CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • AUGUST 17, 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

: **2026-1819:** City Council Workshop Minutes - June 15, 2026
City Council Workshop Meeting Minutes - June 15, 2026 - draft.pdf

: **2026-1820:** City Council Meeting Minutes - June 15, 2026
City Council Meeting Minutes - June 15, 2026 - draft.pdf

: **2026-1821:** City Council Meeting Minutes - July 20, 2026
City Council Meeting Minutes July 20, 2026 - draft.pdf

: **2026-1833:** City Council Workshop Minutes - August 1, 2026
City Council Workshop Minutes August 1, 2026 - draft.pdf

: **2026-1834:** City Council Special Meeting Minutes - August 1, 2026
City Council Special Meeting Minutes August 1, 2026 - draft.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

: **2026-1822:** Mayor's Report - August 17, 2026

: **2026-1845:** A Proclamation Honoring the Retirement and Distinguished Career of Patricia Kelican

6. COMMITTEE REPORTS

: **2026-1823:** Finance Committee Meeting - August 11, 2026
Aug Finance Minutes 2026.pdf

: **2026-1824:** Charles Town Board of Parks and Recreation Report - August 13, 2026

7. CITY MANAGER REPORT

: **2026-1825:** City Manager Report - August 17, 2026
August 17 2026.pdf
Building Permit Data PDF.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

10. NEW BUSINESS

: **2026-1811:** TXA2026-01: Text Amendment - Old Town Mixed-Use Commercial Automotive Uses - First Read
Staff Report.pdf

: **2026-1812:** BR2026-05 - Bond Initiation - Augustine Manor
1. Staff Report.pdf
2. Application.pdf
3. Estimate.pdf
4. KH Review.pdf
5. Performance Bond.pdf
6. Bond Agreement.pdf

: **2026-1813:** BR2026-06 - Bond Initiation - Thomfair Storage Facility
1. Staff Report.pdf
2. Application.pdf
3. Estimate.pdf
4. KH Review.pdf
5. Bond Agreement.pdf

: **2026-1817:** Tree Removal from Sidewalk
419 E Liberty tree removal request.pdf

: **2026-1826:** Charles Town Tree Board Appointment - Term Ending December 2027
Mr. Greg Vickers.pdf
Boards and Commissions Application - 2025 Mr. Mitchell.pdf

: **2026-1837:** Interim City Manager Stipend - Possible Executive Session

: **2026-1838:** City Manager Advertisement and Recruitment Process

: **2026-1839:** FY2027 General Fund Revision #2
FY 2027 GF Revision #2.pdf

: **2026-1840:** FY2027 Capital Budget Revision #1
FY 2027 Capital Budget 1st Revision.pdf

: **2026-1841:** Cloud Data Storage Discussion
Charles Town PD - NTP 08112026.pdf
QUOTE - 3745884 - Charles Town - Cloud Migration.pdf
PremisevsCloud_Tek-Advisors.pdf

: **2026-1842:** Resolution to Adopt Employee Benefits Plan and ERISA Wrap Summary Plan Description
Resolution to Adopt the 26 WRAP Document.pdf
The City of Charles Town Wrap 26.pdf

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2026-1844:** Referral to Ordinance Committee - Article 201 Citations for External

Sanitation Violations and Common Nuisance Violations, Article 1101 Nuisances, and Article 1705 West Virginia State Building Code
Ord. #2021-003 - Article 201 - Citations for External Sanitation Violations and Common Nuisance Violations.pdf
Ord. #2021-004 - Article 1101 Nuisances.pdf
Ord. 2024-001 Article 1705 - WV State Building Code Signed -2024.pdf

12. APPROVAL OF BILLS

: **2026-1828:** Payment of Bills - August 17, 2026
COAL SEVERANCE COUNCIL REPORT 2026-08-17.pdf
CAPITAL RESERVE COUNCIL REPORT 2026-08-17.pdf
PARKS N REC COUNCIL REPORT 2026-08-17.pdf
COUNCIL REPORT PCARD 8-17-26.pdf
GEN FUND COUNCIL REPORT 2026-08-17(2).pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, Tuesday, September 8, 2026, at 7:00PM

