297)	100%		Replace vehicle due to fire loss
Police Vehicle Upfit Costs #19 - 976-59 Public Safety Capital Outlay Vehicles		$ 45,000	$ 5,089	$ 5,089	$ 39,911	11%		Replacement Vehicle uplift cost due to fire loss
TOTAL VEHICLES	**$ -**	**$ 235,000**	**$ 5,089**	**$ 182,240**	**$ 52,760**	**78%**		
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**	**$ 24,746**	**$ 305,287**	**$ 82,713**	**79%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	SEPTEMBER 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
977 STREETS & TRANSPORTATION								
Buildings								
Charles Washington Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings		$ 22,500		$ -	$ 22,500	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	$ 818	$ 1,166	$ 103,834	1%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency. ($55,000 carried over from FY25.)	Additional funds needed for engineering costs, asbestos removal, ceiling tiles, and relocation of 1st floor wall.
City Hall - water damage repair - 977-57 Steets & Transprotation Capital Outlay Buildings		$ 25,000		$ 6,500	$ 18,500	26%		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	$ 25	$ 25	$ 249,975	0%	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going. (80,000 carried over from FY25.)	Council requests that a study be conducted for the best location of the Maintenance Yard along with associated engineering.
Rouss Hall - 1st Floor HVAC Unit - 977-57 Streets & Transportation Capital Outlay Buildings		$ 14,000	$ 13,800	$ 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		$ -	$ 42,500	0%		The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a usefull life of 10 years.
TOTAL BUILDINGS	**$ -**	**$ 807,000**	**$ 14,643**	**$ 30,761**	**$ 776,239**	**4%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	SEPTEMBER 2025	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		$ 2,572	$ 77,428	3%		Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications.
Depot Square Design - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 50,000		$ -	$ 50,000	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	0%	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	$ 483	$ 8,750	$ 195,250	4%	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**	**$ 483**	**$ 11,322**	**$ 382,678**	**3%**		
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	$ 2,833	$ 54,252	$ 11,748	82%	Installation of Interpretative signs, fencing, monument and landscaping. (66,000 carried over from FY25.)	
TOTAL OTHER - STREETS & TRANSPORTATION	**$ -**	**$ 84,000**	**$ 2,833**	**$ 54,252**	**$ 29,748**	65%		
TOTAL STREETS & TRANSPORTATION		**$ 1,615,000**	**$ 17,959**	**$ 179,410**	**$ 1,435,590**	**11%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	SEPTEMBER 2025	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	$ 60,700	$ 92,700	$ (8,700)	110%	$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	15.78	$ 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	0%	This truck will be for the use of the Parks Manager.	
Skate Park Paving from entrance to skate ramp - 977-58 Culture & Recreation Other Improvements		$ 10,000	$ 9,400	$ 9,400	$ 600	94%		
TOTAL PARKS & RECREATION	**$ -**	**$ 228,200**	**$ 75,116**	**$ 121,340**	**$ 106,860**	**53%**		
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	$ 23	$ 23	$ 59,977	0%		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	0%		
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**	**$ 23**	**$ 23**	**$ 301,377**	**0%**		
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 529,600**	**$ 75,139**	**$ 121,363**	**$ 408,237**	**23%**		
Contingencies		$ 2,627,741		$ -	$ 2,627,741	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**	**$ 131,528**	**$ 636,252**	**$ 9,398,393**	**6%**		
REVENUES OVER EXPENSES	**$ (100,000)**	**$ -**	**$ (40,151)**	**$ 8,728,199**				

GRANT PROJECTS BUDGET

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	SEPTEMBER 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		$ 150	$ 76,294	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.
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**	**$ -**	**$ 150**	**$ 76,294**	0%	
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ (150)**	**$ 150**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	SEPTEMBER 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	$ 15,884	$ 279,921	$ 1,051,479	21%	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**	**$ 15,884**	**$ 279,921**	**$ 1,051,479**	21%	
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ (15,884)**	**$ (279,921)**	**$ 279,921**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	SEPTEMBER 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		$ 700	$ 1,399,300	0%	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	0%	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**	**$ -**	**$ 700**	**$ 4,899,300**	0%	
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ (700)**	**$ 700**		

