CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • JULY 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

: **2026-1724:** City Council Workshop Meeting Minutes - June 15, 2026

: **2026-1725:** City Council Meeting Minutes - June 15, 2026

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

: **2026-1726:** Mayor's Report - July 20, 2026

6. COMMITTEE REPORTS

: **2026-1727:** Ordinance Committee Report - June 25, 2026
1727 - City of Charles Town Ordinance Committee Report - June 25 2026.docx

: **2026-1728:** Infrastructure Committee Report - July 9, 2026
1728 - Report_ Infrastructure Committee July 2026.pdf

: **2026-1729:** Parks and Recreation Commission Report - July 9, 2026

: **2026-1752:** Personnel Committee Report - July 13, 2026
July 13th Personnel Committee.docx

: **2026-1730:** Finance Committee Report - July 14, 2026
FY 2027 Budget Schedule.pdf
1730 - FinanceCommitteeReport_14_July_2026.pdf
6-30-26 Bank and Investment Account Balance.pdf
FY 2027 GF Revision #1.pdf
FY27 Coal Severance Revision #1.pdf
HDL Credit Worksheet.pdf
June 2026 Capital Budget Financials.pdf
JUNE 2026 GF FINANCIALS.pdf
June 2026 P&R Financials.pdf

7. CITY MANAGER REPORT

: **2026-1731:** City Manager's Report - July 20, 2026

1731 - CMR 20 July 2026.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2026-1732:** Public Hearing for Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Seventeen Building and Housing Code, Chapter Three Local Provisions, Article 1759 Vacant Buildings

: **2026-1733:** Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Seventeen Building and Housing Code, Chapter Three Local Provisions, Article 1759 Vacant Buildings
1759 Council Revisions After First Reading.pdf
1759 Council Revisions After First Reading Clean.pdf

: **2026-1610:** Public Hearing for Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Areas (PODA)

: **2026-1735:** Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Areas (PODA)
PODA_Map_Update_Revision_Redline.pdf
PODA Map Update Revision Clean.pdf
PODA Map Update Revision Council Revisions Redline.pdf

: **2026-1747:** Charles Town Utility Board (CTUB) Operational and Legal Update - Possible Executive Session
PSC Final Order.pdf

: **2026-1751:** Update on the Annexation Process of the Hill Farm Property
Charles Town Retainer Letter Perry Annexation.doc
Charles Town Retainer Letter Perry Annexation Signed.pdf

10. NEW BUSINESS

: **2026-1721:** BR2026-03 - Bond Initiation - Huntfield Phase 4
1. Staff Report.pdf
2. Application.pdf
3. KH Review.pdf
4. Estimate.pdf

: **2026-1740:** Expansion of Walkability Improvement Grant
1. Report.pdf
2. Current Walkability Improvement Program Application.pdf

: **2026-1736:** Community Grant Policy Review
1736 - Community Funding Policy.pdf
1736 - Community Grant Applicaiton.pdf

: **2026-1737:** Request for Proposal to Audit and Redesign of the Council Chambers A/V System Discussion
1737 - Memo - RFP to Audit & Redesign the Council Chamber AV System.pdf

: **2026-1738:** FY2027 Coal Severance Revision #1
1738 - FY27_Coal_Severance_Revision__1.pdf

: **2026-1739:** FY2027 General Fund Revision #1
1739 - FY_2027_GF_Revision__1.pdf

: **2026-1741:** Depot Land Discussion
SKM_C360i26072010240.pdf
Article 138.pdf

: **2026-1742:** Pay Point Presentation
Paypoint Benefits Analysis.pdf
Paypoint Compensation Study.pdf

: **2026-1743:** Charles Street Engineering
2026-06-15_City of Charles Town - Charles Street Green Infrastructure Design and Engineering Proposal.pdf

: **2026-1744:** TAP Grant Applications Discussion
TAP Recommendations Memo.pdf

: **2026-1745:** School Based Law Enforcement Officer Agreement
2026-006 - A Resolution with Regard to a School Based Law Enforcement Officer Agreement.pdf
SRO Agreement_2026_2027.docx

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2026-1746:** Article 921.03 Use of Public Sewer Required - Possible Referral to the Ordinance Committee
1746 - 921.03 USE OF PUBLIC SEWERS REQUIRED.pdf

12. APPROVAL OF BILLS

: **2026-1748:** Payment of Bills - July 20, 2026
CAPITAL RESERVE COUNCIL REPORT 2026-07-20.pdf
COUNCIL REPORT PCARD 07-20-26.pdf
GEN FUND COUNCIL REPORT 2026-07-20.pdf
PARKS N REC COUNCIL REPORT 2026-07-20.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, Monday, August 17, 2026, at 7:00PM

: **2026-1749:** Signed Transportation Letters to WV Representatives

: **2026-1750:** Charles Town Utility Board Meeting Minutes
CTUB Minutes of 10 June 2026.pdf
CTUB Minutes of 24 June 2026.pdf
CTUB Minutes of 27 May 2026.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: 07/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1724: City Council Workshop Meeting Minutes - June 15, 2026

ATTACHMENTS:

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101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
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SCHEDULED

AGENDA ITEM (ID #)

2026-1725: City Council Meeting Minutes - June 15, 2026

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1726: Mayor's Report - July 20, 2026

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1727: Ordinance Committee Report - June 25, 2026

ATTACHMENTS:

- 1727 - City of Charles Town Ordinance Committee Report - June 25 2026.docx

City of Charles Town Ordinance Committee Report

25 June, 2026 Meeting

Drafted by: Kevin Tester – Chairman

Call to Order 17:02

1. **Committee Members Present:** Ordinance Committee members Kevin Tester, Julie Smith, Nate Hartman, City Manager Brent Manuel and Staff Attorney Stephanie Grove. Not present, Alden Roth

2. **Unfinished Business**
3. **2026:1929: Art. 111 – Council**
   We began going line by line for Art 111. And getting through roughly half of the entire article. Some changes have been made and more likely to come as we complete the process at our July meeting, time allowing.

   Recommendations to City Council: None at this time

4. **2026-1630: Art. 1104 - Trees**
   General discussion on what we will be looking at. Directed Stephanie to work on an initial draft to begin to work off of. Once Art 111 is completed we will take up Art 1104

   Recommendations to City Council: None at this time

   Meeting Adjourned at 18:35

City Council
101 East Washington Street
Charles Town, WV 25414

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Category: Report
Initiator:

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AGENDA ITEM (ID #)

2026-1728: Infrastructure Committee Report - July 9, 2026

ATTACHMENTS:

- 1728 - Report_ Infrastructure Committee July 2026.pdf

City of Charles Town

Infrastructure Committee

Report from July 9, 2026

I. CALL TO ORDER: Thursday, July 9th at 4:30 PM - City Hall
Councilmembers Present: Elizabeth Ricketts, Alden Roth, Andie Sugrue
Staff Present: Alissa Meeks, Brent Manuel

II. UNFINISHED BUSINESS

2026-1637: Stormwater Issues and Updates

The Committee discussed the stormwater study completed by Greenway Engineering and next steps. The committee plans to discuss scoping of the next phase of stormwater study/design work at the next meeting before making recommendations to Council.

2026-1638: Congress and Lawrence Street Intersection Update

Staff updated the committee on next steps which will involve Jason Fauber with WRA LLP assigned by WVDOT to facilitate. As of June 30th, updated plans are with District 5 for review and there is a goal of construction in late fall 2026.

2026-1639: Liberty Street Stormwater Project

Staff updated the committee that Maintenance Director Wysong and City Manager Manuel will be working on placement of a Handicapped-designated parking space which may involve removing some of the pavement stripping done by the contractor. The committee reviewed the document “FIELD RIVISION GUIDANCE BIORETENTION SURFACE TREATMENTS - LIBERTY STREET DRAINAGE IMPROVEMENTS” dated 7/7/2026 which includes modifications proposed by Greenway Engineering to improve the stormwater mitigation project on East Liberty Street such as additional pavers and a top layer of rock to help weigh down the soil, mulch and other medium. They also included plans for new planting to replace the ones that washed away. Greenway Engineering is working directly with the construction contractor on these improvements.

2026-1640: Repaving Plan

The Committee reviewed documents pertaining repaving. Staff needs to locate the document in Excel format for easier updating and to work with Maintenance Director Wysong to update asphalt conditions. The Committee recommends holding off on any repaving for this calendar year so thoughtful planning can take place ahead of an RFP next year.
Things to consider: changes to pavement conditions since last study, planned work by Charles Town Utility Board and other utilities, new roads not included in the previous assessment, the amount of repaving to be done being too small to attract bidders, timeline of when asphalt plants operate, needing to specify milling and paving to avoid past issues.

2026-1641: Resident Requests from City Council Public Comment

The Committee reviewed past resident concerns from public comments and City app. This included requests for:

- consideration of the Train Horn Rule
    - The Committee believes this is a quality of life request that is overshadowed by safety needs, especially given the recent car vs. train incident that occurred at the Lawrence Street crossing. A larger discussion was had about the lack of crossing arms at several railroad crossings in town. There was a discussion about the possibility of the City placing Yield or Stop signs with stop bars. This will be an ongoing agenda item about railroad crossing safety within city-limits.
- Light pollution compliant at 661 S. George St.
    - Maintenance Director Wysong provided an email update that Potomac Edison had slightly adjusted the angle on the offending light. Committee will follow up with resident to see if this has resolved issue.
- South Charles Street one-way
    - The Committee will keep this on the agenda moving forward as there have been repeated issues of failure by motorists to follow the one-way street directive. The Committee believes this is due to signage issues which may require coordination with DOH to solve. Reconfiguring of the South 100 block may also be incorporated with North Charles Street redesign.
- Norborne Glebe crosswalk request
    - The City Manager has heard again from the resident who had requested crosswalks be placed at Haversack Circle. The Committee had previously evaluated this request and found that the issue seemed to be with drivers failing to adhere to already existing traffic control signage. This is an enforcement issue. The Committee recommends placement of the CTPD radar trailer to alert drivers to speed in the area as a next step.
- South George Street traffic calming and addition of parking hashmarks
    - Councilmember Ricketts completed a site visit with Maintenance Director Wysong and discovered the nature of the streetscape here is complicated. Staff has since coordinated with District 5 DOH to have an engineer meet with Mr. Wysong and give advice on placement of parking hashmarks, scheduled for Friday 7/17/2026.
    - During the site visit, a severely damaged stormwater culvert was identified which has since been submitted as a work order and acknowledged by DOH. They plan a repair by end of January 2027.

2026-1642: EPA Thriving Communities Grant - Next Steps

No updates at this time.

2026-1643: Ongoing Project List

The Committee reviewed a list of projects generated in 2023 and discussed the progress of each. Given how long projects take, the Committee recommends Council review the list ahead of the upcoming Strategic Session.

III. NEW BUSINESS

2026-1644: City App Request

The Committee reviewed requests that have come in through the City app. All three were submitted anonymously which makes it difficult to follow up. Staff and the committee will be looking into one of the issues regarding a stop sign in the middle of new sidewalk installed at infill projects on E. Wall Street and George Street Extension.

2026-1645: Pneumatic Tube and Speed Radar Data and Future Placement

The Committee reviewed pneumatic tube and speed radar trailer data from several locations.

Recommendations for next placement:

Pneumatic Tubes: 100 block of South Charles Street to assess traffic counts
Radar Trailer: Norborne Glebe near Haversack Circle

2026-1646: Walk and Ride WV Statewide Bicycle and Pedestrian Plan

The Committee discussed the statewide survey currently open for comment.

2026-1649: Maintenance Director Report

Maintenance Director Wysong was not in attendance but provided a written update of department activities since May.

2026-1650: Other Projects Updates from Staff

Staff updated the Committee that 90% plans from Alpha Engineers for the revised Phase II Augustine Avenue Trail are expected mid-July. Additionally, the State Transportation Improvement Plan (STIP), which is currently open for public comment, includes three (3) projects that are within city-limits.

IV. ADJOURNMENT

Adjourned: 5:53PM
Next meeting: Monday, August 24 at 4:30PM (unless otherwise scheduled)

2026-1729: Parks and Recreation Commission Report - July 9, 2026

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Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1752: Personnel Committee Report - July 13, 2026

ATTACHMENTS:
- July 13th Personnel Committee.docx

July 13th Personnel Committee
CALL TO ORDER 5:02 PM
Councilman KevinTester
City Manager Brent Manuel
Finance Director Lori Nice
Chair Andie Sugrue

UNFINISHED BUSINESS :
2026-1700: Update from Finance Regarding Next Steps in Insurance Coverage from 85% to 90%
Councilman Tester provided update that Finance would like to review Pay Point's full presentation before deciding on next steps on July 20th.

2026-1701: **Paypoint's Presentation on July 20, 2026, to Council**
The committee agreed that Pay Point should present all recommendations to Council excluding CTUB's portion

2026-1702: Schedule Meeting to Discuss City Manager's Annual Evaluation Results
Committee will meet with the city manager during the next Personnel meeting to discuss in executive session

NEW BUISINESS:
2026-1703: **Referral to Finance to Apply Raises During the First Pay Run in July and January**
Finance Director explained there would be no fiscal concern applying raises during second run in July and January.
Councilman Tester moved to adopt changes to apply raises during the second pay period in July and in January.
Chair Andie Sugrue – seconded
Passed unanimously.
Personnel is referring this update to Finance to include this in their finance policy re-write

2026-1704: **Sick Time Sharing When an Employee Ceases Employment**
Expanding on the current sick leave donation policy to include banking sick hours from employees who cease employment
Personnel will have our city attorney, Stephanie Grove, review to see if this is possible and provide feedback

ADJOURNMENT – 5:47 PM

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1730: Finance Committee Report - July 14, 2026

ATTACHMENTS:

- FY 2027 Budget Schedule.pdf
- 1730 - FinanceCommitteeReport_14_July_2026.pdf
- 6-30-26 Bank and Investment Account Balance.pdf
- FY 2027 GF Revision #1.pdf
- FY27 Coal Severance Revision #1.pdf
- HDL Credit Worksheet.pdf
- June 2026 Capital Budget Financials.pdf
- JUNE 2026 GF FINANCIALS.pdf
- June 2026 P&R Financials.pdf

CITY OF CHARLES TOWN
FY 2028 BUDGETING SCHEDULE

Coal Severance

July 14, 2026 – Finance Committee reviews the first revision of the FY 2027 Coal Severance Budget. It is due to the State Auditor's Office on July 15, 2026. This revision reflects the FY 2026 fund balance carryover.

July 20, 2026 – Council approves the first revision of the FY 2027 Coal Severance Budget.

March 1, 2027 – First draft of the FY 2028 Coal Severance Budget is presented to Council.

March 15, 2027 – Council approves the FY 2028 Budget, and it is sent to the State for approval.

April 20, 2027 – Council officially approves the FY 2028 Coal Severance Budget after receiving final approval from the State.

General Fund

July 14, 2026 – Finance Committee reviews the first revision of the FY 2027 General Fund Budget. It is due to the State Auditor's Office on July 30, 2026. This revision reflects the FY 2026 fund balance carryover.

July 20, 2026 – Council approved the first revision of the FY 2027 General Fund Budget.

January 8, 2027 – Salary requests for the FY 2028 Budget 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 2027 salaries will be emailed to each director as a reminder of current pay rates.

January 22, 2027 – FY 2028 budget requests for items that are not in the FY 2027 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 the Finance Department 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 10-12, 2027 – Directors and Chief of Police will meet individually with the Finance Director to review and finalize their budgets.

February 15-19, 2027 – An appointment will be made during this week with the Finance Director and the City Manager to review and finalize the entire FY 2028 budget and salaries.

March 1, 2027 – First draft of the 2028 General Fund Budget is presented to Council.

March 3, 2027 – Ad valorem rates are due from the county assessor's office.

March 4, 2027 – Spirit of Jefferson due date to submit ad valorem rate increase publication.

March 10, 2027 – First ad valorem rate increase publication appears in the Spirit. *(If council decides to increase ad valorem rate.)*

March 15, 2027 – Council approves budget and it is sent to the State for approval *if ad valorem rate is not increased*.

March 17, 2027 - Second ad valorem rate increase publication appears in the Spirit. *(If council decides to increase ad valorem rate.)*

March 22, 2027 – Public hearing is held for ad valorem rate increase. This will be a special council meeting to hear public comment and approve the general fund budget. *(If council decides to increase ad valorem rate.)*

April 20, 2027 – Council officially lays the levy and approves the FY 2028 GF Budget after receiving feedback from the State.

June 8, 2027 – Finance Committee reviews the final revision of the FY 2027 General Fund Budget. It is due to the State Auditor's Office by June 15, 2027. The purpose of this revision is to ensure that expenditures do not exceed the budgeted amount for any line item.

June 14, 2027 – Council approves the final revision of the FY 2027 General Fund Budget.

Parks and Recreation

March 19, 2027 – FY 2028 P&R Budget salary changes and budget requests that are not in the FY 2027 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. The Finance Department 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, 2027 – Finance Director will meet with Parks Manager and Assistant City Manager to review the budget.

April 2027 P&R Board Meeting – FY 2028 P&R Budget is presented to the Board.

Capital Fund

Two items will be compiled – FY 2028-2032 CIP and FY 2028 Capital Budget

February 2027 – 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 2028-2032 CIP. The current FY 2027-2031 CIP will be emailed as a refresher.

March 12, 2027 – Capital item requests are due for the FY 2028-2032 CIP. These items may be submitted in email format.

March 29 – April 2, 2027 – During this week, leaders, Finance Director, and City Manager will meet to review FY 2028-2032 CIP.

April 5, 2027 – During this council meeting a date will be set for a special workshop to review the FY 2028-2032 CIP Plan.

April 2027 – First draft of FY 2028-2032 CIP is presented to council.

April 30, 2027 – Capital items for the FY 2028 Capital Budget that were not included in the 2028-2032 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 on March 12, 2027.) The FY 2028 Capital Budget will be compiled using the approved 2028-2032 CIP.

May 3, 2027 – Final draft of FY 2028-2032 CIP will be presented to council if necessary.

May 5-7, 2027 – Leaders will meet to discuss FY 2028 Capital Budget.

May 17, 2027 – FY 2028 Capital Budget is presented to council.

City of Charles Town Finance Committee Report
14 July 2026 Meeting

Drafted by: Jeff Hynes - Chair

Call to Order 12:00PM

1. **Persons present:** Finance Committee Members: Councilman Nate Hartman, Councilman Kevin Tester, Councilman Jeff Hynes; City Manager Brent Manuel, Finance Director Lori Nice

2. Unfinished Business

2026-1707: CIP/Budget Preparation

The Committee discussed details of the upcoming CIP workshop and the future format of a CIP Plan. The existing format will be used for this year's planning and budgeting. The Committee reviewed examples of CIPs from other towns to help select a format for future years. A single example sheet of a format will be provided at our CIP workshop. This will remain a standing item until the document is complete.

Recommendations to the City Council: None, information only

2026-1708: Financial Policy Update

Staff are finalizing the RFP for advertisement and expect that will happen before the end of July.

Recommendations to the City Council: None, information only

3. New Business

2026-1709: License Fee Waiver Request – Possible Executive Session

Committee voted unanimously (Tester motion, Hartman 2nd) to enter Executive Session at 1:53pm

Vendor Account Numbers	Committee Action	Remarks
1403	Waive All But $50 Fee	

Councilman Hartman moved to approve, Councilman Tester seconded the motion, and it passed unanimously.

Recommendations to the City Council: None, information only

2026-1710: B&O Fee Waiver Request – Possible Executive Session

No requests for July

2026-1711: FY2027 Budget Calendar

Staff presented the proposed timeline for the 2028 budget. Please note that the ad valorem rates from the County are due on March 3rd, 2027, and we have a Council meeting March 1st. The required submission to The Spirit of Jefferson to advertise on a possible rate increase is March 4th. Also, please note that the proposed timeline does not contain dates for possible strategic meetings later this year.

Recommendations to the City Council: Discuss a possible short special meeting on March 3, 2027, to decide whether to advertise a rate increase or move the regular meeting from March 1st to March 3rd. Also, begin discussions on a time for strategic budget meeting(s) later this year, prior to budget preparation.

2026-1712: FY2027 Coal Severance Revision #1

Staff have updated the Coal Severance budget to reflect actual values from carryover. Please note, The Council voted to earmark all funds in the budget for equipping the Jefferson Memorial Pool and purchases for that have begun and will flow from this account going forward unless Council decides to redirect future funds.

Recommendations to the City Council: Approve FY 2027 Coal Severance Revision #1

2026-1713: FY2027 General Fund Revision #1

Staff presented the proposed first revision to the FY2027 General Fund budget. Changes were made to account for actual year end numbers on items such as carryover, Community grants, etc.…

Recommendations to the City Council: Approve FY 2027 General Fund Revision #1

2026-1719: TIF District Discussion

This will be a standing agenda item as Council works through the TIF process. City Manager Manuel updated the committee that he reviewed the video from our last council meeting on the topic and clarified a few boundary questions from that meeting. Proposed maps will be ready for discussion and decisions at designated August Charles Town City Council meeting.

Recommendations to the City Council: None, information only

4. Finance Director Report

2026-1714: HDL Report

June was another excellent month for HDL B&O collections and the City's credit now stands at $7,646.83 of the original $49,750.00.

2026-1715: June 2026 General Fund Budget Update

Director Nice reviewed the final budget figures for FY 2026. That document has been included in the packet for your review.

Notes: Carryover from 2026 was roughly $2.2M. Much of that stems from an additional $891,343 in additional realized revenues. Of that, building permit fees outperformed budget by $562,382, utility taxes by $146,611 and video lottery by $193,049. Ad Valorum taxes were spot on and within $1,318 of budget. Please note that Ad Valorum taxes are what staff primarily relies on for salaries as these are less sensitive to market swings and therefore more valuable indicators for long-term planning of key costs.

Along with additional revenues, there were significant cost savings due to staff vacancies, not using all funds budgeted for third party professional services as well as community grant funds that were carried into this budget year.

Recommendations to the City Council: None, information only

2026-1716: June 2026 Capital Fund Budget Update

Director Nice reviewed the final budget figures for FY 2026. That document can be found in the packet for your review.

Recommendations to the City Council: None, information only

2026-1717: June 2025 P&R Budget Update

Director Nice reviewed the final budget figures for FY 2026. That document has been included in the packet for your review.

Recommendations to the City Council: None, information only

2026-1718: June 2025 Account Balance Update

All balances are close to where they were at this time last year except for the Capital Reserve Fund which is roughly $2,000,000. A portion of these funds will replenish via the proposed transfer of carryover funds from the General Fund, however, a draw down of funds in this account is not surprising as the City funds various capital projects. A close eye should be kept on this balance as decisions are made regarding the CIP Plan and budget.

Recommendations to the City Council: None, information only

Meeting adjourned at 2:00PM

Next Scheduled Finance Committee meeting August 11, 2026, 12:00PM.

CITY OF CHARLES TOWN
BANK AND INVESTMENT ACCOUNTS
BALANCES AS OF JUNE 30, 2026

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
001 GENERAL FUND									
This pool of money is used to support the operations of the City. This Fund is monitored by the State of WV. The City must submit a budget to the State in March of each year for approval in the following April. All revisions to the budget must be sent to the State for approval. These funds support all operational expenses accross the City departments. These departments are Economic Development, Mayor's Office, Council, City Manager, Treasurer, Court Clerk, Police Judges, City Attorney, Enforcement Agency, Building Inspections, Planning & Zoning, Elections, City Hall, Contributions, Parking, Police, Crossing Guards, Maintenance, and Fairs and Festivals. Several revenues are received by the General Fund and passed through to other funds. Hotel/Motel Taxes are collected and half is transferred to the P&R Fund. The other half is given to the County CVB. Street Improvement Fees are collected and transferred to the Capital Fund Repaving Budget. Finally, Gaming and Vidoe Lottery Income is collected and transferred to the Capital Fund. The Vacant Structures bank account is required in the City's Article 1759 Vacant Buildings Ordinance. Vacant structure fees are deposited into this account and expenditures related to maintaining and ensuring the safety of these buildings are disbursed from these funds.								
General Fund	2792	General	Bank of Charles Town	001-101-01	$ 1,647,936		$ 1,647,936		General Fund operations.
Vacant Structures	9110	General	Bank of Charles Town	001-101-03	$ 24,273		$ 24,273		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	$ 196,264		$ 196,264		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	$ 1,252,478	$ 1,252,478		$ 1,252,478	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	$ 911,473	$ 911,473		$ 911,473	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	$ 5,266,451	$ 5,266,451	$ -	$ 5,266,451	$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	$ 768	$ 768	$ -	$ 768	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	$ 68,708	$ -	$ 68,708		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	$ 128,577	$ -	$ 128,577		Funds restricted for limited police activities per Department of Justice guidelines.
Police Investigation Account	2814	Investigative	Bank of Charles Town	021-101-01	$ 48,916		$ 48,916		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	$ 231,189		$ 231,189		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	$ 6,978,347	$ 2,240,641	$ 4,737,706	$ 2,240,641	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	$ 103	$ -	$ 103		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	$ 1,605,056		$ 1,605,056	$ 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	$ 66,840		$ 66,840		Operating account for Parks and Recreation.
Parks & Rec Capital Improvement	7203	Parks & Recreation	Bank of Charles Town	207-101-05	$ 110,775		$ 110,775		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	$ 515,830		$ 515,830		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	$ 319,952	$ -	$ 319,952		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	$ 35,828		$ 35,828		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	$ 607,902		$ 607,902		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	$ 98,657		$ 98,657		Account is used to deposit bond funds from developers and held until projects are completed.

Total Bank Accounts……	**$ 18,596,947**			
Total Investment Accounts……	**$ 1,519,374**			
Total Funds……	**$ 20,116,322**	**$ 9,671,810**	**$ 10,444,511**	**$ 11,073,972**

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.*

FY 2026-2027
General Fund Budget

(Includes 2.7% COLA & 2.5% Merit Salary Increases)

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
REVENUES					
30005 Unassigned Fund Balance (Carryover)	650,000	1,558,120	2,208,120	Estimated carryover balance for fiscal year ending 2026	Increased carryover to reflect actual balance as of 6/30/26
30101 Taxes - Ad Valorem	2,021,996		2,021,996	Property taxes	
30106 Supplemental Taxes	40,000		40,000	Property taxes owed from previous years, but paid in the current fiscal year	
30200 Interest and Penalty	10,000		10,000	Interest and penalties on property taxes	
30300 Gas & Oil Severance Tax	20,000		20,000	5% severance tax on gross receipts at the well head of oil and natural gas.	
30400 Utility Tax (2%)	300,000		300,000	Public utility services taxes	
30500 Business & Occupation (B&O) Tax	2,056,946		2,056,946	B&O taxes as well as estimated receipts from HDL collections service efforts	
30600 Liquor Tax	25,000		25,000	Tax on purchase of intoxicating liquors	
30700 Animal Control Tax	1,600		1,600	This is donated back to the county each year under Dog Warden	
30800 Hotel/Motel Tax	175,000		175,000	3 traditional hotels (Rodeway Inn, Days Inn, 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		
32100 Parking Violation Penalties	40,000		40,000		
32500 Business License Revenue	45,000		45,000		
32600 Building Permit Fees	750,000		750,000	Building activity increasing/expected to remain strong through FY2027 with new development projects on the horizon and increases in permit fee structure	
32800 Franchise Tax	65,000		65,000	Cable Franchise	
32900 Rental Registration Fees	1,000		1,000		
33000 International Registration Plan (IRP) Fees	70,000		70,000	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	Revenue from utility bills for EMS (5 cents)	
34000 Parks & Rec Fee	1,700		1,700	Revenue from utility bills for parks and recreation (5 cents)	
34200 Parking Meter Revenues	50,000		50,000	Revenue from parking meters and parking permits including ParkMobile ap	
34500 Rents & Concessions	60,000		60,000	CTUB rental of 661 space ($30,000); CWH tenant rental ($30,000) Rouss Hall tenant rental ($5000)	
35300 Zoning Fee	20,000		20,000	Planning Commission zoning application fees	
35500 Street Improvement Fee	150,000		150,000	Revenue from utility bills for street improvements ($4 per month)	
36504 Federal Government Grants	41,700	189,000	230,700	DOJ/COPS grant for additional police officer. $125,000 across 3 years	Remaining HUD grant funds from FY 2026
36600 State Government Grants	3,000		3,000	Fairs and Festivals grant for WV Fest and Christmas Parade	
36700 Other Grants			-	Donations to police department and Tree Board	
36900 Contributions from Other Funds - Sales Tax ($1,600,000); Housing Rehab ($68,000); Vacant Structures ($24,000); OPIOID ($75,000)	1,767,000		1,767,000	Ordinance requires sales tax contribution first pays debt first (payments to BC are rent payments in PD and CH budgets to cover BC debt). Quarterly sales tax distributions are averaging $500,000 or $2,000,000 annually. Housing Rehab supports Code Enforcement nuisance properties contracted services. Vacant Structures supports Code Enforcement vacant structures contracted services. OPIOID supports Police social worker services contracted services.	
37600 Gaming Income	250,000		250,000	Gaming receipts average $19K to $23K per month	
37900 Gain/Loss - Sale of Fixed Assets			-		
38007 Interest Income (Operating Acct)	25,000		25,000	Interest on checking accounts	
38100 Reimbursements	130,000		130,000	SRO reimbursement ($60,000); crossing guards ($40,000); police overtime reimbursements ($10,000); Fuel Refunds ($9600); Pcard Rebate ($6000); Alarm Calls ($2000)	
38100 Lein Reimbursements			-		
38200 Refunds - Overpayments	500		500		
38600 Insurance Claims			-		
39200 Property Rehabilitation	7,500		7,500	Vacant Structures Fees	
38700 Filing Fees	200		200	Filing Fees Revenue - Election in FY 2027. 1% of annual salary per person	
39700 Video Lottery	700,000		700,000	Video lottery receipts average $13.4K to $22.2K per week	
39900 Misc Revenue	7,500		7,500	Yard waste stickers and fingerprints	
39902 Special Events - WV Fest	15,000		15,000	Vendor registration fees and sponsors for WV Fest	
39903 Special Events - General	1,000		1,000	Special activities fees	
39904 Special Events - CW Hall	15,000		15,000	CW Hall public rental fees	
39907 Special Events - Car Show	7,500		7,500	Car show registration and sponsors	
TOTAL REVENUES	**9,785,842**	**1,747,120**	**11,532,962**		

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
EXPENSES					
ECONOMIC DEVELOPMENT - 402					
03 Salaries	83,000		83,000	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement	
04 FICA	6,600		6,600	FICA @ 7.65%	
05 Group Insurance	10,000	1,000	11,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
06 Retirement	7,000		7,000	PERS I & II Employer Contribution 8%	
09 OPEB	250	400	650	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	1,800		1,800	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	500		500	Cell phone	
14 Travel	3,000		3,000	2 National Conferences; airfare, lodging, per-diem	
20 Advertising/Legal Publications	500		500		
21 Training & Education	2,500		2,500	Economic Development Certifications	
22 Dues & Subscriptions	3,100		3,100	IEDC Membership (400), Music Subscription ($250); QR Code Subscriptions ($180); Map Ap Subscription ($2100); Imagine AI ($100)	
23 Professional Services	3,000		3,000	Engineering services, appraisals, renderings	
41 Departmental Supplies	5,000		5,000	Promotional items for events and City marketing and other departmental supplies. Welcome bags for new residents ($1,000)	
TOTAL ECONOMIC DEVELOPMENT	**126,250**	**1,400**	**127,650**		
MAYOR'S OFFICE - 409					
01 Salary	12,500		12,500	Mayor's Salary	
04 FICA Tax Expense	1,000		1,000	FICA @ 7.65%	
11 Telephone	600		600	Cell phone	
14 Travel Expense	2,000		2,000	WV Municipal League conference & other trainings	
21 Training & Education	1,000		1,000	WV Municipal League conference & other trainings	
41 Departmental Supplies	500	2,500	3,000	Ceremonial Keys to the City and Coins	Allowance for purchase of ceremonial coins
68 Community Contributions	2,000		2,000		
TOTAL MAYOR'S OFFICE	**19,600**	**2,500**	**22,100**		
COUNCIL - 410					
01 Salaries	40,000		40,000	Eight Council Members at $5,000 annual salary	
04 FICA Tax Expense	3,100		3,100	FICA @ 7.65%	
14 Travel Expense	5,000		5,000	WV Municipal League conference & other trainings	
21 Training & Education	3,000	1,100	4,100	WV Municipal League Conference Registration ($450 per registration) & other trainings	Allowance for participation in Leadership Jefferson program
41 Departmental Supplies	1,000		1,000		
TOTAL COUNCIL	**52,100**	**1,100**	**53,200**		
CITY MANAGER - 412					
03 Salaries	205,000		205,000		
04 FICA Tax Expense	18,000		18,000	FICA Tax @ 7.65%	
05 Group Insurance	23,000		23,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
06 Retirement	18,000		18,000	PERS I & II Employer Contribution 8%	
08 Overtime	2,500		2,500		
09 OPEB	250	400	650	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	6,200		6,200	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	550		550	Cell phone service	
14 Travel Expense	1,500		1,500	WVML Trip, City Clerk Election Training	
20 Advertising	1,500		1,500	Job advertising	
21 Training & Education	1,000		1,000	WVML Conference, City Clerk Election Training	
22 Dues & Subscriptions	1,000		1,000	ICMA and WVML Fees.	
23 Professional Services	500		500	Background checks for City Manager candidates.	
41 Departmental Supplies	750		750	Office Supplies	
TOTAL CITY MANAGER	**279,750**	**400**	**280,150**		

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
TREASURER - 413					
03 Salaries	275,000		275,000	Director of Finance, Accounting Clerk I, Accounting Clerk II, Accounting Clerk III salaries, 2.5% merit, and holiday supplements.	
04 FICA Tax Expense	23,000		23,000	FICA Tax @ 7.65%	
05 Group Insurance	40,000		40,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
06 Retirement	25,000		25,000	PERS I & II Employer Contribution 8%	
08 Overtime	3,700		3,700		
09 OPEB	750	1,100	1,850	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	7,100		7,100	457(b) Deferred Compensation Employer Contribution (3%)	
14 Travel Expense	1,500		1,500	Biannual Director & Acct. Clerk III - WV Government Finance Officers Association Training	
18 Postage	2,000		2,000	Certified Mailings for collections communications	
20 Advertising/Legal Pubs	2,500		2,500	Financial statement publication $625, Levy Estimate $425 and job advertising.	
21 Training & Education	1,000		1,000	GFOA bi-annual trainings.	
22 Dues & Subscriptions	1,000		1,000	GFOA memberships for Finance Director and Accounting Clerk III	
23 Professional Services	2,500		2,500	Police pension annual report ($2100) Background Checks for New Hires ($100)	
24 Audit Costs	50,000	22,000	72,000	Perry & Associates and J.C. Kunkle FY26 Compilation and Preparation of Audit	Allowance for FY 2025 audit expenses
30 Contracted Services - B&O Collections	20,000		20,000	Fees for collection services	
38 Refunds	50,000		50,000		
41 Departmental Supplies	1,500		1,500	Office Supplies	
53 Computer Software/Tech		45,000	45,000	Tyler Technologies - Incode Annual License Fee ($35,000 for ERPRO 10 & $10,000 for ERPRO 9)	
TOTAL TREASURER	**506,550**	**68,100**	**574,650**		
COURT CLERK - 415					
03 Salaries	72,000		72,000	Court Clerk Salary, 2.5% merit, and holiday supplement	
04 FICA	5,900		5,900	FICA Tax @ 7.65%	
05 Group Insurance	21,000		21,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
06 Retirement	6,000		6,000	PERS I & II Employer Contribution 8%	
08 Overtime	1,000		1,000		
09 OPEB	250	400	650	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	2,300		2,300	457(b) Deferred Compensation Employer Contribution (3%)	
14 Travel	500		500	Court Clerk training	
18 Postage	500		500	Certified mailings for court communications	
20 Advertising/Legal Publications			-		
21 Training & Education	750		750	WVML training and Election training.	
30 Contracted Services	25		25	Flu shot	
38 Refunds	1,000		1,000		
41 Departmental Supplies	750		750	Ink cartridges, paper stock	
TOTAL COURT CLERK	**111,975**	**400**	**112,375**		
POLICE JUDGES - 416					
03 Salaries	44,000		44,000	Two Municipal Court judges ($6000); three magistrates ($18,000); two prosecuting attorneys($13,000); extra $2000 for special judge, and holiday supplements ($1750).	
04 FICA	3,600		3,600	FICA Tax @ 7.65%	
14 Travel	500		500	WV State mandated annual training for magistrates & judges	
21 Training & Education	1,000		1,000	WV State mandated annual training for magistrates & judges	
23 Professional Services	1,000		1,000	Fees for translator.	
TOTAL POLICE JUDGES	**50,100**	**-**	**50,100**		

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY ATTORNEY - 417					
03 Salaries	170,000		170,000	Attorney salary plus 2.5% merit and holiday supplement	
04 FICA	13,600		13,600	FICA @ 7.65%	
05 Group Insurance	1,700	300	2,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
06 Retirement	15,000		15,000	PERS I & II Employer Contribution 8%	
09 OPEB	-		-	RHBT Insurance	
10 Fringe Benefits	5,500		5,500	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	250		250	Cell phone service	
14 Travel	2,000		2,000	Travel allowance for WVML and various trainings.	
21 Training & Education	2,000		2,000	WVML and other CLE registrations.	
22 Dues & Subscriptions	6,000		6,000	Bar license and West Law legal research database subscription. IMLA membership.	
23 Professional Services	50,000		50,000	Cost for outside legal council	
41 Departmental Supplies	750		750	Office supplies	
TOTAL CITY ATTORNEY	**266,800**	**300**	**267,100**		
ENFORCEMENT AGENCY - 425					
03 Salaries	65,000		65,000	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance	
04 FICA	5,200		5,200	FICA @ 7.65% of Salary	
05 Group Insurance	10,000	1,000	11,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
06 Retirement	5,500		5,500	PERS I & II Employer Contribution 8%	
09 OPEB	250	400	650	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	2,200		2,200	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	500		500	Cell phone service	
14 Travel	3,000		3,000	International Code Council Conferences	
18 Postage	1,500		1,500	Certified Mailings	
20 Advertising/Legal Publications	500		500	Job posting ads, public notices for nuisance properties, and property maintenance violation notices	
21 Training & Education	2,000		2,000	International Code Council Conferences	
22 Dues & Subscriptions	500		500	ICC Membership ($170), WV Code Official Dues ($40), Code Inspection License ($75), International Property Maintenance Code	
30 Contracted Services	25,000		25,000		
30 Nuisance Properties - Contracted Services	68,000		68,000	Nuisance Properties cleanup and demos. Supported by Rehab Funds.	
30 Nuisance Properties Relocation - Contracted Services	5,000		5,000	Nuisance Properties housing relocation	
30 Vacant Properties - Contracted Services	24,000		24,000	Allowance for vacant structures costs pertaining to Article 1759 Vacant Buildings. Supported by Vacant Structures Funds.	
41 Departmental Supplies	2,500		2,500	Code books, door hangers, office supplies	
45 Uniforms	1,500		1,500	Jackets & shirts	
TOTAL ENFORCEMENT AGENCY	**222,150**	**1,400**	**223,550**		
REGIONAL DEVELOPMENT AUTHORITY - 435					
22 Dues & Subscriptions	11,500		11,500	Region 9 Assessment	
TOTAL REGIONAL DEVELOPMENT AUTHORITY	**11,500**	**-**	**11,500**		
Total City Administration	**2,699,525**	**76,000**	**2,775,525**		

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
BUILDING INSPECTIONS - 436					
03 Salaries	93,000		93,000	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance	
04 FICA	7,500		7,500	FICA @ 7.65% of Salary	
05 Group Insurance	1,310	790	2,100	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
06 Retirement	8,000		8,000	PERS I & II Employer Contribution 8%	
09 OPEB	-		-	RHBT Insurance	
10 Fringe Benefits	3,000		3,000	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	500		500	Hot spot for tablet	
14 Travel	3,000		3,000	ICC Conference; lodging, meals, gas	
20 Advertising/Legal Publications	500		500	Job posting ads	
21 Training & Education	2,000		2,000	ICC conferences and WV State Code Conference.	
22 Dues & Subscriptions	500		500	ICC membership dues and Commercial & Residential Building inspection license	
23 Professional Services	50,000		50,000	To cover expenses associated with inspections; compliance.	
41 Departmental Supplies	2,500		2,500	Office supplies and code books	
45 Uniforms	1,500		1,500	Jackets & shirts	
53 Computer Software/Tech	500		500	Blue Beam-Plan review software	
TOTAL BUILDING INSPECTIONS	**173,810**	**790**	**174,600**		
PLANNING & ZONING - 437					
03 Salaries	361,000		361,000	Assistant City Manager/Director of Community Development, Zoning Administrator, Permit Tech, and Long-Range Planner salaries, 2.5% merit, and holiday supplements	
04 FICA	29,000		29,000	FICA @ 7.65% of Salary	
05 Group Insurance	54,000	19,000	73,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
06 Retirement	30,000		30,000	PERS I & II Employer Contribution 8%	
08 Overtime	1,000		1,000		
09 OPEB	750	1,700	2,450	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	10,000		10,000	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	1,000		1,000	Director's department cell phone	
14 Travel	4,000		4,000	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Wendy - MGO Conference	
18 Postage	1,000		1,000	Certified mailings, legal notices, and yard sign postings	
20 Advertising/Legal Publications	4,500		4,500	Advertising of BZA & public hearings for Planning Commission meetings; hearing placards; job posting ads	
21 Training & Education	5,000		5,000	ICMA Gettysburg Leadership Institute ($1800), MGO Conference, Annual Conferences	
22 Dues & Subscriptions	3,500		3,500	James AICP Membership ($550); Wendy ICC membership ($170); Alissa ICMA membership ($800) & WV Code Officials ($40); Adobe subscription ($1260).	
23 Professional Services	5,000		5,000	GIS Aerial imagery, Background Checks	
30 Contracted Services	45,000		45,000	Engineering and routine plan review; bond assessments	
38 Refunds	1,500		1,500	Permit Refunds	
41 Departmental Supplies	3,250		3,250	Public hearing signs, office supplies, and promotional supplies	
53 Computer Software / Tech	11,000		11,000	MyPermit Now Monthly Fees (10,000), ArcGIS ($1000)	
TOTAL PLANNING & ZONING	**570,500**	**20,700**	**591,200**		
Total City Bldg Inspection, P&Z, and Enforcement Agency	**$ 966,460**	**$ 22,890**	**$ 989,350**		

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
ELECTIONS - 438					
20 Advertising/Legal Publications	500		500	Publish ballot multiple times	
30 Contracted Services	5,000		5,000	Poll workers compensation for early voting and day of election.	
41 Departmental Supplies	3,000		3,000	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers	
TOTAL ELECTIONS	**8,500**	-	**8,500**		
CITY HALL - 440					
3 Salaries	110,000		110,000	Director of Operations Salary, 2.5% merit, and holiday supplement	
4 FICA Taxes	8,800		8,800	FICA @ 7.65%	
5 Group Insurance	22,000		22,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
6 Retirement	9,000		9,000	PERS I & II Employer Contribution 8%	
9 OPEB	250	400	650	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	3,700		3,700	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	15,000		15,000	WebEx Phone Services ($5,500), Cell phone - Director ($400), Rouss Hall Elevator & Fire Alarm Phone Service ($3,200), CWH Fire Alarm Phone Service ($2,000), City Hall Elevator & Fire Phone Service ($3000)	
13 Utilities	65,000		65,000	City Hall Oil ($9000), City Hall Electric ($18,000), Rouss Hall Water & Electric ($4200), CW Hall Electric ($16,000), CW Hall Internet ($2000) & CH Internet ($12,000)	
14 Travel Expense	2,000		2,000	WV Municipal League Election Training in Charleston, WV and annual HR conference	
15 Repair & Main. Bldg & Grounds	5,000		5,000	City Hall, Rouss Hall, & CW Hall elevator services inspections and certifications.	
18 Postage	6,000		6,000	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	CWH Loan ($200,000), CTUB Rent ($30,600), Postage Lease($1500), City Copier Rental, Plat Printer	
20 Advertising/Legal Publications	6,000		6,000	American Legal Publishing online ordinance updates, job postings, and board vacancy advertisements	
21 Training & Education	1,000		1,000	WV Municipal League Election Training in Charleston, WV and annual HR conference	
22 Dues & Subscriptions	6,500		6,500	Jefferson County Chamber of Commerce ($275), WVML Annual Dues ($2,400), The Journal ($170), ICMA ($200), Amazon Prime ($130), Survey Monkey ($1650), Zoom ($1050)	
23 Professional Services	25,000		25,000	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.	
26 Insurance & Bonds	220,000		220,000	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial	
30 Contracted Services	235,000		235,000	Sustainable Strategies (Grant Consultant, Matt Ward) - $60,000 ($5,000 per month) Website Hosting Fee (Revize) - $5700 per year for 5 years Pest Control Services - $1000 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $15,000 Payroll Processing Base Fees - $12,000 Tek Advisors - $130,000 per year. Shredding Services - $500 Rouss Hall & CW Hall Alarm Services - $3500	
32 Bank Charges	30,000		30,000	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	
37 Other Fees/Taxes	1,500		1,500	Ambulance fees	
41 Departmental Supplies	15,000		15,000	City wide office supplies, toiletries, kitchen supplies, and water	
53 Computer Software / Tech	16,000		16,000	Granicus Annual License - $10,000 - Agenda management, Online training, Audio/Visual software for livestreaming meetings VCS - $5000	
TOTAL CITY HALL	**1,052,750**	**400**	**1,053,150**		

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CONTRIBUTIONS/TRANSFERS - 444					
68 Contributions - Community Partnership Grants	100,000		100,000	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		98,000	98,000	Grant program for local non-profit organizations	Allowance for community grants for non-profit organizations
68 Contributions - Revive Grant	30,000	229,000	259,000	Revive! Program for small business commercial building upgrades in the downtown district.	$40,000 City Revive! grant funds awarded from FY 2026 and $189,000 remaining HUD grant from FY 2026
68 Contributions - Façade Improvement Program	30,000	24,500	54,500	Grant program to assist property owners and tenants in the Historic Overlay District to beautify property fronts	Grant funds awarded in FY 2026
68 Contributions - Jefferson County P&R (Fireworks)	4,000		4,000		
68 Contributions - Sidewalk Improvement Program	30,000	5,000	35,000	Grant program to assist property owners with sidewalk repairs	Grant funds awarded in FY 2026
TOTAL CONTRIBUTIONS/TRANSFERS	**194,000**	**356,500**	**550,500**		
PARKING - 571					
03 Salaries	49,000		49,000	Parking Enforcement Officer salary, 2.5% merit, holiday supplement, and clothing allowance	
04 FICA Tax Expense	3,900		3,900	FICA @ 7.65%	
05 Group Insurance	750	10,250	11,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
06 Retirement Expense	4,500		4,500	PERS I & II Employer Contribution 8%	
08 Overtime	1,000		1,000		
09 OPEB		650	650	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	1,700		1,700	457(b) Deferred Compensation Employer Contribution (3%)	
13 Utilities			-	Electric Service for parking lot - moved to Street Lights	
16 Repair & Main - Equipment	1,000		1,000	Parking meter repairs and maintenance	
18 Postage	500		500		
19 Bldg & Equipment Rental	500		500		
20 Advertising / Legal Publications	500		500	Job advertising	
30 Contracted Services	500		500	Flu shot	
41 Departmental Supplies	5,000		5,000	Office supplies, batteries, handheld printer paper	
45 Uniforms	750		750	Jacket, shirts, patches, badge, etc.	
53 Computer Software/Tech	3,500		3,500	United Public Safety/T2 annual fees	
TOTAL PARKING	**73,100**	**10,900**	**84,000**		
TRANSFERS - 698					
01 Transfers to Capital Reserve - Repaving	150,000		150,000	Monthly Street Fee Remittance from CTUB is transferred to Capital Reserve for future street repaving expenditures	
02 Transfers to Capital Reserve - One Time Funding		983,730	983,730		Transfer to Capital Fund to support capital projects
04 Transfers to Residual Fund		250,000	250,000		Transfer to Residual Fund to build up Rainy Day savings
11 Transfers to Capital Reserve - Table Games	950,000		950,000	Transfer of race track lottery, limited video lottery, table games, and Greenbrier table games received in the general fund to the capital fund.	
TOTAL TRANSFERS	**1,100,000**	**1,233,730**	**2,333,730**		
CONTINGENCIES - 699					
Other Contributions	450,000		450,000	Placeholder for $50,000 for emergency snow costs. $250,000 for unexpected cost throughout the year. $150,000 for salary, FICA, and retirement increases based on salary study. (SAO caps this amount at 10% of receipts.)	
TOTAL CONTINGENCIES	**450,000**	**-**	**450,000**		

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
POLICE DEPARTMENT - 700					
03 Salaries	1,765,000		1,765,000	Base Salaries plus contingency, 2.5% merit, longevity, sign-on bonus, shift differential, clothing allowance, holiday supplement for (8) Patrolman/PFC, (4) Corporals, (3) Sergeants, (2) Lieutenants, (1) Captain, (1) Chief (3) Administrative personnel	
04 FICA	157,000		157,000	FICA Tax at 7.65%	
05 Group Insurance	300,000	(35,000)	265,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Reduction in insurance costs due to changes in personnel
06 Retirement	215,000		215,000	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)	
07 Police Pension	2,500		2,500	Legacy CTPD Retirement System	
08 Overtime	200,000		200,000	Shift coverage, late arrest/call out, special events, school events, court, etc.	
09 OPEB	5,000	6,000	11,000	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	55,000		55,000	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	12,000		12,000	(4) department cell phones ($1750), WebEx phone services ($6300), Alarm phone line ($1350)	
13 Utilities	60,000		60,000	Electric ($35,000), Internet Service ($12,000), MiFi/Cradle Points ($10,000)	
14 Travel	9,000		9,000	Training, Conferences,etc. - (CALEA Conference 2nd Award - Omaha)	
15 R&M Building & Grounds	1,500		1,500	Lights, Paint, Air Filters, Electrical supplies, Batteries	
16 R&M Equipment	10,000		10,000	Generator service; radio & camera repair	
17 R&M Auto	50,000		50,000	Air filters, vehicle repairs, state inspections, vehicle maintenance (brakes/rotors, tire repair/rotation, etc.)	
18 Postage	2,000		2,000	Stamps, certified mail, UPS/FedEx, etc.	
19 Building & Equipment Rental	100,000		100,000	661 Mortgage & copy machine leases	
20 Advertising/Legal Publications	5,500		5,500	New Hire Ads 3-6 ads in local paper	
21 Training & Education	15,000		15,000	WVSP Academy, 16 hours in-service/8 supervisor hours.	
22 Dues & Subscriptions	7,000		7,000	WVCOP Dues, IACP, SRO, Journal, CALEA Annual Continuation Fee ($4,595)	
23 Professional Services	8,000	20,000	28,000	Polygraph exams, psychological exam, physical exams, diagnostic imaging	Allowance for policy revision & CALEA Compliance
23 Professional Services - Social Worker Services	75,000		75,000	Third party social worker services	
30 Contracted Services	30,000		30,000	Cleaning Fees ($12,000), HVAC Service Maintenance 661 George St. ($5500), Alarm service ($6400)	
37 Other Fees & Taxes	250		250	661 George St. Ambulance Fees	
41 Departmental Supplies	35,000		35,000	Ammunition, office Supplies, cleaning supplies, water delivery	
43 Auto Supplies	70,000	30,000	100,000	Gas, oil changes and tires for police vehicles	Allowance for increase in fuel prices
45 Uniforms	35,000		35,000	Class A, BDU, duty gear, insignia, ballistic vests ($4000 each), coats, etc.	
53 Computer Software/Tech	47,000		47,000	Motorola - CAD ($12,200), Lexipole - Police One Academy ($1700), PowerDMS - Accreditation Documents ($4200), Motorola - In-Car & Body Camera Systems ($7000), RCN Technologies - Cradle Points Licensing ($3000), Target Solutions - Guardian Tracking - ($1350), TLO - Investigative Research ($1320), All Traffic Solutions - Speed trailer software ($1500), Magnetic Forensics - cell phone download ($12,000)	
TOTAL POLICE DEPARTMENT	**3,271,750**	**21,000**	**3,292,750**		
POLICE-SPECIAL DUTY CROSSING GUARDS - 704					
03 Salaries	40,000		40,000	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA or merit. Holiday supplements.	
04 FICA Tax Expense	2,600		2,600	FICA @ 7.65%	
41 Departmental Supplies	250		250	Stop signs	
45 Uniforms	500		500	Reflective jackets and vests	
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**43,350**	**-**	**43,350**		
Total Police and Crossing Guards	**$ 3,315,100**	**$ 21,000**	**$ 3,336,100**		

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
DOG WARDEN - 707					
Contributions	1,800		1,800	City donates the dog tag fees to the County Animal Control.	
TOTAL DOG WARDEN	**1,800**	-	**1,800**		
MAINTENANCE - 750					
03 Salaries	327,057		327,057	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	30,000		30,000	FICA @ 7.65%	
05 Group Insurance	42,000	13,000	55,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
06 Retirement	28,000		28,000	PERS I & II Employer Contribution 8%	
08 Overtime	20,000		20,000		
09 OPEB	750	1,100	1,850	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	9,000		9,000	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	2,000		2,000	Field staff equipped with cell phones	
13 Utilities	10,000		10,000	Maintenance building electric ($5000), water & sewer ($1500), and internet ($1200)	
14 Travel Expense	1,500		1,500	Maintain certifications; other skill enhancement training as required/proposed	
15 R&M Buildings and Grounds	70,000	7,000	77,000	General maintenance and repairs of all city buildings.	Allowance for HVAC repair at PD from FY 2026
16 R&M Equipment	20,000		20,000	Regular maintenance of fleet equipment, primary expense is street sweeper repairs.	
17 R&M Auto	10,000		10,000	Regular maintenance of maintenance department and City vehicles	
19 R&M Bldg and Equip Rental	1,000		1,000	Equipment rented as required to maintain various city buildings.	
20 Advertising	500		500	Spring and Fall Cleanup. Additional city sponsored projects as required. Job advertising.	
21 Training & Education	5,000		5,000	Maintain certifications; other skill enhancement training as required/proposed. CDL, Playground Inspection ($1000), ASE ($500), Certified Pool Operators ($2000), Arborist training ($1000).	
22 Dues & Subscriptions	500		500	Camera subscription and CDL license fees	
23 Professional Services	500		500	CDL physicals	
30 Contracted Services	50,000		50,000	Trash service, box rental fees, snow removal and salt	
30 Contracted Services - Trees	20,000		20,000	Tree services	
41 Departmental Supplies	40,000		40,000	General maintenance supplies, Christmas decorations ($10,000), and light poles.	
43 Auto Supplies (Gas, Oil & Tires)	25,000	5,000	30,000	Gas, oil changes and tires for maintenance department and City vehicles.	$4000 allowance for increase in fuel prices & $1000 allowance for Bobcat tires from FY 2026
45 Uniforms	5,000		5,000	Reflective jacket, shirts, vests, and pants	
TOTAL MAINTENANCE	**717,807**	**26,100**	**743,907**		
STREET LIGHTS - 751					
13 Utilities	135,000		135,000	Street lights electric (Increase for allowance of Stone Spring street lights)	
TOTAL STREET LIGHTS	**135,000**	-	**135,000**		

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
P&R - 900					
03 Salaries	61,000		61,000	Parks Manager salary, 2.5% merit, holiday supplement.	
04 FICA	5,000		5,000	FICA @ 7.65%	
05 Group Insurance	10,000	1,000	11,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
06 Retirement	5,000		5,000	PERS I & II Employer Contribution 8%	
09 OPEB	250	400	650	RHBT Insurance	Allowance for anticipated retirement insurance increase.
10 Fringe Benefits	2,000		2,000	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	600		600		
41 Departmental Supplies	750		750	Office supplies	
66 Contributions	107,500		107,500	50% Hotel/Motel tax revenue to support Pool/Tennis/Park expenses in the Parks & Rec budget. Additional $20,000 donation from the City to the P&R for these expenses.	
TOTAL P&R	**$ 192,100**	**$ 1,400**	**$ 193,500**		
VISITOR'S CENTER - 901					
66 Contributions	87,500		87,500	50% of Hotel/Motel Tax Revenue Contribution to Jefferson County Visitor's Center.	
TOTAL VISITOR'S CENTER	**87,500**	-	**87,500**		
FAIRS/FESTIVALS - 903					
20 Advertising/Legal Publications	2,000		2,000	Event Advertising	
30 Contracted Services	35,000		35,000	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) and other miscellaneous entertainment. **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Porta Potts ($900), Gaming Trailer ($1,000)	
38 Refunds	100		100		
41 Departmental Supplies	25,000		25,000	**WV Fest** Water/cups ($1,500), Tents ($1,500), Art Supplies ($800), Chairs & Railing ($1,000), Signage ($1,500) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Candy ($2,000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500)	
68 Contributions	5,000		5,000	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.	
TOTAL FAIRS/FESTIVALS	**67,100**	-	**67,100**		
TOTAL EXPENSES	**9,785,842**	**1,747,120**	**11,532,962**		
REVENUES OVER EXPENSES	$ 0	$ (0)	$ (0)		

the city of Charles Town, WV

FY2027 COAL SEVERANCE BUDGET REVISION #1
City Council Meeting - July 20, 2026

DEPARTMENT LINE ITEMS	FY 2027 ORIGINAL BUDGET	FY 2027 REVISION #1	FY 2027 CURRENT BUDGET	NOTES & EXPLANATIONS
REVENUES				
Carryover	$ 180,000	$ 15,273	$ 195,273	Carryover increased to reflect actual amount as of June 30, 2026.
Coal Severance	$ 20,000		$ 20,000	
Interest	$ 2,000		$ 2,000	
Total Revenues	**$ 202,000**	**$ 15,273**	**$ 217,273**	

DEPARTMENT LINE ITEMS	FY 2027 ORIGINAL BUDGET	FY 2027 REVISION #1	FY 2027 CURRENT BUDGET	NOTES & EXPLANATIONS
EXPENSES				
Parks and Recreation				
Parks and Recreation - Capital	$ 202,000	$ 15,273	$ 217,273	Funds designated to outfitting the pool.
Total Parks and Recreation	**$ 202,000**	**$ 15,273**	**$ 217,273**	
Surplus	**$ -**	**$ (0)**	**$ (0)**	

HdL Credit Worksheet
JUNE 30, 2026

Beginning Credit Balance	$	49,750.00
Less: October 2024 15% Refund	$	6,089.36
Less: November 2024 15% Refund	$	730.26
Less: December 2024 15% Refund	$	1,903.23
Less: January 2025 15% Refund	$	1,820.96
Less: February 2025 15% Refund	$	1,389.66
Less: March 2025 15% Refund	$	3,727.09
Less: April & May 2025 15% Refund	$	3,381.38
Less: June 2025 15% Refund	$	1,106.74
Less: July 2025 15% Refund	$	3,307.60
Less: August 2025 15% Refund	$	95.13
Less: September 2025 15% Refund	$	58.68
Less: October 2025 15% Refund	$	670.41
Less: November 2025 15% Refund	$	374.42
Less: December 2025 15% Refund	$	1,347.68
Less: January 2026 15% Refund	$	2,788.31
Less: February 2026 15% Refund	$	168.24
Less: March 2026 15% Refund	$	1,688.17
Less:April 2026 15% Refund	$	37.50
Less:May 2026 15% Refund	$	8,415.68
Less:June 2026 15% Refund	$	3,002.68
Remaining Credit Balance	**$**	**7,646.83**

the city of Charles Town, WV

FY 2026 Capital Reserve Budget

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JUNE 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET REVENUES								
Capital Reserve Carryover		$ 8,575,259		$ 8,567,259	$ 8,000	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 balance as of June 30 2025
36800 Contributions from GF		$ 427,386		$ 427,386	$ -	100%	Contributions from GF (Determined in July 2025 1st Revision)	
36800 Contributions from GF - Lottery / Gaming Revenue		$ 810,000	$ 206,829	$ 1,138,912	$ (328,912)	141%	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	$ -	100%		
33000 Developer Fees		$ 150,000	$ 77,440	$ 382,812	$ (232,812)	255%	Developer Proffer fees.	
38000 Interest on Bank Accounts & Other Sources		$ 80,000	$ 8,142	$ 119,007	$ (39,007)	149%		
38600 Insurance Claims		$ -		$ 26,612	$ (26,612)			
TOTAL REVENUES	**$ -**	**$ 10,621,040**	**$ 292,411**	**$ 11,240,383**	**$ (619,343)**	**106%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JUNE 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET EXPENSES								
975 GENERAL GOVERNMENT								
Information Technology								
City Hall WIFI Replacements - 975-59 General Government Capital Outlay		$ 3,000		$ 2,629	$ 371	88%		
Computer Replacement - 975-59 General Government Capital Outlay Technology		$ 15,000		$ 11,182	$ 3,818	75%	Computer replacement program for all General Government departments. (5 replacements are planned.)	
CW Hall WIFI Installation - 975-59 General Government Capital Outlay		$ 4,900		$ 3,158	$ 1,742	64%		
Tyler Tech Version 10 Software - 975-59 General Government Capital Outlay Technology		$ 71,000		$ 15,872	$ 55,129	22%	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. ($71,000 carried over from FY25.)	
TOTAL INFORMATION TECHNOLOGY	**$ -**	**$ 93,900**	**$ -**	**$ 32,841**	**$ 61,059**	**35%**		
Other - General Government								
Drone - 975-59 General Government Capital Outlay Equipment		$ 10,000		$ 4,470	$ 5,530	45%		Supports advertising, event coverage, photography, structural inspections, damage assessment, police search and rescue, hostile environment response, and fire and disaster management.
Rouss Hall Landlord buy back - 975-58 General Government Capital Outlay		$ 140,000		$ -	$ 140,000	0%	$140,000 carried over from FY25.	
Salary Study - 975-23 General Government Professional Services		$ 30,000		$ 20,031	$ 9,969	67%		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		$ 73,148	$ 172,852	30%	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 encumbered in FY25.)	
Front Office Desks - 975-59 General Government Equipment		$ 6,500		$ 3,205	$ 3,295	49%		
TOTAL OTHER - GENERAL GOVERNMENT	**$ -**	**$ 432,500**	**$ -**	**$ 100,855**	**$ 331,645**	**23%**		
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 526,400**	**$ -**	**$ 133,696**	**$ 392,704**	**25%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JUNE 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
976 PUBLIC SAFETY								
Equipment								
Officer Equipment - 976-60 Public Safety Capital Outlay Equipment		$ 19,660		$ 19,657	$ 3	100%	4 - APX N50 Portable Radios (3 Admin Staff & 1 spare)	
Speed Alert 24 Radar Trailer - 976-60 Public Safety Capital Outlay Equipment		$ 21,000		$ 20,223	$ 777	96%		The current trailer is outdated. The new equipment allows the PD to remotely monitor vehicle speeds and provides the ability to electronically notify residents of road closures and broadcast community event information. This enhanced functionality ensures more effective communication and public safety outreach.
TOTAL EQUIPMENT		**$ 40,660**	**$ -**	**$ 39,880**	**$ 780**	**98%**		
Information Technology								
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department		$ 50,840		$ 47,886	$ 2,954	94%	12 In-car Panasonic Tough Tablets (To replace generation 1 & 2)	
Cell Phone Forensic Downloading Equipment - 975-60 General Government Capital Outlay Technology PD		$ 27,000		$ 18,288	$ 8,712	68%	Possible grant funding.	
Cradle Point WIFI Mobile Routers - 975-60 General Government Capital Outlay Technology Police Dept.		$ 18,500		$ 14,175	$ 4,325	77%	9 Routers at $14,400 and $4100 installation labor.	
Uninterruptible Power Supply System Repair - 975-60 General Government Capital Outlay Technology PD		$ 50,000		$ -	$ 50,000	0%		
TOTAL INFORMATION TECHNOLOGY		**$ 146,340**	**$ -**	**$ 80,348**	**$ 65,992**	**55%**		
Vehicles								
Police Cars - 976-59 Public Safety Capital Outlay Vehicles		$ 118,000		$ 116,854	$ 1,146	99%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.	
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles		$ 12,000		$ 9,732	$ 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		$ 61,163	$ (1,163)	102%		Replace vehicle due to fire loss
Police Vehicle Upfit Costs #19 - 976-59 Public Safety Capital Outlay Vehicles		$ 45,000		$ 33,026	$ 11,974	73%		Replacement Vehicle uplift cost due to fire loss
TOTAL VEHICLES	**$ -**	**$ 235,000**	**$ -**	**$ 220,775**	**$ 14,225**	**94%**		
Parking								
Parking Meters - 976-62 Public Safety		$ 16,000		$ 4,923	$ 11,077	31%	10 - Model 90 Duplex Meter Housings at $6100; 15 -Model 90 Single Meter Housings at $4900; POM Parking Meter assembly at $5000.	
TOTAL PARKING	**$ -**	**$ 16,000**	**$ -**	**$ 4,923**	**$ 11,077**	31%		
TOTAL PUBLIC SAFETY	**$ -**	**$ 438,000**	**$ -**	**$ 345,927**	**$ 92,073**	**79%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JUNE 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
977 STREETS & TRANSPORTATION								
Buildings								
Building Improvements - 977-57 Streets & Transportation Capital Outlay Buildings		$ 352,395		$ 11,232	$ 341,163	3%		
Charles Washington Hall - Roof Replacement - 977-57 Streets & Transportation Capital Outlay Buildings		$ 50,000		$ -	$ 50,000	0%		This is a small section of the rooftop that contains 4 rooftop AC units. This area has failed sealant and degraded membranes. It will be replaced with a 2 Ply-Cold System which has a useful life of 30 years.
Charles Washington Hall - Paint Interior - 977-57 Streets & Transportation Capital Outlay Buildings		$ 8,000		$ 641	$ 7,359	8%		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		$ 7,595	$ 2,405	76%		Replacement of ballroom floor, steps, elevator ramp and bathroom landing.
Charles Washington Hall - Replace Blinds - 977-57 Streets & Transportation Capital Outlay Buildings		$ 20,000		$ 14,795	$ 5,205	74%		Replacement of ballroom blinds.
Charles Washington Hall - 2 Refrigerators - 977-59 Streets & Transportation Capital Outlay Equipment		$ 8,000		$ -	$ 8,000	0%		
City Hall - replace rooftop AC units - 977-57 Streets & Transportation Capital Outlay Buildings		$ 55,000		$ 9,270	$ 45,730	17%	$25,000 carried over from FY25.	Replacement of 2 City Hall rooftop AC units
City Hall - interior repair/maintenance - 977-57 Streets & Transportation Capital Outlay Buildings		$ 129,600	$ 421	$ 129,730	$ (130)	100%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency. ($55,000 carried over from FY25.)	Additional funds needed for engineering costs, asbestos removal, ceiling tiles, and relocation of 1st floor wall.
City Hall - water damage repair - 977-57 Steets & Transportation Capital Outlay Buildings		$ 25,000		$ 16,246	$ 8,754	65%		2nd Floor water damage repair, including brick repointing, asbestos removal, and interior renovation.
Maintenance Equipment Building - 977-57 Streets & Transportation Capital Outlay Buildings		$ 150,000		$ -	$ 150,000	0%	Current building is maxed out on space. ($150,000 carried over from FY25.)	
Maintenance Yard Study & Engineering - 977-57 Streets & Transportation Capital Outlay Buildings		$ 250,000		$ 29,323	$ 220,677	12%	Maintenance yard study. Current maintenance yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going. (80,000 carried over from FY25.)	Council requests that a study be conducted for the best location of the Maintenance Yard along with associated engineering.
Rouss Hall - 1st Floor HVAC Unit - 977-57 Streets & Transportation Capital Outlay Buildings		$ 14,000		$ 13,800	$ 200	99%		
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-57 Streets & Transportation Capital Outlay Buildings		$ 290,000		$ 80,024	$ 209,976	28%		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		$ 23,971	$ 1,029	96%		Replacement of 1st floor Art Gallery Floor including construction of ADA compliant ramp.
Rouss Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings		$ 42,500		$ 11,247	$ 31,253	26%		The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a useful life of 10 years.
TOTAL BUILDINGS	**$ -**	**$ 1,429,495**	**$ 421**	**$ 347,875**	**$ 1,081,621**	**24%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JUNE 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
Streets/Infrastructure								
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 80,000		$ 24	$ 79,976	0%		Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications.
Depot Square Design - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 50,000		$ -	$ 50,000	0%		Design for potential uses and amenities of the City's new town square.
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 60,000		$ 54,757	$ 5,243	91%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding. ($60,000 carried over from FY25.)	
Stormwater Assessment Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 204,000		$ 78,044	$ 125,956	38%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($204,000 carried over from FY25.)	
Sinkhole Repair - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 100,000		$ 22,955	$ 77,045	23%		
TOTAL STREETS/INFRASTRUCTURE	**$ -**	**$ 494,000**	**$ -**	**$ 155,780**	**$ 338,220**	**32%**		
Vehicles								
Bucket Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 175,000		$ -	$ 175,000	0%	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. ($22,000 carried over from FY25 and $153,000 encumbered in FY25.)	
Dump Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 90,000		$ 84,819	$ 5,181	94%		
Pick-up Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 65,000		$ 59,057	$ 5,943	91%		
TOTAL VEHICLES	**$ -**	**$ 330,000**	**$ -**	**$ 143,876**	**$ 186,124**	**44%**		
Other - Streets & Transportation								
Flower planters - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 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		$ 60,000		$ 59,970	$ 30	100%	Installation of Interpretative signs, fencing, monument and landscaping. (66,000 carried over from FY25.)	
TOTAL OTHER - STREETS & TRANSPORTATION	**$ -**	**$ 78,000**	**$ -**	**$ 76,544**	**$ 1,456**	98%		
TOTAL STREETS & TRANSPORTATION		**$ 2,331,495**	**$ 421**	**$ 724,075**	**$ 1,607,420**	**31%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JUNE 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
979 CULTURE & RECREATION								
Parks & Recreation								
Bridges at Happy Retreat & Skate Park - 979-58 Culture & Recreation Other Improvements		$ 92,920		$ 92,916	$ 4	100%	$84,000 carried over from FY25.	
JMP Slide - 979-59 Culture & Recreation Capital Other Improvements		$ 14,225		$ 14,224	$ 1	100%		
Pickle Ball Courts - 979-58 Culture & Recreation Capital Other Improvements		$ 65,000	$ 78,540	$ 78,556	$ (13,556)	121%		Allowance for 60 X 60 paved court, 4 ft. chain link fence around the court, resurfacing in 2 colors, and 2 portable pickle ball nets
Paving Path from bridge to road by the Skate Park - 979-58 Culture & Recreation Other Improvements		$ 5,000		$ 5,000	$ -	100%	Connect the existing path on one side of the bridge to the other side. ($5000 carried over from FY25.)	
Pick-up Truck - 977-59 Culture & Recreation Capital Outlay Equipment		$ 49,055		$ 33,880	$ 15,175	69%	This truck will be for the use of the Parks Manager.	
Skate Park Paving from entrance to skate ramp - 979-58 Culture & Recreation Other Improvements		$ 10,000		$ 9,400	$ 600	94%		
TOTAL PARKS & RECREATION	**$ -**	**$ 236,200**	**$ 78,540**	**$ 233,976**	**$ 2,224**	**99%**		
Culture								
Decorative String Lights for Art Alley and Charles Street - 979-58 Culture & Recreation Other Improvements		$ 6,000	$ 4,319	$ 4,319	$ 1,681	72%		Installation of lights at Charles Street and Art Alley for safety and City beautification. This will complete the 2nd half of Charles Street.
Depot Square Christmas Design - 979-58 Culture & Recreation Other Improvements		$ 60,000		$ 27,003	$ 32,997	45%		Outfitting the Depot Square with Christmas decorations and the beginning stages of holiday marketplace implementation. (Electric to the Depot Square 25,000; five marketplace huts $20,000; lights and Christmas decorations 15,000)
Historical Signs - 979-58 Culture & Recreation Other Improvements		$ 17,000		$ 1,621	$ 15,379	10%		
Movie Screen - 977-59 Culture & Recreation Capital Outlay Equipment		$ 15,000		$ 12,402	$ 2,598	83%		25 X 14 movie screen with inflatable frame for event use.
Wayfinding signage - 979-58 Culture & Recreation Other Improvements	$ 100,000	$ 197,400		$ -	$ 197,400	0%	CDD REQUEST $100K for Wayfinding Signage implementation (3 years of phases at $100,000 per year ending in FY27.) (Request related to 2023 CTNOW ARPA Request) ($97,400 carried over from FY25 and $100,000 encumbered in FY25.)	
Festival Blow Up Games - 979-58 Culture & Recreation Other Improvements		$ 6,000		$ 3,268	$ 2,732	54%		Basketball Shootout and Football Blitz blowup games for use at Festivals and P&R events. This will help save money with rental expenses during WV Fest.
TOTAL CULTURE	**$ 100,000**	**$ 301,400**	**$ 4,319**	**$ 48,613**	**$ 252,787**	**16%**		
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 537,600**	**$ 82,859**	**$ 282,589**	**$ 255,011**	**53%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JUNE 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
Contingencies		$ 2,240,641		$ -	$ 2,240,641	0%	This amount will be adjusted in the 1st Revision in July 2025.	
Encumbrances for Subsequent Years		$ 350,000		$ -	$ 350,000	0%	$100,000 for Wayfinding Signage; $250,000 for Augustine Avenue Project	
Transfer to Grant Projects		$ 4,196,904		$ -	$ 4,196,904	0%	$76,444 to Augustine Avenue Project. $861,555 to Liberty Street Project. $3,049,305 to JMP Pool Project.	
TOTAL EXPENSES	**$ 100,000**	**$ 10,621,040**	**$ 83,280**	**$ 1,486,287**	**$ 9,134,753**	**14%**		
REVENUES OVER EXPENSES	**$ (100,000)**	**$ -**	**$ 209,131**	**$ 9,754,095**				

