CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • JANUARY 20, 2026

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

CALL TO ORDER

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

: **2026-1051:** City Council Meeting Minutes - January 5, 2026
City Council Meeting - January 5, 2026 - draft.pdf

: **2026-1065:** City Council Workshop Meeting Minutes - January 10, 2026
City Council Workshop Meeting Minutes - January 10th draft.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

: **2026-1067:** Mayor's Report - January 20, 2026
Council Agenda Request Form.pdf
Letter from WV Economic Development.pdf
Letter from WV DOH - Route 340.pdf
Letter fro WV DOH - S. George Street.pdf

6. COMMITTEE REPORTS

: **2026-1052:** Personnel Committee Meeting - January 12, 2026
Personnel Committee Report 1-12-2026.pdf

: **2026-1053:** Finance Committee Meeting - January 13, 2026
FinanceCommitteeReport_13_January_2026_rmt.pdf

: **2026-1054:** Ordinance Committee - January 15, 2026

7. CITY MANAGER REPORT

: **2026-1084:** City Manager Report - January 20, 2026
CMR 20 January 2026.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

10. NEW BUSINESS

: **2026-1055:** Information Discussion Related to Public Safety Practices and Constitutional Rights

: **2026-1056:** Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Bike Path Build Grant

: **2026-1060:** Hemp Resolution
2026 Hemp Resolution Final.pdf

: **2026-1061:** FY2026 General Fund Revision #4
FY 2026 GF Revision #4.pdf
FY26 GenFund Revision #4 State Worksheet.pdf

: **2026-1062:** FY2026 Capital Fund Budget Revision #7
Capital Budget 7th Revision.pdf

: **2026-1063:** Tree City USA Application
Tree City USA Application for Certification.pdf

: **2026-1064:** Mayoral Historic Landmarks Commission (HLC) Appointment

: **2026-1066:** Discussion on City-Wide Trees
Master_Tree_Board_Plan_2026_ Final for Submission to Council 1.9.26.pdf

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: **2026-1083:** Payment of Bills - January 20, 2026
GEN FUND COUNCIL REPORT 2026-01-20.pdf
COUNCIL REPORT PCARD 01-20-26.pdf
CAPITAL RESERVE COUNCIL REPORT 2026-01-20.pdf
PARKS N REC COUNCIL REPORT 2026-01-20.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, Monday, February 2, 2026, at 7:00PM

: **2026-1068:** Charles Town Utility Board Meeting Minutes - December 10, 2025, and December 18, 2025
2025.12.10 UB MINUTES .pdf
2025.12.18 UB MINUTES .pdf

: **2026-1069:** John Maxey - Oath of Office
2026 - John Maxey Oath.pdf

: **2026-1070:** FY2027 Budget Calendar
FY 2027 Budget Schedule.pdf

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

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1051: City Council Meeting Minutes - January 5, 2026

ATTACHMENTS:

- City Council Meeting - January 5, 2026 - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • January 5, 2026

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Micheal George	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Nate Hartman	Councilmember	Present	
Alden Roth	Councilmember	Present	
Julie Smith	Councilmember	Present	
Andie Sugrue	Councilmember	Absent	

Mr. Brent Manuel, City Manager, Ms. Alissa Meeks, Assistant City Manager; Ms. Stephanie Grove, City Attorney; Ms. Cindy Rezmer, Operations Director; Ms. Lori Nice, Finance Director; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2025-1396: City Council Meeting Minutes - December 15, 2025

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

2025-1397: City Council Special Meeting - December 23, 2025

The following change was made to the December 23, 2025, city council special meeting minutes:

Charles Town Utility Board members, Mr. Patrick Kratovil and Mr. John Maxey were added to the attendance list.

3. PUBLIC COMMENT

No one signed up for public comment.

4. WARD REPORTS

Ward #1

Mr. Kratovil had nothing to report.

Ms. Ricketts had nothing to report.

DRAFT

Ward #2

Mr. Hynes had nothing to report.

Mr. Tester had nothing to report.

Ward #3

Mr. Hartman had nothing to report.

Mr. Roth reported that there was a fire in an outbuilding in Ward 3. The fire department responded in a timely manner and there was no loss of life.

Ward #4

Ms. Smith had nothing to report.

5. MAYOR'S REPORT

Mayor George reported that he participated in the MetroNews midday show segment "Mayor Monday" on January 5, 2026. The next "Walk About Nothing" is Wednesday, January 7, 2026, at 6:00PM, and he attended the grand opening of WaWa on December 18, 2025.

6. COMMITTEE REPORTS

2025-1398: Charles Town Board of Parks and Recreation - December 18, 2025

Ms. Ricketts gave an oral report about the Board of Parks and Recreation meeting.

7. CITY MANAGER REPORT

2025-1399: City Manager's Report - January 5, 2026

Mr. Manuel reviewed the City Manager's Report with the Council.

8. POLICE CHIEF REPORT

Chief Kutcher reported that he is in the process of closing out all year-end reports.

9. UNFINISHED BUSINESS

There was no unfinished business to discuss.

10. NEW BUSINESS

2025-1400: Interviews/Appointments to Charles Town Boards and Commissions

Mr. Hynes moved to re-appoint Mr. Locke Wysong and Mr. Jim Thomas to the Board of Zoning Appeals for terms ending December 31, 2028, and Ms. Ann Paonessa to the Planning Commission for a term ending December 31, 2028. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

DRAFT

Mayor George re-appointed Ms. Amanda Updike to the Historic Landmarks Commission for a term ending December 31, 2028.

Mr. Hynes moved to nominate Mr. John Maxey and Mr. Mark Roper for the Charles Town Utility Board (CTUB) term ending December 31, 2029. Mr. Tester seconded the motion, and it passed by unanimous vote.

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

Following the interview of both candidates Mayor George proceeded with a vote.

Mr. John Maxey received 6 votes:

(Kratovil, Ricketts, Hynes, Tester, Hartman, Roth)

Mr. Mark Roper received 2 votes:

(George and Smith)

2025-1401: FY2027 Budget Calendar

Ms. Nice reviewed the FY2027 Budget Calendar with the Council.

2025-1402: Discussion of PSC Case No. 25-1000-LRR-WS-C, Madison Greens, LLC and Beallair Homes, LLC v. City of Charles Town and Charles Town Utility Board - Possible Executive Session

Mr. Tester moved to enter into Executive Session. Mr. Hartman seconded the motion, and hearing no objections, Mayor George declared the council in Executive Session.

Mayor George declared the council out of Executive Session.

There was no action taken on this agenda item.

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

12. APPROVAL OF BILLS

2025-1403: Payment of Bills - January 5, 2026

Mr. Kratovil moved to approve the bills for payment. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

Ms. Ricketts requested that an agenda item be placed on the next Council agenda to discuss city-wide trees.

DRAFT

13. ADJOURNMENT

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

14. INFORMATION ONLY - NEXT MEETING - City Council Meeting, Tuesday, January 20, 2026, at 7:00PM

2025-1404: Charles Town Police Department November Statistical Report

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

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1065: City Council Workshop Meeting Minutes - January 10, 2026

ATTACHMENTS:

- City Council Workshop Meeting Minutes - January 10th draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • January 10, 2026

Workshop Meeting **Council Chambers** **10:00 AM**

101 East Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Micheal George	Mayor	Remote	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Nate Hartman	Councilmember	Present	
Alden Roth	Councilmember	Present	
Julie Smith	Councilmember	Present	
Andie Sugrue	Councilmember	Present	

Mr. Brent Manuel, City Manager; Ms. Alissa Meeks, Assistant City Manager; Ms. Stephanie Grove, City Attorney; Ms. Cindy Rezmer, Operations Director; and Ms. Lori Nice, Finance Director; were also in attendance.

2. WORK SESSION

2026-1030: Strategic Planning Session

The council developed a mission, vision, and values statement and developed goals for the City of Charles Town based on those statements.

3. ADJOURNMENT

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

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1067: Mayor's Report - January 20, 2026

ATTACHMENTS:

- Council Agenda Request Form.pdf
- Letter from WV Economic Development.pdf
- Letter from WV DOH - Route 340.pdf
- Letter fro WV DOH - S. George Street.pdf

City of Charles Town

CITY COUNCIL AGENDA REQUEST FORM

This request must be submitted to the City Clerk no later than Tuesday prior to the City Council meeting. Council meetings are held on the 1st and 3rd Mondays at 7:00pm. Items submitted after hits deadline will be scheduled for the following City Council meeting.

Today's Date: _____ Proposed Agenda Date: _____

Name of person(s) proposing item: _____

Title: _____

City Department/Organization (if applicable) _____

Address: _____

Contact Number: _____ Email Address: _____

Item request is for:

○ Information Only/Report ○ Discussion/Action ○ Referral to Committee ○ Other

Subject (as you would like it to appear on the agenda):

Brief description/summary of the request (For ordinances, please include number and summary of requested revisions):

Proposed Motion(s):

WEST VIRGINIA
Economic Development

1900 Kanawha Boulevard East
Building 3, Suite 600
Charleston, West Virginia, 25305
(800) 982-3386 • (304) 558-2234
westvirginia.gov

December 29, 2025

The Honorable Mike George
Mayor
City of Charles Town
101 East Washington Street
Charles Town, West Virginia 25414

Dear Mayor George:

As part of our regularly scheduled, on-site inspections required by the National Park Service (NPS) on Land and Water Conservation Fund (LWCF) projects, the city's LWCF-assisted park facilities at Evitt's Run Park and the Charles Town Skatepark were reinspected earlier this year.

These facilities were found to be in good compliance with NPS standards, except for a need to provide wheelchair accessible picnic tables at Evitts Run's picnic shelter. You can have your staff contact our office for the design standards.

As you may know, the 1965 LWCF Act states that federally assisted park areas cannot be converted to alternative uses other than public outdoor irs, without replacement of the assisted parklands with comparable facilities at local expense. Any such conversion must not be done without prior notice to our office, with approval by the NPS. To prevent a conversion-in-fact from occurring, the NPS requires notice to be given of *any* park facility changes prior to construction. Any future, planned park changes **including outsales, conversions, abandonments, or additions** to LWCF-assisted parks needs to be reported to our office before such changes are acted upon.

We are pleased to be able to show the NPS your efforts to continue to maintain these worthwhile public facilities. Please contact me or Phillip Avis of our office at (304) 558-2234 or by email at john.r.mcgarrity@ev.gov or Phillip.l.avis@wv.gov for any additional information or questions about the state's LWCF grant program.

Sincerely,

John McGarrity
Senior Planner

Docusign Envelope ID: 78C0087D-C080-42E8-9978-1F3E21C7829C

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

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

December 29, 2025

The Honorable Michael George
101 East Washington Street
Post Office Box 14
Charles Town, West Virginia 25414

Dear Mayor George:

Thank you for your letter dated October 31, 2025, regarding your concerns with the development and vehicle speeds on Augustine Avenue, County Route 340/18, in Jefferson County.

The requested study on Augustine Avenue has been completed. Two separate segments were studied. The first section is located between US 340 and Old Cave Road/Page Jackson School Road, and the second section is located between Old Cave Road and Creamery Place. Due to the increased development, the study identified a warrant for lowering the speed limit to 45 miles per hour in the first segment. However, no justification was found for lowering the posted speed limit in the second segment. Changes to the posted speed limit will be made as soon as the schedule allows, but in no more than two months.

Again, thank you for writing and sharing your concerns. Should you have any questions or require additional information, please do not hesitate to contact Mr. Lee Thorne, District Five Engineer/Manager, at (304) 289-3521.

Sincerely,

Jacob M. Bumgarner, P.E.
State Highway Engineer

STR: Tk

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

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

December 31, 2025

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

Dear Mayor George and Council Members:

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

The study, which included a field review by Kenneth Clohan, District Traffic Engineer, has been completed. The major findings of the study are as follows:

- The pavement was found to be as wide as 38 feet, curb to curb where parking is occurring on both sides of the road. White edge lines are generally limited to areas where curbs are not present. National guidelines recommend parking space markings such as what is provided on Washington Street in the downtown area. More information is available in section 3B.27 in the MUTCD. These markings also allow better identification of the spaces, encouraging on-street parking and better designation of the areas where parking is prohibited. Another improvement to consider may be the addition of yellow curb at the intersections. This would improve sight distance for vehicles and pedestrians entering South George Street. Some studies have shown that the addition of more on street parking creates a traffic calming effect.

- Six crashes were reported in a five-year period on South George Street between Mordington Avenue and Congress Street, which is slightly below the average rate for this type of roadway. No pedestrian crashes were reported in the available five-year period.

- During the field review, one pedestrian was observed on Academy Street, but no pedestrian facilities were found on Academy Street or Mordington Avenue where crosswalks were recommended. Marked crosswalks are generally limited to areas where there are high numbers of pedestrians crossing and there are ADA compliant facilities on both sides of the crossing. Therefore, marked crosswalks are not recommended at either location.

- The WVDOH can work with the City of Charles Town to permit placement of curb extensions where feasible and where drainage allows but marking of parking spaces or no parking areas may be a less expensive first option to consider.

- The WVDOH does not permit Pole Mounted Radar Speed Signs. There is concern that the use of speed feedback devices outside of work zones can be overused and ultimately result in them being ignored by drivers.

Again, thank you for writing and sharing your concerns. Should you have any questions or require additional information concerning this matter, please feel free to contact my office at (304) 289-3521.

Sincerely,

J. Lee Thorne

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1052: Personnel Committee Meeting - January 12, 2026

ATTACHMENTS:

- Personnel Committee Report 1-12-2026.pdf

City of Charles Town Personnel Committee Report

January 12, 2026 Meeting

1. **CALL TO ORDER**

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

2. **UNFINISHED BUSINESS**

   2026-1027: Progress Update with PayPoint HR

   Staff advised that information has been provided to Paypoint HR on our current benefits, job descriptions, salaries, etc Paypoint conducted briefings on the Position Vantage Point survey that each employee was asked to complete. Those surveys will now be reviewed by supervisors and submitted back to Paypoint by January 23. Paypoint has also begun reaching out to other comparator cities/counties for their benefit and salary information.

3. **NEW BUSINESS**

   2026-1028: Review of 2026 Meeting Schedule

   2026 meeting dates were set as: February 9, March 9, April 13, May11, June 8, July 13, August 10, September 14, October 13, November 9, December 14

   2026-1029: Discussion Regarding City Manager Mid-Year Review Process

   Committee discussed timeline of year-end review and whether or not to conduct mid-year review. City Manager did request informal mid-year feedback. Committee will begin process of selecting questions that will be used to get input from other councilmembers and staff in preparation for mid-year and annual reviews.

4. **ADJOURNMENT**

5. **Next regularly scheduled Personnel Committee meeting is February 9, 2026 at 5:00pm.**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1053: Finance Committee Meeting - January 13, 2026

ATTACHMENTS:

- FinanceCommitteeReport_13_January_2026_rmt.pdf

City of Charles Town Finance Committee Report
13 January 2026 Meeting

Drafted by: Jeff Hynes - Chair

Call to Order 12:03PM

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

2. Unfinished Business

2026-1032: HdL Update

Staff provided the Committee with an updated status on HdL's activities. There was a small uptick in collections in December.

Recommendations to the City Council: None, information only

2026-1033: 100 Block of East Washington Street Incentive Package

Item has been tabled until discussions/research on possible TIF are complete.

3. New Business

2026-1034: Charles Street Engineering Study Discussion

Asst. Manager Meeks and Economic Development Coordinator Cook provided the committee with an update on the ongoing efforts to design and engineer the Charles Street Project. Options to submit an RFP for 40% engineering or 100% were presented and the committee agreed it was more prudent to move straight to 100%. This could require a future capital budget revision request to be reviewed and approved by Council on a later date.

Recommendations to the City Council: None, information only

2026-1335: City Server Uninterruptible Power Supply Discussion

Operations Director Cindy Rezmer and Thomas Reily (TEK Advisors) presented a request for the repair and replacement of the uninterruptible power supply for the servers located at 661 S. George. A thorough discussion on the merits of repair/replacement of existing parts vs a complete replacement of the unit due to age vs continuing to fix problems as they arise and moving the City more quickly towards a future cloud-based infrastructure was had. The Committee decided to accept TEK Advisors recommended solution but would like to begin planning for a future move towards a newer, more modern solution.

Recommendations to the City Council: Approve Capital Budget Revision #7

2026-1336: License Fee Waiver Request – Possible Executive Session

Item was discussed in Executive Session along with 2026-1337 (New Business)

Recommendations to the City Council: None, information only

2026-1337: B&O Waiver Request – Possible Executive Session

The Committee entered Executive Session at 1:38pm to address this agenda item as well as agenda item 2026-1336 (New Business). After Executive Session (2:00pm), Councilman Hartman moved the following:

Vendor Account Numbers	Committee Action	Remarks
8681	**Approve All But $200 License Fee Waiver** **Approve All But $300 B&O Waiver**	
8679	**Approve All But $200 License Fee Waiver** **Approve All But $200 B&O Waiver**	
8584	**Approve All But $200 License Fee Waiver** **Approve All But $600 B&O Waiver**	
8181	**Approve All But $100 License Fee Waiver**	
8673	**Approve All But $200 B&O Fee Waiver**	

Councilman Tester seconded the motion, and it passed by unanimous vote – 3 to 0.

Recommendations to the City Council: None, information only

2026-1038: General Fund Revision #4

Item is placed on 01/20/26 Council agenda for discussion and Council action.

Recommendations to the City Council: Approve revision

2026-1039: Capital Budget Revision #7

Item is placed on 01/20/26 Council agenda for discussion and Council action.

Recommendations to the City Council: Approve revision

4. Finance Director Report

2026-1040: December 2026 General Fund Budget Update

Director Nice reviewed the most recent budget figures and reports no concerns.

Recommendations to the City Council: None, information only

2026-1041: December 2026 Capital Fund Budget Update

Director Nice provided the most recent budget figures.

Recommendations to the City Council: None, information only

2026-1040: December 2025 P&R Budget Update

Recommendations to the City Council: None, information only

2026-1043: December 2025 Account Balance Update

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

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

5. Chairman's Report

6. Meeting adjourned 2:03PM

7. Next Scheduled Finance Committee meeting February 8, 2026, 12:00PM.



Assembly Service for UPS and/or PDUs

Statement of Work

Date: 1 June 2021

Prepared by Secure Power Services
Scope: On-demand Services

www.apc.com

CFOT-8BWJHF

Life Is On Schneider Electric

Contents

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1.0 Executive Summary

Schneider Electric Assembly Service for UPS and/or PDUs is a key part of an overall product deployment. This service provides Customers with qualified Schneider Electric Services representatives on site to assemble your UPS and/or PDUs system.

The standard scheduling time is during normal business hours with an available 24/7 scheduling upgrade option.

(Not available in all locations. Please consult with your local Schneider Electric Services sales representative for coverage in your area).

2.0 Features & Benefits

Features	Benefits
Flexible Scheduling Options	Support the Customer's varying business requirements with flexible service scheduling options.
Highly Skilled Field Services Personnel	Assemble your system to manufacturer's specifications.
Parts, Travel and Labor Included	Provide service budgeting stability – fixed cost.
Scheduling Coordination	Help avoid any possible delays caused by scheduling conflicts.
Removal Shipping Material	Remove only parts that Schneider Electric Services unpack to a designated area on the Customer's site to free the Customer resources and allow them to focus on core business.
Customer Specific Site Documentation	Provide the Customer a record of service date, scope and personnel that can be retained for future reference.
EcoStruxure IT Free [1,2]	EcoStruxure IT Free brings *"you"* visibility into your critical data center equipment. Get access to your IT physical infrastructure inventory at anytime from anywhere and understand the overall health of your connected equipment from any device. EcoStruxure IT Free consists of a software gateway, a mobile app, a cloud-based account to store your data and a web interface to visualize your data. EcoStruxure IT is complimentary for all Schneider Electric Customers and is also the base platform for EcoStruxure Asset Advisor (remote monitoring service) and EcoStruxure IT Expert (monitoring software).

(1) EcoStruxure IT Free is only available on networked equipment or if there is a management device.
(2) Geographical restrictions apply. Please verify availability with your local Schneider Electric Field Services Representative.

3.0 Details of Service

3.1 Assembly - Service Deliverables

The specific features and deliverables of this service are listed below. For each item listed below, Schneider Electric Services will perform the work described and create a printed document summarizing the results.

Site Environment	
Activities	**Description**
Environmental Requirements	Check that the site environment is suitable for the operation of the system and record any abnormalities.
Installation Check	Unpack, inspect and inventory the equipment to verify that all parts are present, and nothing has been damaged.

Assembly of Power System	
Activities	**Description**
Installation	Check that the enclosures have been aligned, leveled, and the brackets tightened.
	Verify the rack mounted power distribution systems have been installed to manufacturer's specifications.
	Check that all power cabling is routed properly as per the specified design.
Assembly [3]	Assemble all/any applicable system modules. [3]
Final Inspection	Check that the interior and exterior of the system is clean and free from debris.
Documentation	Check that the assembly documentation is completed and provided to the customer

3.2 EcoStruxure IT Free & the Remote Monitoring Solutions – Service Deliverables

Customers buying the "*Assembly Service for UPS and/or PDUs*" have access to EcoStruxure IT Free. EcoStruxure IT Free is a modern cloud platform that connects the devices supplied by Schneider Electric and other vendors [4] to the cloud for instant access from anywhere. The connection to EcoStruxure Asset Advisor for secure power & cooling is done through EcoStruxure IT Gateway (free downloadable software, available also as a hardware appliance, sold separately). Data transmission is out-bound only, using safe, industry standard protocols for the connection. The local gateway encrypts all data, before sending it to the cloud account where is available to be accessed by the Customer through a web interface or a mobile app. Once the asset is connected, the Customer can see and organize the asset and its information, like serial number, product name, etc.

[3] Batteries are not included.
[4] Subject to verification.

3.3 Upgrading to EcoStruxure Asset Advisor for secure power & cooling or EcoStruxure IT Expert

When the asset is connected, the Customer has the option to upgrade to two different remote monitoring service & software solutions:

- **EcoStruxure Asset Advisor for secure power & cooling: cloud-enabled remote monitoring service by the Connected Services Hub**
  Thanks to EcoStruxure Asset Advisor for secure power & cooling, a dedicated team in Schneider Electric will monitor your critical power infrastructure 24/7, managing or troubleshooting any incident from start to end; and

- **EcoStruxure IT Expert: cloud-enabled remote monitoring software by Customer or Partner**
  EcoStruxure IT Expert, cloud-based vendor agnostic software, provides you with full wherever-you-go visibility of your IT physical infrastructure and proactive recommendations on how to improve its performance thanks to big-data analysis. You can use it by yourself or with your preferred partner.

The specific service levels and features of the EcoStruxure Asset Advisor for secure power & cooling service are: listed below:

Activities	Description	Service Level	
		Prevent	Predict
24/7 Expert Remote Monitoring and Notification Service	Expert monitoring of critical assets by Schneider Electric experts in the Connected Services Hub.	Yes	Yes
Alarm/Incident Management and Troubleshooting	Notification management provided by our expert teams and assistance with troubleshooting to help resolve issues.	Yes	Yes
Alarm and Incident Monthly Report	Condensed summary of all the critical incidents and alarms of your connected devices over the past month.	Yes	Yes
Battery Analytics [5]	Battery health status based on product usage history.		Yes
Cybersecurity Assessment	Provide improved security via assessment of connected devices.		Yes
Asset Health Semi-annual Report	Critical assets health and cybersecurity recommendation provided twice per year.		Yes

For more information EcoStruxure Asset Advisor, please visit www.se.com/asset-advisor.