REPAVING BUDGET

ACCOUNT	FY 2026 CURRENT BUDGET	SEPTEMBER 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	$ 14,513	$ 42,376	$ 107,624	28%	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**	**$ 14,513**	**$ 1,729,016**	**$ 152,688**	92%		
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	**$ -**	**$ 14,513**	**$ 1,425,064**				

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/14/25
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1140: September 2025 P&R Fund Budget Update

ATTACHMENTS:

- September 2025 P&R Financials.pdf

the city of Charles Town, WV

FY 2026 P&R Budget

REVENUES	FY 2026 BUDGET	SEPTEMBER 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES
Carryover			-	-		
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	200	1,200	2,800	30%	
10 Park Donations			-	-		
12 Hotel/Motel	100,000	7,704	14,443	85,557	14%	
16 Clifford Trust Restricted Dona			27,947			
14 Tennis CIP Donations	1,000		-	1,000	0%	
21 Junior Tennis	1,200	455	455	745	38%	
22 Tennis Lessons	7,500	4,884	4,884	2,616	65%	
39 Contributions from GF	20,000		20,000	-	100%	
38000 Interest on Investments			551			
38005 Dividends		1,340	1,646			
38010 Gains/ Losses on Investments		6,524	34,890			
52 Sale of Items		170	170			
TOTAL REVENUES	**167,100**	**21,277**	**106,202**	**126,102**	**64%**	

EXPENSES	FY 2026 BUDGET	SEPTEMBER 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE 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	391	930	11,070	8%	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	500	380	380	120	76%	CPR/First Aid training
23 Professional Services		784	1,735			
26 Insurance & Bonds	4,000		-	4,000	0%	Commercial Property, Umbrella Liability, Automobile, Worker's
30 Contracted Services	50,000	5,310	18,851	31,149	38%	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			100	(100)		
37 Other Fees/Taxes	150		-	150	0%	Pool permit fee Health Department
41 Departmental Supplies	13,150	258	1,352	11,798	10%	Trophies, T-shirts, Floats and whistles.
41 Junior Tennis Supplies	850		300	550	35%	Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls.
42 Concession Stand Supplies	1,000		-	1,000	0%	
45 Uniforms			-	-		
59 Capital Outlay			-	-		
99 Contingencies			-	-		
TOTAL EXPENSES	**167,850**	**7,123**	**36,023**	**133,562**	**21%**	
REVENUES OVER EXPENSES	**(750)**	**14,154**	**70,179**	**(7,461)**		

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/14/25
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1141: September 2025 Account Balance Update

ATTACHMENTS:

- 9-30-25 Bank and Investment Account Balance.pdf
- Development Services Agreement with CWH Landlord.PDF