GRANT PROJECTS BUDGET

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JUNE 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
AUGUSTINE AVENUE GRANT PROJECT							
REVENUES							
Capital Reserve Carryover	$ 250,000	$ 86,044		$ -	$ 86,044	0%	This is a State project with 4 Federal grants that require upfront matches. The State will administer the project, therefore the City will only need to pay the matches. We will not receive any revenue or pay expenses that need to be reimbursed. All matches have been paid in previous years except a 76,444 match that is allocated for Phase I Construction. The $76,444 is budgeted for FY 2026 and carried over from FY25. There is a $250,000 encumbrance set aside for estimated potential overages that the City may have to pay.
Augustine Avenue Trail Design Phase III DOH Reimbursement		$ 133,000		$ -	$ 133,000	0%	
TOTAL REVENUES	**$ 250,000**	**$ 219,044**	**$ -**	**$ -**	**$ 219,044**	0%	
EXPENSES							
Augustine Avenue Trail Construction - Construction Phase I - 979-58 Culture & Recreation Other Improvements		$ 9,600		$ -	$ 9,600	0%	Construction - Phase 1 Funded through WVDOT Grant with a City match of $76,444. This is the only match left to pay for this project. All other matches have been paid in prior years.
Augustine Avenue Trail Construction - Construction Phase II & III Encumbrance for FY27 - 979-58 Culture & Recreation Other Improvements	$ 250,000	$ 76,444		$ -	$ 76,444	0%	This encumbrance is for potential overages on the project in which the City may be responsible.
Augustine Avenue Trail Design Phase III - 979-58 Culture & Recreation Other Improvements		$ 133,000	$ 20,301	$ 42,188	$ 90,812	32%	
TOTAL EXPENSES	**$ 250,000**	**$ 219,044**	**$ 20,301**	**$ 42,188**	**$ 176,856**	19%	
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ (20,301)**	**$ (42,188)**	**$ 42,188**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JUNE 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
LIBERTY STREET FLOODING MITIGATION GRANT PROJECT							
REVENUES							
Capital Reserve Carryover		$ 1,061,555		$ -	$ 1,061,555	0%	This is the City's portion of the cost of this project after receiving the Chesapeake Bay and FEMA Grants listed below totaling $469,845. The $861,555 includes the City's $305,774 FEMA Grant match and the remaining $555,811 is the City's out of pocket expenses not supported by grants.
36500 Federal Grants - Chesapeake Bay Foundation		$ 94,845		$ -	$ 94,845	0%	Total award is $172,445. This grant does not require a match. $77,600 was received in FY24, which leaves a remaining balance of $94,845 to be received. This is a reimbursable grant so we must budget all expenses and administer the project.
36500 Federal Grants - FEMA		$ 375,000		$ -	$ 375,000	0%	Total award is $680,774. FEMA will pay the City $375,000 and the City is required to match $305,774. This is a reimbursable grant so we must budget all expenses and administer the project.
TOTAL REVENUES	**$ -**	**$ 1,531,400**	**$ -**	**$ -**	**$ 1,531,400**	0%	
EXPENSES							
Liberty Street Flooding Mitigation - Phase I - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 1,531,400	$ 202,651	$ 1,288,799	$ 242,601	97%	Total construction cost is $1,420,000. We have received two grants to support this project, both of which are reimbursable, therefore we must budget the entire cost of the project. $88,600 was paid in prior years, leaving the remaining cost at $1,331,400.
TOTAL EXPENSES	**$ -**	**$ 1,531,400**	**$ 202,651**	**$ 1,288,799**	**$ 242,601**	97%	
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ (202,651)**	**$ (1,288,799)**	**$ 1,288,799**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	JUNE 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
JEFFERSON MEMORIAL POOL GRANT PROJECT							
REVENUES							
Capital Reserve Carryover		$ 3,049,305		$ -	$ 3,049,305	0%	This is the City's portion of the cost of this project after receiving the Pool House LWCF and Pool LWCF Grants listed below totaling $1,850,695. The $3,049,305 includes the City's $250,000 Pool House LWCF Grant match and $1,600,695 Pool LWCF Grant match and the remaining $1,198,610 is the City's out of pocket expenses not supported by grants.
Pool House LWCF Grant		$ 250,000		$ 113,106	$ 136,894	45%	Total award is $500,000. National Park Service LWCF will pay the City $250,000 and the City is required to match $250,000. This is a reimbursable grant so we must budget all expenses and administer the project.
Pool LWCF Grant		$ 1,600,695	$ 272,673	$ 706,787	$ 893,908	44%	Total award is $3,201,390. National Park Service LWCF will pay the City $1,600,695 and the City is required to match $1,600,695. This is a reimbursable grant so we must budget all expenses and administer the project.
TOTAL REVENUES	**$ -**	**$ 4,900,000**	**$ 272,673**	**$ 819,893**	**$ 4,080,107**	17%	
EXPENSES							
JMP Pool House Renovation - 979-58 Culture & Recreation Other Improvements **Pool 1**		$ 1,400,000	$ 184,902	$ 753,266	$ 646,734	54%	Total construction cost is $1,400,000. We have received a $500,000 grant to support this project, $250,000 will be received from National Park Service and the City must match $250,000. This grant is reimbursable, therefore we must budget the entire cost of the project.
JMP Pool Upgrade - 979-58 Culture & Recreation Other Improvements **- Pool 2**		$ 3,500,000	$ 362,841	$ 1,787,711	$ 1,712,289	51%	Total construction cost is $3,500,000. We have received a $3,201,390 grant to support this project, $1,600,695 will be received from National Park Service and the City must match $1,600,695. This grant is reimbursable, therefore we must budget the entire cost of the project.
TOTAL EXPENSES	**$ -**	**$ 4,900,000**	**$ 547,743**	**$ 2,540,977**	**$ 2,359,023**	52%	
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ (275,070)**	**$ (1,721,084)**	**$ 1,721,084**		

GRANT PROJECT STATUS REPORT

AUGUSTINE AVENUE

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

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

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

City's Outstanding Balance: 0.00 Unless overages occur.

LIBERTY STREET FLOODING MITIGATION

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

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

PROJECT COST		GRANT BREAKDOWN				CITY'S OBLIGATION					FEDERAL FUNDING RECEIVED				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes	Description	Amount	Amount Paid	Balance	Notes
Flooding Mitigation Contract	1,125,725	Chesapeake Bay	172,445	172,445	0	FEMA Match	305,774	305,774	-		Chesapeake Bay	172,445	77,600	94,845	Paid in FY 2024.
Management & Contingency	293,453	FEMA	680,774	375,000	305,774	Out of Pocket Expenses	766,522	618,766	147,756	$10,741 paid in FY 2025. $608,025 paid in FY2026	FEMA	375,000		375,000	
						Reimbursable Grant Funding Expenses	375,000	375,000	-						
Total Cost	**1,419,178**	**Totals**	**853,219**	**547,445**	**305,774**	**Total**	**1,447,296**	**1,299,540**	**147,756**		**Total**	**547,445**	**77,600**	**469,845**	

City's Outstanding Balance: 147,756

Grant Outstanding Balance: 469,845

JEFFERSON MEMORIAL POOL

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

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

PROJECT COST		GRANT BREAKDOWN				CITY'S OBLIGATION					FEDERAL FUNDING RECEIVED				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes	Description	Amount	Amount Paid	Balance	Notes
Pool House	1,398,901	LWCF Pool House	500,000	250,000	250,000	LWCF Pool House Match	250,000	250,000	-		LWCF Pool House	250,000	113,106	136,894	
Pool Construction	3,494,550	LWCF Pool	3,201,390	1,600,695	1,600,695	LWCF Pool Match	1,600,698	1,600,698	-		LWCF Pool	1,600,698	706,787	893,911	
						Out of Pocket Expenses	1,198,610		1,198,610						
						Reimbursable Grant Funding Expenses	1,850,698	690,280	1,160,418						
Total Cost	**4,893,451**	**Totals**	**3,701,390**	**1,850,695**	**1,850,695**	**Total**	**4,900,006**	**2,540,978**	**2,359,028**	**-**	**Total**	**1,850,698**	**819,893**	**1,030,805**	

City's Outstanding Balance: 2,359,028

Grant Outstanding Balance: 1,030,805

REPAVING BUDGET

ACCOUNT	FY 2026 CURRENT BUDGET	JUNE 2026	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
REVENUES						
Repaving Carryover	$ 1,681,704		$ 1,681,704	$ -	100%	Carryover balance from FY2025 Repaving Funds. This amount will be adjusted in the first revision in July 2025.
36877 Contributions from GF - Repaving Fees	$ 150,000	$ 15,968	$ 185,216	$ (35,216)	123%	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving
38000 Interest on Bank Accounts & Other Sources	$ 50,000	$ 1,836	$ 23,429	$ 26,571	47%	
TOTAL REVENUES	**$ 1,881,704**	**$ 17,803**	**$ 1,890,350**	**$ (8,646)**	100%	
EXPENDITURES						
977-60 Streets & Transportation Capital Outlay Street Paving	$ 330,000		$ 303,952	$ 26,048	92%	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs.
Paving Contingency - 977-60 Streets & Transportation Capital Outlay Street Paving	$ 1,551,704		$ -	$ 1,551,704	0%	
TOTAL EXPENSES	**$ 1,881,704**	**$ -**	**$ 303,952**	**$ 1,577,752**	16%	
REVENUES OVER EXPENSES	**$ -**	**$ 17,803**	**$ 1,586,398**			

FY 2025-2026
General Fund Budget

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

ACCOUNT		CURRENT BUDGET	JUNE 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
REVENUES							
001-300-050	Unassigned Fund Balance (Carryover)	1,787,911		1,787,911	-	100%	Estimated carryover balance for fiscal year ending 2026.
001-301-010	Taxes - Ad Valorem	1,851,076	45,668	1,852,394	(1,318)	100%	
001-301-060	Supplemental Taxes	30,000	9,411	60,387	(30,387)	201%	Property taxes owed from previous years, but paid in the current fiscal year.
001-302-000	Interest as Penalty	8,000	2,779	15,598	(7,598)	195%	
001-303-000	Gas & Oil Severance Tax	30,000		16,290	13,710	54%	5% severance tax on gross receipts at the well head of oil and natural gas.
001-304-000	Utility Tax (2%)	250,000	32,910	395,611	(145,611)	158%	
001-305-000	Business & Occupation (B&O) Tax	2,032,082	33,624	2,108,309	(76,227)	104%	Included estimated B&O receipts from HDL collections services.
001-306-000	Liquor Tax	25,000		33,479	(8,479)	134%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.
001-307-000	Animal Control Tax	1,600	19	1,831	(231)	114%	This is donated back to the county each year under Dog Warden.
001-308-000	Hotel/Motel Tax	200,000	15,187	136,879	63,121	68%	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)
001-320-000	Court Costs, Fees & Charges	260,000	28,423	247,025	12,975	95%	
001-321-000	Parking Violation Penalties	40,000	2,320	39,050	950	98%	
001-325-000	Business License Revenue	35,000	17,002	88,111	(53,111)	252%	
001-326-000	Building Permit Fees	550,000	128,386	1,112,382	(562,382)	202%	Building activity increasing/expected to remain strong through FY2026 with new development projects on the horizon and increases in permit fee structure.
001-328-000	Franchise Tax	65,000		57,162	7,838	88%	Two Cable Franchisees
001-329-100	Rental Registration Fees	-		480	(480)		
001-331-000	International Registration Plan (IRP) Fees	70,000		54,485	15,515	78%	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.
001-339-000	Emergency Service Fee	1,700		2,171	(471)	128%	Revenue from utility bills for EMS (5 cents)
001-340-000	Parks & Rec Fee	1,700		2,171	(471)	128%	Revenue from utility bills for parks and recreation (5 cents)
001-342-000	Parking Meter Revenues	45,000	21,286	65,974	(20,974)	147%	Revenue from parking meters and parking permits including ParkMobile app.
001-345-000	Rents & Concessions	60,000	5,730	80,786	(20,786)	135%	CTUB rental of 661 space ($30,000); CW Hall 1st floor rental ($30,000)
001-353-000	Zoning Fee	20,000	777	41,620	(21,620)	208%	Zoning applications
001-355-000	Street Improvement Fee	135,000		169,334	(34,334)	125%	Revenue from utility bills for street improvements ($4 per month)
001-365-000	Federal Government Grants	291,667	16,271	93,427	198,240	32%	DOJ/COPS grant for additional police officer. $125,000 across 3 years. HUD Grant for Revive program $250,000
001-366-000	State Government Grants	-	2,970	5,940	(5,940)		

ACCOUNT	CURRENT BUDGET	JUNE 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
001-367-000 Other Grants	2,268	2,888	5,406	(3,138)		
001-369-000 Contributions from Other Funds-Sales Tax ($2,500,000); Housing Rehab ($67,880); Vacant Structures ($18,275)	1,586,155		1,500,000	86,155	95%	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.
001-376-000 Gaming Income	250,000	21,683	248,001	1,999	99%	Gaming receipts average $19K to $23K per month.
001-379-000 Gain/Loss - Sale of Fixed Assets	-		-	-		
001-380-000 Interest Income (Operating Acct)	35,000	1,887	22,783	12,217	65%	
001-381-000 Reimbursements	110,000	61,559	200,456	(90,456)	182%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.
001-381-000 Lein Reimbursements	-		-	-		
001-382-000 Refunds - Overpayments	500	1,843	(3,265)	3,765	-653%	
001-386-000 Insurance Claims	22,000		22,502	(502)		
001-387-000 Filing Fees	300		-	300	0%	Filing Fees Revenue - Election in FY25. $50.00 per person.
001-392-000 Property Rehabilitation	-	250	6,650	(6,650)		
001-397-000 Video Lottery	600,000	92,613	793,049	(193,049)	132%	Video lottery receipts average $13.4K to $22.2K per week.
001-399-000 Misc Revenue	5,000	668	8,310	(3,310)	166%	Yard waste stickers and fingerprints
001-399-020 Special Events - WV Fest	10,000	(100)	19,745	(9,745)	197%	
001-399-030 Special Events - General	1,000	50	1,230	(230)	123%	Special activities fees
001-399-040 Special Events - CW Hall	5,000	150	9,950	(4,950)	199%	
001-399-070 Special Events - Car Show	5,000		10,681	(5,681)	214%	Car show registration and sponsors.
TOTAL REVENUES	**10,422,959**	**546,252**	**11,314,301**	**(891,343)**	109%	

ACCOUNT	CURRENT BUDGET	JUNE 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
EXPENSES						
ECONOMIC DEVELOPMENT - 402						
001-402-103 Salaries	77,000	5,946	76,725	275	100%	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement.
001-402-104 FICA	6,200	455	5,869	331	95%	FICA @ 7.65%
001-402-105 Group Insurance	10,300	704	9,606	694	93%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-402-106 Retirement	7,000	535	6,647	353	95%	PERS II Employer Contribution 9%
001-402-109 OPEB	200	10	122	78	61%	RHBT Insurance
001-402-110 Fringe Benefits	1,800	119	1,406	394	78%	Deferred Compensation Employer Contribution 3%
001-402-211 Telephone	500	67	396	104	79%	Cell phone
001-402-214 Travel	1,850		98	1,752	5%	2 National Conferences; airfare, lodging, per-diem
001-402-220 Advertising/Legal Publications	500		-	500	0%	
001-402-221 Training & Education	-		-	-		$2,500 rolled under City Manager's office.
001-402-222 Dues & Subscriptions	2,150	74	2,545	(395)	118%	IEDC Membership, Survey Subscription, Adobe subscription
001-402-223 Professional Services	1,000		-	1,000	0%	Engineering Services
001-402-226 Insurance and Bonds	5,585		5,568	17	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
001-402-230 Contracted Services	1,000		-	1,000	0%	
001-402-341 Departmental Supplies	3,000	209	1,262	1,738	42%	Promotional items for events and City marketing and other departmental supplies.
001-402-343 Auto Supplies	-		-	-		Under Maintenance budget
TOTAL ECONOMIC DEVELOPMENT	**118,085**	**8,118**	**110,245**	**7,840**	93%	
MAYOR'S OFFICE - 409						
001-409-101 Salary	12,500	1,000	12,000	500	96%	Mayor's Salary
001-409-104 FICA Tax Expense	1,000	77	917	83	92%	
001-409-211 Telephone	-		-	-		
001-409-214 Travel Expense	2,000		-	2,000	0%	WV Municipal League
001-409-220 Advertising/Legal Publication	-		-	-		
001-409-221 Training & Education	1,000		300	700	30%	
001-409-222 Dues & Subscriptions	-		-	-		
001-409-226 Insurance & Bonds	1,100		1,090	10	99%	
001-409-341 Departmental Supplies	500		458	42	92%	$453.00 - Ceremonial Keys to the City and Coins
001-409-568 Community Contributions	2,000	2,000	2,000	-	100%	
TOTAL MAYOR'S OFFICE	**20,100**	**3,076**	**16,765**	**3,335**	83%	
COUNCIL - 410						
001-410-101 Salaries	40,000	3,333	38,750	1,250	97%	Eight Council Members at $5,000 annual salary
001-410-104 FICA Tax Expense	3,100	255	2,964	136	96%	
001-410-214 Travel Expense	4,800		2,274	2,526	47%	Conferences
001-410-221 Training & Education	2,975		1,003	1,972	34%	WV Municipal League Conference Registration ($450 per registration)
001-410-226 Insurance & Bonds	3,500		3,489	11	100%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
001-410-341 Departmental Supplies	925		881	44	95%	
TOTAL COUNCIL	**55,300**	**3,588**	**49,361**	**5,939**	89%	

ACCOUNT	CURRENT BUDGET	JUNE 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
CITY MANAGER - 412						
001-412-103 Salaries	215,000	15,160	188,327	26,673	88%	City Manager & Deputy City Clerk Salary, 2.5% Merit and Holiday Supplement (Includes $5000 travel allowance for new City Manager.)
001-412-104 FICA Tax Expense	17,500	1,190	14,458	3,042	83%	FICA Tax @ 7.65%
001-412-105 Group Insurance	20,000	1,557	17,589	2,411	88%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-412-106 Retirement	19,000	1,400	16,054	2,946	84%	9% Employer Contribution PERS I and II
001-412-108 Overtime	2,500	394	2,231	269	89%	
001-412-109 OPEB	500	10	102	398	20%	RHBT Insurance
001-412-110 Fringe Benefits	6,000	448	4,568	1,432	76%	Deferred Compensation Employer Contribution 3%
001-412-211 Telephone	550		178	372	32%	Mobile phone service
001-412-214 Travel Expense	1,500		-	1,500	0%	WVML Trip, City Clerk Election Training
001-412-220 Advertising	2,000		-	2,000	0%	
001-412-221 Training & Education	20,000	20	6,155	13,845	31%	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500
001-412-222 Dues & Subscriptions	1,000		50	950	5%	Adobe subscriptions. ICMA and WVML Fees.
001-412-223 Professional Services	38,000		14,544	23,456	38%	Background checks for City Manager candidates.
001-412-226 Insurance & Bonds	15,280		15,270	10	100%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
001-412-230 Contracted Services	-		-	-		
001-412-341 Departmental Supplies	750		246	504	33%	Misc. Office Supplies
001-412-343 Auto Supplies (Gas & Oil)	-		-	-		Gas is covered under travel expenses.
TOTAL CITY MANAGER	**359,580**	**20,179**	**279,773**	**79,807**	78%	

ACCOUNT		CURRENT BUDGET	JUNE 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
TREASURER - 413							
001-413-103	Salaries	260,000	18,102	257,325	2,675	99%	Director of Finance, Accounting Clerk I, Accounting Clerk II, Accounting Clerk III salaries, 2.5% merit, and holiday supplements.
001-413-104	FICA Tax Expense	22,000	1,475	19,979	2,021	91%	FICA Tax @ 7.65%
001-413-105	Group Insurance	38,000	2,667	36,142	1,858	95%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-413-106	Retirement	24,000	1,502	22,331	1,669	93%	9% Employer Contribution PERS I and II
001-413-108	Overtime	3,500	1,181	3,840	(340)	110%	
001-413-109	OPEB	500	31	367	133	73%	RHBT Insurance
001-413-110	Fringe Benefits	7,500	490	6,247	1,253	83%	Deferred Compensation Employer Contribution 3%
001-413-211	Telephone	-		-	-		Director of Finance Cell Phone
001-413-214	Travel Expense	1,500		992	508	66%	Director & Acct. Clerk III - WV Government Finance Officers Association Training
001-413-218	Postage	-		-	-		Transfer cost to City Hall and Pitney Bowes machine.
001-413-220	Advertising/Legal Pubs	2,500		1,718	782	69%	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.
001-413-221	Training & Education	-		-	-		$4,000 Rolled into City Manager's budget
001-413-222	Dues & Subscriptions	1,000		865	135	87%	Adobe subscription for Director & Accounting Clerk III
001-413-223	Professional Services	3,000		2,925	75	98%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)
001-413-224	Audit Costs	90,000		49,320	40,680	55%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit
001-413-226	Insurance & Bonds	19,200		19,184	16	100%	General Liability, Worker's Compensation, Umbrella
001-413-230	Contracted Services	25,000		11,529	13,471	46%	
001-413-230	B&O Collections - Contracted Services	42,000	19,637	44,223	(2,223)	105%	
001-413-238	Refunds	103,000	15	88,567	14,433	86%	
001-413-341	Departmental Supplies	2,500	(75)	1,778	722	71%	Misc. Office Supplies
TOTAL TREASURER		**645,200**	**45,025**	**567,333**	**77,867**	88%	

ACCOUNT	CURRENT BUDGET	JUNE 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
COURT CLERK - 415						
001-415-103 Salaries	67,150	5,146	66,950	200	100%	Court Clerk Salary, 2.5% merit, and holiday supplement
001-415-104 FICA	5,500	403	5,181	319	94%	FICA Tax @ 7.65%
001-415-105 Group Insurance	19,350	1,512	19,222	128	99%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-415-106 Retirement	6,000	474	5,852	149	98%	9% Employer Contribution PERS I and II
001-415-108 Overtime	1,200	121	779	421	65%	
001-415-109 OPEB	200	10	122	78	61%	RHBT Insurance
001-415-110 Fringe Benefits	1,800	154	1,442	358	80%	Deferred Compensation Employer Contribution 3%
001-415-214 Travel	-		-	-		Court Clerk training and Election training
001-415-218 Postage	100		-	100	0%	
001-415-220 Advertising/Legal Publications	-		-	-		
001-415-221 Training & Education	-		-	-		$500 transferred to City Manager's budget. WVML training and Election training.
001-415-222 Dues & Subscriptions	-		-	-		
001-415-223 Professional Services	-		-	-		
001-415-226 Insurance & Bonds	5,105		5,103	2	100%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella
001-415-230 Contracted Services	1,025		757	268	74%	Flu shot
001-415-238 Refunds	1,000		720	280	72%	
001-415-341 Departmental Supplies	600		226	374	38%	Ink cartridges, paper stock
TOTAL COURT CLERK	**109,030**	**7,820**	**106,354**	**2,676**	98%	
POLICE JUDGES - 416						
001-416-103 Salaries	32,000	3,250	27,986	4,014	87%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; extra $2k for special judge, and holiday supplements.
001-416-104 FICA	2,400	249	2,052	348	86%	
001-416-214 Travel	500		263	237	53%	WV State mandated annual training for magistrates & judges
001-416-221 Training & Education	1,000		690	310	69%	WV State mandated annual training for magistrates & judges
001-416-222 Dues and Subscriptions	100		-	100	0%	
001-416-223 Professional Services	1,000	205	1,032	(32)	103%	
001-416-226 Insurance & Bonds	2,800		2,791	9	100%	
TOTAL POLICE JUDGES	**39,800**	**3,704**	**34,814**	**4,986**	87%	

ACCOUNT		CURRENT BUDGET	JUNE 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
CITY ATTORNEY - 417							
001-417-103	Salaries	160,000	12,392	159,265	735	100%	Attorney salary plus 2.5% merit and holiday supplement.
001-417-104	FICA	13,000	948	12,184	816	94%	FICA @ 7.65%
001-417-105	Group Insurance	1,750	2	1,580	170	90%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-417-106	Retirement	15,000	1,115	13,909	1,091	93%	PERS II Employer Contribution 9%
001-417-109	OPEB	400		359	41	90%	RHBT Insurance
001-417-110	Fringe Benefits	5,600	372	4,043	1,557	72%	Deferred Compensation Employer Contribution 3%
001-417-211	Telephone	250	38	226	24	90%	
001-417-214	Travel	1,000	557	684	316	68%	Travel allowance for various trainings.
001-417-220	Advertising/Legal Publications	-		-	-		Allowance for legal publications.
001-417-221	Training & Education	-		-	-		Rolled under City Manager's office.
001-417-222	Dues & Subscriptions	6,100	1,543	6,048	52	99%	Allowance for legal subscriptions and memberships. Bar license and legal research database subscription.
001-417-223	Professional Services	50,000		-	50,000	0%	Cost for outside legal council.
001-417-226	Insurance and Bonds	2,705		2,263	442	84%	
001-417-341	Departmental Supplies	1,000		107	893	11%	
TOTAL CITY ATTORNEY		**256,805**	**16,968**	**200,669**	**56,136**	78%	
ENFORCEMENT AGENCY - 425							
001-425-103	Salaries	62,500	4,644	61,217	1,283	98%	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance.
001-425-104	FICA	4,900	355	4,683	217	96%	FICA @ 7.65% of Salary
001-425-105	Group Insurance	9,500	704	9,335	165	98%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-425-106	Retirement	5,400	418	5,142	258	95%	PERS II Employer Contribution 9%
001-425-109	OPEB	200	10	122	78	61%	RHBT Insurance
001-425-110	Fringe Benefits	2,300	139	1,626	674	71%	Deferred Compensation Employer Contribution 3%
001-425-211	Telephone	500	38	226	274	45%	
001-425-214	Travel	3,500	255	3,264	236	93%	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
001-425-218	Postage	1,000	13	318	682	32%	Certified Mailings
001-425-220	Advertising/Legal Publications	500		53	447	11%	Job posting ads, public notices for nuisance properties, and property main. violation notices.
001-425-221	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)
001-425-222	Dues & Subscriptions	1,000		310	690	31%	ICC Membership ($160/yr)
001-425-226	Insurance and Bonds	4,365		4,362	3	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
001-425-230	Contracted Services	25,000		-	25,000	0%	
001-425-230	Nuisance Properties-Contracted Services	112,880		21,730	91,150	19%	Nuisance Properties cleanup and demos.
001-425-230	Nuisance Properties Relocation - Contracted Services	5,000		-	5,000	0%	Nuisance Properties housing reallocation.
001-425-230	Vacant Properties-Contracted Services	18,275		221	18,054		
001-425-341	Departmental Supplies	2,000		959	1,041	48%	Building safety month supplies and code books
001-425-343	Auto Supplies	-		-	-		Under Maintenance budget
001-425-345	Uniforms	1,500		525	975	35%	Jackets & shirts.
TOTAL ENFORCEMENT AGENCY		**260,320**	**6,577**	**114,093**	**146,227**	44%	

ACCOUNT	CURRENT BUDGET	JUNE 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
REGIONAL DEVELOPMENT AUTHORITY - 435						
001-435-222 Dues & Subscriptions	11,500		11,304	196	98%	Region 9 Assessment - Fees are going up
TOTAL REGIONAL DEVELOPMENT AUTHORITY	**11,500**	**-**	**11,304**	**196**	98%	
Total City Administration	**2,512,700**	**172,991**	**2,232,710**	**279,990**	89%	
BUILDING INSPECTIONS - 436						
001-436-103 Salaries	92,400	6,727	91,578	822	99%	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance.
001-436-104 FICA	7,000	515	7,006	(6)	100%	FICA @ 7.65% of Salary
001-436-105 Group Insurance	1,500	2	1,311	189	87%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-436-106 Retirement	8,000	605	7,552	448	94%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods
001-436-109 OPEB	150		-	150	0%	RHBT Insurance
001-436-110 Fringe Benefits	2,850	202	2,386	464	84%	Deferred Compensation Employer Contribution 3%
001-436-211 Telephone	1,000	20	220	780	22%	Two lines; one is a hot spot. One is a cell phone.
001-436-214 Travel	3,000	255	1,949	1,051	65%	National ICC Conference; airfare, lodging, meals, gas
001-436-217 R&M Auto	-		-	-		Under Maintenance budget
001-436-218 Postage	1,000		-	1,000	0%	Certified mailings for property Notice of Violations
001-436-220 Advertising/Legal Publications	1,000		-	1,000	0%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.
001-436-221 Training & Education	-		-	-		$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.
001-436-222 Dues & Subscriptions	1,000		440	560	44%	ICC membership dues; WICA subscription
001-436-223 Professional Services	44,000	1,000	19,675	24,325	45%	To cover expenses associated with inspections; compliance.
001-436-226 Insurance & Bonds	6,575		6,565	10	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
001-436-230 Contracted Services	-		-	-		
001-436-341 Departmental Supplies	8,000	5,471	6,914	1,086	86%	Building safety month supplies and code books.
001-436-343 Auto Supplies	-		-	-		Under Maintenance budget
001-436-345 Uniforms	2,000		676	1,324	34%	Jackets & shirts.
TOTAL BUILDING INSPECTIONS	**179,475**	**14,796**	**146,272**	**33,203**	82%	

ACCOUNT	CURRENT BUDGET	JUNE 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
PLANNING & ZONING - 437						
001-437-103 Salaries	401,100	25,076	313,226	87,874	78%	Assistant City Manager/Director of Community Development, City Planner/Zoning/Subdiv Administrator, Permit Tech, and Planner salaries, 2.5% merit, and holiday supplements.
001-437-104 FICA	33,000	1,918	23,962	9,038	73%	FICA @ 7.65% of Salary
001-437-105 Group Insurance	68,000	4,433	41,279	26,721	61%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-437-106 Retirement	38,000	2,257	27,145	10,855	71%	PERS II Employer Contribution (9%)
001-437-108 Overtime	1,500		-	1,500	0%	
001-437-109 OPEB	500	41	367	133	73%	RHBT Insurance
001-437-110 Fringe Benefits	12,000	566	6,390	5,610	53%	Deferred Compensation Employer Contribution 3%
001-437-211 Telephone	1,250	173	1,166	84	93%	Director's department cell phone
001-437-214 Travel	7,750		3,467	4,283	45%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Wendy - MGO Conference
001-437-218 Postage	1,000		-	1,000	0%	Certified Mailings; Legal notices, yard sign postings
001-437-220 Advertising/Legal Publications	4,500	613	1,892	2,608	42%	Advertising of BZA and public hearings for P/C meetings; hearing placards
001-437-221 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
001-437-222 Dues & Subscriptions	3,000		2,330	670	78%	AICP Membership; Wendy ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.
001-437-223 Professional Services	25,000		4,493	20,507	18%	GIS Aerial imagery, Background Checks
001-437-226 Insurance & Bonds	20,000		18,814	1,186	94%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
001-437-230 Contracted Services	44,000	5,187	30,041	13,960	68%	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;
001-437-231 Contracted Services - Tree Board	-		-	-		To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.
001-437-238 Refunds	1,000	70	425	575	43%	
001-437-341 Departmental Supplies	4,000		1,803	2,197	45%	Public hearing signs, office supplies, promotional supplies
001-437-353 Computer Software / Tech	13,000	980	9,853	3,147	76%	MyPermit Now Monthly Fees
TOTAL PLANNING & ZONING	**678,600**	**41,315**	**486,652**	**191,948**	72%	
Total City Bldg Inspection, P&Z, and Enforcement Agency	**1,118,395**	**62,688**	**747,017**	**371,378**	67%	
ELECTIONS - 438						
001-438-220 Advertising/Legal Publications	-		-	-		Publish ballot multiple times
001-438-223 Professional Services	-		-	-		
001-438-230 Contracted Services	-		-	-		Poll workers for early voting and day of election.
001-438-341 Departmental Supplies	-		-	-		Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers
TOTAL ELECTIONS	**-**	**-**	**-**	**-**		

ACCOUNT		CURRENT BUDGET	JUNE 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
CITY HALL - 440							
001-440-103	Salaries	103,000		88,498	14,502	86%	Director of Operations Salary, 2.5% merit, and holiday supplement
001-440-104	FICA Taxes	8,300		6,770	1,530	82%	FICA @ 7.65%
001-440-105	Group Insurance	20,000		16,244	3,756	81%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-440-106	Retirement	9,000	50	8,655	345	96%	9% Employer Contribution
001-440-109	OPEB	200		93	107	47%	RHBT Insurance
001-440-110	Fringe Benefits	3,800		2,509	1,291	66%	Deferred Compensation Employer Contribution 3%
001-440-211	Telephone	20,000	1,135	18,986	1,014	95%	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).
001-440-213	Utilities	54,500	6,785	55,797	(1,297)	102%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer, CWH Electric
001-440-214	Travel Expense	2,000		1,200	800	60%	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD
001-440-215	Repair & Main. Bldg & Grounds	10,000		4,793	5,207	48%	Elevator Services and City Hall maintenance.
001-440-218	Postage	7,500	3,228	6,666	834	89%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection. Reflects increase in postage.
001-440-219	Bldg & Equipment Rental	250,000	19,877	249,544	456	100%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer
001-440-220	Advertising/Legal Publications	4,000	50	598	3,402	15%	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements
001-440-221	Training & Education	-		-	-		$2,000 transferred to City Manager's budget
001-440-222	Dues & Subscriptions	6,500		6,374	126	98%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)
001-440-223	Professional Services	25,000		23,029	1,971	92%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.
001-440-226	Insurance & Bonds	15,000		13,157	1,843	88%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial
001-440-230	Contracted Services	236,000	30,295	244,150	(8,150)	103%	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.
001-440-232	Bank Charges	86,500	1,293	77,547	8,953	90%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees
001-440-237	Other Fees/Taxes	1,500		998	502	67%	Late fees/Ambulance fees.
001-440-341	Departmental Supplies	17,000	1,798	15,437	1,563	91%	
001-440-353	Computer Software / Tech	17,500		15,046	2,454	86%	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
TOTAL CITY HALL		**897,300**	**64,512**	**856,092**	**41,208**	95%	

ACCOUNT	CURRENT BUDGET	JUNE 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
CONTRIBUTIONS/TRANSFERS - 444						
001-444-568 Contributions - Community Partnership Grants	100,000		100,000	-	100%	Citizens Fire Co. $10,000; Independent Fire Co. $10,000; Library $20,000; Jef. Co. Com. Ministries $10,000; and EPTA $50,000.
001-444-568 Community Grants	50,000		2,000	48,000	4%	
001-444-568 Contributions - Revive Grant	290,000		61,000	229,000	21%	HUD Grant for Revive! Program. $250,000 with additional $20,000 support from City funds.
001-444-568 Contributions - Façade Improvement Program	40,000	558	14,842	25,158	37%	
001-444-568 Contributions - Homeless Solutions	-		-	-		County Homelessness position funding commitment
001-444-568 Contributions - Charles Town Now	70,000		30,000	40,000	43%	
001-444-568 Contributions - Jefferson County P&R	4,000	4,000	4,000	-	100%	
001-444-568 Contributions - Jefferson County Community Ministries	20,000		5,000	15,000	25%	
001-444-568 Contributions - Sidewalk Improvement Program	35,000		5,000	30,000	14%	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest
TOTAL CONTRIBUTIONS/TRANSFERS	**609,000**	**4,558**	**221,842**	**387,158**	36%	
PARKING - 571						
001-571-103 Salaries	46,000	3,100	39,080	6,920	85%	Parking Enforcement Officer salary, contingency, 2.5% merit, holiday supplement, and clothing allowance
001-571-104 FICA Tax Expense	3,700	237	3,018	682	82%	FICA @ 7.65%
001-571-105 Group Insurance	750	757	1,141	(391)	152%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-571-106 Retirement Expense	4,000	186	3,168	832	79%	9% Employer Retirement Contribution
001-571-108 Overtime	1,000		369	631	37%	RHBT Insurance
001-571-109 OPEB	100	10	10	90	10%	Deferred Compensation Employer Contribution 3%
001-571-110 Fringe Benefits	1,400	93	1,021	379	73%	
001-571-213 Utilities	1,400		-	1,400	0%	Electric Service
001-571-216 Repair & Main - Equipment	1,000		-	1,000	0%	Parking meter repairs and maintenance
001-571-218 Postage	500		-	500	0%	
001-571-219 Bldg & Equipment Rental	500		-	500	0%	
001-571-220 Advertising / Legal Publications	500		-	500	0%	
001-571-226 Insurance & Bonds	3,240		3,232	8	100%	Prof Liability, Umbrella, Automobile, Worker's Comp
001-571-230 Contracted Services	500		27	473	5%	
001-571-341 Departmental Supplies	5,000		1,896	3,104	38%	Office Supplies, Batteries, Handheld Printer Paper
001-571-343 Auto Supplies (Gas/Oil)	500		-	500	0%	
001-571-345 Uniforms	500		202	298	40%	Jacket, Uniform Shirt, Patches, Badge, etc.
001-571-353 Computer Software/Tech	4,000		-	4,000	0%	United Public Safety/T2 Annual Fees
TOTAL PARKING	**74,590**	**4,383**	**53,164**	**21,426**	71%	
CONTINGENCIES - 699						
001-699-568 Other Contributions	121,125		-	121,125	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.)
TOTAL CONTINGENCIES	**121,125**	**-**	**-**	**121,125**	0%	

ACCOUNT	CURRENT BUDGET	JUNE 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
POLICE DEPARTMENT - 700						
001-700-103 Salaries	1,620,000	123,905	1,552,712	67,288	96%	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.
001-700-104 FICA	110,000	7,720	96,443	13,557	88%	FICA Tax at 7.65%
001-700-105 Group Insurance	289,000	16,477	231,588	57,412	80%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-700-106 Retirement	145,000	11,912	142,225	2,775	98%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)
001-700-107 Police Pension	7,250	2,942	4,138	3,112	57%	Legacy CTPD Retirement System
001-700-108 Overtime	250,000	14,372	225,187	24,813	90%	Shift coverage, late arrest/call out, special events, school events, court, etc.
001-700-109 OPEB	5,000	163	2,071	2,929	41%	RHBT Insurance
001-700-110 Fringe Benefits	55,000	3,528	40,105	14,895	73%	Deferred Compensation Employer Contribution 3%
001-700-211 Telephone	33,500	1,505	22,943	10,557	68%	(4) department cell phones, MiFi/Craddle Points, for CAD in police vehicles, Internet, etc.
001-700-213 Utilities	48,000	8,006	47,392	608	99%	Electric and Internet Service, increase in FY25.
001-700-214 Travel	9,000	483	3,148	5,852	35%	Training, Conferences,etc.
001-700-215 R&M Building & Grounds	2,500		54	2,446	2%	Lights, Paint, Air Filters, Electrical supplies, Batteries
001-700-216 R&M Equipment	5,500		4,621	879	84%	Generator Service
001-700-217 R&M Auto	72,000	3,326	68,746	3,254	95%	Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, tire install/rotation, etc.
001-700-218 Postage	1,800		1,495	305	83%	Stamps, USPS Certified Mail, UPS/Fedex, etc.
001-700-219 Building & Equipment Rental	101,000	8,357	100,906	94	100%	
001-700-220 Advertising/Legal Publications	5,500		3,389	2,111	62%	New Hire Ads 3-6 ads in local paper
001-700-221 Training & Education	15,000	1,950	9,269	5,731	62%	WVSP Academy, 16 hours in-service/8 supervisor hours.
001-700-222 Dues & Subscriptions	2,000	110	1,891	109	95%	WVCOP Dues, IACP, SRO, Journal
001-700-223 Professional Services	7,000	360	5,840	1,160	83%	Polygraph Exams, Psychological exam, Physical Exams, Diagnostic Imaging
001-700-226 Insurance & Bonds	122,550		122,489	61	100%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance
001-700-230 Contracted Services	45,500	1,776	28,203	17,297	62%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.
001-700-237 Other Fees & Taxes	450		400	50	89%	661 George St. Ambulance Fees
001-700-341 Departmental Supplies	34,500	1,190	21,322	13,178	62%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery
001-700-343 Auto Supplies	92,000	7,835	90,045	1,955	98%	Gas, oil changes and tires for Police Vehicles
001-700-345 Uniforms	30,000	1,605	22,224	7,776	74%	Class A, BDU, duty gear, insignia, ballistic vest, coats, etc.
001-700-353 Computer Software/Tech	29,800	1,800	31,226	(1,426)	105%	CAD Motorola, Guardian Tracking, Police One Academy, Powerdms, VCS, Motorola Solutions (Watch Guard System), Revize (Website).
TOTAL POLICE DEPARTMENT	**3,138,850**	**219,321**	**2,880,073**	**258,777**	92%	

ACCOUNT	CURRENT BUDGET	JUNE 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
POLICE-SPECIAL DUTY CROSSING GUARDS - 704						
001-704-103 Salaries	35,000	1,504	27,502	7,498	79%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA. Holiday supplements.
001-704-104 FICA Tax Expense	2,600	115	2,104	496	81%	
001-704-226 Insurance & Bonds	2,295		2,292	3	100%	
001-704-341 Departmental Supplies	350		324	26	92%	Stop signs
001-704-345 Uniforms	400		192	208	48%	Reflective jackets and vests
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**40,645**	**1,619**	**32,414**	**8,232**	80%	
Total Police and Crossing Guards	**3,179,495**	**220,939**	**2,912,486**	**267,009**	92%	
DOG WARDEN - 707						
001-707-567 Contributions	1,600	1,812	1,812	(212)	113%	City passes along the dog tag fees to the County
TOTAL DOG WARDEN	**1,600**	**1,812**	**1,812**	**(212)**	113%	
MAINTENANCE - 750						
001-750-103 Salaries	323,500	20,575	297,537	25,963	92%	Director and (4) Maintenance Staff salaries, 2.5% merit, holiday supplements, clothing allowances and contingency for CDL, Playground Inspection, and ASE certifications.
001-750-104 FICA Tax Expense	27,000	1,739	23,787	3,213	88%	FICA @ 7.65%
001-750-105 Group Insurance	47,000	2,158	35,538	11,462	76%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)
001-750-106 Retirement	29,000	2,046	25,855	3,145	89%	9% Employer Contribution
001-750-108 Overtime	20,000	2,163	13,400	6,600	67%	
001-750-109 OPEB	500	20	326	174	65%	RHBT Insurance
001-750-110 Fringe Benefits	7,500	542	6,202	1,298	83%	3% Deferred Compensation Employer Contribution
001-750-211 Telephone	3,000	221	2,018	982	67%	Field staff equipped with cell phones
001-750-213 Utilities	10,000	415	5,016	4,984	50%	Maintenance building electric, water, sewer, and internet
001-750-214 Travel Expense	1,500		-	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed
001-750-215 R&M Buildings and Grounds	92,000	171	76,984	15,016	84%	General maintenance of city buildings.
001-750-216 R&M Equipment	20,000		15,107	4,893	76%	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.
001-750-217 R&M Auto	25,000	919	20,658	4,342	83%	Regular maintenance of department and City vehicles
001-750-219 R&M Bldg and Equip Rental	1,000	80	80	920	8%	Equipment rented as required to maintain various city buildings.
001-750-220 Advertising	500		-	500	0%	Spring and Fall Cleanup. Additional city sponsored projects as required.
001-750-221 Training & Education	2,500		-	2,500	0%	Maintain certifications; other skill enhancement training as required/proposed. CDL, Playground Inspection, ASE.
001-750-222 Dues & Subscriptions	500		406	94	81%	Camera subscription and CDL License Fees
001-750-223 Professional Services	500		290	210	58%	CDL physicals
001-750-226 Insurance & Bonds	19,000		18,007	993	95%	Liability, Worker's Comp, Vehicle Insurance
001-750-230 Contracted Services	66,268	3,471	60,917	5,351	92%	Trash Service, Box Rental Fees, Tree Services ($12,000), Snow Removal and Salt
001-750-341 Departmental Supplies	38,000	2,211	34,998	3,002	92%	General maintenance annual supplies. Christmas decorations, and light poles.
001-750-343 Auto Supplies (Gas, Oil & Tires)	29,000	1,819	24,903	4,097	86%	Gas, oil changes and tires for maintenance and City vehicles.
001-750-345 Uniforms	2,000		1,236	764	62%	
TOTAL MAINTENANCE	**765,268**	**38,551**	**663,263**	**102,005**	87%	

ACCOUNT	CURRENT BUDGET	JUNE 2026	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS
STREET LIGHTS - 751						
001-751-213 Utilities	130,000	10,371	121,719	8,281	94%	Street lights electric.
TOTAL STREET LIGHTS	**130,000**	**10,371**	**121,719**	**8,281**	94%	
VISITOR'S CENTER - 901						
001-901-567 Contributions	100,000	13,667	75,178	24,822	75%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center.
TOTAL VISITOR'S CENTER	**100,000**	**13,667**	**75,178**	**24,822**	75%	
FAIRS/FESTIVALS - 903						
001-903-220 Advertising/Legal Publications	2,000	231	1,180	820	59%	
001-903-230 Contracted Services	32,500	15,398	24,235	8,265	75%	**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)
001-903-238 Refunds	100		-	100	0%	
001-903-341 Departmental Supplies	28,500	1,436	13,186	15,314	46%	**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)
001-903-353 Computer Software	1,300		-	1,300	0%	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.
001-903-568 Contributions	4,000		3,300	700	83%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.
TOTAL FAIRS/FESTIVALS	**68,400**	**17,065**	**41,901**	**26,499**	61%	
TRANSFERS - 960/698 SAO						
001-698-590 Transfers to Capital Reserve - Repaving	135,000	15,968	173,401	(38,401)	128%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures
001-698-591 Transfers to Capital Reserve - One Time Funding	427,386		427,386	-	100%	
001-698-593 Transfers Out - Parks & Rec	120,000	13,667	95,178	24,822	79%	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.
001-698-592 Transfers to Residual Fund	200,000		200,000	-	100%	
001-698-591 Transfers to Capital Reserve - Table Games	810,000	206,829	1,138,911	(328,911)	141%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.
001-698-595 Transfers to Sales Tax	50,000		50,000	-	100%	
TOTAL TRANSFERS	**1,742,386**	**236,464**	**2,084,876**	**(342,490)**	120%	
TOTAL EXPENSES	**10,422,959**	**783,491**	**9,155,968**	**1,266,990**	**88%**	
REVENUES OVER EXPENSES	**-**	**(237,239)**	**2,158,333**			

the city of Charles Town, WV

FY 2026 P&R

REVENUES	CURRENT BUDGET	JUNE 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	151,293		151,293	-	100%		FY 2025 carryover brought into FY 2026.
207-340-000 Pool Admission	20,400		-	20,400	0%		
207-340-010 Pool Concession Stand	3,000		16	2,984	1%		
207-340-020 Pool Rental	2,000		-	2,000	0%		
207-340-030 Pool Passes	3,000		-	3,000	0%		
207-340-040 Swimming Lessons	5,000		-	5,000	0%		
207-340-070 Pavilion Rental	4,000	500	4,800	(800)	120%		
207-340-100 Park Donations	-		8,500	(8,500)			
207-340-120 Hotel/Motel	100,000	13,667	75,178	24,822	75%		
207-340-140 Tennis CIP Donations	1,000		-	1,000	0%		
207-340-210 Junior Tennis	1,200		980	220	82%		
207-340-220 Tennis Lessons	7,500	732	6,372	1,128	85%		
207-380-000 Interest on Investments	750	90	2,346	(1,596)	313%		
207-369-000 Contributions from GF	20,000		20,000	-	100%		
207-340-520 Sale of Items	-		480	(480)			
TOTAL REVENUES	**319,143**	**14,989**	**269,965**	**49,658**	**85%**		

EXPENSES	CURRENT BUDGET	JUNE 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
207-900-103 Salaries	62,000		11,100	50,900	18%	Pool - 15 Part-time employees @ $25,000 Tennis - 7 Part-time employees @ $6500	
207-900-104 FICA Tax Expense	5,000		849	4,151	17%	FICA @ 7.65% of Salary	
207-900-108 Overtime	1,000		-	1,000	0%		
207-900-211 Telephone	1,000		-	1,000	0%	Jefferson Memorial Pool Phone Line	
207-900-213 Utilities	12,000	676	6,389	5,611	53%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $5,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $5000	
207-900-215 Buildings and Grounds	12,000		3,218	8,782	27%	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies, and Kiddie Matt mulch (moved from Department Supplies).	
207-900-216 Pool supplies and equipment	5,000		-	5,000	0%	Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts.	
207-900-220 Advertising/Legal Pub	200		-	200	0%	Publishing fees	
207-900-221 Training	1,000	277	657	343	66%	CPR/First Aid training	Allowance for Park Manager Pool Operation Certification
207-900-000 Dues			120	(120)		NRPA Membership	
207-900-226 Insurance & Bonds	4,000		5,876	(1,876)	147%	Commercial Property, Umbrella Liability, Automobile, Worker's	
207-900-230 Contracted Services	50,000	12,769	51,944	(1,944)	104%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000; Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300	
207-900-236 Refunds	300		100	200	33%		Allowance for refund of pavillion rental and registration fees.
207-900-237 Other Fees/Taxes	150		-	150	0%	Pool permit fee Health Department	
207-900-341 Departmental Supplies	13,150	242	7,728	5,422	59%	Trophies, T-shirts, Floats and whistles.	
207-900-341 Junior Tennis Supplies	850		279	571	33%	Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls.	
207-900-342 Concession Stand Supplies	1,000		-	1,000	0%		
207-900-345 Uniforms	2,000		145	1,855	7%		Guard uniforms
207-900-359 Capital Outlay	114,000		-	114,000	0%		
207-699-568 Contingencies	34,493		-	34,493	0%		
TOTAL EXPENSES	**319,143**	**13,965**	**88,406**	**230,737**	**28%**		
REVENUES OVER EXPENSES	**-**	**1,024**	**181,559**				

SHELIA CLIFFORD TRUST CAPITAL PROJECT

REVENUES	CURRENT BUDGET	JUNE 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	433,636		433,636	-	100%		FY 2025 Donations received carried into FY 2026
207-340-216 Clifford Trust Restricted Donation	28,000		28,175	(175)	101%		Additional donations received from the Clifford Trust.
207-380-000 Interest on Investments	7,000		-	7,000	0%		Interest earned on money market checking account.
207-380-050 Dividends	1,600	1,527	14,764	(13,164)	923%		Dividends received on investments.
207-380-100 Gains/ Losses on Investments	35,000		34,884	116	100%		Gains/Losses received on investments.
TOTAL REVENUES	**505,236**	**1,527**	**511,460**	**(6,224)**	**101%**		

EXPENSES	CURRENT BUDGET	JUNE 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
207-900-223 Professional Services	1,800	237	4,388	(2,588)	244%		Portfolio management fees.
207-900-459 Clifford Trust Capital Expenditures	503,436		-	503,436	-		Expenditures for dog watering pavillion station and heated bird baths with garden as specified in the Trust Agreement.
TOTAL EXPENSES	**505,236**	**237**	**4,388**	**500,848**	**1%**		
REVENUES OVER EXPENSES	**-**	**1,291**	**507,072**				

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1731: City Manager's Report - July 20, 2026

ATTACHMENTS:

- 1731 - CMR 20 July 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: 15 June 2026

Administration:

- Site visit evaluating two intersections for future 4-way stops.
- Meeting with engineer and contractor on solutions to Liberty Street media, mulch, and plantings.
- Meeting on Revive Commercial Grant Program.
- Various conversations and communications on the FEMA 5% Initiative.
- Participation in Ordinance Committee meeting.
- Participation in two CTUB regular meetings.
- Participation in Bond Committee meeting.
- Meeting with vendor to discuss the copier lease proposal for first and second floor of City Hall.
- Participation in Building Commission meeting.
- Participation in Infrastructure Committee meeting.
- Participation in Personnel Committee meeting.
- Participation in select committee meeting on Rouss Hall Option Agreement.
- Participation in Finance Committee meeting.
- Participation in director's meeting.
- Participation in municipal/county elections meeting.
- Continue to monitor the functionality of the Liberty Street SWM project following significant storm events.
- Scheduling of interviews for the Operations Director position.
- Various other human resource functions, permissions, etc.

Community Development:

- Hired a Long-Range Planner, she starts August 10th;
- Division of Highways will meet w/staff on Friday, July 17th to assess South George Street and parking options.

- Staff has been working and coordinating with the State Fire Marshal's Office, Jefferson County Health Department, Palmer Construction, and various vendors to finalize the pool construction and get it open as soon as possible.
- African American Heritage Parade is August 15th. Staff has registered the Council to participate, and preliminary details have been sent.

Finance:

- Worked with Administration and Police Department to compile the City's Liability Insurance Renewal for FY 2027.
- Compiled Pension Required Information Data Collection report.
- Performed internal year-end processes to ensure an accurate close of FY 2026.
- Compiled and implemented City employee and Pension retiree COLA increases as well as related retirement and insurance rate changes.
- Distributed clothing allowances.
- Performed various HR related tasks including onboarding P&R tennis coaches, assisting employees with health insurance questions, and assisted with workers comp and retirement processes.
- Compiled worker's comp audit.
- Prepared for Finance Committee meeting.
- Attended Pension MPOB Update FY 2027 Lunch & Learn seminar.
- Attended Bond Committee meeting.
- Attended Personnel Committee meeting.
- Attending Building Committee meeting.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1732: Public Hearing for Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Seventeen Building and Housing Code, Chapter Three Local Provisions, Article 1759 Vacant Buildings

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1733: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Seventeen Building and Housing Code, Chapter Three Local Provisions, Article 1759 Vacant Buildings

ATTACHMENTS:

- 1759 Council Revisions After First Reading.pdf
- 1759 Council Revisions After First Reading Clean.pdf

ARTICLE 1759
Vacant Buildings

1759.01 PURPOSE AND SCOPE.

(a) This Article is enacted pursuant to W. V. Code Chapter 8, Article 12, Section 16c for the purpose of ensuring that each Vacant Building in the City is properly monitored and maintained so as to provide for public health, safety, and welfare, This article provides for registration and inspection of Vacant Buildings.

(b) The City finds and determines that vacant structures within the City can create dangerous conditions when left unmonitored and contribute to additional expenditures of public funds due to responses to complaints occurring at such properties, inspection of such properties in response to service calls and to ensure safety of entrants including building officials; fire protection officers; and law enforcement officers; and that a regular program of registration, inspection, and monitoring of vacant structures is essential to limit harm and expense to the public from such vacant structures.

(c) The City estimates its annual costs of administering a registration program for vacant structures, excluding inspections, at $100.00 per structure due to staff time involved in processing and reviewing applications and addressing property owner questions

(d) The City estimates that its annual cost of monitoring property that is not well-maintained exceeds the cost associated with well-maintained or occupied structures due to increased dangers to entrants, increased need to issue notices of violation or citations to address issues at the property, increased likelihood of the need to obtain entry and inspection of the property, increased likelihood of the need to take direct action at the expense of public funds to correct dangerous conditions at the property or to demolish the structure if it cannot be rehabilitated, and that such costs increase each year the structure remains vacant and unmaintained or poorly maintained.

(e) It is the intent of this article that, through a registration, inspection, and monitoring process, and other improved public safety efforts, vacant buildings will be kept weather tight and secure from trespassers, will provide safe entry to police officers and firefighters in times of emergency, will not impede private and/or public efforts to rehabilitate or maintain surrounding properties, and will not otherwise present a public hazard.

(f) It is the city's further intent for the provisions of this article to streamline and consolidate the existing procedure (that is, complaint, research, notification, inspection, orders, fines, liens, appeals and lien enforcement) by placing the responsibility to register and maintain a vacant structure on the owner of a building

before a condition of the building falls into disrepair or otherwise necessarily warrants a complaint.

1759.02 DEFINITIONS.

When used in this article, the following capitalized words and phrases shall have the meanings indicated:

(a) "Alternative Means of Service" means, when service of notice or process under this Article is required to be made by Certified Mail but cannot be obtained, service of the notice or process by all of the following: (i) regular U.S. mail addressed as specified in subsections (i) or (ii) of the definition of Certified Mail; (ii) publication as a Class II legal advertisement (as defined in W. Va. Code § 59-3-2); and (iii) posting on the front door or other conspicuous location on the subject Building. Service of notice or process by Alternative Means of Service shall be deemed made on the third (3rd) day following the earliest date on which such mailing, publishing, and posting have all occurred.

(b) "Building" means a structure having a roof supported by walls or columns that stands more or less permanently in one place and is utilized or intended for the shelter, housing, or enclosure of persons, animals, or personal property.

(c) "Building Code" means, collectively, the West Virginia State Fire Code, as adopted by the City under Article 1511 of the Codified Ordinances, and the West Virginia State Building Code, as adopted and amended by the City under Article 1705 of the Codified Ordinances.

(d) "Certified Mail" means U.S. certified mail, return receipt requested, addressed to: (i) in all cases except where a Non-resident Owner has designated a Local Agent pursuant to Section 1759.03(c) of this Article, the name and last known address of the Owner according to the records of the Jefferson County Tax Office; and (ii) in the case where a Non-resident Owner has designated a Local Agent pursuant to Section 1759.03(c) of this Article, the name and address of the designated Local Agent. Service of notice or process by Certified Mail shall be deemed made upon delivery, as evidenced by the return receipt.

(e) “Commercial Building” means Any structure used or intended to be used in whole or in part for purposes other than residential purposes on which the property user or employees are engaged in work for which it is intended that compensation be received for goods or services. Examples include, but are not limited to, offices, retail shops, restaurants, service establishments, wholesales, warehousing, and production of goods. In order to be a commercial building for the purposes of this ordinance, the business use or activity must be at a scale greater than a home occupation. In the event of any discrepancy concerning a building’s particular use, the Code Official shall determine the use. ~~the zoning classification and zoning certificate shall determine the building’s classification.~~

(f) "Non-resident Owner" means an Owner of a Vacant Building whose legal residence is outside the State of West Virginia.

(g) “Occupied” means any building or structure in which one or more persons conduct business in compliance with all applicable laws and regulations, or using the building as their residence on a permanent, non-transient basis, or a combination of these. For

purposes of this article, evidence evaluated For purposes of this article, evidence evaluated to prove that a building is occupied may include, but shall not be limited to, the regular receipt of delivery of regular mail through the U.S. Postal Service; proof of continual telephone, electric, gas, heating, water and sewer services; a valid City business license, and/or the most recent, federal, state or City income tax statements indicating that the subject property is the official business or residence address of the person or business claiming occupancy; or proof of bona fide pre-rental inspection, pursuant to Article 136 of the City of Charles Town's Codified Ordinances. No portion of this definition shall exempt a building from the registration, fee, or other requirements of this article when it meets the definition of a *Vacant building.*

(h) "Owner" means a person who individually or jointly with others:

(1) Has legal title to the property, with or without actual possession of the property;

(2) Has charge, care or control of the property as owner or agent of the owner;

(3) Is an executor, administrator, trustee, or guardian of the estate of the owner;

(4) Is the agent of the owner for the purpose of managing, controlling, or collecting rents; or

(5) Is entitled to control or direct the management or disposition of the property.

(i) "Staff" means the City's Code Official and any of his or her staff or other City employees to which the Code Official delegates duties.