[5] Battery analytics only applicable to eligible Symmetra, Smart-UPS and Galaxy product lines that meet Gateway requirements.

4.0 Assumptions & Exclusions

4.1 Assumptions

The successful performance of the tasks defined in this Statement of Work is based on the following key assumptions, which are agreed to by Schneider Electric Services.

4.1.1 Time, People & Location [6]

- The system must be installed in an environment that adheres to manufacturer specifications;
- Services performed on site by Schneider Electric Field Services will be executed during Schneider Electric business hours unless otherwise requested by the Customer. Those hours are Monday through Friday from 8am to 5pm weekly, local time, unless otherwise specified;
- All services are performed on site by qualified Schneider Electric Services personnel;
- Hours of Operation for Technical Support are Country specific and include either 24/7 or business hours coverage;
- Next-Business-Day is defined as the next day during the business week and normal business hours;
- Response time is defined as elapsed time between when Schneider Electric Services technical support determines an on-site visit is necessary and the time the Field Services Representative arrives at the Customer's site. Please verify the service coverage and response time for your location with your local Schneider Electric Services sales representative;
- Schneider Electric will provide Services with respect to equipment and assets that are inside the Service Area. "*Schneider Electric Services Area*" means a location that is within (i) one hundred (100) miles or one hundred and sixty (160) kilometers radius of a Schneider Electric Services' location; and (ii) the country in which the Installation site is located, unless otherwise defined in the governing agreement with Schneider Electric, in which case the definition in the governing agreement prevails;
- Geographical restrictions may apply. Some aspects of the service definition presented in this document may vary by location. In the case of a conflict between the service definitions contained in this Statement of Work and the local service definitions will prevail. For more information, please refer to your Schneider Electric Services sales representative; and
- This service applies to a Customer location with standard site and product access. Our services assume continuous uninterrupted and unobstructed access to the equipment, standby time may be chargeable.

4.1.2 Services Activities & Upgrades

- Preventive Maintenance upgrades to 24/7 are available. On-site response upgrades to 8-hour 24/7 or 4-hour are available. The 4-hour on-site response upgrade may not be available in all locations, please check with your local Schneider Electric service sales representative or reseller for availability;
- Where next-business-day, 4-hour or 8-hour services are available for purchase, qualified personnel will arrive on site within 4-hour or 8-hour or next-business-day from the time Schneider Electric Services Technical Support deems an on-site visit is necessary;
- The complete preventive maintenance check implies that the system is placed in maintenance bypass.
- Services obtained from any Schneider Electric partner or reseller are governed solely by the agreement between the purchaser and the reseller. That agreement may provide terms that are the same as the Schneider Electric Services Solutions on this document. Please contact the reseller or the local Schneider Electric sales representative for additional information on Schneider Electric Services Solutions on Products obtained from a reseller;
- Schneider Electric Field Services will define with the Customer the best approach to find a solution and reserves the right not to execute any modification outside of its defined scope of responsibility;

[6] All assumptions that refer to reaching a location within a certain time are subject to local variations. Please contact your local Schneider Electric Services sales representative for further information.

- The end user is responsible for ensuring that one staff member is always on duty, available to be contacted for an incident;
- The end user is responsible for putting all prerequisites in place to enable their devices to be connected to EcoStruxure Asset Advisor for secure power & cooling;
- All devices require an installed Network Management Card (NMC) or be EcoStruxure-ready via SmartConnect. The device must be connected to and discoverable on a TCP/IP network that can be made accessible to connect to the EcoStruxure IT Gateway or via the SmartConnect port;
- EcoStruxure Asset Advisor for secure power & cooling, cloud-enabled remote monitoring service, is not available in all locations. Please consult with your local Schneider Electric Services sales representative for availability in your area;
- EcoStruxure Asset Advisor for secure power & cooling refers only to a remote monitoring service;
- The Terms and Conditions of EcoStruxure Asset Advisor for secure power & cooling are available here.
- The connection to EcoStruxure Asset Advisor for secure power & cooling is done through EcoStruxure IT Gateway (free downloadable software, available also as a hardware appliance, sold separately);
- EcoStruxure Asset Advisor for secure power & cooling is only available if EcoStruxure IT is installed and configured accurately;
- EcoStruxure IT mobile app must be installed and enrolled at this link to activate the cloud-enabled remote monitoring service; and
- EcoStruxure Asset Advisor for secure power & cooling is operational once the Customer is contacted and validated by the Connected Services Hub, remote monitoring team.

4.2 Exclusions

Any items not expressly included in this offer for the Services will be subject to a specific quotation from Schneider Electric and will be charged in addition subject to agreement with the Customer. This includes, for instance, but is not limited to:

4.2.1 Additional Scope of Work not expressly included in the order/contract

- Safety officer or security escort charges;
- Costs and charges associated with switching and isolation operations;
- Additional type test, test or FAT with reports or other reports outside the Schneider Electric standards; or any specialized testing and commissioning;
- Repair of damage caused by abuse, misuse, improper storage conditions, lack of maintenance, maintenance not in accordance with Schneider Electric's/the manufacturer's instructions, non-compliance with Schneider Electric instructions for installation or energizing, mechanical, electrical or electronic overload or other events outside Schneider Electric's control;
- Replacement or repair work resulting from normal wear-and-tear of equipment, damage or accidents owing to insufficient monitoring of the equipment or use that is non-compliant with the purpose of the equipment and/or Schneider Electric's/the manufacturer's instruction;
- Cabling or wiring external to equipment;
- In case of cabling problem, or wrong phase rotation, Schneider Electric Field Services will not carry out any rework on the cabling;
- Software programing and configuration, including EcoStruxure IT Gateway;
- Process design, civil and other mechanical works;
- Consumables, additional spare parts, cables or other materials and related labor and travel costs (e.g.: batteries, wearing parts, including, but not limited to, capacitors and fans);

- Supply or installation of additional equipment or raw material required to perform and related labor costs (site busbar, cabling, generators, lifts, testing kit, lift, crane, ladder, containment and cable glands, including connection to site ground, unless specifically detailed as included);
- Removal and disposal of legacy equipment;
- Support for third-party equipment;
- Intervention in a different location than planned;
- Adaptations required due to insufficient nature of, or error in, the information sent by the Customer, a change to the location of the equipment or its environment;
- All on-site support dispatch service, resulting from EcoStruxure Asset Advisor for secure power & cooling remote monitoring service are governed by a dedicated Statement of Work which is not included in this Statement of Work and will be charged following our standard pricing list. Please refer to your Schneider Electric Services sales representative for more information;
- Equipment not provided by Schneider Electric Services. Examples include, but are not limited to:
    - Third-party components;
    - Switchgear;
    - Information Technology (IT) Equipment;
- Installation activities not provided by Schneider Electric Services as part of this service include, but are not limited to:
    - System installation;
    - Battery assembly;
    - Information Technology (IT) Equipment migration services; and
    - Specialized testing or commissioning services.

4.2.2 Additional time or fee not planned to access or exit from Customer site

- Delay in gaining access to or obtaining work permits for the utility substation or other aspects of the site;
- Delays incurred due to compliance with exceptional background check requirements or due to required medical or drug tests;
- Additional health and safety, environmental or security requirements at the Customer's site which were not previously agreed to Schneider Electric;
- Induction, Safety or Cybersecurity training longer than planned;
- Access to final on-site destination longer than 30 minutes from gate to the equipment; and
- Delays related to IT (no camera, no laptop, format disk after mission).

4.2.3 Stand by time/Waiting Time more than 30 minutes unless caused by Schneider Electric

- Unavailability of Customer or its third-parties required for the performance of the services;
- Unavailability of equipment, tools, hardware, software, internet connectivity, or office space required for the performance of the services;
- Cancellation or postponement of the services by the Customer (unless in accordance with the contract with Schneider Electric); and
- Delay or unavailability of transport either when not organized by Schneider Electric or outside of Schneider Electric’s control.

4.2.4 Extra working hours not included in order/contract

- Schedule modification or acceleration plan requested by the Customer;
- Additional expenses (accommodation, catering and transportation);
- Delay in decisions and approvals by the Customer; and
- Delay or unavailability of accurate and complete information as requested by Schneider Electric.

4.2.5 Other circumstances that increase the time or costs of performing

- Other events or circumstances outside of Schneider Electric's reasonable control which increase the time or costs of performing the services.

Please contact your local Schneider Electric Services sales representative for clarification.

COVID-19: The company reserves the right to amend, withdraw or otherwise alter this submission without penalty or charge as a result of any event beyond its control arising from or due to the current COVID-19 pandemic or events subsequent to this pandemic, including changes in laws, regulations, bylaws, or direction from a competent authority.

5.0 Scope of Responsibility

The items stated here are responsibilities of both Schneider Electric Services and the Customer.

5.1 Schneider Electric Services Responsibilities

- Schedule qualified and approved personnel to perform services;
- Meet the pre-determined scheduled service date;
- Perform all the Assembly Service activities listed in this Statement of Work;
- Perform services to manufacturer specifications and conform to local health and safety regulations;
- Meet manufacturer and Customer safety requirements;
- Submit site forms to the Customer;
- Inform and provide recommendations to the customer about any action items not included in this Statement of Work;
- As part of the Assembly Service:
  - Operate system in different modes of operation;
  - Identify and document open Schneider Electric Services and/or Customer issues; and
  - Provide a signed copy of Assembly Service intervention report and maintenance forms to the Customer.

5.2 Customer Responsibilities

- Prior to order, inform Schneider Electric Services Sales of any special site conditions that could prohibit the successful execution of this standardized service, i.e., security clearance, site access requirements, unions, no truck access, no loading dock, no elevator access, no inside moving equipment available, etc.; Once agreed upon with Schneider Electric Services Sales, acceptable special site conditions must be clearly identified on the customer Purchase Order;
- Provide dates and times when the scheduled work can be performed;
- Provide Schneider Electric with 5 business days' notice of any required reschedule;
- Facilitate site access for Schneider Electric Services personnel;
- Provide a suitable path within the building to relocate the components from the dock to the UPS system location.
- Provide a suitable location for the staging of the old components nearby the UPS system location.
- If possible, allow the use of customer on site moving equipment, such as, moving dolly, two wheeled truck, pallet jack, etc.
- Provide a named resource for scheduling of the services;
- Notify Schneider Electric Services personnel of any security clearance and/or safety training and equipment requirements in advance of arrival;
- Ensure safety plan is in place prior to intervention;
- Set-up EcoStruxure IT Free and maintain the contact list on the web profile;
- Provide a point of contact during time of service;
- Provide a point of contact at the completion of service to sign off on completed work;
- Provide the name of the project manager (if applicable);
- Have the parties responsible for operation of the equipment present for basic operator training after the system start-up; and
- Schneider Electric will make multiple attempts to proactively contact the Customer to schedule maintenance services due. However, it is finally the Customer's responsibility to ensure all services due are scheduled in advance of contract expiration.

6.0 Project Work Details

The project work details listed below are provided by Schneider Electric Services for the Customer with regard to services date, place and completion criteria.

6.1 Schedule

Actual set dates will be discussed and approved between Schneider Electric Services and the Customer.

6.2 Location

The location of this service will be on-site and will be agreed to by Schneider Electric Services and the Customer prior to the service delivery.

6.3 Completion Criteria

Schneider Electric Services is expected to have finished its written duties when any of the following occurs:

1. Schneider Electric Services completes all the tasks described in Section 3.1 of this Statement of Work document; and
2. This service and Statement of Work are terminated for other reasons within the Service Customer Agreement.

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2026-2736040

Quote Number	2026-2736040	**Prepared For**	Tek Advisors
Quote Date	1/6/2026	**Sales Contact**	Andrew Waughn
Valid Until:	2/21/2026		
Opportunity Number:	OP-250513-15398577		

End-User :
City of Charles Town - Police Department
661 S George St
25414-1421
Charles Town
West Virginia
USA

Product and Services (All Prices in USD)

ISX0002588675-0001

RowDesigner Design 1

Room Components - Equipment

Item No.	Qty.	Product	Description
1	1	AR8560	Cable Trough, Open Bottom, 600mm
2	1	AR8561	Cable Trough, 600mm
3	2	AR8162ABLK	Data Cable Partition, NetShelter, 600mm Wide
4	2	AR8163ABLK	Data Cable Partition, NetShelter, 600mm Wide, pass-through
5	1	SY20K40F	Symmetra PX 20kW Scalable to 40kW N+1, 208V
6	2	SYBT4	Battery Module for Symmetra PX, Smart-UPS VT or Galaxy 3500
7	1	PSX-PDU120V	120 V TYPE PDU
7.1	1	ELECTRICAL SYSTEM 1 20V	ELECTRICAL SYSTEM 120V
7.1.1	1	0G-PD40F6FK1-M	TYPE B PDU INCL. 208V ISOLATION TRANSFORMER & MBP
7.2	1	DISTRIBUTION BREAKERS 120V	TYPE & AMP OF DISTRIBUTION CKT BRKS
7.2.1	84	0M-0218	S/A BLANK PNL 1P CKTBRK NAM PSX-PDU
7.3	1	INSTRUMENTATION 120 V	INSTRUMENTATION OPTIONS
7.3.1	1	AR8108BLK	1U Blanking Panel Kit 19" Black
7.3.2	2	0M-0217	BRANCH CURRENT MONITORING 21 POLE
7.4	1	OPTIONS & ACCESSORIES 120V	OPTIONS AND ACCESSORIES
7.4.1	1	0G-PSX-B-UM-EN	InfraStruXure Type B User Manual

RowDesigner Design 1

Room Components - Equipment

Item No.	Qty.	Product	Description
7.5	1	RACK COLOR	RACK COLOR
7.5.1	1	0M-1292	KIT PSX-PDU BLACK EXTERIOR

Sub Total 104,467.03

Room Components - Services

Item No.	Qty.	Product	Description
8	1	WASSEMUPS5X8-PX-21	Scheduled 5X8 Assembly Service for Symmetra PX 40 kW UPS and/or PDU
9	1	WUPGASSEM7-UG-01	Scheduling Upgrade to 7X24 for Existing Assembly Service for up to 40 kVA UPS, Batt Frame or Netbotz
10	1	WCHECKUPS	(1) Post Start-Up Check-UPS Visit for New UPS
11	1	WUPGSTRTUP7-UG-01	Scheduling Upgrade to 7X24 for Existing Startup Service for up to 40 kVA UPS or Battery Frame

Sub Total 5,167.33

Solution Total $109,634.36

Will need to make provision for onsite electrical services which is not included in this proposal. Estimate $5,000.00 +-. Also this quote does not included removal of old equipment.

Grand Total $114,634.36

Prices do not include freight/delivery costs unless otherwise specified. Prices are exclusive of VAT/sales taxes which will be payable in addition at the applicable rates.

Important Quotation Information:
Quote Status: Approved
Total Weight:

Start your free 30-day trial of EcoStruxure IT Expert
Cloud-based vendor-neutral monitoring from wherever you are.
Activate now at:

SCHNEIDER ELECTRIC IT CORP.
70 Mechanic Street
Foxboro, MA 02035 -
http://www.schneider-electric.com

Life Is On Schneider Electric



Are you Satisfied?

Click HERE to Rate your Quotation Experience.

SCHNEIDER ELECTRIC IT CORP.
70 Mechanic Street
Foxboro, MA 02035 -
http://www.schneider-electric.com

Quote Number: 2026-2736040
Valid Until: 2/21/2026

PURCHASE ORDER NEED TO BE ADDRESSED TO :

SCHNEIDER ELECTRIC IT CORP.
70 Mechanic Street
Foxboro, MA 02035

Schneider Electric accepts purchase orders placed using the following modes of transmission:

EMAIL: purchaseorders@schneider-electric.com **FAX:**

When placing a manual order please only send original PO requests to the above email or fax number. Once submitted, all inquiries regarding PO's should be directed to the respective coordinator.

OR

Through MySchneider:

Register for MySchneider to view/order quotes, submit your purchase orders online, get access to your account information, including:

- NEW ! View Your Quotes & Order Approved Transactional Quotes
- Order status & tracking information
- Price & availability information
- Request CMA's & check CMA status
- Serial Numbers
- Invoice & credit memo copies and more!
- Sign up today! www.se.com/myschneider

PURCHASE ORDER (PO) CHECKLIST

The data below is required for order processing and needs to be stated on each PO. Please note that missing information may cause order processing delays.

NOTE: Tax & freight are not to be included as line items

MANDATORY

- **Quotation ID# if applicable**
- Bill to Address (Account # with Schneider if known)
- PO Number
- Freight & Delivery Terms
- Payment Terms
- Ship To Address
- Partial Shipment Allowed - Yes/No (May not ship complete)
- Shipping Contact Name & Phone Number
- Part # and Quantity
- Price per Unit
- Total Line Value

- Requested date of delivery/collection
- Purchaser's Name & Contact #
- Purchaser's email address (used for order/shipping notices)
- **Service Orders:** Model, Serial Number, End User contact name & phone number
- **Custom Orders:** Delivery Check list (if delivery requires more than Dock to Dock)
- **Solution Orders:** ISX solution #, Opportunity ID
- Export Documentation Requirements
- Site Inspection Requirements
- 3rd Party Freight Billing Details (Carrier and Account #, contact name and number, freight billing address)

US Only-Sales Tax: please email your exemption certificate for the ship to state to apc.credit.tax@schneider-electric.com.If you are registered in multiple states, please send your current packet and we will set up the exemptions in all the states where you are registered. Be sure to note your Oracle order number/PO#/ or customer code so that we update the correct account.

Terms and Conditions

Unless you have entered into an agreement in writing intended to govern the purchase of the Products and Services included in this Quotation, the General Terms and Conditions of Sale of the Schneider Electric legal entity that provided the Quotation or is selling the Products and Services will govern the purchase by you of these Products and Services.Such General Terms and Conditions of Sale can be found at
https://download.schneider-electric.com/files?p_Doc_Ref=Standard_Terms_Conditions_Sale

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

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
001 GENERAL FUND									
This pool of money is used to support the operations of the City. This Fund is monitored by the State of WV. The City must submit a budget to the State in March of each year for approval in the following April. All revisions to the budget must be sent to the State for approval. These funds support all operational expenses accross the City departments. These departments are Economic Development, Mayor's Office, Council, City Manager, Treasurer, Court Clerk, Police Judges, City Attorney, Enforcement Agency, Building Inspections, Planning & Zoning, Elections, City Hall, Contributions, Parking, Police, Crossing Guards, Maintenance, and Fairs and Festivals. Several revenues are received by the General Fund and passed through to other funds. Hotel/Motel Taxes are collected and half is transferred to the P&R Fund. The other half is given to the County CVB. Street Improvement Fees are collected and transferred to the Capital Fund Repaving Budget. Finally, Gaming and Vidoe Lottery Income is collected and transferred to the Capital Fund. The Vacant Structures bank account is required in the City's Article 1759 Vacant Buildings Ordinance. Vacant structure fees are deposited into this account and expenditures related to maintaining and ensuring the safety of these buildings are disbursed from these funds.								
General Fund	2792	General	Bank of Charles Town	001-101-01	$ 788,384		$ 788,384		General Fund operations.
Vacant Structures	9110	General	Bank of Charles Town	001-101-03	$ 22,825		$ 22,825		Vacant buildings maintenance.
002 COAL SEVERANCE									
This fund is a special revenue fund that is supported by the collection of a tax on the production of coal in the state. Because Jefferson County is not a coal producing county, we get a portion of the proceeds based on population. This budget is monitored by the State as well. The City must submit a budget to the State in March of each year to be approved in the following April just as we do for the General Fund. The Council has decided to use these funds to support the enhancement of the P&R pool. This P&R expenditure is approved by the State of WV.									
Coal Severance Tax Revenue Fund	2946	Coal Severance	Bank of Charles Town	002-101-05	$ 191,439		$ 191,439		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	$ 1,229,542	$ 1,229,542		$ 1,229,542	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	$ 868,776	$ 868,776		$ 868,776	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	$ 4,910,705	$ 4,910,705	$ -	$ 4,910,705	$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. Because those obligations have been fulfilled the money in this account has been transferred to the Capital Reserve Fund and designated to building repair.									
CWH Landlord, LLC	3365	CWH Landlord	Bank of Charles Town	011-101-00	$ -	$ -	$ -	$ -	Unrestricted revenues from the sale of federal historic tax credits. $25,000 allocated for possible option by out.
020 HOUSING REHAB FUND									
The Housing Rehabilitation Program was established in the 1980's when the City received HUD income for community housing rehabilitation. In the past, this was a loan program to the community. This program ceased several years ago. The money is now being used in the General Fund to support nuisance property expenses.									
Housing Rehab Program	2100	CDBG	Bank of Charles Town	020-101-00	$ 68,149	$ -	$ 68,149		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	$ 124,638	$ -	$ 124,638		Funds restricted for limited police activities per Department of Justice guidelines.
Police Investigation Account	2814	Investigative	Bank of Charles Town	021-101-01	$ 47,016		$ 47,016		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. The council has determined that this money will be used to support social worker salaries for services on drug related calls.									
Opioid Settlement Fund	2106	Opioid Fund	Bank of Charles Town	026-101-01	$ 229,308		$ 229,308		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	$ 7,715,576	$ 2,546,641	$ 5,168,935	$ 2,546,641	Funding for capital projects and grant projects approved in FY 2026 Capital Budget.
EPA/RLF Fund	2911	Capital Reserve	Bank of Charles Town	200-101-20	$ 78	$ -	$ 78		EPA project completed, but account remains open because it is a depository for Federal Equitable revenue and reimbursable grants.
Repaving	2094	Capital Reserve	Bank of Charles Town	200-101-09	$ 1,495,615		$ 1,495,615	$ 1,402,162	Special revenue for resurfacing projects approved in FY 2025 Capital Budget.
207 PARKS & RECREATION FUND									
The Parks & Recreation Fund is designated to support the operations of the parks, the pool, and P&R programs. Parks & Recreation is a separate entify from the City. There are 3 checking accounts associated with the P&R Fund. They are the P&R Operating account, the P&R Capital Improvement account, and the Clifford Trust. The Operations bank account is used to support the operations of the Parks Program. The main revenue for that account is Hotel/Motel Taxes that are collected in the General Fund and passed on to P&R per City ordinances. The Capital Improvement bank account is supported from community donations and transfers from the P&R Operating account. The Clifford Trust is restricted for specific purposes per the donors' request. These funds are to be used to enhance Jefferson Memorial Park by constructing a dog watering station with a pavilion and heated bird baths with a garden.									
Parks & Rec	2881	Parks & Recreation	Bank of Charles Town	207-101-00	$ 52,593		$ 52,593		Operating account for Parks and Recreation.
Parks & Rec Capital Improvement	7203	Parks & Recreation	Bank of Charles Town	207-101-05	$ 109,768		$ 109,768		Account designated to P&R donations/contributions for future Parks capital improvement (i.e. tennis courts, pool, etc.)
JMP-Sheila Clifford Trust	2876	Parks & Recreation	Bank of Charles Town	207-101-04	$ 509,567		$ 509,567		Funds for the construction of a dog watering station and pavilion as well as heated bird baths and gardens at Jefferson Memorial Park.
400 BUILDING COMMISSION FUND									
The Building Commission is a separate entity from the City. It's purpose is to incur debt on behalf of the City. The properties that the debt are held against are owned by the Building Commission and leased to the City. This relationship exists between the Building Commission and the City until the debt is paid off. Then the property can be given back to the City. Currently there are 3 bonds/loans that the Building Commission holds for the City. The first one is a USDA Bond for Charles Washington Hall. The balance of the bond as of 5/15/2025 is $2,377,573 with monthly payments of $12,840. The second bond is another USDA Bond for Charles Washington Hall. The balance of this bond as of 5/15/25 is $751,198 with monthly payments of $3827. The final loan is held at the Bank of Charles Town at $1,637,630 as of 4/30/25. The monthly payments for this loan is $10,390.98. The Building Commission receives monthly lease payments from the General Fund to support these bond/loan payments. The Building Commission holds one year of bond/loan payments totaling approximately $325,000 in its checking account on reserve.									
Building Commission	4862	Bldg Commission	Bank of Charles Town	400-101-00	$ 290,449	$ -	$ 290,449		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	$ 78,758		$ 78,758		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	$ 581,928		$ 581,928		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	$ 97,612		$ 97,612		Account is used to deposit bond funds from developers and held until projects are completed.