: **2026-1830:** Federal Transportation Funding Letters to WV Representatives - Signed
Transportation Letters to Representatives - signed.pdf

: **2026-1831:** Letter of Support for Jefferson County Community Ministries - Signed
Letter of Support for JCCM - ARC Inspire Grant.pdf

: **2026-1832:** School Resources Officer Agreement - Signed
Resolution 2026-006 SRO.pdf

: **2026-1835:** Article 522 Private Outdoor Designated Area (PODA) - signed
2026-002 - Article 522 Private Outdoor Designated Area (PODA) - signed.pdf

: **2026-1836:** Article 1759 Vacant Buildings - signed
2026-003 - Article 1759 Vacant Buildings - signed.pdf

: **2026-1843:** FY2027 General Fund Revision #1
FY 2027 GF Revision #1.pdf

: **2026-1846:** May and June CTPD Statistical Reports
Macy 2026 CTPD Stats.pdf
June 2025 CTPD Stats.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: 08/17/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1819: City Council Workshop Minutes - June 15, 2026

ATTACHMENTS:

- City Council Workshop Meeting Minutes - June 15, 2026 - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • June 15, 2026

Workshop **Council Chambers** **5:00 PM**

101 East Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Micheal George	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	5:20PM
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Nate Hartman	Councilmember	Present	
Alden Roth	Councilmember	Present	
Julie Smith	Councilmember	Present	
Andie Sugrue	Councilmember	Remote	

Mr. Brent Manuel, City Manager; Ms. Stephanie Grove, City Attorney; and Ms. Lori Nice, Finance Director, were also in attendance.

2. WORK SESSION

2026-1601: TIF District Discussion

Piper|Sandler and Bowles Rice presented on TIF districts and answered questions from the council. The council then discussed where in Charles Town they thought the best locations were located to be designate TIF districts.

3. ADJOURNMENT

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

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1820: City Council Meeting Minutes - June 15, 2026

ATTACHMENTS:

- City Council Meeting Minutes - June 15, 2026 - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • June 15, 2026

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

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

Mr. Brent Manuel, City Manager; Ms. Stephanie Grove, City Attorney; Ms. Lori Nice, Finance Director; Ms. Liz Cook, Business Development/Downtown Coordinator; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2026-1602: City Council Meeting Minutes - June 1, 2026

The following change was made to the June 1, 2026, council meeting minutes:

Packet page 8, Agenda Item 2026-1532: A Resolution Supporting the Bridges and Safety Infrastructure for Community Success (BASICS) Act, H.R. 7437 - replace **"Ms. Ricketts requested that this agenda item be placed on the next council meeting's agenda to amend the Resolution."** with **"Ms. Ricketts requested that an updated version of this agenda item be placed on the next council meeting's agenda."**

3. PUBLIC COMMENT

Four people signed up for public comment.

Mr. Robert Kratovil spoke on his desire to see a dog park established at the Depot Land along with food trucks and the Charles Town Farmer's Market.

Ms. Jacquelyn Milliron spoke on the Summit Point Raceway Project and the costs associated with it.

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Ms. Natalie Grantham Friend spoke about how her family farm uses ground water to operate and asked the council not to allow a private company to come in and sell the water that her family farm relies on.

Dr. Christine Wimer, representing Jefferson County Foundation, urged CTUB and the council to send a cease-and-desist letter to American Water.

4. WARD REPORTS

Ward #1

Mr. Kratovil had nothing to report.

Ms. Ricketts reported that since City Hall will be closed on June 22, 2026, the Infrastructure Committee meeting will be rescheduled. She also reported that there is a potential rule change with guidance for federal financial assistance and requested that each council member read the proposed changes and make public comment on the Office of Management and Budget (OMB) website.

Ward 2

Mr. Hynes congratulated Liz Cook on the success of WV Fest. He explained that CTUB rates may potentially be increased to keep the system healthy and able to serve the community. He reported that he attended the special Planning Commission meeting that was held on June 11, 2026.