CITY OF CHARLES TOWN
BANK AND INVESTMENT ACCOUNTS
BALANCES AS OF SEPTEMBER 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.								
General Fund	2792	General	Bank of Charles Town	001-101-00	$ 1,610,388		$ 1,610,388		General Fund operations.
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	$ 186,558		$ 186,558		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	$ 1,224,671	$ 1,224,671		$ 1,224,671	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	$ 585,720	$ 585,720		$ 585,720	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	$ 4,416,625	$ 4,416,625	$ -	$ 4,416,625	$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	$ 577,602	$ 577,602	$ -	$ 577,602	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	$ 67,879	$ -	$ 67,879		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	$ 124,144	$ -	$ 124,144		Funds restricted for limited police activities per Department of Justice guidelines.
Police Investigation Account	2814	Investigative	Bank of Charles Town	021-101-01	$ 45,099		$ 45,099		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	$ 228,414		$ 228,414		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	$ 8,244,457	$ 2,627,741	$ 5,616,716	$ 2,627,741	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	$ 1,428,210		$ 1,428,210	$ 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 2 checking accounts associated with the P&R Fund. They are the P&R Operating account and the P&R Capital Improvement account. 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 included in this account. Some of the capital expenditures are restricted for specific purposes per the donors' requests.									
Parks & Rec	2881	Parks & Rec	Bank of Charles Town	207-101-00	$ 36,692		$ 36,692		Operating account for Parks and Recreation.
Parks & Rec Capital Improvement	7203	Parks & Rec	Bank of Charles Town	207-101-05	$ 114,950		$ 114,950		Account designated to P&R donations/contributions for future Parks capital improvement (i.e. tennis courts, pool, etc.)
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	$ 337,573	$ -	$ 337,573		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	$ 7,159		$ 7,159		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	$ 576,896		$ 576,896		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	$ 125,401		$ 125,401		Account is used to deposit bond funds from developers and held until projects are completed.

Total Bank Accounts……	**$ 18,775,898**			
Total Investment Accounts……	**$ 1,162,617**			
Total Funds……	**$ 19,938,515**	**$ 9,432,359**	**$ 10,506,156**	**$ 10,834,521**

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.*

DEVELOPMENT SERVICES AGREEMENT

THIS DEVELOPMENT SERVICES AGREEMENT ("Agreement") is made effective as of December 21, 2016, by and between THE CITY OF CHARLES TOWN BUILDING COMMISSION, a public corporation and municipal building commission, organized and existing under and by virtue of the provisions of the Constitution and laws of the State of West Virginia (together with its agents and consultants, collectively, the "Developer"), and CHARLES WASHINGTON HALL LANDLORD, LLC, a West Virginia Limited Liability Company (the "Landlord").

WHEREAS, the Landlord holds a leasehold interest in property located in Jefferson County, West Virginia, known as the Charles Washington Hall (the "Project"); and

WHEREAS, the Landlord was formed to construct, rehabilitate, improve, maintain, operate, lease, and otherwise deal with the renovation of the Project; and

WHEREAS, the Project, following the completion of construction, is expected to qualify for the federal historic rehabilitation tax credit provided in Section 47 of the Internal Revenue Code of 1986, as amended, as well as the West Virginia State Historic Tax Credits (collectively, the "Historic Rehabilitation Tax Credits"); and

WHEREAS, Developer was designated by Landlord as the developer for the Property and has been developing the Project for some time on behalf of Landlord; and

WHEREAS, the Developer has provided and will continue to provide certain services with respect to the Project during the leasehold acquisition, development, and construction phases thereof; and

WHEREAS, in consideration for such services, the Landlord has agreed to pay to the Developer certain fees computed in the manner stated herein; and

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Development Services.**

(a) The Developer has performed certain services relating to the development of the Project and shall oversee the continued development, rehabilitation and qualification of the building comprising the Project for the Historic Rehabilitation Tax Credits (the "Rehabilitation"), and shall perform the services and carry out the responsibilities with respect to the Rehabilitation as are set forth herein, and such additional duties and responsibilities as are reasonably within the general scope of such services and responsibilities and as are designated from time to time by the Landlord.

(b) The Developer's services shall be performed in the name and on behalf of the Landlord and shall consist of the duties set forth below in this Section 1(b) and as provided elsewhere in this Agreement; provided, however, that if the performance of any duty of the Developer set forth in this Agreement is beyond the reasonable control of the Developer, the Developer shall nonetheless be obligated to (i) use its best efforts to perform such duty and (ii) promptly notify the Landlord that the performance of such duty is beyond its reasonable control. Nothing contained herein shall prohibit the Developer from contracting with other

persons or entities for services to assist it in fulfilling its responsibilities hereunder. The Developer has performed or shall perform the following:

(i) Negotiate and cause to be executed in the name and on behalf of the Landlord any agreements for architectural, engineering, testing or consulting services for the Project, and any agreements for the construction of any improvements to be constructed or installed by the Landlord or the furnishing of any supplies, materials, machinery or equipment therefore, or any amendments thereof (or cause to be assigned any agreements previously entered into in the name of the Developer), provided that no agreement (or assignment) shall be executed nor binding commitment made until the terms and conditions thereof and the party with whom the agreement is made have been approved by the Landlord, unless the terms, conditions, and parties comply with guidelines issued by the Landlord concerning such agreements;

(ii) Assist the Landlord in identifying sources of construction and permanent financing for the Rehabilitation and assist in negotiating the terms of such financing with lenders;

(iii) Establish and implement appropriate administrative and financial controls for the Rehabilitation, including but not limited to:

A. furnish such consulting and advice relating to the rehabilitation and its qualification for the Historic Rehabilitation Tax Credits, as may be reasonably requested by the Landlord from time to time; and

B. oversee the preparation of a cost certification of the qualified expenditures incurred by the Landlord in order to establish the Historic Rehabilitation Tax Credit amount(s).

(iv) Establish and implement construction management procedures, including:

A. coordination and administration of the Project architect, the general contractor, and other contractors, professionals and consultants employed in connection with the Rehabilitation;

B. administration of any construction contracts on behalf of the Landlord;

C. participation in conferences and the rendering of such advice and assistance as will aid in developing economical, efficient and desirable design and construction procedures;

D. the rendering of advice and recommendations as to the selection of subcontractors and suppliers;

E. the review and submission to the Landlord for approval of all requests for payments under any architectural agreement, general contractor's agreement, or any loan agreements with any lending institutions providing funds for the benefit of the Landlord for the Rehabilitation;

F. the submission of any suggestions or requests for changes which could in any reasonable manner improve the design, efficiency or cost of the Rehabilitation;

G. assistance with the application for and maintenance of, in full force and effect, any and all governmental permits and approvals required for the Rehabilitation;

H. compliance with all terms and conditions applicable to the Landlord or the Project contained in any governmental permit or approval required or obtained for the Rehabilitation, or in any insurance policy affecting or covering the Project, or in any surety bond obtained in connection with the Project;

I. keeping the Landlord fully informed on a regular basis of the progress of the Rehabilitation, including the preparation of such reports as are provided for herein or as may reasonably be requested or expected of construction managers or similar owner's representatives on similar projects;

J. giving or making the Landlord's instructions, requirements, approvals and payments provided for in the agreements with the Project architect, general contractor, and other contractors, professionals and consultants retained for the Rehabilitation; and

K. at the Landlord's expense, filing on behalf of and as the attorney in fact for the Landlord any notices of completion required or permitted to be filed upon the completion of any improvement(s) and taking such actions as may be required to obtain any certificates of occupancy or equivalent documents required to permit the occupancy of the Project.

(v) Inspect the progress of the course of the Rehabilitation, including verification of the materials and labor being furnished to and on such construction so as to be fully competent to approve or disapprove requests for payment made by the Project architect and the general contractor, or by any other parties with respect to the design or construction of the Project, and in addition to verify that the construction is being carried out substantially in accordance with the plans and specifications approved by the Landlord or, in the event construction is not being so carried out, to promptly notify the Landlord;

(vi) If requested to do so by the Landlord, perform on behalf of the Landlord all obligations of the Landlord with respect to the Rehabilitation contained in any loan agreement or security agreement executed in connection with the Rehabilitation, or in any agreement entered into with any governmental body or agency relating to the terms and conditions of the Rehabilitation, provided that copies of such agreements have been provided by the Landlord to the Developer or the Landlord has otherwise notified the Developer in writing of such obligations;

(vii) Prepare and distribute to the Landlord a critical path schedule, and periodic updates thereto as necessary to reflect any material changes, other design or

construction costs estimates as required by the Landlord, and financial accounting reports, including progress reports on the progress of construction;