Total Bank Accounts……	**$ 17,962,020**			
Total Investment Accounts……	**$ 1,450,703**			
Total Funds……	**$ 19,412,724**	**$ 9,555,663**	**$ 9,857,061**	**$ 10,957,825**

Definations:

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

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

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1054: Ordinance Committee - January 15, 2026

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1084: City Manager Report - January 20, 2026

ATTACHMENTS:

- CMR 20 January 2026.pdf

City of Charles Town

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

Memorandum to Mayor and City Council

From: Brent T. Manuel, City Manager
Subject: City Manager's Report
Date: 20 January 2026

ADMINISTRATION

- Reviewing Position Vantage Point (PVP) employee surveys as part of the Paypoint HR classification and compensation study.
- Participation in strategic planning workshop with Mayor and City Council.
- Attendance and participation in CTUB meeting:
    - Approval of pay applications for collection project.
    - Received a request for service for Hite Road Park
    - Received a presentation and draft preliminary engineering report (PER) for wastewater treatment and collection.
- Attendance at Personnel Committee meeting
- Participation in senior staff meeting.
- Participation in Liberty Street bi-weekly progress meeting
- Review and approval of payroll
- Participation Finance Committee meeting
- Participation in Ordinance Committee meeting
- Staff are in the process of conducting annual employee evaluations.
- Filing by the city attorney of response and answers to questions to the WV Public Service Commission on Friday, 16 January 2026.

COMMUNITY AND ECONOMIC DEVELOPMENT

- Building Inspections – Duane has successfully completed his International Building Code (IBC) Certification. Congratulations to Duane!
- Congress/Lawrence Street – Draft bid package and proposal underway.
- Zoning Rewrite – Committee has spent months working on the distribution of uses in the Zoning Table. Next areas of focus are the regulations for each zoning district, use standards, and signage. The next focal point will be addressing the SALDO. after which Committee work on the SALDO will begin.
- Norborne Glebe Commercial Development - Staff are working with a tri-county developer to start preliminary planning and discussions for a project on a 3.7-acre Norborne Glebe parcel.

- Pool – Sheathing around new addition completed, starting rebar around pool decking, skimmers/main drain installed in pool, completing interior walls and framing, pouring piers for back porch roof and pavilion, installing canopy supports on pool deck. Land, Water Conservation Fund (LWCF) has had their 2nd on-site inspection with no concerns indicated.
- Wayfinding - Staff will be meeting with DOH officials in the coming weeks to identify site locations for proposed Gateway Signs.
- Streetscape – 8 new self-watering hanging baskets and 27 new self-watering pedestal planters have been purchased via Capital budget to enhance the City's streetscape. The self-watering features will reduce demand on the maintenance plan.
- New Restaurants Coming Soon - Homespun made their official announcement to open in Spring 2026 and Rossy's will be opening in February both in the downtown.
- Charles Town Now is excited to announce that Candlelight Soap Company was awarded one of 400 grants given to small businesses with plans to upgrade the point-of-sale system among other advancements. This grant award is possible because Charles Town has an accredited Main Street Program, Charles Town Now, and businesses are eligible for certain grants awarded through Main Street America.

FINANCE

- The Finance Department is in the process of upgrading the financial software. Employees are training in a test environment. The general ledger, accounts payable and cash collections modules will go live in mid-February.
- Finance is also working with our payroll provider to draft a memo that will give employees information to assist them in claiming the new overtime exemption on their tax returns. This memo will accompany the W-2s.
- Finance is beginning the general fund budget process for fiscal year 2027 and collecting B&O payments for the period ending 12-31-25.

OPERATIONS

The latest hurdle for Liberty Street was the coordination with Potomac Edison to be available and on-site to secure the electrical pole while Gantt's excavating installed a box culvert directly below the pole. This was successfully accomplished on Thursday, Jan 15 and 4 more box culverts have been installed. Work will continue as long as weather permits. Project is progressing with an April 2026 estimated completion date.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1055: Information Discussion Related to Public Safety Practices and Constitutional Rights

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1056: Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Bike Path Build Grant

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/20/26
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1060: Hemp Resolution

Proposed Motion: Approve the Resolution Supporting the Hemp Industry and Hemp Related Business in the City of Charles Town

ATTACHMENTS:

- 2026 Hemp Resolution Final.pdf

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

A RESOLUTION SUPPORTING THE HEMP INDUSTRY AND HEMP RELATED BUSINESS IN THE CITY OF CHARLES TOWN

WHEREAS, the hemp industry is a lawful agricultural and commercial sector under federal law pursuant to the Agriculture Improvement Act of 2018; and

WHEREAS, West Virginia's Industrial Hemp Development Act permits industrial hemp as an agriculture crop and requires that those who possess, process, or sell industrial hemp obtain a license from the West Virginia Department of Agriculture; and

WHEREAS, the West Virginia Department of Agriculture has a regulatory framework designed to ensure compliance, product safety, traceability, and consumer protection while supporting lawful business operations within the state's hemp industry; and

WHEREAS, industrial hemp and hemp derived products contribute to a wide range of economic activities, including agriculture, manufacturing, retail, research, and innovation; and

WHEREAS, the hemp industry provides opportunities for local job creation, small business development, redevelopment of vacant buildings, and increased tax revenues; and

WHEREAS, the City of Charles Town recognizes the importance of supporting emerging and responsible businesses that align with economic development goals while maintaining public health, safety, and community standards;

NOW, THEREFORE LET IT BE RESOLVED by the City Council of Charles Town, West Virginia, that:

1. Virginia, recognizing the legal framework established under the West Virginia Code and West Virginia Department of Agriculture licensure and regulatory programs.
2. The City of Charles Town supports the current regulatory framework of the West Virginia Department of Agriculture.
3. The City of Charles Town supports South Mountain Microfarm LLC DBA Sustain Bioceuticals, a registered and licensed hemp business in the City of Charles Town. Sustain is the first licensed nano-brewery in the State of West Virginia.
4. The City of Charles Town acknowledges the economic impact of Sustain Bioceuticals, which includes not only tax revenue but rehabilitation of an underutilized building.

DRAFT

5. The City of Charles Town rejects any changes to hemp regulation in West Virginia that would restrict Sustain Bioceutical's ability to operate as a nano-brewery or restrict the ability to manufacture and distribute their Independent Craft Beverages.
6. The City of Charles Town acknowledges that the experience with Sustain Bioceuticals as a business in Charles Town has been positive and the City considers this business and its owners to be a productive community partner.

Adopted this 20th day of January 2026.

Attest:

_____ _____

Michael George
Mayor

Brent Manuel
City Clerk

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/20/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1061: FY2026 General Fund Revision #4

Proposed Motion: Approve the FY2026 General Fund Revision #4

ATTACHMENTS:

- FY 2026 GF Revision #4.pdf
- FY26 GenFund Revision #4 State Worksheet.pdf

FY 2025-2026
General Fund Budget

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

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	REVISION #4	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES	REVISION #4 NOTES
REVENUES														
30005 Unassigned Fund Balance (Carryover)	750,000	1,056,186	(18,275)			1,787,911	1,787,911	-	100%	Estimated carryover balance for fiscal year ending 2026.	Increased carryover to reflect actual balance as of 6/30/25.	Transfer of funds to Contribution from other funds Vacant Structures.		
30101 Taxes - Ad Valorem	1,851,076					1,851,076	1,111,301	739,775	60%					
30106 Supplemental Taxes	30,000					30,000	33,049	(3,049)	110%	Property taxes owed from previous years, but paid in the current fiscal year.				
30200 Interest as Penalty	8,000					8,000	8,405	(405)	105%					
30300 Gas & Oil Severance Tax	30,000					30,000	16,290	13,710	54%	5% severance tax on gross receipts at the well head of oil and natural gas.				
30400 Utility Tax (2%)	250,000					250,000	156,209	93,791	62%					
30500 Business & Occupation (B&O) Tax	2,032,082					2,032,082	857,041	1,175,041	42%	Included estimated B&O receipts from HDL collections services.				
30600 Liquor Tax	25,000					25,000	16,232	8,768	65%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.				
30700 Animal Control Tax	1,600					1,600	1,733	(133)	108%	This is donated back to the county each year under Dog Warden.				
30800 Hotel/Motel Tax	200,000					200,000	73,674	126,326	37%	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	119,635	140,365	46%					
32100 Parking Violation Penalties	40,000					40,000	25,250	14,750	63%					
32500 Business License Revenue	35,000					35,000	56,244	(21,244)	161%					
32600 Building Permit Fees	550,000					550,000	417,273	132,727	76%	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	29,680	35,320	46%	Two Cable Franchisees				
32900 Rental Registration Fees							460							
33100 International Registration Plan (IRP) Fees	70,000					70,000	32,090	37,910	46%	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions.				
33900 Emergency Service Fee	1,700					1,700	954	746	56%	Revenue from utility bills for EMS (5 cents)				
34000 Parks & Rec Fee	1,700					1,700	954	746	56%	Revenue from utility bills for parks and recreation (5 cents)				
34200 Parking Meter Revenues	45,000					45,000	28,050	16,950	62%	Revenue from parking meters and parking permits including ParkMobile app.				
34500 Rents & Concessions	60,000					60,000	44,646	15,354	74%	CTUB rental of 661 space ($30,000); CW Hall 1st floor rental ($30,000)				
35300 Zoning Fee	20,000					20,000	19,942	58	100%	Zoning applications				
35500 Street Improvement Fee	135,000					135,000	74,437	60,563	55%	Revenue from utility bills for street improvements ($4 per month)				
36504 Federal Government Grants	291,667					291,667	41,157	250,510	14%	DOJ/COPS grant for additional police officer. $125,000 across 3 years. HUD Grant for Revive program $250,000				
36600 State Government Grants	-					-	-	-						
36700 Other Grants	-		1,000	1,268		2,268	2,518	(250)				Transfer of donation designated to the police department to Police Supplies 700-41.	Transfer of donation designated to the Tree Board to Maintenance Contracted Services 750-30.	
36900 Contributions from Other Funds-Sales Tax ($2,500,000); Housing Rehab ($67,880); Vacant Structures ($18,275)	1,500,000		86,155			1,586,155	750,000	836,155	47%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets to cover BC debt). Quarterly sales tax distributions are averaging $450,000 or $1,800,000 annually.		Housing Rehab income is designated to Code Enforcement Nuisance Properties Contracted Services expenses. Vacant Structure income is designated for Code Enforcement Vacant Properties Contracted Services expenses.		
37600 Gaming Income	250,000					250,000	125,909	124,091	50%	Gaming receipts average $19K to $23K per month.				
37900 Gain/Loss - Sale of Fixed Assets	-					-	-	-						
38007 Interest Income (Operating Acct)	35,000					35,000	10,433	24,567	30%					
38100 Reimbursements	110,000					110,000	77,130	32,870	70%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.				
38100 Lein Reimbursements						-	-	-						
38200 Refunds - Overpayments	500					500	(2,343)	2,843	-469%					
38600 Insurance Claims	-					-	3,995	(3,995)						
38700 Filing Fees	300					300	-	300	0%	Filing Fees Revenue - Election in FY25. $50.00 per person.				
39200 Property Rehabilitation	-					-	5,100	(5,100)						
39700 Video Lottery	600,000					600,000	322,062	277,938	54%	Video lottery receipts average $13.4K to $22.2K per week.				
39900 Misc Revenue	5,000					5,000	3,945	1,055	79%	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	450	550	45%	Special activities fees				
39904 Special Events - CW Hall	5,000					5,000	3,200	1,800	64%					
39907 Special Events - Car Show	5,000					5,000	10,681	(5,681)	214%	Car show registration and sponsors.				
TOTAL REVENUES	**9,274,625**	**1,056,186**	**68,880**	**1,268**	**-**	**10,400,959**	**6,265,697**	**4,135,722**	60%					

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	REVISION #4	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES	REVISION #4 NOTES
EXPENSES														
ECONOMIC DEVELOPMENT - 402														
03 Salaries	77,000					77,000	38,173	38,827	50%	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement.				
04 FICA	6,200					6,200	2,920	3,280	47%	FICA @ 7.65%				
05 Group Insurance	9,300					9,300	4,921	4,379	53%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)				
06 Retirement	7,000					7,000	3,445	3,555	49%	PERS II Employer Contribution 9%				
09 OPEB	2,000		(1,800)			200	61	139	31%	RHBT Insurance		Transfer to Fringe Benefits.		
10 Fringe Benefits			1,800			1,800	695	1,105	39%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.		
11 Telephone	500					500	164	336	33%	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	460	1,540	23%	IEDC Membership, Survey Subscription, Adobe subscription				
23 Professional Services	1,000					1,000	-	1,000	0%	Engineering Services				
26 Insurance and Bonds	5,000		585			5,585	5,568	17	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		Increase due to rise in insurance costs.		
30 Contracted Services	1,000					1,000	-	1,000	0%					
41 Departmental Supplies	3,000					3,000	610	2,390	20%	Promotional items for events and City marketing and other departmental supplies.				
43 Auto Supplies						-	-	-		Under Maintenance budget				
TOTAL ECONOMIC DEVELOPMENT	**117,500**	**-**	**585**	**-**	**-**	**118,085**	**57,116**	**60,969**	48%					
MAYOR'S OFFICE - 409														
01 Salary	12,500					12,500	6,000	6,500	48%	Mayor's Salary				
04 FICA Tax Expense	1,000					1,000	458	542	46%					
11 Telephone						-	-	-						
14 Travel Expense	2,000					2,000	-	2,000	0%	WV Municipal League				
20 Advertising/Legal Publication						-	-	-						
21 Training & Education	1,000					1,000	-	1,000	0%					
22 Dues & Subscriptions						-	-	-						
26 Insurance & Bonds	1,000		100			1,100	1,090	10	99%			Increase due to rise in insurance costs.		
41 Departmental Supplies	500					500	-	500	0%	$453.00 - Ceremonial Keys to the City and Coins				
68 Community Contributions	2,000					2,000	-	2,000	0%					
TOTAL MAYOR'S OFFICE	**20,000**	**-**	**100**	**-**	**-**	**20,100**	**7,549**	**12,551**	38%					
COUNCIL - 410														
01 Salaries	40,000					40,000	18,749	21,251	47%	Eight Council Members at $5,000 annual salary				
04 FICA Tax Expense	3,100					3,100	1,434	1,666	46%					
14 Travel Expense	4,800					4,800	2,274	2,526	47%	Conferences				
21 Training & Education	3,200				(125)	3,075	-	3,075	0%	WV Municipal League Conference Registration ($450 per registration)				Transfer to 410-41.
26 Insurance & Bonds	3,200		300			3,500	3,489	11	100%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability		Increase due to rise in insurance costs.		
41 Departmental Supplies	700				125	825	193	632	23%					Allowance for City embroidered clothing.
TOTAL COUNCIL	**55,000**	**-**	**300**	**-**	**-**	**55,300**	**26,139**	**29,161**	47%					
CITY MANAGER - 412														
03 Salaries	215,000					215,000	89,345	125,655	42%	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	6,889	10,611	39%	FICA Tax @ 7.65%				
05 Group Insurance	20,000					20,000	7,404	12,596	37%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)				
06 Retirement	19,000					19,000	7,821	11,179	41%	9% Employer Contribution PERS I and II				
08 Overtime	1,200	1,300				2,500	711	1,789	28%		Increased to match actual overtime in			
09 OPEB	6,500		(6,000)			500	41	459	8%	RHBT Insurance		Transfer to Fringe Benefits.		
10 Fringe Benefits			6,000			6,000	1,880	4,120	31%	Deferred Compensation Employer Contribution 3%		to auditing requirements.		
11 Telephone	550					550	178	372	32%	Mobile phone service				
14 Travel Expense	1,500					1,500	-	1,500	0%	WVML Trip, City Clerk Election Training				
20 Advertising	2,000					2,000	-	2,000	0%					
21 Training & Education	20,000					20,000	2,265	17,735	11%	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500				
22 Dues & Subscriptions	1,000					1,000	50	950	5%	Adobe subscriptions. ICMA and WVML Fees.				
23 Professional Services	500	37,500				38,000	14,544	23,456	38%	Background checks for City Manager candidates.	City Manager recruiter expenses carried over from FY 2025.			
26 Insurance & Bonds	15,000		280			15,280	15,270	10	100%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability		Increase due to rise in insurance costs.		
30 Contracted Services						-	-	-						
41 Departmental Supplies	750					750	187	563	25%	Misc. Office Supplies				
43 Auto Supplies (Gas & Oil)						-	-	-		Gas is covered under travel expenses.				
TOTAL CITY MANAGER	**320,500**	**38,800**	**280**	**-**	**-**	**359,580**	**146,585**	**212,995**	41%					

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	REVISION #4	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES	REVISION #4 NOTES
TREASURER - 413														
03 Salaries	260,000					260,000	129,144	130,856	50%	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	10,012	11,988	46%	FICA Tax @ 7.65%				
05 Group Insurance	21,000		17,000			38,000	18,503	19,497	49%	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	11,877	12,123	49%	9% Employer Contribution PERS I and II				
08 Overtime	3,500					3,500	1,737	1,763	50%					
09 OPEB	8,000		(7,500)			500	184	316	37%	RHBT Insurance		Transfer to Fringe Benefits.		
10 Fringe Benefits			7,500			7,500	3,205	4,295	43%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.		
11 Telephone	-					-	-	-		Director of Finance Cell Phone				
14 Travel Expense	1,500					1,500	992	508	66%	Director & Acct. Clerk III - WV Government Finance Officers Association Training				
18 Postage						-	-	-		Transfer cost to City Hall and Pitney Bowes machine.				
20 Advertising/Legal Pubs	2,500					2,500	1,244	1,256	50%	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.				
21 Training & Education	-					-	-	-		$4,000 Rolled into City Manager's budget				
22 Dues & Subscriptions	500					500	125	375	25%	Adobe subscription for Director & Accounting Clerk III				
23 Professional Services	2,500			500		3,000	2,925	75	98%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)			Allocation for accounting services regarding recording Clifford Trust activity.	
24 Audit Costs	42,000	48,000				90,000	49,320	40,680	55%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit	Allowance for FY 2024 audit expenses.			
26 Insurance & Bonds	15,000		4,200			19,200	19,184	16	100%	General Liability, Worker's Compensation, Umbrella		Increase due to rise in insurance costs.		
30 Contracted Services	25,000					25,000	5,994	19,006	24%	Tyler Technologies - Incode Annual License Fee				
30 B&O Collections - Contracted Services	75,000			(28,500)		46,500	9,506	36,994	20%				Transfer $500 to Professional Services and $28,000 to Refunds.	
38 Refunds	10,000	65,000		28,000		103,000	87,394	15,606	85%					
41 Departmental Supplies	1,500	1,000				2,500	1,640	860	66%	Misc. Office Supplies	Allowance for purchase of desk scanners for			
TOTAL TREASURER	**514,000**	**114,000**	**21,200**	-	-	**649,200**	**352,987**	**296,213**	54%					
COURT CLERK - 415														
03 Salaries	67,000					67,000	33,070	33,930	49%	Court Clerk Salary, 2.5% merit, and holiday supplement				
04 FICA	5,500					5,500	2,545	2,955	46%	FICA Tax @ 7.65%				
05 Group Insurance	19,000					19,000	9,722	9,278	51%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)				
06 Retirement	6,000					6,000	2,986	3,014	50%	9% Employer Contribution PERS I and II				
08 Overtime	1,200					1,200	198	1,002	17%					
09 OPEB	2,000		(1,800)			200	61	139	31%	RHBT Insurance		Transfer to Fringe Benefits.		
10 Fringe Benefits			1,800			1,800	595	1,205	33%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.		
14 Travel	500					500	-	500	0%	Court Clerk training and Election training				
18 Postage	100					100	-	100	0%					
20 Advertising/Legal Publications						-	-	-						
21 Training & Education						-	-	-		$500 transferred to City Manager's budget. WVML training and Election training.				
22 Dues & Subscriptions						-	-	-						
23 Professional Services						-	-	-						
26 Insurance & Bonds	4,500		605			5,105	5,103	2	100%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella		Increase due to rise in insurance costs.		
30 Contracted Services	25	1,000				1,025	757	268	74%	Flu shot	Allowance for cost of appeals.			
38 Refunds			1,000			1,000	638	362	64%			Allowance for refund of court fine fees.		
41 Departmental Supplies	600					600	122	478	20%	Ink cartridges, paper stock				
TOTAL COURT CLERK	**106,425**	**1,000**	**1,605**	-	-	**109,030**	**55,799**	**53,231**	51%					
POLICE JUDGES - 416														
03 Salaries	32,000					32,000	13,036	18,964	41%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; extra $2k for special judge, and holiday supplements.				
04 FICA	2,400					2,400	966	1,434	40%					
14 Travel	500					500	263	237	53%	WV State mandated annual training for magistrates & judges				
21 Training & Education	1,000					1,000	690	310	69%	WV State mandated annual training for magistrates & judges				
22 Dues and Subscriptions	100					100	-	100	0%					
23 Professional Services	1,000					1,000	-	1,000	0%					
26 Insurance & Bonds	2,500		300			2,800	2,791	9	100%			Increase due to rise in insurance costs.		
TOTAL POLICE JUDGES	**39,500**	**-**	**300**	**-**	**-**	**39,800**	**17,746**	**22,054**	45%					
CITY ATTORNEY - 417														
03 Salaries	160,000					160,000	79,192	80,808	49%	Attorney salary plus 2.5% merit and holiday supplement.				
04 FICA	13,000					13,000	6,058	6,942	47%	FICA @ 7.65%				
05 Group Insurance	1,000		550			1,550	942	608	61%	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	7,260	7,740	48%	PERS II Employer Contribution 9%				
09 OPEB	6,000		(5,600)			400	359	41	90%	RHBT Insurance		Transfer to Fringe Benefits.		
10 Fringe Benefits			5,600			5,600	1,818	3,782	32%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.		
11 Telephone	250					250	94	156	37%					
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	1,983	3,117	39%	Allowance for legal subscriptions and memberships. Bar license and legal research database subscription.				
23 Professional Services	50,000					50,000	-	50,000	0%	Cost for outside legal council.				
26 Insurance and Bonds	12,000		(8,095)			3,905	2,263	1,642	58%			Transfer of funds to Insurance & Bonds line items in departments: 402, 409, 410, 413, 415, 416, 425, 436, 571, & 704.		
41 Departmental Supplies	1,000					1,000	11	990	1%					
TOTAL CITY ATTORNEY	**264,350**	**-**	**(7,545)**	**-**	**-**	**256,805**	**99,980**	**156,825**	39%					