(j) "Vacant Building" means any building on a parcel of real property that:

(1) Is unoccupied

(2) Is unsecured and occupied by one or more unauthorized persons; or

(3) Any unoccupied first floor commercial space in a mixed use building

(4) Is without continuous utility service evidencing actual use of water, sewer, electric, and/or gas service to the building for a period exceeding 30 days for commercial buildings and exceeding 90 days for residential structures;

~~(5)~~ (5) Is a commercial building at which substantially all lawful business operations have ceased for at least 90 days.

(6) Notwithstanding anything to the contrary above, the term vacant building does not include any new building under construction with a valid building permit in which the work is proceeding on schedule with the appropriate inspection requests, and prior to the issuance of a certificate of occupancy for that building. When this Article refers to a Vacant Building with respect to filing a lien thereon, or registering the same in the Vacant Buildings Registry, or otherwise as the context requires, such reference shall include the real property upon which the Vacant Building is located.

(k) "~~Vacant Buildings Official~~Code Official" means the City ~~Building~~ Code Official designated under Article 1705 of the Codified Ordinances or his or her designee.

1759.03 REGISTRATION OF VACANT BUILDINGS

(a) Registry. There shall be established and maintained a Vacant Buildings Registry, in which all Vacant Buildings in the City shall be registered.

(b) All owners of realty within the City that contains a vacant building shall register each vacant building with the City's ~~Building~~ Code Official or designee within 30 days after the building meets the definition of a vacant building and on each subsequent July 1 when a vacant building is present on the owner(s)' property.

(c) Registration is required no less than annually, and at the time the vacant building is registered, the registration form must meet all requirements of this article in order to be processed. The registration form shall require information from the registrant deemed necessary by the ~~Building Official~~Code Official~~, Fire~~ and City Police Chief, to ensure that the purpose of this article is met. The contents of the form shall enable City officers to determine the structural integrity of the building, any repairs necessary to ensure its structural integrity, that it will be safe for entry, and that the building and its contents do not present a hazard to the public. The above-named officers, or their designees, shall have the authority to issue orders to the owner or owner's local agent for corrective action deemed necessary. The Code~~Building~~ Official shall rely upon the West Virginia State Building Code and Fire Codes, as adopted by the City, as well as other applicable law, for guidance during any structural review. A building will remain on the vacant registry until it meets the definition of occupied.

(d) Registration statement. A registration statement in the form prescribed by the City must be filed by the owner or owner's local agent for all vacant buildings. Registration and payment of fees does not exonerate the owner, agent or responsible party from penalties for failure to comply with any building, housing, or fire code requirement. One registration statement may be filed to include all vacant buildings of an owner, but a separate fee is assessed for each vacant building. The owner(s) of the property on which a vacant building exists at the time registration is required shall be responsible, jointly and severally, for payment of the non-refundable registration fee; provided, that the City may not collect any amount exceeding the total prescribed fee.

(e) Fees. The fee shall be due upon delivery of an invoice by the City, in the following amount for each vacant building:

(1) No fee for properties that are vacant for less than one year;

(2) One hundred dollars for each year the property is vacant more than one year and has been inspected by the ~~Building Official~~Code Official and determined to be in compliance with all applicable safety and property maintenance codes and to not to constitute a hazard to entrants or the surrounding area. The determination by the ~~Building Official~~Code Official will consider exterior maintenance and major systems along with the vacant building and be made in their discretion and

pursuant to applicable law, will be issued to a property owner in writing stating the date or dates for which the determination is valid, and is referred to in this article as a "compliance determination." In order to qualify for this fee schedule, the compliance determination must be obtained within the first year on the registry.

(3) After the first year, five hundred dollars per year for each year ~~for~~ that a property ~~properties that are~~is (i) vacant and (ii) does not have a valid compliance determination for a time period of at least one year but less than ~~two~~ five (5) years; and

(4) Four thousand dollars for properties that are (i) vacant and (ii) do not have a valid compliance determination for a time period of at least five years, plus an additional $1,000.00 for each year in excess of five years.

(5) For all vacant properties located ~~in the business district~~ within the Historic Overlay District as defined in the City of Charles Town Zoning Ordinance codified at Article 1321 of the City Code, the above fees shall be doubled.

(6)) For purposes of this section, a year shall be measured from the date that Staff determines that the property is vacant and requires registration.

(f) Local Agent. If the owner of property on which a vacant building exists does not certify on the registration form that the owner is a resident of the state and capable of accepting service of process related to the vacant building, the registration statement also shall provide the name and address of a person who resides within the state and who is authorized to accept service of process on behalf of the property owners and who shall be designated as a responsible local agent for purposes of notification in the event of an emergency affecting the public health, safety or welfare and for purposes of service of any and all notices or registration statements related to the vacant building.

(g) Change In Ownership. A change in ownership of a vacant structure shall not remove the vacant structure from the vacant properties registry or from the requirements of this article. Fees arising under this article shall continue to accrue at the applicable rate until the structure either no longer constitutes a vacant structure or qualifies for an exemption, all transfers of ownership notwithstanding. All fees arising under this article shall run with the property and failure to pay such fees may result in the city filing a lien that attaches upon the property. No vacant property may be sold, mortgaged, or otherwise transferred until the owner of such vacant property provides to the Code Official a signed and notarized statement from the prospective grantee, transferee, or mortgagee acknowledging the vacant status of the property and fully accepting the responsibility to comply with the provisions of this Ordinance.

(h) Removal from Registry. In the event a Building in the Vacant Buildings Registry becomes lawfully occupied or is removed from the subject real property, the Owner of the Building is required to provide to the Vacant Buildings Official a written notice explaining the situation, together with evidence thereof (such as a copy of a lease of the property, photographs of demolition, etc.), and requesting removal of the Building from the Vacant Buildings Registry. Upon Staff's verification of lawful occupation or removal of the Building,

the Building shall be removed from the Vacant Buildings Registry. In the event Staff is unable to verify lawful occupation or removal of the Building, the Vacant Buildings Official shall notify the Owner of the Building in writing by Certified Mail or Alternative Means that Staff has determined that it is unable to verify lawful occupation or removal of the Building and that the Building shall continue to be considered a Vacant Building and remain registered in the Vacant Buildings Registry.

1709.04 ENFORCEMENT

(a) The City may take the following actions in order to collect any registry fees and costs reimbursable to the City that are not paid in full within thirty (30) days of when due

(1) After providing the Owner the notice specified below, file in the Office of the Clerk of the County Commission of Jefferson County a lien against the Vacant Building for the full amount of the delinquent registry fees and reimbursable costs, plus filing fees. Prior to filing such lien, the Vacant Buildings Official shall notify the Owner of the Vacant Building in writing by Certified Mail or Alternative Means of Service that the City may file said lien unless all delinquent amounts are paid by a date stated in the notice, which stated date shall be no less than thirty (30) days following the date on which service of the notice is deemed made under Section 1759.02(a) or Section 1759.02(d), as the case may be.

(2) Institute a civil action in the Circuit Court of Jefferson County against the Owner for the delinquent registry fees, reimbursable costs, and reasonable attorney fees and court costs incurred relative to the civil action.

(b) A registry fee paid shall be refunded if, on timely appeal, Staff's determination requiring registration as a Vacant Building is reversed.

(c) Publication. The city may, from time to time and in its reasonable discretion, publish or disclose certain information contained in the vacant property registry, including, but not limited to:

(1) General demographic information about vacant structures registered on the vacant property registry;

(2) The address of vacant structures on the vacant property registry;

(3) The owners of each vacant structure;

(4) The amount of time any vacant structure has been on the vacant property registry; and

(5) The amount of any delinquent fees due under this article, or otherwise due city (e.g. refuse or fire fees) for any vacant structure.

1759.05 MAINTENANCE OF VACANT BUILDINGS.

(a) Required Maintenance. The Owner of a Vacant Building is required to maintain the Vacant Building in accordance with all applicable provisions of the Building Code and so as not to constitute a public nuisance prohibited by Article 1101 of the Codified Ordinances.

(b) Enforcement. In the event an Owner fails to maintain a Vacant Building as required by Section 1759.04(a) as determined by the Vacant Buildings Official, the Vacant Buildings Official may notify the Owner of the Vacant Building in writing by Certified Mail or Alternative Means of Service of such determination and the specifics of the identified failure and that the City may elect to take specified actions, which may include repairs, maintenance, and/or demolition, at the Owner's cost to bring the Vacant Building into compliance with the Building Code and/or eliminate the public nuisance, as the case may be, if the Owner does not take and complete the specified actions within a specified number of days following the date on which service of the notice is deemed made under Section 1759.02(a) or Section 1759.02(d), as the case may be, which number of days shall be determined by the Vacant Buildings Official considering the urgency for the action in light of the potential harm to public health, safety, and welfare due to the condition of the Vacant Building. If the Owner fails to take and complete the specified actions within the number of days specified in such notice, the City may, in its discretion and notwithstanding any provision of Article 1101 or Article 1705 of the Codified Ordinances to the contrary, thereafter take such actions and the Owner shall be responsible for the costs of such actions, as well as all related legal and administrative costs incurred by the City. The City may bring a civil action against the Owner to collect all such costs.

(c) Alternative Enforcement. Nothing in this Section 1759.05 shall be considered to affect or limit the City's authority or actions to enforce any other provisions of the Codified Ordinances pertaining to a Vacant Building or its condition, including without limitation provisions of Articles 1101 and 1705.

1759.06 RIGHT OF APPEAL; WAIVERS.

(a) Appeal. A property owner may challenge any determination made as to the property owner's vacant building or vacant property pursuant to this article by filing an administrative appeal with the City Council on forms to be prescribed by the City.

The appeal must be filed within ten days of delivery of notice of the determination challenged and shall describe with particularity all objections thereto. The burden of proof shall be on the property owner to show objective proof of occupancy as defined in this article specifically that the determination was incorrect and contrary to law, in whole or in part. The City Council or its designee shall review the appeal and provide for any necessary hearing, which will be conducted in conformance with the Section 7 of the Waiver Procedures adopted pursuant to this ordinance. The Council shall render a decision on the appeal and notify the property owner within 30 days of the hearing of such decision in writing. During the pendency of the administrative appeal, any time period given to the property owner to take corrective action shall be tolled, and the City shall not take any action to enforce the determination subject of the appeal except to address an emergency condition presenting an imminent danger to the life, health, or safety of the public. The City Manager may prescribe regulations and forms as necessary to implement the provisions of

this section. Any property owner whose appeal is denied, in whole or in part, may file an appeal to the Jefferson County Circuit Court within 30 days of the date the decision on the appeal is issued.

(b) Waiver of Fees. The Owner of a Vacant Building may submit in writing to the Vacant Buildings Official, for presentation to and consideration by City Council, a request for exemption from payment of fees of such Vacant Building on the Vacant Buildings Registry due to inability to occupy the Building for a determinate period of time ,stating the reasons and time period for which the building cannot be occupied. City Council shall consider the request in accordance with the rules and regulations adopted pursuant to this Ordinance. After being granted such a waiver pursuant to the provisions of this section, a property may not seek another exemption until the passage of three (3) years.

1759.07 EXPENDITURE OF FEES.

All registry fees assessed under this Article shall, when collected, be deposited in a separate account and be used for only the following purposes, as City Council shall determine from time to time:

(a) To improve public safety efforts, especially for police and fire personnel, who most often contend with dangerous situations manifested in Vacant Buildings;

(b) To monitor and administer this Article; and

(c) To repair, close, or demolish a vacant structure as authorized by 1759.05 of this Article.

1759.08 PENALTY

(a) Any person who fails to comply with the provisions of this article, or fails to take the corrective action required by this article, shall be guilty of a misdemeanor, punishable by a fine of no more than $500.00. Each day that a violation continues shall be deemed a separate offense.

(b) Any person who interferes with or fails to allow inspection of a property subject to inspection under this article shall be guilty of a misdemeanor, punishable by a fine of no more than $500.00. Each day that a violation continues shall be deemed a separate offense.

(c) Any person who fails to comply with an order issued by an official having authority to make such order under this article shall be guilty of a misdemeanor, punishable by a fine of no more than $500.00. Each day that a violation continues shall be deemed a separate offense.

(d) Any person found guilty of a second violation of this article within any 12-month period shall be subject to a fine of no less than $250.00 nor more than $500.00 for such offense.

(e) Any person found guilty of a third violation of this article within any 12-month period shall be subject to a fine of $500.00 for such offense.

1759.09 SEVERABILITY.

If any provision of this Article is held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not otherwise affect or invalidate the other provisions hereto, all of which are hereby declared, and shall be construed, to be separate and severable. (Ord. 2024-004. Passed 5-6-24.)

1759.10 RELATION TO CODES AND OTHER LAWS

It is understood that the intent and purpose of this Article are separate and distinct from other parts and sections of the Codified Ordinances of the City of Charles Town and the general laws of the State of West Virginia which may be applicable. The provisions of this section are applicable to the owners of such vacant buildings as set forth herein and are in additional to and not in lieu of any and all other applicable provisions of this chapter, health and sanitation code, and any other applicable provisions to the City of Charles Town Municipal Code.

1759.11 TRANSITION PROVISIONS.

All registry fees, fines, penalties, liens, notices, letters, communications, orders, remedies, or other enforcement actions assessed, charged, imposed, placed, filed, issued, or otherwise instituted or taken under any prior version of this Article shall remain fully effective and enforceable notwithstanding the revision of this Article and nothing herein shall be deemed to modify, negate, limit, or otherwise affect such items.

ARTICLE 1759
Vacant Buildings

1759.01 PURPOSE AND SCOPE.

(a) This Article is enacted pursuant to W. V. Code Chapter 8, Article 12, Section 16c for the purpose of ensuring that each Vacant Building in the City is properly monitored and maintained so as to provide for public health, safety, and welfare, This article provides for registration and inspection of Vacant Buildings.

(b) The City finds and determines that vacant structures within the City can create dangerous conditions when left unmonitored and contribute to additional expenditures of public funds due to responses to complaints occurring at such properties, inspection of such properties in response to service calls and to ensure safety of entrants including building officials; fire protection officers; and law enforcement officers; and that a regular program of registration, inspection, and monitoring of vacant structures is essential to limit harm and expense to the public from such vacant structures.

(c) The City estimates its annual costs of administering a registration program for vacant structures, excluding inspections, at $100.00 per structure due to staff time involved in processing and reviewing applications and addressing property owner questions

(d) The City estimates that its annual cost of monitoring property that is not well-maintained exceeds the cost associated with well-maintained or occupied structures due to increased dangers to entrants, increased need to issue notices of violation or citations to address issues at the property, increased likelihood of the need to obtain entry and inspection of the property, increased likelihood of the need to take direct action at the expense of public funds to correct dangerous conditions at the property or to demolish the structure if it cannot be rehabilitated, and that such costs increase each year the structure remains vacant and unmaintained or poorly maintained.

(e) It is the intent of this article that, through a registration, inspection, and monitoring process, and other improved public safety efforts, vacant buildings will be kept weather tight and secure from trespassers, will provide safe entry to police officers and firefighters in times of emergency, will not impede private and/or public efforts to rehabilitate or maintain surrounding properties, and will not otherwise present a public hazard.

(f) It is the city's further intent for the provisions of this article to streamline and consolidate the existing procedure (that is, complaint, research, notification, inspection, orders, fines, liens, appeals and lien enforcement) by placing the responsibility to register and maintain a vacant structure on the owner of a building

before a condition of the building falls into disrepair or otherwise necessarily warrants a complaint.

1759.02 DEFINITIONS.

When used in this article, the following capitalized words and phrases shall have the meanings indicated:

(a) "Alternative Means of Service" means, when service of notice or process under this Article is required to be made by Certified Mail but cannot be obtained, service of the notice or process by all of the following: (i) regular U.S. mail addressed as specified in subsections (i) or (ii) of the definition of Certified Mail; (ii) publication as a Class II legal advertisement (as defined in W. Va. Code § 59-3-2); and (iii) posting on the front door or other conspicuous location on the subject Building. Service of notice or process by Alternative Means of Service shall be deemed made on the third (3rd) day following the earliest date on which such mailing, publishing, and posting have all occurred.

(b) "Building" means a structure having a roof supported by walls or columns that stands more or less permanently in one place and is utilized or intended for the shelter, housing, or enclosure of persons, animals, or personal property.

(c) "Building Code" means, collectively, the West Virginia State Fire Code, as adopted by the City under Article 1511 of the Codified Ordinances, and the West Virginia State Building Code, as adopted and amended by the City under Article 1705 of the Codified Ordinances.

(d) "Certified Mail" means U.S. certified mail, return receipt requested, addressed to: (i) in all cases except where a Non-resident Owner has designated a Local Agent pursuant to Section 1759.03(c) of this Article, the name and last known address of the Owner according to the records of the Jefferson County Tax Office; and (ii) in the case where a Non-resident Owner has designated a Local Agent pursuant to Section 1759.03(c) of this Article, the name and address of the designated Local Agent. Service of notice or process by Certified Mail shall be deemed made upon delivery, as evidenced by the return receipt.

(e) “Commercial Building” means Any structure used or intended to be used in whole or in part for purposes other than residential purposes on which the property user or employees are engaged in work for which it is intended that compensation be received for goods or services. Examples include, but are not limited to, offices, retail shops, restaurants, service establishments, wholesales, warehousing, and production of goods. In order to be a commercial building for the purposes of this ordinance, the business use or activity must be at a scale greater than a home occupation. In the event of any discrepancy concerning a building’s particular use, the Code Official shall determine the use.

(f) "Non-resident Owner" means an Owner of a Vacant Building whose legal residence is outside the State of West Virginia.

(g) “Occupied” means any building or structure in which one or more persons conduct business in compliance with all applicable laws and regulations, or using the building as their residence on a permanent, non-transient basis, or a combination of these. For purposes of this article, evidence evaluated For purposes of this article, evidence evaluated

to prove that a building is occupied may include, but shall not be limited to, the regular receipt of delivery of regular mail through the U.S. Postal Service; proof of continual telephone, electric, gas, heating, water and sewer services; a valid City business license, and/or the most recent, federal, state or City income tax statements indicating that the subject property is the official business or residence address of the person or business claiming occupancy; or proof of bona fide pre-rental inspection, pursuant to Article 136 of the City of Charles Town's Codified Ordinances. No portion of this definition shall exempt a building from the registration, fee, or other requirements of this article when it meets the definition of a *Vacant building.*

(h) "Owner" means a person who individually or jointly with others:

(1) Has legal title to the property, with or without actual possession of the property;

(2) Has charge, care or control of the property as owner or agent of the owner;

(3) Is an executor, administrator, trustee, or guardian of the estate of the owner;

(4) Is the agent of the owner for the purpose of managing, controlling, or collecting rents; or

(5) Is entitled to control or direct the management or disposition of the property.

(i) "Staff" means the City's Code Official and any of his or her staff or other City employees to which the Code Official delegates duties.

(j) "Vacant Building" means any building on a parcel of real property that:

(1) Is unoccupied

(2) Is unsecured and occupied by one or more unauthorized persons; or

(3) Any unoccupied first floor commercial space in a mixed use building

(4) Is without continuous utility service evidencing actual use of water, sewer, electric, and/or gas service to the building for a period exceeding 30 days for commercial buildings and exceeding 90 days for residential structures;

(5) Is a commercial building at which substantially all lawful business operations have ceased for at least 90 days.

(6) Notwithstanding anything to the contrary above, the term vacant building does not include any new building under construction with a valid building permit in which the work is proceeding on schedule with the appropriate inspection requests, and prior to the issuance of a certificate of occupancy for that building. When this Article refers to a Vacant Building with respect to filing a lien thereon, or registering the same in the Vacant Buildings Registry, or otherwise as the context requires, such reference shall include the real property upon which the Vacant Building is located.

(k) "Code Official" means the City Code Official designated under Article 1705 of the Codified Ordinances or his or her designee.

1759.03 REGISTRATION OF VACANT BUILDINGS

(a) Registry. There shall be established and maintained a Vacant Buildings Registry, in which all Vacant Buildings in the City shall be registered.

(b) All owners of realty within the City that contains a vacant building shall register each vacant building with the City's Code Official or designee within 30 days after the building meets the definition of a vacant building and on each subsequent July 1 when a vacant building is present on the owner(s)' property.

(c) Registration is required no less than annually, and at the time the vacant building is registered, the registration form must meet all requirements of this article in order to be processed. The registration form shall require information from the registrant deemed necessary by the Code Official and City Police Chief, to ensure that the purpose of this article is met. The contents of the form shall enable City officers to determine the structural integrity of the building, any repairs necessary to ensure its structural integrity, that it will be safe for entry, and that the building and its contents do not present a hazard to the public. The above-named officers, or their designees, shall have the authority to issue orders to the owner or owner's local agent for corrective action deemed necessary. The Code Official shall rely upon the West Virginia State Building Code and Fire Codes, as adopted by the City, as well as other applicable law, for guidance during any structural review. A building will remain on the vacant registry until it meets the definition of occupied.

(d) Registration statement. A registration statement in the form prescribed by the City must be filed by the owner or owner's local agent for all vacant buildings. Registration and payment of fees does not exonerate the owner, agent or responsible party from penalties for failure to comply with any building, housing, or fire code requirement. One registration statement may be filed to include all vacant buildings of an owner, but a separate fee is assessed for each vacant building. The owner(s) of the property on which a vacant building exists at the time registration is required shall be responsible, jointly and severally, for payment of the non-refundable registration fee; provided, that the City may not collect any amount exceeding the total prescribed fee.

(e) Fees. The fee shall be due upon delivery of an invoice by the City, in the following amount for each vacant building:

(1) No fee for properties that are vacant for less than one year;

(2) One hundred dollars for each year the property is vacant more than one year and has been inspected by the Code Official and determined to be in compliance with all applicable safety and property maintenance codes and to not to constitute a hazard to entrants or the surrounding area. The determination by the Code Official will consider exterior maintenance and major systems along with the vacant building and be made in their discretion and pursuant to applicable law, will

be issued to a property owner in writing stating the date or dates for which the determination is valid, and is referred to in this article as a "compliance determination." In order to qualify for this fee schedule, the compliance determination must be obtained within the first year on the registry.

(3) After the first year, five hundred dollars per year for each year that a property is (i) vacant and (ii) does not have a valid compliance determination for a time period of at least one year but less than five (5) years; and

(4) Four thousand dollars for properties that are (i) vacant and (ii) do not have a valid compliance determination for a time period of at least five years, plus an additional $1,000.00 for each year in excess of five years.

(5) For all vacant properties located within the Historic Overlay District as defined in the City of Charles Town Zoning Ordinance codified at Article 1321 of the City Code, the above fees shall be doubled.

(6)) For purposes of this section, a year shall be measured from the date that Staff determines that the property is vacant and requires registration.

(f) Local Agent. If the owner of property on which a vacant building exists does not certify on the registration form that the owner is a resident of the state and capable of accepting service of process related to the vacant building, the registration statement also shall provide the name and address of a person who resides within the state and who is authorized to accept service of process on behalf of the property owners and who shall be designated as a responsible local agent for purposes of notification in the event of an emergency affecting the public health, safety or welfare and for purposes of service of any and all notices or registration statements related to the vacant building.

(g) Change In Ownership. A change in ownership of a vacant structure shall not remove the vacant structure from the vacant properties registry or from the requirements of this article. Fees arising under this article shall continue to accrue at the applicable rate until the structure either no longer constitutes a vacant structure or qualifies for an exemption, all transfers of ownership notwithstanding. All fees arising under this article shall run with the property and failure to pay such fees may result in the city filing a lien that attaches upon the property. No vacant property may be sold, mortgaged, or otherwise transferred until the owner of such vacant property provides to the Code Official a signed and notarized statement from the prospective grantee, transferee, or mortgagee acknowledging the vacant status of the property and fully accepting the responsibility to comply with the provisions of this Ordinance.

(h) Removal from Registry. In the event a Building in the Vacant Buildings Registry becomes lawfully occupied or is removed from the subject real property, the Owner of the Building is required to provide to the Vacant Buildings Official a written notice explaining the situation, together with evidence thereof (such as a copy of a lease of the property, photographs of demolition, etc.), and requesting removal of the Building from the Vacant Buildings Registry. Upon Staff's verification of lawful occupation or removal of the Building, the Building shall be removed from the Vacant Buildings Registry. In the event Staff is

unable to verify lawful occupation or removal of the Building, the Vacant Buildings Official shall notify the Owner of the Building in writing by Certified Mail or Alternative Means that Staff has determined that it is unable to verify lawful occupation or removal of the Building and that the Building shall continue to be considered a Vacant Building and remain registered in the Vacant Buildings Registry.

1709.04 ENFORCEMENT

(a) The City may take the following actions in order to collect any registry fees and costs reimbursable to the City that are not paid in full within thirty (30) days of when due

(1) After providing the Owner the notice specified below, file in the Office of the Clerk of the County Commission of Jefferson County a lien against the Vacant Building for the full amount of the delinquent registry fees and reimbursable costs, plus filing fees. Prior to filing such lien, the Vacant Buildings Official shall notify the Owner of the Vacant Building in writing by Certified Mail or Alternative Means of Service that the City may file said lien unless all delinquent amounts are paid by a date stated in the notice, which stated date shall be no less than thirty (30) days following the date on which service of the notice is deemed made under Section 1759.02(a) or Section 1759.02(d), as the case may be.

(2) Institute a civil action in the Circuit Court of Jefferson County against the Owner for the delinquent registry fees, reimbursable costs, and reasonable attorney fees and court costs incurred relative to the civil action.

(b) A registry fee paid shall be refunded if, on timely appeal, Staff's determination requiring registration as a Vacant Building is reversed.

(c) Publication. The city may, from time to time and in its reasonable discretion, publish or disclose certain information contained in the vacant property registry, including, but not limited to:

(1) General demographic information about vacant structures registered on the vacant property registry;

(2) The address of vacant structures on the vacant property registry;

(3) The owners of each vacant structure;

(4) The amount of time any vacant structure has been on the vacant property registry; and

(5) The amount of any delinquent fees due under this article, or otherwise due city (e.g. refuse or fire fees) for any vacant structure.

1759.05 MAINTENANCE OF VACANT BUILDINGS.

(a) Required Maintenance. The Owner of a Vacant Building is required to maintain the Vacant Building in accordance with all applicable provisions of the Building Code and so as not to constitute a public nuisance prohibited by Article 1101 of the Codified Ordinances.

(b) Enforcement. In the event an Owner fails to maintain a Vacant Building as required by Section 1759.04(a) as determined by the Vacant Buildings Official, the Vacant Buildings Official may notify the Owner of the Vacant Building in writing by Certified Mail or Alternative Means of Service of such determination and the specifics of the identified failure and that the City may elect to take specified actions, which may include repairs, maintenance, and/or demolition, at the Owner's cost to bring the Vacant Building into compliance with the Building Code and/or eliminate the public nuisance, as the case may be, if the Owner does not take and complete the specified actions within a specified number of days following the date on which service of the notice is deemed made under Section 1759.02(a) or Section 1759.02(d), as the case may be, which number of days shall be determined by the Vacant Buildings Official considering the urgency for the action in light of the potential harm to public health, safety, and welfare due to the condition of the Vacant Building. If the Owner fails to take and complete the specified actions within the number of days specified in such notice, the City may, in its discretion and notwithstanding any provision of Article 1101 or Article 1705 of the Codified Ordinances to the contrary, thereafter take such actions and the Owner shall be responsible for the costs of such actions, as well as all related legal and administrative costs incurred by the City. The City may bring a civil action against the Owner to collect all such costs.

(c) Alternative Enforcement. Nothing in this Section 1759.05 shall be considered to affect or limit the City's authority or actions to enforce any other provisions of the Codified Ordinances pertaining to a Vacant Building or its condition, including without limitation provisions of Articles 1101 and 1705.

1759.06 RIGHT OF APPEAL; WAIVERS.

(a) Appeal. A property owner may challenge any determination made as to the property owner's vacant building or vacant property pursuant to this article by filing an administrative appeal with the City Council on forms to be prescribed by the City.

The appeal must be filed within ten days of delivery of notice of the determination challenged and shall describe with particularity all objections thereto. The burden of proof shall be on the property owner to show objective proof of occupancy as defined in this article specifically that the determination was incorrect and contrary to law, in whole or in part. The City Council or its designee shall review the appeal and provide for any necessary hearing, which will be conducted in conformance with the Section 7 of the Waiver Procedures adopted pursuant to this ordinance. The Council shall render a decision on the appeal and notify the property owner within 30 days of the hearing of such decision in writing. During the pendency of the administrative appeal, any time period given to the property owner to take corrective action shall be tolled, and the City shall not take any action to enforce the determination subject of the appeal except to address an emergency condition presenting an imminent danger to the life, health, or safety of the public. The City Manager may prescribe regulations and forms as necessary to implement the provisions of this section. Any property owner whose appeal is denied, in whole or in part, may file an appeal to the Jefferson County Circuit Court within 30 days of the date the decision on the appeal is issued.

(b) Waiver of Fees. The Owner of a Vacant Building may submit in writing to the Vacant Buildings Official, for presentation to and consideration by City Council, a request for exemption from payment of fees of such Vacant Building on the Vacant Buildings Registry due to inability to occupy the Building for a determinate period of time ,stating the reasons and time period for which the building cannot be occupied. City Council shall consider the request in accordance with the rules and regulations adopted pursuant to this Ordinance. After being granted such a waiver pursuant to the provisions of this section, a property may not seek another exemption until the passage of three (3) years.

1759.07 EXPENDITURE OF FEES.

All registry fees assessed under this Article shall, when collected, be deposited in a separate account and be used for only the following purposes, as City Council shall determine from time to time:

(a) To improve public safety efforts, especially for police and fire personnel, who most often contend with dangerous situations manifested in Vacant Buildings;

(b) To monitor and administer this Article; and

(c) To repair, close, or demolish a vacant structure as authorized by 1759.05 of this Article.

1759.08 PENALTY

(a) Any person who fails to comply with the provisions of this article, or fails to take the corrective action required by this article, shall be guilty of a misdemeanor, punishable by a fine of no more than $500.00. Each day that a violation continues shall be deemed a separate offense.

(b) Any person who interferes with or fails to allow inspection of a property subject to inspection under this article shall be guilty of a misdemeanor, punishable by a fine of no more than $500.00. Each day that a violation continues shall be deemed a separate offense.

(c) Any person who fails to comply with an order issued by an official having authority to make such order under this article shall be guilty of a misdemeanor, punishable by a fine of no more than $500.00. Each day that a violation continues shall be deemed a separate offense.

(d) Any person found guilty of a second violation of this article within any 12-month period shall be subject to a fine of no less than $250.00 nor more than $500.00 for such offense.

(e) Any person found guilty of a third violation of this article within any 12-month period shall be subject to a fine of $500.00 for such offense.

1759.09 SEVERABILITY.

If any provision of this Article is held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not otherwise affect or invalidate the other provisions hereto, all of which are hereby declared, and shall be construed, to be separate and severable. (Ord. 2024-004. Passed 5-6-24.)

1759.10 RELATION TO CODES AND OTHER LAWS

It is understood that the intent and purpose of this Article are separate and distinct from other parts and sections of the Codified Ordinances of the City of Charles Town and the general laws of the State of West Virginia which may be applicable. The provisions of this section are applicable to the owners of such vacant buildings as set forth herein and are in additional to and not in lieu of any and all other applicable provisions of this chapter, health and sanitation code, and any other applicable provisions to the City of Charles Town Municipal Code.

1759.11 TRANSITION PROVISIONS.

All registry fees, fines, penalties, liens, notices, letters, communications, orders, remedies, or other enforcement actions assessed, charged, imposed, placed, filed, issued, or otherwise instituted or taken under any prior version of this Article shall remain fully effective and enforceable notwithstanding the revision of this Article and nothing herein shall be deemed to modify, negate, limit, or otherwise affect such items.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1610: Public Hearing for Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Areas (PODA)

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1735: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Areas (PODA)

ATTACHMENTS:

- PODA_Map_Update_Revision_Redline.pdf
- PODA Map Update Revision Clean.pdf
- PODA Map Update Revision Council Revisions Redline.pdf

ARTICLE 522
Private Outdoor Designated Areas

522.01 Purpose and intent.

522.02 Definitions.

522.03 Permit required.

522.04 Containers.

522.05 Signage and prohibitions.

522.06 Public health, safety and sanitation.

522.07 Revocation of City Manager approval; and general policy authority.

522.08 Suspension of private outdoor designated area.

522.09 Penalties.

522.10 Creation and boundaries.

522.11 Days and hours of operation.

522.12 Personnel needed.

522.13 Appeals process.

522.01 PURPOSE AND INTENT.

Pursuant to the provisions of West Virginia Code §§ 8-12-26,60-7-8g, and 60-7-8h one or more private outdoor designated areas may be created within the City.

522.02 DEFINITIONS.

(a) PODA Permit means the permit issued by the City to qualified license holders as outlined in West Virginia Code § 60-7-8g and § 60-7-8h, allowing them to participate in the Private Outdoor Designated Area and to apply for an S4 or S4N license from the West Virginia Alcohol Beverage Control Administration (WVABCA).

(b) Private Outdoor Designated Area means public property that has become a legally demarcated area established by a municipal ordinance as set forth in W. Va. Code § 8-12-26 for the consumption of liquor, wine, nonintoxicating beer, and nonintoxicating craft beer.

522.03 PERMIT REQUIRED.

(a) Any qualified license holder under W. Va. Code § 60-7-1,et seq. .that operates within the boundaries of a private outdoor designated area may apply for a PODA Permit to

participate in the Private Outdoor Designated Area by submitting an application to the City Manager on such forms as he shall prescribe. The City Manager shall review the application to ensure it is complete and meets the following requirements:

(1) The applicant is located in an established private outdoor designated area, pursuant to this article, with a front door in compliance with all building and fire codes for the safe ingress and egress of members, patrons, and guests to and from the private outdoor designated area.

(2) The applicant has a valid City and state business license and is in good standing with the City.

(3) The applicant is a qualified permit holder meeting the requirements of either W.Va. Code § 60-7-8g or § 60-7-8h.

(b) Once the PODA Permit is granted by the City Manager, the license holder may apply to the West Virginia Alcohol Beverage Control Administration ("WVABCA") for a special Class S4 or Class S4N permit, as detailed in W. Va. Code § 60-7-8g or W.Va. Code § 60-7-8h, to participate in a private outdoor designated area, as further detailed in this article, in the West Virginia Code, and in any applicable rules of the WVABCA. Upon approval by the WVABCA, the Class S4 permit holder shall notify the city manager's office. Any business that receives the approval of the City Manager and a Class S4 permit from the WVABCA may participate in a private outdoor designated area.

(c) Participation in a private outdoor designated area does not provide a business with any authority to operate outdoor dining on the public right-of-way. Any business interested in participating in outdoor dining shall follow the requirements the requirements of Article 907 and 909 of this Code. A business with an approved outdoor dining area that is within a private outdoor designated area may operate its outdoor dining area simultaneously with its participation in a private outdoor designated area.

522.04 CONTAINERS.

All beverages served from valid Class S4 or S4N permit holders for consumption in a private outdoor designated area shall be served in a non-glass container not greater than sixteen (16) fluid ounces, which has been approved by the City Manager and the WVABCA, known as and referred to in this Ordinance as "PODA Cup."

522.05 SIGNAGE AND PROHIBITIONS.

(a) Prior to the operation of a private outdoor designated area, the City shall erect conspicuous signage. The signs shall be located at every reasonable point where a pedestrian may exit the private outdoor designated area by way of a public sidewalk. The signs shall clearly state "No alcohol beyond this point." and provide clear notice that a person is leaving the private outdoor designated area.

(b) A person may not leave a private outdoor designated area while possessing an open container of liquor, wine, nonintoxicating beer, or nonintoxicating craft beer.

(c) Nothing in this Article shall be construed to permit a person to possess an open container of liquor, wine, nonintoxicating beer, or nonintoxicating craft beer, that contains liquid while being in, on, or operating a motor vehicle within a private outdoor designated area.

(d) Businesses in the private outdoor designated area may choose to allow or prohibit alcohol consumption in their business. Liquor, wine, nonintoxicating beer, or nonintoxicating craft beer may only be brought into structures or businesses that have indicated by a posted sign that they are participating in the private outdoor designated area.

(e) Special event sponsors that have been granted a special event permit to operate on a City Street that is included in the PODA area may choose to allow or prohibit alcohol consumption on that portion of the City street during the special event.

522.06 PUBLIC HEALTH, SAFETY, AND SANITATION.

(a) All private outdoor designated areas shall be operated in a manner consistent with all state and municipal laws. The Charles Town Police Department shall be responsible for ensuring compliance and may issue citations within the private outdoor designated areas as necessary. The Charles Town Police Department shall provide a copy of any citation issued within a private outdoor designated area to the WVABCA.

(b) In addition to any public restrooms in a private outdoor designated area, participating Class S4 permit holders shall make available adequate restroom facilities, whether permanent or portable, to serve their members and guests during all hours of operation of the private outdoor designated area.

(c) All businesses operating within a private outdoor designated area shall comply with all requirements of the Jefferson County Health Department.

(d) All S4 or S4N permit holders, when they are open for business and serving customers within a private outdoor designated area, shall make waste receptacles available during the operating hours of the private outdoor designated area in a number sufficient to contain the waste generated within the area and which are emptied regularly by each participating business as needed to ensure availability.

522.07 REVOCATION OF CITY MANAGER APPROVAL; AND GENERAL POLICY AUTHORITY.

~~(a)~~ The City Manager or Mayor may revoke the letter of approval of any Class S4 or Class S4N permit holder when doing so is in the interest of public safety by sending a revocation letter to both the permit holder and the WVABCA.

(a)

~~(b)~~ The City Manager is authorized to create policies and procedures as necessary for the efficient operation of the private outdoor designated areas, including, but not limited to, signage language approval, container approval, identification of participating businesses and non-participating businesses, review of security plans proposed to the WVABCA, the interaction and interplay between a fair or festival and the private outdoor designated areas, and the duties and responsibilities of all participating businesses with respect to clean up and other sanitation matters. ~~(Ord. 2025-002. Passed 3-3-25.)~~

522.08 SUSPENSION OF PRIVATE OUTDOOR DESIGNATED AREA.

(a) The City Manager or Mayor has the authority to suspend the operation of a private outdoor designated area immediately when in the interest of public safety by providing notice to all Class S4 and S4N permit holders within the private outdoor designated area, City Council, any business association participating in the marketing or advertising of the private outdoor designated area, and the WVABCA.

522.09 PENALTIES.

(a) An individual who violates any provision of this article relating to private outdoor designated areas is guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars ($100.00).

(b) Any person who owns or operates a business that is a PODA permittee or is employed by such a business and who violates any provision of this article is guilty of a misdemeanor and, upon conviction, shall be fined not less than five dollars ($5.00) and not more than one thousand dollars ($1,000.00). Any owner, operator, or employee who violates a provision of this article and is convicted of a third such offense, upon conviction, may be confined for up to thirty (30) days. These penalties for owners, operators, and employees of private outdoor designated areas are in addition to any penalty from the WVABCA.

522.10 CREATION AND BOUNDARIES.

(a) City Council for the City of Charles Town hereby establishes a private outdoor designated area known as "~~City Center~~Hips Sips District PODA," which shall have the boundary as stated in subsection (b) of this section and which shall meet all of the requirements of this article and applicable West Virginia Code.

(b) The ~~City Center~~Hips Sips District PODA shall begin at the southwestern corner of the intersection of S. West Street and W. Washington Street, then continue along West Street in a northerly direction to W. Liberty Street, then continue in an easterly

direction along Liberty Street to N. Goerge Street, including the 200 block of N Charles Street and Opera House Way., then continue north to a point perpendicular with the intersection of N. ~~Samuel~~ George Street and ~~Bell Place~~E. 1st Street, then east along that perpendicular line to the intersection of E. 1st Street ~~Bell Place~~ and N. Mildred Street, ~~:~~then south to the intersection of N. Mildred Street and E. Washington Street, continue westerly to the southwestern corner of the intersection of S. West Street and W. Washington Street. The district shall include the half block of any street that comprises the Hips Sips District PODA boundary. In addition, the entirety of the 100 block of S. Samuel Street shall be included in the Hip Sips District PODA to accommodate the Charles Town Farmers' Market.

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ARTICLE 522
Private Outdoor Designated Areas

522.01 Purpose and intent.

522.02 Definitions.

522.03 Permit required.

522.04 Containers.

522.05 Signage and prohibitions.

522.06 Public health, safety and sanitation.

522.07 Revocation of City Manager approval; and general policy authority.

522.08 Suspension of private outdoor designated area.

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(b) Private Outdoor Designated Area means public property that has become a legally demarcated area established by a municipal ordinance as set forth in W. Va. Code § 8-12-26 for the consumption of liquor, wine, nonintoxicating beer, and nonintoxicating craft beer.

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(1) The applicant is located in an established private outdoor designated area, pursuant to this article, with a front door in compliance with all building and fire codes for the safe ingress and egress of members, patrons, and guests to and from the private outdoor designated area.

(2) The applicant has a valid City and state business license and is in good standing with the City.

(3) The applicant is a qualified permit holder meeting the requirements of either W.Va. Code § 60-7-8g or § 60-7-8h.

(b) Once the PODA Permit is granted by the City Manager, the license holder may apply to the West Virginia Alcohol Beverage Control Administration ("WVABCA") for a special Class S4 or Class S4N permit, as detailed in W. Va. Code § 60-7-8g or W.Va. Code § 60-7-8h, to participate in a private outdoor designated area, as further detailed in this article, in the West Virginia Code, and in any applicable rules of the WVABCA. Upon approval by the WVABCA, the Class S4 permit holder shall notify the city manager's office. Any business that receives the approval of the City Manager and a Class S4 permit from the WVABCA may participate in a private outdoor designated area.

(c) Participation in a private outdoor designated area does not provide a business with any authority to operate outdoor dining on the public right-of-way. Any business interested in participating in outdoor dining shall follow the requirements the requirements of Article 907 and 909 of this Code. A business with an approved outdoor dining area that is within a private outdoor designated area may operate its outdoor dining area simultaneously with its participation in a private outdoor designated area.

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All beverages served from valid Class S4 or S4N permit holders for consumption in a private outdoor designated area shall be served in a non-glass container not greater than sixteen (16) fluid ounces, which has been approved by the City Manager and the WVABCA, known as and referred to in this Ordinance as “PODA Cup.”

522.05 SIGNAGE AND PROHIBITIONS.

(a) Prior to the operation of a private outdoor designated area, the City shall erect conspicuous signage. The signs shall be located at every reasonable point where a pedestrian may exit the private outdoor designated area by way of a public sidewalk. The signs shall clearly state "No alcohol beyond this point." and provide clear notice that a person is leaving the private outdoor designated area.

(b) A person may not leave a private outdoor designated area while possessing an open container of liquor, wine, nonintoxicating beer, or nonintoxicating craft beer.

(c) Nothing in this Article shall be construed to permit a person to possess an open container of liquor, wine, nonintoxicating beer, or nonintoxicating craft beer, that contains liquid while being in, on, or operating a motor vehicle within a private outdoor designated area.

(d) Businesses in the private outdoor designated area may choose to allow or prohibit alcohol consumption in their business. Liquor, wine, nonintoxicating beer, or nonintoxicating craft beer may only be brought into structures or businesses that have indicated by a posted sign that they are participating in the private outdoor designated area.

(e) Special event sponsors that have been granted a special event permit to operate on a City Street that is included in the PODA area may choose to allow or prohibit alcohol consumption on that portion of the City street during the special event.

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(a) All private outdoor designated areas shall be operated in a manner consistent with all state and municipal laws. The Charles Town Police Department shall be responsible for ensuring compliance and may issue citations within the private outdoor designated areas as necessary. The Charles Town Police Department shall provide a copy of any citation issued within a private outdoor designated area to the WVABCA.

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The City Manager is authorized to create policies and procedures as necessary for the efficient operation of the private outdoor designated areas, including, but not limited to, signage language approval, container approval, identification of participating businesses and non-participating businesses, review of security plans proposed to the WVABCA, the interaction and interplay between a fair or festival and the private outdoor designated areas, and the duties and responsibilities of all participating businesses with respect to clean up and other sanitation matters.

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(a) The City Manager or Mayor has the authority to suspend the operation of a private outdoor designated area immediately when in the interest of public safety by providing notice to all Class S4 and S4N permit holders within the private outdoor designated area, City Council, any business association participating in the marketing or advertising of the private outdoor designated area, and the WVABCA.

522.09 PENALTIES.

(a) An individual who violates any provision of this article relating to private outdoor designated areas is guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars ($100.00).

(b) Any person who owns or operates a business that is a PODA permittee or is employed by such a business and who violates any provision of this article is guilty of a misdemeanor and, upon conviction, shall be fined not less than five dollars ($5.00) and not more than one thousand dollars ($1,000.00). Any owner, operator, or employee who violates a provision of this article and is convicted of a third such offense, upon conviction, may be confined for up to thirty (30) days. These penalties for owners, operators, and employees of private outdoor designated areas are in addition to any penalty from the WVABCA.

522.10 CREATION AND BOUNDARIES.

(a) City Council for the City of Charles Town hereby establishes a private outdoor designated area known as "Hips Sips District PODA," which shall have the boundary as stated in subsection (b) of this section and which shall meet all of the requirements of this article and applicable West Virginia Code.

(b) The Hips Sips District PODA shall begin at the southwestern corner of the intersection of S. West Street and W. Washington Street, then continue along West Street in a northerly direction to W. Liberty Street, then continue in an easterly direction along Liberty Street to N. George Street, including the 200 block of N Charles Street and Opera House Way., then continue north to a point perpendicular with the intersection of N. George Street and E. 1st Street, then east along that perpendicular line to the intersection of E. 1st Street and N. Mildred Street, :then south to the intersection of N. Mildred Street and E.

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1747: Charles Town Utility Board (CTUB) Operational and Legal Update - Possible Executive Session

ATTACHMENTS:

- PSC Final Order.pdf

PUBLIC SERVICE COMMISSION
OF WEST VIRGINIA
CHARLESTON

At a session of the PUBLIC SERVICE COMMISSION OF WEST VIRGINIA in the City of Charleston on the 6th day of July 2026.

CASE NO. 25-1000-LRR-WS-C

MADISON GREENS, LLC, AND
BEALLAIR HOMES, LLC,

Complainants,

v.

CITY OF CHARLES TOWN AND
CHARLES TOWN UTILITY BOARD

Defendants.

COMMISSION ORDER

The Commission finds that the capacity improvement fees (CIF) approved by the City of Charles Town and calculated by the Charles Town Utility Board are not just, reasonable, or based substantially on costs, and replaces them with the CIFs recommended by Staff, effective on the date of this order.

BACKGROUND

On December 17, 2025, Madison Greens, LLC (Madison Greens) and Beallair Homes, LLC (Beallair) (collectively the Complainants) filed a verified formal complaint against the City and CTUB.

Madison Greens is a residential real estate developer in Ranson, West Virginia, and is also a customer of CTUB.[1] Beallair is a residential developer in Jefferson County, West Virginia, and is also a customer of CTUB.[2] Both Complainants are subject to CTUB's CIFs for new connections to its water and sewer systems.[3]

The Complainants alleged that the City, through its City Council, approves ordinances to amend and reenact rates, rules, and regulations for furnishing water and sewer service to customers served by CTUB.[4]

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[1] Compl. at ¶ 1.
[2] Compl. at ¶ 3.
[3] Compl. at ¶¶ 1, 3.
[4] Compl. at ¶ 5.

In July 2025, the Complainants alleged that the City began discussions to update the CIFs for CTUB's water and sewer connections.[5] The City hired a consultant, Raftelis Financial Consultants, Inc. (Raftelis), to provide recommendations for revised CIFs.[6]

In sum, the Complainants alleged that the consultant recommended a water CIF of $1,909, and a sewer CIF of $2,784.[7] On November 17, 2025, however, the City Council voted to adopt new water rates with a CIF of $2,773,[8] and new sewer rates with a CIF of $4,495.[9] The effective date of the new proposed water and sewer ordinances is January 1, 2026.[10]

The Complainants alleged, in part, that the recently approved CIFs for water and sewer are unjust and unreasonable based upon the City's own consultant's analysis.[11]

On December 17, 2025, the Commission referred this case to the Division of Administrative Law Judges (ALJ).

On December 22, 2025, the Commission rescinded the December 17, 2025 Referral Order and retained this matter.

On December 23, 2025, CTUB filed a Motion for Extension of Time to File Response (Motion to Extend). The Motion to Extend requested additional time to respond to the Complaint due to the upcoming holidays and sought an extension until January 16, 2026.[12]

On December 30, 2025, the Commission entered an Order that tolled the statutory 180-day period for resolution required by W. Va. Code § 24-2-1(b)(7) until the necessary information identified was filed by Defendants.

On January 16, 2026, and January 20, 2026, Defendants filed the information required by the December 30, 2025 Order.

Also, on January 16, 2026, both the City and CTUB filed Answers to the Complaint and Motions to Dismiss.

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[5] Compl. at ¶ 10.
[6] Id.
[7] Compl. at ¶ 18.
[8] Compl. at ¶ 20.
[9] Id.
[10] Compl. at ¶ 21.
[11] Compl. at ¶ 23.
[12] Mot. to Extend at ¶ 2, 3.

In its Motion to Dismiss, the City argued that it is a locally rate-regulated utility (LRR), and as such, W. Va. Code § 24-1-1(j) grants its City Council, as the governing body, sole responsibility to set rates for services provided by CTUB.[13] The City stated that the Complaint essentially requests that the Commission substitute its judgment, or the judgment of the Defendants' outside consultant, regarding the CIFs at issue.[14] The City argued that this violates the City's ratemaking authority as an LRR, and that the Complaint should therefore be dismissed.

CTUB argued that the responsibility to set its rates lies with the City and its governing body, the City Council.[15] As with the City, CTUB argued that the Complaint is nothing more than a request that the Commission substitute its judgment, or the judgment of its consultant, for that of the City.[16] Thus, CTUB stated the Complaint should be dismissed pursuant to W. Va. Code § 24-1-1(j). CTUB also argued that Complainants are not water customers of CTUB, and therefore, cannot challenge the water CIF under W. Va. Code § 24-2-1(b)(7).[17]

On January 21, 2026, Staff filed its Initial Joint Staff Memorandum (Staff Memo). In the Staff Memo, Staff recommended that the Complaint be dismissed in its entirety for lack of jurisdiction.[18] Staff also argued that, should the Commission proceed with review of the Complaint under W. Va. Code § 24-2-1(b)(7), such review should be limited to the sewer CIF because the Complainants are not water customers of CTUB.[19]

On January 23, 2026, CTUB filed a response to the Staff Memo and stated that it concurred with the conclusions therein.

On January 26, 2026, Complainants filed a response to Defendants' Motions to Dismiss (Complainants' Response). In Complainants' Response, they stated that Defendants had failed to put forth arguments sufficient to warrant dismissal of the Complaint. Here, the Complaint challenged whether the CIFs are unjust, unreasonable, or discriminatory, which Complainants argue is squarely within the Commission jurisdiction.[20]

Despite Defendants' reliance on W. Va. Code § 24-1-1(j), Complainants argued that the Commission has jurisdiction over the claims in the Complaint under W. Va. Code § 24-2-1(b)(7).[21] According to Complainants, W. Va. Code

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[13] City Motion at Bates 10-11.
[14] Id. at Bates 10.
[15] CTUB Motion at Bates 11.
[16] Id. at Bates 11-12.
[17] Id. at Bates 12.
[18] Staff Memo at p. 1.
[19] Id.
[20] Complainants' Response at ¶ 1.
[21] Id. at ¶ 3.

§ 24-2-1(b)(7) explicitly gives the Commission authority to review a political subdivision's regulations, measurements, practices, acts, or services when alleged to be unjust or unreasonable. Defendants also acknowledge this fact.[22] Indeed, CTUB's Answer "further admitted that W. Va. Code § 24-2-1(b)(7) explicitly provides the Commission with the ability to 'set aside, alter, or amend' rates, fees, and charges fixed by a political subdivision."[23]

Complainants also argued that the Commission has the authority to review the water CIF notwithstanding the fact that neither Beallair nor Madison Greens is a water customer of CTUB.[24] They argued that the Commission has jurisdiction under W. Va. Code § 24-2-7(a), which grants the Commission the authority to correct unjust or unreasonable acts or practices, regardless of whether the Complainants are current customers of the specific service.[25]

Furthermore, Complainants argued that the CIFs are "inseparable: they were developed concurrently, used the same consultant and methodology, and were approved through the same process."[26] It would be "illogical" to review one without the other.[27] Therefore, dismissing the Complaint before a review on the merits would be improper.

On February 2, 2026, Complainants filed a response to the Staff Memo. Complainants opposed Staff's recommendation to dismiss the Complaint for lack of jurisdiction. Complainants cited W. Va. Code § 24-2-1(b)(7) for the proposition that the West Virginia Legislature authorized the Commission to "set aside, alter, or amend rates, fees, and charges fixed by a political subdivision."[28] Complainants argued that if the Legislature wished to limit the Commission's authority to set aside, alter or amend rates, fees, and charges set by a political subdivision, it would have removed the language in the statute that states: "[t]hat if the matter complained of would affect rates, fees, and charges fixed by the political subdivision providing separate or combined water and/or sewer services, the rates, fees, or charges shall remain in full force and effect until set aside, altered, or amended by the Commission in order to be followed in the future."[29]

Complainants also argued, much like in the Response to the Motions to Dismiss, that W. Va. Code § 24-2-7(a) gives the Commission the authority to review the water CIF, even though neither Madison Greens nor Beallair is a water customer of CTUB.[30]

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[22] Id. at ¶ 2.
[23] Id.
[24] Id. at ¶ 5.
[25] Id.
[26] Id. at ¶ 6.
[27] Id.
[28] Complainants' Response to Staff Memo at ¶ 3 (internal citations and quotations omitted).
[29] Id., *citing* W. Va. Code § 24-2-1(b)(7).
[30] *See, e.g.*, Id. at ¶ 6.

On February 18, 2026, the Commission denied the motions to dismiss and entered a procedural order.

On the motions to dismiss, the Commission held that it had jurisdiction to resolve the issues in the Complaint under both W. Va. Code § 24-2-1(b)(7), and W. Va. Code § 24-2-7(a). Further, the Commission held that W. Va. Code § 24-2-1(b)(7) requires the Commission to resolve the Complaint between an LRR and a customer within 180 days of its filing, while W. Va. Code § 24-2-7(a) does not have a statutory deadline for the Commission's review.

It is undisputed that the Complainants' developments do not include new water customers of CTUB—only sewer customers. Thus, it is reasonable to conclude that only the claims regarding the sewer CIF can proceed under W. Va. Code § 24-2-1(b)(7). Given, however, that the CIFs are "inseparable,"[31] and that time is of the essence in this matter,[32] and recognizing that the Commission retains jurisdiction over unreasonable practices of LRRs pursuant to W.Va. Code § 24-2-7(a), it is reasonable for the Commission to review both CIFs under the 180-day timeline.

The evidentiary hearing was on May 18, 2026. The parties filed their initial briefs on June 8, and reply briefs on June 15, 2026. The statutory deadline in this matter is July 6, 2026.

DISCUSSION

A. Background of the CIFs.

CTUB has used CIFs since 2003.[33] The CIFs are a one-time charge for new connections to the City's water or sewer systems.[34] Revenue from the CIFs must be dedicated to new infrastructure necessary to provide additional service for new development.[35]

To initiate the CIF process, CTUB adopted a Capacity Improvement Plan (CIP) in June of 2025 for use by Raftelis in preparing its CIF recommendation.[36] The CIP was prepared by CTUB staff and CTUB's consulting engineer.[37] The approved CIP included project descriptions, cost estimates, and growth-

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[31] Id. at ¶ 6.
[32] Commission Order, December 30, 2025, at Conclusions of Law 6 and 7.
[33] Direct Testimony of John Maxey (Maxey Direct) at Bates 17.
[34] CTUB Initial Brief at Bates 10.
[35] Id.
[36] Direct Testimony of Patrick Kratovil (Kratovil Direct) at Bates 6.
[37] Maxey Direct at Bates 18.

percentage allocations.[38] The CIP allocated 70 percent of projected wastewater plant expansion costs and water plant expansion costs to new growth.[39]

The Raftelis initial report was submitted to CTUB on July 23, 2025. According to CTUB, however, the initial report did not use certain figures included in the CIP. Specifically, the report from Raftelis allocated 45 percent of wastewater plant expansion costs to new growth and 44 percent of the water plant expansion costs to new growth, as opposed to the 70 percent contained in the CIF.[40]

CTUB questioned the growth allocation used by Raftelis, which lead to a re-evaluation of the original numbers contained in the CIP. As a result, the CIP was revised after receipt of the initial report by Raftelis, and approved by CTUB at a board meeting on August 27, 2025.[41] The revised CIP assigned 55 percent of the sewer plant expansion costs to growth and 54 percent of the water plant expansion costs to growth.[42]

Raftelis provided CTUB a revised report at the August 27, 2025, board meeting.[43] The revised report used the updated growth allocation numbers from the revised CIP.[44] A third Raftelis report was submitted in September of 2025, however, CTUB board member Mr. Maxey testified that CTUB was not aware of the final report, and did not consider it in the board's final calculations of the CIF.[45]

Ultimately, CTUB did not present the CIFs recommended by Raftelis for approval by the City.[46] CTUB developed its own CIFs using the total project costs from the August Raftelis report and presented those to the City.[47]

B. Commission Decision

1. Scope of the Commission's Review.

Initially, CTUB and the City argued that the Commission's jurisdiction is limited, again due to the fact that the City is a locally rate regulated (LRR) utility.[48] Conversely, Staff argued that this issue was addressed in the Commission's order on February 19, 2026.[49] As explained in that order, W. Va. Code § 24-2-1(b)(7) provides that when the Commission finds a utility's acts, practices, measurements,

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[38] Id. at Bates 17.
[39] Id.
[40] Id. at Bates 19.
[41] Id. at Bates 20.
[42] CTUB Initial Brief at Bates 13.
[43] Maxey Direct at Bates 20.
[44] Id. at Bates 21.
[45] Id.
[46] Id. at Bates 25.
[47] Kratovil Direct at Bates 9-10; CTUB Initial Brief tat Bates 13.
[48] *See* CTUB Initial Brief at Bates 8-9; City Initial Brief at Bates 9-10 (arguing that the City's adopted CIF is entitled to "deference" because it is an LRR).
[49] Staff Reply Brief at Bates 4-5.

or charges to be unjust, unreasonable, insufficient, or otherwise contrary to Chapter 24, the Commission shall establish reasonable practices and may set aside, alter, or amend rates, fees, and charges prospectively.[50] This provision, we held, explicitly provides the Commission with the ability to 'set aside, alter, or amend' rates, fees, and charges fixed by a political subdivision."[51]

Further, according to Staff, the issue before the Commission is therefore not whether the Defendants properly enacted the CIF ordinances and followed the required municipal procedures in so doing. Rather, the issue is whether the resulting CIFs are based upon a reasonable, cost-based methodology, are supported by the evidentiary record in this case, and comply with Commission precedent governing the authorization and application of capacity improvement fees.[52]

Moreover, as stated in the February 19, 2026 order, this case is analogous to the issues presented in Mason Cnty. Pub. Serv. Dist. v. PSC of W. Va., 247 W. Va. 580, 583-584 (2022) (hereinafter Mason County PSD). There, the Supreme Court of Appeals of West Virginia held that the Commission was authorized by W. Va. Code § 24-2-1(b)(2) to investigate and ultimately invalidate the District's practice of charging a disconnect fee under W. Va. Code § 24-2-7(a) "[w]henever" it found that practice to be unreasonable ... [s]o, the Commission had the statutory authority to conduct this investigation outside the parameters of the Huffs' complaint, and it operated under no statutory time limitation.[53]

Here, the Complainants allege that the recently approved water and sewer CIFs, which are one-time charges, are unjust and unreasonable. This would affect potential future customers in addition to Complainants. Therefore, consistent with Mason County PSD, the Commission also has authority under W. Va. Code § 24-2-7(a) to investigate and invalidate the City's and CTUB's CIFs if they are found to be unjust or unreasonable.

Thus, the Commission agrees with Staff. The Commission has jurisdiction to review the CIFs approved by the City in this case, and determine if they were based upon a reasonable, cost-based methodology, and supported by the evidentiary record in this case.

2. Review of the CIFs.

All parties agree that the use of CIFs by CTUB and the City are appropriate in this case, and satisfy the prerequisites established by the Commission in Willow

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[50] February 19, 2026, Commission Order at p. 4-5.
[51] Id.
[52] Staff Reply at Bates 7.
[53] Id.

Spring Public Service Corporation, Case No. 06-1180-S-CN-PW-PC, pp. 18-19 (Comm'n Order May 15, 2007). Of particular note, CIFs

> shall be allowed only in cases of extraordinary growth and identifiable exhaustion of existing water supply or sewage treatment capacity. Applicants must show a future expected customer growth of two percent (2%) per year over an extended period of time. Applicants must also show that existing capacity will be depleted within seven years or less.[54]

Furthermore, CIFs shall be approved solely for the purpose of providing funds for future construction of water supply, treatment or storage facilities for water utilities, or sewage treatment facilities for sewer utilities, and will not be available to reimburse for projects already funded.[55] In addition, CIFs shall not be calculated to provide funds for transmission, distribution or collection pipelines or for ongoing operation and maintenance expenses, including expenses related to water supply, treatment or storage facilities, and sewage treatment facilities. [56] Lastly, the calculation of reasonable CIFs shall be cost based.[57]

At issue in this case are the CIFs calculated by the various entities involved. The following table shows the City's prior CIFs, the current CIFs approved by the City, the recommended CIFs provided by Raftelis, and the CIFs calculated by Staff:

CIFs	Water ($ per Equivalent Dwelling Unit (EDU))	Sewer ($ per EDU)
Prior CIF in effect for City	4,399	2,390
Raftelis Recommended	1,909	2,787
City approved in 2025	2,773	4,495
Staff recommended	1,765	2,088

There are three specific variances between the Raftelis recommended CIF, the CIF approved by the City, and the Staff's recommended CIF: (1) inflation, (2) total capacity added, and (3) level of service, *i.e.*, gallons used per day for a single-family unit. Furthermore, both the City and Raftelis included projects for transmission and distribution lines for water and the collection of sewer—Staff

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[54] Willow Spring Public Service Corporation, Case No. 06-1180-S-CN-PW-PC, p. 18 (Comm'n Order May 15, 2007).
[55] Id. at p. 18-19.
[56] Id. at p. 19.
[57] Id.

excluded these items because they do not comply with the requirements of Willow Spring Public Service Corporation. Staff also removed projects in Phase A 2024 — 2026 of the CIP from the calculation of the CIF since CIFs are designed to recover future cost associated with adding capacity and not projects already completed or funded.[58]

(i). Inflation Factor

Both the City and CTUB, along with the Complainant's expert, agreed at the evidentiary hearing that Staff's approach to the inflation factor was appropriate.[59] Here, Staff witness Cooke recommended applying different inflation factors to the various phases of CTUB's CIP to reflect differing levels of uncertainty associated with projects at different stages of development.[60] Specifically, Staff has included the 4.17% rate of inflation used by Raftelis for Phase A, a 7.69% rate of inflation (3 years of 2.5%) for Phase B, and a 13.14% rate of inflation (5 years of 2.5%) for Phase C. Staff's adjustment related to inflation results in variances with the City of $5 and $108 for water and sewer, respectively.[61]

The Commission has reviewed the positions of the parties, and agrees that Staff's inflation adjustment is reasonable and appropriate. Further, Complainants as well as Defendants agree that the inflation adjustment used by Staff is appropriate, and the Commission will accept that adjustment.

(ii). Total Capacity Added

With respect to sewer capacity, the CIF approved by the City reduced available future capacity from Raftelis' calculation by an additional ten percent to account for infiltration and inflow (I & I).[62] Mr. Cooke testified that this reduction was appropriate because the City had demonstrated actual system conditions showing significant I & I impacts, and because Mr. Cooke opined that available capacity should be measured based upon peak system conditions rather than average flows.[63] Staff applied the same reduction in its calculation. Given that Staff and Defendants apply the same adjustment here, it is reasonable for the Commission to accept this reduction of future capacity from the Raftelis calculation.

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[58] *See* Direct Testimony of Geoffery Cooke at Bates 12-14.
[59] *See* Tr. at p. 106 and Rebuttal Testimony of Michael P. Gorman (Gorman Rebuttal) at Bates 8. It should be noted, however, that neither the City nor CTUB provided an adjusted calculation using Staff's recommended inflation adjustment.
[60] Staff Reply at Bates 11, *citing* Cooke Direct at Bates 10.
[61] Cooke Direct at Bates 10.
[62] Staff Initial Brief at Bates 11.
[63] Staff Initial Brief at 12.

(iii). Level of Service

Rafetelis used 210 gallons per day (GPD), which was the figure provided by the City in its CIP. CTUB and the City used an assumed 280 GPD. The use of the 280 GPD level-of-service value produced variances of $693 and $1,124 per EDU relative to the Raftelis calculations for water and sewer, respectively. The 280 GPD figure was not originally in the CIP. The 280 GPD was based upon Sewage Treatment Collection System Design Standards from the West Virginia Bureau for Public Health (BPH).[64]

Staff, however, used actual usage records from the City's annual reports to come to a figure of 190 GPD for calculation of the CIF. Staff's calculation begins with actual customer consumption within CTUB's service territory, and then applies a demand factor specifically intended to account for future peak usage conditions.[65] As Mr. Spurlock explained, the resulting figure reflects both actual system usage and future demand considerations.[66]

Staff also noted that the City and CTUB previously used actual usage data to calculate its CIFs. Furthermore, with respect to the BPH regulation allowing 280 GPD, Staff argued that this is an engineering standard for new construction. It is not a standard appropriate for use in rate making.[67]

The Commission has reviewed the positions of the parties and agree with Staff and the usage of 190 GPD. Staff's calculation is based upon actual usage data from the City's annual reports.[68] Further, the application of the demand factor is a commonly used methodology. As explained by Staff witness Spurlock, the demand factor is a residential daily demand factor used by Staff to calculate allocation factors.[69] The demand factors are taken from a study completed by Gannett Fleming Valuation and Rate Consultants for West Virginia-American Water Company.[70] Peak demands were measured by flow meters and recorders for each customer class. These demand factors are used by Staff in developing water rates throughout West Virginia.[71]

The Commission further notes that CTUB and the City had previously used actual usage data in its calculations of its CIFs. The use of the 280 GPD number found in the BPH regulations may be appropriate for design standards; however,

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[64] *See* CTUB Initial Brief at Bates 15. This regulation allows a new system to be designed based upon either using estimates based upon a one-year record of fully documented analysis of water use adjusted for consumption and losses, or using state developed per capita wastewater flows using 70 gallons per capita per day. Id.
[65] (Tr. pp. 179-180).
[66] Staff Reply at Bates 7.
[67] Id.
[68] Direct Testimony of James Spurlock (Spurlock Direct) at Bates 23.
[69] Spurlock Direct at Bates 23.
[70] Id.
[71] Id.

it's usage in this case for the calculation of the CIF in the face of actual usage data is unreasonable, arbitrary, and not based substantially on costs.