(viii) At the Landlord's expense, obtain and maintain insurance coverage for the Project, the Landlord, the property manager (the "Manager"), if any, and the Developer and its employees, at all times until final completion of the Rehabilitation, in accordance with an insurance schedule approved by the Landlord, which insurance shall include general public liability insurance covering claims for personal injury, including but not limited to bodily injury, or property damage, occurring in or upon the Property or the streets, passageways, curbs and vaults adjoining the Property. Such insurance shall be in a liability amount approved by the Landlord;

(ix) Comply with all applicable present and future laws, ordinances, orders, rules, regulations and requirements (hereinafter in this subparagraph called "laws") of all federal, state and municipal governments, courts, departments, commissions, boards and offices, any national or local Board of Fire Underwriters or Insurance Services, offices having jurisdiction in the county in which the Project is located or any other body exercising functions similar to those of any of the foregoing, or any insurance carriers providing any insurance coverage for the Landlord or the Project, which may be applicable to the Project or any part thereof. Any such compliance undertaken by the Developer on behalf of and in the name of the Landlord in accordance with the provisions of this Agreement shall be at the Landlord's expense. The Developer shall likewise ensure that all agreements between the Landlord and independent contractors performing work in connection with the Project shall include the agreement of said independent contractors to comply with all such applicable laws;

(x) Assemble and retain all contracts, agreements and other records and data as may be necessary to carry out the Developer's functions hereunder. Without limiting the foregoing, the Developer will prepare, accumulate and furnish to the Landlord and the appropriate governmental authorities, as necessary, data information sufficient to identify the market value of improvements in place as of each real property tax lien date, and will take application for appropriate exclusions from the capital costs of the Project for purposes of real property and valorem taxes;

(xi) Coordinate and administer the design and construction of all interior tenant improvements to the extent required under any leases or other occupancy agreements to be constructed or furnished by the Landlord with respect to the initial leasing of space in the Project, whether involving building standard or non building standard work;

(xii) Use its best efforts to accomplish the timely completion of the Rehabilitation in accordance with the approved plans and specifications and the time schedules for such completion approved by the Landlord, and implement any decisions of the Landlord made in connection with the Rehabilitation or any policies and procedures relating thereto, exclusive of leasing activities;

(xiii) Coordinate all aspects of the tax credit certification process, including:

A. assist the Landlord in obtaining final Certificates of Occupancy from appropriate local government authorities; and

B. coordinate with the CPA firm retained to prepare the cost certification.

(xiv) Coordinate with tax credit counsel to prepare all required documentation for the Landlord so as to qualify for the Rehabilitation Tax Credit; and

(xv) Secure capital contributions from one or more tax credit investors upon the completion of all obligations of the Landlord required for such contributions.

2. **Limitations and Restrictions**. Notwithstanding any provisions of this Agreement, the Developer shall not take any action, expend any sum, make any decision, give any consent, approval or authorization, or incur any obligation with respect to any of the following matters unless and until the same has been approved by the Landlord:

(a) Approval of all construction and architectural contracts and all architectural plans, specifications and drawings prior to the construction and/or alteration of any improvements contemplated thereby, except for such matters as may be expressly delegated in writing to the Developer by the Landlord;

(b) Any proposed change in the work of the Rehabilitation, or in the plans and specifications therefore as previously approved by the Landlord, or in the cost thereof, or any other change that would affect the design, costs, value or quality of the Rehabilitation, except for such matters as may be expressly delegated in writing to the Developer by the Landlord;

(c) Making any expenditure or incurring any obligation by or on behalf of the Landlord or the Project involving a sum in excess of $25,000 or involving a sum of less than $25,000 where the same relates to a component part of any work, the combined cost of which exceeds $25,000, except for expenditures made and obligations incurred pursuant to and specifically set forth in a construction budget approved by the Landlord (the "Construction Budget") or for such matters as may be otherwise expressly delegated to the Developer by the Landlord;

(d) Making any expenditure or incurring any obligation which, when added to any other expenditure, exceeds the Construction Budget or any line term specified in the Construction Budget, except for such matters as may be otherwise expressly delegated in writing to the Developer by the Landlord; or

(e) Expending more than what the Developer in good faith believes to be the fair and reasonable market value at the time and place of contracting for any goods purchased or leased or services engaged on behalf of the Landlord or otherwise in connection with the Project.