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	REVISION #4	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES	REVISION #4 NOTES
ENFORCEMENT AGENCY - 425														
03 Salaries	61,000				1,500	62,500	29,677	32,823	47%	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance.				Allowance for certification stipend.
04 FICA	4,900					4,900	2,270	2,630	46%	FICA @ 7.65% of Salary				
05 Group Insurance	9,000					9,000	4,763	4,237	53%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)				
06 Retirement	5,400					5,400	2,647	2,753	49%	PERS II Employer Contribution 9%				
09 OPEB	2,500		(2,300)			200	61	139	31%	RHBT Insurance		Transfer to Fringe Benefits.		
10 Fringe Benefits			2,300			2,300	794	1,506	35%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.		
11 Telephone	500					500	94	406	19%					
14 Travel	3,000					3,000	2,045	955	68%	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	193	1,307	13%	Certified Mailings				
20 Advertising/Legal Publications	500					500	53	447	11%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.				
21 Training & Education						-	-	-		$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)				
22 Dues & Subscriptions	1,000					1,000	170	830	17%	ICC Membership ($160/yr)				
26 Insurance and Bonds	4,000		365			4,365	4,362	3	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		Increase due to rise in insurance costs.		
30 Contracted Services	25,000					25,000	-	25,000	0%	Kimley-Horn Engineering Services				
30 Nuisance Properties-Contracted Services	45,000		67,880			112,880	21,730	91,150	19%	Nuisance Properties cleanup and demos.		Funds.		
30 Nuisance Properties Relocation - Contracted Services	5,000					5,000	-	5,000	0%	Nuisance Properties housing reallocation.				
30 Vacant Properties-Contracted Services			18,275			18,275	221	18,054				Article 1759 Vacant Buildings.		
41 Departmental Supplies	2,000					2,000	458	1,542	23%	Building safety month supplies and code books				
43 Auto Supplies						-	-	-		Under Maintenance budget				
45 Uniforms	2,000					2,000	525	1,475	26%	Jackets & shirts.				
TOTAL ENFORCEMENT AGENCY	**172,300**	-	**86,520**	-	**1,500**	**260,320**	**70,062**	**190,258**	27%					
REGIONAL DEVELOPMENT AUTHORITY - 435														
22 Dues & Subscriptions	11,500					11,500	11,304	196	98%	Region 9 Assessment - Fees are going up				
TOTAL REGIONAL DEVELOPMENT AUTHORITY	**11,500**	-	-	-	-	**11,500**	**11,304**	**196**	98%					
Total City Administration	**2,297,075**	**173,800**	**22,325**	-	-	**2,493,200**	**1,203,655**	**1,289,545**	48%					
BUILDING INSPECTIONS - 436														
03 Salaries	88,000				4,400	92,400	43,562	48,838	47%	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance.				Allowance for certification stipends.
04 FICA	7,000					7,000	3,333	3,668	48%	FICA @ 7.65% of Salary				
05 Group Insurance	1,500					1,500	785	715	52%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)				
06 Retirement	8,000					8,000	3,929	4,071	49%	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	1,178	1,672	41%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.		
11 Telephone	1,000					1,000	80	920	8%	Two lines; one is a hot spot. One is a cell phone.				
14 Travel	3,000					3,000	468	2,532	16%	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	440	560	44%	ICC membership dues; WICA subscription				
23 Professional Services	50,000					50,000	13,175	36,825	26%	To cover expenses associated with inspections; compliance.				
26 Insurance & Bonds	6,000		575			6,575	6,565	10	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		Increase due to rise in insurance costs.		
30 Contracted Services						-	-	-						
41 Departmental Supplies	2,000					2,000	385	1,615	19%	Building safety month supplies and code books.				
43 Auto Supplies						-	-	-		Under Maintenance budget				
45 Uniforms	2,000					2,000	500	1,500	25%	Jackets & shirts.				
TOTAL BUILDING INSPECTIONS	**174,500**	**-**	**575**	**-**	**4,400**	**179,475**	**74,400**	**105,075**	41%					
PLANNING & ZONING - 437														
03 Salaries	407,000				(5,900)	401,100	150,560	250,540	38%	Assistant City Manager/Director of Community Development, City Planner/Zoning/Subdiv Administrator, Permit Tech, and Planner salaries, 2.5% merit, and holiday supplements.				$4400 transferred to 436-01 Building Inspection Salaries. $1500 transferred to 425-01 Code Inforcement Salaries.
04 FICA	33,000					33,000	11,518	21,482	35%	FICA @ 7.65% of Salary				
05 Group Insurance	68,000					68,000	18,826	49,174	28%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)				
06 Retirement	38,000					38,000	13,633	24,367	36%	PERS II Employer Contribution (9%)				
08 Overtime	1,500					1,500	-	1,500	0%					
09 OPEB	12,500		(12,000)			500	163	337	33%	RHBT Insurance		Transfer to Fringe Benefits.		
10 Fringe Benefits			12,000			12,000	2,998	9,002	25%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.		
11 Telephone	250		750			1,000	444	556	44%	Director's department cell phone		Increase in cell phone charges.		
14 Travel	8,000					8,000	3,241	4,759	41%	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	826	3,674	18%	Advertising of BZA and public hearings for P/C meetings; hearing placards				
21 Training & Education						-	-	-		$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration amount $3,500; Leaders Code conference $550; Kim MGO Conference reg; $600; James AICP reg $500				
22 Dues & Subscriptions	3,000					3,000	106	2,894	4%	AICP Membership; Wendy ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.				
23 Professional Services	5,000		20,000			25,000	4,493	20,507	18%	GIS Aerial imagery, Background Checks		Allowance for annexation costs.		
26 Insurance & Bonds	20,000					20,000	18,814	1,186	94%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.				
30 Contracted Services	44,000					44,000	9,642	34,358	22%	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	220	780	22%					
41 Departmental Supplies	4,000					4,000	1,022	2,978	26%	Public hearing signs, office supplies, promotional supplies				
53 Computer Software / Tech	10,000	3,000				13,000	4,953	8,047	38%	MyPermit Now Monthly Fees	Allowance for additional Rental Registration			
TOTAL PLANNING & ZONING	**660,750**	**3,000**	**20,750**	-	**(5,900)**	**678,600**	**241,460**	**437,140**	36%					
Total City Bldg Inspection, P&Z, and Enforcement Agency	**1,007,550**	**3,000**	**107,845**	-	-	**1,118,395**	**385,923**	**732,472**	35%					

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	REVISION #4	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES	REVISION #4 NOTES
ELECTIONS - 438														
20 Advertising/Legal Publications						-	-	-		Publish ballot multiple times				
23 Professional Services						-	-	-						
30 Contracted Services						-	-	-		Poll workers for early voting and day of election.				
41 Departmental Supplies						-	-	-		Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers				
TOTAL ELECTIONS	-	-	-	-	-	-	-	-						
CITY HALL - 440														
3 Salaries	103,000					103,000	50,591	52,409	49%	Director of Operations Salary, 2.5% merit, and holiday supplement				
4 FICA Taxes	8,300					8,300	3,870	4,430	47%	FICA @ 7.65%				
5 Group Insurance	20,000					20,000	9,897	10,103	49%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)				
6 Retirement	9,000					9,000	5,034	3,966	56%	9% Employer Contribution				
9 OPEB	4,000		(3,800)			200	52	148	26%	RHBT Insurance		Transfer to Fringe Benefits.		
10 Fringe Benefits			3,800			3,800	1,558	2,242	41%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due		
11 Telephone	20,000					20,000	5,686	14,314	28%	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	20,201	19,799	51%	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	3,448	6,552	34%	Elevator Services and City Hall maintenance.				
18 Postage	4,000					4,000	1,310	2,690	33%	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	135,608	114,392	54%	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	418	3,582	10%	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	3,343	157	96%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)				
23 Professional Services	25,000					25,000	14,029	10,971	56%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.				
26 Insurance & Bonds	15,000					15,000	12,551	2,449	84%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial				
30 Contracted Services	287,000					287,000	109,200	177,800	38%	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	29,076	5,924	83%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	Allowance for additional credit card merchant			
37 Other Fees/Taxes	1,500					1,500	940	560	63%	Late fees/Ambulance fees.				
41 Departmental Supplies	12,000					12,000	6,608	5,392	55%					
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**	**428,451**	**445,349**	49%					
CONTRIBUTIONS/TRANSFERS - 444														
68 Contributions - Community Partnership Grants	100,000					100,000	-	100,000	0%	Citizens Fire Co. $10,000; Independent Fire Co. $10,000; Library $20,000; Jef. Co. Com. Ministries $10,000; and EPTA $50,000.				
68 Community Grants		50,000				50,000	-	50,000	0%		Allowance for community grants for non-profit organizations.			
68 Contributions - Revive Grant	270,000	20,000				290,000	25,000	265,000	9%	HUD Grant for Revive! Program. $250,000 with additional $20,000 support from City funds.	Grant funds brought forward from FY25 into FY26 that were allocated but not spent.			
68 Contributions - Façade Improvement Program	15,000	10,000		15,000		40,000	7,012	32,988	18%		Grant funds brought forward from FY25 into FY26 that were allocated but not spent.		Additional funds added to support growing community interest.	
68 Contributions - Homeless Solutions	25,000	(25,000)				-	-	-		County Homelessness position funding commitment	County Homelessness position has been dissolved.			
68 Contributions - Charles Town Now		70,000				70,000	30,000	40,000	43%		Contribution to support Washington Street redevelopment study.			
68 Contributions - Jefferson County Community Ministries				20,000		20,000	5,000	15,000	25%				Donation to support community emergency food acquisition & related needs resulting from the disruption of SNAP benefits.	
68 Contributions - Sidewalk Improvement Program	15,000	35,000		15,000		65,000	5,000	60,000	8%	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest	Grant funds brought forward from FY25 into FY26 that were allocated but not spent.		Additional funds added to support growing need of maintaining safe sidewalks.	
TOTAL CONTRIBUTIONS/TRANSFERS	**425,000**	**160,000**	-	**50,000**	-	**635,000**	**72,012**	**562,988**	11%					
PARKING - 571														
03 Salaries	46,000					46,000	22,755	23,245	49%	Parking Enforcement Officer salary, contingency, 2.5% merit, holiday supplement, and clothing allowance				
04 FICA Tax Expense	3,700					3,700	1,769	1,931	48%	FICA @ 7.65%				
05 Group Insurance	750					750	303	447	40%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)				
06 Retirement Expense	4,000					4,000	2,042	1,958	51%	9% Employer Retirement Contribution				
08 Overtime	1,000					1,000	369	631	37%	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	599	801	43%			Creation of new line item for 457b retirement due to auditing requirements.		
13 Utilities	1,400					1,400	-	1,400	0%	Electric Service				
16 Repair & Main - Equipment	1,000					1,000	-	1,000	0%	Parking meter repairs and maintenance				
18 Postage	500					500	-	500	0%					
19 Bldg & Equipment Rental	500					500	-	500	0%					
20 Advertising / Legal Publications	500					500	-	500	0%					
26 Insurance & Bonds	3,000		240			3,240	3,232	8	100%	Prof Liability, Umbrella, Automobile, Worker's Comp		Increase due to rise in insurance costs.		
30 Contracted Services	500					500	27	473	5%					
41 Departmental Supplies	5,000					5,000	452	4,548	9%	Office Supplies, Batteries, Handheld Printer Paper				
43 Auto Supplies (Gas/Oil)	500					500	-	500	0%					
45 Uniforms	500					500	202	298	40%	Jacket, Uniform Shirt, Patches, Badge, etc.				
53 Computer Software/Tech	4,000					4,000	-	4,000	0%	United Public Safety/T2 Annual Fees				
TOTAL PARKING	**74,350**	-	**240**	-	-	**74,590**	**31,749**	**42,841**	43%					

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	REVISION #4	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES	REVISION #4 NOTES
CONTINGENCIES - 699														
Other Contributions	308,000	42,000	(60,875)	(50,000)	(18,000)	221,125	-	221,125	0%	Placeholder for $50,000 for emergency snow costs. $250,000 for unexpected cost throughout the year. (SAO caps this amount at 10% of receipts.)	Increase to allow for payment of unexpected expenses.	Transfer $17,000 to Treasurer Group Insurance, $1000 to Court Clerk Refunds, $550 to Attorney Group Insurance, $20,000 to P&Z Professional Services, $750 to P&Z Telephone, $3300 to City Hall Computer Software, and $18,275 to Code Enforcement Vacant Structures Contracted Services.	Transfer of funds to Contributions: $20,000 to Jefferson County Community Ministries, $15,000 to Façade Improvement Program, and $15,000 to Sidewalk Improvement Program.	Transfer $3000 to 750-41 Maintenance Supplies. Transfer $18,000 to Maintenance R&M Auto.
TOTAL CONTINGENCIES	**308,000**	**42,000**	**(60,875)**	**(50,000)**	**(18,000)**	**221,125**	-	**221,125**	0%					
POLICE DEPARTMENT - 700														
03 Salaries	1,640,000					1,640,000	790,346	849,654	48%	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	48,472	61,528	44%	FICA Tax at 7.65%				
05 Group Insurance	289,000					289,000	122,753	166,247	42%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)				
06 Retirement	145,000					145,000	74,541	70,459	51%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)				
07 Police Pension	30,000		(12,750)			17,250	1,196	16,054	7%	Legacy CTPD Retirement System		Transfer of $10,650 to Insurance & Bonds and $200		
08 Overtime	160,000					160,000	110,779	49,221	69%	Shift coverage, late arrest/call out, special events, school events, court, etc.				
09 OPEB	60,000		(55,000)			5,000	1,071	3,929	21%	RHBT Insurance		Transfer to Fringe Benefits.		
10 Fringe Benefits			55,000			55,000	19,955	35,045	36%	Deferred Compensation Employer Contribution 3%		to auditing requirements.		
11 Telephone	48,500					48,500	19,012	29,488	39%	(4) department cell phones, MiFi/Craddle Points, for CAD in police vehicles, Internet, etc.				
13 Utilities	48,000					48,000	19,436	28,564	40%	Electric and Internet Service, increase in FY25.				
14 Travel	4,000					4,000	672	3,328	17%	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	4,621	379	92%	Generator Service				
17 R&M Auto	50,000					50,000	21,329	28,671	43%	Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, tire install/rotation, etc.				
18 Postage	1,300					1,300	679	621	52%	Stamps, USPS Certified Mail, UPS/Fedex, etc.				
19 Building & Equipment Rental	100,000					100,000	42,839	57,161	43%					
20 Advertising/Legal Publications	5,500					5,500	2,180	3,320	40%	New Hire Ads 3-6 ads in local paper				
21 Training & Education	20,000					20,000	1,494	18,506	7%	WVSP Academy, 16 hours in-service/8 supervisor hours.				
22 Dues & Subscriptions	2,000					2,000	590	1,410	30%	WVCOP Dues, IACP, SRO, Journal				
23 Professional Services	5,000					5,000	2,320	2,680	46%	Polygraph Exams, Psychological exam, Physical Exams, Diagnostic Imaging				
26 Insurance & Bonds	110,000		12,550			122,550	122,489	61	100%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance		Increase due to rise in insurance costs.		
30 Contracted Services	48,000					48,000	17,430	30,570	36%	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	10,335	30,665	25%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery		Allowance for additional officer equipment. This		
43 Auto Supplies	65,000					65,000	36,868	28,132	57%	Gas, oil changes and tires for Police Vehicles				
45 Uniforms	30,000					30,000	16,634	13,366	55%	Class A, BDU, duty gear, insignia, ballistic vest, coats, etc.				
53 Computer Software/Tech	29,000		(2,200)			26,800	25,100	1,700	94%	CAD Motorola, Guardian Tracking, Police One Academy, Powerdms, VCS, Motorola Solutions (Watch Guard System), Revize (Website).		Transfer to City Hall Computer Software for police portion of VCS.		
TOTAL POLICE DEPARTMENT	**3,048,050**	-	**(1,200)**	-	-	**3,046,850**	**1,513,542**	**1,533,308**	50%					
POLICE-SPECIAL DUTY CROSSING GUARDS - 704														
03 Salaries	35,000					35,000	14,541	20,459	42%	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	1,112	1,488	43%					
26 Insurance & Bonds	1,750		545			2,295	2,292	3	100%			Increase due to rise in insurance costs.		
41 Departmental Supplies	250		100			350	324	26	92%	Stop signs		Allowance for additional supplies.		
45 Uniforms	500		(100)			400	118	282	29%	Reflective jackets and vests		Transfer to Supplies.		
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**40,100**	-	**545**	-	-	**40,645**	**18,387**	**22,258**	45%					
Total Police and Crossing Guards	**3,088,150**	-	**(655)**	-	-	**3,087,495**	**1,531,929**	**1,555,566**	50%					
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	146,051	183,949	44%	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	11,717	15,283	43%	FICA @ 7.65%				
05 Group Insurance	47,000					47,000	17,420	29,580	37%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)				
06 Retirement	29,000					29,000	13,285	15,715	46%	9% Employer Contribution				
08 Overtime	20,000					20,000	7,118	12,882	36%					
09 OPEB	8,000		(7,500)			500	153	347	31%	RHBT Insurance		Transfer to Fringe Benefits.		
10 Fringe Benefits			7,500			7,500	2,813	4,687	38%	3% Deferred Compensation Employer Contribution		to auditing requirements.		
11 Telephone	3,000					3,000	1,049	1,951	35%	Field staff equipped with cell phones				
13 Utilities	15,000					15,000	2,017	12,983	13%	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	33,929	21,071	62%	General maintenance of city buildings.				
16 R&M Equipment	15,000					15,000	11,022	3,978	73%	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				15,000	25,000	1,134	23,866	5%	Regular maintenance of department and City vehicles				Allowance for bucket truck repair.
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	165	335	33%	CDL physicals				
26 Insurance & Bonds	19,000					19,000	17,263	1,737	91%	Liability, Worker's Comp, Vehicle Insurance				
30 Contracted Services	60,000			1,268		61,268	27,877	33,391	45%	Trash Service, Box Rental Fees, Tree Services ($12,000), Snow Removal and Salt			Allowance for purchase of trees per donation to the Tree Board.	
41 Departmental Supplies	35,000				3,000	38,000	18,134	19,866	48%	General maintenance annual supplies. Christmas decorations, and light poles.				Allowance for purchase of jetter to clean stormwater areas.
43 Auto Supplies (Gas, Oil & Tires)	25,000					25,000	9,625	15,375	38%	Gas, oil changes and tires for maintenance and City vehicles.				
45 Uniforms	5,000					5,000	-	5,000	0%					
TOTAL MAINTENANCE	**709,500**	-	-	**1,268**	**18,000**	**728,768**	**320,773**	**407,995**	44%					

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	REVISION #4	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES	REVISION #4 NOTES
STREET LIGHTS - 751														
13 Utilities	130,000					130,000	60,218	69,782	46%	Street lights electric.				
TOTAL STREET LIGHTS	**130,000**	-	-	-	-	**130,000**	**60,218**	**69,782**	46%					
VISITOR'S CENTER - 901														
66 Contributions	100,000					100,000	38,092	61,908	38%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center.				
TOTAL VISITOR'S CENTER	**100,000**	-	-	-	-	**100,000**	**38,092**	**61,908**	38%					
FAIRS/FESTIVALS - 903														
20 Advertising/Legal Publications	2,000					2,000	-	2,000	0%					
30 Contracted Services	36,000					36,000	4,897	31,103	14%	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1,500), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Porta Potts ($900), Gaming Trailer ($1,000)				
38 Refunds	100					100	-	100	0%					
41 Departmental Supplies	25,000					25,000	4,645	20,355	19%	**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**	**12,842**	**55,558**	19%					
TRANSFERS - 960/698 SAO														
01 Transfers to Capital Reserve - Repaving	135,000					135,000	76,509	58,491	57%	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			
03 Transfers Out - Parks & Rec	120,000					120,000	58,092	61,908	48%	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			
11 Transfers to Capital Reserve - Table Games	810,000					810,000	513,654	296,346	63%	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			
TOTAL TRANSFERS	**1,065,000**	**677,386**	-	-	-	**1,742,386**	**1,325,641**	**416,745**	76%					
TOTAL EXPENSES	**9,274,625**	**1,056,186**	**68,880**	**1,268**	-	**10,400,959**	**4,982,833**	**5,418,126**	**48%**					
REVENUES OVER EXPENSES	-	-	-	-	-	-	**1,282,864**							

LGSD BR (Ver. 2020)

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER
Fiscal Year Ending: FY26
Fund: 1
Revision Number: 4
Pages: 1 of 1

City of Charles Town
GOVERNMENT ENTITY

101 E. Washington Street
STREET OR PO BOX

Charles Town | 25414
CITY | ZIP CODE

Municipality
Government Type

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

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)					

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
425	Enforcement Agency	258,820	1,500		260,320
436	Building Inspection	175,075	4,400		179,475
437	Planning & Zoning	684,500		5,900	678,600
699	Contingencies*	239,125		18,000	221,125
750	Streets and Highways	710,768	18,000		728,768
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures					

APPROVED BY THE STATE AUDITOR

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

AUTHORIZED SIGNATURE OF ENTITY

1/20/2026
APPROVAL DATE

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/20/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1062: FY2026 Capital Fund Budget Revision #7

Proposed Motion: Approve the FY2026 Capital Fund Budget Revision #7

ATTACHMENTS:
- Capital Budget 7th Revision.pdf

the city of Charles Town, WV

FY 2026 Capital Reserve Budget

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	REVISION 6 PROPOSAL	REVISION 7 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2, #3, #4, #5 & #6 NOTES	REVISION #7 NOTES
CAPITAL BUDGET REVENUES																	
Capital Reserve Carryover		$ 5,564,904	$ 3,002,355	$ -						$ 8,567,259	$ 8,553,059	$ 14,200	100%	Carryover balance from FY2025 Capital Reserve (This is carryover for unfinished projects noted in red. Carryover will be adjusted in the 1st Revision in July 2025.)	Adjust carry over amount to actual balanace as of June 30 2025		
36800 Contributions from GF			$ 427,386							$ 427,386	$ 414,570	$ 12,816	97%	Contributions from GF (Determined in July 2025 1st Revision)			
36800 Contributios from GF - Lottery / Gaming Revenue		$ 810,000								$ 810,000	$ 213,899	$ 596,101	26%	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.			
36880 Contributions from Building Commission							$ 578,395			$ 578,395	$ 578,395	$ -	100%			CWH Landlord Developer Fees contributed from Building Commission.	
33000 Developer Fees		$ 150,000								$ 150,000	$ 151,296	$ (1,296)	101%	Developer Proffer fees.			
38000 Interest on Bank Accounts & Other Sources		$ 80,000								$ 80,000	$ 56,739	$ 23,261	71%				
38600 Insurance Claims										$ -	$ 26,612	$ (26,612)					
TOTAL REVENUES	**$ -**	**$ 6,604,904**	**$ 3,429,741**	**$ -**	**$ -**	**$ -**	**$ 578,395**	**$ -**	**$ -**	**$ 10,613,040**	**$ 9,994,571**	**$ 618,469**	**94%**				