Mr. Tester reported that he attended the Personnel and Finance Committee meetings, the Leadership Jefferson Class XIX ribbon cutting at James Hite Park, as well as WV Fest as a vendor and councilmember.

Ward 3

Mr. Hartman attended and enjoyed WV Fest. His thoughts are with the family that was affected by the house fire that day in Charles Town. He reported that he attended the Finance and Ordinance committee meetings.

Mr. Roth agreed that WV Fest was a great success. He commended all the firefighters that showed up so quickly to the house fire and was thankful there were no injuries.

Ward 4

Ms. Smith reported that she attended the Jefferson County Community Ministries' ribbon cutting for their new clinic on June 4, 2026. She was able to attend WV Fest and was amazed with how many people attended. The New Voice Playhouse will be held at the Old Opera House June 19-21, 2026, and Ordinance Committee will meet on June 25, 2026.

Ms. Sugrue had an amazing day at WV Fest and thanked all the staff, Charles Town Now and especially Liz Cook.

5. MAYOR'S REPORT

2026-1603: Mayor's Report - June 15, 2026

Mayor George reported the following:

- He attended the Jefferson County Community Ministries ribbon cutting ceremony for their new clinic.
- He had a great time at WV Fest and thanked Liz Cook and Virginie Bauer for their hard work in making the day a success.
- He read books to children at the Boys and Girls Club.

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- He attended the Firehouse Gallery Grand-Reopening.
- He attended the mayor's meeting, Walks About Nothing and the Personnel Committee meeting.

6. COMMITTEE REPORTS

2026-1604: Finance Committee Report - June 9, 2026

Mr. Hynes reviewed the Finance Committee report.

2026-1605: Personnel Committee Report - June 11, 2026

Ms. Sugrue reviewed the Personnel Committee report.

2026-1606: Charles Town Parks and Recreation Commission Meeting Report – June 11, 2026

Ms. Ricketts reviewed the Parks and Recreation Commission's minutes from the May 14, 2026, meeting and the May 21, 2026, special meeting.

7. CITY MANAGER REPORT

2026-1621: City Manager's Report - June 15, 2026

Mr. Manuel reviewed the City Manager's report.

8. POLICE CHIEF REPORT

Ms. Misty Waits, the city's Police Support Specialist, gave a brief update on her first year collaborating with the police department.

9. UNFINISHED BUSINESS

2026-1607: Letter to US Senators Regarding Federal Transportation Funding

Mr. Hartman moved to approve the letter to WV US Senators Shelley Moore Capito and Jim Justice and WV Representatives Carol Miller and Riley Moore regarding federal transportation funding as written including the grammatical corrections discussed. Mr. Roth seconded the motion, and it passed by unanimous vote.

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

2026-1626: Cease and Desist Letter Concerning Utility Area Discussion/Update

Mr. Hynes directed staff to work with the Charles Town Utility Board's general manager and attorney to draft a letter to Summit Point Training Facility, the Jefferson County Development Authority, and American Water directing them to cease and desist all activity in regard to water and sewer in the Summit Point area as that is Charles Town Utility Board's service area and that area will be defended to the full extent of the law. Mr. Roth seconded the motion.

Mr. Hynes amended his motion to state that the city's attorney and the CTUB's attorney work together to communicate with the three entities and

to file a cease-and-desist letter if necessary. Mr. Roth seconded the motion, and it passed by an 8-1 vote.

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

10. NEW BUSINESS

2026-1608: Community Grant Awards

Mr. Hartman moved to award community grant money to CASA in the amount of $10,000.00, to Jefferson County Community Ministries in the amount of $32,810.00, and to Potomac Valley Audubon Society in the amount of $5,190.00, and to postpone an award to We Do Recover until the 2027 fiscal year. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2026-1609: FY26 General Fund Revision #6

Mr. Hynes moved to adopt the FY26 General Fund Revision #6. Ms. Smith seconded the motion, and it passed by unanimous vote.

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

2026-1610: First 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)

Mr. Hynes moved to Table this agenda item. There was no second to the motion, and the motion died.

Mayor George moved to approve the First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, WV with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Areas (PODA) as presented with the removal of the last sentence in Section 522.10 Creation and Boundaries (b). Mr. Kratovil seconded the motion.