Further, Mr. Maxey testified that CTUB adopted a revised CIF policy in October of 2025.[72] Mr. Maxey testified that the new policy requires an annual data review beginning in August of 2026 that includes the evaluation of inflation trends, development trends, and legislative and regulatory trends.[73] If this review indicates that the CIF needs revision, Mr. Maxey testified that CTUB would request permission from the City to go forward with a new CIF analysis and study.[74] The stated reason for the revised CIF policy was to be able to correct for CIFs that were inadvertently too high or too low.[75] Thus, should the 190 GPD calculation prove either too high or too low based upon actual data, the new CIF policy provides a mechanism for CTUB and the City to reasonably address this eventuality.

(iv.) Staff's Removal of Transmission and Distribution Lines and Projects Completed or Funded

Staff removed projects associated with transmission and distribution lines for water and transmission and collection lines for sewer. Staff relied on Willow Springs Public Service Corporation, which requires projects to have a direct nexus to the creation of additional system capacity. Staff argued that Commission precedent has consistently distinguished between utility-wide treatment, supply, and storage facilities that may be recovered through CIFs and localized transmission, distribution, and collection facilities that generally are not recoverable through a CIF.[76]

CTUB relied on Jefferson County Public Service District, Case No. 15 1338-PSD-42R-PC (Jefferson County PSD) as support for inclusion of certain transmission-related facilities in this case.[77] Staff argued that CTUB's reliance on Jefferson County PSD is misplaced. Specifically, "[t]he key distinction is that Willow Springs established the principle that CIFs must be tied to future capacity-related infrastructure, while the Jefferson County PSD decision expanded the application of that principle by recognizing that capacity constraints can occur within transmission and collection facilities, and not merely at the treatment plant."[78] Importantly here, CTUB did not present any project-specific analysis demonstrating that the challenged projects satisfied the Jefferson County PSD exception.

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[72] Tr. at p. 88.
[73] Id. at pp. 88-89.
[74] Id. at p. 89.
[75] Id. at -. 88.
[76] Staff Reply at Bates 8.
[77] CTUB Initial Brief at Bates 18.
[78] Staff Reply at Bates 8.

Based upon the above, the Commission agrees with Staff's exclusion of the transmission and distribution lines in the calculation of the CIFs.

In addition, Staff removed certain projects identified in Phase A 2024-2026 of the City's CIP because these projects were either completed, already funded, or substantially underway.[79] Again, Staff cited Willow Springs: "CIFs are intended to fund future construction required to accommodate growth, and are not intended to provide reimbursement for projects that have already been completed, are already funded, or otherwise no longer legitimately represent future capacity needs."[80] Because these projects are either already completed, substantially underway, or otherwise funded, Staff argued that they would no longer represent future capacity investments for which CIF recovery is appropriate.[81]

The City and CTUB emphasized the substantial growth occurring throughout CTUB's service territory.[82] As noted earlier herein, Staff does not take issue with the anticipated growth. Moreover, at the evidentiary hearing, CTUB witness Mr. Maxey testified that "there are some projects on the back end that I think have been completed and were paid for with priorly [*sic*] paid CIFs."[83] If such is the case, including them in a calculation for a new CIF would amount, in essence, to a double recovery and would not be reasonable or based upon actual costs. CIF revenues are intended to support future capacity expansion rather than reimburse expenditures already incurred. For this reason, the Commission agrees with Staff.

C. Conclusion

Based upon the above, the Commission finds that the CIFs adopted by the City are not just, reasonable, or based substantially on costs. The Commission further finds that Staff's recommended CIFs are just, reasonable, and based substantially on actual costs. Pursuant to the Commission's jurisdiction under W. Va. Code §§ 24-2-1(b)(2) and 24-2-7(a) to investigate and invalidate an LRR's practices when those practices are alleged to be unjust or unreasonable,[84] the Commission will order that the CIFs approved by the City will be replaced by the Staff recommended CIF of $1,765 per EDU and for new water connections and $2,088 per EDU for new sewer connections upon the effective date of this Order.

FINDINGS OF FACT

1. On November 17, 2025, the City Council voted to adopt new water rates with a CIF of $2,773,[85] and new sewer rates with a CIF of $4,495.[86] The effective date of the new water and sewer ordinances is January 1, 2026.[87]

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[79] Cooke Direct at Bates 13.
[80] Id. at Bates 10.
[81] Staff Initial Brief at Bates 14.
[82] *See, e.g.*, CTUB Initial Brief at Bates 19.
[83] Tr. at p. 144.
[84] Mason County PSD, 247 at 585.
[85] Compl. at ¶ 20.
[86] Id.
[87] Compl. at ¶ 21.

2. On December 17, 2025, the Complainants filed the formal Complaint challenging the above-referenced water and sewer ordinances.

3. The Complaint was filed within thirty days of the passage of the City's water and sewer ordinances.

4. The Complaint alleged that the recently approved CIFs for water and sewer are unjust and unreasonable based upon the City's own consultant's analysis.[88]

5. On December 30, 2025, the Commission entered an Order that tolled the statutory 180-day period for resolution required by W. Va. Code § 24-2-1(b)(7) until the necessary information identified below was filed by Defendants and the Commission issued an order to that effect.

6. On January 16, 2026, and January 20, 2026, Defendants filed the information required by the December 30, 2025, Order.

7. Also, on January 16, 2026, both the City and CTUB filed Answers to the Complaint and Motions to Dismiss.

8. Defendants argued that the Commission does not have jurisdiction over the claims in the Complaint because CTUB is a LRR, and as such, W. Va. Code § 24-1-1(j) grants the City Council, as the governing body, sole responsibility to set rates for services provided by CTUB.[89]

9. Defendants argued that, at a minimum, the Commission should dismiss the claims regarding the water CIF because neither Complainant is a water customer of CTUB, and W. Va. Code § 24-2-1(b)(7) provides that only customers of water and sewer utilities operated by political subdivisions of the State may bring a formal complaint.[90]

10. On January 21, 2026, Staff filed its initial Staff Memo. In the Staff Memo, Staff recommended that the Complaint be dismissed in its entirety for lack of jurisdiction.[91] Staff also argued that, should the Commission proceed with the case, review of the Complaint under W. Va. Code § 24-2-1(b)(7) should be limited to review of the sewer CIF because the Complainants are not water customers of CTUB.[92]

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[88] Compl. at ¶ 23.
[89] City Motion at Bates 10-11.
[90] Id. at Bates 12-13.
[91] Staff Memo at p. 1.
[92] Id.

11. On January 26, 2026, Complainants responded to the Motions to Dismiss. Complainants argued that the Commission has jurisdiction over the claims in the Complaint under W. Va. Code § 24-2-1(b)(7) and W.Va. Code § 24-2-7(a).[93]

12. On February 2, 2026, the Complainants filed a response to the Staff Memo. Complainants opposed Staff's recommendation to dismiss the Complaint for lack of jurisdiction, citing W. Va. Code §§ 24-2-1(b)(7) and 24-2-7(a).

13. On February 18, 2026, the Commission denied the motions to dismiss and entered a procedural order.

14. The evidentiary hearing was on May 18, 2026. The parties filed their initial briefs on June 8, and reply briefs on June 15, 2026. The statutory deadline in this matter is July 6, 2026.

15. At issue in this case are the CIFs approved by the City in November of 2025.

16. The following table shows the City's prior CIFs, the current CIFs approved by the City, the recommended CIFs provided by Raftelis, and the CIFs calculated by Staff:

CIFs	Water ($ per Equivalent Dwelling Unit (EDU))	Sewer ($ per EDU)
Prior CIF in effect for City	4,399	2,390
Raftelis Recommended	1,909	2,787
City approved in 2025	2,773	4,495
Staff recommended	1,765	2,088

17. There are three specific variances between the Raftelis recommended CIF, the CIF approved by the City, and the Staff's recommended CIF: (1) inflation, (2) total capacity added, and (3) level of service, *i.e.*, gallons used per day for a single-family unit.

18. Furthermore, both the City and Raftelis included projects for transmission and distribution lines for water and the collection of sewer—Staff excluded these items because they do not comply with the requirements of Willow Spring Public Service Corporation.[94]

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[93] Id. at ¶ 3.
[94] *See* Cooke Direct at Bates 12-14.

19. Staff also removed projects in Phase A 2024 — 2026 of the CIP from the calculation of the CIF since CIFs are designed to recover future cost associated with adding capacity and not projects already completed or funded.[95]

CONCLUSIONS OF LAW

1. West Virginia Code § 24-2-1(a) (2022) extends the jurisdiction of the Commission "to all public utilities in this state[.]" This jurisdiction includes "[a]ny public service district created under the provisions of § 16-13A-1 et seq. of this code[.]" However, the Commission's jurisdiction over LRR public service districts "is limited to those powers enumerated in W. Va. Code § 24-2-1(b)[.]"[96]

2. West Virginia Code § 24-2-1(b)(7) gives the Commission jurisdiction to resolve complaints between customers of water and sewer utilities operated by a political subdivision of the state, including LRRs.

3. Furthermore, the jurisdiction of the Commission over LRR political subdivisions of West Virginia includes the regulation of "measurements, practices, acts, or services, as granted and described in W.Va. Code § 24-2-7."[97]

4. West Virginia Code § 24-2-1(b)(7) allows customers of LRR utilities to file complaints against the LRR challenging an act or omission of the LRR. This section explicitly gives the Commission authority to adjudicate complaints between a customer and a water or sewer utility that is a political subdivision, and to review the utility's regulations, measurements, practices, acts, or services when alleged to be unjust or unreasonable.[98] This includes "if the matter complained of would affect rates, fees, and charges fixed by the political subdivision providing separate or combined water and/or sewer services."[99]

5. The Commission is also authorized by W. Va. Code § 24-2-1(b)(2) to investigate and ultimately invalidate the CIFs enacted by the City and CTUB under W. Va. Code § 24-2-7(a).[100]

6. Under W. Va. Code § 24-2-7(a), the Commission may ultimately invalidate a regulation, measurement, practice, act, or service "whenever" the act or practice is found to be unjust or unreasonable.[101] Thus, the Commission has jurisdiction to resolve the issues in the Complaint under both W. Va. Code § 24-2-1(b)(7), and W. Va. Code § 24-2-7(a).

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[95] Id.
[96] *See* Mason County PSD, 247 W. Va. at 583-584.
[97] West Virginia Code § 24-2-1(b)(2).
[98] W. Va. Code § 24-2-1(b)(7).
[99] Id.
[100] Mason County PSD, 247 W. Va. at 584.
[101] Id., *citing* W. Va. Code § 247 W. Va. at 584-585.

7. Based upon the above, the Commission finds that the CIFs approved by the City are not just, reasonable, or based upon actual costs.

8. Based upon the Commission's review of the positions of the parties in this case and as described herein, the Commission concludes that Staff's recommended CIFs are just, reasonable and based upon actual costs.

9. Pursuant to the Commission's jurisdiction under W. Va. Code §§ 24-2-1(b)(2) and 24-2-7(a) to investigate and invalidate an LRR's practices when those practices are alleged to be unjust or unreasonable,[102] the Commission will order that the CIFs approved by the City be replaced by the Staff recommended CIF of $1,765 per EDU and for new water connections and $2,088 per EDU for new sewer connections upon the effective date of this Order.

ORDER

IT IS THEREFORE ORDERED that the Capacity Improvement Fee for new water service connections and new sewer service connections approved by the City of Charles Town in November of 2025 are not just, reasonable, or based upon actual costs.

IT IS FURTHER ORDERED that the CIFs recommended by Staff as described herein are just, reasonable and based upon actual costs.

IT IS FURTHER ORDERED that as of the date of this Order, the Staff-recommended CIF for new water connections of $1,765 per Equivalent Dwelling Unit and $2,088 per EDU for new sewer connections replace the previously approved CIFs at issue in this case.

IT IS FURTHER ORDERED that upon entry of this Order this case shall be removed from the Commission docket of open cases.

[102] Mason County PSD, 247 at 585.

IT IS FURTHER ORDERED that the Executive Secretary of the Commission serve a copy of this Order by electronic service on all parties of record who have filed an e-service agreement, by United States First Class Mail on all parties of record who have not filed an e-service agreement, and on Staff by hand delivery.

A True Copy, Teste,

Karen Buckley

Karen Buckley, Executive Secretary

JAF/lch
251000cd

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323

Phone: (304) 340-0300
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July 6, 2026

Stephanie F. Grove
Counsel, City of Charles Town
101 E. Washington St.
Charles Town, WV 25414

RE: Case No. 25-1000-LRR-WS-C
Madison Greens LLC, and Beallair Homes, LLC
v.
City of Charles Town and
Charles Town Utility Board

Dear Ms. Grove:

Enclosed is a copy of a Commission Order issued today in the above-styled proceeding. **Please note all other parties have agreed to receive this order via electronic notification.**

Documents submitted to the Public Service Commission of West Virginia may be 1) uploaded to its public website, 2) subject to public disclosure under the West Virginia Freedom of Information Act, and/or 3) subject to disclosure under the West Virginia Open Governmental Proceedings Act. Do not submit personal information with your filings. The Commission is not responsible for confidential or personal information included with your submission. A list of personal information is available here: http://www.psc.state.wv.us/Privacy_Policy/WhatisPII.htm

If you have provided an email address you will automatically receive notifications as documents are filed in this proceeding. The email notifications allow recipients to view a document within an hour from the time the filing is processed. If you have not provided your email address, please send an email to caseinfo@psc.state.wv.us and state the case number in the email subject field. **You are encouraged to file an Electronic Mail Agreement which allows the commission to serve all orders issued in this matter via electronic notification.**

Sincerely,

Karen Buckley
Executive Secretary

KB/al
Enc.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1751: Update on the Annexation Process of the Hill Farm Property

ATTACHMENTS:

- Charles Town Retainer Letter Perry Annexation.doc
- Charles Town Retainer Letter Perry Annexation Signed.pdf

WARD
WASHINGTON LAW FIRM

May 10, 2026

Stephanie Grove, Esq.
City Attorney
City of Charles Town, WV

Alissa Meeks
Assistant City Manager
City of Charles Town, WV

Subject: Retainer Letter for Legal Services on Annexation Matter / Request for Waiver of Potential Conflict

Dear Attorney Grove and Assistant Manager Meeks:

This letter proposes a retainer relationship between the City of Charles Town, WV ("Client") and the Ward Washington Law Firm ("Attorney") with respect to legal counsel that the parties expect the Attorney will be providing the Client related to the potential annexation of law owned by the Perry parties into the corporate limits of Charles Town. This letter also requests that Client agree to enter this agreement for legal representation even though I will be providing similar services and recommendations to the Perry family and their landholding corporation.

Retainer of Attorney

The Client and the Attorney agree that Attorney can provide legal representation and counsel to the Client with respect to local and state law that may affect the potential annexation of Perry Family lands into the city's corporate limits, as well as with respect to negotiations between the City and the Perry Family on the terms of such annexation agreement.

Attorney shall keep privileged and confidential attorney work product and attorney-client communications that deal with matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision, as defined under West Virginia Code Section 6-9a-4.

Attorney will work under the direction of the City of Charles Town's Assistant City Manager Meeks and City Attorney Grove. Attorney will facilitate negotiations between the Client and the Perry parties as it relates to the conditions of annexation of the Perry Hill Farm and related properties into the City limits of Charles Town. Attorney will work with both the Client and the Perry parties to develop a final annexation agreement that can be presented to the City Council

for approval. The work on behalf of Client will be completed in conjunction with the Charles Town Perry Annexation Committee. The final version of any negotiated annexation agreement must be approved by a vote of the City Council before it is binding upon the parties.

Services will be provided in consideration for the monthly retainer payments which the Client/City are already paying the Attorney under a separate payment contract.

Waiver of Potential Conflict

This letter discloses the potential for conflict between the City/Client and the Perry Family with respect to these land annexation matters, and requests that the Client waive this potential conflict.

Specifically, as Attorney Ward facilitates negotiations, discussions regarding pre-construction land use planning, and annexation agreements between the City and the Perry Family, it is possible that the two parties will diverge in their interests or positions with respect to the annexation. Although I do not expect such adverse positions to develop, and I believe that these circumstances will not materially impair my ability to represent you competently and diligently, the West Virginia Rules of Professional Conduct require that I advise you of the situation and obtain your informed written consent before proceeding.

You should understand the following:

1. My representation of you may be affected by my duties to the Perry Family and its land-holding corporation, including duties of loyalty and confidentiality.
2. Information received from one client may not be shared with another client if protected by attorney-client privilege or confidentiality obligations.
3. If an actual conflict develops in the future that materially limits my ability to represent you, I may be required to withdraw from representing one or more clients.
4. You have the right to seek the advice of independent legal counsel regarding this waiver and whether you should consent to the representation under these circumstances.

After considering the foregoing, if you agree that I may continue to represent the City of Charles Town despite the potential conflict described above, please sign and return a copy of this letter.

Your signature below confirms that:
(a) you agree to retain the Ward Washington Law Firm and Matt Ward on these Perry annexation matters;
(b) you have read and understood this disclosure;
(c) you have had an opportunity to ask questions and seek independent counsel; and
(d) you voluntarily consent to my continued representation notwithstanding the potential conflict described herein.

Thank you for the opportunity to serve you on this important matter, and please contact me if you have any questions or further instructions. You can reach me at (202) 422.2411 or at matt.ward@strategiesdc.com.

Sincerely,



Matt Ward, Esq.
Ward Washington Law Firm

`

I/We have read and understood the foregoing terms and agree to them, as of the date the Ward Washington Law Firm first provided services.

Authorized representative of the City of Charles Town, WV

By_____

Date _____

WARD
WASHINGTON LAW FIRM

May 10, 2026

Stephanie Grove, Esq.
City Attorney
City of Charles Town, WV

Alissa Meeks
Assistant City Manager
City of Charles Town, WV

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Sincerely,

Matt Ward, Esq.
Ward Washington Law Firm

I/We have read and understood the foregoing terms and agree to them, as of the date the Ward Washington Law Firm first provided services.

Authorized representative of the City of Charles Town, WV

By _____

Date 27 June 2026

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1721: BR2026-03 - Bond Initiation - Huntfield Phase 4

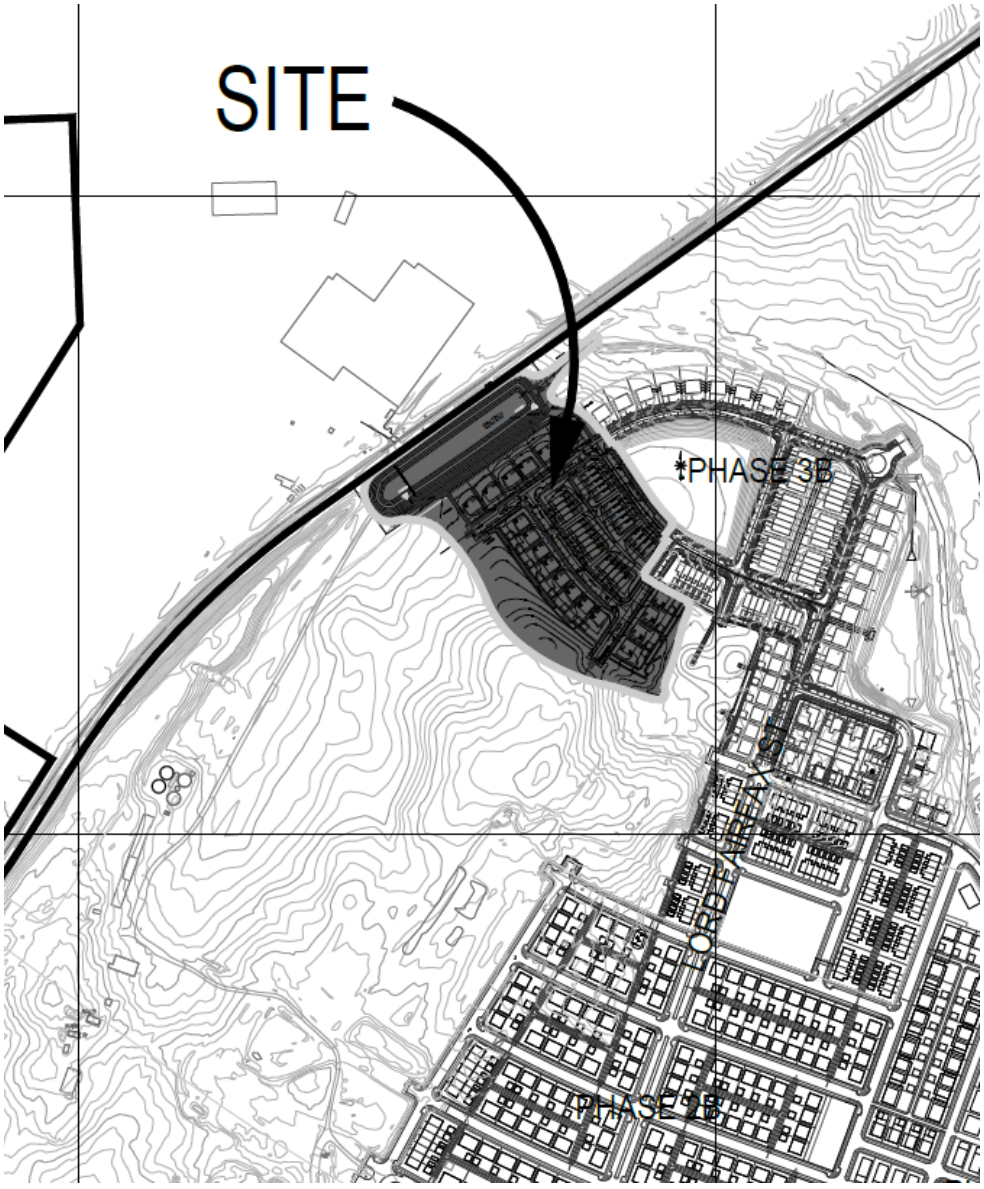
ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. KH Review.pdf
- 4. Estimate.pdf

Bond Establishment Request
BR2026-03

Date: For the July 20, 2026 City Council Meeting
Applicant: DR Acquisitions LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond establishment of $2,214,540.92

Huntfield Phase 4



BACKGROUND
The applicant is requesting an establishment of the **performance and land disturbance bonds.** The preliminary plan for this phase was approved by the Planning Commission on December 22, 2025.

Combined Performance and Land Disturbance Bond amount: $2,214,540.92

Some key items covered by the bond include:

Trail: One of the requirements of preliminary plan approval was for the trail to have an asphalt top coat; this is reflected in the estimate cost under the 'Trails' heading for Bituminous Concrete, at a cost of $71,400.

Landscaping: This bond covers the planting of 33 trees and 36 shrubs, which matches the approved amount of planting, at a cost of $15,720.

Lighting: The bond covers the required 10 streetlights to be installed in this phase, at a cost of $59,380.

Upon review of the request the City Engineer, Kimley-Horn, has determined that the bond amount is a reasonable assessment of the cost of the project.

The bond amount listed in the application is $971,817.64. That amount is incorrect. The amount sought under this Bond Initiation request is $2,214,540.92.

BOND COMMITTEE
The Bond Committee reviewed this item at their June 15, 2026 meeting. The Committee recommended approval of the bond initiation request.

PLANNING COMMISSION
The Planning Commission reviewed this item at their June 23, 2026 meeting. Following a brief discussion the Commission voted unanimously to recommend approval of the bond.

RECOMMENDATION
Approval of the bond initiation.

BOND REQUEST AND REDUCTION

1. APPLICATION TYPE :

- [x] Bond Initiation – No application fee
- [ ] Bond Reduction – No application fee
- [ ] Bond Extension – No application fee
- [ ] Bond Release – Application Fee: $60

2. FEES

Third-party review fees are assessed separately for each application, and will be sent to the applicant. All fees must be paid prior to approval.

3. PUBLIC NOTICE

Only bond release applications require a public hearing, which is held by the Planning Commission. City Council approval is still required.

4. APPLICATION REQUIREMENTS

Please submit one application set with supporting materials in paper, and one copy in PDF format.

1. DATE April 1, 2026

2. PROJECT NAME Huntfield Phase 4

Address

3. APPLICANT'S NAME* Matthew Monahan - DR Acquisitions, LLC

Address 225 Armenian Oak Drive, Suite 101, Frederick, MD 21701

Telephone Number (717-521-3195

Email Address [redacted]

4. PROPERTY OWNER'S NAME Matthew Monahan - DR Acquisitions, LLC

Address Same as Above

Telephone Number ( )

Email Address

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

5. DESCRIPTION OF REQUEST:

Bond Initiation for Phase 4 Huntfield

6. A) CURRENT BOND AMOUNT $0

B) PROPOSED BOND AMOUNT $971,817.64

C) CHANGE IN BONDED AMOUNT $971,817.64

7. PARCEL INVENTORY: (List all parcels that are part of this application):

Tax Map No.	Parcel No.	Tax Map No.	Parcel No.
03 11000100000000			

8. PARCEL HISTORY: (List all pending or previously approved applications on the subject parcels inventoried above, including previous plat applications if this application is an amendment)

Application No.	Project Name and Phase	Status	Approval Date
	Huntfield Phase 4	Approved	12/22/2025

9. <u>BOND RELEASE</u> – SUPPLEMENTAL MATERIALS REQUIRED:

A. Copies of inspection and test reports if work was inspected and tested by a third-party inspector.

B. Certification that all bonded Improvements, have been completed in accordance with the approved plans, profiles, and specifications and the requirements of any applicable manual.

C. A copy of the City-approved As-Built Drawings as required for facilities within public rights-of-way or Easements.

D. A letter from a Professional Engineer or Professional Land Surveyor certifying that property corners and Monuments have been set as required under this Ordinance.

Continued on next page.

E. Documentation of acceptance by WVDOH for public roadways and rights-of-way, or a maintenance and indemnification agreement and bond approved by the Planning Commission for public roadways that have been completed in accordance with WVDOH standards but which, due to factors other than their quality of construction, are not eligible for acceptance by WVDOH.

F. **For private roadways**, a letter of acceptance by the entity responsible for maintenance and a Latent Defects Indemnification Agreement and Bond.

   Before a Performance Agreement and surety for private roadway construction shall be released, a Latent Defects Indemnification Agreement and Bond shall be provided by the applicant/Developer and approved by the Planning Commission. The guarantee provided by such Agreement and Bond must be for a period of two (2) years following the date of performance bond release, and must be in an amount equal to no less than 5% of the original performance bond estimate.

G. **Landscaping Surety** is required to ensure the landscaping shown on a Major S/LD plan is maintained for one (1) year. The one (1) year shall start from the date at which the surety for the site has been released, with the exception of this landscaping surety. The landscaping surety amount shall not be less than $5,000.00 or 10% of the total landscaping cost for the project, which ever is greater.

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1335 of the S/LD Ordinance.

Signature of Applicant

_____ Date 04/01/2025

Signature of Property Owner (If different than Applicant)

_____ Date _____

Please submit an original completed application to the following:

At City Hall:	Or	Via Mail:
Subdivision Administrator City of Charles Town 101 E. Washington Street Charles Town, WV 25414		Subdivision Administrator City of Charles Town PO BOX 14 Charles Town, WV 25414

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

Kimley»Horn

Memorandum

To: Matthew Monahan
Director of Land
Dr Acquisitions, LLC
225 Armenian Oak Drive
Frederick, MD 21701

From: Mark Phillips, P.E.

Through: James Newman
City of Charles town
101 E Washington Street
Charles Town, WV 25414

Date: July 13, 2026

Subject: Huntfield Phase 4 Bond Initiation Request Review

This memorandum summarizes our review of the Bond Initiation Request for the Huntfield Phase 4 Bond application (dated April 21, 2026, prepared by Dr Acquisitions, LLC) for an initial bond of $2,214,540.92. Using the Construction Plans dated December, 2025, Huntfield Phase 4 Bond Initiation documents, it is our opinion that the quantities of work are a reasonable representation of the work to be completed in the field.

Thank you for the opportunity to review this Bond Initiation Request. In the meantime, please feel free to contact us at 703-870-3631 should you have any questions.

KIMLEY-HORN & ASSOCIATES, INC.



Mark Phillips, P.E.
Project Manager
Associate

BOND ESTIMATE						BOND REDUCTION					City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	Final Price	QUANTITY COMPLETED (REDUCTION REQUEST)	UNIT COST	PREVIOUS QUANTITY COMPLETED	TOTAL QUANTITY COMPLETED (INCLUDING REDUCTION REQUEST)	EXTENSION	%COMPLETE	%APPROVED
MOBILIZATION GENERAL											
Mobilization	LS	$12,440.00	1	$12,440.00		$0.00		0		0%	
Field Office	EA	$3,490.00	1	$3,490.00		$0.00		0		0%	
Job Sign	EA	$1,340.00	1	$1,340.00		$0.00		0		0%	
SURVEYING											
Steel Pipe Property Corner Marker Incl. Survey	EA	$320.38	47	$15,057.86		$0.00		0		0%	
R.O.W MONUMENTS SURVEYED IN PLACE											
RM--1	EA	$825.00		$0.00		$0.00		0		0%	
RM--2	EA	$764.00		$0.00		$0.00		0		0%	
EARTHWORK EXCAVATION											
Regular Bulk used as Fill	CY	$4.50	12000	$54,000.00		$0.00		0		0%	
Rock, Rip	CY	$51.50		$0.00		$0.00		0		0%	
Rock, Blast	CY	$55.00		$0.00		$0.00		0		0%	
BORROW MATERIAL											
Buy, Load, Haul 10 Mi. Select Material	CY	$42.00		$0.00		$0.00		0		0%	
Fill and Compaction of On-site Borrow	CY	$11.06		$0.00		$0.00		0		0%	
UNSUITABLE MATERIAL											
Load and Haul, 20 mi R/T	CY	$36.56		$0.00		$0.00		0		0%	
Dump Charge	CY	$62.50		$0.00		$0.00		0		0%	
Site Grading	SY	$1.25	117806	$147,257.50		$0.00		0		0%	
CLEAR & GRUB											
Light	AC	$14,548.50	24.34	$354,110.49		$0.00		0		0%	
Heavy	AC	$26,699.49		$0.00		$0.00		0		0%	
LANDSCAPING											
Seeding	SY	$3.00	18939	$56,817.00		$0.00		0		0%	
Sodding	SY	$8.50		$0.00		$0.00		0		0%	
PLANTING SHRUBS											
18"	EA	$70.00	36	$2,520.00		$0.00		0		0%	
24"	EA	$90.00		$0.00		$0.00		0		0%	
TREES											
6'-8' (1-2 in. Caliper)	EA	$400.00	33	$13,200.00		$0.00		0		0%	
8'-10' (2.5-3 in. Caliper)	EA	$700.00		$0.00		$0.00		0		0%	
Tree Protection	LF	$11.13		$0.00		$0.00		0		0%	
MISCELLANEOUS SITE IMPROVEMENTS											
Timber Wall (less than 6 ft)	LF	$325.00		$0.00		$0.00		0		0%	
Dry Rubble RW-1 (H=6')	LF	$450.00		$0.00		$0.00		0		0%	
Mortared Rubble RW-1A (H=6')	LF	$535.00		$0.00		$0.00		0		0%	
Concrete Gravity RW-2 (H=6')	LF	$589.50		$0.00		$0.00		0		0%	
Concrete Gravity RW-3 (H=6')	LF	$1,037.50		$0.00		$0.00		0		0%	
FENCING											
Std. Fence (H=5') FR-5	LF	$56.00		$0.00		$0.00		0		0%	
Farm Fence (H=5') FR-3A	LF	$37.50		$0.00		$0.00		0		0%	
Chain Link Fence (H=6') FR 2-B	LF	$62.00		$0.00		$0.00		0		0%	
Board Fence (H=6')	LF	$62.00		$0.00		$0.00		0		0%	
TOTS LOTS											
Tot Lot	EA	$16,495.00		$0.00		$0.00		0		0%	
STORM DRAINAGE											
STORM SEWER											
NOTE: All pipe unit prices include trench, excavation, bedding, pipe, & backfill											
Rock Excavation for All Pipe Types											
Less than 1,500 CY (Blasting)	CY	$110.00		$0.00		$0.00		0		0%	
More than 1,500 CY (Blasting)	CY	$90.00		$0.00		$0.00		0		0%	
Less than 1,500 CY (Hoe Ram)	CY	$220.00		$0.00		$0.00		0		0%	
More than 1,500 CY (Hoe Ram)	CY	$180.00		$0.00		$0.00		0		0%	
Trench De-Watering											
Trench De-Watering	LF	$4.00		$0.00		$0.00		0		0%	
RCP CLASS III ROUND T & G W/MASTIC											
12" Pipe (RCP III)											
0'-8' Cut	LF	$100.00		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$140.00		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$1.90		$0.00		$0.00		0		0%	
O-Ring	LF	$12.36		$0.00		$0.00		0		0%	
15" Pipe (RCP III)											
0'-10' Cut	LF	$100.00		$0.00		$0.00		0		0%	
10'-16'	LF	$156.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$1.48		$0.00		$0.00		0		0%	
O-Ring	LF	$8.58		$0.00		$0.00		0		0%	
18" Pipe (RCP III)											
0'-10' Cut	LF	$100.00		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$160.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$3.20		$0.00		$0.00		0		0%	
O-Ring	LF	$11.20		$0.00		$0.00		0		0%	
21" Pipe (RCP III)											
0'-8' Cut	LF	$115.00		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$174.80		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$4.40		$0.00		$0.00		0		0%	
O-Ring	LF	$20.80		$0.00		$0.00		0		0%	
24" Pipe (RCP III)											
0'- 10' Cut	LF	$140.00		$0.00		$0.00		0		0%	
10'-16'	LF	$196.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$5.04		$0.00		$0.00		0		0%	
O-Ring	LF	$22.40		$0.00		$0.00		0		0%	
27" Pipe (RCP III)											
0'- 10' Cut	LF	$123.20	115	$14,168.00		$0.00		0		0%	
10' -16' Cut	LF	$195.03		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$6.40		$0.00		$0.00		0		0%	
O-Ring	LF	$24.00		$0.00		$0.00		0		0%	

30" Pipe (RCP III)											
0'- 8' Cut	LF	$169.40		$0.00			$0.00		0		0%
8'-14' Cut	LF	$256.66		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$9.60		$0.00			$0.00		0		0%
O-Ring	LF	$27.60		$0.00			$0.00		0		0%
33" Pipe (RCP III)											
0'- 10' Cut	LF	$240.00		$0.00			$0.00		0		0%
10'-16'	LF	$333.00		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$13.50		$0.00			$0.00		0		0%
O-Ring	LF	$45.80		$0.00			$0.00		0		0%
36" Pipe (RCP III)											
0'-10' Cut	LF	$249.60		$0.00			$0.00		0		0%
10' -16' Cut	LF	$363.92		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$12.40		$0.00			$0.00		0		0%
O-Ring	LF	$36.40		$0.00			$0.00		0		0%
42" Pipe (RCP III)											
0'- 8' Cut	LF	$289.54		$0.00			$0.00		0		0%
8'-14' Cut	LF	$413.46		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$19.20		$0.00			$0.00		0		0%
O-Ring	LF	$56.72		$0.00			$0.00		0		0%
48" Pipe (RCP III)											
0'-10' Cut	LF	$320.52		$0.00			$0.00		0		0%
10'-16'	LF	$442.31		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$20.00		$0.00			$0.00		0		0%
O-Ring	LF	$69.36		$0.00			$0.00		0		0%
54" Pipe (RCP III)											
0' - 10' Cut	LF	$420.00		$0.00			$0.00		0		0%
10' -16' Cut	LF	$541.38		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$30.00		$0.00			$0.00		0		0%
O-Ring	LF	$70.96		$0.00			$0.00		0		0%
60" Pipe (RCP III)											
0'-10' Cut	LF	$420.00		$0.00			$0.00		0		0%
10' -16' Cut	LF	$498.48		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$36.00		$0.00			$0.00		0		0%
O-Ring	LF	$77.84		$0.00			$0.00		0		0%
ELLIPTICAL PIPE - RCP CLASS III											
23"x14" (18" Equiv- RCP III)											
0'10' Cut	LF	$190.00		$0.00			$0.00		0		0%
10'-16' Cut	LF	$278.60		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$41.60		$0.00			$0.00		0		0%
O-Ring	LF	$109.80		$0.00			$0.00		0		0%
30"x19" (24" Equiv- RCP III)											
0'10' Cut	LF	$190.00		$0.00			$0.00		0		0%
10'-16' Cut	LF	$329.25		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$15.07		$0.00			$0.00		0		0%
O-Ring	LF	$109.79		$0.00			$0.00		0		0%
38"x24" (30" Equiv- RCP III)											
0'10' Cut	LF	$190.00		$0.00			$0.00		0		0%
10'-16' Cut	LF	$423.78		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$21.38		$0.00			$0.00		0		0%
O-Ring	LF	$129.92		$0.00			$0.00		0		0%
45"x29" (36" Equiv- RCP III)											
0'10' Cut	LF	$370.00		$0.00			$0.00		0		0%
10'-16' Cut	LF	$526.88		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$25.45		$0.00			$0.00		0		0%
O-Ring	LF	$119.63		$0.00			$0.00		0		0%
53"X 34" (42" Equiv-RCP III)											
0'12' Cut	LF	$370.00		$0.00			$0.00		0		0%
10'-18' Cut	LF	$528.36		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$38.87		$0.00			$0.00		0		0%
O-Ring	LF	$149.26		$0.00			$0.00		0		0%
60"x38" (48" Equiv- RCP III)											
0'12' Cut	LF	$370.00		$0.00			$0.00		0		0%
10'-18' Cut	LF	$543.90		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$46.46		$0.00			$0.00		0		0%
O-Ring	LF	$177.11		$0.00			$0.00		0		0%
HDPE PIPE											
8" Pipe											
0'-8' Cut	LF	$50.00		$0.00			$0.00		0		0%
8'-14' Cut	LF	$75.30		$0.00			$0.00		0		0%
12" Pipe											
0'-8' Cut	LF	$67.50		$0.00			$0.00		0		0%
8'-14' Cut	LF	$100.04		$0.00			$0.00		0		0%
15" Pipe											
0'-8' Cut	LF	$87.08		$0.00			$0.00		0		0%
8'-16' Cut	LF	$129.65		$0.00			$0.00		0		0%
18" Pipe											
0'-8' Cut	LF	$114.33	844	$96,494.52			$0.00		0		0%
8'-16' Cut	LF	$170.69		$0.00			$0.00		0		0%
24" Pipe											
0'-8' Cut	LF	$132.62	518	$68,697.16			$0.00		0		0%
8'-16' Cut	LF	$197.61		$0.00			$0.00		0		0%
30" Pipe											
0'-8' Cut	LF	$157.42		$0.00			$0.00		0		0%
8'-16' Cut	LF	$236.13		$0.00			$0.00		0		0%
36" Pipe											
0'-8' Cut	LF	$200.00	20	$4,000.00			$0.00		0		0%
8'-16' Cut	LF	$298.00		$0.00			$0.00		0		0%
42" Pipe											
0'-8' Cut	LF	$224.20		$0.00			$0.00		0		0%
8'-16' Cut	LF	$334.06		$0.00			$0.00		0		0%
48" Pipe											
0'-8' Cut	LF	$253.35		$0.00			$0.00		0		0%
8'-16' Cut	LF	$377.49		$0.00			$0.00		0		0%
STORM STRUCTURES											
END SECTIONS											
End Sections (ES-1), Concrete Pipe Size											
15"	EA	$1,389.00		$0.00			$0.00		0		0%

18"	EA	$1,583.46		$0.00			$0.00		0		0%
21"	EA	$1,805.14		$0.00			$0.00		0		0%
24"	EA	$2,057.86	1	$2,057.86			$0.00		0		0%
27"	EA	$2,345.97		$0.00			$0.00		0		0%
30"	EA	$2,674.40		$0.00			$0.00		0		0%
36"	EA	$3,048.82		$0.00			$0.00		0		0%
42"	EA	$3,558.50		$0.00			$0.00		0		0%
48"	EA	$4,056.69		$0.00			$0.00		0		0%
54"	EA	$4,624.63		$0.00			$0.00		0		0%
60"	EA	$5,272.07		$0.00			$0.00		0		0%
ENDWALLS											
EW-1 (Pre-Cast) Round Pipe Size											
15"	EA	$2,433.00		$0.00			$0.00		0		0%
18"	EA	$2,724.96		$0.00			$0.00		0		0%
24"	EA	$3,051.96		$0.00			$0.00		0		0%
30"	EA	$3,418.19		$0.00			$0.00		0		0%
36"	EA	$3,828.37	1	$3,828.37			$0.00		0		0%
EW-1 Cast in Place [Round Pipe Size]											
15"	EA	$2,591.15		$0.00			$0.00		0		0%
18"	EA	$2,902.08		$0.00			$0.00		0		0%
24"	EA	$3,250.33		$0.00			$0.00		0		0%
30"	EA	$3,640.37		$0.00			$0.00		0		0%
36"	EA	$4,077.22		$0.00			$0.00		0		0%
EW-1A (Pre-Cast) Elliptical Pipe Size											
23" X 14" (18")	EA	$1,335.00		$0.00			$0.00		0		0%
30" X 19" (24")	EA	$1,495.20		$0.00			$0.00		0		0%
38 X 24" (30")	EA	$1,879.50		$0.00			$0.00		0		0%
45 X 29" (36")	EA	$2,105.04		$0.00			$0.00		0		0%
53" X 34" (42")	EA	$2,791.50		$0.00			$0.00		0		0%
EW-1A (Cast in Place) Elliptical Pipe Size											
23" X 14" (18")	EA	$1,318.50		$0.00			$0.00		0		0%
30" X 19" (24")	EA	$1,318.50		$0.00			$0.00		0		0%
38 X 24" (30")	EA	$2,257.00		$0.00			$0.00		0		0%
45 X 29" (36")	EA	$2,257.00		$0.00			$0.00		0		0%
53" X 34" (42")	EA	$3,217.50		$0.00			$0.00		0		0%
EW-2 (PreCast) Round Size Pipe Size											
42"	EA	$8,324.00		$0.00			$0.00		0		0%
48"	EA	$9,322.88		$0.00			$0.00		0		0%
54"	EA	$10,441.63		$0.00			$0.00		0		0%
60"	EA	$11,694.62		$0.00			$0.00		0		0%
72"	EA	$12,675.50		$0.00			$0.00		0		0%
84"	EA	$14,196.56		$0.00			$0.00		0		0%
EW-2 (Cast in Place) Round Size Pipe Size											
42"	EA	$9,255.50		$0.00			$0.00		0		0%
48"	EA	$10,366.16		$0.00			$0.00		0		0%
54"	EA	$11,610.10		$0.00			$0.00		0		0%
60"	EA	$13,003.31		$0.00			$0.00		0		0%
72"	EA	$15,747.00		$0.00			$0.00		0		0%
84"	EA	$17,636.64		$0.00			$0.00		0		0%
EW-6PC [Double Pipe] Pipe Size											
2-15"	EA	$2,123.00		$0.00			$0.00		0		0%
2-18"	EA	$2,377.76		$0.00			$0.00		0		0%
2-24"	EA	$2,663.09		$0.00			$0.00		0		0%
2-30"	EA	$4,096.00		$0.00			$0.00		0		0%
2-36"	EA	$4,587.52		$0.00			$0.00		0		0%
MANHOLES											
Standard Brick Manhole Std Frame & Cover (MH-1)											
6' Depth	EA	$6,048.00	3	$18,144.00			$0.00		0		0%
Depth Below 6'	VF	$230.00		$0.00			$0.00		0		0%
Standard Precast Manhole Std Frame & Cover (MH-2)		$5,337.00		$0.00			$0.00		0		0%
Additional Cost (Amount in parentheses to be added to the above unit costs)											
Watertight Fr/Cover (Add 110)	EA	$579.00		$0.00			$0.00		0		0%
Heavy Duty Fr/ Cover (Add 82)	VF	$599.00		$0.00			$0.00		0		0%
Drop Inlets											
Cast in Place 48"											
Drop Inlet (DI-1) 12"-24" Pipe0-10 VF	EA	$7,690.00		$0.00			$0.00		0		0%
Drop Inlet (DI-1A) 12"-24" Pipe10-20 VF	EA	$7,690.00		$0.00			$0.00		0		0%
Drop Inlet (DI-2A) 12"-24" Pipe0-10 VF, 10' throat	EA	$9,458.70		$0.00			$0.00		0		0%
Drop Inlet (DI-2A) 12"-24" Pipe10-20 VF, 10' throat	EA	$11,634.20		$0.00			$0.00		0		0%
Curb Drop Inlets											
Curb Drop Inlet (DI-3A)											
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$7,460.00		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3AA)											
12"-30" Pipe (Invert Depth (H) =8'-	**EA**	$9,772.60		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3B) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
4'	EA	$7,758.40		$0.00			$0.00		0		0%
6'	EA	$8,534.24	1	$8,534.24			$0.00		0		0%
8'	EA	$9,387.66	2	$18,775.32			$0.00		0		0%
10'	EA	$10,326.43	1	$10,326.43			$0.00		0		0%
12'	EA	$11,359.07		$0.00			$0.00		0		0%
16'	EA	$12,494.98		$0.00			$0.00		0		0%
20'	EA	$13,744.48		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3BB) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
4'	EA	$7,680.82		$0.00			$0.00		0		0%
6'	EA	$8,448.90	5	$42,244.50			$0.00		0		0%
8'	EA	$9,293.79		$0.00			$0.00		0		0%
10'	EA	$10,223.17	1	$10,223.17			$0.00		0		0%
12'	EA	$11,245.48		$0.00			$0.00		0		0%
16'	EA	$12,370.03		$0.00			$0.00		0		0%
20'	EA	$13,607.03		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3C) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											

6'	EA	$7,204.61	1	$7,204.61			$0.00		0		0%
8'	EA	$7,925.07	1	$7,925.07			$0.00		0		0%
10'	EA	$8,717.57		$0.00			$0.00		0		0%
12'	EA	$9,589.33		$0.00			$0.00		0		0%
16'	EA	$10,548.26		$0.00			$0.00		0		0%
20'	EA	$11,603.09		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3CC) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
6'	EA	$8,573.48		$0.00			$0.00		0		0%
8'	EA	$9,430.83		$0.00			$0.00		0		0%
10'	EA	$10,373.91		$0.00			$0.00		0		0%
12'	EA	$11,411.30		$0.00			$0.00		0		0%
16'	EA	$12,552.43		$0.00			$0.00		0		0%
20'	EA	$13,807.68		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3D)											
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$6,430.11		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3DD)											
12"-30" Pipe (Invert Depth	**EA**	$7,587.53		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3E) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
4'	EA	$7,460.00		$0.00			$0.00		0		0%
8'	EA	$7,982.20		$0.00			$0.00		0		0%
10'	EA	$8,540.95		$0.00			$0.00		0		0%
12'	EA	$9,138.82		$0.00			$0.00		0		0%
16'	EA	$9,778.54		$0.00			$0.00		0		0%
20'	EA	$10,463.04		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3EE) 12"-30" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
6'	EA	$11,509.34		$0.00			$0.00		0		0%
8'	EA	$12,314.99		$0.00			$0.00		0		0%
10'	EA	$13,177.04		$0.00			$0.00		0		0%
12'	EA	$14,099.44		$0.00			$0.00		0		0%
16'	EA	$15,086.40		$0.00			$0.00		0		0%
20'	EA	$16,142.44		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3F) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
6'	EA	$6,855.74		$0.00			$0.00		0		0%
8'	EA	$7,335.64		$0.00			$0.00		0		0%
10'	EA	$7,849.14		$0.00			$0.00		0		0%
12'	EA	$8,398.58		$0.00			$0.00		0		0%
16'	EA	$8,986.48		$0.00			$0.00		0		0%
20'	EA	$9,615.53		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3FF) 12"-30" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
6'	EA	$14,671.28		$0.00			$0.00		0		0%
8'	EA	$15,698.27		$0.00			$0.00		0		0%
10'	EA	$16,797.15		$0.00			$0.00		0		0%
12'	EA	$17,972.95		$0.00			$0.00		0		0%
16'	EA	$19,231.06		$0.00			$0.00		0		0%
20'	EA	$20,577.23		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4A) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
4'	**EA**	$10,020.00		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4AA) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
4'	**EA**	$10,020.00		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4B) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length											
6'	EA	$8,802.77		$0.00			$0.00		0		0%
8'	EA	$9,418.96		$0.00			$0.00		0		0%
10'	EA	$10,078.29		$0.00			$0.00		0		0%
12'	EA	$10,783.77		$0.00			$0.00		0		0%
16'	EA	$11,538.64		$0.00			$0.00		0		0%
20'	EA	$12,346.34		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4BB) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
6'	EA	$17,429.48		$0.00			$0.00		0		0%
8'	EA	$18,649.55		$0.00			$0.00		0		0%
10'	EA	$19,955.02		$0.00			$0.00		0		0%
12'	EA	$21,351.87		$0.00			$0.00		0		0%
16'	EA	$22,846.50		$0.00			$0.00		0		0%
20'	EA	$24,445.75		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4C) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length											
8'	EA	$9,418.96		$0.00			$0.00		0		0%
10'	EA	$10,078.29		$0.00			$0.00		0		0%
12'	EA	$10,783.77		$0.00			$0.00		0		0%
16'	EA	$11,538.64		$0.00			$0.00		0		0%
20'	EA	$12,346.34		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4CC) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
8'	EA	$22,417.13		$0.00			$0.00		0		0%
10'	EA	$23,986.33		$0.00			$0.00		0		0%
12'	EA	$25,665.38		$0.00			$0.00		0		0%
16'	EA	$27,461.95		$0.00			$0.00		0		0%
20'	EA	$29,384.29		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4D)											
36"-48" Pipe (Invert Depth (H) =8'16') Inlet Length 4'	EA	$8,279.27		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4DD)											
36"-48" Pipe (Invert Depth (H)	**EA**	$16,392.95		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4E) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length											
6'	EA	$9,016.12		$0.00			$0.00		0		0%
8'	EA	$9,647.25		$0.00			$0.00		0		0%
10'	EA	$10,322.56		$0.00			$0.00		0		0%
12'	EA	$11,045.14		$0.00			$0.00		0		0%
16'	EA	$11,818.30		$0.00			$0.00		0		0%
20'	EA	$12,645.58		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4EE) 36"-48" Pipe (Invert Depth (H) = 8'-16') Inlet Length											
6'	EA	$15,688.06		$0.00			$0.00		0		0%
8'	EA	$16,786.22		$0.00			$0.00		0		0%
10'	EA	$17,961.26		$0.00			$0.00		0		0%
12'	EA	$19,218.54		$0.00			$0.00		0		0%
16'	EA	$20,563.84		$0.00			$0.00		0		0%
20'	EA	$22,003.31		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4F) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length											
8'	EA	$10,040.36		$0.00			$0.00		0		0%
10'	EA	$10,743.18		$0.00			$0.00		0		0%

12'	EA	$11,495.20		$0.00			$0.00		0		0%
16'	EA	$12,299.87		$0.00			$0.00		0		0%
20'	EA	$13,160.86		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4FF) 36"-48" Pipe (Invert Depth (H) = 8'-16') Inlet Length											
8'	EA	$15,140.86		$0.00			$0.00		0		0%
10'	EA	$16,200.72		$0.00			$0.00		0		0%
12'	EA	$17,334.77		$0.00			$0.00		0		0%
16'	EA	$18,548.20		$0.00			$0.00		0		0%
20'	EA	$19,846.57		$0.00			$0.00		0		0%
Median Drop Inlets - CIP											
Median Drop Inlets (DI-6A) 12"-24"Pipe Inlet (H=8')	EA	$6,032.00		$0.00			$0.00		0		0%
Median Drop Inlets (DI-6B) 12"-24"Pipe Inlet (H=8')	EA	$6,080.00		$0.00			$0.00		0		0%
Median Drop Inlets (DI-6C) 30"-48"Pipe Inlet (H=10')	EA	$7,737.50		$0.00			$0.00		0		0%
Median Drop Inlets (DI-6D) 30"-48"Pipe Inlet (H=10')	EA	$7,805.00		$0.00			$0.00		0		0%
Median Drop Inlets (DI-7) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00	4	$34,192.00			$0.00		0		0%
Median Drop Inlets (DI-7A) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00		$0.00			$0.00		0		0%
Median Drop Inlets (DI-7B) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00		$0.00			$0.00		0		0%
MISCELLANEOUS INLETS											
Median Drop Inlets (DI-5) Type III Top 12"-42" Pipe Inlet (H=8')	EA	$6,569.08		$0.00			$0.00		0		0%
Standard Yard Inlet (YI-1) 12"-48" Pipe (Invert Depth (H)= 0'-8') Inlet Length 4' (No Aprons)		$5,969.49		$0.00			$0.00		0		0%
Add Yard Inlet Apron	THROAT	$320.54		$0.00			$0.00		0		0%
Standard Yard Inlet (YI-1) 12"-48" Pipe (Invert Depth (H)= 0'-8') Inlet Length 4' (No Aprons)	EA	$6,444.64		$0.00			$0.00		0		0%
Add Yard Inlet Apron	THROAT	$320.54		$0.00			$0.00		0		0%
Culverts											
Single Box Culvert (BC-1A) Fills to 25'											
4' X 4'	LF	$473.00		$0.00			$0.00		0		0%
5' X 5'	LF	$563.00		$0.00			$0.00		0		0%
6' X 6'	LF	$689.00		$0.00			$0.00		0		0%
8' X 8'	LF	$944.00		$0.00			$0.00		0		0%
10' X 10'	LF	$1,159.00		$0.00			$0.00		0		0%
Double Box Culvert (BC-2b) Fills to 25'											
4' X 4'	LF	$792.40		$0.00			$0.00		0		0%
5' X 5'	LF	$987.00		$0.00			$0.00		0		0%
6' X 6'	LF	$1,195.60		$0.00			$0.00		0		0%
8' X 8'	LF	$1,607.20		$0.00			$0.00		0		0%
10' X 10'	LF	$1,975.40		$0.00			$0.00		0		0%
Oversized Single Box Culvert (BBC-1) Fills to 25'											
12' X 6'	LF	$1,488.50		$0.00			$0.00		0		0%
12' X 8'	LF	$1,488.50		$0.00			$0.00		0		0%
12' X 10'	LF	$1,771.50		$0.00			$0.00		0		0%
12' X 12'	LF	$1,771.50		$0.00			$0.00		0		0%
Triple Box Culvert (BC-3B) Fills to 25'											
4' X 4'	LF	$1,129.55		$0.00			$0.00		0		0%
5' X 5'	LF	$1,399.25		$0.00			$0.00		0		0%
6' X 6'	LF	$1,755.95		$0.00			$0.00		0		0%
8' X 8'	LF	$2,367.85		$0.00			$0.00		0		0%
10' X 10'	LF	$3,607.60		$0.00			$0.00		0		0%
Quadruple Box Culvert (BC-4B) Fills to 25'											
4' X 4'	LF	$1,431.15		$0.00			$0.00		0		0%
5' X 5'	LF	$1,776.25		$0.00			$0.00		0		0%
6' X 6'	LF	$2,208.35		$0.00			$0.00		0		0%
8' X 8'	LF	$2,170.65		$0.00			$0.00		0		0%
10' X 10'	LF	$4,110.75		$0.00			$0.00		0		0%
Standard Wing for Box Culvert (1 Side Only) Height of Box											
4'	EA	$926.50		$0.00			$0.00		0		0%
5'	EA	$1,390.00		$0.00			$0.00		0		0%
6'	EA	$1,853.50		$0.00			$0.00		0		0%
8'	EA	$3,426.50		$0.00			$0.00		0		0%
10'	EA	$4,558.00		$0.00			$0.00		0		0%
Standard Wing for Box Culvert (BBC-W) Height of Box											
6'	EA	$1,817.00		$0.00			$0.00		0		0%
8'	EA	$3,007.50		$0.00			$0.00		0		0%
10'	EA	$4,497.50		$0.00			$0.00		0		0%
12'	EA	$6,567.00		$0.00			$0.00		0		0%
MISCELLANEOUS STORM											
Connection to Existing Structure											
15"-36" Pipe	EA	$1,584.00		$0.00			$0.00		0		0%
42"-60" Pipe	EA	$1,584.00		$0.00			$0.00		0		0%
Casing Pipe, Bore and Jack (3/8" wall)											
22" ID (6"-8" Carrier Pipe)	LF	$885.71		$0.00			$0.00		0		0%
24" ID (10" Carrier Pipe)	LF	$971.91		$0.00			$0.00		0		0%
30" ID (12" Carrier Pipe)	LF	$1,226.20		$0.00			$0.00		0		0%
Plug Pipe											
6"-12" Pipe	EA	$444.50		$0.00			$0.00		0		0%
15"-36" Pipe	EA	$444.50		$0.00			$0.00		0		0%
42"-60" Pipe	EA	$574.50		$0.00			$0.00		0		0%
Pavement Edge Pipe											
Standard Pipe Underdrain	LF	$20.50		$0.00			$0.00		0		0%
RipRap											

Dry, Class I, 18"	SY	$82.00	164	$13,448.00		$0.00		0		0%	
Dry, Class II, 18"	SY	$82.00		$0.00		$0.00		0		0%	
Grouted, Class I, 18"	SY	$84.00		$0.00		$0.00		0		0%	
Filter Fabric											
Class I	SY	$4.13		$0.00		$0.00		0		0%	
Class II	SY	$4.13		$0.00		$0.00		0		0%	
Class III	SY	$4.13		$0.00		$0.00		0		0%	
Gabions (No excavations)											
Mattress	CY	$237.50		$0.00		$0.00		0		0%	
Revetment	CY	$237.50		$0.00		$0.00		0		0%	
Wall	CY	$237.50	58	$13,775.00		$0.00		0		0%	
Paved Ditch (4" Thick)											
Concrete (Non-reinforced)	SY	$94.50		$0.00		$0.00		0		0%	
Bituminous Concrete (4")	SY	$43.50		$0.00		$0.00		0		0%	
Sodded Ditch											
Sodded Ditch(Incl Fine Grading)	SY	$15.03		$0.00		$0.00		0		0%	
STREET CONSTRUCTION											
ROADS AND PARKING											
Soil Stabilization											
Cement 6%	SY/ Inch	$20.00		$0.00		$0.00		0		0%	
Depth (in Inches):	Depth				0						
Lime 6%	SY/ Inch	$14.00		$0.00		$0.00		0		0%	
Depth (in Inches):	Depth				0						
Subbase, Aggregated Material											
Base Type I	SY/ Inch	$12.95	5999	$466,122.30		$0.00		0		0%	
Depth (in Inches):	Depth	6			6						
Bituminous Concrete											
Base Course	SY/ Inch	$7.00	5999	$125,979.00		$0.00		0		0%	
Depth (in Inches):	Depth	3			3						
Intermediate Course	SY/ Inch	$7.00		$0.00		$0.00		0		0%	
Depth (in Inches):	Depth				0						
Top Course	SY/ Inch	$7.00	5999	$62,989.50		$0.00		0		0%	
Depth (in Inches):	Depth	1.5			1.5						
Prime Coat	SY	$1.38	5999	$8,278.62		$0.00		0		0%	
Tack Coat	SY	$1.38		$0.00		$0.00		0		0%	
Driveway Restoration											
4" Concrete & 4" Gravel	SY	$75.00		$0.00		$0.00		0		0%	
2" S-5 & 7 6" Gravel	SY	$29.98		$0.00		$0.00		0		0%	
Shoulders, Type I											
Aggregated Base, 4"	SY	$15.00		$0.00		$0.00		0		0%	
Concrete Curbing											
Curb & Gutter CG6 & CG7	LF	$31.50	3079	$96,988.50		$0.00		0		0%	
Curb Cut, CG-12 DetectableSurf.	EA	$1,044.00	12	$12,528.00		$0.00		0		0%	
Entrances/ Driveways											
Commercial Entrance CG-11	SY	$87.00		$0.00		$0.00		0		0%	
Commercial Entrance CG-13	SY	$87.00		$0.00		$0.00		0		0%	
Residential Driveway Apron	EA	$2,254.50	18	$40,581.00		$0.00		0		0%	
Guardrails											
Std. Blocked-out W beam(GR2)	LF	$53.50		$0.00		$0.00		0		0%	
Std. W beam, Weak Post GR8	LF	$53.50		$0.00		$0.00		0		0%	
Terminal, GR-6 (L=12'-6")	EA	$3,880.50		$0.00		$0.00		0		0%	
Terminal, GR-7 (L=6'-3")	EA	$3,880.50		$0.00		$0.00		0		0%	
Type I, GR-8 Terminal (L=25')	EA	$3,580.50		$0.00		$0.00		0		0%	
Type II, GR-8 Terminal(L=13'-6")	EA	$1,701.00		$0.00		$0.00		0		0%	
Terminal, MB-4 (L=37'-6")	EA	$3,580.50		$0.00		$0.00		0		0%	
Type I, MB-5 Terminal(L=27'-1)	EA	$3,580.50		$0.00		$0.00		0		0%	
Type II, MB-5 Terminal(L=13'-6)	EA	$1,701.00		$0.00		$0.00		0		0%	
Miscellaneous											
Trash enclosure - Brick 6' high	LF	$7,336.50		$0.00		$0.00		0		0%	
Reinforced Concrete Pad 6" to 8"	SY	$150.00		$0.00		$0.00		0		0%	
Striping 4" width (VDOT Type B)	LF	$2.50		$0.00		$0.00		0		0%	
Concrete Wheel Stops	EA	$90.00		$0.00		$0.00		0		0%	
Parking Lot Striping	EA	$50.00		$0.00		$0.00		0		0%	
Sign Island	EA	$850.00		$0.00		$0.00		0		0%	
Traffic Barricade	EA	$133.50		$0.00		$0.00		0		0%	
Street Name Signs	EA	$594.50	3	$1,783.50		$0.00		0		0%	
Traffic Control Signs	EA	$512.00	3	$1,536.00		$0.00		0		0%	
Street Light (pole, bracket,light)	EA	$5,938.00	10	$59,380.00		$0.00		0		0%	
SIDEWALKS AND TRAILS											
Sidewalk											
Concrete 4" w/WWF, No base	SY	$58.50		$0.00		$0.00		0		0%	
Bitum. Conc, 2" w/4" Base	SY	$42.00	1700	$71,400.00		$0.00		0		0%	
4" Conc, No Reinf., No Base	SY	$58.50		$0.00		$0.00		0		0%	
HANDRAIL											
Handrail 3 Rail 1-1/4" #4 Finish	LF	$143.00		$0.00		$0.00		0		0%	
Wood Chip Trail											
Trails(Incl Excavation & Grading) Wood chip, 4' wide	SY	$77.00		$0.00		$0.00		0		0%	
	SY	$21.00		$0.00		$0.00		0		0%	
Bituminous Trail											
6' to 10' wide	SY	$22.00	837	18414		$0.00		0		0%	
CRITICAL SLOPE STABILIZATION											
Paved Flume	SY	$100.00		$0.00		$0.00		0		0%	
Stmwtr Conc Channel-Excav	SY	$97.00		$0.00		$0.00		0		0%	
ADD Grass Lined-seeded	SY	$19.00		$0.00		$0.00		0		0%	
ADD Grass Lined-sodded	SY	$26.00		$0.00		$0.00		0		0%	
Outlet Protection											
Non-grouted Riprap 18"	SY	$87.00		$0.00		$0.00		0		0%	
Concrete 4"	SY	$70.00		$0.00		$0.00		0		0%	
Level Spreader	SY	$5.77		$0.00		$0.00		0		0%	
Struc Streambank Protection											
Non-grouted Riprap 18"	SY	$87.00		$0.00		$0.00		0		0%	
Gabions	CY	$255.00		$0.00		$0.00		0		0%	
Vegetative Erosion Control											
Sodding incl Fertilizing –Banks	SY	$9.00		$0.00		$0.00		0		0%	
Sodding incl Fertilizing – Flat	SY	$9.00		$0.00		$0.00		0		0%	
Seeding incl Fertilizing	SY	$3.00		$0.00		$0.00		0		0%	

Soding W/Soil Treat &Watering	SY	$9.00		$0.00			$0.00		0		0%
Seeding W/Soil Treat &Watering	SY	$3.00		$0.00			$0.00		0		0%
Straw Mulch w/Tack	SY	$2.00		$0.00			$0.00		0		0%
Jute Mesh	SY	$2.00		$0.00			$0.00		0		0%
SPECIAL ITEMS											
FEMA ProcessingLOMR/CLOMR	EA	$10,240.00		$0.00			$0.00		0		0%
As Built (Record Drawings)	EA	$12,967.50	1	$12,967.50			$0.00		0		0%
SWM/BMP POND	LS	$0.00		$0.00			$0.00		0		0%
SIGNALIZATION	LS	$0.00		$0.00			$0.00		0		0%

EFFECTIVE PERIOD OF BOND (IN MONTHS)	
TOTAL ESTIMATE OF COMPLETED WORK	**$2,013,219.02**
+ 10% CONTINGENCY	**$201,321.90**
GRAND TOTAL	**$2,214,540.92**
FINAL PRICE (+ 4% ANNUAL INTEREST)	**$2,214,540.92**

EFFECTIVE PERIOD OF BOND (IN MONTHS)	
TOTAL BOND REDUCTION REQUEST	**$0.00**
+ 10% CONTINGENCY	**$0.00**
GRAND TOTAL	**$0.00**
FINAL BOND REDUCTION REQUEST (+4% ANNUAL INTEREST)	**$0.00**

TOTAL ESTIMATED - BOND REMAINING	**$2,214,540.92**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1740: Expansion of Walkability Improvement Grant

ATTACHMENTS:

- 1. Report.pdf
- 2. Current Walkability Improvement Program Application.pdf

Date: For the July 20, 2026 City Council meeting
From: James Newman, City Planner, Zoning/Subdivision Administrator

Walkability Improvement Grant – Proposed Changes

1. Walkability Improvement Grant – Current Parameters

This grant is handled administratively by the Zoning Administrator; no public hearings or board/commission/Council meetings or approvals are required. The purpose of the grant is to "*improve and enhance the overall pedestrian experience in Charles Town*", by helping to finance the restoration, repair sidewalks, as well as the creation of new sidewalks for properties with a building(s) but no sidewalk.