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	REVISION 6 PROPOSAL	REVISION 7 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2, #3, #4, #5 & #6 NOTES	REVISION #7 NOTES
CAPITAL BUDGET EXPENSES																	
975 GENERAL GOVERNMENT																	
Information Technology																	
City Hall WIFI Replacements - 975-59 General Government Capital Outlay		$ 10,000							$ (7,000)	$ 3,000	$ 2,629	$ 371	88%				Transfer to 977-57 City Hall Interior Repair/Maintenance.
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	$ 6,152	$ 64,849	9%	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**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (7,000)**	**$ 104,000**	**$ 10,585**	**$ 93,415**	**10%**				
Other - General Government																	
Drone - 975-15 General Government Capital Outlay Equipment			10,000							$ 10,000	$ -	$ 10,000	0%		Supports advertising, event coverage, photography, structural inspections, damage assessment, police search and rescue, hostile environment response, and fire and disaster management.		
Rouss Hall Landlord buy back - 975-58 General Government Capital Outlay		$ 140,000								$ 140,000	$ -	$ 140,000	0%	$140,000 carried over from FY25.			
Salary Study - 975-23 General Government Professional Services			$ 30,000							$ 30,000	$ 4,531	$ 25,469	15%		Investing in initiatives to track and retain talent. Improving performance, and reducing long-term costs associated with turnover. To ensure we can identify high-performing individuals, support growth, and build a workforce committed to long-term success.		
Zoning & Subdivision Ordinance Overhaul - 975-23 General Government Professional Services		$ 246,000								$ 246,000	$ 45,806	$ 200,194	19%	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000. ($146,000 carried over from FY25 & $100,000 encimbered in FY25.)			
TOTAL OTHER - GENERAL GOVERNMENT	**$ -**	**$ 386,000**	**$ 40,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 426,000**	**$ 50,338**	**$ 375,662**	**12%**				
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 497,000**	**$ 40,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (7,000)**	**$ 530,000**	**$ 60,923**	**$ 469,077**	**11%**				
976 PUBLIC SAFETY																	
Equipment																	
Officer Equipment - 976-60 Public Safety Capital Outlay Equipment		$ 18,500	$ -						$ 1,160	$ 19,660	$ 19,657	$ 3	100%	4 - APX N50 Portable Radios (3 Admin Staff & 1 spare)			Additional funds needed for chargers.
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**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,160**	**$ 40,660**	**$ 39,880**	**$ 780**	**98%**				
Information Technology																	
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department		$ 52,000							$ (1,160)	$ 50,840	$ 47,886	$ 2,954	94%	12 In-car Panasonic Tough Tablets (To replace generation 1 & 2)			Transfer to 976-60 Officer Equipment.
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.			
Uninterruptible Power Supply System Repair - 975-60 General Government Capital Outlay Technology PD									$ 50,000	$ 50,000	$ -	$ 50,000	0%				The UPS System that supports the City and PD servers is failing. This repair is essential to ensuring that the City and the PD repain operational.
TOTAL INFORMATION TECHNOLOGY		**$ 97,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 48,840**	**$ 146,340**	**$ 78,632**	**$ 67,708**	**54%**				
Vehicles																	
Police Cars - 976-59 Public Safety Capital Outlay Vehicles		$ 118,000								$ 118,000	$ 116,854	$ 1,146	99%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.			
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles		$ 12,000								$ 12,000	$ 9,732	$ 2,268	81%	This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant.			
Police Cars #19 - 976-59 Public Safety Capital Outlay Vehicles			$ 60,000							$ 60,000	$ 59,909	$ 91	100%		Replace vehicle due to fire loss		
Police Vehicle Upfit Costs #19 - 976-59 Public Safety Capital Outlay Vehicles			$ 45,000							$ 45,000	$ 33,026	$ 11,974	73%		Replacement Vehicle uplift cost due to fire loss		
TOTAL VEHICLES	**$ -**	**$ 130,000**	**$ 105,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 235,000**	**$ 219,521**	**$ 15,479**	**93%**				
Parking																	
Parking Meters - 976-62 Public Safety		$ 16,000								$ 16,000	$ 4,923	$ 11,077	31%	10 - Model 90 Duplex Meter Housings at $6100; 15 -Model 90 Single Meter Housings at $4900; POM Parking Meter assembly at $5000.			
TOTAL PARKING	**$ -**	**$ 16,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 16,000**	**$ 4,923**	**$ 11,077**	31%				
TOTAL PUBLIC SAFETY	**$ -**	**$ 262,000**	**$ 126,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ 438,000**	**$ 342,956**	**$ 95,044**	**78%**				

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	REVISION 6 PROPOSAL	REVISION 7 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2, #3, #4, #5 & #6 NOTES	REVISION #7 NOTES
977 STREETS & TRANSPORTATION																	
Buildings																	
Building Improvements - 977-57 Streets & Transportation Capital Outlay Buildings							$ 578,395		$ (3,000)	$ 575,395	$ 11,232	$ 564,163	2%			Allocation from Building Commission Developer Fees for city building repairs.	Transfer to 977-57 City Hall Interior Repair/Maintenance.
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						$ 21,000	$ 126,000	$ 1,197	$ 124,803	1%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency. ($55,000 carried over from FY25.)	Additional funds needed for engineering costs, asbestos removal, ceiling tiles, and relocation of 1st floor wall.		Additional funds needed to level 2nd floor, refinish back staircase and labor to move furniture.
City Hall - water damage repair - 977-57 Steets & Transprotation Capital Outlay Buildings			$ 25,000							$ 25,000	$ 15,717	$ 9,283	63%		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	$ 12,646	$ 237,354	5%	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going. (80,000 carried over from FY25.)	Council requests that a study be conducted for the best location of the Maintenance Yard along with associated engineering.		
Rouss Hall - 1st Floor HVAC Unit - 977-57 Streets & Transportation Capital Outlay Buildings				$ 14,000						$ 14,000	$ 13,800	$ 200	99%			Allowance for 1st floor HVAC unit replacement. It was installed in 2002 and has completely failed.	
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-57 Streets & Transportation Capital Outlay Buildings			$ 80,000							$ 80,000	$ -	$ 80,000	0%		All window sills at Rouss Hall have peeling paint and rotted wood. Correcting this disrepair will put the building in good condition.		
Rouss Hall - Replace Gallery Floor - 977-57 Streets & Transportation Capital Outlay Buildings			$ 25,000							$ 25,000	$ -	$ 25,000	0%		Replacement of 1st floor Art Gallery Floor including construction of ADA compliant ramp.		
Rouss Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			$ 42,500							$ 42,500	$ 11,247	$ 31,253	26%		The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a usefull life of 10 years.		
TOTAL BUILDINGS	**$ -**	**$ 310,000**	**$ 483,000**	**$ 14,000**	**$ -**	**$ 27,500**	**$ 578,395**	**$ -**	**$ 18,000**	**$ 855,500**	**$ 75,108**	**$ 1,355,787**	**9%**				
Streets/Infrastructure																	
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements			80,000							$ 80,000	$ -	$ 80,000	0%		Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications.		
Depot Square Design - 977-58 Streets & Transportation Capital Outlay Other Improvements			50,000							$ 50,000	$ -	$ 50,000	0%		Design for potential uses and amenities of the City's new town square.		
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 60,000							$ (5,000)	$ 55,000	$ 54,757	$ 243	100%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding. ($60,000 carried over from FY25.)			Transfer to 977-57 City Hall Interior Repair/Maintenance.
Stormwater Assessment Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 204,000								$ 204,000	$ 17,059	$ 186,941	8%	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**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (5,000)**	**$ 389,000**	**$ 71,816**	**$ 317,184**	**18%**				
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	$ 48,535	$ 16,465	75%				
TOTAL VEHICLES	**$ -**	**$ 330,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 330,000**	**$ 131,610**	**$ 198,390**	**40%**				
Other - Streets & Transportation																	
Flower planters - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 5,000	$ 13,000							$ 18,000	$ 16,574	$ 1,426	92%	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							$ (6,000)	$ 60,000	$ 59,970	$ 30	100%	Installation of Interpretative signs, fencing, monument and landscaping. (66,000 carried over from FY25.)			Transfer to 977-57 City Hall Interior Repair/Maintenance.
TOTAL OTHER - STREETS & TRANSPORTATION	**$ -**	**$ 71,000**	**$ 13,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (6,000)**	**$ 78,000**	**$ 76,544**	**$ 1,456**	98%				
TOTAL STREETS & TRANSPORTATION		**$ 975,000**	**$ 626,000**	**$ 14,000**	**$ -**	**$ 27,500**	**$ 578,395**	**$ -**	**$ 7,000**	**$ 1,652,500**	**$ 355,079**	**$ 1,872,817**	**21%**				

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	REVISION 6 PROPOSAL	REVISION 7 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2, #3, #4, #5 & #6 NOTES	REVISION #7 NOTES
979 CULTURE & RECREATION																	
Parks & Recreation																	
Bridges at Happy Retreat & Stake Park - 979-58 Culture & Recreation Other Improvements		$ 84,000							$ 8,920	$ 92,920	$ 92,916	$ 4	100%	$84,000 carried over from FY25.			Increase for bridges overage.
JMP Slide - 979-59 Culture & Recreaption Capital Other Impovements		$ 14,200							$ 25	$ 14,225	$ 14,224	$ 1	100%				Increase for slide overage.
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							$ (8,945)	$ 41,055	$ 33,880	$ 7,175	83%	This truck will be for the use of the Parks Manager.			$8920 transferred to 979.58 Bridges at Happy Retreat & Skate Park. $25 transferred to 979-59 JMP Slide.
Skate Park Paving from entrance to skate ramp - 977-58 Culture & Recreation Other Improvements					$ 10,000					$ 10,000	$ 9,400	$ 600	94%				
TOTAL PARKS & RECREATION	**$ -**	**$ 153,200**	**$ 65,000**	**$ -**	**$ 10,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 228,200**	**$ 155,436**	**$ 72,764**	**68%**				
Culture																	
Decorative String Lights for Art Alley and Charles Street - 979-58 Culture & Recreation Other Improvements			$ 6,000							$ 6,000	$ -	$ 6,000	0%		Installation of lights at Charles Street and Art Alley for safety and City beautification. This will complete the 2nd half of Charles Street.		
Depot Square Christmas Design - 979-58 Culture & Recreation Other Improvements			$ 60,000							$ 60,000	$ 27,003	$ 32,997	45%		Outfitting the Depot Square with Christmas decorations and the beginning stages of holiday marketplace implementation. (Electric to the Depot Square 25,000; five marketplace huts $20,000; lights and Christmas decorations 15,000)		
Historical Signs - 979-58 Culture & Recreation Other Improvements		$ 17,000								$ 17,000	$ 1,621	$ 15,379	10%				
Movie Screen - 977-59 Culture & Recreation Capital Outlay Equipment			$ 15,000							$ 15,000	$ -	$ 15,000	0%		25 X 14 movie screen with inflatable frame for event use.		
Wayfinding signage - 979-58 Culture & Recreation Other Improvements	$ 100,000	$ 197,400								$ 197,400	$ -	$ 197,400	0%	CDD REQUEST $100K for Wayfinding Signage implementation (3 years of phases at $100,000 per year ending in FY27.) (Request related to 2023 CTNOW ARPA Request) ($97,400 carried over from FY25 and $100,000 encumbered in FY25.)			
Festival Blow Up Games - 979-58 Culture & Recreation Other Improvements			$ 6,000							$ 6,000	$ -	$ 6,000	0%		Basketball Shootout and Football Blitz blowup games for use at Festivals and P&R events. This will help save money with rental expenses during WV Fest.		
TOTAL CULTURE	**$ 100,000**	**$ 214,400**	**$ 87,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 301,400**	**$ 28,624**	**$ 272,776**	**9%**				
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 367,600**	**$ 152,000**	**$ -**	**$ 10,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 529,600**	**$ 184,060**	**$ 345,540**	**35%**				
Contingencies		$ 166,000	$ 2,485,741	$ (14,000)	$ (10,000)	$ (27,500)		$ (9,600)	$ (50,000)	$ 2,540,641	$ -	$ 2,540,641	0%	This amount will be adjusted in the 1st Revision in July 2025.		Revision #2: Transfer to 977-57 Rouss Hall 1st Floor HVAC replacement. Revision #3: Transfer to 979-58 Skate Park Paving from entrance to ramps. Revision #4: Transfer to 977-57 CW Hall Roof Coating.	Transfer to 975-60 Uninterruptible Power Supply System.
Encumberances for Subsequent Years		$ 350,000								$ 350,000	$ -	$ 350,000	0%	$100,000 for Wayfinding Signage; $250,000 for Augustine Avenue Project			
Transfer to Grant Projects		$ 3,987,304						$ 9,600		$ 3,996,904	$ -	$ 3,996,904	0%	$76,444 to Augustine Avenue Project. $861,555 to Liberty Street Project. $3,049,305 to JMP Pool Project.			
TOTAL EXPENSES	**$ 100,000**	**$ 6,604,904**	**$ 3,429,741**	**$ -**	**$ -**	**$ -**	**$ 578,395**	**$ -**	**$ -**	**$ 10,037,645**	**$ 943,017**	**$ 9,670,023**	**9%**				
REVENUES OVER EXPENSES	**$ (100,000)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 575,395**	**$ 9,051,554**						

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/20/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1063: Tree City USA Application

Proposed Motion: Approve the mayor to sign the Tree City USA application.

ATTACHMENTS:

- Tree City USA Application for Certification.pdf

2025 Tree City USA Application for Certification

The Tree City USA award is in recognition of work completed by the community during the 2025 calendar year.

PRIMARY CONTACT INFORMATION

Contact Name:
Micheal George

Email:
mgeorge@charlestownwv.us

Phone:
13047252311

Address:
101 E. Washington St

Charles Town, West Virginia 25414

Charles Town COMMUNITY INFORMATION

Select which best describes your community:
Community has both a Tree Board and a Department Chair/City Manager

Ordinance Date:
03/02/2023

Ordinance Uploaded

Per-capita Expenditure
$3.81

Arbor Day Date
05/03/2025

Arbor Day Proclamation Uploaded

As Mayor or Equivalent of the Community of Charles Town

Mayor or Equivalent Signature	Title	Date

Application Certification (to be Completed by the State Forester)

The above-named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained herein, said community is eligible to be certified as a Tree City USA community, for the 2025 calendar year, having in my opinion met the standards required for recognition.

State Forester Signature	Title	Date

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/20/26
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1064: Mayoral Historic Landmarks Commission (HLC) Appointment

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1066: Discussion on City-Wide Trees

ATTACHMENTS:

- Master_Tree_Board_Plan_2026_ Final for Submission to Council 1.9.26.pdf

Charles Town Tree Master Plan

Priority administrative tasks & projects for 2026

Mayor and City Council,

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

Our 2025 Master Plan was overwhelmingly successful. Here are just a few of our successes from this year:

- Maintained our Tree City USA status for the 13th year and received national recognition.
- Hosted a community Arbor Day event at Evitts Run Park followed by planting of 25 trees in cooperation with the Cacapon Institute.
- Participated in the Cacapon BMP Program and coordinated the delivery of 299 trees for planting in the City on private property. This included educational materials to each participant related to the planting, care and maintenance of trees
- Secured funding for a pollinator garden to be installed at the City's Skate Park.
- Community pollinator planting event under the utility lines at the Skate Park saw over 20 volunteers participate in the planting event.
- Applied for a Monarch Way Station grant through the Potomac Audubon Society for installation in Willingham Knolls or the Skate Park.
- Coordinated with City Staff and Maintenance to identify deficiencies in PPE items for workers engaged in tree related activities.
- Held several community events at Evitts Run Park and Willingham Knolls to clear invasive species from the park and to provide care for the recently planted trees in these parks.
- Identified at risk trees at Jefferson Memorial Park with a proposed plan for removal and trimming of affected trees.
- Coordinated with City Staff for the identification and removal of stumps on City owned property.
- Submitted a revision to the Tree Board Ordinance to provide for additional structure and enforcement mechanisms for the improper removal of trees as well as planting or failure to contain invasive species. This is pending before the Ordinance Committee.
- Assessed additional grant funds and preparing for applications coming due in 2026.
- Working with Parks & Recreation to assess use of grant funds to study storm water run-off, tree plantings and green infrastructure on City owned properties.
- Prepared an application and draft resolution for Charles Town to make application to become a Bee City USA member.

We seek to build on these successes in 2026 and continue addressing our community's tree-related concerns and interests; create a healthier, more vibrant community through community forestry; provide educational and volunteer opportunities for our citizens; and increase tree canopy throughout our City.

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

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

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

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

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

Charles Town Tree Board,
Aaron Amore, Chair
Katie Coon
Jane King
Scott Updike
Carlo Olivares
Elizabeth Ricketts, City Council Liaison

Administrative

Maintain Tree City USA Status

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

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

In 2025, The City of Charles Town attained Tree City USA for the 13th time in the City's history. We received national recognition for reaching this milestone. The Tree Board will work with staff and City Council and WV Division of Forestry on reapplying to maintain this status with the Arbor Day Foundation. Visit the Arbor Day Foundation website for more details.

- **Priority: High**
- **Estimated Time Frame: January 2026**
- **Estimated Cost: No costs beyond the $2/capita that is already budgeted for contracted tree costs**
- **Tree Board Lead: Katie Coon**
-

Landmark Trees Program

We have researched and drawn upon the expertise of the many Landmark Tree programs across the country and tailored it to our community. We have created an online form and a printable brochure for citizens to apply.

- **Priority: Medium**
- **Estimated Time Frame: January 2026**
- **Estimated Cost: None**
- **Tree Board Lead: Katie**

Tree Canopy Survey

We obtained the tree inventory from 2019 which was maintained by Jefferson County and successfully imported this data into the City's database. In order to update the data, we will require additional assistance in accessing GIS data sets and the technology necessary to import this data through AI protocols to bring in inventory, species and density data to complete this process. Although the City has purchased a license for Arc GIS software, it only has one such license and staff lack the expertise to manipulate the data and software abilities to assist with the importation, manipulation and establishment of viable tree data.

We have reached out to Nature Works located in Shepherdstown and initiated discussions about how to accomplish this task. Nature Works has a full-time GIS trained employee and is familiar with both the software and the data sets necessary to assist. We are seeking grant funds to assist with the costs of said services.

The purpose of such an updated inventory would assist in the following areas:

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

Benefits come in many forms, such as energy conservation and the improved physical and psychological health of the people within these urban environments. The CTTB is in the process of seeking appropriate measures to assess and update the data. We will work with City staff to coordinate an appropriate and cost-effective approach for updating the data.

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

- **Priority: High**
- **Estimated Time Frame: by end of 2026**
- **Estimated Cost: $3,000 per year or $10 a tree. This cost can be passed onto the cost of the tree purchase. In 2025 we had 299 tree purchases and by adding this fee onto the cost of a tree, the program can pay for itself.**
- **Tree Board Lead: Scott Updike**

Tree Maintenance plan and Planning consideration

CTTB intends to seek assistance from outside vendors as part of its grant application process to augment the current maintenance plan. The growth of the City, the significant addition of trees and pollinator gardens has increased the need for a professional maintenance plan and obtaining the equipment necessary to assist with such a plan. Proper assessment of trimming for City Trees, their care and maintenance vary upon tree species and location. The City has recently put out an RFP for a City-wide assessment and trimming/removal of trees that require immediate care.

We need to review the tree type and species that we plant on Washington Street as well as other City streets and provide additional trimming and care for these trees due to their location. In addition, we need to remove the metal grating that surrounds these trees as they impair growth and in some cases have been pushed up and create a hazard to pedestrians. Most cities we have

viewed regionally do not use such grates any longer and provide an open mulched area for trees to grow.

We strive to incorporate this plan into our GIS database to identify stressed trees, damaged trees and species that need removal/replacement.

CTTB will seek input to develop and implement a City wide maintenance plan that will pair with our Arc GIS program. This will include watering, mulching, pruning and or removal of trees. It will also include attributes, such as species, size, location and health of trees. These attributes will also include certain risk factors that will enable the City to monitor and take necessary steps for trees that are impaired or otherwise may cause a risk to humans and/or structures.

Certified Arborist

Travis Kable, ISA Arborist certification and a current City employee. He directed the trimming of City Trees on Washington Street recently and coordinated efforts to remove trees at Jefferson Memorial Park.

Projects

Initiation of Grant Award

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

CTTB applied for a grant through The American Chestnut Foundation for the saplings and the reintroduction of American Chestnut Tree (Hybrids) to be installed in and around Happy Retreat. We obtained 30 hybrid Chestnut trees which have been grown out for a season and will be planted in the Spring of 2026. We anticipate additional saplings from TACF in Spring of 2026 due to a bumper crop of seeds this past Fall.

- **Priority: High**
- **Estimated Time Frame: 2026**
- **Estimated Cost: Unknown**
- **Tree Board Lead: Aaron**

Tree Inventory/Mapping

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

1. **A sample inventory is conducted on a random sample of street segments, blocks, road miles, or area to provide an estimate for the urban forest. Typically, the sample is 3-10%. The sample can also be stratified.**
2. **Identify invasive species and/or diseased trees (including Ash trees vulnerable to the Ash Borer Beetle) for removal.**
3. **CTTB will look to obtain a complete tree inventory of City Trees in 2026 to be added as layered dataset in the City's GIS database.**
4. **A complete inventory includes all street trees, sometimes all park trees and trees on municipal properties, and often includes available planting locations and stumps.**

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

CTTB seeks to create a complete tree inventory to the greatest extent possible. An example of such a tree inventory is seen in the following link which shows a complete tree inventory for the WVU Campus in Charleston, WV.

https://pg-cloud.com/WVSU/https://pg-cloud.com/WVSU/
Purpose: Identification of the City's tree inventory will not only identify the type of trees in the community but will assess the overall health of the trees. This will enable City maintenance to be aware of diseased or dying trees that might create a hazardous condition or situation. It can also identify invasive species which can be removed to prevent further spread of such trees to the detriment of native trees.

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

Arbor Day Celebration

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

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

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

- **Priority: High**
- **Estimated Time Frame: April 2026**
- **Estimated Cost: None**
- **Tree Board Lead: TBD**

Cost-share Tree Planting Program for Private Residents

The Charles Town Tree Board plans to apply for Cacapon Institute's "Your Community BMP" program in Spring and or Fall 2026. This program has expanded in recent years with approximately 357 trees purchased in the Fall of 2024 and in 2026. The popularity of this program will require the use of additional resources. CTTB intends to cooperatively work with the Arbor Day Foundation to use software designed to facilitate this program.