Mayor George amended his motion for the last sentence in Section 522.10 Creation and Boundaries (b) to read**, "The district shall include the half block south of Washington Street. 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." Mr. Kratovil seconded the motion, and it passed by an 8-1 vote.

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

2026-1611: Request for Proposal (RFP) for Finance Policy Discussion

Mr. Hartman moved to approve an RFP, not to exceed $45,000.00, for consulting services to re-write the City's Finance Policy. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2026-1612: Advertisement Approval for Board/Commission Vacancies

Mr. Hynes moved to update Mr. Roth's term on the Board of Parks and Recreation Commission to run concurrently with his council term and advertise the vacancies on the Board of Zoning Appeals and the Charles Town Tree Board including the two non-voting members for the Tree Board. Mayor George seconded the motion, and it passed by unanimous vote.

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

2026-1619: FY26 Capital Revision #11

Mr. Hartman moved to adopt the FY26 Capital Budget Revision #11. Mr. Tester seconded the motion, and it passed by unanimous vote.

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

2026-1620: City Manager's Annual Review and Contract - Possible Executive Session

Ms. Ricketts moved to enter into Executive Session to discuss the city manager's annual review and contract due to it being a contracted

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personnel matter. Mr. Hartman seconded the motion, and it passed by unanimous vote. Mayor George declared the council in Executive Session.

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

Mayor George declared the council out of Executive Session and no action was taken.

2026-1622: JCCM ARC Inspire Grant Letter of Support

Ms. Ricketts moved to authorize the mayor to sign the letter of support for Jefferson County Community Ministries. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

2026-1623: Liberty Street Stormwater Management

Greenway Engineering reported they are researching options to stabilize the bio-retention areas on E. Liberty Street to diminish the issue of flooding with heavy rain.

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

12. APPROVAL OF BILLS

2026-1613: Payment of Bills - June 15, 2026

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

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

13. ADJOURNMENT

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

14. INFORMATION ONLY - NEXT MEETING, Monday, July 20, 2026, at 7:00PM

2026-1624: FY2027 Capital Budget

2026-1627: Charles Town Utility Board (CTUB) Meeting Minutes - May 13, 2026

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2026-1628: Charles Town Police Department's April Statistical Report

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1821: City Council Meeting Minutes - July 20, 2026

ATTACHMENTS:

- City Council Meeting Minutes July 20, 2026 - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • July 20, 2026

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

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

Mr. Brent Manuel, City Manager; Ms. Alissa Meeks, Assistant City Manager; Ms. Stephanie Grove, City Attorney; Ms. Lori Nice, Finance Director; Mr. James Newman, City Planner; Mr. Corey Lewis, Code Compliance Officer; Ms. Liz Cook, Business Development/Downtown Coordinator; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

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

The June 15, 2026, city council workshop minutes will be on the August 17, 2026, city council meeting agenda.

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

The June 15, 2026, city council meeting minutes will be on the August 17, 2026, council meeting.

3. PUBLIC COMMENT

Two people signed up for public comment.

Mr. Light, with Jefferson County Foundation, spoke on agenda item 2026-1737: Request for Proposal to Audit and Redesign of the Council Chambers A/V System Discussion. He spoke about how difficult it is to hear everyone in the council chambers due to the poor acoustics and would like to see the council vote to improve the ability for all to hear and participate in the council meetings.

Dr. Wimer, representing Jefferson County Foundation, requested that the council refer to the Ordinance Committee Article 921.03 Use of Public Sewer Required to the

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Ordinance Committee. She would like the ordinance to clarify that residents outside the city limits would not be required to hook up to city water and sewer. She also encouraged the city's attorney and Charles Town Utility Board's (CTUB) attorney to work on the cease-and-desist letter that was voted on at the previous council meeting on June 15, 2026.

4. WARD REPORTS

Ward 1

Mr. Kratovil had nothing to report.

Ms. Ricketts reported that the Build Grant for the Route 9 bike path was not awarded for the project. She met with the CTUB general manager and the Tree Board president to work through some solutions to the tree root encroachment to the water/sewer lines in Huntfield.