3. **Accounts and Records**.

(a) The Developer, on behalf of the Landlord, shall keep such books of account and other records as may be read and approved by the Landlord, including, but not limited to, records relating to the costs of construction and construction advances. The Developer shall keep vouchers, statements, receipted bills and invoices and all other records, in the form approved by the Landlord, covering all collections, if any, disbursements and other data in connection with the Project prior to final completion of the Rehabilitation. All accounts and records relating to the

Project, including all correspondence, shall be surrendered to the Landlord, upon demand without charge thereof; and

(b) All books and records prepared or maintained by the Developer shall be kept and maintained at all times at the place or places approved by the Landlord, and shall be available for and subject to audit, inspection and copying by the Landlord or any representative or auditor thereof or supervisory or regulatory Developer, at the times and in the manner set forth in the Operating Agreement of the Landlord dated as of the date hereof, between Charles Washington Hall Manager, LLC, and Sinclair Gillespie (the "Landlord Operating Agreement").

4. **Development Services Amount**.

(a) As a fee for those services set forth in Section 1 of this Agreement and for all other services performed hereunder in connection with or in support of the services set forth in Section 1 of this Agreement (collectively the "Development Services"), the Developer shall be paid an amount (the "Development Services Amount") equal to approximately eighteen percent (18%) of the qualified rehabilitation expenditures not including the Development Services Amount, but in no even more than $750,000. The Development Services Amount shall be deemed to have been earned upon the Placement in Service Date, as defined herein. "Placement in Service Date" shall mean date the Landlord receives a permanent certificate of occupancy for the Project including one hundred percent (100%) of the Project or a temporary certificate, containing conditions to issuance of a permanent certificate which are acceptable to the Landlord, in its discretion.

(b) The Developer shall be paid out of Cash Flow (as defined in the Landlord Operating Agreement) following payment of all expenses and costs of the Landlord (excluding the fee payable hereunder but including any debt service on loans made to the Landlord) to the extent of such remaining Cash Flow provided that in no event shall such payment be made later than the date which is ten (10) years from the date hereof.

5. **Applicable Law**. This Agreement, and the application or interpretation hereof, shall be governed by and construed in accordance with the laws of the State of West Virginia.

6. **Binding Agreement**. This Agreement shall be binding on the parties hereto, their heirs, executors, personal representatives, successors and assigns. As long as the Developer is not in default under this Agreement, the obligation of the Landlord to pay the Development Services Amount shall not be affected by any change in the identity of the partners of the Landlord.

7. **Headings**. All section headings in this Agreement are for convenience of reference only and are not intended to qualify the meaning of any section.

8. **Terminology**. All personal pronouns used in this Agreement, whether used in the masculine, feminine or neuter gender, shall include all other genders, the singular shall include the plural, and vice versa and the context may require.

9. **Benefit of Agreement**. The obligations and undertakings of the Developer set forth in this Agreement are made for the benefit of the Landlord and its partners and shall not inure to the benefit of any creditor of the Landlord, notwithstanding any pledge or assignment by the Landlord of this Agreement of any rights hereunder.

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed and delivered to be made effective as of the date first written above.

LANDLORD:

CHARLES WASHINGTON HALL LANDLORD, LLC

By: Charles Washington Hall Manager, LLC, its managing member

By: _____
Name: DAVID MILLS
Title: CITY MANAGER

DEVELOPER:

CITY OF CHARLES TOWN BUILDING COMMISSION

By: _____
Name: WILLIAM WARREN
Title: CHARLES TOWN BUILDING COMM'N