Trees will be picked up by City maintenance personnel from the WV Division of Forestry office in Inwood and delivered to residents houses at a date TBD in March-September 2026

- **Priority: High**
- **Estimated Time Frame: Spring-Fall 2026**
- **Estimated Cost: None**
- **Tree Board Lead: Aaron**

Cacapon Tree Program

CTTB will continue to apply for free trees available through the Cacapon Institute for Spring and Fall Plantings on City owned properties. These programs normally provide 25-30 trees, a planting day that has volunteers assist in planting and educational opportunities. These are great community events where volunteers learn about proper planting and care for trees.

Tree Nursery

CTTB has obtained a variety of free saplings through First Energy and the WV Agricultural Extension. The CTTB has obtained the temporary use of land at Evitt's Run Park for the installation of a tree nursery using woodchips and a bare root growing application. The CTTB needs some additional funds to secure all of the necessary components and will look for the installation of the nursery in the Spring of 2026. CTTB intends to add in the costs and materials of this nursery into one or more grants it is currently seeking in order to create a properly designed and installed nursery.

These saplings normally require additional growth before planting in the community. The nursery can grow out these free saplings for future use in City planting as well as providing opportunities for the sale of these trees to City residents.

Currently CTTB has approximately 300 saplings that are in various stages of growth planted in woodchips housed temporarily at 206 W. Liberty St.

- **Priority: High**
- **Estimated Time Frame: Spring-Fall 2026**
- **Estimated Cost: None**
- **Tree Board Lead: Aaron**

Ordinance Revision and Coordination with Planning

CTTB has proposed and submitted revisions to its codified ordinance to more specifically enumerate the species of permitted trees, a list of invasive species of trees and shrubs, proper siting for trees to prevent growth related issues for the tree and its root systems. CTTB will work with the Planning Department to assure consistent rules and regulations will apply to future developments in the community consistent with the changes anticipated in the revision to the Tree Ordinance along with those in Planning and Zoning ordinances.

Expansion of Pollinator Gardens & Bee City USA

CTTB will increase the pollinator garden(s) established at the Skate Park to include land directly under the utility lines on the sloped hillside. The removal of invasive plants and the installation of native grasses and flowers will stabilize the soil on the steep slope, will provide for regenerative growth from these perennial plants, will provide food for pollinator insects and beautify the Skate Park. CTTB plans to phase in sections of the hillside as time and resources allow.

CTTB has advanced a resolution to be adopted by City Council for application to become a Bee City USA city. This would involve the creation of a Bee City Committee to take on the direct work of planning, planting and maintaining pollinator gardens and installations. It would also involve educational outreach programs to encourage private property owners, developers and other stake-holders to focus on retaining native plants, trees and grasses and alternatively removing non-native grass planting and installing native and environmentally friendly species.

The Committee would ideally be comprised of one member from CTTB, one member from Parks and Recreation, one member from Infrastructure, a City liaison and citizen members from our local wards. It is anticipated that this commission will take direct control of pollinator planning and installation projects in the City and will work cooperatively to accomplish these goals. This committee can be overseen by CTTB or Parks and Recreation.

- **Priority: High**
- **Estimated Time Frame: Spring-Fall 2026**

- **Estimated Cost: None**
- **Tree Board Lead: Aaron**
-

Invasive Control

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

CTTB will work with Parks & Recreation to remove non-native grass areas that require mowing and provide no benefit to the environment or public use and replace it with native flowers, grass, trees and shrubs to return the land to a sustainable and natural landscape.

- **Priority: High**
- **Estimated Time Frame: 2026**
- **Estimated Cost: Unknown.**
- **Tree Board Lead: Carlo**

Independent Budget for CTTB

CTTB requests that the $2.00 per capita set aside be dedicated to the CTTB alone for use in its on-going projects. At present, such funds are in control of the Maintenance department and are almost subsumed by Maintenance for its costs related to tree removal and clean up. CTTB is left to request funds of very modest amounts to offset the expenditures made by its board member. CTTB members have been very resourceful in obtaining free or significantly reduced materials but there are limits to these sources.

CTTB will continue to seek grant funds for direct use and to off-set its costs but requests that it is provided with the $2.00 per capita set aside made by the City as part of our membership in the Arbor Day Foundation. CTTB members have dedicated significant time, including time to re-write and revise the City Ordinance, review the Subdivision Ordinance and provide skillsets, time and advice that are often outsourced to City Staff or retained professionals. CTTB cannot efficiently and effectively advance its goals as set forth in this Master Plan and those that have proceeded it without access to resources necessary to achieve its goals and those of the City.

The CTTB will submit a budget to City Council for the 2026-2027 fiscal year after its next meeting in February of 2026.

Respectfully Submitted
Charles Town Tree Board

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/20/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1083: Payment of Bills - January 20, 2026

ATTACHMENTS:

- GEN FUND COUNCIL REPORT 2026-01-20.pdf
- COUNCIL REPORT PCARD 01-20-26.pdf
- CAPITAL RESERVE COUNCIL REPORT 2026-01-20.pdf
- PARKS N REC COUNCIL REPORT 2026-01-20.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ASLAM MAYMONA	1/16/26	B&O WAIVER RMBSMT 8673	GENERAL FUND	TREASURER'S OFFICE	200.00
				TOTAL:	200.00
DOCTOR ROBERT JONES	1/16/26	PHYSCLS QUIN&CIA&KNO&LIPS	GENERAL FUND	POLICE DEPARTMENT	240.00
				TOTAL:	240.00
FIRST-CITIZENS BANK & TRUST COMPANY	1/16/26	JAN26 CH 3RD FLR COPIER L	GENERAL FUND	CITY HALL	110.00
				TOTAL:	110.00
FRONTIER, INC.	1/16/26	JAN26 RH ELEVATOR ALARM	GENERAL FUND	CITY HALL	63.78
	1/16/26	JAN26 CWH FIRE ALARM	GENERAL FUND	CITY HALL	71.15
	1/16/26	JAN26 RH FIRE ALARM 1&2	GENERAL FUND	CITY HALL	196.67
				TOTAL:	331.60
GRIFFITH ENERGY SERVICES, INC	1/16/26	1/05 CH OIL DELIVERY	GENERAL FUND	CITY HALL	606.87
				TOTAL:	606.87
HDL COMPANIES INC	1/16/26	DEC&NOV 25 B&O COLLECTION	GENERAL FUND	TREASURER'S OFFICE	4,018.22
				TOTAL:	4,018.22
JEFFERSON COUNTY CONVENTION & VISITOR'	1/16/26	DEC25 HOTEL/MOTEL COLL	GENERAL FUND	VISITORS CENTER	5,483.94
				TOTAL:	5,483.94
JOHNSON CONTROLS SECURITY SOLUTIONS LL	1/16/26	3RD QRTR 26 RH ALARM SERV	GENERAL FUND	CITY HALL	414.60
				TOTAL:	414.60
KABLE EXCAVATING, LLC	1/16/26	BRINE APPLICATN 12/12-13	GENERAL FUND	STREETS & HIGHWAYS	3,480.00
				TOTAL:	3,480.00
KONICA MINOLTA BUSINESS SOLUTIONS INC	1/16/26	JAN26 CH&PD WEBEX SERVICE	GENERAL FUND	CITY HALL	439.86
	1/16/26	JAN26 CH&PD WEBEX SERVICE	GENERAL FUND	POLICE DEPARTMENT	520.99
				TOTAL:	960.85
MILLENIUM INSURANCE GROUP INC	1/16/26	FEB26 INS BROKER RETAINER	GENERAL FUND	CITY HALL	1,800.00
				TOTAL:	1,800.00
PEIA	1/05/26	JAN26 INSURANCE CONT	GENERAL FUND	NON-DEPARTMENTAL	5,783.37
	1/05/26	JAN26 RHBT CONTRIBUTIONS	GENERAL FUND	NON-DEPARTMENTAL	127.70
	1/05/26	JAN26 RHBT CONTRIBUTIONS	GENERAL FUND	NON-DEPARTMENTAL	54.00
	1/05/26	JAN26 INSURANCE CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	704.08
	1/05/26	JAN26 RHBT CONTRIBUTIONS	GENERAL FUND	ECONOMIC DEVELOPMENT	10.20
	1/05/26	JAN26 INSURANCE CONT	GENERAL FUND	CITY MANAGER'S OFFICE	1,556.91
	1/05/26	JAN26 RHBT CONTRIBUTIONS	GENERAL FUND	CITY MANAGER'S OFFICE	10.20
	1/05/26	JAN26 INSURANCE CONT	GENERAL FUND	TREASURER'S OFFICE	2,666.72
	1/05/26	JAN26 RHBT CONTRIBUTIONS	GENERAL FUND	TREASURER'S OFFICE	30.60
	1/05/26	JAN26 INSURANCE CONT	GENERAL FUND	CITY CLERK'S OFFICE	1,512.43
	1/05/26	JAN26 RHBT CONTRIBUTIONS	GENERAL FUND	CITY CLERK'S OFFICE	10.20
	1/05/26	JAN26 INSURANCE CONT	GENERAL FUND	CITY ATTORNEY	1.98
	1/05/26	JAN26 INSURANCE CONT	GENERAL FUND	ENFORCEMENT AGENCY	704.08
	1/05/26	JAN26 RHBT CONTRIBUTIONS	GENERAL FUND	ENFORCEMENT AGENCY	10.20
	1/05/26	JAN26 INSURANCE CONT	GENERAL FUND	BUILDING INSPECTION	1.98
	1/05/26	JAN26 INSURANCE CONT	GENERAL FUND	PLANNING & ZONING	2,922.57
	1/05/26	JAN26 RHBT CONTRIBUTIONS	GENERAL FUND	PLANNING & ZONING	30.60
	1/05/26	JAN26 INSURANCE CONT	GENERAL FUND	CITY HALL	1,512.43
	1/05/26	JAN26 RHBT CONTRIBUTIONS	GENERAL FUND	CITY HALL	10.20
	1/05/26	JAN26 INSURANCE CONT	GENERAL FUND	PARKING	1.98

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/05/26	JAN26 INSURANCE CONT	GENERAL FUND	POLICE DEPARTMENT	16,471.24
	1/05/26	JAN26 RHBT CONTRIBUTIONS	GENERAL FUND	POLICE DEPARTMENT	163.20
	1/05/26	JAN26 INSURANCE CONT	GENERAL FUND	STREETS & HIGHWAYS	2,861.65
	1/05/26	JAN26 RHBT CONTRIBUTIONS	GENERAL FUND	STREETS & HIGHWAYS	30.60
				TOTAL:	37,189.12
PITNEY BOWES BANK INC PURCHASE POWER	1/16/26	DEC25 CH POSTAGE	GENERAL FUND	CITY HALL	1,111.25
				TOTAL:	1,111.25
POTOMAC EDISON COMPANY, INC.	1/13/26	DEC25 PD&CTUB ELEC SERV	GENERAL FUND	NON-DEPARTMENTAL	1,737.47
	1/12/26	DEC25 RH FLR ELEC SER	GENERAL FUND	CITY HALL	301.53
	1/12/26	DEC25 CWH ELEC SERV	GENERAL FUND	CITY HALL	1,806.45
	1/12/26	DEC25 RH 2ND FLR ELEC SER	GENERAL FUND	CITY HALL	182.69
	1/15/26	DEC25 CH&MD&ST ELEC SERV	GENERAL FUND	CITY HALL	40.64
	1/15/26	DEC25 CH&MD&ST ELEC SERV	GENERAL FUND	CITY HALL	186.96
	1/15/26	DEC25 CH&MD&ST ELEC SERV	GENERAL FUND	CITY HALL	210.81
	1/15/26	DEC25 CH&MD&ST ELEC SERV	GENERAL FUND	CITY HALL	171.69
	1/15/26	DEC25 CH&MD&ST ELEC SERV	GENERAL FUND	CITY HALL	226.01
	1/15/26	DEC25 CH&MD&ST ELEC SERV	GENERAL FUND	CITY HALL	558.80
	1/13/26	DEC25 PD&CTUB ELEC SERV	GENERAL FUND	POLICE DEPARTMENT	3,527.60
	1/15/26	DEC25 CH&MD&ST ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	495.66
	1/13/26	DEC25 CROSSWINDS ELEC SER	GENERAL FUND	STREET LIGHT UTILITIES	177.40
	1/15/26	DEC25 DPT DIST1 ELEC BILL	GENERAL FUND	STREET LIGHT UTILITIES	16.99
	1/15/26	DEC25 DEPT DIST2 ELE SERV	GENERAL FUND	STREET LIGHT UTILITIES	16.99
	1/15/26	DEC25 DEPOT DST3 ELEC SER	GENERAL FUND	STREET LIGHT UTILITIES	17.33
	1/15/26	DEC25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	3,396.04
	1/15/26	DEC25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	107.62
	1/15/26	DEC25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	4,837.75
	1/15/26	DEC25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	166.69
	1/15/26	DEC25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	42.33
	1/15/26	DEC25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	365.86
	1/15/26	DEC25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	331.65
	1/15/26	DEC25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	43.82
	1/15/26	DEC25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	23.31
	1/15/26	DEC25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	300.78
	1/15/26	DEC25 CH&MD&ST ELEC SERV	GENERAL FUND	STREET LIGHT UTILITIES	663.70
				TOTAL:	19,954.57
SUN LIFE	1/16/26	FEB26 DENTAL INS CONT	GENERAL FUND	NON-DEPARTMENTAL	643.67
	1/16/26	FEB26 DENTAL INS CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	84.07
	1/16/26	FEB26 DENTAL INS CONT	GENERAL FUND	CITY MANAGER'S OFFICE	160.75
	1/16/26	FEB26 DENTAL INS CONT	GENERAL FUND	TREASURER'S OFFICE	295.71
	1/16/26	FEB26 DENTAL INS CONT	GENERAL FUND	CITY CLERK'S OFFICE	77.07
	1/16/26	FEB26 DENTAL INS CONT	GENERAL FUND	CITY ATTORNEY	117.37
	1/16/26	FEB26 DENTAL INS CONT	GENERAL FUND	ENFORCEMENT AGENCY	61.53
	1/16/26	FEB26 DENTAL INS CONT	GENERAL FUND	BUILDING INSPECTION	94.96
	1/16/26	FEB26 DENTAL INS CONT	GENERAL FUND	PLANNING & ZONING	347.45
	1/16/26	FEB26 DENTAL INS CONT	GENERAL FUND	CITY HALL	101.98
	1/16/26	FEB26 DENTAL INS CONT	GENERAL FUND	PARKING	34.04
	1/16/26	FEB26 DENTAL INS CONT	GENERAL FUND	POLICE DEPARTMENT	1,466.20
	1/16/26	FEB26 DENTAL INS CONT	GENERAL FUND	STREETS & HIGHWAYS	306.33
				TOTAL:	3,791.13
SUSTAINABLE STRATEGIES DC	1/16/26	DEC25 GRANT RETAINER	GENERAL FUND	CITY HALL	5,000.00
				TOTAL:	5,000.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
T-MOBILE	1/16/26	DEC25 CH&PD CELL SERVICE	GENERAL FUND	ECONOMIC DEVELOPMENT	32.88
	1/16/26	DEC25 CH&PD CELL SERVICE	GENERAL FUND	CITY ATTORNEY	18.73
	1/16/26	DEC25 CH&PD CELL SERVICE	GENERAL FUND	ENFORCEMENT AGENCY	18.73
	1/16/26	DEC25 CH&PD CELL SERVICE	GENERAL FUND	PLANNING & ZONING	109.54
	1/16/26	DEC25 CH&PD CELL SERVICE	GENERAL FUND	CITY HALL	32.88
	1/16/26	DEC25 CH&PD CELL SERVICE	GENERAL FUND	CITY HALL	47.20
	1/16/26	DEC25 CH&PD CELL SERVICE	GENERAL FUND	POLICE DEPARTMENT	143.62
	1/16/26	DEC25 CH&PD CELL SERVICE	GENERAL FUND	STREETS & HIGHWAYS	108.72
				TOTAL:	512.30
LYLE C TABB & SONS, INC.	1/16/26	DEC25 BOX RENTAL	GENERAL FUND	STREETS & HIGHWAYS	1,125.00
				TOTAL:	1,125.00
TEK ADVISORS	1/16/26	DEC25 TECH SERVICE	GENERAL FUND	CITY HALL	8,100.22
				TOTAL:	8,100.22
THE JOURNAL,MARTINSBURG	1/16/26	12/31 POLICE TEST AD	GENERAL FUND	POLICE DEPARTMENT	246.00
				TOTAL:	246.00
TRAVELERS	1/16/26	DEPOT DST& PROF LBLTY INS	GENERAL FUND	CITY HALL	231.00
	1/16/26	NEW MD TRUCK INSURANCE	GENERAL FUND	STREETS & HIGHWAYS	744.00
				TOTAL:	975.00
UNITED WAY OF THE EASTERN PANHANDLE, I	1/16/26	DEC25 TEEN COURT FEES	GENERAL FUND	NON-DEPARTMENTAL	455.25
				TOTAL:	455.25
US BANK	1/05/26	DEC25 AP PCARD PAYMENT	GENERAL FUND	NON-DEPARTMENTAL	43,603.99
	1/12/26	DEC25 FLEET PCARD PMNT	GENERAL FUND	NON-DEPARTMENTAL	5,388.05
	1/14/26	DEC25 CH&PD PCARD PAYMENT	GENERAL FUND	NON-DEPARTMENTAL	13,688.30
				TOTAL:	62,680.34
WV STATE TREASURER'S OFFICE	1/06/26	DEC25 MUNICIPALCOURT FEES	GENERAL FUND	NON-DEPARTMENTAL	4,693.87
				TOTAL:	4,693.87

FUND TOTALS	
001 GENERAL FUND	163,480.13
GRAND TOTAL:	163,480.13

TOTAL PAGES: 3

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: AP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 1/05/2026 THRU 1/16/2026

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10-42 TACTICAL LLC	1/05/26	KUTCHR/WILBERGER/PALMER JA	GENERAL FUND	POLICE DEPARTMENT	1,063.54
	1/05/26	HAT BADGE PD/CPTN/CHIEF/L	GENERAL FUND	POLICE DEPARTMENT	507.13
	1/05/26	PD ARMOR SKIN SHIRTS	GENERAL FUND	POLICE DEPARTMENT	3,880.70
				TOTAL:	5,451.37
7-ELEVEN	1/12/26	CAR#28 FUEL 12/01	GENERAL FUND	POLICE DEPARTMENT	34.00
	1/12/26	CAR#28 FUEL 12/08	GENERAL FUND	POLICE DEPARTMENT	41.00
	1/12/26	CAR#14 FUEL 12/01	GENERAL FUND	POLICE DEPARTMENT	61.00
	1/12/26	CAR#14 FUEL 12/04	GENERAL FUND	POLICE DEPARTMENT	57.00
	1/12/26	CAR#29 FUEL 12/16	GENERAL FUND	POLICE DEPARTMENT	32.53
	1/12/26	CAR#14 FUEL 12/17	GENERAL FUND	POLICE DEPARTMENT	49.00
	1/12/26	CAR#14 FUEL 12/18	GENERAL FUND	POLICE DEPARTMENT	42.45
	1/12/26	CAR#27 FUEL 12/18	GENERAL FUND	POLICE DEPARTMENT	42.89
	1/12/26	CAR#3 FUEL 12/24	GENERAL FUND	POLICE DEPARTMENT	55.25
	1/12/26	CAR#14 FUEL 12/23	GENERAL FUND	POLICE DEPARTMENT	51.00
	1/12/26	CAR#14 FUEL 12/30	GENERAL FUND	POLICE DEPARTMENT	58.00
	1/12/26	BI JEEP FUEL 12/11	GENERAL FUND	STREETS & HIGHWAYS	29.83
	1/14/26	P12 FUEL 12/19	GENERAL FUND	STREETS & HIGHWAYS	43.52
	1/14/26	D17 FUEL 12/01	GENERAL FUND	STREETS & HIGHWAYS	79.58
	1/14/26	D17 FUEL 12/10	GENERAL FUND	STREETS & HIGHWAYS	79.66
				TOTAL:	756.71
AC &T CO., INC	1/05/26	NOV25 JMP PT SERVICE	PARKS & REC	PARKS & REC	289.00
	1/05/26	NOV25 WLLGHM KNOLLS PT SER	PARKS & REC	PARKS & REC	115.00
	1/05/26	NOV25 SKT PK PT SERVICE	PARKS & REC	PARKS & REC	178.00
				TOTAL:	582.00
ALL SEASONS UNIFORMS	1/14/26	FOULKS UNIFORM	GENERAL FUND	STREETS & HIGHWAYS	956.83
				TOTAL:	956.83
ALL STATE NOTARY.COM	1/14/26	PD NOTARY STAMP	GENERAL FUND	POLICE DEPARTMENT	35.97
				TOTAL:	35.97
AMAZON	1/14/26	E. COOK PERSONAL	GENERAL FUND	NON-DEPARTMENTAL	82.84
	1/05/26	CMO DESK LAMP	GENERAL FUND	CITY MANAGER'S OFFICE	27.34
	1/05/26	TR FOLDER & PLANNER	GENERAL FUND	TREASURER'S OFFICE	59.95
	1/05/26	COUNCL CHAMBERS TRASH CAN	GENERAL FUND	CITY HALL	12.99
	1/05/26	CH LABEL PAPER	GENERAL FUND	CITY HALL	18.00
	1/14/26	PD COPY PAPER	GENERAL FUND	POLICE DEPARTMENT	116.94
	1/14/26	PD TONER CARTRIDGES	GENERAL FUND	POLICE DEPARTMENT	360.28
	1/14/26	PD MANILLA FOLDERS	GENERAL FUND	POLICE DEPARTMENT	17.68
	1/14/26	PD ENVELOPPES/ ORANGE PAPE	GENERAL FUND	POLICE DEPARTMENT	43.59
	1/14/26	PD RECEIPT BOOKS	GENERAL FUND	POLICE DEPARTMENT	128.71
	1/14/26	HOT CHOC SUPPLIES XMAS PAR	GENERAL FUND	FAIR ASSOC/FESTIVAL	32.52
	1/14/26	CANDY XMAS PARADE	GENERAL FUND	FAIR ASSOC/FESTIVAL	322.84
				TOTAL:	1,223.68
AMERICAN LEGAL PUBLISHING CORP	1/05/26	FY26 WEB HOSTING FEE	GENERAL FUND	CITY HALL	465.00
				TOTAL:	465.00
APPLE	1/14/26	JAN26 MUSIC SUBSCRPTN	GENERAL FUND	ECONOMIC DEVELOPMENT	21.35
				TOTAL:	21.35
APPLE VALLEY WASTE SERVICE, INC.	1/05/26	NOV25 MD&JMP TRASH SERVIC	GENERAL FUND	STREETS & HIGHWAYS	660.13
	1/05/26	NOV25 MD&JMP TRASH SERVIC	PARKS & REC	PARKS & REC	525.00
				TOTAL:	1,185.13