A. Eligibility

1. All existing sidewalks in City limits are eligible.
2. Lots with structures but lacking a sidewalk are eligible.
3. Vacant lots without a structure or sidewalk are not eligible.
4. Ineligible projects may be approved at the discretion of City Council at their first June meeting, provided no eligible projects have been received by the deadline application of the end of the first working day in June.

B. Materials

Concrete must be used unless there is an existing brick sidewalk, in which case the applicant can choose brick or concrete. Replacing/repairing existing brick with new brick is also permitted.

C. Process

Complete the application and provide two quotes; if quotes are not available, then a cost sheet of material expenses must be provided. If approved, a building permit must be filed. Grants are awarded after the work is done. Grants are awarded at a 50/50 match up to a maximum $5,000 per grant request. Projects must be completed within 12 months of approval.

D. Proposed Changes

A. Amount of Funds

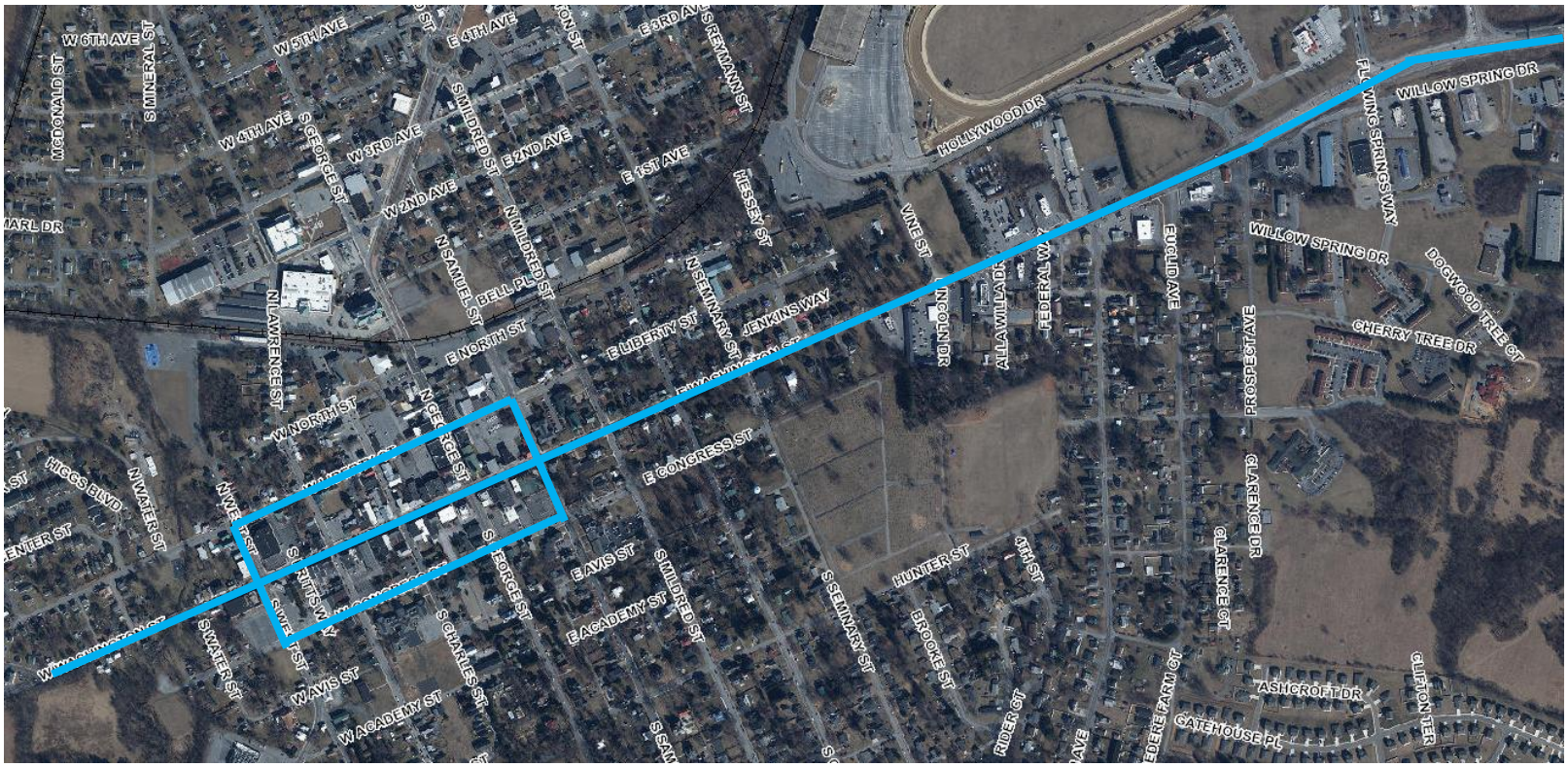
Currently $30,000 is set aside for the fund. Applicants are permitted to receive a 50/50 match of up to $5,000 per application. The Grant dates back to at least 2019. Per the Federal Bureau of Labor Statistics Inflation Calculator, $5,000 in 2019 is now worth $6,656.87.

The average cost of concrete sidewalks, per the quotes we've received, has gone up from $11 a square foot in 2019 to between $20-30 a square foot. Grant funding now covers less material for less coverage than when the Grant program started.

B. Bid Percentages

The City's downtown core sees the most pedestrian sidewalk usage. With a downtown focus on ensuring a safe and enjoyable experience for pedestrians, the match percentage for downtown projects should be increased up to 90% for the City / 10% for the applicant. The area of focus would be all of Washington Street between MLK Jr. Blvd and the Adam Link Bridge, and bound by West Street, Samuel Street, Liberty Street, and Congress Street (see boxes in blue below and on following page):





The City could increase the match for properties outside of the downtown core or Washington Street to a 70% City / 30% applicant match.

The reason for the proposed increased match amount is to ensure that sidewalks are maintained in a safe manner. If a property owner cannot afford their half of the rising costs, they will not fix their sidewalk. If the Grant increases both the amount offered and the amount covered by the City, that gives the property owner more room to financially support their portion of the project.

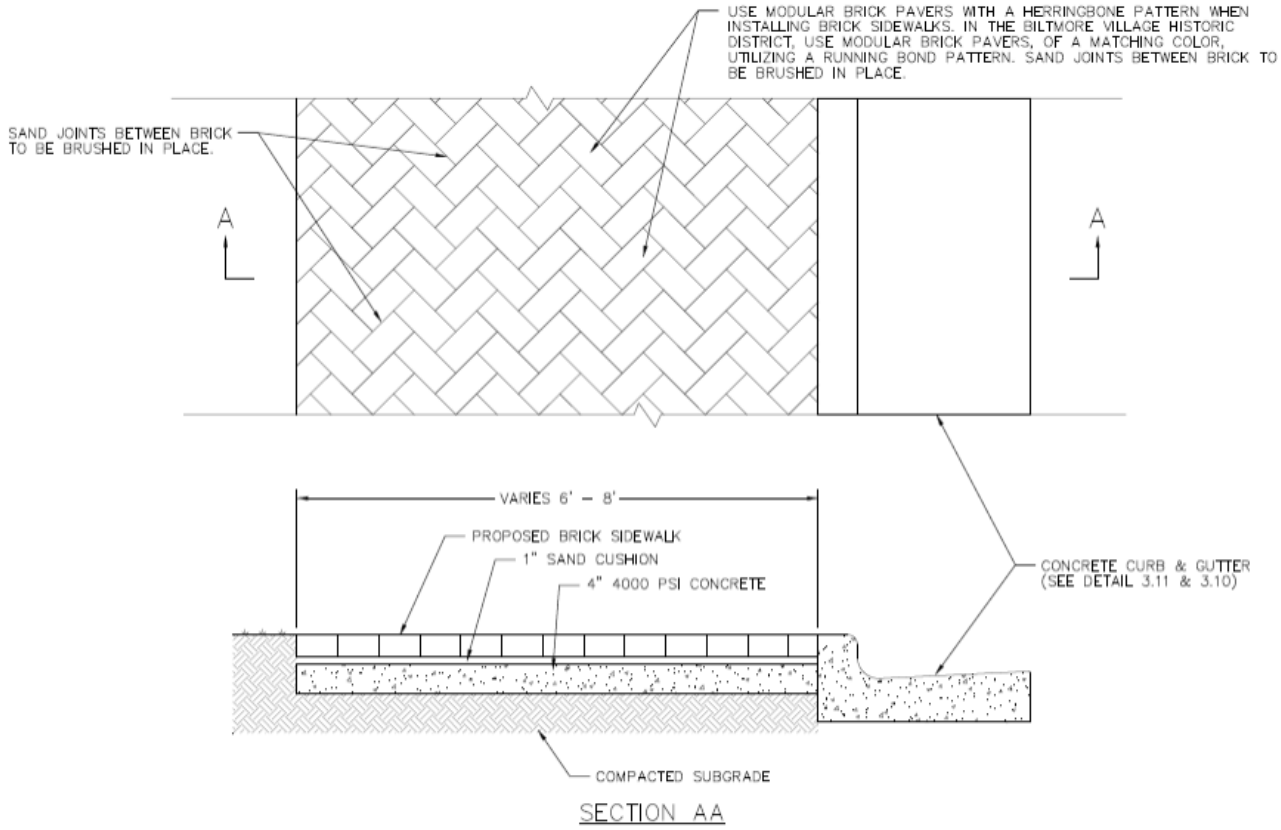
C. Coverage

Currently applicants can apply only once for their property within a 12-month period. For lots that have multiple road frontages and thus multiple sidewalks, they are burdened by that extra maintenance cost but are still capped at the $5,000 maximum.

The Grant should be revised to allow owners of properties with two or more road frontages to apply for one grant per road frontage, thereby giving them the financial help needed to maintain their sidewalks.

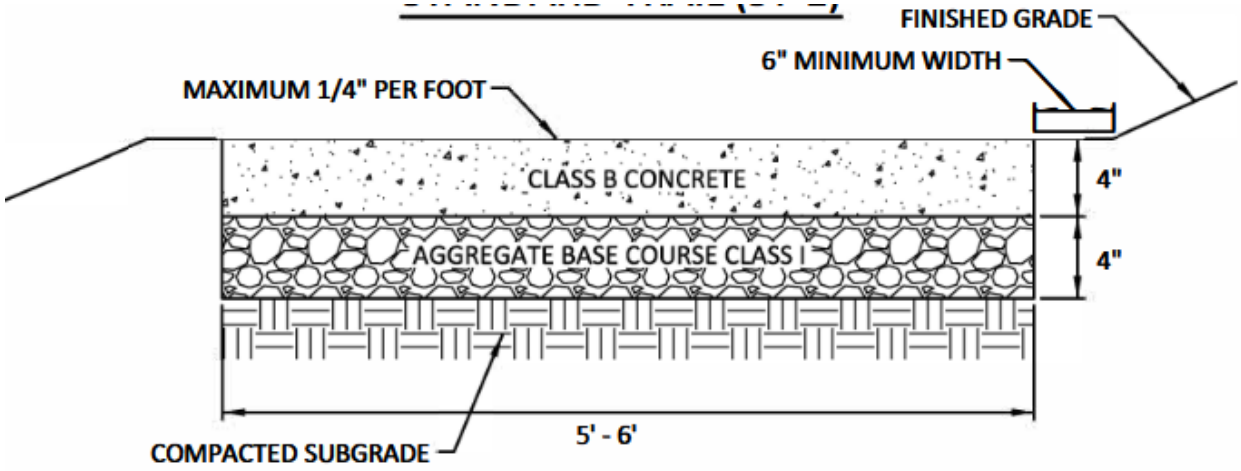
D. Design Standards and Materials

Under the current requirements, only concrete or brick may be used. Brick is only permitted where there are existing brick sidewalks. There are no specific design standards for a brick sidewalk: no requirement for a concrete base underlay, nor any requirement for any type of pattern or design. The City should consider adopting such design criteria; the example below is from Asheville NC, which has brick in a herringbone pattern over a concrete base:



SECTION AA

The City's current Standard Design Detail for sidewalks is based on a concrete sidewalk, with no guidance on installing brick:



STANDARD SIDEWALK (SW-1)

E. Recommendation

City Council should provide direction to staff on:

1. Changing the Grant amount
2. Changing the Grant percentages
3. Providing a specific design standard for brick sidewalk/stamped concrete.

CITY OF CHARLES TOWN
WALKABILITY IMPROVEMENT PROGRAM







City of Charles Town
101 East Washington Street
Charles Town, WV 25414

Phone: 304-724-3248
Website: www.charlestownwv.us

Investing in the Future of Charles Town

Charles Town's Walkability Improvement Program was designed as an effort to improve and enhance the overall pedestrian experience in Charles Town. The program is intended to assist applicants in improving the quality of the sidewalks along their property. Improved sidewalks provide safe, accessible streets for all residents, and promote walkability. These benefits contribute to the goals within the comprehensive plan to improve pedestrian experience and quality of life. Approved applicants in this program are eligible to receive financial assistance of **50/50 matching funds** for sidewalk repairs or installation, of up to $5,000.00. The program is managed by the City Staff. The program components may be amended periodically to accommodate new or modified City policies and procedures.

Policy for Two Bids:

1. **Two Bids** will be required for any application submission.
2. If the work is to be completed by the property owner, verification of expenses by a bid or a website such as homewyse.com will be required.

Policy for Walkability Improvement Program Expiration Date:

1. After an award of a Walkability Improvement Program Grant, the awardee will have one year from the time of the award to complete the improvements.

PROGRAM ELIGIBILITY

All sidewalks in the City of Charles Town are eligible in the program. Highest priority to properties with gaps. Sidewalks that are in poorest condition will be given higher priority. Existing buildings without sidewalks are also eligible. The following matrix which is from the Charles Town Walkability and Connectivity Study will be used to identify sidewalks that need the most improvement.

For an application in which the sidewalks are not identified in the Walkability and Connectivity study, the evaluation of the application will be by the same standards by which the Walkability and Connectivity study was created.

Priority	Wide Assessment	Condition Assessment
1	Poor	Poor
2	Fair	Poor
3	Poor	Fair
4	Good	Poor
5	Poor	Good
6	Fair	Fair
7	Good	Fair
8	Fair	Good
9	Good	Good

CITY OF CHARLES TOWN
WALKABILITY IMPROVEMENT PROGRAM

ELIGIBLE PROJECTS

The only permissible material approved for the Walkability Improvement Program is concrete or brick. Brick is only permitted where there are existing brick sidewalks. Existing buildings with no sidewalk are eligible for the grant as well.

INELIGIBLE PROJECTS

New construction projects, government properties, and national franchise properties are not eligible to participate in the Walkability Improvement Program. Private walks extending from the street curb to the main sidewalk and private service walks extending from the main sidewalks to the home or business are the sole responsibility of the owner.

Ineligible projects may be considered for approval at the discretion of City Council at their first meeting in June, provided no eligible project applications have been received by close of business on the first working day of June.

SIDEWALK WIDTH

All sidewalks shall be a minimum of 5 feet wide, unless constraints on the property do not permit this width. Most sidewalks in the City are not 5 feet wide. This program will require those sidewalks to be widened. It is known that there are a few limited locations in the City, that this cannot be achieved. City staff will examine each request and make a determination regarding the ability to install the 5-foot-wide sidewalk.

SURVEY

Where sidewalks do not exist, a survey will be required to ensure that sidewalks are located along the edge of the right-of-way. Survey will be an eligible reimbursement.

APPLICATION PROCESS

Each applicant will be eligible to apply up to $5,000.00 each fiscal year. The applicant shall complete and submit the Walkability Improvement Program Application to include the following:

- Proposal, estimates, sketches/photographs, and a written, detailed description of the project to be considered for the matching grant;
- Applicants are expected to complete the 50% matching portion of the estimated project cost and submit proposed/estimated cost in the application. A **minimum of two bids** must be provided; and
- Grant Approval Agreement will be signed by the property owner.

CONDITIONS OF APPROVAL

In addition to previously listed requirements:

- all properties must be current to date on all municipal taxes;
- each property will be eligible for one application per twelve (12) month period
- grants may be limited based on availability; and
- Applicant are encouraged to have read the Charles Town Walkability and Connectivity Study.

APPROVAL PROCEDURES

Each application will be reviewed, and the property will be deemed eligible or ineligible for grant funding by staff. If deemed eligible, staff will make a decision based on compliance of the project with the Charles Town Walkability and Connectivity Study and the Ordinances of the City of Charles Town. If the application is denied, the applicant will receive notification and an explanation of the denial. The City may also provide recommendations for modifications that could be made for the project to receive consideration for approval at a future funding cycle.

APPROVED PROJECT

The City will contact the applicant and the following shall occur:

- applicant may begin his/her matching portion of the project.
- apply for and obtain all necessary permits.
- submit receipts/invoices to the City once the project is complete for reimbursement.

Construction may begin only after the application has been approved and an agreement has been signed. **Any work completed prior to formal written approval will not be eligible for the match funding.**

PROJECT MANAGEMENT

All applicants accepted into the Walkability Improvement Program will be fully responsible for managing construction of projects, including, but not limited to, obtaining bids, selecting contractors, obtaining approvals, permits, and insurance, overseeing construction work, and paying all invoices for work, materials, and supplies. Any contractor or subcontractor must have a valid business license issued by the City of Charles Town. The applicant is responsible for ensuring that all contractors and subcontractors meet these requirements.

The City of Charles Town encourages employment and business opportunities for local residents and businesses. Applicants should seek to solicit bids and proposals, materials, and labor from qualified local residents and businesses whenever possible.

CITY INSPECTION PROCESS

1. Installation of forms
2. Post pour Inspection
3. Back fill

NON-DISCRIMINATION - EQUAL EMPLOYMENT OPPORTUNTY

Applicants shall follow the City's non-discrimination ordinance and equal employment opportunity requirements in the solicitation of contractors, subcontractors, workers, and suppliers.

CITY ACCOUNTABILITY

The City's participation in this program does not make the city liable regarding the quality and/or soundness of construction or other repairs, additions, or removals. Any contractor or subcontractor working on the project must be licensed and insured.

PAYMENT OF MATCHING FUNDS

Upon completion of the project, the Applicant will provide accounting of all project costs and a copy of all paid invoices. Projects must be completed within twelve (12) months after formal approval has been granted. Any time extension must be filed and approved by staff.

Reimbursement will be issued after the property owner's portion of the project has been completed, including site inspections and the City has received receipts detailing the completed work. If the project meets all standards, the City will provide funding for no more than the amount awarded in the grant application.

APPLYING AS A TENANT

Tenants applying for the Walkability Improvement Program shall have the property owner's permission to make any improvements detailed in this application. The property owner of record signature shall be required on all applications and no application will be accepted if the property owner signature is not present.

ADDITIONAL INFORMATION

The City recommends that any applicant(s) interested in applying for acceptance into the Walkability Improvement Program contact City staff prior to submitting an application. Questions about the program may be directed to the City Planner. Applications may be obtained at City Hall and at www.charlestownwv.us.

CITY OF CHARLES TOWN
WALKABILITY IMPROVEMENT PROGRAM

APPLICATION

No application fee applies

1. Applicant's Name: _____ Date: ____/____/____ (Day / Month / Year)

2. Mailing Address: _____

3. Project Address: (if different from mailing) _____

4. E-mail: _____ 5. Phone: _____

6. Contractor Address: _____, _____, _____

7. Company Name: _____ 8. Phone: _____

9. Sidewalk details
   ☐Front yard ☐Side-yard ☐ADA ramps

Projects that answer yes to any of the following questions are not eligible for the program:

10. Has the property in this application been awarded a Sidewalk Improvement Program grant in the past 12 months?

☐ Yes ☐ No

11. Is this property:

New construction?	☐ Yes ☐ No
Government-owned property?	☐ Yes ☐ No
A national franchise?	☐ Yes ☐ No

12. Description of the Walkability Improvement project:

_____

_____

_____

_____

_____

_____

13. Estimated Project Start Date: _____/_____/_____ (Day / Month / Year)
14. Estimated Project Completion Date: _____/_____/_____ (Day / Month / Year)

15. Estimated Total Project Budget: _____

16. Grant Amount Requested: _____

17. The following items are included with this application:

- ❑ Existing condition photographs
- ❑ Detailed proposal and/or contractor estimates
- ❑ Charles Town Walkability and Connectivity study

18. I have reviewed the following documents:

- ❑ Codified Ordinances of the City of Charles Town
- ❑ Construction Details for Sidewalks

Upon approval of the application the following will be required by the applicant:

- obtain all necessary building permits
- pass City inspection of improvements to ensure compliance with the sidewalk construction details and intended outcomes based on the funding application submittal
- submit receipts/invoices to the City upon completion of the project

I agree that the information provided above and within is accurate and correct to the best of my knowledge. I also assure that the property listed is in compliance with all laws, ordinances, rules, and regulations of the State of West Virginia and the City of Charles Town.

Applicant's Printed Name: _____

Signature of Applicant: _____

Signature of Property Owner(s) (if different than applicant): _____

Date of Application: _____/_____/_____ (Day / Month / Year)

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Approved:_____ Date:_____

Comments:_____

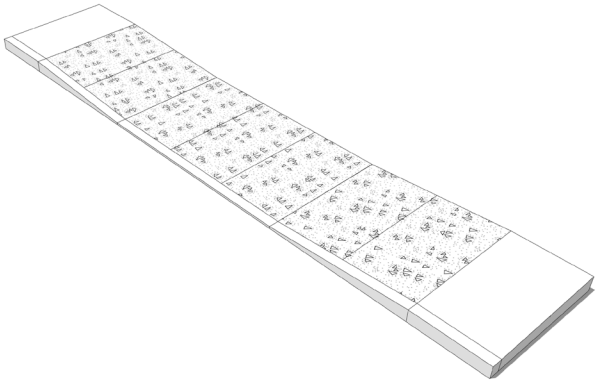
_____

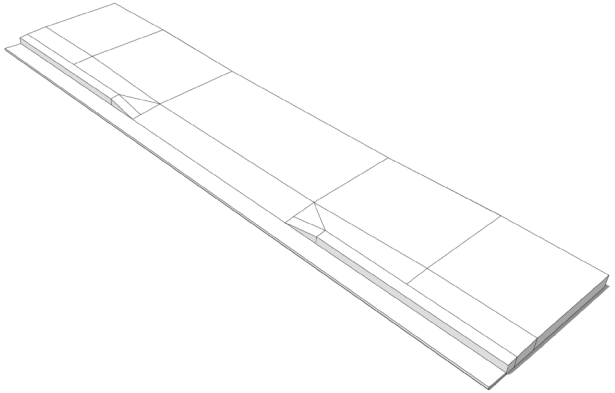
Grant Approval Agreement

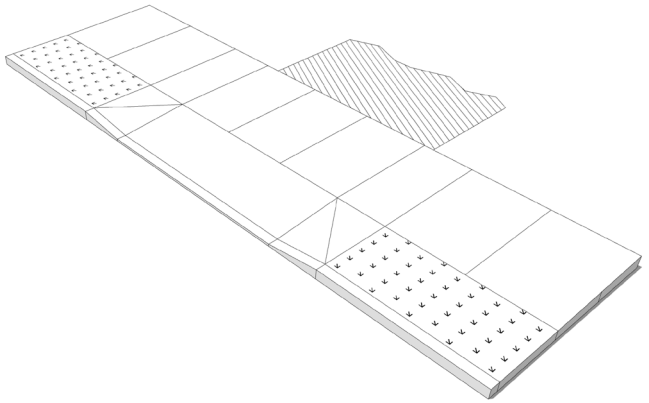
1. **I agree to follow the plan submitted with the application and I understand that failure to do so may disqualify the project for grant funding.**
2. **I agree to complete all improvements within one year of approval from the approval of the grant. Any time extension must be filed and approved by Staff.**
3. **I agree to all of the attached "Conditions of Approval", if any.**
4. **I understand that I have to provide receipts related to the project. If a contractor was used, a written invoice must be provided to the City before funds will be granted. For projects that involve a contractor, receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks). If a contractor was not used, receipts must be provided to the City Staff before a reimbursement will be issued. Only materials may be reimbursed for projects that do not use a contractor. Receipts and invoices must be accompanied by proof of payment.**
5. **I understand that grant monies shall not be distributed until all proposed work is completed and has passed inspected.**

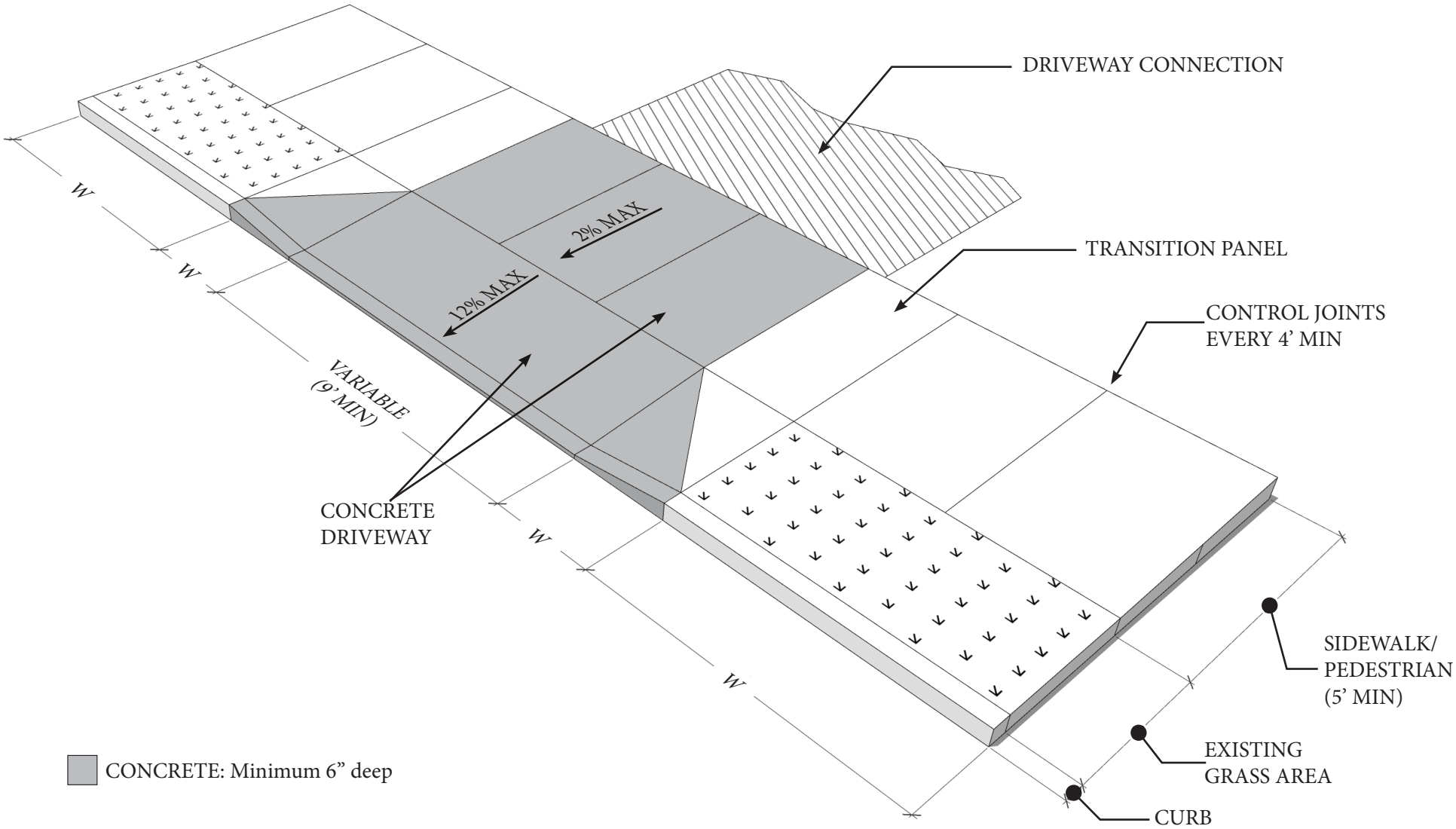
Property Owners Signature _____ **Date** _____

SIDEWALK
IMPROVEMENT
STANDARD DETAILS



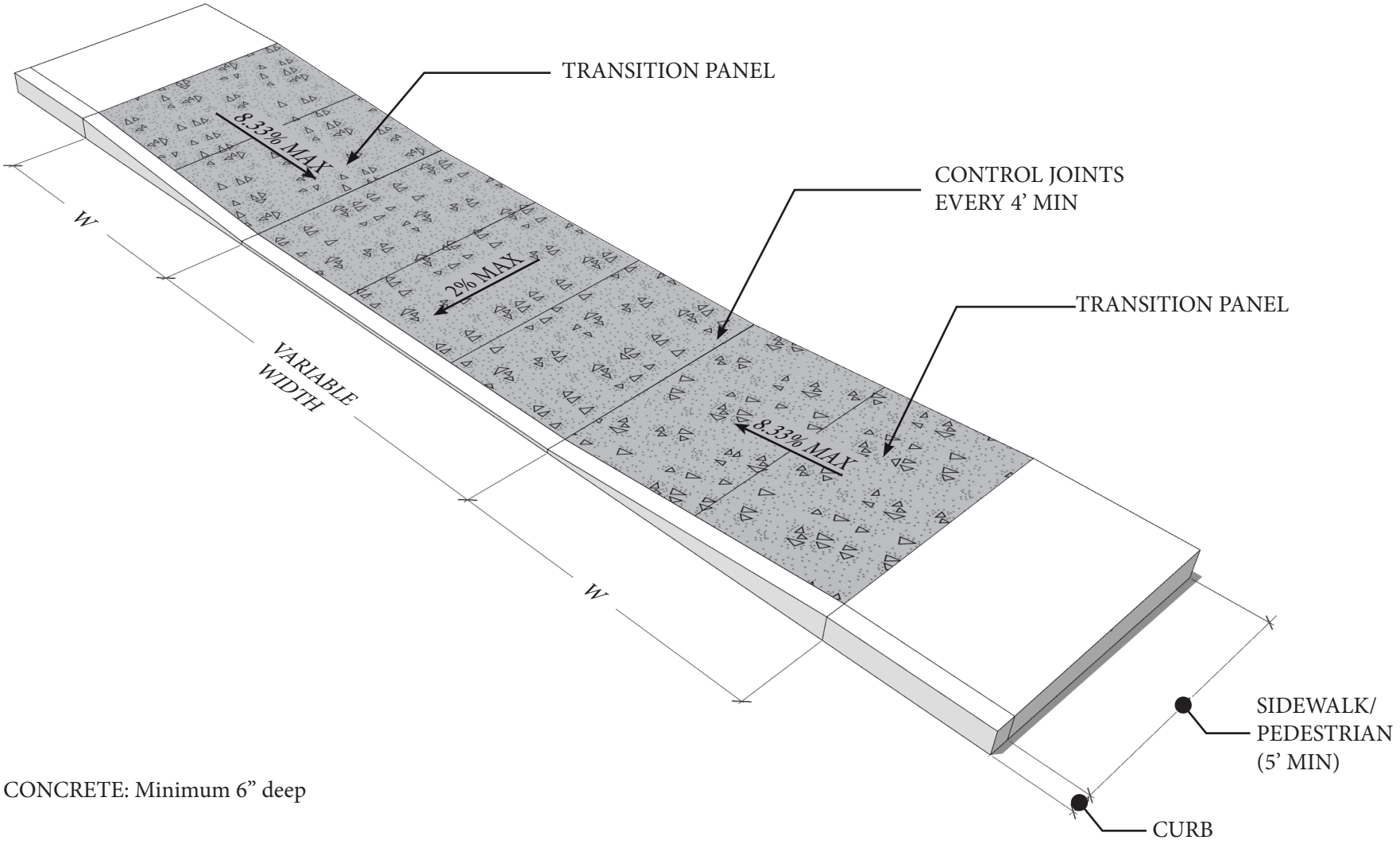






NOTE:

1. Sidewalk and driveways shall have 6 x 6 steel mesh or rebar spaced 6 inches apart.
2. Concrete shall be used for sidewalks and drive approaches and have a compressive strength of not less than 3,5000 P.S.I
3. All edges and joints of the sidewalk and drive shall be rounded. The Surface shall be brushed to create a slightly rough texture



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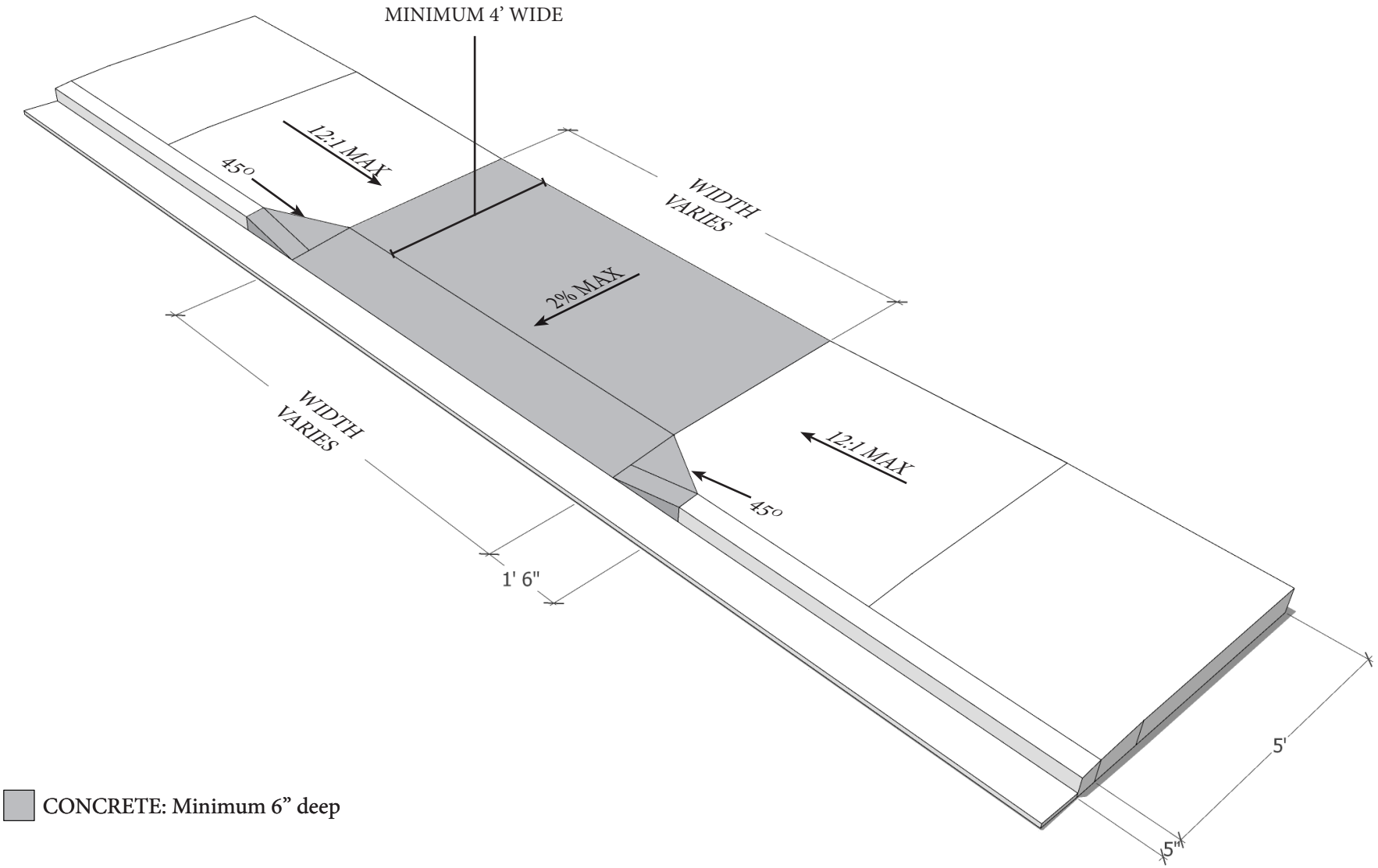
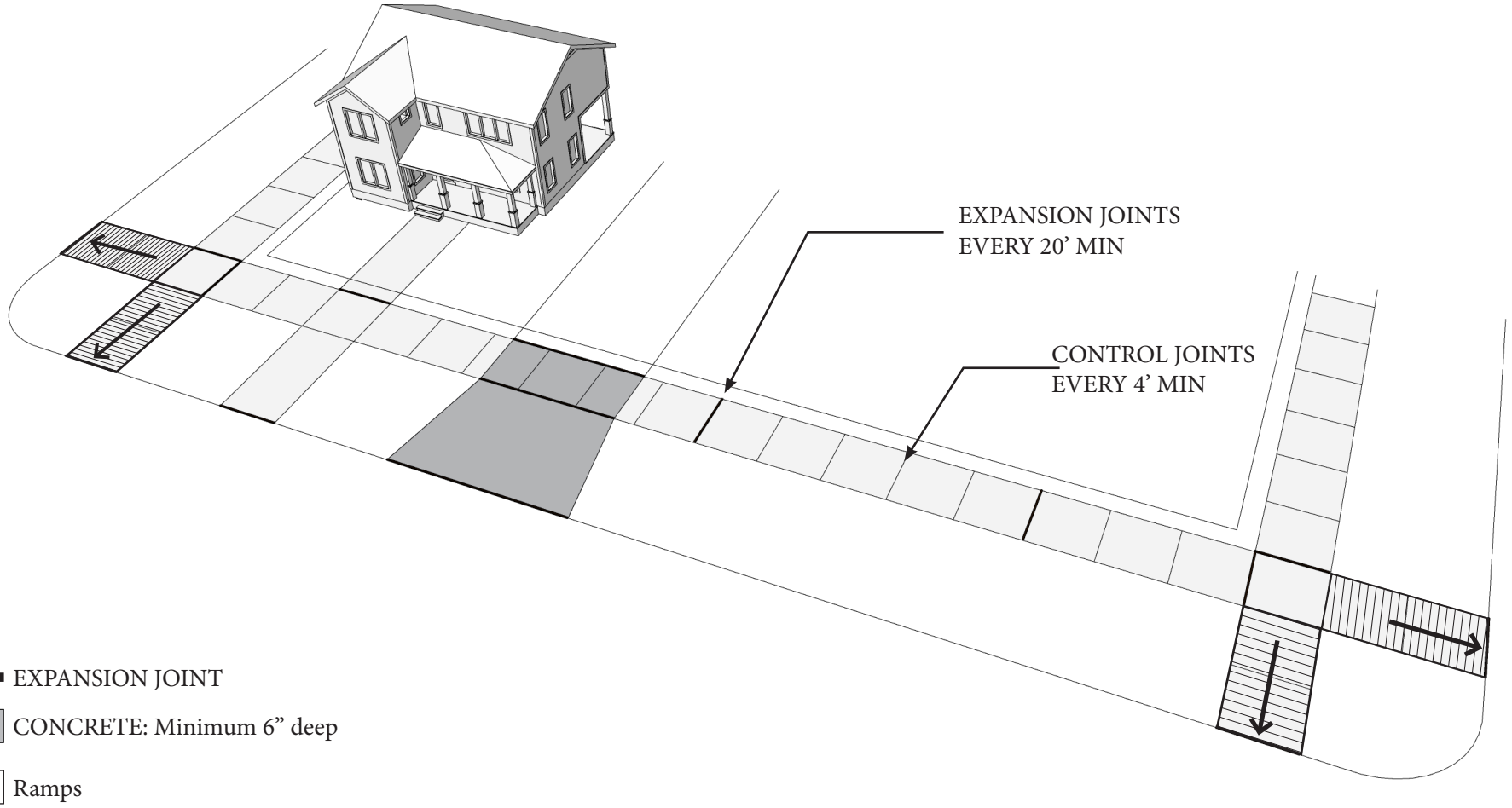


CONCRETE: Minimum 6" deep

NOTE:

1. Sidewalk and driveways shall have 6 x 6 steel mesh or rebar spaced 6 inches apart.
2. Concrete shall be used for sidewalks and drive approaches and have a compressive strength of not less than 3,5000 P.S.I
3. All edges and joints of the sidewalk and drive shall be rounded. The Surface shall be brushed to create a slightly rough texture



EXPANSION JOINT

CONCRETE: Minimum 6" deep

Ramps

NOTE:

1. Other than areas marked dark grey, all location areas are to be 4" thickness of concrete.
2. Slope on ramps to street a maximum of 8.3%.
3. Truncated domes required at the end of ramps by street

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1736: Community Grant Policy Review

ATTACHMENTS:

- 1736 - Community Funding Policy.pdf
- 1736 - Community Grant Applicaiton.pdf

COMMUNITY PROMOTION FUNDING POLICY

Purpose:

The purpose of this Policy is to establish a process for distribution of the City of Charles Town Community Promotion funds, previously referred to as "but for" funds. This policy is designed to assist with proper fiscal planning and the promulgation of clear guidelines for prospective recipients of City funds.

Scope and Effective Date:

This Policy shall cover all Community Promotion funding beginning with FY 2026 and annually thereafter. Organizations or Departments that receive funding through a dedicated regular line item in the budget are not eligible for Community Promotion Grants. The City will divide Community Promotion fundings into two separate grant categories: Community Partnership Grants and Community Grants.

General:

The City, in its sole discretion, may provide funding or grants to nonprofit, charitable or civic organizations in order to supplement existing funds that either create or enhance services that positively impact the greatest number of City residents. It is the intent of these guidelines to provide that any funds appropriated shall be used to promote the general welfare of the residents of the City with priority given to the Community Partnership category of grants.

Priority areas are determined by the City Council and Mayor and may be reevaluated annually. Any funds appropriated under the provisions of this Policy shall be used and expended under the direction and control of Treasurer as determined by the City Council in its annual budget deliberations.

The City operates on an annual Fiscal Year schedule beginning on July 1st and ending on June 30th.

Community Partnership Grants:

Community Partnership Grants are funds appropriated on an annual fiscal basis to community organizations that provide or enhance services that are generally considered within the purview of a governmental entity. If excess revenue is available, these organizations are pre-selected to receive funding during the City's annual budgetary process and will be included in the General Fund Budget. Community Partnership organizations include the following: 1) The Charles Town Library; 2) Jefferson County Community Ministries; 3) Eastern Panhandle Transit Authority; 4) Citizens Volunteer Fire Department; and 5) Independent Fire Department.

In order to be eligible to receive funding in a subsequent budget cycle, Community Partnership Organizations must provide the Finance Director with an expenditure report, which is a statement detailing the expenditure of the City's allocation in the previous fiscal year. Expenditure reports are due on 31st of December each year, and failure to provide a report may result in loss of funding in future budgets.

Community Grants

Community Grants are funding allocations provided to non-profit and civic organizations.. Only nonprofit organizations shall be eligible to apply for a Community Grant. For purposes of this Policy, "nonprofit organization" means a business entity that is tax-exempt under sections 501(c)(3), (c)(4) or (c)(6) of the Internal Revenue Code of 1954, as amended. A person or group without nonprofit status may partner with a nonprofit organization to apply for a Community Promotion Grant. The details of the partnership should be clearly outlined and submitted with the application. Community Partnership Organizations are eligible to apply for Community Grants.

Application Process for Community Grants

Any nonprofit organization that desires financial assistance from the City must complete a Community Grant Application and attach a copy of its IRS determination letter and a copy of the most recent 990 tax return. If any of the aforementioned information is not available, please provide written explanation and attach to the Grant Application.

The application shall include a detailed description of the program and how it serves the residents of the City, how the grant funding will benefit the residents of the City, proof of good standing with the State of West Virginia and the City of Charles Town.

The City reserves the right, in its sole discretion, to request additional information either in writing, in interviews or through scheduled presentations. Any organization not in good standing with the State of West Virginia will not be considered for financial assistance. An organization found to have misused City funds previously will not be eligible for grant funding. Applications will be considered annually during the City's regular 1st revision of the fiscal year and will be due by May 31st of each year.

In addition to evaluating the merits of each proposal as described in the application, the City Council will also consider the following factors:

- The projected number of City residents that will benefit from the program
- The organization appears to have the capacity to carry out the project, including necessary staff and financial resources.
- Other available funding sources and potential matches available for city funds.
- The organization has been timely in completing reports for previous awards.

- The success of previously funded programs

The City Council will consider Community Grant Applications during the regular first revision of the fiscal year and will award funds based upon the criteria outlined in this policy.

Prior to distribution of any City funds, a Letter of Agreement shall be entered into between the City and the receiving organization. The Letter of Agreement will include a timeline, the amount of funding to be provided by the City, the work to be funded, required documentation to be provided by the organization, and any monitoring requirements.

Reporting:

Each Community Grant will be a cost reimbursement grant in which the City will reimburse a grant recipient for expenditures once they have been incurred. To receive reimbursement, a grant recipient must submit invoices related to the grant work to the Finance Department for review. Once approved, grant funds will be released to the Grant recipient.

Effective: **March 3, 2025**

John Nissel, City Manager

CITY OF CHARLES TOWN
COMMUNITY GRANT APPLICATION

APPLICATION DEADLINE – May 31, 2026 BY 5:00 PM

Submit application via email to finance@charlestownwv.us or mail/drop off to:

City Hall
101 E. Washington St.
Charles Town, WV 25414
Monday – Friday, 9AM to 5PM

NAME OF APPLICANT ORGANIZATION: _____

NAME OF PRIMARY CONTACT: _____

ORGANIZATION MAILING ADDRESS: _____

_____

CITY: _____ STATE _____ ZIP _____

WEBSITE ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

PROGRAM SUMMARY - respond in spaces below or attach separate document

1. Description of how the organization intends to expend the grant funds

2. Key Anticipated Outcomes

3. Individuals or Communities Served. Include details about those served in Charles Town and how the program benefits the citizens of Charles Town. Programs that also include benefits for those living outside of Charles Town may still be considered for funding

4. Total Program Budget

5. Amount of funding requested and specific use. *Provide a prioritized list and description of funding elements, including an itemized breakout of costs to be considered in the event of an award of partial funding of the request.*

6. Amount and source of matching funds raised or committed by your organization

7. Provide a program timeline that includes the number of months to complete after an award (Funds must be expended by ***May 31, 2027***)

8. List other partners in the program, relationship to your organization, and their role in use of funds.

9. Describe the plan for program sustainability after grant award has been exhausted

ORGANIZATIONAL INFORMATION

1. Please provide your organization's mission statement and goals

2. Describe the history of your organization and list significant current programs and activities

3. List the Owner(s), Board of Directors, and senior staff members of your organization

4. List the staff involved and describe their roles and responsibilities

5. If your organization has previously received funds from the City of Charles Town, please list the amount, use and current status of the funding

6. If you have an application for funding for this program with any other source (city, state, federal, private, or non-profit entity), list below

SUPPORTING DOCUMENTS (provide the following materials with your application)

- IRS Determination Letter for (501(c)(3), (c)(4) or (c)(6)
- Most recent 990 tax return
- Current operating budget
- Two years of financial statements (audited if available)
- Letter of Good Standing from State of West Virginia (available on mytaxes.wvtax.gov)
- Letter of Good Standing from City of Charles Town (email request to finance@charlestownwv.us or call 304-725-2311)

SCHEDULE FOR REVIEW AND AWARD OF COMMUNITY GRANT APPLICATION

- **February 26, 2026 –** Grant opportunity advertised and application process opens
- **May 31, 2026 by 5PM -** Application Due Date
- **June 15, 2026 -** 6PM - City Council Special Meeting to consider applications
  (Applicants invited to present their program)
  7PM - City Council Regular Meeting consideration of applications

Applications received after due date may be considered at discretion of City Council. Recipients must submit a report to the City by **May 31, 2027** detailing how and when funds were spent. Funds must be expended by **May 31, 2027**. City Council reserves the right to accept or deny any application, with or without a formal explanation to the applicant.

CERTIFICATION

I certify that I am authorized to submit this application on behalf of the organization requesting the funds, and I acknowledge that the City Council reserves the right to accept or deny any application, with or without a formal explanation to the applicant. Finally, I certify that I will submit a report to the City of Charles Town by **May 31, 2027** explaining how and when the funds were spent.

_____ _____

Signature of Applicant Date

CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILTY

☐ Eligible for City Funding ☐ Not-Eligible for City Funding

Finance Director Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

CHARLES TOWN CITY COUNCIL REVIEW

☐ Approved ☐ Partially Funded ☐ Denied

City Council Meeting Date: _____ Amount of Funding: $_____

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1737: Request for Proposal to Audit and Redesign of the Council Chambers A/V System Discussion

ATTACHMENTS:

- 1737 - Memo - RFP to Audit & Redesign the Council Chamber AV System.pdf

Brent Manuel

From: Nathaneal Hartman
Sent: Wednesday, June 17, 2026 11:22 AM
To: Brent Manuel; Micheal George
Subject: Agenda item / Capital revision 1 request

I'd like to have a discussion item added to discuss the current lack of functionality and a corrective RFP to audit & redesign the Council Chamber A/V system ground up. With RFP to specifically to solicit alternative vendors. Unless our current contract contains a cure provision. What we have is inadequate for meeting participants, specifically virtual participants and viewers. This should be exhaustive and include Granicus integration, console control, screen integration, sounds systems, noise cancelling, interuption mitigation improvements to council chamber for street noise pollution, and most of all a/v automatic gain and cross fade / boost controls for all applications. Based on the discussion outcome we should end up with a capital project submittal for our cip list. Whether fy27 or one of the out years.

Nate Hartman
Ward 3 Council Member
City of Charles Town
101 E. Washington Street, Charles Town, WV 25414
Direct: 202-500-8447
Email: nhartman@charlestownwv.us

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1738: FY2027 Coal Severance Revision #1

ATTACHMENTS:
- 1738 - FY27_Coal_Severance_Revision__1.pdf

the city of Charles Town, WV

FY2027 COAL SEVERANCE BUDGET REVISION #1
City Council Meeting - July 20, 2026

DEPARTMENT LINE ITEMS	FY 2027 ORIGINAL BUDGET	FY 2027 REVISION #1	FY 2027 CURRENT BUDGET	NOTES & EXPLANATIONS
REVENUES				
Carryover	$ 180,000	$ 15,273	$ 195,273	Carryover increased to reflect actual amount as of June 30, 2026.
Coal Severance	$ 20,000		$ 20,000	
Interest	$ 2,000		$ 2,000	
Total Revenues	**$ 202,000**	**$ 15,273**	**$ 217,273**	

DEPARTMENT LINE ITEMS	FY 2027 ORIGINAL BUDGET	FY 2027 REVISION #1	FY 2027 CURRENT BUDGET	NOTES & EXPLANATIONS
EXPENSES				
Parks and Recreation				
Parks and Recreation - Capital	$ 202,000	$ 15,273	$ 217,273	Funds designated to outfitting the pool.
Total Parks and Recreation	**$ 202,000**	**$ 15,273**	**$ 217,273**	
Surplus	**$ -**	**$ (0)**	**$ (0)**	

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1739: FY2027 General Fund Revision #1

ATTACHMENTS:
- 1739 - FY_2027_GF_Revision__1.pdf

FY 2026-2027
General Fund Budget

(Includes 2.7% COLA & 2.5% Merit Salary Increases)

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
REVENUES					
30005 Unassigned Fund Balance (Carryover)	650,000	1,558,120	2,208,120	Estimated carryover balance for fiscal year ending 2026	Increased carryover to reflect actual balance as of 6/30/26
30101 Taxes - Ad Valorem	2,021,996		2,021,996	Property taxes	
30106 Supplemental Taxes	40,000		40,000	Property taxes owed from previous years, but paid in the current fiscal year	
30200 Interest and Penalty	10,000		10,000	Interest and penalties on property taxes	
30300 Gas & Oil Severance Tax	20,000		20,000	5% severance tax on gross receipts at the well head of oil and natural gas.	
30400 Utility Tax (2%)	300,000		300,000	Public utility services taxes	
30500 Business & Occupation (B&O) Tax	2,056,946		2,056,946	B&O taxes as well as estimated receipts from HDL collections service efforts	
30600 Liquor Tax	25,000		25,000	Tax on purchase of intoxicating liquors	
30700 Animal Control Tax	1,600		1,600	This is donated back to the county each year under Dog Warden	
30800 Hotel/Motel Tax	175,000		175,000	3 traditional hotels (Rodeway Inn, Days Inn, 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		
32100 Parking Violation Penalties	40,000		40,000		
32500 Business License Revenue	45,000		45,000		
32600 Building Permit Fees	750,000		750,000	Building activity increasing/expected to remain strong through FY2027 with new development projects on the horizon and increases in permit fee structure	
32800 Franchise Tax	65,000		65,000	Cable Franchise	
32900 Rental Registration Fees	1,000		1,000		
33000 International Registration Plan (IRP) Fees	70,000		70,000	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	Revenue from utility bills for EMS (5 cents)	
34000 Parks & Rec Fee	1,700		1,700	Revenue from utility bills for parks and recreation (5 cents)	
34200 Parking Meter Revenues	50,000		50,000	Revenue from parking meters and parking permits including ParkMobile ap	
34500 Rents & Concessions	60,000		60,000	CTUB rental of 661 space ($30,000); CWH tenant rental ($30,000) Rouss Hall tenant rental ($5000)	
35300 Zoning Fee	20,000		20,000	Planning Commission zoning application fees	
35500 Street Improvement Fee	150,000		150,000	Revenue from utility bills for street improvements ($4 per month)	
36504 Federal Government Grants	41,700	189,000	230,700	DOJ/COPS grant for additional police officer. $125,000 across 3 years	Remaining HUD grant funds from FY 2026
36600 State Government Grants	3,000		3,000	Fairs and Festivals grant for WV Fest and Christmas Parade	
36700 Other Grants			-	Donations to police department and Tree Board	
36900 Contributions from Other Funds - Sales Tax ($1,600,000); Housing Rehab ($68,000); Vacant Structures ($24,000); OPIOID ($75,000)	1,767,000		1,767,000	Ordinance requires sales tax contribution first pays debt first (payments to BC are rent payments in PD and CH budgets to cover BC debt). Quarterly sales tax distributions are averaging $500,000 or $2,000,000 annually. Housing Rehab supports Code Enforcement nuisance properties contracted services. Vacant Structures supports Code Enforcement vacant structures contracted services. OPIOID supports Police social worker services contracted services.	
37600 Gaming Income	250,000		250,000	Gaming receipts average $19K to $23K per month	
37900 Gain/Loss - Sale of Fixed Assets			-		
38007 Interest Income (Operating Acct)	25,000		25,000	Interest on checking accounts	
38100 Reimbursements	130,000		130,000	SRO reimbursement ($60,000); crossing guards ($40,000); police overtime reimbursements ($10,000); Fuel Refunds ($9600); Pcard Rebate ($6000); Alarm Calls ($2000)	
38100 Lein Reimbursements			-		
38200 Refunds - Overpayments	500		500		
38600 Insurance Claims			-		
39200 Property Rehabilitation	7,500		7,500	Vacant Structures Fees	
38700 Filing Fees	200		200	Filing Fees Revenue - Election in FY 2027. 1% of annual salary per person	
39700 Video Lottery	700,000		700,000	Video lottery receipts average $13.4K to $22.2K per week	
39900 Misc Revenue	7,500		7,500	Yard waste stickers and fingerprints	
39902 Special Events - WV Fest	15,000		15,000	Vendor registration fees and sponsors for WV Fest	
39903 Special Events - General	1,000		1,000	Special activities fees	
39904 Special Events - CW Hall	15,000		15,000	CW Hall public rental fees	
39907 Special Events - Car Show	7,500		7,500	Car show registration and sponsors	
TOTAL REVENUES	**9,785,842**	**1,747,120**	**11,532,962**		

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
EXPENSES					
ECONOMIC DEVELOPMENT - 402					
03 Salaries	83,000		83,000	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement	
04 FICA	6,600		6,600	FICA @ 7.65%	
05 Group Insurance	10,000	1,000	11,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
06 Retirement	7,000		7,000	PERS I & II Employer Contribution 8%	
09 OPEB	250	400	650	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	1,800		1,800	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	500		500	Cell phone	
14 Travel	3,000		3,000	2 National Conferences; airfare, lodging, per-diem	
20 Advertising/Legal Publications	500		500		
21 Training & Education	2,500		2,500	Economic Development Certifications	
22 Dues & Subscriptions	3,100		3,100	IEDC Membership (400), Music Subscription ($250); QR Code Subscriptions ($180); Map Ap Subscription ($2100); Imagine AI ($100)	
23 Professional Services	3,000		3,000	Engineering services, appraisals, renderings	
41 Departmental Supplies	5,000		5,000	Promotional items for events and City marketing and other departmental supplies. Welcome bags for new residents ($1,000)	
TOTAL ECONOMIC DEVELOPMENT	**126,250**	**1,400**	**127,650**		
MAYOR'S OFFICE - 409					
01 Salary	12,500		12,500	Mayor's Salary	
04 FICA Tax Expense	1,000		1,000	FICA @ 7.65%	
11 Telephone	600		600	Cell phone	
14 Travel Expense	2,000		2,000	WV Municipal League conference & other trainings	
21 Training & Education	1,000		1,000	WV Municipal League conference & other trainings	
41 Departmental Supplies	500	2,500	3,000	Ceremonial Keys to the City and Coins	Allowance for purchase of ceremonial coins
68 Community Contributions	2,000		2,000		
TOTAL MAYOR'S OFFICE	**19,600**	**2,500**	**22,100**		
COUNCIL - 410					
01 Salaries	40,000		40,000	Eight Council Members at $5,000 annual salary	
04 FICA Tax Expense	3,100		3,100	FICA @ 7.65%	
14 Travel Expense	5,000		5,000	WV Municipal League conference & other trainings	
21 Training & Education	3,000	1,100	4,100	WV Municipal League Conference Registration ($450 per registration) & other trainings	Allowance for participation in Leadership Jefferson program
41 Departmental Supplies	1,000		1,000		
TOTAL COUNCIL	**52,100**	**1,100**	**53,200**		
CITY MANAGER - 412					
03 Salaries	205,000		205,000		
04 FICA Tax Expense	18,000		18,000	FICA Tax @ 7.65%	
05 Group Insurance	23,000		23,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
06 Retirement	18,000		18,000	PERS I & II Employer Contribution 8%	
08 Overtime	2,500		2,500		
09 OPEB	250	400	650	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	6,200		6,200	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	550		550	Cell phone service	
14 Travel Expense	1,500		1,500	WVML Trip, City Clerk Election Training	
20 Advertising	1,500		1,500	Job advertising	
21 Training & Education	1,000		1,000	WVML Conference, City Clerk Election Training	
22 Dues & Subscriptions	1,000		1,000	ICMA and WVML Fees.	
23 Professional Services	500		500	Background checks for City Manager candidates.	
41 Departmental Supplies	750		750	Office Supplies	
TOTAL CITY MANAGER	**279,750**	**400**	**280,150**		

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
TREASURER - 413					
03 Salaries	275,000		275,000	Director of Finance, Accounting Clerk I, Accounting Clerk II, Accounting Clerk III salaries, 2.5% merit, and holiday supplements.	
04 FICA Tax Expense	23,000		23,000	FICA Tax @ 7.65%	
05 Group Insurance	40,000		40,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
06 Retirement	25,000		25,000	PERS I & II Employer Contribution 8%	
08 Overtime	3,700		3,700		
09 OPEB	750	1,100	1,850	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	7,100		7,100	457(b) Deferred Compensation Employer Contribution (3%)	
14 Travel Expense	1,500		1,500	Biannual Director & Acct. Clerk III - WV Government Finance Officers Association Training	
18 Postage	2,000		2,000	Certified Mailings for collections communications	
20 Advertising/Legal Pubs	2,500		2,500	Financial statement publication $625, Levy Estimate $425 and job advertising.	
21 Training & Education	1,000		1,000	GFOA bi-annual trainings.	
22 Dues & Subscriptions	1,000		1,000	GFOA memberships for Finance Director and Accounting Clerk III	
23 Professional Services	2,500		2,500	Police pension annual report ($2100) Background Checks for New Hires ($100)	
24 Audit Costs	50,000	22,000	72,000	Perry & Associates and J.C. Kunkle FY26 Compilation and Preparation of Audit	Allowance for FY 2025 audit expenses
30 Contracted Services - B&O Collections	20,000		20,000	Fees for collection services	
38 Refunds	50,000		50,000		
41 Departmental Supplies	1,500		1,500	Office Supplies	
53 Computer Software/Tech		45,000	45,000	Tyler Technologies - Incode Annual License Fee ($35,000 for ERPRO 10 & $10,000 for ERPRO 9)	
TOTAL TREASURER	**506,550**	**68,100**	**574,650**		
COURT CLERK - 415					
03 Salaries	72,000		72,000	Court Clerk Salary, 2.5% merit, and holiday supplement	
04 FICA	5,900		5,900	FICA Tax @ 7.65%	
05 Group Insurance	21,000		21,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
06 Retirement	6,000		6,000	PERS I & II Employer Contribution 8%	
08 Overtime	1,000		1,000		
09 OPEB	250	400	650	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	2,300		2,300	457(b) Deferred Compensation Employer Contribution (3%)	
14 Travel	500		500	Court Clerk training	
18 Postage	500		500	Certified mailings for court communications	
20 Advertising/Legal Publications			-		
21 Training & Education	750		750	WVML training and Election training.	
30 Contracted Services	25		25	Flu shot	
38 Refunds	1,000		1,000		
41 Departmental Supplies	750		750	Ink cartridges, paper stock	
TOTAL COURT CLERK	**111,975**	**400**	**112,375**		
POLICE JUDGES - 416					
03 Salaries	44,000		44,000	Two Municipal Court judges ($6000); three magistrates ($18,000); two prosecuting attorneys($13,000); extra $2000 for special judge, and holiday supplements ($1750).	
04 FICA	3,600		3,600	FICA Tax @ 7.65%	
14 Travel	500		500	WV State mandated annual training for magistrates & judges	
21 Training & Education	1,000		1,000	WV State mandated annual training for magistrates & judges	
23 Professional Services	1,000		1,000	Fees for translator.	
TOTAL POLICE JUDGES	**50,100**	**-**	**50,100**		

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY ATTORNEY - 417					
03 Salaries	170,000		170,000	Attorney salary plus 2.5% merit and holiday supplement	
04 FICA	13,600		13,600	FICA @ 7.65%	
05 Group Insurance	1,700	300	2,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
06 Retirement	15,000		15,000	PERS I & II Employer Contribution 8%	
09 OPEB	-		-	RHBT Insurance	
10 Fringe Benefits	5,500		5,500	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	250		250	Cell phone service	
14 Travel	2,000		2,000	Travel allowance for WVML and various trainings.	
21 Training & Education	2,000		2,000	WVML and other CLE registrations.	
22 Dues & Subscriptions	6,000		6,000	Bar license and West Law legal research database subscription. IMLA membership.	
23 Professional Services	50,000		50,000	Cost for outside legal council	
41 Departmental Supplies	750		750	Office supplies	
TOTAL CITY ATTORNEY	**266,800**	**300**	**267,100**		
ENFORCEMENT AGENCY - 425					
03 Salaries	65,000		65,000	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance	
04 FICA	5,200		5,200	FICA @ 7.65% of Salary	
05 Group Insurance	10,000	1,000	11,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
06 Retirement	5,500		5,500	PERS I & II Employer Contribution 8%	
09 OPEB	250	400	650	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	2,200		2,200	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	500		500	Cell phone service	
14 Travel	3,000		3,000	International Code Council Conferences	
18 Postage	1,500		1,500	Certified Mailings	
20 Advertising/Legal Publications	500		500	Job posting ads, public notices for nuisance properties, and property maintenance violation notices	
21 Training & Education	2,000		2,000	International Code Council Conferences	
22 Dues & Subscriptions	500		500	ICC Membership ($170), WV Code Official Dues ($40), Code Inspection License ($75), International Property Maintenance Code	
30 Contracted Services	25,000		25,000		
30 Nuisance Properties - Contracted Services	68,000		68,000	Nuisance Properties cleanup and demos. Supported by Rehab Funds.	
30 Nuisance Properties Relocation - Contracted Services	5,000		5,000	Nuisance Properties housing relocation	
30 Vacant Properties - Contracted Services	24,000		24,000	Allowance for vacant structures costs pertaining to Article 1759 Vacant Buildings. Supported by Vacant Structures Funds.	
41 Departmental Supplies	2,500		2,500	Code books, door hangers, office supplies	
45 Uniforms	1,500		1,500	Jackets & shirts	
TOTAL ENFORCEMENT AGENCY	**222,150**	**1,400**	**223,550**		
REGIONAL DEVELOPMENT AUTHORITY - 435					
22 Dues & Subscriptions	11,500		11,500	Region 9 Assessment	
TOTAL REGIONAL DEVELOPMENT AUTHORITY	**11,500**	**-**	**11,500**		
Total City Administration	**2,699,525**	**76,000**	**2,775,525**		

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
BUILDING INSPECTIONS - 436					
03 Salaries	93,000		93,000	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance	
04 FICA	7,500		7,500	FICA @ 7.65% of Salary	
05 Group Insurance	1,310	790	2,100	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
06 Retirement	8,000		8,000	PERS I & II Employer Contribution 8%	
09 OPEB	-		-	RHBT Insurance	
10 Fringe Benefits	3,000		3,000	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	500		500	Hot spot for tablet	
14 Travel	3,000		3,000	ICC Conference; lodging, meals, gas	
20 Advertising/Legal Publications	500		500	Job posting ads	
21 Training & Education	2,000		2,000	ICC conferences and WV State Code Conference.	
22 Dues & Subscriptions	500		500	ICC membership dues and Commercial & Residential Building inspection license	
23 Professional Services	50,000		50,000	To cover expenses associated with inspections; compliance.	
41 Departmental Supplies	2,500		2,500	Office supplies and code books	
45 Uniforms	1,500		1,500	Jackets & shirts	
53 Computer Software/Tech	500		500	Blue Beam-Plan review software	
TOTAL BUILDING INSPECTIONS	**173,810**	**790**	**174,600**		
PLANNING & ZONING - 437					
03 Salaries	361,000		361,000	Assistant City Manager/Director of Community Development, Zoning Administrator, Permit Tech, and Long-Range Planner salaries, 2.5% merit, and holiday supplements	
04 FICA	29,000		29,000	FICA @ 7.65% of Salary	
05 Group Insurance	54,000	19,000	73,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
06 Retirement	30,000		30,000	PERS I & II Employer Contribution 8%	
08 Overtime	1,000		1,000		
09 OPEB	750	1,700	2,450	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	10,000		10,000	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	1,000		1,000	Director's department cell phone	
14 Travel	4,000		4,000	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Wendy - MGO Conference	
18 Postage	1,000		1,000	Certified mailings, legal notices, and yard sign postings	
20 Advertising/Legal Publications	4,500		4,500	Advertising of BZA & public hearings for Planning Commission meetings; hearing placards; job posting ads	
21 Training & Education	5,000		5,000	ICMA Gettysburg Leadership Institute ($1800), MGO Conference, Annual Conferences	
22 Dues & Subscriptions	3,500		3,500	James AICP Membership ($550); Wendy ICC membership ($170); Alissa ICMA membership ($800) & WV Code Officials ($40); Adobe subscription ($1260).	
23 Professional Services	5,000		5,000	GIS Aerial imagery, Background Checks	
30 Contracted Services	45,000		45,000	Engineering and routine plan review; bond assessments	
38 Refunds	1,500		1,500	Permit Refunds	
41 Departmental Supplies	3,250		3,250	Public hearing signs, office supplies, and promotional supplies	
53 Computer Software / Tech	11,000		11,000	MyPermit Now Monthly Fees (10,000), ArcGIS ($1000)	
TOTAL PLANNING & ZONING	**570,500**	**20,700**	**591,200**		
Total City Bldg Inspection, P&Z, and Enforcement Agency	**$ 966,460**	**$ 22,890**	**$ 989,350**		