Ward 2

Mr. Hynes had nothing to report.

Mr. Tester reported he attended the Yatai Corner's ribbon cutting on July 10, 2026, as well as the Personnel, Ordinance, and Finance Committee meetings. The Old Opera House's production of the Little Mermaid will open on the weekend of July 24, 2026.

Ward 3

Mr. Roth reported he attended the Walk About Nothing on June 15, 2026, the ribbon cutting for the new pickle ball courts at Jefferson Memorial Park as well as Yatai Corner's ribbon cutting on July 10, 2026. On July 30, 2026, the second bike party will take place at 6:30PM at Jefferson Memorial Park.

Mr. Hartman has nothing to report.

Ward 4

Ms. Smith had nothing to report.

Ms. Sugrue had nothing to report.

5. MAYOR'S REPORT

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

The mayor reported that he has attended 16 ribbon cuttings so far this year. He attended Captain Jim Knotts retirement ceremony and the Region 9 meeting in Martinsburg. He will be speaking at the Chamber of Commerce's "State of the Towns" on Friday, July 24, 2026.

6. COMMITTEE REPORTS

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

Mr. Tester reviewed the Ordinance Committee report.

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

Ms. Ricketts reviewed the Infrastructure Committee report.

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

Mr. Roth reviewed the Parks and Recreation Commission report.

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

Ms. Sugrue reviewed the Personnel Committee report.

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

Mr. Hynes reviewed the Finance Committee report.

7. CITY MANAGER REPORT

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

Mr. Manuel reviewed the City Manager's report.

8. POLICE CHIEF REPORT

Chief Kutcher reviewed the May and June Statistical Reports. Chief Kutcher recognized Captain Jim Knott and thanked him for his 25 years of service with the City. The agency currently has two uncertified officers and two vacancies with the next testing date scheduled for August 1, 2026. Chief Kutcher will be heading to Nebraska on Tuesday, July 21, 2026, to complete the CALEA 4-year accreditation process.

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

Mr. Kratovil moved to open the public hearing. Mr. Hartman seconded the motion, and hearing no objections, Mayor George opened the public hearing.

No one signed up for the public hearing.

Mr. Kratovil moved to close the public hearing. Mr. Tester seconded the motion, and hearing no objections Mayor George closed the public hearing.

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

Mr. Tester moved to approve the 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. Ms. Ricketts seconded the motion, and there were no objections.

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)

Mr. Kratovil moved to open the public hearing. Mr. Tester seconded the motion, and hearing no objections, Mayor George opened the public hearing.

No one signed up for the public hearing.

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Mr. Kratovil moved to close the public hearing. Mr. Hartman seconded the motion, and hearing no objections Mayor George closed the public hearing.

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)

Mr. Tester moved to approve the 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). Mr. Kratovil seconded the motion, and it passed by an 8-1 vote.

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

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

CTUB General Manager Paul Mantello updated the council on the PSC case. Mr. Hartman moved to enter into Executive Session for legal advice. Mr. Tester seconded the motion, and hearing no objection, Mayor George declared the council in Executive Session.

Mayor George declared the council out of Executive Session. No action was taken after the Executive Session.

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

Ms. Ricketts moved to authorize and direct staff and legal counsel to continue to work with property owners to annex the property into the city of Charles Town under urban reserve as soon as possible and allocating funds not to exceed $103,000.00 or 75% to the master plan of the property. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

10. NEW BUSINESS

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

Mr. Hartman moved to approve the establishment of the performance and land disturbance bond in the amount of $2,214,540.92 for Huntfield Phase 4. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

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

2026-1740: Expansion of Walkability Improvement Grant

Ms. Ricketts moved to refer the expansion of the Walkability Improvement Grant to the Infrastructure Committee. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

2026-1736: Community Grant Policy Review

Mayor George moved to Table this agenda item to the September 21, 2026, council meeting. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

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

Mr. Hartman moved to instruct staff to develop the necessary documents to solicit RFPs from audio and video specialists in the DMV area to redevelop the audio and visual system for the council chambers. Mr. Roth seconded the motion, and it passed by an 8-1 vote.