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BERNARD HEALTH BERNIEPORTAL	1/14/26	26 BERNIE TRAINING CONFERE	GENERAL FUND	CITY MANAGER'S OFFICE	595.00
				TOTAL:	595.00
BP	1/12/26	CAR#13 FUEL 12/01	GENERAL FUND	POLICE DEPARTMENT	76.31
	1/12/26	CAR#13 FUEL 12/03	GENERAL FUND	POLICE DEPARTMENT	66.08
	1/12/26	CAR#13 FUEL 12/07	GENERAL FUND	POLICE DEPARTMENT	61.82
	1/12/26	CAR#13 FUEL 12/09	GENERAL FUND	POLICE DEPARTMENT	60.62
	1/12/26	CAR#13 FUEL 12/10	GENERAL FUND	POLICE DEPARTMENT	62.31
	1/12/26	CAR#3 FUEL 12/01	GENERAL FUND	POLICE DEPARTMENT	59.61
	1/12/26	CAR#3 FUEL 12/09	GENERAL FUND	POLICE DEPARTMENT	56.01
	1/12/26	CAR#6 FUEL 12/003	GENERAL FUND	POLICE DEPARTMENT	79.00
	1/12/26	CAR#6 FUEL 12/07	GENERAL FUND	POLICE DEPARTMENT	41.00
	1/12/26	CAR#6 FUEL 12/10	GENERAL FUND	POLICE DEPARTMENT	54.50
	1/12/26	CAR#11 FUEL 11/29	GENERAL FUND	POLICE DEPARTMENT	44.11
	1/12/26	CAR#11 FUEL 12/10	GENERAL FUND	POLICE DEPARTMENT	37.77
	1/12/26	CAR#3 FUEL 12/14	GENERAL FUND	POLICE DEPARTMENT	55.22
	1/12/26	CAR#6 FUEL 12/14	GENERAL FUND	POLICE DEPARTMENT	51.00
	1/12/26	CAR#13 FUEL 12/15	GENERAL FUND	POLICE DEPARTMENT	63.80
	1/12/26	CAR#16 FUEL 12/15	GENERAL FUND	POLICE DEPARTMENT	58.38
	1/12/26	CAR#7 FUEL 12/15	GENERAL FUND	POLICE DEPARTMENT	52.71
	1/12/26	CAR#3 FUEL 12/17	GENERAL FUND	POLICE DEPARTMENT	60.12
	1/12/26	CAR#6 FUEL 12/17	GENERAL FUND	POLICE DEPARTMENT	51.00
	1/12/26	CAR#7 FUEL 12/17	GENERAL FUND	POLICE DEPARTMENT	45.29
	1/12/26	CAR#13 FUEL 12/17	GENERAL FUND	POLICE DEPARTMENT	69.49
	1/12/26	CAR#11 FUEL 12/18	GENERAL FUND	POLICE DEPARTMENT	36.63
	1/12/26	CAR#11 FUEL 12/19	GENERAL FUND	POLICE DEPARTMENT	18.88
	1/12/26	CAR#13 FUEL 12/22	GENERAL FUND	POLICE DEPARTMENT	58.35
	1/12/26	CAR#13 FUEL 12/24	GENERAL FUND	POLICE DEPARTMENT	62.00
	1/12/26	CAR#11 FUEL 12/25	GENERAL FUND	POLICE DEPARTMENT	34.60
	1/12/26	CAR#6 FUEL 12/29	GENERAL FUND	POLICE DEPARTMENT	42.00
	1/12/26	CAR#7 FUEL 12/30	GENERAL FUND	POLICE DEPARTMENT	62.16
				TOTAL:	1,520.77
CITY DIRECTORIES, INC	1/12/26	CAR#26 FUEL 12/12	GENERAL FUND	POLICE DEPARTMENT	34.93
				TOTAL:	34.93
COMCAST CORPORATION	1/05/26	DEC25 CWH INTERNET SERVICE	GENERAL FUND	CITY HALL	153.85
	1/05/26	DEC25 MD INTERNET SERVICE	GENERAL FUND	STREETS & HIGHWAYS	97.25
				TOTAL:	251.10
CREAMERS AUTO SERVICE CENTER, LLC	1/05/26	CAR#11 OIL SERV& TIRE MNT&	GENERAL FUND	POLICE DEPARTMENT	87.45
	1/05/26	CAR#11 OIL SERV& TIRE MNT&	GENERAL FUND	POLICE DEPARTMENT	788.45
	1/05/26	CAR#1 TIRE REPAIR	GENERAL FUND	POLICE DEPARTMENT	26.25
	1/05/26	CAR#16 OIL SERVICE	GENERAL FUND	POLICE DEPARTMENT	115.97
	1/05/26	CAR#27 MOUNT 4 TIRES&BAL&A	GENERAL FUND	POLICE DEPARTMENT	239.35
				TOTAL:	1,257.47
CHARLES TOWN UTILITY BOARD	1/05/26	NOV25 WATER SERV CH&MD&PD&	GENERAL FUND	NON-DEPARTMENTAL	88.53
	1/05/26	NOV25 WATER SERV CH&MD&PD&	GENERAL FUND	CITY HALL	134.15
	1/05/26	NOV25 WATER SERV CH&MD&PD&	GENERAL FUND	CITY HALL	94.68
	1/05/26	NOV25 WATER SERV CH&MD&PD&	GENERAL FUND	POLICE DEPARTMENT	179.73
	1/05/26	NOV25 WATER SERV CH&MD&PD&	GENERAL FUND	STREETS & HIGHWAYS	102.38
				TOTAL:	599.47
CVS	1/14/26	AA BATTERIE/ PARK CAMERAS	PARKS & REC	PARKS & REC	67.18
				TOTAL:	67.18

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
DAYS INN	1/14/26	CE CONFERENCE HOTEL 12/02-	GENERAL FUND	ENFORCEMENT AGENCY	328.11
	1/14/26	BI CONF 12/02-05	GENERAL FUND	BUILDING INSPECTION	353.85
				TOTAL:	681.96
DOLLAR GENERAL	1/14/26	EASY OFF TO CLEAN CWH FILT	GENERAL FUND	STREETS & HIGHWAYS	11.77
				TOTAL:	11.77
EARTH PLANTER	1/05/26	FLOWER BASKETS&PLANTERS	CAPITAL RESERVE	STREETS & TRANSPORTATI	16,574.00
				TOTAL:	16,574.00
ENVIRONMENTAL SYSTEMS RESEARCH INSTITU	1/14/26	CY26 ARCGIS SUBSCRPTN	GENERAL FUND	PLANNING & ZONING	700.00
				TOTAL:	700.00
GALLS, LLC	1/05/26	PD POLO& PK UNIFORM	GENERAL FUND	PARKING	54.55
	1/05/26	PD POLO& PK UNIFORM	GENERAL FUND	POLICE DEPARTMENT	102.61
	1/05/26	AMANDA/SARAH/MISTY POLOS	GENERAL FUND	POLICE DEPARTMENT	304.87
				TOTAL:	462.03
GO MART	1/12/26	CAR#7 FUEL 12/16	GENERAL FUND	POLICE DEPARTMENT	28.88
				TOTAL:	28.88
GOOGLE	1/14/26	DEC25 WORKSPACE SUBCRPTN	GENERAL FUND	CITY HALL	14.98
				TOTAL:	14.98
HAMPSHIRE REVIEW	1/14/26	CY26 SPIRIT JEFFERSON SUBS	GENERAL FUND	CITY HALL	40.00
				TOTAL:	40.00
HOME DEPOT INC	1/14/26	CE INFRARED THERMOMETR	GENERAL FUND	ENFORCEMENT AGENCY	21.93
	1/14/26	CH WATER	GENERAL FUND	CITY HALL	71.84
	1/14/26	WATER CH 6 MD 1	GENERAL FUND	CITY HALL	53.88
	1/14/26	RH DUPLICATE KEYS	GENERAL FUND	STREETS & HIGHWAYS	14.91
	1/14/26	WATER CH 6 MD 1	GENERAL FUND	STREETS & HIGHWAYS	8.98
	1/14/26	CH LIGHT BULBS	GENERAL FUND	STREETS & HIGHWAYS	27.96
	1/14/26	CH WEATHER STRIP TAPE	GENERAL FUND	STREETS & HIGHWAYS	20.24
	1/14/26	3 WAY PLUG ADAPTER XMAS LI	GENERAL FUND	STREETS & HIGHWAYS	24.40
	1/14/26	RH SINK SUPPLIES	GENERAL FUND	STREETS & HIGHWAYS	25.80
	1/14/26	TBD	GENERAL FUND	FAIR ASSOC/FESTIVAL	32.06
				TOTAL:	302.00
INTERNATIONAL CODE COUNCIL	1/14/26	BI PROP MAINTENANCE EXAM F	GENERAL FUND	CITY MANAGER'S OFFICE	240.00
				TOTAL:	240.00
JACQUELINE C SHADLE, COUNTY CLERK	1/14/26	CC FEE PERRY FLDS EASMNT	GENERAL FUND	CITY ATTORNEY	2.00
	1/14/26	COPY EASMNT PERRY FLDS	GENERAL FUND	CITY ATTORNEY	3.50
				TOTAL:	5.50
JEFFERSON PUBLISHING COMPANY, INC.	1/05/26	NPH FIP 25-08 215 N GEORGE	GENERAL FUND	PLANNING & ZONING	29.58
	1/05/26	NPH WV25-01 231 N SAMUEL	GENERAL FUND	PLANNING & ZONING	52.58
	1/05/26	AD 12/11 BRDS&COMMISSIONS	GENERAL FUND	CITY HALL	104.25
				TOTAL:	186.41
KLM EMBROYDERY PLUS	1/14/26	XMAS PARADE JUDGE BLANKETS	GENERAL FUND	FAIR ASSOC/FESTIVAL	108.00
				TOTAL:	108.00
L.L.BEAN FOR BUSINESS	1/14/26	COUNCL& MAYOR CT BRANDED C	GENERAL FUND	MAYOR'S OFFICE	381.20
	1/14/26	COUNCIL CH BRANDED CLOTHIN	GENERAL FUND	CITY COUNCIL	62.90

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/14/26	COUNCL& MAYOR CT BRANDED C	GENERAL FUND	CITY COUNCIL	562.54
				TOTAL:	1,006.64
LIBERTY GET N GO	1/12/26	CAR#27 FUEL 12/06	GENERAL FUND	POLICE DEPARTMENT	44.93
	1/12/26	CAR#29 FUEL 12/02	GENERAL FUND	POLICE DEPARTMENT	44.41
	1/12/26	CAR#29 FUEL 12/09	GENERAL FUND	POLICE DEPARTMENT	27.66
	1/12/26	CAR#12 FUEL 12/03	GENERAL FUND	POLICE DEPARTMENT	59.70
	1/12/26	CAR#12 FUEL 12/06	GENERAL FUND	POLICE DEPARTMENT	46.68
	1/12/26	CAR#3 FUEL 12/06	GENERAL FUND	POLICE DEPARTMENT	35.48
	1/12/26	CAR#29 FUEL 12/15	GENERAL FUND	POLICE DEPARTMENT	26.00
	1/12/26	CAR#26 FUEL 12/15	GENERAL FUND	POLICE DEPARTMENT	37.05
	1/12/26	CAR#2 FUEL 12/18	GENERAL FUND	POLICE DEPARTMENT	34.63
	1/12/26	CAR#29 FUEL 12/22	GENERAL FUND	POLICE DEPARTMENT	25.02
	1/12/26	CAR#12 FUEL 12/21	GENERAL FUND	POLICE DEPARTMENT	42.80
	1/12/26	CAR#29 FUEL 12/28	GENERAL FUND	POLICE DEPARTMENT	27.32
	1/12/26	CAR#3 FUEL 12/29	GENERAL FUND	POLICE DEPARTMENT	50.68
	1/14/26	P23 FUEL 12/05	GENERAL FUND	STREETS & HIGHWAYS	89.44
	1/14/26	P23 FUEL 12/16	GENERAL FUND	STREETS & HIGHWAYS	88.80
	1/14/26	D12 FUEL 12/23	GENERAL FUND	STREETS & HIGHWAYS	97.22
	1/14/26	GAS CAN	GENERAL FUND	STREETS & HIGHWAYS	16.25
	1/14/26	P12 FUEL 12/23	GENERAL FUND	STREETS & HIGHWAYS	35.83
	1/14/26	D12 FUEL 12/03	GENERAL FUND	STREETS & HIGHWAYS	73.30
	1/14/26	P15 FUEL 12/04	GENERAL FUND	STREETS & HIGHWAYS	14.45
	1/14/26	P15 FUEL 12/05	GENERAL FUND	STREETS & HIGHWAYS	45.00
	1/14/26	P15 FUEL 12/11	GENERAL FUND	STREETS & HIGHWAYS	35.00
	1/14/26	P17 FUEL 12/15	GENERAL FUND	STREETS & HIGHWAYS	31.20
	1/14/26	P17 FUEL 12/19	GENERAL FUND	STREETS & HIGHWAYS	52.00
	1/14/26	L24 FUEL 12/04	GENERAL FUND	STREETS & HIGHWAYS	71.32
	1/14/26	BH23 FUEL 12/12	GENERAL FUND	STREETS & HIGHWAYS	87.16
	1/14/26	S590 FUEL 12/18	GENERAL FUND	STREETS & HIGHWAYS	67.24
	1/14/26	P16 FUEL 12/06	GENERAL FUND	STREETS & HIGHWAYS	88.94
	1/14/26	S06 FUEL 12/10	GENERAL FUND	STREETS & HIGHWAYS	119.97
	1/14/26	P16 FUEL 12/12	GENERAL FUND	STREETS & HIGHWAYS	89.21
	1/14/26	S06 FUEL 12/23	GENERAL FUND	STREETS & HIGHWAYS	65.53
	1/14/26	P16 FUEL 12/29	GENERAL FUND	STREETS & HIGHWAYS	81.58
				TOTAL:	1,751.80
MARTINS FUEL	1/12/26	CAR#15 FUEL 12/03	GENERAL FUND	POLICE DEPARTMENT	38.70
	1/12/26	CAR#15 FUEL 12/06	GENERAL FUND	POLICE DEPARTMENT	31.40
	1/12/26	CAR#15 FUEL 12/11	GENERAL FUND	POLICE DEPARTMENT	35.00
	1/12/26	CAR#15 FUEL 12/15	GENERAL FUND	POLICE DEPARTMENT	34.10
	1/12/26	CAR#15 FUEL 12/26	GENERAL FUND	POLICE DEPARTMENT	32.10
	1/14/26	CAR#1 FUEL 12/12	GENERAL FUND	POLICE DEPARTMENT	59.68
				TOTAL:	230.98
MATTHEW ANDERSON, PE, PLLC	1/05/26	10/02-03 RESIDENTL INSPECT	GENERAL FUND	BUILDING INSPECTION	3,900.00
	1/05/26	10/28-30 COMMERCL INSPECTI	GENERAL FUND	BUILDING INSPECTION	750.00
	1/05/26	10/27-31 RESIDENTL INSPECT	GENERAL FUND	BUILDING INSPECTION	2,500.00
	1/05/26	12/03-05 RESIDENTL INSPECT	GENERAL FUND	BUILDING INSPECTION	1,625.00
	1/05/26	12/25 RES &COM INSPECTIONS	GENERAL FUND	BUILDING INSPECTION	625.00
				TOTAL:	9,400.00
MUTH RAYMOND	1/14/26	D23 SAFETY LIGHT INSTALL	CAPITAL RESERVE	STREETS & TRANSPORTATI	1,744.06
				TOTAL:	1,744.06
NAPA	1/14/26	TRANSMISSION FLD P12	GENERAL FUND	STREETS & HIGHWAYS	25.96

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/14/26	MD CLEANER	GENERAL FUND	STREETS & HIGHWAYS	6.14
	1/14/26	FUSES FOR S590	GENERAL FUND	STREETS & HIGHWAYS	14.96
	1/14/26	OIL& FILTER FOR D23	GENERAL FUND	STREETS & HIGHWAYS	42.56
	1/14/26	P23 WASHER FLUID	GENERAL FUND	STREETS & HIGHWAYS	3.29
	1/14/26	BATTRY OIL BULBS, OIL FLTR	GENERAL FUND	STREETS & HIGHWAYS	30.47
	1/14/26	BATTRY OIL BULBS, OIL FLTR	GENERAL FUND	STREETS & HIGHWAYS	156.58
	1/14/26	BATTERY CORE P12	GENERAL FUND	STREETS & HIGHWAYS	18.00-
	1/14/26	WIPER BLADES FOR CH22	GENERAL FUND	STREETS & HIGHWAYS	10.36
	1/14/26	OIL&FLTR/B12 TRNSMISSN FLD	GENERAL FUND	STREETS & HIGHWAYS	60.31
	1/14/26	OIL&FLTR/B12 TRNSMISSN FLD	GENERAL FUND	STREETS & HIGHWAYS	12.98
	1/14/26	WASHER FLUID	GENERAL FUND	STREETS & HIGHWAYS	3.29
				TOTAL:	348.90
NOTARYSTAMP.COM	1/14/26	CK NOTARY STAMP	GENERAL FUND	CITY CLERK'S OFFICE	28.60
				TOTAL:	28.60
OUR 3 SONS LLC TJ'S PIT STOP	1/14/26	XMAS25 STAFF LUNCHEON CATE	GENERAL FUND	CITY HALL	1,447.50
				TOTAL:	1,447.50
PAPA JOHNS	1/14/26	CMO LUNCH MTG 12/01	GENERAL FUND	CITY MANAGER'S OFFICE	58.94
				TOTAL:	58.94
PATTON BUILDING SERVICES INC	1/05/26	CH&CWH&PD CLEANING SERVICE	GENERAL FUND	CITY HALL	933.50
	1/05/26	CH&CWH&PD CLEANING SERVICE	GENERAL FUND	CITY HALL	125.00
	1/05/26	CH&CWH&PD CLEANING SERVICE	GENERAL FUND	POLICE DEPARTMENT	933.50
				TOTAL:	1,992.00
DONALD B RICE TIRE CO INC	1/05/26	CAR#11 4 NEW TIRES	GENERAL FUND	POLICE DEPARTMENT	640.00
	1/05/26	CAR#27 4 NEW TIRES	GENERAL FUND	POLICE DEPARTMENT	571.20
				TOTAL:	1,211.20
RING	1/14/26	CY26 MD CAMERA SUBSCRPTN	GENERAL FUND	STREETS & HIGHWAYS	105.99
				TOTAL:	105.99
ROCS	1/14/26	P16 FUEL 11/29	GENERAL FUND	STREETS & HIGHWAYS	91.05
				TOTAL:	91.05
SAME DAY AWARDS	1/14/26	COMM DEV EMPOYEE AWARD	GENERAL FUND	PLANNING & ZONING	55.48
				TOTAL:	55.48
SAVE-A-LOT	1/14/26	STAUBS PERS GROCERIES	GENERAL FUND	NON-DEPARTMENTAL	25.48
				TOTAL:	25.48
SHADE EQUIPMENT COMPANY, INC.	1/14/26	SALT SPREADER MAINTENANCE	GENERAL FUND	POLICE DEPARTMENT	476.74
				TOTAL:	476.74
SHEETZ	1/12/26	CAR#29 FUEL 11/30	GENERAL FUND	POLICE DEPARTMENT	33.65
	1/12/26	CAR#29 FUEL 12/07	GENERAL FUND	POLICE DEPARTMENT	38.27
	1/12/26	CAR#18 FUEL 11/28	GENERAL FUND	POLICE DEPARTMENT	26.00
	1/12/26	CAR#18 FUEL 11/29	GENERAL FUND	POLICE DEPARTMENT	30.00
	1/12/26	CAR#18 FUEL 11/29	GENERAL FUND	POLICE DEPARTMENT	23.00
	1/12/26	CAR#18 FUEL 12/03	GENERAL FUND	POLICE DEPARTMENT	12.00
	1/12/26	CAR#18 FUEL 12/04	GENERAL FUND	POLICE DEPARTMENT	22.00
	1/12/26	CAR#18 FUEL 12/05	GENERAL FUND	POLICE DEPARTMENT	42.00
	1/12/26	CAR#18 FUEL 12/06	GENERAL FUND	POLICE DEPARTMENT	23.00
	1/12/26	CAR#18 FUEL 12/10	GENERAL FUND	POLICE DEPARTMENT	28.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/12/26	CAR#18 FUEL 12/11	GENERAL FUND	POLICE DEPARTMENT	24.00
	1/12/26	CAR#16 FUEL 12/02	GENERAL FUND	POLICE DEPARTMENT	53.30
	1/12/26	CAR#25 FUEL 11/28	GENERAL FUND	POLICE DEPARTMENT	47.21
	1/12/26	CAR#25 FUEL 11/29	GENERAL FUND	POLICE DEPARTMENT	43.68
	1/12/26	CAR#25 FUEL 12/04	GENERAL FUND	POLICE DEPARTMENT	45.01
	1/12/26	CAR#25 FUEL 12/05	GENERAL FUND	POLICE DEPARTMENT	37.48
	1/12/26	CAR#25 FUEL 12/10	GENERAL FUND	POLICE DEPARTMENT	45.84
	1/12/26	CAR#14 FUEL 12/02	GENERAL FUND	POLICE DEPARTMENT	53.00
	1/12/26	CAR#14 FUEL 12/07	GENERAL FUND	POLICE DEPARTMENT	56.00
	1/12/26	CAR#14 FUEL 12/09	GENERAL FUND	POLICE DEPARTMENT	44.50
	1/12/26	CAR#14 FUEL 12/10	GENERAL FUND	POLICE DEPARTMENT	56.00
	1/12/26	CAR#26 FUEL 11/28	GENERAL FUND	POLICE DEPARTMENT	30.81
	1/12/26	CAR#26 FUEL 12/05	GENERAL FUND	POLICE DEPARTMENT	36.06
	1/12/26	CAR#26 FUEL 12/10	GENERAL FUND	POLICE DEPARTMENT	33.69
	1/12/26	CAR#7 FUEL II	GENERAL FUND	POLICE DEPARTMENT	55.69
	1/12/26	CAR#7 FUEL	GENERAL FUND	POLICE DEPARTMENT	57.14
	1/12/26	CAR#7 FUEL 12/11	GENERAL FUND	POLICE DEPARTMENT	30.78
	1/12/26	CAR#11 FUEL 12/05	GENERAL FUND	POLICE DEPARTMENT	39.39
	1/12/26	CAR#18 FUEL 12/12	GENERAL FUND	POLICE DEPARTMENT	31.00
	1/12/26	CAR#18 FUEL 12/13	GENERAL FUND	POLICE DEPARTMENT	25.00
	1/12/26	CAR#18 FUEL 12/14	GENERAL FUND	POLICE DEPARTMENT	25.50
	1/12/26	CAR#25 FUEL 12/12	GENERAL FUND	POLICE DEPARTMENT	44.06
	1/12/26	CAR#14 FUEL 12/15	GENERAL FUND	POLICE DEPARTMENT	52.00
	1/12/26	CAR#25 FUEL 12/17	GENERAL FUND	POLICE DEPARTMENT	47.94
	1/12/26	CAR#18 FUEL 12/18	GENERAL FUND	POLICE DEPARTMENT	31.00
	1/12/26	CAR#18 FUEL 12/19	GENERAL FUND	POLICE DEPARTMENT	30.00
	1/12/26	CAR#18 FUEL 12/20	GENERAL FUND	POLICE DEPARTMENT	13.00
	1/12/26	CAR#18 FUEL 12/21	GENERAL FUND	POLICE DEPARTMENT	20.00
	1/12/26	CAR#25 FUEL 12/19	GENERAL FUND	POLICE DEPARTMENT	41.86
	1/12/26	CAR#28 FUEL 12/21	GENERAL FUND	POLICE DEPARTMENT	39.00
	1/12/26	CAR#26 FUEL 12/19	GENERAL FUND	POLICE DEPARTMENT	29.43
	1/12/26	CAR#26 FUEL 12/21	GENERAL FUND	POLICE DEPARTMENT	33.46
	1/12/26	CAR#29 FUEL 12/23	GENERAL FUND	POLICE DEPARTMENT	26.15
	1/12/26	CAR#18 FUEL 12/25	GENERAL FUND	POLICE DEPARTMENT	36.50
	1/12/26	CAR#25 FUEL 12/24	GENERAL FUND	POLICE DEPARTMENT	33.73
	1/12/26	CAR#14 FUEL 12/23	GENERAL FUND	POLICE DEPARTMENT	38.00
	1/12/26	CAR#14 FUEL 12/24	GENERAL FUND	POLICE DEPARTMENT	39.00
	1/12/26	CAR#18 FUEL 12/27	GENERAL FUND	POLICE DEPARTMENT	23.50
	1/12/26	CAR#18 FUEL 12/27	GENERAL FUND	POLICE DEPARTMENT	14.00
	1/12/26	CAR#25 FUEL 12/26	GENERAL FUND	POLICE DEPARTMENT	36.19
	1/12/26	CAR#26 FUEL 12/26	GENERAL FUND	POLICE DEPARTMENT	30.98
	1/12/26	CAR#28 FUEL 2/29	GENERAL FUND	POLICE DEPARTMENT	29.00
	1/12/26	CAR#28 FUEL 12/30	GENERAL FUND	POLICE DEPARTMENT	55.05
	1/14/26	CAR#1 FUEL12/05	GENERAL FUND	POLICE DEPARTMENT	64.72
	1/12/26	CH EXPLORER FUEL 12/04	GENERAL FUND	STREETS & HIGHWAYS	30.92
	1/12/26	BI JEEP FUEL 12/02	GENERAL FUND	STREETS & HIGHWAYS	35.70
	1/12/26	BI JEEP FUEL 12/18	GENERAL FUND	STREETS & HIGHWAYS	32.66
	1/14/26	CE TRAX FUEL 12/15	GENERAL FUND	STREETS & HIGHWAYS	25.11
				TOTAL:	2,081.96
SHENTEL BUSINESS	1/05/26	JAN25 PD INTERNET SERVICE	GENERAL FUND	POLICE DEPARTMENT	1,900.00
				TOTAL:	1,900.00
SHERWIN - WILLIAMS	1/14/26	CWH PAINT	CAPITAL RESERVE	STREETS & TRANSPORTATI	56.77
	1/14/26	CWH PAINT	CAPITAL RESERVE	STREETS & TRANSPORTATI	150.75
	1/14/26	CWH PAINT	CAPITAL RESERVE	STREETS & TRANSPORTATI	61.95