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
ELECTIONS - 438					
20 Advertising/Legal Publications	500		500	Publish ballot multiple times	
30 Contracted Services	5,000		5,000	Poll workers compensation for early voting and day of election.	
41 Departmental Supplies	3,000		3,000	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers	
TOTAL ELECTIONS	**8,500**	-	**8,500**		
CITY HALL - 440					
3 Salaries	110,000		110,000	Director of Operations Salary, 2.5% merit, and holiday supplement	
4 FICA Taxes	8,800		8,800	FICA @ 7.65%	
5 Group Insurance	22,000		22,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
6 Retirement	9,000		9,000	PERS I & II Employer Contribution 8%	
9 OPEB	250	400	650	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	3,700		3,700	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	15,000		15,000	WebEx Phone Services ($5,500), Cell phone - Director ($400), Rouss Hall Elevator & Fire Alarm Phone Service ($3,200), CWH Fire Alarm Phone Service ($2,000), City Hall Elevator & Fire Phone Service ($3000)	
13 Utilities	65,000		65,000	City Hall Oil ($9000), City Hall Electric ($18,000), Rouss Hall Water & Electric ($4200), CW Hall Electric ($16,000), CW Hall Internet ($2000) & CH Internet ($12,000)	
14 Travel Expense	2,000		2,000	WV Municipal League Election Training in Charleston, WV and annual HR conference	
15 Repair & Main. Bldg & Grounds	5,000		5,000	City Hall, Rouss Hall, & CW Hall elevator services inspections and certifications.	
18 Postage	6,000		6,000	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	CWH Loan ($200,000), CTUB Rent ($30,600), Postage Lease($1500), City Copier Rental, Plat Printer	
20 Advertising/Legal Publications	6,000		6,000	American Legal Publishing online ordinance updates, job postings, and board vacancy advertisements	
21 Training & Education	1,000		1,000	WV Municipal League Election Training in Charleston, WV and annual HR conference	
22 Dues & Subscriptions	6,500		6,500	Jefferson County Chamber of Commerce ($275), WVML Annual Dues ($2,400), The Journal ($170), ICMA ($200), Amazon Prime ($130), Survey Monkey ($1650), Zoom ($1050)	
23 Professional Services	25,000		25,000	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.	
26 Insurance & Bonds	220,000		220,000	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial	
30 Contracted Services	235,000		235,000	Sustainable Strategies (Grant Consultant, Matt Ward) - $60,000 ($5,000 per month) Website Hosting Fee (Revize) - $5700 per year for 5 years Pest Control Services - $1000 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $15,000 Payroll Processing Base Fees - $12,000 Tek Advisors - $130,000 per year. Shredding Services - $500 Rouss Hall & CW Hall Alarm Services - $3500	
32 Bank Charges	30,000		30,000	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	
37 Other Fees/Taxes	1,500		1,500	Ambulance fees	
41 Departmental Supplies	15,000		15,000	City wide office supplies, toiletries, kitchen supplies, and water	
53 Computer Software / Tech	16,000		16,000	Granicus Annual License - $10,000 - Agenda management, Online training, Audio/Visual software for livestreaming meetings VCS - $5000	
TOTAL CITY HALL	**1,052,750**	**400**	**1,053,150**		

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CONTRIBUTIONS/TRANSFERS - 444					
68 Contributions - Community Partnership Grants	100,000		100,000	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		98,000	98,000	Grant program for local non-profit organizations	Allowance for community grants for non-profit organizations
68 Contributions - Revive Grant	30,000	229,000	259,000	Revive! Program for small business commercial building upgrades in the downtown district.	$40,000 City Revive! grant funds awarded from FY 2026 and $189,000 remaining HUD grant from FY 2026
68 Contributions - Façade Improvement Program	30,000	24,500	54,500	Grant program to assist property owners and tenants in the Historic Overlay District to beautify property fronts	Grant funds awarded in FY 2026
68 Contributions - Jefferson County P&R (Fireworks)	4,000		4,000		
68 Contributions - Sidewalk Improvement Program	30,000	5,000	35,000	Grant program to assist property owners with sidewalk repairs	Grant funds awarded in FY 2026
TOTAL CONTRIBUTIONS/TRANSFERS	**194,000**	**356,500**	**550,500**		
PARKING - 571					
03 Salaries	49,000		49,000	Parking Enforcement Officer salary, 2.5% merit, holiday supplement, and clothing allowance	
04 FICA Tax Expense	3,900		3,900	FICA @ 7.65%	
05 Group Insurance	750	10,250	11,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
06 Retirement Expense	4,500		4,500	PERS I & II Employer Contribution 8%	
08 Overtime	1,000		1,000		
09 OPEB		650	650	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	1,700		1,700	457(b) Deferred Compensation Employer Contribution (3%)	
13 Utilities			-	Electric Service for parking lot - moved to Street Lights	
16 Repair & Main - Equipment	1,000		1,000	Parking meter repairs and maintenance	
18 Postage	500		500		
19 Bldg & Equipment Rental	500		500		
20 Advertising / Legal Publications	500		500	Job advertising	
30 Contracted Services	500		500	Flu shot	
41 Departmental Supplies	5,000		5,000	Office supplies, batteries, handheld printer paper	
45 Uniforms	750		750	Jacket, shirts, patches, badge, etc.	
53 Computer Software/Tech	3,500		3,500	United Public Safety/T2 annual fees	
TOTAL PARKING	**73,100**	**10,900**	**84,000**		
TRANSFERS - 698					
01 Transfers to Capital Reserve - Repaving	150,000		150,000	Monthly Street Fee Remittance from CTUB is transferred to Capital Reserve for future street repaving expenditures	
02 Transfers to Capital Reserve - One Time Funding		983,730	983,730		Transfer to Capital Fund to support capital projects
04 Transfers to Residual Fund		250,000	250,000		Transfer to Residual Fund to build up Rainy Day savings
11 Transfers to Capital Reserve - Table Games	950,000		950,000	Transfer of race track lottery, limited video lottery, table games, and Greenbrier table games received in the general fund to the capital fund.	
TOTAL TRANSFERS	**1,100,000**	**1,233,730**	**2,333,730**		
CONTINGENCIES - 699					
Other Contributions	450,000		450,000	Placeholder for $50,000 for emergency snow costs. $250,000 for unexpected cost throughout the year. $150,000 for salary, FICA, and retirement increases based on salary study. (SAO caps this amount at 10% of receipts.)	
TOTAL CONTINGENCIES	**450,000**	**-**	**450,000**		

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
POLICE DEPARTMENT - 700					
03 Salaries	1,765,000		1,765,000	Base Salaries plus contingency, 2.5% merit, longevity, sign-on bonus, shift differential, clothing allowance, holiday supplement for (8) Patrolman/PFC, (4) Corporals, (3) Sergeants, (2) Lieutenants, (1) Captain, (1) Chief (3) Administrative personnel	
04 FICA	157,000		157,000	FICA Tax at 7.65%	
05 Group Insurance	300,000	(35,000)	265,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Reduction in insurance costs due to changes in personnel
06 Retirement	215,000		215,000	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)	
07 Police Pension	2,500		2,500	Legacy CTPD Retirement System	
08 Overtime	200,000		200,000	Shift coverage, late arrest/call out, special events, school events, court, etc.	
09 OPEB	5,000	6,000	11,000	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	55,000		55,000	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	12,000		12,000	(4) department cell phones ($1750), WebEx phone services ($6300), Alarm phone line ($1350)	
13 Utilities	60,000		60,000	Electric ($35,000), Internet Service ($12,000), MiFi/Cradle Points ($10,000)	
14 Travel	9,000		9,000	Training, Conferences,etc. - (CALEA Conference 2nd Award - Omaha)	
15 R&M Building & Grounds	1,500		1,500	Lights, Paint, Air Filters, Electrical supplies, Batteries	
16 R&M Equipment	10,000		10,000	Generator service; radio & camera repair	
17 R&M Auto	50,000		50,000	Air filters, vehicle repairs, state inspections, vehicle maintenance (brakes/rotors, tire repair/rotation, etc.)	
18 Postage	2,000		2,000	Stamps, certified mail, UPS/FedEx, etc.	
19 Building & Equipment Rental	100,000		100,000	661 Mortgage & copy machine leases	
20 Advertising/Legal Publications	5,500		5,500	New Hire Ads 3-6 ads in local paper	
21 Training & Education	15,000		15,000	WVSP Academy, 16 hours in-service/8 supervisor hours.	
22 Dues & Subscriptions	7,000		7,000	WVCOP Dues, IACP, SRO, Journal, CALEA Annual Continuation Fee ($4,595)	
23 Professional Services	8,000	20,000	28,000	Polygraph exams, psychological exam, physical exams, diagnostic imaging	Allowance for policy revision & CALEA Compliance
23 Professional Services - Social Worker Services	75,000		75,000	Third party social worker services	
30 Contracted Services	30,000		30,000	Cleaning Fees ($12,000), HVAC Service Maintenance 661 George St. ($5500), Alarm service ($6400)	
37 Other Fees & Taxes	250		250	661 George St. Ambulance Fees	
41 Departmental Supplies	35,000		35,000	Ammunition, office Supplies, cleaning supplies, water delivery	
43 Auto Supplies	70,000	30,000	100,000	Gas, oil changes and tires for police vehicles	Allowance for increase in fuel prices
45 Uniforms	35,000		35,000	Class A, BDU, duty gear, insignia, ballistic vests ($4000 each), coats, etc.	
53 Computer Software/Tech	47,000		47,000	Motorola - CAD ($12,200), Lexipole - Police One Academy ($1700), PowerDMS - Accreditation Documents ($4200), Motorola - In-Car & Body Camera Systems ($7000), RCN Technologies - Cradle Points Licensing ($3000), Target Solutions - Guardian Tracking - ($1350), TLO - Investigative Research ($1320), All Traffic Solutions - Speed trailer software ($1500), Magnetic Forensics - cell phone download ($12,000)	
TOTAL POLICE DEPARTMENT	**3,271,750**	**21,000**	**3,292,750**		
POLICE-SPECIAL DUTY CROSSING GUARDS - 704					
03 Salaries	40,000		40,000	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA or merit. Holiday supplements.	
04 FICA Tax Expense	2,600		2,600	FICA @ 7.65%	
41 Departmental Supplies	250		250	Stop signs	
45 Uniforms	500		500	Reflective jackets and vests	
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**43,350**	**-**	**43,350**		
Total Police and Crossing Guards	**$ 3,315,100**	**$ 21,000**	**$ 3,336,100**		

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
DOG WARDEN - 707					
Contributions	1,800		1,800	City donates the dog tag fees to the County Animal Control.	
TOTAL DOG WARDEN	**1,800**	-	**1,800**		
MAINTENANCE - 750					
03 Salaries	327,057		327,057	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	30,000		30,000	FICA @ 7.65%	
05 Group Insurance	42,000	13,000	55,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
06 Retirement	28,000		28,000	PERS I & II Employer Contribution 8%	
08 Overtime	20,000		20,000		
09 OPEB	750	1,100	1,850	RHBT Insurance	Allowance for anticipated retirement insurance increase
10 Fringe Benefits	9,000		9,000	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	2,000		2,000	Field staff equipped with cell phones	
13 Utilities	10,000		10,000	Maintenance building electric ($5000), water & sewer ($1500), and internet ($1200)	
14 Travel Expense	1,500		1,500	Maintain certifications; other skill enhancement training as required/proposed	
15 R&M Buildings and Grounds	70,000	7,000	77,000	General maintenance and repairs of all city buildings.	Allowance for HVAC repair at PD from FY 2026
16 R&M Equipment	20,000		20,000	Regular maintenance of fleet equipment, primary expense is street sweeper repairs.	
17 R&M Auto	10,000		10,000	Regular maintenance of maintenance department and City vehicles	
19 R&M Bldg and Equip Rental	1,000		1,000	Equipment rented as required to maintain various city buildings.	
20 Advertising	500		500	Spring and Fall Cleanup. Additional city sponsored projects as required. Job advertising.	
21 Training & Education	5,000		5,000	Maintain certifications; other skill enhancement training as required/proposed. CDL, Playground Inspection ($1000), ASE ($500), Certified Pool Operators ($2000), Arborist training ($1000).	
22 Dues & Subscriptions	500		500	Camera subscription and CDL license fees	
23 Professional Services	500		500	CDL physicals	
30 Contracted Services	50,000		50,000	Trash service, box rental fees, snow removal and salt	
30 Contracted Services - Trees	20,000		20,000	Tree services	
41 Departmental Supplies	40,000		40,000	General maintenance supplies, Christmas decorations ($10,000), and light poles.	
43 Auto Supplies (Gas, Oil & Tires)	25,000	5,000	30,000	Gas, oil changes and tires for maintenance department and City vehicles.	$4000 allowance for increase in fuel prices & $1000 allowance for Bobcat tires from FY 2026
45 Uniforms	5,000		5,000	Reflective jacket, shirts, vests, and pants	
TOTAL MAINTENANCE	**717,807**	**26,100**	**743,907**		
STREET LIGHTS - 751					
13 Utilities	135,000		135,000	Street lights electric (Increase for allowance of Stone Spring street lights)	
TOTAL STREET LIGHTS	**135,000**	-	**135,000**		

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
P&R - 900					
03 Salaries	61,000		61,000	Parks Manager salary, 2.5% merit, holiday supplement.	
04 FICA	5,000		5,000	FICA @ 7.65%	
05 Group Insurance	10,000	1,000	11,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
06 Retirement	5,000		5,000	PERS I & II Employer Contribution 8%	
09 OPEB	250	400	650	RHBT Insurance	Allowance for anticipated retirement insurance increase.
10 Fringe Benefits	2,000		2,000	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	600		600		
41 Departmental Supplies	750		750	Office supplies	
66 Contributions	107,500		107,500	50% Hotel/Motel tax revenue to support Pool/Tennis/Park expenses in the Parks & Rec budget. Additional $20,000 donation from the City to the P&R for these expenses.	
TOTAL P&R	**$ 192,100**	**$ 1,400**	**$ 193,500**		
VISITOR'S CENTER - 901					
66 Contributions	87,500		87,500	50% of Hotel/Motel Tax Revenue Contribution to Jefferson County Visitor's Center.	
TOTAL VISITOR'S CENTER	**87,500**	-	**87,500**		
FAIRS/FESTIVALS - 903					
20 Advertising/Legal Publications	2,000		2,000	Event Advertising	
30 Contracted Services	35,000		35,000	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) and other miscellaneous entertainment. **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Porta Potts ($900), Gaming Trailer ($1,000)	
38 Refunds	100		100		
41 Departmental Supplies	25,000		25,000	**WV Fest** Water/cups ($1,500), Tents ($1,500), Art Supplies ($800), Chairs & Railing ($1,000), Signage ($1,500) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Candy ($2,000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500)	
68 Contributions	5,000		5,000	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.	
TOTAL FAIRS/FESTIVALS	**67,100**	-	**67,100**		
TOTAL EXPENSES	**9,785,842**	**1,747,120**	**11,532,962**		
REVENUES OVER EXPENSES	$ 0	$ (0)	$ (0)		

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1741: Depot Land Discussion

ATTACHMENTS:

- SKM_C360i26072010240.pdf
- Article 138.pdf

CONRAD LUTTRELL LLP
158 CRIMSON CIRCLE
MARTINSBURG WV 25403-6609

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202500002212
02/24/2025 @ 09:23:27 AM
DEED
Book 1340 @ Page 468
Pages Recorded 7
Recording Cost $ 34.00

THIS INSTRUMENT PREPARED BY:

O'Rourke, Hogan, Fowler & Dwyer, LLC
10 S. LaSalle St., Suite 3700
Chicago, Illinois 60603

RECORDER'S STAMP

SPECIAL WARRANTY DEED

AMERICAN PUBLIC UNIVERSITY SYSTEM, INC., a West Virginia corporation, whose address is c/o American Public Education, Inc., 303 West 3rd Avenue, Ranson, West Virginia 25438 ("Grantor"), for and in consideration of the sum of Ten and 00/100 Dollars and other good and valuable consideration in hand paid by The City of Charles Town, West Virginia, whose address is 101 East Washington Street, Charles Town, West Virginia 25414 ("Grantee"), receipt of which is hereby acknowledged, hereby GRANTS, BARGAINS, SELLS, REMISES, RELEASES, ALIENS and CONVEYS to Grantee the Property situated in the City of Charles Town, County of Jefferson, State of West Virginia and described in Exhibit A attached hereto and made a part hereof, together with all of Grantor's right, title and interest, if any, in and to all rights-of-way, easement rights, access rights, privileges, hereditaments and appurtenances appertaining to such Property (the "Property").

And the Grantor, for itself, and its successors and assigns, does covenant, promise and agree, to and with the Grantee, its successors and assigns, that during the period that Grantor has owned title to the Property, it has not done or suffered to be done anything whereby the Property hereby granted are, or may be, in any manner encumbered or charged, except as set forth on Exhibit B attached hereto and made a part hereof; and that the Grantor will warrant and forever defend the Property against all persons lawfully claiming by, through or under the Grantor, but not otherwise.

PROPERTY ADDRESS: The Property is part of property commonly known as vacant lots on Valley Place and East First Avenue, as applicable, in Charles Town, West Virginia.

TO HAVE AND TO HOLD the Property unto Grantee, its successors and assigns, forever.

DECLARATION OF CONSIDERATION OR VALUE: The Grantors hereby declare that the total consideration paid for the property transferred by this Deed is FIVE HUNDRED THOUSAND AND NO/100 DOLLARS ($500,000.00). Pursuant to West Virginia Code § 11-22-1, this transaction is exempt from transfer tax.

DECLARATION OF EXEMPTION FROM WITHHOLDING UPON DISPOSITION OF WEST VIRGINIA REAL ESTATE: The Grantor hereby claims exemption from the tax withholding requirements of West Virginia Code § 11-21-71b because it is a resident entity of the State of West Virginia.

IN WITNESS WHEREOF, Grantor has caused this Special Warranty Deed to be duly executed as of the day and year written below.

AMERICAN PUBLIC UNIVERSITY SYSTEM, INC., a West Virginia corporation

By: _____
Name: Nuno Fernandes
Its: President

STATE OF Florida)
) SS:
COUNTY OF Miami-Dade)

The foregoing instrument was acknowledged before me this 14 day of February, 2025, by Nuno Fernandes, the President of AMERICAN PUBLIC UNIVERSITY SYSTEM, INC., a West Virginia corporation, on behalf of the company.

JAVIER ADRIAN MOLANO
Notary Public-State of Florida
Commission # HH 529144
My Commission Expires
May 20, 2028

_____
Notary Public

Serial Number, if any: 529144

[SEAL]

My commission expires on: 05/20/2028

NAME & ADDRESS OF TAXPAYER:

City of Charles Town, West Virginia
101 East Washington Street
Charles Town, West Virginia 25414
Attn: City Manager

WHEN RECORDED MAIL TO:

City of Charles Town, West Virginia
101 East Washington Street
Charles Town, West Virginia 25414
Attn: Stephanie Grove, City Attorney

Exhibit B

Permitted Encumbrances

1. Taxes and assessments for 2025 and subsequent years that are a lien, but that arenot yet billed, or are billed but are not yet delinquent, and any assessments not shown on the public record.
2. Any laws, regulations or ordinances (including, without limitation, zoning, building and environmental matters) as to the use, occupancy, subdivision or improvement of the Property adopted or imposed by any governmental agency.
3. Acts done or suffered by, through or under, or judgments against, Grantee.
4. Rights of the public to use that portion of the Property within legal highways/roadway.
5. Plat matters recorded in Book X, Page 1.
6. 10 foot sewer line easement to the City of Charles Town in Deed Book 325, Page 276.
7. Plat matters recorded in Deed Book 939, Page 578.
8. Utility easement in Deed Book 1009, Page 697.
9. Right of way for electric lines in Deed Book 183, Page 139.
10. 10 foot sewer line easement to the City of Charles Town in Deed Book 325, Page 273.
11. Plat matters recorded in Deed Book 235, Page 356.
12. Plat matters recorded in Deed Book 164, Page 382.
13. Plat matters recorded in Plat Book 12, Page 2.
14. Plat matters recorded in Deed Book 253, Page 180.

Exhibit A

Legal Description

1. PT LTS BLK 65 Parcel 42x168 03 2 0050 0000 0000
DB 1129-419

all that certain lot or parcel of real estate, with the improvements and appurtenances thereunto belonging, situate in the City of Charles Town, Jefferson County, West Virginia, more particularly described as follows:

That parcel of real estate in the City of Charles Town, Jefferson County, West Virginia, at the northwest corner (previously incorrectly identified as the "southwest corner") of North Samuel Street and Valley Place, fronting about 42' on the southwest side of Samuel Street and about 168.4' on the northwest side of Valley Place, being part of several lots in Block 65 on the plat of the Lands of The Charles Town Mining, Manufacturing and Improvement Company plat of record in the Office of the Clerk of the County Commission of said County in Deed Book X at Page 1, to which plat reference is made for a more particular description of said. real estate. District: 03-Charles Town Corporation. Tax Map: 2, Parcel 0050 0000 0000. Postal Address: 330 N. Samuel Street, Charles Town, West Virginia 25414.

2. PT LTS #7, 8, 9, 10, 11, 12, 13, BLK 65 N Samuel St 03 2 0051 0000 0000
DB 1130-386

all that certain lot or parcel of real estate, with the improvements and appurtenances thereunto belonging, situate in the City of Charles Town, Jefferson County, West Virginia, more particularly described as follows:

A certain lot or parcel of land, improved by a brick dwelling thereon, situate on the southwest corner of North Samuel Street and First Avenue in Charles Town, Jefferson County, West Virginia, described as follows, to-wit: BEGINNING at the southwest corner of Samuel Street and First Avenue; thence with the line of First Avenue S. 70° 00' W. 168.4 feet to a stake; thence, S. 20° 00' E. 45.7 feet to a stake, corner to J. J. Pittman; thence N. 70° 45' E. 168.4 feet, more or less, to Samuel Street; thence with Samuel Street N. 20° 00' W. 48 feet to the beginning. District 03, Tax Map 2, Parcel 0051 0000 0000. Postal Address: 332 N. Samuel Street, Charles Town, WV 25414.

3. 1 1/2 LTS Railroad Ave – Mill 03 2 0049 0000 0000
DB 1110-85

all those certain lots or parcels of real estate, with the improvements and appurtenances thereunto belonging, situated in the Charles Town Corporation, Jefferson County, West Virginia, being more particularly bounded and described as follows: ***[This language precedes, and applies to, all of the parcels conveyed by DB 1110-85]***

PARCEL NINE: That certain lot or parcel of land with mill, elevator and storage buildings and other improvements thereon, situated in Charles Town, in Jefferson County, West Virginia, at the north west corner of North Samuel Street and the Baltimore & Ohio Railroad, bounded on the east 185 ft. by North Samuel Street, on the north 206 ft. by Valley Place, on the west 150 ft. by the Miley coal yard property, and on the south approximately 210 ft by said railroad

property, being the same conveyed to Joseph A. Warrenfeltz by West Virginia Mills by deed dated October 31, 1938, and recorded in said Clerk's Office in Deed book 149, at page 40.

4. TS #7, 8, 9, 10, PT #6 BLK 66 — 03 2 0068 0000 0000
DB 1110-85

PARCEL ONE: Beginning at the corner of North Samuel Street and First Avenue in said town; thence with the southerly side of First Avenue eastwardly 125 feet to a point; thence by a new line southwardly, parallel to Samuel Street, 130 feet to a point in the line of the other property of Grantor; thence with the same westwardly, parallel to First Avenue, 55feet; thence northwardly, parallel to Samuel Street, 25 feet; thence westwardly, parallel to First Avenue,70 feet to a point in the eastern line of N. Samuel Street; thence with the eastern line of N. Samuel Street in a northerly direction 105 feet to the beginning; comprising all of Lots Nos. 7, 8, 9 and 10, and a portion of Lot No. 6, all in Block No. 66, as shown on the plat of Charles Town Mining, Manufacturing and Improvement Company, which is of record in the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book X, at page 1.

5. LTS #2, 3, 4, 5 BLK 66 — 03 2 0069 0000 0000
DB 1110-85

PARCEL TWO: That certain lot or parcel of land situate in Charles Town in Jefferson County, West Virginia, at the northeast corner of North Samuel Street and Bell Place, with office, storage and machine shop building, paint-spraying building, chicken house and other improvements thereon, bounded as follows, to-wit: Beginning at the northeast corner of North Samuel Street and Bell Place, thence northwardly with the east line of North Samuel Street, 120 feet to corner of C.C. Bush, thence eastwardly with said Bush parallel with Bel Place 70 feet, thence southwardly with said Bush parallel with North Samuel Street 25 feet, thence eastwardly with said Bush parallel with Bel Place 116 feet to the west line of an alley, thence southwardly with the west line of said alley 95 feet, to the north line of Bel Place, thence westwardly with the north line of Bel Place 186 feet, to the beginning, consisting of four (4) parcel conveyed to said Joseph A. Warrenfeltz by C.C. Bush and wife by Deed Book 160, page 544 and deed dated March 4, 1946, recorded in said County Clerk's Office in Deed Book 164, page 381, and deed dated March 11, 1949, recorded in said County Clerk's Office in Deed Book 175, page 533. Reference is also made to that certain plat of the aforesaid property in the aforesaid Clerk's Office in Deed Book 235, page 356.

6. 1 LT Coalyard – Miley — 03 2A 0010 0000 0000
DB 1110-85

PARCEL SIX: That certain real estate generally known as the "Miley Coal Yard Property" lying on the east side of North George Street and described as beginning at a point in the east line of North George Street 45 feet southward from its intersection with the south line of Valley Place; thence northeastward 25.4 feet to a point which is 20.5 feet eastward of the said east line of North George Street, in the Miley residence lot south line and 30 feet southward from the said south line of Valley Place, thence with said Miley residence lot line eastwardly and parallel to the said south line of Valley Place 107.5 feet to a point in the west line of the former West Virginia Mill property; thence with the same southwardly 120 feet to the right-of-way line of the Baltimore and Ohio Railroad; thence with the same westwardly 130 feet to said east line of North George Street; thence northwardly with the east line of North George Street 74.5 feet to the point of beginning.

7. 1 LT N George St
DB 1110-70

03 2A 0009 0000 0000

all that certain lot or parcel of real estate, with the improvements and appurtenances thereunto belonging, situate in the City of Charles Town, Jefferson County, West Virginia, more particularly described as follows:

All of that certain lot or parcel of real estate, with the easements and rights of way appurtenant thereto, improved by a brick dwelling house, etc., thereon, fronting on the east side of North George Street in Charles Town, Jefferson County, West Virginia, a distance of 45 feet, and running back along the line of Valley Place a distance of approximately 107 feet, more or less, to the west line of the former West Virginia Mills Property (said frontage including an offset fronting 15 feet on said George Street next to the Ebersole Coal Yard property, formerly Miley's) it being part of the same property which was conveyed to C. E. Miley, Sr. and C. P. Miley by deed from T. C. Bowling, et ux., dated December 10, 1913, and recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 110, Page 89, and being the same real estate conveyed to Roy W. Hooe, Sr., et ux., by deed from Charles Edward Miley, Jr., et ux., et al., dated August 1, 1951, and recorded in the aforesaid Clerk's Office in Deed Book 184, Page 309, and conveyed by Roy E. Hooe, Sr., et ux., by deed to Earl S. Rowe and Charlotte C. Rowe, his wife, dated June 1, 1961, and recorded in the aforesaid Clerk's Office in Deed Book 246, Page 522, to which deed and the references therein contained, reference is made.

8. #1, 2, 3, 4, 5, 6, PT #7 N George St, BLK 65
DB 1110-75

03 2A 0008 0000 0000

all that certain lot or parcel of real estate, with the improvements and appurtenances thereunto belonging, situate in the City of Charles Town, Jefferson County, West Virginia, more particularly described as follows:

Fronting on the east side of George Street, bounded on the north by First Avenue and on the south by Valley Place, consisting of all of Lot Nos. 1, 2, 3, 4, 5, 6 and a part of Lot 7 in Block 65 of the Charles Town Mining, Manufacturing and Improvement Company as shown on a plat thereof recorded in the office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book X at Page 1.

9. 1 LT First Avenue BLK 66
DB 1122-688

03 2 0067 0000 0000

all that certain lot or parcel of real estate, with the improvements and appurtenances thereunto belonging, situate in the City of Charles Town, Jefferson County, West Virginia, more particularly described as follows:

All that certain lot or parcel of land, improved by a two-story brick dwelling, fronting 61 feet on the south side of First Avenue in Charles Town, Jefferson County, West Virginia, and extending back southwardly of even width 130 feet, more or less, being bounded on the east by a 20-foot alley, and on the south and west by property of Peoples Supply Farm Machinery, Inc., and/or Peoples Supply, Inc., being a portion of Block No. 66 as shown on the plat of the lands of the Charles Town Mining, Manufacturing & Improvement Company, recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book X, at Page 1, and a part also (the residue after several out-conveyances) of the real estate

conveyed to the late C. C. Bush by Forrest W. Brown, et al., Special Commissioners, by deed dated April 11, 1927, and recorded in the aforesaid Clerk's Office in Deed Book No. 128, Page 474. Said C. C. Bush died testate in the year 1952, and by his last will and testament, duly probated and recorded in the aforesaid Clerk's Office in Will Book I, Page 406, devised all of his real estate to his wife, Daisy Wheatly Engle Bush.

ARTICLE 138

Board of Park and Recreation Commissioners

138.01 Purpose.
138.02 Definitions.
138.03 Establishment of Board of Park and Recreation Commissioners.
138.04 Powers and duties.
138.05 **Severability.**

CROSS REFERENCES
Applicable West Virginia State Codes to this Article include: WV Code 8-21.

138.01 PURPOSE.

The purpose of this article is to establish a Parks and Recreation Ordinance together with a Board of Parks and Recreation Commissioners of Charles Town, West Virginia in accordance with West Virginia State Code §8-21-1 et seq. The Board of Parks and Recreation Commissioners is established for the purpose of constructing, improving, extending, developing, maintaining, and operating a City public parks and recreation system.
(Ord. 2020-012. Passed 8-3-20.)

138.02 DEFINITIONS.

(a) "City" is the City of Charles Town, West Virginia.
(b) "City Council" is the City of Charles Town City Council.
(c) "Director" is a person so designated and in charge of the Parks and Recreation Department.
(d) "Park" is a park, playground, natural area, recreation center, or any other area in the City owned by the City or the Board of Parks and Recreation Commissioners, or used by and through a contract or agreement, and devoted to active or passive recreation.
(e) "Board" is the seven-member public corporate body established to effectuate the purposes and provisions of this ordinance.
(f) "Commissioners" are appointed members of the Board by the City Council.
(Ord. 2020-012. Passed 8-3-20.)

138.03 ESTABLISHMENT OF BOARD OF PARK AND RECREATION COMMISSIONERS.

(a) The Board herein created will be a public corporate body, with perpetual existence and common seal. It will have the power to purchase, hold, sell and convey real or personal property; receive gift, grant, donation, bequest or devise; sue and be sued; contract and be contracted with; and do any and all things and acts which may be necessary, appropriate, convenient or incidental to carry out and effectuate the purposes and provisions of this Ordinance.
(b) The Board will consist of seven voting Commissioners. Commissioners will be residents of the City of Charles Town. Commissioners will be appointed by City Council.
(c) Appointment of membership will consist of seven Commissioners with not more than two Commissioners of the City Council. The term of any City Council member appointed to serve on the Board will run concurrent with the member's term on the council.
(d) No officer or employee of the City, other than an appointed Commissioner(s) of the City Council, whether holding a paid or unpaid office, is eligible for appointment to the Board.
(e) The terms of other appointed Commissioners will be for six years and until their successors have been duly appointed and qualified.
(f) The Commissioners of the Board will qualify by taking and filing with the City Clerk, the oath prescribed by law for public officials.
(g) At the first meeting of each calendar year, or as needed to accommodate vacancies, the Commissioners of the Board will organize by electing one of their number president, and another vice president, and by electing a secretary who need not be a Commissioner of the Board. The secretary will keep an accurate record of the fiscal affairs of the Board and will keep a certified or approved written record of the Board's proceedings which will be available for inspection as are other municipal records. The City Treasurer will be ex officio Treasurer of said Board and will take the oath prescribed by law and will furnish such bond as may be required by said Board.
(h) Commissioners will serve without compensation. Commissioners will be entitled to reimbursement for all reasonable and necessary expenses actually incurred in the performance of their duties as Commissioners. They will not be personally interested, directly or indirectly, in any contract entered into by said Board, or hold any remunerative position in connection with the establishment, construction, improvement, extension, development, maintenance or operation of any of the property under their control.
(i) The Charles Town City Manager, or designee as appointed by the City Council, will be the Director of the Parks and Recreation Department and will be an ex-officio Commissioner of the Board, with the responsibility to participate in discussions, but without the right to vote.
(j) Each Commissioner will be subject to removal by City Council by the recorded vote of a majority of City Council after a public hearing thereon. The decision of City Council as to such removal will be final and not subject to review by any court, arbitrator, or other body, and each Director accepting such appointment will acknowledge the finality of such decision.
(Ord. 2020-012. Passed 8-3-20.)

138.04 POWERS AND DUTIES.

The Board will have the following powers and perform the following duties:

(a) Act in an advisory capacity to the City Council in all matters pertaining to parks and recreation; will acquaint itself with and make a continuous study and review of the complete parks and recreation services of the City; and will advise with City Council from time to time as to the present and future maintenance, operation, planning, acquisition, development, enlargement, and use policies of the City's parks and recreation services; and

(b) Using the authority granted under West Virginia State Code §8-21-7, work in conjunction with the Director of Parks and Recreation as to the policy direction of the Parks and Recreation Department. The supervisory powers of the Board to manage and operate the City's parks system will be delegated to the Director of Parks and Recreation. The Board will review the proposed budget for the Parks and Recreation Department and make recommendations to the City Council through the Director as it deems necessary; and

(c) Study and encourage the development of park and recreation areas and study and encourage the development of wholesome recreation for all residents of the City of Charles Town; and

(d) After concurrence by the City Council, acquire in its name by purchase, lease, parkland dedication, by exercise of the power of eminent domain, or otherwise, such land or lands as it will determine to be necessary, appropriate, convenient or incidental to the establishment, construction, improvement, extension, development, maintenance or operation of a system of public parks, parkways, playgrounds, athletic fields, stadiums, arenas, and other public parks and recreational facilities for the City; and

(e) Consult with the Parks and Recreation Department Director on problems of development of recreation areas, facilities, programs, and improved recreational services; and

(f) Recommend the adoption of standards, areas, facilities, program, and financial support; and

(g) Establish and periodically review a master planning guide for parks and recreation and become familiar with such plan and its relation to existing and proposed facilities and will become aware of any revision or updating thereof; and

(h) Advise and recommend to the City Council on the development of long-range capital improvement programs and, when in its opinion the need exists for additional parks and recreational facilities, grounds, premises, or equipment, it will make appropriate recommendations to the City Council; and

(i) Using the authority granted in West Virginia State Code §8-21-9 to take title to real and personal property and after concurrence by the City Council, convey real property to the Board by public bodies; sell and convey real property by the Board and execute deeds; and

(j) Using the authority granted in West Virginia Code §8-21-10 as to general powers, enactment and enforcement of rules and general counsel, provided however, develop for City Council review and adoption, rules and regulations as may be prescribed by the Board for use of parks and recreational facilities and enforcement therein; and

(k) From time to time recommend to the City Council amendments to or changes in this Ordinance; and

(l) Through its President, make both an oral and written report annually to the City Council concerning its activities during the past year and its proposals for the coming year; and

(m) Develop and recommend written policies and procedures for the Parks and Recreation Department Director to follow for the use of parks and recreational facilities and for the conduct of all recreational activities which policies and procedures will be subject to approval by the City Council; and

(n) Develop for City Council approval a set of by-laws and governing rules of procedure for their meetings and operation; and

(o) Have the power to charge for use of recreational facilities and use those funds accordingly on behalf of the City of Charles Town as prescribed in West Virginia State Code §8-21-11; and

(p) Receive and disburse for such purposes, any moneys appropriated to it by the City Council, together with any other funds which may come into its hands by gift, grant, donation, bequest, devise, or from its own operation, or otherwise. The City and the Board will comply with West Virginia State Code §8-21-13 for public parks and recreation bonds; and

(q) All powers and duties prescribed and delegated herein are delegated to the Board as a unit and all action hereunder will be of the Board acting as a whole. No action of an individual Commissioner is authorized except through the Board.

(Ord. 2020-012. Passed 8-3-20.)

138.05 SEVERABILITY.

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

(Ord. 2020-012. Passed 8-3-20.)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1742: Pay Point Presentation

ATTACHMENTS:

- Paypoint Benefits Analysis.pdf
- Paypoint Compensation Study.pdf

Paypoint HR



Benefits Analysis
City of Charles Town, West Virginia

Paypoint HR, LLC
695 Santa Maria Lane
Davidsonville, MD 21035
(443) 336 - 4272

Executive Summary

Charles Town and the Charles Town Utility Board (CTUB) offer a comprehensive and competitive total rewards program that is generally aligned with prevailing public-sector practices. Both organizations demonstrate a balanced and fiscally responsible approach, with strong core benefits that support workforce stability, recruitment, and long-term retention.

Key strengths include competitive healthcare coverage, strong disability and income protection, above-market sick leave and holiday benefits, and participation in a stable state pension system. Additionally, Charles Town offers a dedicated paid parental leave program, which is relatively uncommon among peer jurisdictions and supports employee well-being and workforce retention. These foundational elements position both organizations as reliable and attractive public employers, particularly in a labor market where long-term security and work-life balance remain important differentiators.

Benefit costs represent approximately 29% of total compensation, which is above the local market median but consistent with national benchmarks. This reflects a strategic emphasis on benefits as a core component of total rewards. While this structure supports recruitment and retention, it also requires continued monitoring to ensure long-term fiscal sustainability and flexibility in wage growth.

Several opportunities exist to further strengthen competitiveness in a targeted and cost-effective manner. These include developing a more structured and data-driven compensation adjustment strategy, reviewing life and AD&D coverage levels, enhancing vacation accrual for long-tenured employees, and expanding voluntary and lifestyle benefits that support employee engagement. Selective flexibility in leadership roles and evolving workforce expectations may also become an important differentiator over time.

Overall, Charles Town and CTUB are well positioned in relation to the market. Continued alignment of compensation, benefits, and workforce strategy will support sustainable operations, strong employee engagement, and long-term organizational success.

Paypoint HR



Employee Total Compensation Study
City of Charles Town, West Virginia

Work Product

Paypoint HR, LLC
695 Santa Maria Lane
Davidsonville, MD 21035
(443) 336 - 4272

Executive Summary

External Competitiveness Takeaway

Overall, job titles at Charles Town are compensated 5.7% below the 55th percentile of the market (for reference, in comparison to the 50th percentile of the market job titles are 1.1% below market, 10.0% below market in comparison to the 60th percentile, and 18.7% below market in comparison to the 70th percentile). The 50th percentile indicates that half of the comparators pay more/half less than Charles Town. Recommendations for holistic compensation adjustments for all job titles in the City are delineated in the report. No wage reductions are recommended.

Department	50th Percentile External Market
City Attorney's Office	25.1% below market
City Clerk's Office	9.9% below market
City Manager's Office	12.3% below market
City Treasurer's Office	6.6% below market
Planning & Zoning	5.6% below market
Police	4.7% below market
Streets & Highways	1.5% above market
CTUB	5.0% below market
Overall Average	5.7% below market

WORKING

Process

Paypoint HR is pleased to present this comprehensive Employee Total Compensation Study to Charles Town, West Virginia. The study began with an initial kick-off meeting with the Chief of Police, CTUB Human Resources Manager, CTUB Utility General Manager, and the Operation Director on December 11, 2025. The Final Report was completed for presentation to the City in Spring 2026.

The point of the Executive Summary is to give an overview of the most important issues and opportunities identified by the consulting team during the study. The reader is highly encouraged to read the document in its entirety to gain an understanding of the recommendations within the report. The study takes into consideration both short and long-term concerns. The intent of the study was to provide leadership with a process for ascertaining equitable value of positions on a competitive salary scale. The study compared existing pay to compensation scales of organizations identified to be valid comparators to the City. This report provides a review and update of the classification and compensation plan for the City's employees. Paypoint HR has identified opportunities, but it is up to the City's leadership to determine which are most appropriate and the timing of implementation.

In considering the options for implementation, it is critical to understand the costs and benefits related to each option. By utilizing market data and analysis it is possible to make informed decisions regarding possible changes. However, in addition to the quantitative economic cost and benefit, it is important to consider the social/cultural impact of implementation and management. Charles Town will need to consider all components in making final decisions.

The study was divided into two parts: a classification phase and a compensation phase. The classification phase included identification, review, and analysis of specific work being performed in various positions. That data was then used to simplify positions and match them to the external market in an "apples to apples" comparison. The compensation phase consisted of an initial baseline analysis and an external market survey of public organizations to determine what the labor market pays for specific jobs.

The study included approximately 79 employees within roughly 65 distinct classifications. The study recommendations indicate what actions should be taken to avoid the loss of qualified staff and address difficulties in recruiting new employees for the City. In addition, it was expected that the study would recommend adjustments to the City's salary placement procedures, policies, and salary structure, to allow appropriate ongoing compensation administration.

Comprehensive surveys like this establish a credible pay structure that is fair for the work completed and strategically positions Charles Town competitively in the labor market. The desired result is the improved ability to attract and retain quality staff that perform at high levels to meet the growing demands of the community.

Major Milestones for the Project

The study began with an initial kick-off meeting with the Chief of Police, CTUB Human Resources Manager, CTUB Utility General Manager, and the Operation Director on December 11, 2025

Employee Briefing Sessions were held with the City on December 16th through December 18th with groups of employees from all departments to discuss the project, their roles, and to review the job analysis questionnaire.

Paypoint HR conducted a job evaluation for an internal review of job family classifications based on the responses to the PVPs.

An analysis of the existing pay scale was completed.

Internal positions were reviewed, and benchmark positions were selected for inclusion in the external survey.

An external market survey was sent out to a total of 49 comparator organizations and responses from 18 participants were collected. Typical surveys of this type yield a 5-10% response rate.

Survey Respondents

Bridgeport, WV	Brunswick, MD	Clarksburg, WV	Fairfax, VA
Frederick County, VA	Frederick, MD	Front Royal, VA	Herndon, VA
Leesburg, VA	Manassas, VA	Martinsburg, WV	Morgantown Utility Board, WV
New Martinsville, WV	Parkersburg, WV	Poolesville, MD	Thurmont, MD
Washington County, MD	Woodstock, VA		

Work Product

Recommendations

The fiscal impact of the recommendations below is approximate cost for salary adjustments only. It does not factor is associated costs for employee-related benefits.

55th Percentile of Market - City

1. Raise the salary of 1 position that is below grade minimum market, first, at a cost of $3,536.

2. Raise the salary of 18 positions that are *substantially* below market, second, at a cost of $292,668.

3. Raise the salary of 14 positions that are below market, third, at a cost of $86,342.

4. Raise the salary of 12 positions to the closest step of new pay scale, fourth, at a cost of $14,556.

Total: 45 positions, $397,102.

55th Percentile of Market - CTUB

1. Raise the salary of 2 positions that are below grade minimum market, first, at a cost of $1,851.

2. Raise the salary of 8 positions that are *substantially* below market, second, at a cost of $81,285.

3. Raise the salary of 10 positions that are below market, third, at a cost of $55,352.

4. Raise the salary of 14 positions to the closest step of new pay scale, fourth, at a cost of $18,652.

Total: 34 positions, $157,140.

5. Raise the salary of 1 position that is experiencing compression, fifth, at a cost of $680.

Work Product

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1743: Charles Street Engineering

ATTACHMENTS:

- 2026-06-15_City of Charles Town - Charles Street Green Infrastructure Design and Engineering Proposal.pdf

June 2, 2026

Alissa Meeks
City of Charles Town, WV
101 E. Washington Street
Charles Town, West Virginia 25414

Re: Letter Agreement for Professional Services for
City of Charles Town, Charles Street Green Infrastructure, Design, and Engineering

Dear Alissa:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") submits this Letter Agreement ("Agreement") to City of Charles Town, WV ("Client") for providing City of Charles Town, Charles Street Green Infrastructure, Design, and Engineering ("Project").

Project Understanding

Kimley-Horn understands that the City of Charles Town would like to move forward with the Charles Street Green Infrastructure project for final design and engineering services along Charles Street in Charles Town, West Virginia. The project is intended to provide streetscape improvements that include a curb less roadway, underground utilities, expanded sidewalks, improved drainage, and lighting improvements. The purpose of the project is to provide a walkable streetscape while maintaining the one-way operation of Charles Street with on-street parking.

The City is considering three alternatives for the project limits along Charles Street. Alternative 1 includes Charles Street improvements between Washington Street and Liberty Street and covers one block. Alternative 2 includes improvements between Congress Street and Liberty Street and covers two blocks. Alternative 3 includes improvements between Congress Street and North Street and covers three blocks. These alternatives reflect the City's interest in advancing the project over different corridor lengths along Charles Street.

Based on the information provided, the project also contemplates final engineering documents for lighting, grading, stormwater management, drainage design, utility duct banks associated with undergrounding overhead utilities, parking, infrastructure improvements, erosion control, permitting, and construction cost estimates. Together, these elements support the City's planned streetscape and infrastructure improvements along the Charles Street corridor.

Assumptions

Kimley-Horn's scope and fee are based on the following assumptions:

1. Kimley-Horn's scope and fee are based on one project alternative and one set of project limits selected by the Client from the alternatives under consideration for Charles Street. If the selected alternative, project limits, or corridor cross section change after design has started, resulting revisions, reanalysis, and document updates can be provided as Additional Services.
2. Kimley-Horn is entitled to rely on the accuracy and completeness of the survey, utility records, prior studies, property information, drainage information, lighting information, geotechnical information, and other documents provided by the Client or third parties. If errors, omissions, or conflicts in information provided by others affect Kimley-Horn's services, resulting coordination, reanalysis, or redesign can be provided as Additional Services.
3. Existing utility locations, depths, sizes, service connections, and ownership information within and adjacent to the corridor are assumed to be substantially consistent with the information provided by the Client and utility owners. If field conditions differ materially from the information provided, or if previously unidentified utility conflicts are encountered, resulting redesign, additional coordination, or support for relocation planning can be provided as Additional Services.
4. Adjacent and downstream drainage systems, electrical service, and utility distribution facilities are assumed to have adequate capacity to support the proposed Charles Street improvements without major offsite extensions, replacements, or system upgrades. If offsite improvements or capacity upgrades are needed to serve the project, related evaluation, coordination, and design can be provided as Additional Services.
5. The proposed roadway, sidewalk, drainage, lighting, parking, and underground utility improvements are assumed to fit within public right-of-way and property interests identified in documents provided by the Client, without substantial additional right-of-way acquisition or easement procurement. If additional property rights are needed, or if redesign is needed to avoid impacts beyond those property interests, that added effort can be provided as Additional Services.
6. Subsurface conditions, pavement conditions, groundwater conditions, and related recommendations are assumed to be substantially consistent with the geotechnical and subsurface information provided by the Client. If actual conditions differ materially from the information provided and affect design, resulting analysis, coordination, and redesign can be provided as Additional Services.
7. Hazardous materials, contaminated soils, underground storage tanks, and other environmental conditions that materially affect design or construction are not anticipated within the project corridor. If such conditions are identified and affect Kimley-Horn's services, related evaluation, agency coordination, and design revisions can be provided as Additional Services.
8. The project is assumed to require only municipal, state, stormwater, drainage, and erosion and sediment control permits and approvals generally associated with roadway and streetscape improvements within an existing urban corridor, and no stream, wetland, floodplain revision, railroad, or similar specialized permitting is anticipated. If additional permits, studies, or agency processes are required, those services can be provided as Additional Services.

9. Kimley-Horn's scope and fee are based on up to two rounds of review comments from the Client and reviewing agencies. Additional review cycles, substantial comment resolution efforts, or resubmittals beyond two rounds can be provided as Additional Services.
10. Utility owners, franchise utility providers, and other third parties are assumed to respond to coordination requests in a reasonably timely manner and to provide information that is sufficiently consistent to support design progression. If delayed, incomplete, or conflicting third-party responses materially increase Kimley-Horn's effort or require redesign, that added effort can be provided as Additional Services.

If any of these assumptions are not correct, then the scope and fee will change.

Scope of Services

Kimley-Horn will provide the services specifically set forth below.

Task 1 - Project Management

Kimley-Horn will provide project management services for the duration of the project. Kimley-Horn will administer the scope, coordinate the internal design team across the roadway, drainage, utility duct bank, lighting, erosion and sediment control, permitting, cost estimating, and final engineering document tasks, and serve as the primary point of contact with the City of Charles Town. Kimley-Horn will conduct routine communications with the Client, monitor project progression against the agreed scope for the selected Charles Street alternative and project limits, and identify matters that could affect scope, budget, or deliverable development.

Kimley-Horn will prepare for and attend up to four project meetings or conference calls with the Client to discuss project status, key coordination items, and review comments. Kimley-Horn will manage document distribution and comment tracking for up to two review cycles, coordinate responses among the design disciplines, and direct revisions within the base scope. If changes to the selected alternative, project limits, corridor cross section, or review requirements increase the project management effort beyond that specifically described herein, that added effort can be provided as Additional Services.

Task 2 - Existing Conditions Review and Information Gathering

Kimley-Horn will review the information provided by the Client to develop an understanding of existing conditions within the selected Charles Street project limits and to support the subsequent design tasks. This review will focus on the selected project alternative and limits established by the Client and will address corridor features that affect the proposed improvements, such as roadway and sidewalk geometry, curb and pavement transitions, on-street parking, drainage features, visible utilities shown on the survey, lighting infrastructure, and documented property and right-of-way constraints. Kimley-Horn will also perform a limited site reconnaissance of the corridor to observe generally visible surface conditions and compare those observations with the information provided by the Client.

Kimley-Horn will review the topographic and boundary survey, utility record information, prior plans and studies, geotechnical and subsurface information, drainage records, lighting information, and property

documents provided by the Client for relevance to the selected corridor improvements. Kimley-Horn will identify major design considerations, apparent conflicts, and information gaps that could affect roadway and streetscape design, drainage and stormwater design, utility duct bank design, street lighting design, erosion and sediment control development, permitting, and preparation of final engineering documents. Kimley-Horn is entitled to rely on the accuracy and completeness of information provided by the Client and third parties. If errors, omissions, or material conflicts in that information affect Kimley-Horn's services, resulting reanalysis, additional coordination, or redesign can be provided as Additional Services.

Kimley-Horn will document the results of this review in a concise existing conditions summary for use by the project team during design development. This summary will describe the principal physical and record-based constraints observed within the selected corridor, note items requiring follow-up coordination with the Client or utility owners, and establish the basis of design for the subsequent scope tasks. Any services needed to evaluate conditions outside the selected project limits, perform supplemental field investigation, or address materially different field conditions can be provided as Additional Services.

2.2 – Existing Conditions Survey and Utility Survey/Test Holes: Kimley-Horn will utilize our subconsultant, Triad Engineering, to complete a detailed topographic, Utility, and right-of-way survey. Survey will be completed within the limits of the project site. Topographic survey will reflect manmade and natural features and visible utilities within the limits of each project site. Elevations will be obtained at a twenty-five (25) foot interval with contours being generated at a one (1) foot interval. Trees, 4" diameter at breast height or larger and wetlands, if marked, will be located at the time of the survey. Underground utility information to be included in survey file will be based upon surface features and utility company markings. This information will be collectively analyzed and compiled into an appropriately scaled AutoCAD 2020 drawing document from which existing conditions plans for each project site will be prepared. Test holes were assumed at five test holes per block with each alternative.

2.3 – SWM Geotechnical Analysis: Kimley-Horn will utilize our subconsultant, Triad Engineering to complete a geotechnical analysis of the corridor assuming two infiltration test and borings per block of the project. The analysis will be provided in a geotechnical report with recommendations for inclusion in the SWM plan.

Task 3 - Roadway and Streetscape Design

Kimley-Horn will prepare roadway and streetscape design documents for the selected Charles Street alternative and project limits identified by the Client. Using the survey, prior concept information, standards, and other documents provided by the Client, Kimley-Horn will develop the horizontal and vertical design for the Charles Street corridor improvements associated with this task. The design will address the proposed curb-less roadway section, pavement edges and transitions, sidewalk layout and pedestrian circulation areas, on-street parking layout, tie-ins at side streets and driveways within the selected limits, and related grading necessary to support the roadway and streetscape improvements.

Kimley-Horn will coordinate this design with the drainage and stormwater, utility duct bank, street lighting, erosion and sediment control, and final engineering document tasks so that the roadway and streetscape documents reflect the improvements being prepared under those tasks.
Kimley-Horn will prepare roadway and streetscape plan documents suitable for incorporation into the final engineering document package. These documents will depict the proposed roadway geometry, horizontal control, curb-less section layout, sidewalk and pedestrian area configuration, parking arrangement, spot grades and other limited grading information associated with the corridor surface improvements, and applicable roadway details and notes. Kimley-Horn will also prepare pavement marking and signing modifications directly associated with the proposed corridor layout and continuation of Charles Street one-way operation within the selected limits. This task is limited to roadway and surface streetscape design and does not include advanced traffic engineering studies, utility relocation design outside the duct bank improvements, specialty streetscape design, or structural design.

Kimley-Horn will attend up to two review meetings with the Client and will revise the roadway and streetscape documents up to two times in response to consolidated comments from the Client and reviewing agencies that are directly related to documents prepared by Kimley-Horn under this task. Comment responses and revisions under this task are limited to roadway and streetscape design elements and do not include permit application preparation or agency coordination services assigned to other tasks. If changes to the selected alternative, project limits, corridor cross section, or third-party information provided to Kimley-Horn require reanalysis or redesign beyond the revisions described above, that added effort can be provided as Additional Services.

Task 4 - Drainage and Stormwater Design
Building on the review performed in Task 2 and coordinated with the roadway and streetscape design prepared under Task 3, Kimley-Horn will prepare drainage and stormwater design documents for the Client-selected Charles Street alternative. Using the project limits derived from the Client-selected alternative, topographic survey, utility information, geotechnical information, and Client provided storm sewer GIS data and other documentation, Kimley-Horn will prepare a detailed existing conditions hydrologic and hydraulic analysis within the derived study limits from the Client-selected alternative. This existing conditions analysis will identify drainage patterns, storm sewer collection points, and the storm sewer network within and immediately downstream of the Client-selected alternative. As part of this analysis, Kimley-Horn will also derive existing peak flow conditions for 10-Year storm event and an existing conditions storm sewer analysis within and immediately downstream of the Client-selected alternative.

Using the existing conditions analysis, Kimley-Horn will prepare and analyze a proposed conditions drainage design for the proposed pavement, sidewalk, parking, and streetscape improvements within the derived project limits from the Client-selected alternative. This proposed conditions drainage design will utilize the proposed conditions and seamlessly design the proposed storm sewer layout, inlet and structure placement, pipe sizing, gutter flow considerations applicable to the curb-less street section, and grading coordination.

As part of the proposed drainage design, Kimley-Horn will analyze the proposed storm sewer design and prepare supporting stormwater calculations and related design documentation for the proposed corridor improvements and will incorporate the resulting drainage and stormwater elements into the final engineering plan set under Task 10. Kimley-Horn will coordinate the drainage design with known utility information provided by the Client and with the utility duct bank, street lighting, and roadway improvements being designed under separate tasks so that the proposed systems are generally compatible within the corridor. If information provided by the Client or utility owners differs materially from field conditions, or if offsite drainage improvements, downstream capacity upgrades, or major system modifications outside the selected project limits are needed, related evaluation, redesign, and coordination can be provided as Additional Services.

Kimley-Horn will support preparation of permit-related drainage and stormwater information required for the permits and approvals identified for this project, with permitting coordination addressed under Task 8. Kimley-Horn will provide drainage exhibits, plan sheets, profiles or tabulations as appropriate to the design, and stormwater calculations suitable for inclusion in the final engineering documents. Any opinion of probable construction cost associated with drainage and stormwater improvements will be prepared under Task 9. Kimley-Horn does not guarantee that permits or approvals will be issued or that proposals, bids, or actual construction costs will not vary from any opinion of probable construction cost.

Task 5 - Utility Duct Bank Design

Building on the review performed in Task 2, Kimley-Horn will prepare final design documents for the utility duct bank improvements associated with undergrounding overhead utility facilities within the selected Charles Street project limits. Using the survey, utility record information, prior plans, and other documents provided by the Client, Kimley-Horn will develop a duct bank layout coordinated with the proposed roadway, sidewalk, drainage, parking, and lighting improvements being prepared under the related tasks in this agreement. Kimley-Horn will evaluate the corridor conditions shown in the information provided by the Client and will prepare plan sheets and applicable details depicting the proposed duct bank alignment, conduit arrangement, crossings, pull boxes or handholes, and related appurtenances reasonably necessary to convey the intended design.

Kimley-Horn will coordinate with the Client and with identified utility owners or franchise utility providers to obtain and consider information affecting the duct bank design within the project corridor. Kimley-Horn will revise the design in response to review comments received from the Client and reviewing agencies within up to two review cycles. Utility duct bank design under this task is limited to the civil design of the underground conduit system to be incorporated into the Charles Street improvement plans. Design of utility owner relocations, service conversions, extensions, replacements, or modifications beyond the duct bank improvements shown in Kimley-Horn's plans can be provided as Additional Services. Any permits, approvals, or utility owner authorizations associated with these improvements remain subject to review and action by the applicable agencies and utility owners, and Kimley-Horn does not guarantee their issuance.

Task 6 - Street Lighting Design

Using the roadway geometry and streetscape layout developed under Task 3 and the information reviewed under Task 2, Kimley-Horn will prepare street lighting design documents for the selected Charles Street corridor alternative and limits using the lighting and electrical information provided by the Client. Kimley-Horn will review the information provided by the Client related to street lighting, electrical service, conduit, poles, controllers, and related infrastructure to develop a proposed lighting layout for the corridor. The lighting design will address pole locations, fixture layout, conduit routing, and service connections necessary to support the proposed streetscape improvements and the underground utility improvements associated with this project.

Kimley-Horn will coordinate the lighting design with the roadway, drainage, and utility duct bank design tasks to reduce conflicts within the constrained urban corridor and to align the lighting improvements with curb-less roadway features, sidewalks, parking, and other planned surface improvements. Kimley-Horn will prepare lighting plan sheets, applicable installation details, fixture and equipment schedules, and related design notes suitable for inclusion in the final engineering documents. If photometric calculations or similar lighting analysis are required by the applicable reviewing authority to support the design, Kimley-Horn will prepare that limited analysis for the proposed street lighting improvements within the selected project limits.

Kimley-Horn will support up to two rounds of lighting-related review comments from the Client and reviewing agencies as part of the design development and final document process. Kimley-Horn's services are limited to design of the project street lighting improvements and associated electrical distribution elements within the selected project limits. Kimley-Horn does not guarantee the issuance of permits or approvals associated with the lighting improvements. Design of utility owner facilities or electrical distribution upgrades outside the project limits can be provided as Additional Services if needed.

Task 7 - Erosion and Sediment Control

Building on the design developed under Tasks 3 through 6, Kimley-Horn will prepare erosion and sediment control documents to support the proposed Charles Street improvements within the selected project limits. Using the survey, drainage information, and other documents provided by the Client, Kimley-Horn will develop erosion and sediment control plans and related details suitable for inclusion in the final engineering document package. The documents will address the roadway, sidewalk, drainage, utility duct bank, and street lighting improvements designed under the related tasks and will depict temporary measures, sequencing notes, and stabilization requirements associated with the proposed construction activities within the corridor.

Kimley-Horn will coordinate the erosion and sediment control design with the roadway, drainage, utility duct bank, and lighting design tasks so that the temporary control measures generally correspond to the proposed grading, drainage conveyance, and utility improvements. Kimley-Horn will prepare supporting calculations and narrative information reasonably necessary for permit submittals

associated with erosion and sediment control for the selected alternative and project limits, with permitting coordination addressed under Task 8. Kimley-Horn will support up to two review cycles for comments from the Client and reviewing agencies related to these documents. Kimley-Horn does not guarantee issuance of permits or approvals. If specialized permitting, additional review cycles, or substantial revisions are required due to changes in the selected alternative, project limits, corridor cross section, or conditions differing from information provided by the Client, those services can be provided as Additional Services.

Task 8 - Permitting and Agency Coordination

Kimley-Horn will assist the City with permit and agency coordination activities directly related to the design documents prepared by Kimley-Horn under this Agreement for the selected Charles Street improvement limits. Kimley-Horn will identify the municipal, state, stormwater, drainage, and erosion and sediment control permits and approvals generally associated with the proposed roadway and streetscape improvements, prepare and assemble permit application materials using information developed under the related design tasks, and submit those materials to the applicable reviewing agencies on the City's behalf or provide them to the City for submission, as directed by the City. Kimley-Horn will coordinate with the City, applicable municipal departments, the West Virginia Division of Highways if applicable to the selected permit path, and utility owners or franchise utility providers only to the extent that such coordination is necessary to support permit applications and review of the design documents prepared by Kimley-Horn under this Agreement. The Client will provide permit application forms requiring owner information, owner signatures, application fees, and supporting documents from third parties. Kimley-Horn does not guarantee the issuance of permits or approvals.

Kimley-Horn will attend up to three permitting and agency coordination meetings, whether in person or virtual, with the City, reviewing agencies, and utility owners regarding permit-related matters for the project. Kimley-Horn will prepare up to two permit or agency review response packages to address consolidated written comments received from the City and reviewing agencies on Kimley-Horn's submittals. Each response package will consist of written responses and corresponding revisions to the permit-related documents prepared by Kimley-Horn, to the extent such revisions fall within the base scope of design services under this Agreement. Coordination, comment resolution, or resubmittals beyond these defined meetings and the two review cycles identified in this Agreement can be provided as Additional Services.

Task 9 - Construction Cost Estimates

Kimley-Horn will prepare opinions of probable construction cost for the improvements developed under this Agreement for the Client’s selected Charles Street alternative and selected project limits. Kimley-Horn will develop the opinions of probable construction cost using quantities derived from the roadway and streetscape, drainage and stormwater, utility duct bank, street lighting, and erosion and sediment control design documents prepared by Kimley-Horn, together with applicable unit cost information reasonably available at the time of preparation. Kimley-Horn will prepare one opinion of probable construction cost at the design development stage and one updated opinion of probable construction cost with the final engineering documents.

Kimley-Horn will organize the opinions of probable construction cost in a format generally suitable for the project and will identify major construction elements associated with the proposed corridor improvements. If requested, Kimley-Horn will discuss the basis of the opinions of probable construction cost with the Client during up to two review cycles associated with the project deliverables. Kimley-Horn does not guarantee that proposals, bids, or actual construction costs will not vary from the opinions of probable construction cost prepared under this task.

Task 10 - Final Engineering Documents

Kimley-Horn will prepare a coordinated set of design documents for the Client's selected Charles Street alternative and project limits using the roadway, streetscape, drainage, stormwater, utility duct bank, street lighting, and erosion and sediment control designs developed under the related tasks in this agreement. Kimley-Horn will assemble the applicable sheets, notes, details, schedules, and technical specifications into a bid/permit submittal package suitable for the Client's use in agency review and bidding. The design documents will be based on information provided by the Client and on the one selected alternative and project limits identified by the Client.

Kimley-Horn will provide interdisciplinary coordination among the design elements included in this agreement so the resulting documents are generally consistent with one another with respect to layout, dimensions, elevations, utility interfaces, drainage connections, and sheet organization. Kimley-Horn will prepare up to two design submittals for Client and agency review and will revise the documents in response to consolidated comments within the review cycles included in this agreement. Kimley-Horn will also prepare front-end or procurement-related engineering content customarily prepared by the design engineer for municipal public improvement bidding, such as drawing title sheets, general notes, applicable summaries, and technical specification sections associated with the improvements designed by Kimley-Horn under this agreement.

Kimley-Horn will prepare the final bid/permit submittal package in electronic format for delivery to the Client. If the Client requests revisions resulting from changes to the selected alternative, project limits, corridor cross section, or comments received after the included review cycles, that added effort can be provided as Additional Services. Kimley-Horn does not guarantee permit issuance, agency acceptance, receipt of bids, or that proposals, bids, or actual construction costs will not vary from the opinions of probable construction cost prepared under this agreement.

Information Provided By Client

Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives.
The Client shall provide all information requested by Kimley-Horn during the Project, including but not limited to the following:

- Utility record information provided by the Client for facilities within and adjacent to the project corridor, including as-built drawings, utility maps, service locations, overhead and underground utility records, and contact information for utility owners and franchise utility providers.
- Previous studies, concept plans, streetscape plans, roadway plans, utility plans, drainage studies, record drawings, and related design documents provided by the Client for Charles Street that may affect the project.
- Geotechnical reports, pavement information, subsurface investigation data, soil boring logs, groundwater information, and related recommendations provided by the Client for the project corridor or adjacent public improvements.
- Deeds, plats, title reports, right-of-way maps, recorded easement documents, and other property records provided by the Client that affect the project corridor.
- Drainage studies, storm sewer record drawings, floodplain mapping, watershed information, prior stormwater analyses, and records provided by the Client regarding drainage issues or recurring flooding within the project area.
- Roadway lighting plans, electrical service information, utility service point information, and records provided by the Client related to existing street lighting, conduit, poles, controllers, and associated electrical infrastructure within the corridor.
- Copies of permits, approvals, agency correspondence, and coordination records provided by the Client or the Client's consultants for the project, including municipal, state, and utility-related reviews that may affect design or permitting.
- The Client's adopted standard details, material preferences, approved project alternative and limits, corridor cross-section preferences, streetscape standards, and written design directives applicable to the project.