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

2026-1738: FY2027 Coal Severance Revision #1

Mr. Hartman moved approve the FY2027 Coal Severance Revision #1. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2026-1739: FY2027 General Fund Revision #1

Ms. Ricketts moved to approve the FY2027 General Fund Revision #1 with the amendments under Community Contributions. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

2026-1741: Depot Land Discussion

Mr. Hynes moved to Table this agenda item until the September 8, 2026, council meeting. It passed by a 6-3 vote.

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

2026-1742: Pay Point Presentation

Paypoint HR, LLC presented the Employee Total Compensation Study for the City of Charles Town and answered questions from the council. Ms. Sugrue moved to refer the study to the Finance Committee. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

2026-1743: Charles Street Engineering

Council agreed that all three blocks of Charles Street should be included in the green infrastructure, design and engineering services and directed staff to receive clarification from Kimley-Horn on services not included in the agreement when it comes to utility duct bank improvements and what additional services can be provided.

2026-1744: TAP Grant Applications Discussion

Mr. Roth moved pursuing Option 4 (Mordington Avenue between the Police Department and Fisherman's Hall) for the WV Transportation Set-Aside Program (TAP) Grant. Ms. Ricketts seconded the motion, and it passed by unanimous vote.

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

DRAFT

2026-1745: School Based Law Enforcement Officer Agreement

Mr. Kratovil moved to approve the Agreement between the Jefferson County Board of Education and the City of Charles Town for a School Based Law Enforcement Officer. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

Mr. Hynes moved to approve the 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 with Regard to a School Based Law Enforcement Officer Agreement. Mr. Tester seconded the motion, and it passed by unanimous vote.

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

11. REFERRALS TO COMMITTEES/COMMISSIONS

2026-1746: Article 921.03 Use of Public Sewer Required - Possible Referral to the Ordinance Committee

Ms. Rickett's moved to refer article 921.03 Use of Public Sewer Required to the Ordinance Committee. Mr. Hartman seconded the motion, and it passed by a 7-2 vote.

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

12. APPROVAL OF BILLS

2026-1748: Payment of Bills - July 20, 2026

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

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

DRAFT

13. ADJOURNMENT

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

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

2026-1749: Signed Transportation Letters to WV Representatives

2026-1750: Charles Town Utility Board Meeting Minutes

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

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1833: City Council Workshop Minutes - August 1, 2026

ATTACHMENTS:

- City Council Workshop Minutes August 1, 2026 - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • August 1, 2026

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

101 East Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

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

Mr. Brent Manuel, City Manager (remote); Ms. Alissa Meeks, Assistant City Manager; Ms. Lori Nice, Finance Director; Mr. Jim Wysong, Maintenance Director, and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

2. WORK SESSION

2026-1754: Capital Improvement Plan Workshop

The council discussed the Capital Improvement Plan Budget for FY2027 and worked on a strategic plan for the upcoming years.

3. ADJOURNMENT

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

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1834: City Council Special Meeting Minutes - August 1, 2026

ATTACHMENTS:

- City Council Special Meeting Minutes August 1, 2026 - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • August 1, 2026

Special Meeting **Council Chambers** **2:00 PM**

101 East Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

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

Ms. Stephanie Grove, city attorney, was also in attendance.

2. NEW BUSINESS

2026-1755: Personnel Issue Related to City Manager Brent Manuel - Possible Executive Session

Mr. Tester moved to enter into Executive Session to discuss personnel issues related to the city manager. Mr. Hartman seconded the motion, and hearing no objections, Mayor George declared the council in Executive Session.

Mayor George declared the council out of Executive Session.

Mr. Hynes moved to accept the immediate resignation of city manager Brent Manuel and to authorize city staff to fund a three-month severance package and also to instruct the city attorney to work with Mr. Manuel on any paperwork that is necessary for the separation. Mr. Tester seconded the motion, and it passed by unanimous vote.

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

Ms. Sugrue moved to approve Ms. Meeks as the interim city manager. Ms. Smith seconded the motion, and it passed by unanimous vote.