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/14/26	CWH PAINT	CAPITAL RESERVE	STREETS & TRANSPORTATI	50.56
	1/14/26	CWH PAINT	CAPITAL RESERVE	STREETS & TRANSPORTATI	116.49
				TOTAL:	436.52
SIRCHIE ACQUISTION COMPANY LLC	1/14/26	PD DRUG TEST KITS	GENERAL FUND	POLICE DEPARTMENT	56.30
				TOTAL:	56.30
SOUTHERN STATES INC	1/14/26	FUEL MIX FOR MD EQUIPMENT	GENERAL FUND	STREETS & HIGHWAYS	17.59
				TOTAL:	17.59
STAPLES ADVANTAGE INC	1/05/26	CH FOLDERS/COPY PAPER/INK/	GENERAL FUND	CITY HALL	68.71
	1/05/26	CH FOLDERS&TISSSUES	GENERAL FUND	CITY HALL	82.49
				TOTAL:	151.20
STERICYCLE INC	1/05/26	11/10 CH SHREDDING SERVICE	GENERAL FUND	CITY HALL	439.30
				TOTAL:	439.30
SUNOCO	1/12/26	CAR#7 FUEL 12/16	GENERAL FUND	POLICE DEPARTMENT	48.50
	1/12/26	CAR#7 FUEL 12/16	GENERAL FUND	POLICE DEPARTMENT	54.62
	1/14/26	D23 FUEL 12/10	GENERAL FUND	STREETS & HIGHWAYS	100.00
				TOTAL:	203.12
THE JOURNAL,MARTINSBURG	1/05/26	FY26 JOURNAL DGTL SUBSCPTI	GENERAL FUND	CITY HALL	169.00
				TOTAL:	169.00
THOMSON REUTERS	1/14/26	DEC25 WESTLAW SBSCPTN	GENERAL FUND	CITY ATTORNEY	396.60
				TOTAL:	396.60
TIREVILLE	1/14/26	TIRE& TUBE FOR BACK HOE	GENERAL FUND	STREETS & HIGHWAYS	30.90
	1/14/26	TIRE REPAIR S590	GENERAL FUND	STREETS & HIGHWAYS	46.35
				TOTAL:	77.25
TOWN MART CITGO	1/12/26	CAR#12 FUEL 12/05	GENERAL FUND	POLICE DEPARTMENT	48.77
	1/12/26	CAR#26 FUEL 12/03	GENERAL FUND	POLICE DEPARTMENT	32.39
	1/12/26	CAR#12 FUEL 12/11	GENERAL FUND	POLICE DEPARTMENT	56.33
	1/12/26	CAR#12 FUEL 12/13	GENERAL FUND	POLICE DEPARTMENT	50.30
	1/12/26	CAR#12 FUEL 12/18	GENERAL FUND	POLICE DEPARTMENT	43.85
	1/12/26	CAR#12 FUEL 12/20	GENERAL FUND	POLICE DEPARTMENT	52.46
	1/12/26	CAR#12 FUEL 12/26	GENERAL FUND	POLICE DEPARTMENT	44.66
	1/12/26	CAR#12 FUEL 12/27	GENERAL FUND	POLICE DEPARTMENT	49.88
	1/12/26	CAR#28 FUEL1 12/29	GENERAL FUND	POLICE DEPARTMENT	50.00
	1/14/26	P12 FUEL 12/01	GENERAL FUND	STREETS & HIGHWAYS	70.19
	1/14/26	P12 FUEL 12/10	GENERAL FUND	STREETS & HIGHWAYS	73.45
				TOTAL:	572.28
TRACTOR SUPPLY	1/14/26	CHAIN FOR L24	GENERAL FUND	STREETS & HIGHWAYS	64.55
				TOTAL:	64.55
TRANSUNION	1/14/26	NOV25 INVESTIGATION SUBSCR	GENERAL FUND	POLICE DEPARTMENT	110.00
				TOTAL:	110.00
TYLER BUSINESS FORMS	1/05/26	SALES TAX REFUND	GENERAL FUND	TREASURER'S OFFICE	17.45-
	1/05/26	FY26 1099 VENDOR FORMS	GENERAL FUND	TREASURER'S OFFICE	317.23
	1/05/26	CHECK PAPERX1000	GENERAL FUND	TREASURER'S OFFICE	266.86
				TOTAL:	566.64

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
WALMART INC	1/14/26	USBA CHARGING CORD	GENERAL FUND	ECONOMIC DEVELOPMENT	6.23
	1/14/26	USB CHARGING CORD RETURN	GENERAL FUND	ECONOMIC DEVELOPMENT	10.47-
	1/14/26	MD COFFEE	GENERAL FUND	STREETS & HIGHWAYS	28.42
	1/14/26	SMORES XMAS TREE LGHTNG	GENERAL FUND	FAIR ASSOC/FESTIVAL	96.29
	1/14/26	HOT CHOC SUPPLIES XMSA PAR	GENERAL FUND	FAIR ASSOC/FESTIVAL	52.77
				TOTAL:	173.24
WASTE MANAGEMENT INC	1/05/26	DEC25 MD WASTE SERVICE	GENERAL FUND	STREETS & HIGHWAYS	320.94
	1/05/26	JAN26 MD TRASH SERVICE	GENERAL FUND	STREETS & HIGHWAYS	321.45
				TOTAL:	642.39
WAWA	1/12/26	CAR#16 FUEL 12/22	GENERAL FUND	POLICE DEPARTMENT	51.97
				TOTAL:	51.97
WINCHESTER EQUIPMENT CO, INC.	1/14/26	BOBCAT OIL & FUEL FILTER &	GENERAL FUND	STREETS & HIGHWAYS	111.13
	1/14/26	BOBCAT OIL & FUEL FILTER &	GENERAL FUND	STREETS & HIGHWAYS	72.02
				TOTAL:	183.15
ZOOM.US	1/14/26	DEC25 ONLINE MTNG SUBSCRPT	GENERAL FUND	ECONOMIC DEVELOPMENT	52.43
				TOTAL:	52.43

FUND TOTALS		
001	GENERAL FUND	42,751.58
200	CAPITAL RESERVE	18,754.58
207	PARKS & REC	1,174.18
	GRAND TOTAL:	62,680.34

TOTAL PAGES: 8

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PCARD
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 1/05/2026 THRU 1/14/2026

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GANTT'S EXCAVATING & CONTRACTING INC	1/16/26	11/30 LIBERTY ST CONST	CAPITAL RESERVE	STREETS & TRANSPORTATI	63,699.97
				TOTAL:	63,699.97
GREENWAY ENGINEERING, INC.	1/16/26	12/14/25 STRM WATER STUDY	CAPITAL RESERVE	STREETS & TRANSPORTATI	7,695.00
				TOTAL:	7,695.00
KARIN V CAMPBELL	1/16/26	CH SALARY STUDY 01/10/26	CAPITAL RESERVE	GENERAL GOVERNMENT	15,500.00
				TOTAL:	15,500.00
KIMLEY-HORN AND ASSOCIATES, INC.	1/16/26	12/31 ASSSSMNT NEW MD BLD	CAPITAL RESERVE	STREETS & TRANSPORTATI	4,815.00
				TOTAL:	4,815.00

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

200	CAPITAL RESERVE	91,709.97
	GRAND TOTAL:	91,709.97

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: CAP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 1/16/2026 THRU 1/16/2026

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
POTOMAC EDISON COMPANY, INC	1/13/26	DEC25 JMP ELEC SER	PARKS & REC	PARKS & REC	12.35
				TOTAL:	12.35

FUND TOTALS	
207 PARKS & REC	12.35
GRAND TOTAL:	12.35

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 03-CT BOARD OF P&R
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PARK1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 1/13/2026 THRU 1/13/2026

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/20/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1068: Charles Town Utility Board Meeting Minutes - December 10, 2025, and December 18, 2025

ATTACHMENTS:
- 2025.12.10 UB MINUTES .pdf
- 2025.12.18 UB MINUTES .pdf

Charles Town Utility Board
Special Board Meeting
December 10, 2025

The Charles Town Utility Board held a special meeting on December 10, 2025 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; and Robert Rodecker, Legal Counsel (Zoom).

County Commission Liaison, Commissioner Mike Mood were absent from the meeting.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of November 12, 2025 Special Meeting Minutes

The Chairman called for changes or corrections to the November 12, 2025 special meeting minutes. Mrs. Parker suggested a minor correction to the discussion on the Summit Point grant. Staff will verify from the meeting recording.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved the November 12, 2025 special meeting minutes as presented and any changes will be verified by the meeting recording.**

Approval of November 25, 2025 Special Meeting Minutes

The Chairman called for changes or corrections to the November 25, 2025 special meeting minutes.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board approved the November 25, 2025 special meeting minutes as presented.**

PUBLIC COMMENT

Public comment was received by Travis Markley, Robbie Shipe, Collin Cole, Ritchie Longerbeam, and Elizabeth Ricketts.

UNFINISHED BUSINESS

Utility Manager Performance Evaluation Review and Contract Addendum - Possible Executive Session Under: WV State Code Section 6-9A-4(b)(2) (A)- Matters arising from the appointment, employment of an employee.

This item was moved to the end of the meeting.

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

NEW BUSINESS

2026 CTUB Board Meeting Schedule

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved the 2026 board meeting schedule as presented.**

2026 CTUB Holiday Schedule

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the 2026 holiday schedule as presented.**

Collection System Project – Resolution No. 21 – EEFG Payment No. 4, Pay App No. 9

Mrs. Stolipher included the pay application for Resolution No. 21 – EEFG Payment No. 4, Pay App No. 9, in the amount of $137,286.81 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved Resolution No. 21 – EEFG Payment No. 4, Pay App No. 9.**

Collection System Project – Resolution No. 22 – CIF Payment No. 15

Mrs. Stolipher included the pay application for Resolution No. 22 – CIF Payment No. 15, in the amount of $34,307.81 for work completed.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved Resolution No. 22 – CIF Payment No. 15.**

Chlorine Room Modification Project – Resolution No. 3 – Pay App No. 3

Mrs. Stolipher included the pay application for Resolution No. 3 in the amount of $44,066.25 for work completed.

Action: **Motion made by Mr. Kratovil, second by Mr. Pierson, the Board unanimously approved Resolution No. 3 – Pay App No. 3.**

GDF – Asset Management Task Order No. 2

Mrs. Stolipher presented Task Order No. 2 for assistance from GDF to help develop the Asset Management software additional population of data and work orders. Justin Cooney and Dave Pederson from GDF provided a brief overview of the scope of work to complete this task. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mrs. Pierson, the Board unanimously approved Task Order No. 2 not to exceed $35,000.**

Rate Study Request for Proposals

Mrs. Stolipher provided a draft Request for Proposals for a rate study. She mentioned the last Class Cost of Service study was initiated in 2021 using FY2022 billing data. Mrs. Stolipher recommended the Board go out to bid to analyze current rates, consumption tiers and various customer classes with the substantial growth and overall increased operation costs since that time. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the rate study Request for Proposals.**

Vactor Truck Quotes

Mrs. Stolipher included two truck quotes, which has been included in the approved Capital Expenditure report. The current truck is almost twenty years old and in need of replacement. She suggested moving forward with the Vactor quote totaling $365,594.00. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the purchase of the Vactor truck.**

Cranes Lane Control Panel Quote

Mrs. Stolipher provided a quote to replace an existing control panel at the Cranes Lane Pump Station. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the purchase of the control panel for Cranes Lane Pump Station.**

GDF Wastewater Treatment Facility Preliminary Design Proposal

Prior to the Board's review of the PER at the first January meeting, GDF would like to move forward with the initial assessment of wastewater flows by performing influent sampling, analysis, and process modeling in preparation for the future Charles Town Wastewater Plant expansion not to exceed $130,000. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the GDF proposal and requested at the January meeting a more specific calendar of what additional projects or studies need to be done to get to the funding stage.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided her report on this month's sewer and water efforts. The Board expressed their satisfaction with the new report format.

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

Chairman Report

The Chairman had nothing to report.

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

APPROVAL OF BILLS

December 10, 2025

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

EXECUTIVE SESSION

Utility Manager Performance Evaluation Review and Contract Addendum - Possible Executive Session Under: WV State Code Section 6-9A-4(b)(2) (A)- Matters arising from the appointment, employment of an employee.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved convening into Executive Session at 5:07 P.M. to discuss the Utility Manager performance evaluation.**

The Board convened back into public session at 6:32 P.M.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil the Board approved directing the attorney to draft a contract addendum for the General Manager that changes the appraisal date to September from December and offers a one-year extension to December 2026. Mr. Pierson voted against the motion.**

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved scheduling a special meeting on December 18th at 4:00 P.M.**

The Chairman mentioned he will meet with Mrs. Stolipher to review the Board's evaluations prior to the December 18th meeting as she will have an opportunity to comment at that time.

ADJOURNMENT

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

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved to adjourn the meeting at 6:34 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, January 14, 2026 at 4:00 P.M. at 661 S. George Street.

Brent Manuel
Chairman

Ashley Stottlemyer
Secretary

Charles Town Utility Board
Special Board Meeting
December 18, 2025

The Charles Town Utility Board held a special meeting on December 18, 2025 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; Ashley Stottlemyer, Secretary; and Robert Rodecker and Cindy Wilson, Legal Counsel (Zoom).

CALL TO ORDER

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

PUBLIC COMMENT

No public comment was received.

Mrs. Stolipher mentioned that a quorum would not be available on December 22 or 23 for a Special Meeting to discuss a time-sensitive matter relating to a PSC complaint case that has been filed against CTUB and requested amending the agenda to include this emergency item. Mrs. Wilson had no problems with this request.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved amending the agenda to receive legal advice pursuant to a complaint filed with the PSC.**

UNFINISHED BUSINESS

Utility Manager Performance Evaluation Review and Contract Addendum -Possible Executive Session Under: WV State Code Section 6-9A-4(b)(2)(A)- Matters arising from the appointment, employment of an employee.

Mrs. Stolipher requested this item to be held in public session. The Chairman stated he met with Mrs. Stolipher and reviewed the evaluations completed by the Board members. He reviewed the goals the Board set for Mrs. Stolipher for 2026, half of which she is currently achieving and the Board requests her to continue to do. Mrs. Stolipher provided her response to the Board evaluations and requested a two-year contract extension instead of the one-year suggestion since the overall Board evaluations, both current and past, were positive and very satisfactory. She also requested clearly defined and measurable improvement objectives included in a final evaluation.

The Board was in agreeance and pleased with Mrs. Stolipher' s overall performance and staff's support, but would like to extend the contract for one year, review again in September 2026 and look at a three-year extension at that time based on performance. The Chairman and Mr. Pierson were in favor of a two-year contract extension. The Board requested hiring a Deputy type position under the Utility Manager to assist with tasks. Mrs. Stolipher the Board has already approved that position in the last fiscal year budget and has been included in the organizational chart. The Chairman mentioned an organizational structure study would be beneficial for the Utility.

Mrs. Stolipher will review the one-year contract extension again and inform the Board of her decision. No action was taken by the Board.

NEW BUSINESS

Emergency Action Item - Added to agenda on 12/18/2025* - WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved inviting Stephanie Grove, Legal Counsel for the City of Charles Town, to participate in the executive session discussion on the PSC complaint case.**

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved convening into Executive Session at 4:48 P.M. to received legal advice regarding a complaint filed with the PSC.**

The Board convened back into public session at 5:25 P.M.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously authorized the Attorney to file a response to the complaint filed with the PSC regarding the CIF case, seeking a 30-day extension of time due to the holiday and the necessity of coordinating a response with the Charles Town City Council.**

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously recommend to the Charles Town City Council that together file a response to the complaint case seeking mediation and agreeing to toll the CIF and the Ordinance, that establishes the CIF, until the case is resolved.**

ADJOURNMENT

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

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved to adjourn the meeting at 5:31 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, January 14, 2026 at 4:00 P.M. at 661 S. George Street.

Brent Manuel
Chairman

Ashley Stottlemyer
Secretary

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/20/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1069: John Maxey - Oath of Office

ATTACHMENTS:

- 2026 - John Maxey Oath.pdf

City of Charles Town, West Virginia
Charles Town Utility Board
Oath of Office

COUNTY OF JEFFERSON

I, **John Maxey ,** do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of West Virginia.

I, **John Maxey ,** do solemnly swear that I will faithfully discharge and perform the duties of the position of Board Member for the City of Charles Town Utility Board, to the best of my skill and judgment, and according to law.

John Maxey
Signature

The above oath was taken and subscribed before Brent Manuel, Charles Town Utility Board Chairman, on this 14th day of January 2026.

Brent Manuel
Charles Town Utility Board Chairman

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/20/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1070: FY2027 Budget Calendar

ATTACHMENTS:

- FY 2027 Budget Schedule.pdf

CITY OF CHARLES TOWN
FY 2027 BUDGETING SCHEDULE

General Fund

January 9, 2026 – Salary requests are due. These requests should include new positions that are not in the current budget. Additional merit increase requests above the normal 2.5% should also be included. Requests may be submitted in email format. FY 2026 salaries will be emailed to each director as a reminder of current pay rates.

January 23, 2026 – Budget requests for items that are not in the current budget are due. These requests should include new contracted services, dues, training, software maintenance payments, etc. These requests may be submitted in email format as well. Please be advised that Finance will compile each department's budget based on a 5-year history of actual expenditures. The purpose of these requests is to make Finance aware of unusual, unexpected expenditures that would be overlooked in the compilation of the budget based on historical data.

February 11-13, 2026 – Directors and Chief of Police will meet individually with the Finance Director to review and finalize their budgets.

February 16-20, 2026 – An appointment will be made during this week with the Finance Director and the City Manager to review and finalize the entire FY 2027 budget and salaries.

March 2, 2026 – First draft of the 2027 General Fund Budget is presented to Council.

March 3, 2026 – Ad valorem rates are due from the county assessor's office.

March 6, 2026 – Spirit of Jefferson due date to submit ad valorem rate increase publication.

March 12, 2026 – First ad valorem rate increase publication appears in the Spirit. *(If council decides to increase ad valorem rate.)*

March 16, 2026 – Council approves budget and it is sent to the State for approval *if ad valorem rate is not increased*.

March 19, 2026 - Second ad valorem rate increase publication appears in the Spirit. *(If council decides to increase ad valorem rate.)*

March 23, 2026 – Public hearing is held for ad valorem rate increase. Special Council meeting is held to approve the general fund budget. *(If council decides to increase ad valorem rate.)*

April 21, 2026 – Council officially lays the levy after receiving feedback from the State.

Parks and Recreation

March 20, 2026 – Salary changes and budget requests that are not in the current budget are due. This will include raises for lifeguards and tennis instructors. Other items that are not included in the current budget should be submitted at this time. These items may include new programs, additional supplies, new contracted services, etc. Finance will compile a draft budget based on a 5-year history of actual expenditures. Therefore, it is only necessary to request unusual, unexpected expenditures that would be overlooked in the compilation of the budget based on historical data. Additional revenue items should be considered and submitted as well. Items may be submitted in email format.

March 30-31, 2026 – Finance Director will meet with Parks Manager and Assistant City Manager to review the budget.

April 2026 P&R Board Meeting – FY 2027 P&R Budget is presented to the Board.

Capital Fund

Two Budgets will be compiled – FY 2027-2031 CIP Budget and FY 2027 Capital Budget

March 2026 – Directors, Chief of Police, and City Manager should begin compiling new capital items and backup quotes along with pictures if applicable to be included in 2027-2031 CIP Budget. The current FY 2026-2030 CIP Budget will be emailed as a refresher.

March 27, 2026 – Capital item requests are due for the FY 2027-2031 CIP Budget. These items may be submitted in email format.

April 6-10, 2026 – During this week, leaders, Finance Director, and City Manager will meet to review FY 2027-2031 CIP Budget.

April 20, 2026 – First draft of FY 2027-2031 CIP Budget is presented to council.

May 1, 2026 – Capital items for the FY 2027 Capital Budget that were not included in the 2027-2031 CIP Budget are due to be submitted by email. (It will be unusual to have an item. Unless an emergency arises, these items should be submitted with the CIP Budget on March 27, 2026.) The FY 2027 Capital Budget will be compiled using the approved 2027-2031 CIP Budget from April 20, 2026.

May 4, 2026 – Final draft of FY 2027-2031 CIP Budget will be presented to council if necessary.

May 6-8, 2026 – Leaders will meet to discuss FY 2027 Capital Budget.

May 18, 2026 – FY 2027 Capital Budget is presented to council.