Services Not Included

Any other services, including but not limited to the following, are not included in this Agreement:

- Design of relocation, replacement, or extension of gas, electric, telecommunications, cable, water, sanitary sewer, or other utility owner facilities beyond the utility duct bank improvements specifically described in the Scope of Services. Utility owner design and franchise utility relocation design can be provided as an Additional Service under separate authorization if needed.
- Right-of-way acquisition, easement preparation, property descriptions, plats for acquisition, appraisals, negotiation support, or other property acquisition services.
- Phase I or Phase II environmental site assessments, wetland or stream delineation, threatened or endangered species studies, cultural resource studies, hazardous materials assessment, contaminated soil evaluation, remediation planning, or other environmental consulting services.
- Permits, supporting studies, and agency coordination for permit types not generally associated with the roadway, drainage, stormwater, and erosion and sediment control improvements described in the Scope of Services, including but not limited to USACE permits, FEMA map revision or floodplain revision applications, railroad permits, and similar specialized approvals.

- Traffic impact studies, traffic simulation, signal warrant studies, signal timing analyses, corridor operations studies, or other advanced traffic engineering analyses beyond those specifically required to support the roadway design included in the Scope of Services.
- Structural engineering services for retaining walls, bridges, box culverts, specialty foundations, pole foundations requiring specialty structural analysis, or other structural elements not specifically identified in the Scope of Services.
- Specialty landscape architecture, irrigation design, public art coordination, custom monument features, specialty hardscape detailing, or enhanced aesthetic features not specifically identified in the Scope of Services.
- Additional topographic, boundary, right-of-way, ALTA, route, or easement surveying; utility designation or subsurface utility engineering; and survey updates after receipt of the information provided by the Client. If additional surveying is needed, it can be provided as an Additional Service under separate authorization.
- Evaluation or design of major offsite drainage, utility, electrical distribution, or other infrastructure upgrades outside the selected project limits that may be needed to provide capacity for the proposed improvements. Such services can be provided as an Additional Service under separate authorization.
- Construction staking, field layout, or contractor means-and-methods support during construction.
- Construction materials testing, laboratory testing, special inspections, compaction testing, concrete testing, asphalt testing, or other quality control or quality assurance services during construction.
- Resident project representative services, full-time or part-time construction observation, shop drawing or submittal review, pay application review, contractor schedule review, claim support, record drawing preparation based on contractor markups, or project closeout services during construction.

Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at Kimley-Horn's then-current hourly rates or as otherwise agreed to in writing.
Additional services that Kimley-Horn could provide for this project include, but are not limited to, the following:

- Revisions to the design, drainage analysis, lighting layout, utility duct bank design, parking layout, erosion and sediment control documents, opinions of probable construction cost, and related deliverables if the Client changes the selected Charles Street alternative, project limits, or corridor cross section after Kimley-Horn has started services.
- Additional review meetings, comment resolution, plan revisions, and resubmittals beyond the two review cycles included in the base scope of services.

- Design and coordination services for relocation, replacement, or extension of gas, electric, telecommunications, cable, water, or sanitary sewer facilities outside the utility duct bank improvements included in the base scope.
- Additional utility coordination, utility conflict analysis, field investigation support, and redesign if utility locations, depths, service connections, or ownership information within the Charles Street corridor differ materially from information provided by the Client or utility owners.
- Supplemental topographic survey, right-of-way or easement survey, utility designation, subsurface utility engineering, and survey updates needed after receipt of the information provided by the Client to support design development or address field conflicts.
- Evaluation, coordination, and design for offsite drainage, storm sewer, electrical distribution, water, or sanitary sewer improvements outside the selected project limits if additional capacity or system modifications are needed to support the proposed Charles Street improvements.
- Preparation of right-of-way exhibits, easement exhibits, legal descriptions, and plats to support additional property rights identified during design, excluding appraisal, negotiation, and acquisition services.
- Hazardous materials assessment, contaminated soil evaluation, underground storage tank coordination, and related design support or agency coordination if environmental conditions encountered within the corridor affect the project.
- Preparation of permit applications, supporting studies, and agency coordination for specialized approvals not included in the base scope, such as USACE permit support, FEMA floodplain revision support, or railroad permit coordination, if triggered by project conditions.
- Traffic engineering services beyond the roadway design included in the base scope, including parking analysis, corridor operations analysis, traffic simulation, signal warrant evaluation, signal timing analysis, and traffic control modifications associated with the Charles Street one-way operation.
- Specialty landscape architecture and urban design services for enhanced corridor elements, including irrigation design, custom hardscape detailing, public art coordination, monument features, and enhanced streetscape furnishing development not included in the base scope.
- Construction staking, field layout, construction materials testing, laboratory testing, compaction testing, concrete testing, asphalt testing, and periodic site observation services during construction.

Schedule

Kimley-Horn will perform the services as expeditiously as practicable with the goal of meeting a mutually agreed upon schedule.

Fee and Expenses

Kimley-Horn will perform the services in Tasks 1 - 10 for the total lump sum fee below based on each alternative. Kimley-Horn will move forward with the selected alternative as requested by the City.

Alternative 1 – 1 Block of Improvements - Charles Street Improvements between Washington Street and Liberty Street

Task Number & Name		Fee	Type
1	Project Management	$12,000	Lump Sum
2	Existing Conditions Survey and Utility Survey/Test Holes	$24,000	Lump Sum
3	Roadway and Streetscape Design	$45,000	Lump Sum
4	Drainage and Stormwater Design	$40,000	Lump Sum
5	Utility Duct Bank Design	$10,000	Lump Sum
6	Street Lighting Design	$7,500	Lump Sum
7	Erosion and Sediment Control	$3,500	Lump Sum
8	Permitting and Agency Coordination	$2,500	Lump Sum
9	Construction Cost Estimates	$2,500	Lump Sum
10	Final Engineering Documents	$5,000	Lump Sum
	Total	$152,000	

Alternative 2 – 2 Blocks of Improvements - – Charles Street Improvements between Congress Street and Liberty Street

Task Number & Name		Fee	Type
1	Project Management	$13,000	Lump Sum
2	Existing Conditions Survey and Utility Survey/Test Holes	$40,000	Lump Sum
3	Roadway and Streetscape Design	$60,000	Lump Sum
4	Drainage and Stormwater Design	$45,000	Lump Sum

5	Utility Duct Bank Design	$13,000	Lump Sum
6	Street Lighting Design	$12,000	Lump Sum
7	Erosion and Sediment Control	$5,000	Lump Sum
8	Permitting and Agency Coordination	$3,000	Lump Sum
9	Construction Cost Estimates	$3,000	Lump Sum
10	Final Engineering Documents	$6,000	Lump Sum
	Total	$200,000	

Alternative 3 – 3 Block of Improvements - Charles Street Improvements between Congress Street and North Street

Task Number & Name		Fee	Type
1	Project Management	$17,000	Lump Sum
2	Existing Conditions Survey and Utility Survey/Test Holes	$54,000	Lump Sum
3	Roadway and Streetscape Design	$70,000	Lump Sum
4	Drainage and Stormwater Design	$50,000	Lump Sum
5	Utility Duct Bank Design	$18,000	Lump Sum
6	Street Lighting Design	$15,000	Lump Sum
7	Erosion and Sediment Control	$6,500	Lump Sum
8	Permitting and Agency Coordination	$4,000	Lump Sum
9	Construction Cost Estimates	$4,000	Lump Sum
10	Final Engineering Documents	$7,000	Lump Sum
	Total	$245,500	

In addition to the labor fee, direct reimbursable expenses such as express delivery services, fees, permits, and other similar project-related expenses will be billed at 1.15 times cost. Permitting and application fees to regulatory agencies will either be paid directly by the Client or, if advanced by Kimley-Horn, will be billed at a 15% markup.

All invoices are due and payable within 25 days of receipt. Please include the invoice number and Kimley-Horn project number with your payment.

Closure

The attached Standard Provisions are incorporated into and made a part of this Agreement. As used in the Standard Provisions, "Kimley-Horn" shall refer to Kimley-Horn and Associates, Inc. and "Client" shall refer to City of Charles Town, WV.
Kimley-Horn's preference is to submit invoices electronically in PDF format. If the Client prefers to receive paper invoices, please let us know.
Please email all invoices to _____
Please copy _____
If this Agreement is satisfactory, please sign where indicated below. Upon receipt of the fully executed Agreement, Kimley-Horn will schedule and begin work.
Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.
Please return the attached Request for Information form with the signed Agreement.
We appreciate the opportunity to provide these services. Please contact me if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Signed: _____

Printed Name: _____

Title: _____

City of Charles Town, WV

SIGNED: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

Attachment – Standard Provisions

KIMLEY-HORN AND ASSOCIATES, INC.
STANDARD PROVISIONS

1) Kimley-Horn's Scope of Services and Additional Services. Kimley-Horn will perform only the services specifically described in this Agreement ("Services"). Any services that are not set forth in the scope of Services described herein will constitute additional services ("Additional Services"). If requested by the Client and agreed to by Kimley-Horn, Kimley-Horn will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay Kimley-Horn for any Additional Services an amount based upon Kimley-Horn's then-current hourly rates plus an amount to cover certain direct expenses including in-house reproduction, postage, supplies, digital data storage and security, and local mileage. Other direct expenses will be billed at 1.15 times cost.

2) Client's Responsibilities. In addition to other responsibilities herein or imposed by law, the Client shall:

a. Designate in writing a person to act as its representative, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.

b. Provide all information and criteria as to the Client's requirements, objectives, and expectations for the Project and all standards of development, design, or construction.

c. Provide Kimley-Horn all available studies, plans, or other documents pertaining to the Project, such as surveys, engineering data, environmental information, etc., all of which Kimley-Horn may rely upon.

d. Arrange for access to the site and other property as required for Kimley-Horn to provide its Services.

e. Review all documents or reports presented by Kimley-Horn and communicate decisions pertaining thereto within a reasonable time so as not to delay Kimley-Horn.

f. Furnish approvals and permits from governmental authorities having jurisdiction over the Project and approvals and consents from other parties as may be necessary.

g. Obtain any independent accounting, legal, insurance, cost estimating, and feasibility services required by Client.

h. Give prompt written notice to Kimley-Horn whenever the Client becomes aware of any development that affects Kimley-Horn's Services or any defect or noncompliance in any aspect of the Project.

3) Period of Services. Unless otherwise stated herein, Kimley-Horn will begin work after receipt of a properly executed copy of this Agreement. This Agreement assumes conditions permitting continuous and orderly progress through completion of the Services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that Kimley-Horn does not control. If such delay or suspension extends for more than six months, Kimley-Horn's compensation shall be renegotiated.

4) Method of Payment. Client shall pay Kimley-Horn as follows:

a. Invoices will be submitted periodically for Services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. The Client shall also pay any applicable sales tax. All retainers will be held by Kimley-Horn and applied against the final invoice. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due under this or any other agreement within 30 days after Kimley-Horn's transmittal of its invoice, Kimley-Horn may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid.

b. The Client will remit all payments electronically to:

Account Name: KIMLEY-HORN AND ASSOCIATES, INC.
Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94104
Account Number: 2073089159554
ABA#: 121000248

c. The Client will send the Project number, invoice number and other remittance information by e-mail to payments@kimley-horn.com at the time of payment.

d. If the Client relies on payment or proceeds from a third party to pay Kimley-Horn and Client does not pay Kimley-Horn's invoice within 60 days of receipt, Kimley-Horn may communicate directly with such third party to secure payment.

e. If the Client objects to an invoice, it must advise Kimley-Horn in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due.

f. If Kimley-Horn initiates legal proceedings to collect payment, it shall recover, in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at Kimley-Horn's normal hourly billing rates, of the time devoted to such proceedings by its employees.

g. The Client agrees that the payment to Kimley-Horn is not subject to any contingency or condition. Kimley-Horn may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of Kimley-Horn to collect additional amounts from the Client.

5) Use of Deliverables. All documents, data, and other deliverables prepared by Kimley-Horn are related exclusively to the Services described in this Agreement and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use or reuse by the Client or others on extensions of this Project or on any other project. Any modifications by the Client to any of Kimley-Horn's deliverables, or any reuse of the deliverables without written authorization by Kimley-Horn will be at the Client's sole risk and without liability to Kimley-Horn, and the Client shall indemnify, defend and hold Kimley-Horn harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. Kimley-Horn's electronic files and source code remain the property of Kimley-Horn and shall be provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the Client and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies

between them and the hardcopy of the deliverables prepared by Kimley-Horn, the hardcopy shall govern.

6) Intellectual Property. Kimley-Horn may use or develop its proprietary software, patents, copyrights, trademarks, trade secrets, and other intellectual property owned by Kimley-Horn or its affiliates ("Intellectual Property") in the performance of this Agreement. Intellectual Property, for purposes of this section, does not include deliverables specifically created for Client pursuant to the Agreement and use of such deliverables is governed by section 5 of this Agreement. Kimley-Horn maintains all interest in and ownership of its Intellectual Property and conveys no rights in the Intellectual Property to Client, unless otherwise agreed to in writing. Any enhancements of Intellectual Property made during the performance of this Agreement are solely owned by Kimley-Horn and its affiliates. If Kimley-Horn's Services include providing Client with access to or a license for Kimley-Horn's (or its affiliates') proprietary software or technology, Client agrees to the Terms of Service set forth at https://www.khtsinc.com/terms-of-Service/ which terms are incorporated herein by reference.

7) Opinions of Cost. Because Kimley-Horn does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to the costs of construction and materials, are made solely based on its judgment as a professional familiar with the industry. Kimley-Horn cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Kimley-Horn's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

8) Termination. The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or upon thirty days' written notice for the convenience of the terminating party. Kimley-Horn shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by Kimley-Horn as a result of such termination.

9) Standard of Care. The standard of care applicable to Kimley-Horn's Services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the Services are provided. No warranty, express or implied, is made or intended by Kimley-Horn's performance of services, and it is agreed that Kimley-Horn is not a fiduciary with respect to the Client.

10) LIMITATION OF LIABILITY. In recognition of the relative risks and benefits of the Project to the Client and Kimley-Horn, the risks are allocated such that, to the fullest extent allowed by law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of Kimley-Horn and Kimley-Horn's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs, attorneys' fees, or damages whatsoever arising out of or in any way related to the services under this Agreement from any causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of Kimley-Horn or Kimley-Horn's officers, directors,

employees, agents, and subconsultants, shall not exceed twice the total compensation received by Kimley-Horn under this Agreement or $50,000, whichever is greater. An increase to this limitation of liability may be negotiated for additional fee. This Section is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section shall require the Client to indemnify Kimley-Horn.

11) Mutual Waiver of Consequential Damages. In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.

12) Professional Liability Insurance. Kimley-Horn will maintain a professional liability insurance policy for the Services provided by Kimley-Horn during the course of this Agreement.

13) Construction Costs. Under no circumstances shall Kimley-Horn be liable for extra costs or other consequences due to changed or unknown conditions or related to the failure of contractors to perform work in accordance with the plans and specifications. Kimley-Horn shall have no liability whatsoever for any costs arising out of the Client's decision to obtain bids or proceed with construction before Kimley-Horn has issued final, fully approved plans and specifications. The Client acknowledges that all preliminary plans are subject to substantial revision until plans are fully approved and all permits obtained.

14) Certifications. All requests for Kimley-Horn to execute certificates, lender consents, or other third-party reliance letters must be submitted to Kimley-Horn at least 14 days prior to the requested date of execution. Kimley-Horn shall not be required to execute certificates, consents, or third-party reliance letters that are inaccurate, that relate to facts of which Kimley-Horn does not have actual knowledge, or that would cause Kimley-Horn to violate applicable rules of professional responsibility.

15) Dispute Resolution. All claims arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.

16) Hazardous Substances and Conditions. Kimley-Horn shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Kimley-Horn's Services will be limited to analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. Kimley-Horn will notify the Client of unanticipated hazardous substances or conditions of which Kimley-Horn actually becomes aware. Kimley-Horn may stop affected portions of its Services until the hazardous substance or condition is eliminated.

17) Construction Phase Services.

a. If Kimley-Horn prepares construction documents and Kimley-Horn is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against Kimley-Horn in any way connected thereto.

b. Kimley-Horn shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, equipment maintenance and inspection, sequence, schedule, safety programs, or safety practices, nor shall Kimley-Horn have any authority or responsibility

to stop or direct the work of any contractor. Kimley-Horn's visits will be for the purpose of observing construction and reporting to the Client whether the contractors' work generally conforms to the construction documents prepared by Kimley-Horn. Kimley-Horn neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.

c. Kimley-Horn is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and its means and methods; that the contractor shall indemnify the Client and Kimley-Horn for all claims and liability arising out of job site accidents; and that the Client and Kimley-Horn shall be made additional insureds under the contractor's general liability insurance policy.

18) No Third-Party Beneficiaries; Assignment and Subcontracting. This Agreement gives no rights or benefits to anyone other than the Client and Kimley-Horn, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and Kimley-Horn. The Client shall not assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Kimley-Horn, without the written consent of Kimley-Horn. Kimley-Horn reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If Kimley-Horn exercises this right, Kimley-Horn will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.

19) Confidentiality. The Client consents to the use and dissemination by Kimley-Horn of photographs of the Project and to the use by Kimley-Horn of facts, data and information obtained by Kimley-Horn in the performance of its Services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, Kimley-Horn shall use reasonable care to maintain the confidentiality of that material.

20) Miscellaneous Provisions. This Agreement is to be governed by the law of the State where the Project is located. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements, or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by Kimley-Horn. If Client requires Kimley-Horn to register with or use an online vendor portal for payment or any other purpose, any terms included in the registration or use of the online vendor portal that are inconsistent or in addition to these terms shall be void and shall have no effect on Kimley-Horn or this Agreement. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1744: TAP Grant Applications Discussion

ATTACHMENTS:

- TAP Recommendations Memo.pdf

Recommendations and Options on WV Transportation Set-Aside Program (TAP) Grant for the City of Charles Town

July 20, 2026

1.) **TAP Grant Purpose:** Grants to units of local government for design and/or construction of non-motorized transportation projects such as sidewalks, streetscapes, and trails. This has funded previous Charles Town projects including the 600 block of South Washington Street sidewalk project, the Augustine Trail, and the both the downtown Washington Street streetscape and the east Washington Street streetscape.

2.) **TAP Grant Decisions:** This is federal money, but awardees are selected by the WV Division of Highways, Office of Planning with WVDOT Secretary and Governor concurrence. The projects are managed by the WV Division of Highways, by WVDOT Planning, Engineering, and District 5, who together take a 13% cut of the funding.

3.) **Funding Available:** This FY26 year WVDOT has $12,670,498 in funding. Of this, they set aside $1,311,975 for the "Recreational Trails Program", and typically hold back $1M to provide enhanced resources to selected projects that have cost overruns or otherwise need more funding. Average grant is $352,000.

4.) **Grant Amounts / Match:** Grants typically range from $50,000 to ~$1.5 million, with typically 35-40 grants selected per year, with an average of $352,000. For the first time, WVDOT is waiving the normal 20% match, for 100% funded projects. This is likely to raise the number of applicants and level of competition in this round.

5.) **Due Dates:** A letter of intent must be filed by Tuesday, July 21 at 12:00noon. Full applications must be filed by Thursday, August 13 at 12:00noon.

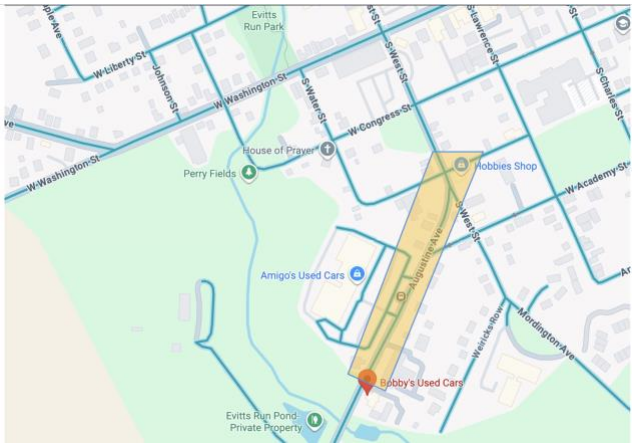
6.) **Suggested Project Scope:** My recommendation is that we ask for design and engineering costs for the "West End Connector". How we scope that Connector should be chosen by City Hall, with 5 options including:

1. Option 1 – Smallest project area – Streetscape on S. Augustine: Design and engineering of the sidewalk/streetscape upgrades on about 1,000 linear feet (LF) of Augustine Avenue on both sides of the street between Bobby's Used Cars/Hilldale Shopping Center, up to the intersection with West Street/Fisherman's Hall. This Option would be less than Option 2 (<$212,000), but has not been cost estimated.
2. Option 2 – Option 1 plus South West Street – Entire Option 1 which is 1,000 LF stretch of Augustine, plus ~731 LF of West Street between Fisherman's Hall and Washington Street. This Option would be less than Option 3 ($212,000), but has not been estimated.
3. Option 3 – Options 1 & 2 plus N. West Street to Skate Park – Entire Options 1 & Options 2 plus streetscape upgrades up to Skate Park. Alpha Engineering has given a design & engineering bid of $212,000 for this Option 3.
4. Option 4 – Mordington Avenue between Police Department & Fisherman's Hall –Design and engineer a new sidewalk to go along Mordington Avenue from its intersection with S. George (across from Police Department) through to the intersection with West Street/Augustine Avenue at Fisherman's Hall. We got a previous bid from HDR and another from Stromberg-Garrigan that were both around $114,000.

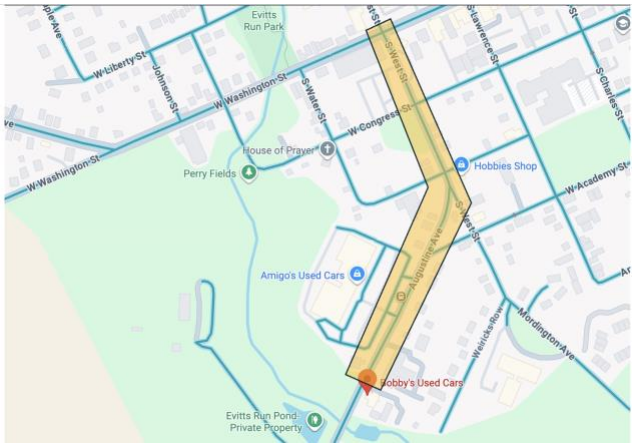
5. Option 5 – Option 4 on Mordington Avenue plus either Options 2: This is likely to cost something like $350,000, or less if Option 1 is chosen, and more if Option 3 is chosen for Augustine/West over Option 2.

My recommendation is to go for Option 5, combining design & engineering for Mordington Avenue plus Option 2 (Bobby's to W. Washington Street), for a total cost of about $350,000. I also recommend that Mayor Michael George and MPO Director Matt Mullenax ask WVDOH Deputy Engineer Ed Compton, who is heading the Route 51 streetscape project, to add the S. West and Augustine Option 2 to that scope. That would change the TAP grant to only the Option 4 Mordington Avenue for $114,000. This change can be made after TAP submission and, if WVDOH adds Option 2 to the Route 51 project we go with Mordington and, if not, we go for Option 5 that combines W. Washington with S. West/Augustine under TAP.

Option 1:



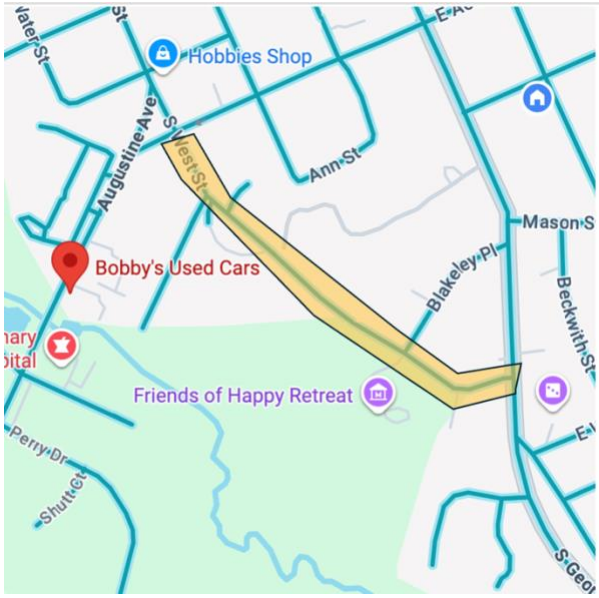
Option 2:



Option 3:



Option 4:



Option 5 = Option 4 + Option 2 (or Option 1 or Option 3)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1745: School Based Law Enforcement Officer Agreement

ATTACHMENTS:

- 2026-006 - A Resolution with Regard to a School Based Law Enforcement Officer Agreement.pdf
- SRO Agreement_2026_2027.docx

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 TO PROVIDE, APPROVE AND IMPLEMENTATION OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF CHARLES TOWN, WEST VIRGINIA, AND THE JEFFERSON COUNTY BOARD OF EDUCATION. EACH A POLITICAL SUBDIVISION OF THE STATE OF WEST VIRGINIA, WITH REGARD TO A SCHOOL BASED LAW ENFORCEMENT OFFICER AGREEMENT

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

That the city of Charles Town enter into an intergovernmental agreement with the Jefferson County Board of Education with regard to a School Based Law Enforcement Officer Agreement, a copy of which is attached hereto as Exhibit A and is made a part of this Resolution as if repeated verbatim herein;

Approved this 20th day of July 2026.

_____
Micheal George, Mayor

By Council:

_____ _____
Jeff Hynes, Mayor Pro Temp Elizabeth Ricketts, Ward 1

_____ _____
James Kratovil, Ward 1 Nate Hartman, Ward 3

_____ _____
Alden Roth, Ward 3 Julie Smith, Ward 4

_____
Andie Sugrue, Ward 4

_____
Brent Manuel, City Clerk

AGREEMENT

School Based Law Enforcement Officer

AGREEMENT is made this the **17th day of June 2026**, by and between the JEFFERSON COUNTY BOARD OF EDUCATION and the CITY OF CHARLES TOWN as follows:

WITNESSETH:

WHEREAS the JEFFERSON COUNTY BOARD OF EDUCATION agrees to purchase from the CITY OF CHARLES TOWN and the CITY OF CHARLES TOWN agrees to provide for the JEFFERSON COUNTY BOARD OF EDUCATION a School Based Law Enforcement Officer at WASHINGTON HIGH SCHOOL consisting of one full time School Based Law Enforcement Officer, his or her vehicle, supplies and equipment and the JEFFERSON COUNTY BOARD OF EDUCATION agrees to reimburse the CITY OF CHARLES TOWN for its expenses in providing the said SCHOOL BASED LAW ENFORCEMENT OFFICER PROGRAM; and

WHEREAS the JEFFERSON COUNTY BOARD OF EDUCATION and the CITY OF CHARLES TOWN desire to set forth in this SCHOOL BASED LAW ENFORCEMENT OFFICER AGREEMENT the specific terms and conditions of the services to be performed and provided by the said School Based Law Enforcement Officer in the public schools of Jefferson County, West Virginia.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1.0 Goals and Objectives. It is understood and agreed that the JEFFERSON COUNTY BOARD OF EDUCATION and CITY OF CHARLES TOWN officials share the following goals and objectives with regard to the SCHOOL BASED LAW ENFORCEMENT OFFICER PROGRAM in the schools:

1.1 Perform law enforcement functions within the school setting.

1.2 Identify and prevent, through counseling and referral, delinquent behavior, including substance abuse.

1.3 Foster a better understanding of the law enforcement function, concepts and structure of law.

1.4 Develop a better appreciation of citizen's rights, obligations and responsibilities.

1.5 Provide information about crime prevention.

1.6 Provide assistance and support for crime victims identified with the school setting.

1.7 Promote positive relations between students and law enforcement officers.

1.8 Be familiar with confidentiality requirements.

1.9 Attend extra-curricular activities held at schools, when possible, such as PTA meetings, athletic events, dances, concerts, etc.

2.0 Employment and Assignment of School Resource Officers. The CITY OF CHARLES TOWN agrees to employ one School Based Law Enforcement during the terms of this agreement. The School Based Law Enforcement Officer shall be an employee of the CITY OF CHARLES TOWN and shall be subject to the administration, supervision and control of the CITY OF CHARLES TOWN, except as such administration, supervision and control is subject to the terms and conditions of this agreement.

2.1 The CITY OF CHARLES TOWN agrees to provide and to pay the School Based Law Enforcement Officer's salary and employment benefits in accordance with the applicable salary schedules and employment practices of the CITY OF CHARLES TOWN, including but not necessarily limited to sick leave, annual leave, retirement compensation, disability salary continuation, workers compensation, unemployment compensation, life insurance, dental insurance, eye insurance, and medical/hospitalization insurance. The School Based Law Enforcement Officer shall be subject to all other personnel policies and practices of the CITY OF CHARLES TOWN except as such policies or practices may have to be modified to comply with the terms and conditions of this Agreement.

2.2 The CITY OF CHARLES TOWN, in its sole discretion, shall have the power and authority to hire, discharge and discipline the School Based Law Enforcement Officer. The CITY OF CHARLES TOWN shall hold the JEFFERSON COUNTY BOARD OF EDUCATION free, harmless and indemnified from and against any and all claims, suits or causes of action arising out of allegations of unfair or unlawful employment practices brought by the School Based Law Enforcement Officer.

2.3 The School Based Law Enforcement Officer shall be assigned by the CITY OF CHARLES TOWN to Washington High School, however; may also provide School Based Law Enforcement services to other schools in the CITY OF CHARLES TOWN to include: Charles Town Middle School, Wright Denny Elementary School and the Alternative Learning School as needed.

2.4 In the event the School Based Law Enforcement Officer is absent from work, the School Based Law Enforcement Officer shall notify both his supervisor in the CITY OF CHARLES TOWN and the principal of the high school to which the School Based Law Enforcement Officer is assigned. The CITY OF CHARLES TOWN agrees to assign another officer when the School Based Law Enforcement Officer is scheduled for extended paid-time off during the school year.

3.0 Duty Hours. The maximum number of hours that a School Based Law Enforcement Officer shall be on duty in a work week shall be 40 hours. As previously noted, the officer is expected to attend select school functions and events as mutually agreed and any overtime or special duty hours resulting from this or other police duties shall be paid by the CITY OF CHARLES TOWN. Specific

School Based Law Enforcement Officer duty hours at Washington High School during the school year are generally 7:00 a.m. to 3:00 p.m. These hours may vary by mutual agreement between the principal of the high school and the Charles Town Chief of Police. The officer will return to city police duty during the summer months when school is not in session but shall attend school functions and events as requested by the superintendent and high school principal.

3.1 It is understood and agreed that time spent by School Based Law Enforcement Officer attending juvenile court and/or criminal cases arising from and/or out of their employment as a School Based Law Enforcement Officer or any specialized, school-related training shall be considered as hours worked under this agreement.

3.2 In the event of an emergency outside the school and the School Based Law Enforcement Officer is ordered by the CITY OF CHARLES TOWN to leave the school duty station during normal hours as described above and to perform other services for the CITY OF CHARLES TOWN, the time spent shall not be considered hours worked under this agreement.

4.0 Basic Qualifications of School Based Law Enforcement Officer. To be a School Based Law Enforcement Officer, an officer must first meet all of the following basic qualifications:

4.1 Shall be a sworn officer and should have two years of law enforcement experience;

4.2 Shall possess a sufficient knowledge of the applicable Federal and State laws, City ordinances, and Board of Education policies and regulations;

4.3 Shall be capable of conducting in depth criminal investigations;

4.4 Shall possess even temperament and set a good example for students;

4.5 Shall possess communication skills which would enable the officer to function effectively within the school environment; and

4.6 Shall be physically and mentally fit to perform the duties of a law enforcement officer.

5.0 Duties of School Resource Officers. To protect lives and property for the citizens and public school students at the County schools listed in this agreement;

5.1 To enforce Federal, State and Local criminal laws and ordinances, and to assist school officials with the enforcement of Board of Education Policies and Administrative Regulations regarding student conduct;

5.2 To investigate criminal activity committed on or adjacent to school property;

5.3 To counsel public school students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the principal or the principal's designee or by the parents of a student;

5.4 To answer questions that students may have about West Virginia Criminal or juvenile laws;

5.5 To assist other law enforcement officers with outside investigations concerning students attending the school to which the School Based Law Enforcement Officer is assigned; and

5.6 To provide security for special school events or functions, such as PTA, meetings, alethic events, dances, concerts, at the request of the principal.

6.0 Chain of Command. As an employee of the CITY OF CHARLES TOWN, the School Based Law Enforcement Officer shall follow the chain of command as set forth in the CHARLES TOWN POLICE DEPARTMENT AND CITY OF CHARLES TOWN'S Policies and Procedure Manual.

6.1 In the performance of his or her duties, the School Based Law Enforcement Officer shall coordinate and communicate with the principal or the principal's designee of the school to which the officer is assigned.

7.0 Training/Briefing. The School Based Law Enforcement Officer shall be required by the CITY OF CHARLES TOWN to attend monthly training, in-service and briefing sessions. These sessions will be held at the direction of the City of Charles Town Chief of Police. Briefing sessions will be conducted to provide for the exchange of information between the department and the officer. The Superintendent of Jefferson County Schools or his/her designee shall have the right to attend the briefing sessions and to participate in the briefing of the officer.

7.1 Training Sessions will be conducted to provide the School Based Law Enforcement Officer with appropriate in-service training as updates in the law, in-service firearms training, and in-service less lethal weapons training. The JEFFERSON COUNTY BOARD OF EDUCATION also may provide training in Board of Education Policies, regulations and procedures. Any such training shall be counted toward the standard 40-hour work week.

8.0 Dress Code. The School Based Law Enforcement Officer shall be provided by the CITY OF CHARLES TOWN and required to wear a departmental issued uniform.

9.0 Supplies and Equipment. The CITY OF CHARLES TOWN agrees to provide the School Based Law Enforcement Officer with the following equipment:

9.1 Motor Vehicle. The CITY OF CHARLES TOWN shall provide a standard patrol vehicle for the School Based Law Enforcement Officer. In addition, the CITY OF CHARLES TOWN agrees to:

a. Maintain the vehicle assigned to School Based Law Enforcement Officer;

b. Pay for gasoline, oil, replacement tires and other expenses associated with the operation of said vehicle; and

c. Purchase and maintain comprehensive general auto liability insurance on said vehicle.

9.2 Weapons and ammunition. The CITY OF CHARLES TOWN agrees to provide the standard issue pistol and rounds of ammunition for each School Based Law Enforcement Officer.

9.3 Office Supplies. The CITY OF CHARLES TOWN agrees to provide the School Based Law Enforcement Officer with the usual and customary office supplies and forms required in the performance of their duties.

10.0 Transporting Students. It is agreed that the School Based Law Enforcement Officer shall not transport students in their assigned vehicle except:

a. When the students are victims of a crime, under arrest, or other emergency circumstances exist; and/or

b. When students are suspended and sent home from school pursuant to school disciplinary actions if the student's parent or guardian has refused or is unable to pick-up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel.

10.1 If circumstances require that the School Based Law Enforcement Officer transport a student, then the school officials must provide a school official or employee of the same gender of the student to be transported to accompany the officer in the vehicle.

10.2 If the student to be transported off campus is not under arrest, a victim of a crime, or violent or disruptive, the school administration shall provide transportation for the student and the School Based Law Enforcement Officer may accompany a school official in transporting a student.

10.3 A student shall not be transported to any location unless it is determined that the student's parent, guardian or custodian is at the destination to which the student is being transported. The School Based Law Enforcement Officer shall not transport students in their personal vehicles.

10.4 School Based Law Enforcement Officer shall notify the school principal before removing a student from campus.

11.0 Investigation, Interrogation, Search and Arrest Procedures. The standard operating procedures (SOP) for the investigation of crimes and interrogation, search and arrest of students are the same as those followed for members of the CHARLES TOWN POLICE DEPARTMENT.

11.1 Law enforcement officials are responsible for enforcing the law on public streets, including at school bus stops. Therefore, the School Based Law Enforcement Officer shall assist school officials and

coordinate with the appropriate local law enforcement agency in the investigation of crimes that occur at bus stops and while students are walking to and from school.

12.0 Access to Education Records. School officials shall allow the School Based Law Enforcement Officer to inspect and copy any public records maintained by the school. However, law enforcement may not inspect and/or copy confidential student education records except in emergency situations.

12.1 If some information in a student's cumulative record is needed in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to the School Based Law Enforcement Officer that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.

12.2 If confidential student records information is needed, but no emergency situation exists, the information may be released only upon the issuance of a search warrant or subpoena to produce the records.

13.0 Terms of Agreement. The initial term of this agreement is for the school year ending June 2027. A new agreement must be executed for each successive school year.

14.0 Consideration. For and in consideration of the CITY OF CHARLES TOWN providing the School Based Law Enforcement Officer Program as described herein, the JEFFERSON COUNTY BOARD OF EDUCATION agrees to pay the CITY OF CHARLES TOWN a sum of $60,000 per year payable at the start of each new school year. This amount may be pro-rated based upon the date the School Based Law Enforcement Officer is placed with the school.

14.1 To help fund the Program, the CITY OF CHARLES TOWN, THE CHARLES TOWN POLICE DEPARTMENT, AND THE JEFFERSON COUNTY BOARD OF EDUCATION mutually commit to applying for a Prevention Resource Officer grant that shall be split equally between both parties and used to off-set a portion of the costs. The portion of funds received by the JEFFERSON COUNTY BOARD OF EDUCATION will be reduced from the $60,000 annual payment. A reimbursement to the school district may be necessary based on the actual receipt of grant funds.

15.0 Insurance and Indemnification. The CITY OF CHARLES TOWN shall purchase and maintain in full force and effect during the term of this agreement a general comprehensive liability insurance policy with coverage in an amount of not less than one million dollars ($1,000,000.00) for any acts or omissions that occur or claims that are made during the term of the agreement.

15.1 The CITY OF CHARLES TOWN agrees to hold the JEFFERSON COUNTY BOARD OF EDUCATION its agents and employees free, harmless, and indemnified from and against any and all claims, suits or causes of actions arising from or in any way out of the performance of the duties of the School Based Law Enforcement Officer or School Based Law Enforcement Officer Program.

16.0 Evaluation. It is mutually agreed that the JEFFERSON COUNTY BOARD OF EDUCATION shall evaluate annually the School Based Law Enforcement Officer Program and the performance of the School Based Law Enforcement Officer of forms developed jointly by the parties. It is further understood that the JEFFERSON COUNTY BOARD OF EDUCATION'S evaluation of each officer is advisory only and that the CITY OF CHARLES TOWN retains the final authority to evaluate the performance of the School Based Law Enforcement Officer.

17.0 Notices. Any and all notices or any other communication herein required or permitted shall be deemed to have been given when deposited in the United States Postal Service as regular mail, postage prepaid and addressed as follows.

Dr. Chuck Bishop
Superintendent
Jefferson County Schools
110 Mordington Avenue
Charles Town, West Virginia 25414

Chief Christopher A. Kutcher
Charles Town Police Department
114 West Liberty Street
Charles Town, West Virginia 25414

18.0 Good Faith. The JEFFERSON COUNTY BOARD OF EDUCATION, the CITY OF CHARLES TOWN, their agents and employees agree to cooperate in good faith in fulfilling the terms of this agreement. Unforeseen difficulties or questions will be resolved by negotiation between the Superintendent of Schools and the Chief of Police, or their designees.

19.0 Modification. This document constitutes the full understanding of the parties and no terms, conditions, understanding or agreement purporting to modify or vary the terms of this document shall be binding unless hereinafter made in writing and signed by both parties to be changed.

20.0 Termination of Agreement. This agreement may be terminated by either party upon 45 days written notification that any other party has failed to substantially perform in accordance with the terms and conditions of this agreement. This agreement may be terminated without cause by either party upon 90 days written notification. Termination of this agreement may only be accomplished as provided herein. In the event this agreement is terminated, compensation will be made to the CITY OF CHARLES TOWN for all services performed to the date of termination. The JEFFERSON COUNTY BOARD OF EDUCATION shall be entitled to a pro-rated refund for that period of time when the School Based Law Enforcement Officer services are not provided because of the termination of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this School Based Law Enforcement Officer Agreement to be executed the day and year first written above.

JEFFERSON COUNTY BOARD OF EDUCATION

By: _____
Superintendent

CITY OF CHARLES TOWN

By: _____
Mayor

CHARLES TOWN POLICE DEPARTMENT

By: _____
Chief of Police

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1746: Article 921.03 Use of Public Sewer Required - Possible Referral to the Ordinance Committee

ATTACHMENTS:

- 1746 - 921.03 USE OF PUBLIC SEWERS REQUIRED.pdf

921.03 USE OF PUBLIC SEWERS REQUIRED.

(a) Being necessary and essential for the health and welfare of the inhabitants and residents of the City, all owners, tenants, or occupants of any houses, dwellings, and buildings located near sanitary sewers of the City, where sewage will flow by gravity, from such places into such sewers, are hereby required to connect with and use such sewers and other related works for the collection and disposal of all sewage and waste matter from such places.

(b) It shall be unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner on public or private property within the City, or in any area under the jurisdiction of the City, any human or animal excrement, garbage, or objectionable waste. It shall be unlawful to discharge to any natural outlet or stream within the City, or in any area under the jurisdiction of such City, any wastewater or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this article, as well as with applicable regulations of the U.S. Environmental Protection Agency, the West Virginia Department of Environmental Protection and the West Virginia Department of Health.

(c) Except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, sinkhole, septic tank, cesspool, or other facility intended for wastewater disposal or storage on any property that is presently served by a sanitary sewer of the City.

(d) The owners of all houses, buildings, or properties used for human occupancy, employment, recreation, or other purposes, situated within the City and abutting on any street, alley, right of way or easement in which there is now located or may hereafter be located a public sanitary sewer of the City, are hereby required at the owner's expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper sanitary sewer in accordance with the provisions of this article. All sanitary sewage and industrial wastes from any improved property, after connection of such improved property with a sewer shall be conducted into the sanitary sewer, subject to such limitations and restrictions as are established herein or otherwise shall be established by the Council from time to time.

(e) Every privy vault, cesspool, sinkhole, septic tank or similar receptacle in existence shall be abandoned and, at the discretion of City, shall be cleansed and filled at the expense of the owner, and any such receptacle not so abandoned and/or cleansed and filled, shall constitute a public nuisance and such nuisance may be abated as provided by law.

(f) No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance or equipment which is owned or operated by City. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct.

(g) Any person who shall violate this article concerning the sewer system shall be liable, upon conviction for a first offense and upon conviction for each subsequent offense, to a fine of not less than two hundred-fifty dollars ($250.00) nor more than five hundred dollars ($500.00), together with costs of prosecution in each case. Each day that a violation shall continue shall be deemed and shall be taken to be a separate offense and shall be punishable as such. Fines and costs imposed under provisions of the article shall be enforceable and recoverable in the manner provided by applicable law.

(Passed 3-5-07.)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1748: Payment of Bills - July 20, 2026

ATTACHMENTS:

- CAPITAL RESERVE COUNCIL REPORT 2026-07-20.pdf
- COUNCIL REPORT PCARD 07-20-26.pdf
- GEN FUND COUNCIL REPORT 2026-07-20.pdf
- PARKS N REC COUNCIL REPORT 2026-07-20.pdf

Charles Town, WV

Expense Approval Report

By Fund

Payment Dates 7/1/2026 - 7/17/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 200 - CAPITAL RESERVE					
Department: 977 - STREETS & TRANSPORTATION					
GREENWAY ENGINEERING, IN	63549	06/30/2026	June 26 Liberty St Construction	200-977-461	5226.25
GANTT'S EXCAVATING & CON	INV0001771	06/30/2026	June 26 Liberty St Construction	200-977-461	18548.07
GREENWAY ENGINEERING, IN	63229	07/01/2026	05/26 Liberty St Drainage Construction	200-977-461	7785.25
Atlantic Machinery INC	111960	07/06/2026	MD New Sweeper	200-977-459	344890
ALTEC INDUSTRIES, INC	26076019	07/16/2026	MD New Bucket Truck	200-977-459	166890
			Department 977 - STREETS & TRANSPORTATION Total:		**543339.57**
Department: 979 - CULTURE & RECREATION					
PALMER CONSTRUCTION CON	INV0001773	06/30/2026	04/26 Pool House Grant 1	200-979-458	57996.4
PALMER CONSTRUCTION CON	INV0001774	06/30/2026	04/26 Pool Grant 2	200-979-458	150747.3
PALMER CONSTRUCTION CON	INV0001775	06/30/2026	05/26 Pool House Grant 1	200-979-458	126905.58
PALMER CONSTRUCTION CON	INV0001776	06/30/2026	05/26 Pool Grant 2	200-979-458	211843.39
ALPHA ASSOCIATES, INCORPO	26-501	07/16/2026	Augustine Avenue Trail Phase 3 Eng& ConstDocuments	200-979-458	57092.85
SHENANDOAH SAND, INC.	657084	07/16/2026	JMP Pool Landscaping	200-979-458	8570
			Department 979 - CULTURE & RECREATION Total:		**613155.52**
				Fund 200 - CAPITAL RESERVE Total:	**1156495.09**
					1156495.09

: Summary

Fund Summary

Fund		yment Amount
200 - CAPITAL RESERVE		1156495.09
	Grand Total:	**1156495.09**

Account Summary

Accoun	Account Name		yment Amount
200-977-459	Streets CapOutlay Equipment		511780
200-977-461	STREETS & TRANS. - SW PROJECT		31559.57
200-979-458	Culture & Rec Cap Outlay Impro		613155.52
		Grand Total:	**1156495.09**

Project Account Summary

Project Account Ke		yment Amount
None		1156495.09
	Grand Total:	**1156495.09**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Expense Approval Report

Charles Town, WV

By Fund

Post Dates 6/1/2026 - 6/30/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Fund: 001 - GENERAL FUND						
CHARLES TOWN UTILITY BOAF	INV0001560	06/24/2026	May 26 CTUB Water Service	001-114-020		86.24
						86.24
Department: 402 - ECONOMIC DEVELOPMENT						
HOME DEPOT INC	INV0001809	06/04/2026	Wood for Coyle Memorial Frame	001-402-341		109.70
ZOOM.US	356915716	06/08/2026	June 26 Online Meeting Subscription	001-402-222		52.43
APPLE	INV0001496	06/08/2026	June 26 Music Subscription	001-402-222		21.35
HOME DEPOT INC	INV0001815	06/15/2026	Screws for Coyle Memorial	001-402-341		14.23
					Department 402 - ECONOMIC DEVELOPMENT Total:	**197.71**
Department: 417 - CITY ATTORNEY						
THOMSON REUTERS	853703105	06/25/2026	May 26 Legal Research Database	001-417-222		444.19
West Virginia State Bar	INV0001790	06/26/2026	WV State Bar	001-417-221		20.00
					Department 417 - CITY ATTORNEY Total:	**464.19**
Department: 425 - ENFORCEMENT AGENCY						
CANAAN VALLEY RESORT	20206	06/15/2026	Lewis WVCOA Training Lodging 6/10-11	001-425-214		108.54
US POSTAL SERVICE	INV0001640	06/29/2026	CM NOV 309 W Liberty	001-425-218		12.70
					Department 425 - ENFORCEMENT AGENCY Total:	**121.24**
Department: 436 - BUILDING INSPECTION						
VERIZON WIRELESS	6145370974	06/15/2026	May26 BI Hotspot	001-436-211		20.02
CANAAN VALLEY RESORT	INV0001641	06/15/2026	Dunn WVCOA Training Lodging 6/10-11	001-436-214		108.54
MATTHEW ANDERSON, PE, PL	25485	06/24/2026	6/11&12 Residential Inspections	001-436-223		1,000.00
					Department 436 - BUILDING INSPECTION Total:	**1,128.56**
Department: 437 - PLANNING & ZONING						
Virginia Municipal League	26910	06/03/2026	Job Posting Long Term Planner	001-437-220		103.87
AMERICAN PLANNING ASSOCI	INV0001637	06/03/2026	Job Posting Long term Planner	001-437-220		295.00
JEFFERSON PUBLISHING COMI	73861	06/04/2026	NPH SLD 2023-10 Roper Academy Place	001-437-220		26.82
JEFFERSON PUBLISHING COMI	73953	06/12/2026	NPH BA26-01 Wall St Lots & BA26-02 Federal Way	001-437-220		41.54
JEFFERSON PUBLISHING COMI	73913	06/15/2026	NPH COA 26-04 213 N George & 26-05 300 E Liberty	001-437-220		55.34
JEFFERSON PUBLISHING COMI	73914	06/15/2026	NPH SLD 26-01 231 N Samuel St US Developers	001-437-220		31.42
JEFFERSON PUBLISHING COMI	74005	06/24/2026	NPH 6/4 WV26-01 US Developer 231 N Samuel St	001-437-220		28.66
JEFFERSON PUBLISHING COMI	74017	06/24/2026	NPH 6/18 WV26-01 US Developer 231 N Samuel St	001-437-220		30.50
					Department 437 - PLANNING & ZONING Total:	**613.15**
Department: 440 - CITY HALL						
US POSTAL SERVICE	INV0001261	06/02/2026	FY27 PO Box Rental	001-440-218		196.00
PATTON BUILDING SERVICES I	137241	06/03/2026	May 26 CH Cleaning Services	001-440-230		933.50
PATTON BUILDING SERVICES I	137241	06/03/2026	May26 CWH Cleaning Services	001-440-230		125.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
PITNEY BOWES GLOBAL FINAN	3322636474	06/04/2026	4th Quarter Postage Machine Lease	001-440-218		505.23
JEFFERSON PUBLISHING COMI	73862	06/04/2026	NPH Part 17 Vacant Bldgs Amendment	001-440-220		50.14
SPECIALTY PRINTING	37672	06/05/2026	Window Flip&Seal Envelope X 2000	001-440-341		446.00
ENVIRO-TECH PEST SERVICES	490731	06/05/2026	June26 CWH Pest Service	001-440-230		125.19
SAVE-A-LOT	INV0001684	06/05/2026	CH Water X 10	001-440-341		94.90
ENVIRO-TECH PEST SERVICES	490732	06/08/2026	June 26 RH Pest Service	001-440-230		79.18
ENVIRO-TECH PEST SERVICES	490757	06/08/2026	CH Pest Service	001-440-230		77.04
STAPLES ADVANTAGE INC	7681198961	06/08/2026	CH Pens & Folders	001-440-341		39.50
STAPLES ADVANTAGE INC	7681206633	06/08/2026	CH Folders	001-440-341		109.84
STAPLES ADVANTAGE INC	7915800921	06/08/2026	6/05 CH Bathroom and Cleaning Supplies	001-440-341		689.97
COMCAST CORPORATION	INV0001429	06/10/2026	June 26 CWH Internet Service	001-440-213		153.85
SAVE-A-LOT	INV0001688	06/16/2026	CH Water X 10	001-440-341		94.90
STAPLES ADVANTAGE INC	7681932343	06/19/2026	CH CupsX500, Tylenol; Decaf; Aleve; File Box x2	001-440-341		217.09
CHARLES TOWN UTILITY BOAF	INV0001560	06/24/2026	May 26 CH Water Service	001-440-213		87.84
CHARLES TOWN UTILITY BOAF	INV0001560	06/24/2026	May 26 RH Water Service	001-440-213		94.68
STAPLES ADVANTAGE INC	7682438732	06/29/2026	CH Paper Clips, Copy Paper, Binder Clips	001-440-341		106.02
					Department 440 - CITY HALL Total:	**4,225.87**
Department: 700 - POLICE DEPARTMENT						
10-42 TACTICAL LLC	7840	06/01/2026	Gibbons Armor	001-700-345		1,605.00
BP	INV0001342	06/01/2026	Car#13 Fuel 05/31	001-700-343		71.44
SHEETZ	INV0001343	06/01/2026	Car#27 Fuel 05/29	001-700-343		54.63
SHEETZ	INV0001344	06/01/2026	Car#18 Fuel 05/29	001-700-343		32.00
SHEETZ	INV0001345	06/01/2026	Car#18 Fuel 05/30	001-700-343		45.00
SHEETZ	INV0001346	06/01/2026	Car#18 Fuel 05/31	001-700-343		35.00
LIBERTY WEST LLC	INV0001348	06/01/2026	Car#25 Fuel 05/30	001-700-343		26.42
SHEETZ	INV0001350	06/01/2026	Car#28 Fuel 05/31	001-700-343		54.00
SHEETZ	INV0001351	06/01/2026	Car#14 Fuel 05/31	001-700-343		66.00
TOWN MART CITGO	INV0001353	06/01/2026	Car#12 Fuel 05/27	001-700-343		69.16
TOWN MART CITGO	INV0001354	06/01/2026	Car#12 Fuel 05/29	001-700-343		23.72
SHEETZ	INV0001356	06/01/2026	Car#26 Fuel 05/31	001-700-343		37.78
SHEETZ	INV0001357	06/01/2026	Car#26 Fuel 05/29	001-700-343		43.08
BP	INV0001358	06/01/2026	Car#6 Fuel 05/31	001-700-343		50.00
WALMART INC	INV0001791	06/01/2026	Windshield washer Fluid	001-700-217		49.70
AMAZON	INV0001792	06/01/2026	AA Batteries	001-700-343		15.98
SHEETZ	INV0001347	06/02/2026	Car#18 Fuel 06/01	001-700-343		29.00
SHEETZ	INV0001349	06/02/2026	Car#25 Fuel 06/01	001-700-343		50.68
7-ELEVEN	INV0001352	06/02/2026	Car#14 Fuel 06/02	001-700-343		63.00
TOWN MART CITGO	INV0001355	06/02/2026	Car#12 Fuel 05/30	001-700-343		70.83
PATTON BUILDING SERVICES I	137241	06/03/2026	May26 PD Cleaning Services	001-700-230		933.50
TRANSUNION	6707023-202605-1	06/03/2026	May26 Investigation Subscription	001-700-222		110.00
BP	INV0001360	06/03/2026	Car#13 Fuel 06/02	001-700-343		79.31
SHEETZ	INV0001361	06/03/2026	Car#18 Fuel 06/02	001-700-343		25.00
SHEETZ	INV0001362	06/03/2026	Car#7 Fuel 06/02	001-700-343		74.72

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TOWN MART CITGO	INV0001363	06/03/2026	Car#11 Fuel 06/01	001-700-343	34.00
SHEETZ	INV0001393	06/04/2026	Car#18 Fuel 06/03	001-700-343	37.00
SHEETZ	INV0001394	06/04/2026	Car#25 Fuel 06/03	001-700-343	45.89
7-ELEVEN	INV0001395	06/04/2026	Car#14 Fuel 06/03	001-700-343	68.37
TOWN MART CITGO	INV0001396	06/04/2026	Car#12 Fuel 06/01	001-700-343	73.19
BP	INV0001586	06/04/2026	Car#16 Fuel 06/03	001-700-343	71.78
SHEETZ	INV0001627	06/04/2026	Car#2 Fuel 06/03	001-700-343	58.47
Coursing Justice LLC	INV0001793	06/04/2026	Bound Interview Training	001-700-221	100.00
ENVIRO-TECH PEST SERVICES	490483	06/05/2026	June 26 PD Pest Service	001-700-230	91.49
7-ELEVEN	INV0001438	06/05/2026	Car#28 Fuel 06/04	001-700-343	57.00
BP	INV0001441	06/05/2026	Car#3 Fuel 06/04	001-700-343	76.31
SHEETZ	INV0001442	06/05/2026	Car#26 Fuel 06/04	001-700-343	37.82
SHEETZ	INV0001485	06/05/2026	Car#27 Fuel 06/04	001-700-343	44.46
LAW ENFORCEMENT SYSTEMS	INV0001794	06/05/2026	Case Foldersx250	001-700-341	191.00
CREAMERS AUTO SERVICE CEN	150988	06/08/2026	Car#8 Coolant issue	001-700-217	179.37
CREAMERS AUTO SERVICE CEN	150998	06/08/2026	Car#13 Tire Repair	001-700-217	26.25
MUTH RAYMOND	2274	06/08/2026	Car#10 Front Interior Light Bar Repair	001-700-217	480.72
MUTH RAYMOND	2277	06/08/2026	Car#26 Rear Emergency Light Repair	001-700-217	172.50
SUNOCO	INV0001430	06/08/2026	Car#13 Fuel 06/05	001-700-343	94.29
ROCS	INV0001431	06/08/2026	Car#13 Fuel 06/05	001-700-343	60.09
7-ELEVEN	INV0001433	06/08/2026	Car#29 Fuel 06/06	001-700-343	27.00
SHEETZ	INV0001434	06/08/2026	Car#18 Fuel 06/07	001-700-343	35.00
BP	INV0001436	06/08/2026	Car#25 Fuel 06/07	001-700-343	52.28
SHEETZ	INV0001437	06/08/2026	Car#28 Fuel 06/06	001-700-343	45.58
7-ELEVEN	INV0001439	06/08/2026	Car#28 Fuel 06/05	001-700-343	43.85
TOWN MART CITGO	INV0001440	06/08/2026	Car#12 Fuel 06/03	001-700-343	64.81
7-ELEVEN	INV0001443	06/08/2026	Car#26 Fuel 06/06	001-700-343	37.97
MARTINS FUEL	INV0001444	06/08/2026	Car#15 Fuel 06/05	001-700-343	49.11
BP	INV0001445	06/08/2026	Car#11 Fuel 06/05	001-700-343	43.43
LIBERTY WEST LLC	INV0001487	06/08/2026	Car#29 Fuel 06/06	001-700-343	50.12
SHEETZ	INV0001587	06/08/2026	Car#16 Fuel 06/06	001-700-343	59.79
MARTINS FUEL	INV0001696	06/08/2026	Car#1 Fuel 06/06	001-700-343	75.26
FAIRFIELD INN & SUITES	INV0001795	06/08/2026	Bound Hotel Nights -6/4-5	001-700-214	110.00
GLOCK PROFESSIONAL	100229147	06/09/2026	Ciampa Armorer Training	001-700-221	300.00
CREAMERS AUTO SERVICE CEN	151058	06/09/2026	Car#28 Oil Service	001-700-343	91.82
BP	INV0001483	06/09/2026	Car#13 Fuel 06/08	001-700-343	71.41
SHEETZ	INV0001490	06/09/2026	Car#18 Fuel 06/08	001-700-343	45.00
SHEETZ	INV0001518	06/09/2026	Car#14 Fuel 06/08	001-700-343	58.01
SHEETZ	INV0001491	06/10/2026	Car#18 Fuel 06/09	001-700-343	31.00
7-ELEVEN	INV0001510	06/10/2026	Car#25 Fuel 06/09	001-700-343	53.35
7-ELEVEN	INV0001519	06/10/2026	Car#14 Fuel 06/09	001-700-343	72.00
TOWN MART CITGO	INV0001524	06/10/2026	Car#12 06/08	001-700-343	7.69
TOWN MART CITGO	INV0001525	06/10/2026	Car#12 Fuel 06/08	001-700-343	50.79
BP	INV0001545	06/10/2026	Car#6 Fuel 06/09	001-700-343	63.50

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BP	INV0001547	06/10/2026	Car#7 Fuel 06/09	001-700-343	67.76
AMAZON	INV0001796	06/10/2026	Plastic Sleeves & Paper Clips	001-700-341	38.70
AMAZON	INV0001797	06/10/2026	Velcro	001-700-341	30.39
7-ELEVEN	INV0001489	06/11/2026	Car#29 Fuel 06/10	001-700-343	28.16
SHEETZ	INV0001492	06/11/2026	Car#18 Fuel 06/10	001-700-343	29.00
7-ELEVEN	INV0001508	06/11/2026	Car#21 Fuel 06/10	001-700-343	43.92
SHEETZ	INV0001515	06/11/2026	Car#28 Fuel 06/10	001-700-343	51.19
SHEETZ	INV0001520	06/11/2026	Car#14 Fuel 06/10	001-700-343	61.50
TOWN MART CITGO	INV0001523	06/11/2026	Car#12 06/09	001-700-343	54.85
SHEETZ	INV0001542	06/11/2026	Car#26 Fuel 06/10	001-700-343	36.30
BP	INV0001550	06/11/2026	Car#11 Fuel 06/10	001-700-343	34.10
LIBERTY GET N GO	INV0001484	06/12/2026	Car#13 Fuel 06/10	001-700-343	70.44
EXXON MOBILE	INV0001486	06/12/2026	Car#27 Fuel 06/11	001-700-343	56.40
SHEETZ	INV0001511	06/12/2026	Car#25 Fuel 06/11	001-700-343	50.73
7-ELEVEN	INV0001548	06/12/2026	Car#7 Fuel 06/11	001-700-341	70.29
WAWA	INV0001588	06/12/2026	Car#16 Fuel 06/11	001-700-343	41.98
AMAZON	INV0001798	06/12/2026	Tek Mount for Holsters x4	001-700-341	182.75
AMAZON	INV0001799	06/12/2026	Ruler	001-700-341	6.62
SHEETZ	INV0001506	06/15/2026	Car#18 Fuel 06/14	001-700-343	40.00
7-ELEVEN	INV0001509	06/15/2026	Car#21 Fuel 06/13	001-700-343	14.39
SHEETZ	INV0001516	06/15/2026	Car#28 Fuel 06/13	001-700-343	40.00
7-ELEVEN	INV0001517	06/15/2026	Car#28 Fuel 06/12	001-700-343	57.00
WAWA	INV0001521	06/15/2026	Car#14 Fuel 06/13	001-700-343	27.00
TOWN MART CITGO	INV0001526	06/15/2026	Car#12 Fuel 06/11	001-700-343	61.44
LIBERTY WEST LLC	INV0001529	06/15/2026	Car#3 Fuel 06/12	001-700-343	30.83
BP	INV0001530	06/15/2026	Car#3 Fuel 06/14	001-700-343	83.39
7-ELEVEN	INV0001531	06/15/2026	Car#3 Fuel 06/13	001-700-343	28.29
SHEETZ	INV0001543	06/15/2026	Car#26 Fuel 06/13	001-700-343	25.77
7-ELEVEN	INV0001544	06/15/2026	Car#26 Fuel 06/12	001-700-343	39.22
TOWN MART CITGO	INV0001551	06/15/2026	Car#11 Fuel 06/12	001-700-343	17.76
SHEETZ	INV0001628	06/15/2026	Car#2 Fuel 06/12	001-700-343	45.19
BP	INV0001505	06/16/2026	Car#13 Fuel 06/15	001-700-343	58.14
SHEETZ	INV0001512	06/16/2026	Car#25 Fuel 06/15	001-700-343	56.52
SHEETZ	INV0001522	06/16/2026	Car#14 Fuel 06/15	001-700-343	50.29
TOWN MART CITGO	INV0001527	06/16/2026	Car#12 Fuel 06/15	001-700-343	0.11
TOWN MART CITGO	INV0001528	06/16/2026	Car#12 Fuel 06/15	001-700-343	61.16
MARTINS FUEL	INV0001546	06/16/2026	Car#15 Fuel 06/15	001-700-343	43.70
BP	INV0001549	06/16/2026	Car#7 Fuel 06/15	001-700-343	69.39
SHEETZ	INV0001629	06/16/2026	Car#2 Fuel 06/15	001-700-343	25.00
SHEETZ	INV0001554	06/17/2026	Car#18 Fuel 06/16	001-700-343	48.00
SHEETZ	INV0001555	06/17/2026	Car#14 Fuel 06/16	001-700-343	26.56
BP	INV0001556	06/17/2026	Car#6 Fuel 06/16	001-700-343	74.50
BP	INV0001563	06/18/2026	Car#13 Fuel 6/17	001-700-343	66.46
SHEETZ	INV0001568	06/18/2026	Car#18 Fuel 6/17	001-700-343	30.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SHEETZ	INV0001573	06/18/2026	Car#28 Fuel 06/10	001-700-343	53.77
7-ELEVEN	INV0001576	06/18/2026	Car#14 Fuel 06/17	001-700-343	67.33
BP	INV0001581	06/18/2026	Car#26 Fuel 06/17	001-700-343	41.62
7-ELEVEN	INV0001577	06/19/2026	Car#14 Fuel 06/18	001-700-343	38.00
TOWN MART CITGO	INV0001579	06/19/2026	Car#12 Fuel 06/16	001-700-343	69.71
BP	INV0001584	06/19/2026	Car#7 Fuel 06/18	001-700-343	61.02
SHEETZ	INV0001589	06/19/2026	Car#16 Fuel 6/18	001-700-343	53.06
7-ELEVEN	INV0001800	06/19/2026	Car#24 Fuel 06/18	001-700-343	40.10
SHEETZ	INV0001569	06/22/2026	Car#18 Fuel 6/21	001-700-343	30.00
7-ELEVEN	INV0001571	06/22/2026	Car#21 Fuel 6/19	001-700-343	36.68
LIBERTY GET N GO	INV0001572	06/22/2026	Car#25 Fuel 06/18	001-700-343	45.86
7-ELEVEN	INV0001574	06/22/2026	CaR#28 Fuel 06/19	001-700-343	46.00
7-ELEVEN	INV0001575	06/22/2026	Car# 28 Fuel 06/20	001-700-343	38.00
7-ELEVEN	INV0001578	06/22/2026	Car#14 Fuel 06/21	001-700-343	33.13
BP	INV0001580	06/22/2026	Car#3 Fuel 06/19	001-700-343	68.79
SHEETZ	INV0001582	06/22/2026	Car#26 Fuel 06/19	001-700-343	38.30
7-ELEVEN	INV0001583	06/22/2026	Car#26 Fuel 06/20	001-700-343	41.97
TOWN MART CITGO	INV0001585	06/22/2026	Car#11 Fuel 06/19	001-700-343	35.13
SHEETZ	INV0001697	06/22/2026	Car#1 Fuel 06/19	001-700-343	76.53
SHEETZ	INV0001590	06/23/2026	Car#18 Fuel 06/22	001-700-343	30.00
SHEETZ	INV0001591	06/23/2026	Car#25 Fuel 06/22	001-700-343	51.06
AMAZON	INV0001802	06/23/2026	Notepads	001-700-341	15.29
CREAMERS AUTO SERVICE CEI	151214	06/24/2026	Car#25 Oil Service & 4 New Tires& Brake Repair	001-700-217	1,983.99
CREAMERS AUTO SERVICE CEI	151214	06/24/2026	Car#25 Oil Service & 4 New Tires& Brake Repair	001-700-343	215.45
PA TURNPIKE	151376910-1	06/24/2026	Garza Travel-Toll	001-700-214	45.90
CHARLES TOWN UTILITY BOAI	INV0001560	06/24/2026	May 26 PD Water Service	001-700-213	175.10
7-ELEVEN	INV0001619	06/24/2026	Car#13 Fuel 06/23	001-700-343	80.20
SHEETZ	INV0001625	06/24/2026	Car#18 Fuel 06/23	001-700-343	40.00
LIBERTY GET N GO	INV0001630	06/24/2026	Car#25 Fuel 06/22	001-700-343	19.24
SHEETZ	INV0001631	06/24/2026	Car#25 Fuel 06/23	001-700-343	62.64
SHEETZ	INV0001644	06/24/2026	Car#14 Fuel 06/23	001-700-343	54.00
TOWN MART CITGO	INV0001648	06/24/2026	Car#12 Fuel 06/21	001-700-343	63.18
WAWA	INV0001655	06/24/2026	Car#15 Fuel 06/23	001-700-343	48.30
EXXON MOBILE	INV0001621	06/25/2026	Car#27 Fuel 06/24	001-700-343	56.36
7-ELEVEN	INV0001645	06/25/2026	Car#14 Fuel 06/24	001-700-343	66.00
TOWN MART CITGO	INV0001649	06/25/2026	Car#12 Fuel 06/23	001-700-343	64.58
SHEETZ	INV0001748	06/25/2026	Car#16 Fuel 06/24	001-700-343	79.52
BP	INV0001632	06/26/2026	Car#25 Fuel 06/25	001-700-343	60.17
SHELL OIL	INV0001633	06/26/2026	Car#25 Fuel 06/24	001-700-343	71.55
7-ELEVEN	INV0001642	06/26/2026	Car#28 Fuel 06/25	001-700-343	52.00
7-ELEVEN	INV0001646	06/26/2026	Car#14 Fuel 06/25	001-700-343	35.21
MARTINS FUEL	INV0001650	06/26/2026	Car#12 Fuel 06/28	001-700-343	74.48
BP	INV0001651	06/26/2026	Car#3 Fuel 06/25	001-700-343	74.14
SHEETZ	INV0001653	06/26/2026	Car#26 Fuel 06/25	001-700-343	41.02