DRAFT

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

Mr. Hynes moved to temporarily nominate Mayor George to be the Charles Town Utility Board (CTUB) interim chair until a new city manager is hired. Mr. Hartman seconded the motion, and it passed by an 8-1 vote.

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

3. ADJOURNMENT

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

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

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1822: Mayor's Report - August 17, 2026

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Proclamation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1845: A Proclamation Honoring the Retirement and Distinguished Career of Patricia Kelican

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1823: Finance Committee Meeting - August 11, 2026

ATTACHMENTS:

- Aug Finance Minutes 2026.pdf

City of Charles Town Finance Committee Report
11 August 2026 Meeting

Drafted by: Kevin Tester - Committee Member

Call to Order 12:01PM

1. **Persons present:** Finance Committee Members: Councilman Kevin Tester, Councilman Nate Hartman, Assistant City Manager Alissa Meeks, Financial Director Lori Nice, and Accounting Clerk Kristy Grove. Councilman Hynes was not present

2. Unfinished Business

2026-1783: CIP/Budget Presentation

Discussed an overview presentation from ClearGov and its capabilities for Councils request to have a better organized and user friendly process for tracking our CIP projects and considerations. Software integrates with our current software, will create and track project budgets and will provide a one screen snapshot. There will be a presentation at a September meeting with an intent to solicit bids from others as well.

Recommendations to the City Council: None at this time

2026-1784: Finanacial Policy Update

Had discussion on looking at combining COLA and Merit increases at the same time as we look at the Financial Policy The RFP has not gone out yet for this policy update, staff will be going out in the coming week to RFP.

Recommendations to the City Council: None at this time

2026-1785: TIF District Discussion

None at this time

Recommendations to the City Council: None at this time

3. New Business

2026-1786: License Fee Waiver Request – Possible Executive Session

Item addressed in Executive Session.

2026-1787: B&O Waiver Requests - Possible Executive Session

Item discussed in Executive Session

The Committee entered Executive Session at 1:10pm to address these agenda items both item 2026-1786 and 2026-1787 After Executive Session, Councilman Hartman moved the following:

Vendor Account Numbers		Committee Action	Remarks
License Waivers	#34	**Approved waiver of all but $100**	
B&O Waivers	#34	**Approved waiver of all but $200**	

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

Recommendations to the City Council: None, information only

2026-1788: FY2027 Finance Committee Meeting schedule:

Schedule presented for the rest of the Fiscal year
Motion to approve as presented by Nate, second by Kevin: Approved

2026-1789: FY2026 General Fund Revision #2

Item placed on 08/17/26 Council agenda for discussion and Council action

2026-1790: FY2027 Capital Revision #1

Item placed on 08/17/26 Council agenda for discussion and Council action

4. Finance Director Report

2026-1791: HdL Update:

Progress continuing to be made.

Recommendations to the City Council: None, information only

2026-1792: July 2026 General Fund Budget Update

Director Nice reviewed the most recent budget figures and reports. Discussed 3 week pay period and yearly subscriptions all out in July.

Recommendations to the City Council: None, information only

2026-1793: July 2026 Capital Fund Budget Update

Director Nice provided the most recent budget figures. Updated on capital purchases, police vehicles, bucket truck, street sweeper. Reporting on development fees.

Recommendations to the City Council: None, information only

2026-1794: July 2026 P&R Fund Budget Update

Director Nice updated on lower revenues due to the decreasing Hotel/Motel tax revenues down. Had to move some money from thier capital fund to make up shortfall. We may have to look an uncrease from Council as we approach the end of the fiscal year.