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AMAZON	INV0001801	06/26/2026	AA Batteries	001-700-341	37.31
BP	INV0001620	06/29/2026	Car#13 Fuel 06/28	001-700-343	74.09
EXXON MOBILE	INV0001622	06/29/2026	Car#27 Fuel 06/27	001-700-343	53.23
7-ELEVEN	INV0001624	06/30/2026	Car#29 Fuel 06/27	001-700-343	46.75
7-ELEVEN	INV0001643	06/29/2026	Car#28 Fuel 06/27	001-700-343	56.00
SHEETZ	INV0001647	06/29/2026	Car#14 Fuel 06/28	001-700-343	52.07
BP	INV0001652	06/29/2026	Car#3 Fuel 06/28	001-700-343	62.86
SHEETZ	INV0001654	06/29/2026	Car#26 Fuel 06/26	001-700-343	37.93
BP	INV0001656	06/29/2026	Car#7 Fuel 06/26	001-700-343	65.24
BP	INV0001658	06/29/2026	Car#11 Fuel 06/26	001-700-343	48.48
FAIRFIELD INN & SUITES	INV0001803	06/29/2026	Palmer Hotel Nights 06/24	001-700-214	123.20
AMAZON	INV0001804	06/29/2026	Copy Paper	001-700-341	176.91
M&M Critter Eliminators LLC	INV0001805	06/29/2026	Rabid/Mange Fox (26CT06416)	001-700-230	280.00
AMAZON	INV0001806	06/29/2026	Sticky Notes& Tape Refills &Memo Pads& Paper&Clips	001-700-341	116.02
SHEETZ	INV0001626	06/30/2026	Car#18 Fuel 06/29	001-700-343	56.00
SHEETZ	INV0001634	06/30/2026	Car#25 Fuel 06/29	001-700-343	54.79
				Department 700 - POLICE DEPARTMENT Total:	**15,144.17**
Department: 750 - STREETS & HIGHWAYS					
LIBERTY GET N GO	INV0001667	06/01/2026	P23 Fuel 05/29	001-750-343	126.62
LIBERTY GET N GO	INV0001668	06/01/2026	Gas Can	001-750-343	20.04
GRAINGER	INV0001669	06/01/2026	Belts	001-750-215	138.97
APPLE VALLEY WASTE SERVICI	0007028618	06/02/2026	MD Trash Service	001-750-230	695.51
SAVE-A-LOT	INV0001680	06/02/2026	MD Water X2	001-750-341	18.98
WALMART INC	INV0001681	06/02/2026	MD Coffee	001-750-341	32.05
GENUINE PARTS COMPANY - N	977144	06/03/2026	Oil & Filter	001-750-343	35.40
COMCAST CORPORATION	INV0001296	06/03/2026	June 26 MD Internet Service	001-750-213	105.81
HARBOR FREIGHT	INV0001670	06/03/2026	Car Ramps for MD	001-750-341	80.98
LIBERTY GET N GO	INV0001691	06/03/2026	M19 Fuel 06/01	001-750-343	40.08
SHEETZ	INV0001808	06/03/2026	P16 Fuel 6/2	001-750-343	121.32
CARPER'S AUTO SERVICE	12865	06/04/2026	P12 Brake & Wiper & Light bulb Repair	001-750-217	881.47
GENUINE PARTS COMPANY - N	977170	06/04/2026	Washer Fluid	001-750-341	3.29
HOME DEPOT INC	INV0001671	06/04/2026	Hose Nozzles and Washers	001-750-341	22.94
TOWN MART CITGO	INV0001682	06/04/2026	P12 Fuel 06/02	001-750-343	57.36
SEALMASTER	SOVA-02697	06/05/2026	Paint for streets	001-750-341	1,646.91
SHEETZ	INV0001435	06/08/2026	BI Jeep Fuel 06/05	001-750-343	44.14
SOUTHERN STATES INC	W101418	06/08/2026	Bonide Dead Bug	001-750-341	14.99
CARPER'S AUTO SERVICE	12868	06/09/2026	B12 State Inspection	001-750-217	19.00
JEFFERSON RENTALS	96544	06/09/2026	Weed Eater Heads	001-750-219	79.98
LIBERTY GET N GO	INV0001685	06/10/2026	Weed Eater Fuel 6/8	001-750-343	8.19
7-ELEVEN	INV0001811	06/10/2026	P16 Fuel 06/09	001-750-343	90.27
LIBERTY GET N GO	INV0001692	06/11/2026	D25 Fuel 06/09	001-750-343	92.16
7-ELEVEN	INV0001812	06/11/2026	P17 Fuel 06/10	001-750-343	82.12
HOME DEPOT INC	INV0001813	06/11/2026	MD Supplies	001-750-341	10.68

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
LIBERTY GET N GO	INV0001674	06/12/2026	D23 Fuel Fuel 6-10	001-750-343		162.31
LIBERTY GET N GO	INV0001814	06/12/2026	D23 Fuel 6/10	001-750-343		160.99
MARATHON	INV0001507	06/15/2026	BI Jeep Fuel 06/12	001-750-343		56.31
SHEETZ	INV0001638	06/15/2026	CE Trax Fuel 06/12	001-750-343		54.23
LIBERTY GET N GO	INV0001675	06/15/2026	P23 Fuel 6/11	001-750-343		107.35
TOWN MART CITGO	INV0001686	06/15/2026	P12 Fuel 6/12	001-750-343		90.59
LIBERTY GET N GO	INV0001693	06/15/2026	M19 Fuel 6/12	001-750-343		33.29
DKHARDWARE.COM	INV0001677	06/17/2026	Paint Tip for Paint Sprayer	001-750-341		65.16
SOUTHERN STATES INC	W151418	06/17/2026	RM43 Weed Killer	001-750-341		179.99
LIBERTY GET N GO	INV0001816	06/18/2026	B34 Fuel 6/16	001-750-343		161.27
CARPER'S AUTO SERVICE	12871	06/19/2026	D12 State Inspection	001-750-217		19.00
GENUINE PARTS COMPANY - N	978034	06/19/2026	Grease Fitting S590	001-750-341		4.58
SHEETZ	INV0001570	06/19/2026	BI Jeep Fuel 06/18	001-750-343		43.56
SUPPLYHOUSE.COM	INV0001817	06/19/2026	Plumbing Parts for 661S George Urinals	001-750-215		32.08
AMAZON	INV0001678	06/22/2026	Crimper	001-750-341		47.49
LIBERTY GET N GO	INV0001818	06/22/2026	P16 Fuel 6/18	001-750-343		107.05
CHARLES TOWN UTILITY BOAF	INV0001560	06/24/2026	May 26 MD Water Service	001-750-213		101.10
TOWN MART CITGO	INV0001689	06/29/2026	P12 Fuel 6/25	001-750-343		87.55
JEFFERSON RENTALS	97378	06/30/2026	Trim Line for Weed Eater	001-750-341		64.99
CVS	INV0001690	06/30/2026	Battery for MD	001-750-341		17.75
7-ELEVEN	INV0001789	06/30/2026	P&R Jeep Fuel 06/29	001-750-343		36.37
					Department 750 - STREETS & HIGHWAYS Total:	**6,102.27**
Department: 903 - FAIR ASSOC/FESTIVAL						
FACEBOOK.COM	INV0001494	06/01/2026	WVFest & Hip after Six Advertisement	001-903-220		80.00
HOME DEPOT INC	INV0001683	06/04/2026	WV Fest Water X 12	001-903-341		107.76
Sandbag Store	INV0001672	06/05/2026	WV Fest Weights	001-903-341		152.00
AMAZON	INV0001659	06/08/2026	Paper for WF Fest	001-903-341		35.28
HOME DEPOT INC	INV0001810	06/08/2026	Cords for Light Poles	001-903-341		129.80
FACEBOOK.COM	INV0001660	06/09/2026	WV Fest 26 Advertisement	001-903-220		49.96
HOME DEPOT INC	INV0001673	06/10/2026	Door Sealant Tape	001-903-341		59.51
ULINE, INC.	INV0001567	06/11/2026	Clear Plastic Cup WV Fest 26	001-903-341		126.41
DOLLAR GENERAL	INV0001661	06/12/2026	WV Fest Dog Supplies	001-903-341		19.26
WALMART INC	INV0001662	06/12/2026	WV Fest Snacks & Water for Volunteers	001-903-341		214.24
FACEBOOK.COM	INV0001663	06/12/2026	WV Fest Advertisement	001-903-220		40.00
ORTEGA'S TACO SHOP	INV0001493	06/15/2026	WVFest CVolunteer Food Voucher	001-903-341		24.79
COUSINS MAINE LOBSTER	INV0001497	06/15/2026	WVFest26 Volunteer Food Voucher	001-903-341		79.07
Take It Easy Lemonade	INV0001498	06/15/2026	WVFest Athletes Drink Allowance	001-903-341		16.96
Taste of Greece	INV0001499	06/15/2026	WVFest26 Volunteer Food Voucher	001-903-341		16.05
HAULIN BUTTS BBQ	INV0001500	06/15/2026	WVFest26 Volunteer Food Voucher	001-903-341		31.80
Boss Sarap	INV0001501	06/15/2026	WVFest26 Volunteer Food Voucher	001-903-341		15.00
Toasted	INV0001502	06/15/2026	WVFest26 Volunteer Food Voucher	001-903-341		30.00
C&G Jerk	INV0001503	06/15/2026	WVFest26 Volunteer Food Voucher	001-903-341		63.07
Sherri's Crab Cake	INV0001639	06/15/2026	WV Fest Athlete Lunch	001-903-341		49.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
HAMPTON INN	INV0001664	06/15/2026	WV Fest Band Hotel Night	001-903-230		149.00
HAMPTON INN	INV0001665	06/15/2026	WV Fest Band Hotel Night	001-903-230		149.00
7-ELEVEN	INV0001676	06/15/2026	WV Fest Ice bags	001-903-341		45.90
HOME DEPOT INC	INV0001687	06/15/2026	WV Fest Water X 5	001-903-341		35.92
SHEETZ	INV0001694	06/15/2026	Ice for WV Fest	001-903-341		37.45
FACEBOOK.COM	INV0001666	06/22/2026	WVFest advertisement	001-903-220		61.20
					Department 903 - FAIR ASSOC/FESTIVAL Total:	**1,818.43**
					Fund 001 - GENERAL FUND Total:	**29,901.83**
Fund: 200 - CAPITAL RESERVE						
Department: 977 - STREETS & TRANSPORTATION						
HOME DEPOT INC	INV0001807	06/01/2026	CH Kitchen Sink & Faucet	200-977-457		348.00
HOME DEPOT INC	INV0001819	06/26/2026	Plumbing Parts for CH Kitchen Sink	200-977-457		67.34
HOME DEPOT INC	INV0001820	06/29/2026	Plumbing Parts for CH Kitchen Sink	200-977-457		5.70
					Department 977 - STREETS & TRANSPORTATION Total:	**421.04**
Department: 979 - CULTURE & RECREATION						
PARTY LIGHTS	INV0001504	06/08/2026	Art Alley Lights	200-979-458		4,319.00
MATTHEW ANDERSON, PE, PL	25476	06/09/2026	06/01&04 Com Insp 801 S Mildred Pool 2	200-979-458		250.00
					Department 979 - CULTURE & RECREATION Total:	**4,569.00**
					Fund 200 - CAPITAL RESERVE Total:	**4,990.04**
Fund: 207 - PARKS & REC						
Department: 900 - PARKS & REC						
APPLE VALLEY WASTE SERVICI	0007028618	06/02/2026	JMP Trash Service	207-900-230		553.14
BACKGROUNDCHECKS.COM	INV0001783	06/02/2026	Pool Staff Background check	207-900-230		89.97
BACKGROUNDCHECKS.COM	INV0001784	06/02/2026	Pool Staff Background check	207-900-230		59.98
AC &T CO., INC	55890N	06/03/2026	May26 Willingham Knolls PT Service	207-900-230		115.00
AC &T CO., INC	55891N	06/03/2026	May26 Skate Park PT Service	207-900-230		178.00
AC &T CO., INC	10072EO	06/08/2026	May 26 JMP PT Service	207-900-230		293.00
ENVIRO-TECH PEST SERVICES	490750	06/08/2026	June 26 Pool House Pest Service	207-900-230		54.57
WALMART INC	INV0001786	06/08/2026	Junior Program Tennis Balls	207-900-341		41.96
WALMART INC	INV0001787	06/17/2026	Junior Program Tennis Balls	207-900-341		41.96
CHARLES TOWN UTILITY BOAF	INV0001560	06/24/2026	May 26 Water Service Evitts Run Bathroom	207-900-213		56.16
CHARLES TOWN UTILITY BOAF	INV0001560	06/24/2026	May 26 Water Service JMP	207-900-213		365.11
State Food Safety.com	INV0001788	06/24/2026	Gavin Food Handler Card	207-900-221		143.43
HOME DEPOT INC	INV0001821	06/29/2026	U Bolts for Paddle Holder	207-900-341		14.48
MOULTRIE MOBILE	17339224	06/30/2026	6/29 to 11/03 PK Camera Subscription	207-900-230		35.62
CVS	INV0001679	06/30/2026	Batteries for Park Cameras	207-900-341		143.77
BACKGROUNDCHECKS.COM	INV0001785	06/30/2026	Pool Staff Background check	207-900-230		29.99
					Department 900 - PARKS & REC Total:	**2,216.14**
					Fund 207 - PARKS & REC Total:	**2,216.14**
					Grand Total:	**37,108.01**

Report Summary

Fund Summary

Fund		yment Amount
001 - GENERAL FUND		29,901.83
200 - CAPITAL RESERVE		4,990.04
207 - PARKS & REC		2,216.14
	Grand Total:	**37,108.01**

Account Summary

Accoun	Account Name	yment Amount
001-114-020	DUE FROM WATER DEPT	86.24
001-402-222	ECONOMIC DEV - DUES & SUBSCRIP	73.78
001-402-341	ECONOMIC DEV - DEPT. SUPPLIES	123.93
001-417-221	Attorney Training	20.00
001-417-222	ATTORNEY DUES & SUBSCRIPTIONS	444.19
001-425-214	ENFORCEMENT AG -	108.54
001-425-218	ENFORCEMENT AG - POSTAGE	12.70
001-436-211	BI Telephone	20.02
001-436-214	BI Travel Expense	108.54
001-436-223	BI PROFESSIONAL SERVICES	1,000.00
001-437-220	P&Z Advertising/Legal Publ	613.15
001-440-213	CH Utilities	336.37
001-440-218	CH Postage	701.23
001-440-220	CH Advertising & Legal Publications	50.14
001-440-230	CH Contracted Services	1,339.91
001-440-341	CH Departmental Supplies	1,798.22
001-700-213	PD UTILITIES	175.10
001-700-214	PD TRAVEL EXPENSE	279.10
001-700-217	PD R&M AUTO	2,892.53
001-700-221	PD TRAINING & EDUCATION	400.00
001-700-222	PD DUES AND SUBSCRIPTIONS	110.00
001-700-230	PD CONTRACTED SERVICES	1,304.99
001-700-341	PD DEPARTMENTAL SUPPLIES	865.28
001-700-343	PD AUTO SUPPLIES (GAS OIL TIRE	7,512.17
001-700-345	PD UNIFORMS	1,605.00
001-750-213	STREETS UTILITIES	206.91
001-750-215	STREETS R&M BLDG AND GROUNDS	171.05
001-750-217	STREETS R&M AUTO	919.47
001-750-219	STREETS BLDG & EQUIP RENTAL	79.98
001-750-230	STREETS CONTRACTED SERVICES	695.51
001-750-341	STREETS DEPARTMENT SUPPLIES	2,210.78
001-750-343	STREETS AUTO SUPPLIES GAS OIL	1,818.57
001-903-220	FAIR/FESTIVAL ADVERTISING/LEGA	231.16

Account Summary

Accoun	Account Name		ıyment Amount
001-903-230	FAIR/FESTIVAL Contracted Svcs		298.00
001-903-341	FAIR/FESTIVAL Department Suppy		1,289.27
200-977-457	Streets Cap Outlay Buildings		421.04
200-979-458	Culture & Rec Cap Outlay Impro		4,569.00
207-900-213	UTILITIES		421.27
207-900-221	TRAINING		143.43
207-900-230	CONTRACTED SERVICES		1,409.27
207-900-341	DEPARTMENTAL SUPPLIES		242.17
		Grand Total:	**37,108.01**

Project Account Summary

Project Account Ke		ıyment Amount
None		37,108.01
	Grand Total:	**37,108.01**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Expense Approval Report

Charles Town, WV

By Fund

Payment Dates 6/24/2026 - 7/17/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Numbe		Amount
Fund: 001 - GENERAL FUND						
EMPOWER RETIREMENT	INV0001596	06/30/2026	6-18-26 Employee DFCMP	001-227-000		4,402.30
EMPOWER RETIREMENT	INV0001596	06/30/2026	6-18-26 Employer DFCMP	001-227-000		3,316.58
EMPOWER RETIREMENT	INV0001596	06/30/2026	6-18-26 ROTH IRA	001-227-000		1,709.09
UNITED WAY OF THE EASTERN	INV0001768	06/30/2026	June 26 Teen Court Fees	001-201-070		520.00
NVA	INV0001603	07/06/2026	July 26 Employee Vision Insur	001-225-010		103.47
SUN LIFE	INV0001604	07/06/2026	July 26 Employee Dental Insur	001-225-010		404.39
US BANK	INV0001613	07/08/2026	June 26 AP Pcard Payment	001-201-110		14,125.10
WV STATE TREASURER'S OFFI	INV0001614	06/30/2026	June 26 Municipal Court Fees	001-201-050		5,701.92
POTOMAC EDISON COMPANY	INV0001635	06/30/2026	Monthly PD & CTUB Electricity	001-114-020		1,767.58
WV PERS (CPRB)	INV0001833	07/09/2026	6/26 May MPFRS	001-224-000		10,213.70
US BANK	INV0001822	07/10/2026	June 26 CH & PD Pcard Payme	001-201-110		15,771.58
US BANK	INV0001823	07/10/2026	June 26 Fleet Pcard Payment	001-201-110		7,297.39
PEIA	INV0001835	07/15/2026	July 26 Employee PEIA Insurar	001-225-000		5,397.72
PEIA	INV0001836	07/15/2026	July 26 Retiree RHBT Contribu	001-114-000		826.84
PEIA	INV0001836	07/15/2026	July 26 Employee RHBT Contri	001-225-000		256.65
SUN LIFE	INV0001882	07/16/2026	August 26 Employee Dental In	001-225-010		272.93
						72,087.24
Department: 402 - ECONOMIC DEVELOPMENT						
T-MOBILE	INV0001765	06/30/2026	June 26 ED Cell Service	001-402-211		33.38
NVA	INV0001603	07/06/2026	July 26 ED Vision Insurance Co	001-402-105		7.72
SUN LIFE	INV0001604	07/06/2026	July 26 ED Dental Insurance C	001-402-105		88.31
CHARLES TOWN NOW	INV0001704	07/09/2026	Welcome Bags Purchase	001-402-341		1,000.00
PEIA	INV0001835	07/15/2026	July 26 ED PEIA Insurance Con	001-402-105		742.08
PEIA	INV0001836	07/15/2026	July 26 ED RHBT Contribution	001-402-111		50.15
SUN LIFE	INV0001882	07/16/2026	August 26 ED Dental Insuranc	001-402-105		101.51
					Department 402 - ECONOMIC DEVELOPMENT Total:	**2,023.15**
Department: 409 - MAYOR'S OFFICE						
T-MOBILE	INV0001765	06/30/2026	June 26 Mayor Cell Service	001-409-211		47.70
					Department 409 - MAYOR'S OFFICE Total:	**47.70**
Department: 412 - CITY MANAGER'S OFFICE						
NVA	INV0001603	07/06/2026	July 26 CMO Vision Insurance	001-412-105		15.43
SUN LIFE	INV0001604	07/06/2026	July 26 CMO Dental Insurance	001-412-105		205.87
PEIA	INV0001835	07/15/2026	July 26 CMO PEIA Insurance C	001-412-105		1,677.96
PEIA	INV0001836	07/15/2026	July 26 CMO RHBT Contributic	001-412-111		50.15

Vendor Name	Payable Number	Post Date	Description (Item)	Account Numbe		Amount
SUN LIFE	INV0001882	07/16/2026	August 26 CMO Dental Insura	001-412-105		216.01
					Department 412 - CITY MANAGER'S OFFICE Total:	**2,165.42**
Department: 413 - TREASURER'S OFFICE						
TYLER TECHNOLOGIES, INC	C100-00285430	07/01/2026	FY27 TR Incode Annual Licens	001-413-353		35,293.50
TYLER TECHNOLOGIES, INC	C100-00285458	07/01/2026	FY27 CC Readers X2 Service Fe	001-413-222		750.00
NVA	INV0001603	07/06/2026	July 26 TR Vision Insurance Co	001-413-105		38.59
SUN LIFE	INV0001604	07/06/2026	July 26 TR Dental Insurance Cc	001-413-105		349.34
J.C. KUNKLE & ASSOCIATES, A.	26-325	07/09/2026	FY25 Financial Statement Con	001-413-224		33,075.00
PEIA	INV0001835	07/15/2026	July 26 TR PEIA Insurance Con	001-413-105		2,813.62
PEIA	INV0001836	07/15/2026	July 26 TR RHBT Contribution	001-413-111		150.45
HDL COMPANIES INC	06302026	06/30/2026	June 26 B&O Collections	001-413-230		7,073.76
SUN LIFE	INV0001882	07/16/2026	August 26 TR Dental Insuranc	001-413-105		409.86
					Department 413 - TREASURER'S OFFICE Total:	**79,954.12**
Department: 415 - CITY CLERK'S OFFICE						
NVA	INV0001603	07/06/2026	July 26 CK Vision Insurance Co	001-415-105		15.43
SUN LIFE	INV0001604	07/06/2026	July 26 CK Dental Insurance Cc	001-415-105		119.15
PEIA	INV0001835	07/15/2026	July 26 CK PEIA Insurance Con	001-415-105		1,578.48
PEIA	INV0001836	07/15/2026	July 26 CK RHBT Contribution	001-415-111		50.15
SUN LIFE	INV0001882	07/16/2026	August 26 CK Dental Insuranc	001-415-105		130.57
					Department 415 - CITY CLERK'S OFFICE Total:	**1,893.78**
Department: 416 - POLICE JUDGE'S OFFICE						
JEFFERSON COUNTY CIRCUIT (	INV0001855	07/14/2026	John Clark 26001860 Circuit C	001-416-223		205.00
MELISSA SEGURA	INV0001880	07/16/2026	7/10/26 Interpreter Court Cus	001-416-223		75.00
					Department 416 - POLICE JUDGE'S OFFICE Total:	**280.00**
Department: 417 - CITY ATTORNEY						
T-MOBILE	INV0001765	06/30/2026	June 26 CA Cell Service	001-417-211		19.24
NVA	INV0001603	07/06/2026	July 26 CA Vision Insurance Co	001-417-105		15.43
SUN LIFE	INV0001604	07/06/2026	July 26 CA Dental Insurance C	001-417-105		122.73
PEIA	INV0001835	07/15/2026	July 26 CA PEIA Insurance Con	001-417-105		56.98
SUN LIFE	INV0001882	07/16/2026	August 26 CA Dental Insuranc	001-417-105		122.73
					Department 417 - CITY ATTORNEY Total:	**337.11**
Department: 425 - ENFORCEMENT AGENCY						
COREY LEWIS	INV0001754	06/30/2026	Lewis Per Diem WVCOA Sumn	001-425-214		146.00
T-MOBILE	INV0001765	06/30/2026	June 26 CE Cell Service	001-425-211		19.24
NVA	INV0001603	07/06/2026	July 26 CE Vision Insurance Co	001-425-105		7.72
SUN LIFE	INV0001604	07/06/2026	July 26 CE Dental Insurance C	001-425-105		64.97
PEIA	INV0001835	07/15/2026	July 26 CE PEIA Insurance Con	001-425-105		742.08
PEIA	INV0001836	07/15/2026	July 26 CE RHBT Contribution	001-425-111		50.15
SUN LIFE	INV0001882	07/16/2026	August 26 CE Dental Insuranc	001-425-105		98.35
					Department 425 - ENFORCEMENT AGENCY Total:	**1,128.51**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Numbe		Amount
Department: 435 - REGIONAL DEV AUTHORITY						
EASTERN PANHANDLE REGION	INV0001707	07/09/2026	FY27 Region 9 Local Assessme	001-435-222		11,303.82
					Department 435 - REGIONAL DEV AUTHORITY Total:	**11,303.82**
Department: 436 - BUILDING INSPECTION						
TEK ADVISORS	3889	06/30/2026	BI Computer Replacement	001-436-341		5,471.20
DUANE DUNN	INV0001706	06/30/2026	Dunn Per DIem WVCOA Sumn	001-436-214		146.00
NVA	INV0001603	07/06/2026	July26 BI Vision Insurance Con	001-436-105		15.43
SUN LIFE	INV0001604	07/06/2026	July 26 BI Dental Insurance Cc	001-436-105		137.67
PEIA	INV0001835	07/15/2026	July 26 BI PEIA Insurance Cont	001-436-105		56.98
SUN LIFE	INV0001882	07/16/2026	August 26 BI Dental Insurance	001-436-105		144.33
					Department 436 - BUILDING INSPECTION Total:	**5,971.61**
Department: 437 - PLANNING & ZONING						
Yatai Corner LLC	INV0001592	06/24/2026	Reimbursement Application Fe	001-437-238		10.00
KIMLEY-HORN AND ASSOCIAT	35861720	06/30/2026	May26 Planning & Site Review	001-437-230		5,187.11
Bakka LLC	INV0001702	06/30/2026	Reimbursement COA26-10 20	001-437-238		60.00
T-MOBILE	INV0001765	06/30/2026	June 26 PZ Cell Service	001-437-211		62.84
NVA	INV0001603	07/06/2026	July 26 PZ Vision Insurance Co	001-437-105		33.35
SUN LIFE	INV0001604	07/06/2026	July 26 PZ Dental Insurance C	001-437-105		361.57
PEIA	INV0001835	07/15/2026	July 26 PZ PEIA Insurance Con	001-437-105		3,899.04
PEIA	INV0001836	07/15/2026	July 26 PZ RHBT Contribution	001-437-111		150.45
SOUTH CENTRAL PLANNING &	26T-2219	06/30/2026	June 26 Permitting & Vacant P	001-437-353		980.00
SUN LIFE	INV0001882	07/16/2026	August 26 PZ Dental Insuranc	001-437-105		405.27
					Department 437 - PLANNING & ZONING Total:	**11,149.63**
Department: 440 - CITY HALL						
SUSTAINABLE STRATEGIES DC	4958	05/14/2026	April 26 Grant Retainer	001-440-230		5,000.00
FIRST-CITIZENS BANK & TRUST	49338147	06/26/2026	June 26 CH 2nd Flr Plotter	001-440-219		506.12
TEK ADVISORS	3902	06/30/2026	June 26 Tech Service	001-440-230		8,382.72
SUSTAINABLE STRATEGIES DC	5056	06/30/2026	June 26 Grant Retainer	001-440-230		5,000.00
FRONTIER COMMUNICATIONS	INV0001712	06/30/2026	June 26 CH Elevator Alarm	001-440-211		96.77
T-MOBILE	INV0001765	06/30/2026	June 26 CH Cell Service	001-440-211		33.38
JEFFERSON COUNTY CHAMBE	10555	07/01/2026	FY27 Non-Profit Chamber of C	001-440-222		275.00
JOHNSON CONTROLS US HOL	42519837	07/01/2026	1st Qrtr FY27 Alarm service C	001-440-230		398.17
FIRST-CITIZENS BANK & TRUST	49342270	07/01/2026	July26 CH 1st Floor Copier	001-440-219		239.68
TYLER TECHNOLOGIES, INC	C100-00285458	07/01/2026	FY27 CC Readers X2 Service Fe	001-440-232		180.00
MILLENIUM INSURANCE GRO	COC 7.2026	07/01/2026	July26 Insurance Retainer	001-440-223		1,800.00
HIRE LEVEL HCM INC	0000178822	07/03/2026	7/3/26 Payroll Services	001-440-230		327.46
POTOMAC EDISON COMPANY	INV0001610	07/07/2026	June 26 RH Electricity	001-440-213		1,331.62
POTOMAC EDISON COMPANY	INV0001611	07/07/2026	June 26 2nd Floor 106 N Geor	001-440-213		219.95
POTOMAC EDISON COMPANY	INV0001612	07/07/2026	June 26 CWH Electricity	001-440-213		1,363.50
VISUAL COMPUTER SOLUTION	23953	07/09/2026	FY27 Timesheet Management	001-440-353		4,954.85
MARLIN LEASING CORPORATI	42280830	07/09/2026	CH 2nd Flr Copier & PD Copier	001-440-219		74.22
MARLIN LEASING CORPORATI	42280830	07/09/2026	July 26 CH 2nd Flr Copier Leas	001-440-219		280.00
FIRST-CITIZENS BANK & TRUST	49414775	07/09/2026	July 26 CH 3rd Flr Copier Lease	001-440-219		110.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Numbe		Amount
KONICA MINOLTA BUSINESS S	820091459	07/09/2026	July 26 CH Webex Service	001-440-211		441.77
FRONTIER COMMUNICATIONS	INV0001710	07/09/2026	July 26 RH Elevator Alarm	001-440-211		90.33
PITNEY BOWES BANK INC PUR	INV0001827	06/30/2026	June 26 Postage Refill	001-440-218		1,517.25
WVcorp	120376	07/16/2026	FY27 Auto/Property/Crime/Cy	001-440-226		194,258.00
GRANICUS	234270	07/16/2026	FY27 Meeting Broadcast & Sol	001-440-353		11,232.66
JOHNSON CONTROLS US HOLI	42600036	07/16/2026	1st Qrtr FY27 Alarm service C\	001-440-230		414.60
FRONTIER COMMUNICATIONS	INV0001871	07/16/2026	July 26 CWH Alarm #2	001-440-211		95.75
FRONTIER, INC.	INV0001872	07/16/2026	July 26 CWHall Fire Alarm #1	001-440-211		96.29
FRONTIER COMMUNICATIONS	INV0001873	07/16/2026	July 26 RH July 26 RH Elevator	001-440-211		249.98
					Department 440 - CITY HALL Total:	**238,970.07**
Department: 444 - CONT/TRNSFR 2 OTHR FUNDS						
Fairview Properties LLC	INV0001708	07/09/2026	Revive Grant Reimbursement	001-444-568		25,000.00
Summer Wilkes	INV0001884	07/16/2026	FIP 119 N Lawrence St. Wilkes	001-444-568		4,441.51
					Department 444 - CONT/TRNSFR 2 OTHR FUNDS Total:	**29,441.51**
Department: 571 - PARKING						
NVA	INV0001603	07/06/2026	July 26 PK Vision Insurance Co	001-571-105		7.72
SUN LIFE	INV0001604	07/06/2026	July 26 PK Dental Insurance C	001-571-105		128.45
T2 SYSTEMS INC	1007829	07/09/2026	PK Handheld Enforcement Kit	001-571-341		2,845.03
T2 SYSTEMS INC	1008015	07/09/2026	FY27 PK UPsafety License & d	001-571-353		3,408.00
PEIA	INV0001835	07/15/2026	July 26 PK PEIA Insurance Con	001-571-105		742.08
PEIA	INV0001836	07/15/2026	July 26 PK RHBT Contribution	001-571-111		50.15
T2 SYSTEMS INC	1008661	07/16/2026	FY27 Upsafety Hardware Care	001-571-353		420.00
CITY OF CHARLES TOWN PETT	INV0001868	06/30/2026	PK Boots	001-571-345		169.99
SUN LIFE	INV0001882	07/16/2026	August 26 PK Dental Insuranc	001-571-105		65.97
					Department 571 - PARKING Total:	**7,837.39**
Department: 700 - POLICE DEPARTMENT						
REVIZE LLC	24054	06/24/2026	FY27 PD Website Fee	001-700-353		1,800.00
JEFFERSON COUNTY EMERGEI	656	06/30/2026	April 26 CAD/Mobile Date & C	001-700-213		786.07
CHARLES TOWN UTILITY BOAF	INV0001705	06/30/2026	June 26 PD Water Delivery	001-700-341		120.86
SHERMAN P. MCKINNEY	INV0001757	06/30/2026	Palmer Training Report Writin	001-700-221		50.00
Mason Palmer	INV0001759	06/30/2026	6/24-25 Palmer Training Per D	001-700-214		102.00
T-MOBILE	INV0001765	06/30/2026	June 26 PD Cell Service	001-700-211		145.66
MOTOROLA SOLUTIONS, INC.	1411252552	07/01/2026	PD FY27 Body Cam X17 & In-C	001-700-353		2,809.68
MOTOROLA SOLUTIONS, INC.	1411252762	07/01/2026	FY27 PD In-Car Video System /	001-700-353		487.50
MOTOROLA SOLUTIONS, INC.	1411253614	07/01/2026	FY27 PD In-Car Video System /	001-700-353		144.00
NVA	INV0001603	07/06/2026	July 26 PD Vision Insurance Co	001-700-105		138.65
SUN LIFE	INV0001604	07/06/2026	July 26 PD Dental Insurance C	001-700-105		1,900.11
MARLIN LEASING CORPORATI	42280830	07/09/2026	July 26 PD Copier Lease	001-700-219		515.98
JOHNSON CONTROLS US HOLI	42519838	07/09/2026	Fy27 1st Qrtr 661 S George Al	001-700-230		1,581.65
KONICA MINOLTA BUSINESS S	820091459	07/09/2026	July 26 PD Webex Service	001-700-211		508.63
POTOMAC EDISON COMPANY	INV0001635	06/30/2026	Monthly PD & CTUB Electricity	001-700-213		3,588.71
FRONTIER COMMUNICATIONS	INV0001711	07/09/2026	July 26 PD Fire Alarm Service	001-700-211		197.37
Amanda Gerstell	INV0001713	07/09/2026	7/21-26 CALEA Conf Per Diem	001-700-214		440.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Numbe		Amount
CHRISTOPHER KUTCHER	INV0001753	07/09/2026	7/21-26 CALEA Conf Per Diem	001-700-214		440.00
DOUGLAS BOWMAN	INV0001760	07/09/2026	Car#4 Body Repair	001-700-217		16,600.39
BOLAND TRANE SERVICES INC	MCC00140228	07/09/2026	July26 PD HVAC Service	001-700-230		471.00
PEIA	INV0001835	07/15/2026	July 26 PD PEIA Insurance Con	001-700-105		15,968.70
PEIA	INV0001836	07/15/2026	July 26 PD RHBT Contribution	001-700-111		752.25
THE JOURNAL,MARTINSBURG	004275632	07/16/2026	7/8 Recruitment Advertizing	001-700-220		594.00
CITY OF CHARLES TOWN PETT	INV0001868	06/30/2026	Postage 5/11; 5/28; 6/01; 6/2	001-700-218		77.30
CITY OF CHARLES TOWN PETT	INV0001868	06/30/2026	PD Auto Supplies Motor Oil	001-700-343		20.87
Clearview Auto Repair	INV0001869	07/16/2026	Car#27 Oil SErvice	001-700-343		151.04
COMCAST CORPORATION	INV0001870	07/16/2026	July 26 PD TV Subscription	001-700-213		12.45
SUN LIFE	INV0001882	07/16/2026	August 26 PD Dental Insuranc	001-700-105		1,845.30
					Department 700 - POLICE DEPARTMENT Total:	**52,250.17**
Department: 750 - STREETS & HIGHWAYS						
LYLE C TABB & SONS, INC.	2026 6 171	06/30/2026	June 26 Box Rental	001-750-230		900.00
T-MOBILE	INV0001765	06/30/2026	June 26 MD Cell Service	001-750-211		110.73
NVA	INV0001603	07/06/2026	July 26 MD Vision Insurance C	001-750-105		10.20
SUN LIFE	INV0001604	07/06/2026	July 26 MD Dental Insurance (	001-750-105		167.39
PEIA	INV0001835	07/15/2026	July 26 MD PEIA Insurance Co	001-750-105		2,359.72
PEIA	INV0001836	07/15/2026	July 26 MD RHBT Contribution	001-750-111		100.30
SUN LIFE	INV0001882	07/16/2026	August 26 MD Dental Insuran	001-750-105		309.69
					Department 750 - STREETS & HIGHWAYS Total:	**3,958.03**
Department: 751 - STREET LIGHT UTILITIES						
POTOMAC EDISON COMPANY	INV0001615	06/30/2026	June 26 Depot District #2 Elec	001-751-213		11.02
POTOMAC EDISON COMPANY	INV0001616	06/30/2026	June 26 Depot District #3 Elec	001-751-213		11.02
POTOMAC EDISON COMPANY	INV0001617	06/30/2026	June 26 Depot District #1 Elec	001-751-213		11.02
POTOMAC EDISON COMPANY	INV0001636	06/30/2026	June 26 Crosswinds Electricity	001-751-213		177.59
					Department 751 - STREET LIGHT UTILITIES Total:	**210.65**
Department: 900 - PARKS & REC						
NVA	INV0001603	07/06/2026	July 26 P&R Vision Insurance (	001-900-105		7.72
SUN LIFE	INV0001604	07/06/2026	July 26 P&R Dental Insurance (	001-900-105		79.40
PEIA	INV0001835	07/15/2026	July 26 P&R PEIA Insurance Co	001-900-105		742.08
PEIA	INV0001836	07/15/2026	July 26 P&R RHBT Contributio	001-900-105		50.15
SUN LIFE	INV0001882	07/16/2026	August 26 PK Dental Insuranc	001-900-105		79.40
					Department 900 - PARKS & REC Total:	**958.75**
Department: 901 - VISITORS CENTER						
JEFFERSON COUNTY CONVEN	INV0001715	06/30/2026	June 26 Hotel Motel Collectior	001-901-567		7,593.37
					Department 901 - VISITORS CENTER Total:	**7,593.37**
Department: 903 - FAIR ASSOC/FESTIVAL						
JEFFERSON COUNTY SOLID W/	8482	06/30/2026	WV Fest Residential Trash	001-903-230		26.00
					Department 903 - FAIR ASSOC/FESTIVAL Total:	**26.00**
					Fund 001 - GENERAL FUND Total:	**529,588.03**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Numbe	Amount
Fund: 207 - PARKS & REC					
Department: 900 - PARKS & REC					
T-MOBILE	INV0001765	06/30/2026	June 26 P&R Cell Service	207-900-211	47.70
				Department 900 - PARKS & REC Total:	**47.70**
				Fund 207 - PARKS & REC Total:	**47.70**
				Grand Total:	**529,635.73**

Report Summary

Fund Summary

Fund	yment Amount
001 - GENERAL FUND	529,588.03
207 - PARKS & REC	47.70
Grand Total:	**529,635.73**

Account Summary

Account	Account Name	yment Amount
001-114-000	Due From Pension Fund	826.84
001-114-020	DUE FROM WATER DEPT	1,767.58
001-201-050	State Court Fees Payable	5,701.92
001-201-070	TEEN COURT FEES PAYAB	520.00
001-201-110	PCARD PAYABLE	37,194.07
001-224-000	Retirement Contributions	10,213.70
001-225-000	Insurance Contributions P	5,654.37
001-225-010	Dental & Vision Payable	780.79
001-227-000	Misc Payroll Withheld	9,427.97
001-402-105	ECONOMIC DEV - GROUP	939.62
001-402-111	ECONOMIC DEV - OPEB	50.15
001-402-211	ECONOMIC DEV - TELEPH	33.38
001-402-341	ECONOMIC DEV - DEPT. S	1,000.00
001-409-211	Mayor Telephone	47.70
001-412-105	CMO Group Insurance	2,115.27
001-412-111	CMO OPEB	50.15
001-413-105	TREAS Group Insurance	3,611.41
001-413-111	TREAS OPEB Other	150.45
001-413-222	TREAS Dues & Subscriptio	750.00
001-413-224	TREAS Audit Costs	33,075.00
001-413-230	TREAS Contracted Service	7,073.76
001-413-353	TREASURER COMPUTER S	35,293.50
001-415-105	CLERK Group Insurance	1,843.63
001-415-111	CLERK OPEB	50.15
001-416-223	PJO Professional Services	280.00
001-417-105	ATTORNEY INSURANCE	317.87
001-417-211	ATTORNEY TELEPHONE	19.24
001-425-105	ENFORCEMENT AG - GRO	913.12
001-425-111	ENFORCEMENT AG - OPEI	50.15
001-425-211	ENFORCEMENT AG -	19.24
001-425-214	ENFORCEMENT AG -	146.00
001-435-222	RDA Dues and Subscriptio	11,303.82
001-436-105	BI Group Insurance	354.41
001-436-214	BI Travel Expense	146.00

Account Summary

Account	Account Name	yment Amount
001-436-341	BI Departmental Supplies	5,471.20
001-437-105	P&Z Group Insurance	4,699.23
001-437-111	P&Z OPEB	150.45
001-437-211	P&Z Telephone	62.84
001-437-230	P&Z Contracted Services	5,187.11
001-437-238	P&Z REFUNDS OF DEPOSI	70.00
001-437-353	P&Z COMPUTER SOFTWA	980.00
001-440-211	CH Telephone	1,104.27
001-440-213	CH Utilities	2,915.07
001-440-218	CH Postage	1,517.25
001-440-219	CH Buildings & Equipmen	1,210.02
001-440-222	CH Dues & Subscriptions	275.00
001-440-223	CH Professional Services	1,800.00
001-440-226	CH Insurance & Bonds	194,258.00
001-440-230	CH Contracted Services	19,522.95
001-440-232	CH Bank Charges	180.00
001-440-353	CITY HALL SOFTWARE/TE	16,187.51
001-444-568	COMMUNITY CONTRIBUT	29,441.51
001-571-105	PARKING Group Insurance	944.22
001-571-111	PARKING OPEB	50.15
001-571-341	PARKING Departmental S	2,845.03
001-571-345	PARKING Uniforms	169.99
001-571-353	PARKING COMPUTER SOF	3,828.00
001-700-105	PD GROUP INSURANCE	19,852.76
001-700-111	PD OPEB	752.25
001-700-211	PD TELEPHONE	851.66
001-700-213	PD UTILITIES	4,387.23
001-700-214	PD TRAVEL EXPENSE	982.00
001-700-217	PD R&M AUTO	16,600.39
001-700-218	PD POSTAGE	77.30
001-700-219	PD BLDG & EQUIPMENT F	515.98
001-700-220	PD ADVERTISING & LEGAI	594.00
001-700-221	PD TRAINING & EDUCATI	50.00
001-700-230	PD CONTRACTED SERVICE	2,052.65
001-700-341	PD DEPARTMENTAL SUPP	120.86
001-700-343	PD AUTO SUPPLIES (GAS	171.91
001-700-353	PD COMPUTER SOFTWAR	5,241.18
001-750-105	STREETS GROUP INSURAN	2,847.00
001-750-111	STREETS OPEB	100.30
001-750-211	STREETS TELEPHONE	110.73
001-750-230	STREETS CONTRACTED SE	900.00
001-751-213	STREET LIGHT UTILITIES	210.65

Account Summary

Account	Account Name	yment Amount
001-900-105	P&R Group Insurance	958.75
001-901-567	VISITOR CTR CONTRIBUTI	7,593.37
001-903-230	FAIR/FESTIVAL Contracte	26.00
207-900-211	TELEPHONE	47.70
	Grand Total:	**529,635.73**

Project Account Summary

Project Account K	yment Amount
None	529,635.73
Grand Total:	**529,635.73**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Expense Approval Report

Charles Town, WV

By Fund

Payment Dates 7/7/2026 - 7/17/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Numb		Amount
Fund: 207 - PARKS & REC						
Department: 900 - PARKS & REC						
CBP ENTERPRISES	16617	06/30/2026	June 26 Evitts Run Mowing Service	207-900-230		1,275.00
CBP ENTERPRISES	16618	06/30/2026	June 26 Happy Retreat Mowing Service	207-900-230		1,675.00
CBP ENTERPRISES	16619	06/30/2026	June 26 Craig Hill Mowing Service	207-900-230		1,250.00
CBP ENTERPRISES	16620	06/30/2026	June 26 JMP Mowing Service	207-900-230		1,550.00
CBP ENTERPRISES	16621	06/30/2026	June 26 Willingham Knolls Mowing Service	207-900-230		1,350.00
POTOMAC EDISON COMPANY	INV0001618	06/30/2026	June 26 JMP Restroom Electricity	207-900-213		10.31
POTOMAC EDISON COMPANY	INV0001618	06/30/2026	June 26 EVR Lights Electricity	207-900-213		10.92
POTOMAC EDISON COMPANY	INV0001618	06/30/2026	June 26 EVR Restroom Electricity	207-900-213		14.82
POTOMAC EDISON COMPANY	INV0001618	06/30/2026	June 26 JMP Lights Electricity	207-900-213		31.53
POTOMAC EDISON COMPANY	INV0001618	06/30/2026	June 26 JMP Pool Electricity	207-900-213		129.89
POTOMAC EDISON COMPANY	INV0001700	06/30/2026	June 26 JMP Electricity	207-900-213		12.06
Johnnies Restaurant & Hotel S	650317	07/16/2026	Pool Concession Ice Cream & Slushy supplies & Cone	207-900-342		356.05
CITY OF CHARLES TOWN PETT	INV0001887	07/16/2026	JMP Pool Concession Stand Petty Cash	207-900-342		300.00
					Department 900 - PARKS & REC Total:	**7,965.58**
					Fund 207 - PARKS & REC Total:	**7,965.58**
					Grand Total:	**7,965.58**

Report Summary

Fund Summary

Fund		yment Amount
207 - PARKS & REC		7,965.58
	Grand Total:	**7,965.58**

Account Summary

Account	Account Name		yment Amount
207-900-213	UTILITIES		209.53
207-900-230	CONTRACTED SERVICES		7,100.00
207-900-342	POOL CONCESSIONS		656.05
		Grand Total:	**7,965.58**

Project Account Summary

Project Account K		yment Amount
None		7,965.58
	Grand Total:	**7,965.58**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1749: Signed Transportation Letters to WV Representatives

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/20/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1750: Charles Town Utility Board Meeting Minutes

ATTACHMENTS:

- CTUB Minutes of 10 June 2026.pdf
- CTUB Minutes of 24 June 2026.pdf
- CTUB Minutes of 27 May 2026.pdf

Charles Town Utility Board
Regular Board Meeting
June 10, 2026

The Charles Town Utility Board held a regular meeting on June 10, 2026 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer and Patrick Kratovil. Also, present were Paul Mantello, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; and Commissioner Mike Mood, County Commission Liaison (Zoom).

Heidi Parker and Cindy Wilson, Legal Counsel, were both absent from the meeting.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of May 27, 2026 Regular Meeting Minutes

The Chairman called for changes or corrections to the May 27, 2026 regular meeting minutes.

Action: **Motion made by Mr. Kratovil, second by Mr. Maxey, the Board unanimously approved the May 27, 2026 regular meeting minutes as presented. Mr. Pierson abstained from voting as he was absent from that meeting.**

PUBLIC COMMENT

Public comment was received from Jacquelyn Milliron and Christine Wimer.

UNFINISHED BUSINESS

Update on 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.

Mr. Mantello provided the initial brief has been filed and a reply brief is due by June 15th with a final order by July 6th.

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

Discuss Ongoing Official Investigation - Executive Session under the provision of W. Va. Code 6-9A-4(b)(7) - To plan or consider an official investigation relating to crime prevention or law enforcement.

There were no updates.

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

Evitts Run Sewer Line Report from GDF

Chris Eckenrode provided a brief summary on the Evitts Run 18-inch gravity sewer main replacement during the Collection System project. The Board provided discussions.

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

NEW BUSINESS

Resolution 2026-02 – FY27 Budget – Draft

Mrs. Shultz briefed the Board on the FY 2027 water and sewer operating budgets. She mentioned she will work with Mr. Eckenrode to have a draft Capital Improvement Plan ready for the July meeting. Mrs. Shultz also provided she will begin working with the consultant to gather data for the Rate Study. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved Resolution 2026-02 FY 2027 Operating Budgets as presented.**

Maintenance Building Bid Opening and Recommendation

Mr. Eckenrode provided the bid opening for the project was May 22nd receiving three bids. He recommended the Board move forward with the lowest bidder, W. Harley Miller, Contractors out of Martinsburg, WV totaling $1.36 million.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved to proceed with Notice of Intent to Award W. Harley Miller, Contractors for $1.36 million.**

Influent Sampling Plan/WWTP Design Update

Mr. Dave Pederson with GDF presented an overview of the proposed influent sampling plan in the collection system to help locate the sources for the high levels of Ammonia and BOD and how critical it is for the Charles Town wastewater treatment plant expansion design. The sampling plan costs an estimated $160,000. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved the Influent Sampling Plan to reveal the source of the high Ammonia and BOD levels.**

Aluminum Translator Study for Charles Town Wastewater Treatment Plant

Mr. Mantello provided a proposal from Potesta & Associates to provide services for in-stream sampling for Aluminum within Evitts Run of the Shenandoah River. He mentioned the proposal is to collect additional samples to complete the dataset necessary for the development of a site-specific aluminum translator to give more leeway in the NPDES permit. Mr. Mantello provided this is an extension to the study approved a couple of months ago. The Board provided discussions.

Action: **Motion made by Mr. Maxey to authorize Potesta to complete the Aluminum Translator Study. Mr. Pierson second and amended the motion to include any added costs. After discussions, the motion failed due to a 0-3 vote.**

Mr. Mantello suggested getting an evaluation of what has already been done relating to the study before proceeding.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved tabling this item until an update on the study is provided before proceeding with any additional expenditures.**

Quote for Kings Crossing Spare Pump

Mr. Mantello mentioned there have been a number of issues at the Kings Crossing pump station and in preparation of taking over that station, staff would like to purchase a spare pump. However, at this time, he would like to pause the purchase until ownership is complete due to warranty purposes.

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

Quotes for Deerfield Wastewater Treatment Plant Control Panels, Monitoring, Sandfilters and Piping
Mr. Mantello provided quotes for the Deerfield wastewater treatment plant needed upgrades.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the quotes for Deerfield as submitted.**

Quotes for Fairbanks Influent Pumps for Charles Town Wastewater Treatment Plant (1-Spare, 1-Replacement)
Mr. Mantello briefed the Board on a cracked influent pump that needs replaced in addition to a spare influent pump. He mentioned he will submit the replacement pump as an insurance claim in hopes of reimbursement. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the purchase of two influent pumps.**

Mrs. Shultz requested the budget motion be amended to remove the $160,000 for the influent sampling from the sewer testing line item and move to the Capital Improvement Plan.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved amending the recently approved budget to remove the $160,000 in sampling.**

CTUB Board Memorandum – Proposal to Establish Strategic Initiatives Working Group
Mr. Mantello provided a proposal to establish a strategic initiatives working group composed of CTUB staff, contracted consultants and a Board member liaison for strategic communications planning, public outreach, crisis communications and long-range planning. The Board provided discussions and suggested a staff only group, without a Board member, and bring the groups ideas back to the Board for discussions at least once a month. Mr. Mantello will revise his memorandum and bring back to the Board next meeting.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved tabling the proposal until the next meeting to allow for changes discussed by the Board.**

MANAGER REPORTS

Utility Manager Report
Mr. Mantello briefed the Board on water and sewer issues he has been working on including the Locust Hill ponds and aerators, Jefferson County Administrator meet and greet, the Summit Point service extension, Collection System Project issues with RK&K, 2025 Consumer Confidence Reports, a new water treatment plant operator and update on the blower issues at the Charles Town wastewater treatment plant.

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

Chairman Report
The Chairman provided the City Council will be discussing Utility Service Areas, focusing on the Summit Point area, at their June 15th meeting and invited Mr. Mantello to attend.

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

Engineering Report

Mr. Eckenrode provided in the packet a detailed report on the ongoing projects GDF is working on for CTUB. Mr. Pederson provided an update on the flood plain issue for the Charles Town wastewater treatment plant expansion.

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

APPROVAL OF BILLS

June 10, 2026

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

ADJOURNMENT

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

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved to adjourn the meeting at 6:01 P.M.**

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, June 24, 2026 at 4:00 P.M. at 661 S. George Street.

Brent Manuel
Chairman

Ashley Stottlemyer
Secretary

Charles Town Utility Board
Regular Board Meeting
June 24, 2026

The Charles Town Utility Board held a regular meeting on June 24, 2026 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer, Heid Parker (Zoom) and Patrick Kratovil (Zoom). Also, present were Paul Mantello, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Cindy Wilson, Legal Counsel (Zoom) and Commissioner Mike Mood, County Commission Liaison.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of June 10, 2026 Regular Meeting Minutes

The Chairman called for changes or corrections to the June 10, 2026 regular meeting minutes.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, to approve the June 10, 2026 regular meeting minutes as presented. Mr. Parker suggested revising the minutes to note a minor typo on page 6. Motion made by the Chairman, second by Mr. Pierson, the Board unanimously approved amending the minutes to include the typo as noted. The original motion to approve the minutes was approved unanimously. Mrs. Parker abstained from voting as she was absent from that meeting.**

PUBLIC COMMENT

Public comment was received from Christine Wimer.

EXECUTIVE SESSION

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved convening into Executive Session at 4:10 P.M. to discuss the following agenda items:**

- Update on WV PSC Cases- 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.

- Discuss Ongoing Official Investigation - Executive Session under the provision of W. Va. Code 6-9A-4(b)(7) - To plan or consider an official investigation relating to crime prevention or law enforcement.

- Presentation and Discussion by Cooley Public Strategies on Draft Analysis and Dashboards - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That information relied on during the course of deliberations

on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That information not subject to release pursuant to the West Virginia freedom of information act does not become subject to disclosure as a result of executive session; (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.

- Personnel Matters – The Board anticipates going into Executive Session under the provision of WV State Code § 6-9A-4(b)(2)(A) to consider matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee.

The Board convened back into public session at 6:18 P.M. Mr. Kratovil and Mr. Mood left the meeting.

NEW BUSINESS

Cooley Public Strategies Contract Renewal

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the Cooley Public Strategies contract renewal on a month-to-month basis.**

Sewer Alternate Mainline Extension Agreement with Ghazwa Forest – Draft

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved tabling this item until the next meeting for review by CTUB legal counsel.**

Collection System Project – Resolution No. 33 – CIF Payment No. 25, Pay Application No. 15

Mrs. Shultz included the pay application for Resolution No. 33 in the amount of $145,644.30 for work completed.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved Resolution No. 33 – CIF Payment No. 25, Pay App No. 15.**

Collection System Project – Resolution No. 34 – CIF No. 26

Mrs. Shultz included the pay application for Resolution No. 34 in the amount of $27,901.17 for work completed.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved Resolution No. 34 – CIF No. 26.**

Collection System Project – Change Order No. 5

Mr. Eckenrode provided a brief overview of the two changes incorporated in the change order totaling $132,373.10. The Board provided discussions. Mrs. Shultz mentioned this will be covered by contingency.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved Change Order No. 5 as presented.**

Consideration of Policy Protecting Homeowners from Mandatory Connection to Newly Extended Water and Wastewater Infrastructure

Mr. Maxey requested this item for discussion to clarify CTUB's intent as services are extended in the County. He stated it is not the intent of CTUB for mandatory connections and doesn't want to adopt a policy that conflicts with the City's Ordinance 921.03. Mr. Maxey requested the Chairman ask if City Council/Legal would evaluate that Ordinance regarding mandatory connections. He provided the importance of CTUB's intent is to provide service for environmental reasons, public health reasons and not require homeowners to hook up.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, with discussions from the Board, the Board unanimously approved tabling this discussion of adopting a policy until there is clarification from the City.**

OLD BUSINESS

Update on Aluminum Translator Study for Charles Town Wastewater Treatment Plant

Mr. Mantello provided an update on the study which was conducted in an attempt to modify limits in the permit renewal; however, numerous results received for Total Aluminum were below the minimum levels needed. Potesta is working with WVDEP to determine if those particular results would be accepted and included in the permit renewal. The Board provided discussions.

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

CTUB Board Memorandum – Revised Proposal to Establish Strategic Initiatives Working Group

Mr. Mantello provided a revised proposal per the Board's suggested changes at the last meeting, specifically removing the confusing language regarding contractors and Board participation in the working group. The Board provided discussions.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the Strategic Initiative Working Group as revised by the General Manager.**

Summit Point Motorsports Park Utility Service Project – Discussion & Next Steps

Mr. Mantello provided the Jefferson County Development Authority approved moving forward with a USDA grant, but remove WV American Water as a partner. He is continuing to work with various agencies including the Summit Point Motorsports Park on this project as well as the Data Center site. Mr. Maxey mentioned the South Jefferson Elementary School should be included in the project scope as well.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved directing the General Manager to request a meeting with the Jefferson County Board of Education to discuss the potential for providing water and sewer service to South Jefferson Elementary School to solve their PFAS problems.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board, the Board unanimously approved authorizing staff to prepare and submit an application for funding under the Emerging Contaminants Grant Program, or any similar state or federal funding opportunity, for the purpose of conducting a Preliminary Engineering Report for the Summit Point Water and Wastewater Infrastructure Project. The Preliminary Engineering Report shall evaluate alternatives for addressing emerging contaminant concerns, including PFAS**

contamination affecting the South Jefferson Elementary School water supply, and shall examine the feasibility, cost, environmental benefits, and public health impacts of extending Charles Town Utility Board water and wastewater infrastructure to the Summit Point Area. The General Manager is authorized to take all actions necessary to prepare, execute, and submit grant applications and supporting documentation consistent with this motion.

Mr. Maxey requested the General Manager reach out to the Development Authority as well and request a joint meeting or an appearance by the General Manager before the Development Authority to discuss plans on the Preliminary Engineering Report and the proposed regional project. Mr. Mantello will draft a high-level report on the project to present. Mr. Maxey also requested Mr. Mantello provide updates on this project/grants at each Board meeting until resolved.

MANAGER REPORTS

Utility Manager Report

Mr. Mantello briefed the Board on water and sewer issues he has been working on including the NPDES permit renewal, influent pump insurance claim, Locust Hill ponds and aerators, Moose Lodge odor complaint, Deerfield site visit, and Page Jackson Elementary water and wastewater services.

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

Chairman Report

The Chairman had no updates.

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

Engineering Report

Mr. Eckenrode provided updates on the pilot study at the Water Treatment Plant and the maintenance building.

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

APPROVAL OF BILLS

June 24, 2026

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

ADJOURNMENT

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

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved to adjourn the meeting at 7:10 P.M.**

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, July 8, 2026 at 4:00 P.M. at 661 S. George Street.

Brent Manuel
Chairman

Ashley Stottlemyer
Secretary

Charles Town Utility Board
Regular Board Meeting
May 27, 2026

The Charles Town Utility Board held a regular meeting on May 27, 2026 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Patrick Kratovil; and Heidi Parker. Also, present were Paul Mantello, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Cindy Wilson, Legal Counsel (Zoom) and Commissioner Mike Mood, County Commission Liaison.

Duke Pierson, Treasurer, was absent from the meeting.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of May 13, 2026 Regular Meeting Minutes

The Chairman called for changes or corrections to the May 13, 2026 regular meeting minutes.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the May 13, 2026 regular meeting minutes as presented.**

PUBLIC COMMENT

No public comment was received.

UNFINISHED BUSINESS

Update on 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.

This item was moved to the end of the meeting.

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

Discuss Ongoing Official Investigation - Executive Session under the provision of W. Va. Code 6-9A-4(b)(7) - To plan or consider an official investigation relating to crime prevention or law enforcement.

This item was moved to the end of the meeting.

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

NEW BUSINESS

Presentation by Paypoint HR on Employee Total Compensation Study

Dr. Rick Campbell of Paypoint HR presented a high-level summary of the Employee Total Compensation Study for CTUB. He mentioned CTUB's benefits are similar to that of market competitors who responded and CTUB was only about 1.8% below the 50th percentile (middle) market, however, some positions were above and below that percentage. Mr. Campbell recommended the Board decide on whether they want CTUB at the 50th percentile, 55th percentile,

60th percentile, etc. with respect to the market so he can provide a draft budget impact and pay scale.

Mr. Mantello mentioned the importance to hire and retain employees in the competitive market and being above market would be an advantage to CTUB. Mrs. Shultz provided the 50th or 55th percentile could be incorporated into the new budget. The Board provided discussions and recommended the 55th percentile with respect to the market.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously adopted the 55th percentile as presented by Paypoint HR.**

UNFINISHED BUSINESS

Update on Jefferson County Parks and Recreation – Request for Sewer Service for Hite Road Park

Mr. Mantello provided he met with Jennifer Myers, from JCPR, to view the Hite Road Park site and spoke with the owners of the Cochran Properties to package all interested parties (Hite Road Park, North Jefferson School, Cochran Properties and Fox Glen) in this area and develop a Preliminary Engineering Report for the project as a whole to share costs to extend service. He mentioned he will continue to work on this project as well as funding options with the Jefferson County Development Authority, Region 9 and elected State officials. Mrs. Myers was on Zoom and appreciated the efforts to get this accomplished.

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

NEW BUSINESS

WV-001 Keyes Ferry Road Tank – New Cingular 5th Lease Amendment

Mrs. Shultz provided the 5th lease amendment with New Cingular for the Keyes Ferry Road tank for equipment replacement with no rent increase.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the New Cingular 5th Lease Amendment.**

WV-004 6th Avenue Tank - New Cingular 1st Lease Amendment

Mrs. Shultz provided the 1st lease amendment with New Cingular for the 6th Avenue tank for equipment replacement with no rent increase.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the New Cingular 1st Lease Amendment.**

Collection System Project – Resolution No. 31 – CWSRF No. 1, Pay App No. 14

Mrs. Shultz included the pay application for Resolution No. 31 in the amount of $426,799.08 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved Resolution No. 31 – CWSRF No. 1, Pay App No. 14.**

Collection System Project – Resolution No. 32 – CIF No. 24

Mrs. Shultz included the pay application for Resolution No. 32 in the amount of $35,140.93 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved Resolution No. 32 – CIF No. 24.**

Proposed Collection System Sampling Plan Update from Gwin, Dobson & Foreman

Mr. Mantello provided the proposed collection system sampling plan to locate the source of the high BOD and Ammonia flows to prevent overdesign and construction of the new Charles Town Wastewater Treatment Plant. He mentioned the estimated costs for the intensive influent sampling plan is $160,000. The Board provided discussions. Mr. Maxey suggested analyzing the historical data that staff already has before engaging in the sampling plan. Mr. Mantello will work with GDF and staff to analyze existing data, but requested the Board include the sampling plan in the budget incase staff would have to move forward with GDF's proposal.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved including $160,000 for sampling in the budget, but without committing to this specific sampling plan, which would require Board approval at a later date.**

Revised AMEA Template Draft Review - $1,500 Weekly Inspection Cost Limit Amendment / Removal

Mr. Mantello provided a draft template of the AMEA to remove the $1,500 weekly inspection cost limit for all future agreements. This revision will allow for more oversight of the site inspector at the various new construction sites. Mrs. Wilson reviewed the draft language and had no issues. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the amended AMEA template.**

MANAGER REPORTS

Utility Manager Report

Mr. Mantello briefed the Board on water and sewer issues he has been working on including the Locust Hill ponds and aerators, the Summit Point service extension, developing upcoming tasks for the PR firm and a possible advisory committee, and the projects/needs for the new FY27 budget.

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

Chairman Report

The Chairman had no updates to report.

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

APPROVAL OF BILLS

May 27, 2026

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

EXECUTIVE SESSION

Update on 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.

Discuss Ongoing Official Investigation - Executive Session under the provision of W. Va. Code 6-9A-4(b)(7) - To plan or consider an official investigation relating to crime prevention or law enforcement.

Action: **Motion made by Mr. Kratovil, second by Mr. Maxey, the Board unanimously approved convening into Executive Session at 5:52 P.M. for an update on WV PSC Case 25-1000-LRR-WS-C and an ongoing official investigation as listed above.**

The Board convened back into public session at 6:14 P.M.

ADJOURNMENT

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

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved to adjourn the meeting at 6:15 P.M.**

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, June 10, 2026 at 4:00 P.M. at 661 S. George Street.

Brent Manuel
Chairman

Ashley Stottlemyer
Secretary