Recommendations to the City Council: None, Information only

2026-1795: July 2026 Account Balance Update

Director Nice pointed out that funds are down $400K likely due to large purchases, but we should be fine. Had a discussion if the current accounts and structure is optimising interest earnings, staff will look into

Recommendations to the City Council: None, Information only

5. **Chairman's Report: None**
6. **Meeting adjourned at 1:19PM**
7. **Next Scheduled Finance Committee meeting is September 8, 2026, 12:00PM**

City of Charles Town

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

FY 2027 Finance Committee Meeting Schedule

July 14, 2026 at 12:00 PM

August 11, 2026 at 12:00 PM

September 8, 2026 at 12:00 PM

October 13, 2026 at 12:00 PM

November 10, 2026 at 12:00 PM

December 8, 2026 at 12:00 PM

January 12, 2027 at 12:00 PM

February 9, 2027 at 12:00 PM

March 9, 2027 at 12:00 PM

April 13, 2027 at 12:00 PM

May 11, 2027 at 12:00 PM

June 8, 2027 at 12:00 PM

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**

HdL Credit Worksheet
JULY 31, 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
Less:July2026 15% Refund	$	987.97
Remaining Credit Balance	**$**	**6,658.87**

the city of Charles Town, WV

FY 2027 Capital Reserve Budget

ACCOUNT	FY 2027 CURRENT BUDGET	JULY 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
CAPITAL BUDGET REVENUES						
Capital Reserve Carryover	4,130,854		$ -	$ 4,130,854	0%	$2,063,655 carryover balance from FY2026 Capital Reserve. This is carryover for unfinished projects noted in red. $2,067,199 additional grant carryover transferred to the grant projects worksheet. (Carryover will be adjusted in the 1st Revision in July 2026.)
36800 Contributions from GF	-		$ -	$ -		Contributions from GF (Determined in July 2025 1st Revision)
36800 Contributions from GF - Lottery / Gaming Revenue	950,000	$ 44,648	$ 44,648	$ 905,352	5%	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.
33000 Developer Fees	255,000	$ 41,668	$ 41,668	$ 213,332	16%	Developer Proffer fees.
38000 Interest on Bank Accounts & Other Sources	100,000		$ -	$ 100,000	0%	
TOTAL REVENUES	**$ 5,435,854**	**$ 86,316**	**$ 86,316**	**$ 5,349,538**	**2%**	

ACCOUNT	FY 2027 CURRENT BUDGET	JULY 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
CAPITAL BUDGET EXPENSES						
975 GENERAL GOVERNMENT						
Information Technology						
Computer Replacement - 975-59 General Government Capital Outlay Technology	25,000		$ -	$ 25,000	0%	Computer replacement program for all General Government departments. (5 replacements are planned.)
Tyler Tech Version 10 Software - 975-59 General Government Capital Outlay Technology	55,130		$ -	$ 55,130	0%	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. ($55,130 carried over from FY26.)
TOTAL INFORMATION TECHNOLOGY	**$ 80,130**	**$ -**	**$ -**	**$ 80,130**	**0%**	
Other - General Government						
Rouss Hall Landlord buy back - 975-58 General Government Capital Outlay	140,000		$ -	$ 140,000	0%	$140,000 carried over from FY26.
Zoning & Subdivision Ordinance Overhaul - 975-23 General Government Professional Services	172,850		$ -	$ 172,850	0%	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. ($172,850 carried over from FY26.)
Front Office Desks - 975-59 General Government Equipment	3,300		$ -	$ 3,300	0%	$3300 carried over from FY26.
TOTAL OTHER - GENERAL GOVERNMENT	**$ 316,150**	**$ -**	**$ -**	**$ 316,150**	**0%**	
TOTAL GENERAL GOVERNMENT	**$ 396,280**	**$ -**	**$ -**	**$ 396,280**	**0%**	

ACCOUNT	FY 2027 CURRENT BUDGET	JULY 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
976 PUBLIC SAFETY						
Equipment						
Officer Equipment - 976-60 Public Safety Capital Outlay Equipment	17,500		$ -	$ 17,500	0%	Equipment for new officer. (Taser, ballistic shield, baton, spike system, trauma aid kit, trauma pac kit, defibrillator, body worn camera, and desktop computer)
TOTAL EQUIPMENT	**$ 17,500**	**$ -**	**$ -**	**$ 17,500**	**0%**	
Information Technology						
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department	33,000		$ -	$ 33,000	0%	6 In-car Panasonic Tough Tablets (To replace generation 3 reaching end of life.)
TOTAL INFORMATION TECHNOLOGY	**$ 33,000**	**$ -**	**$ -**	**$ 33,000**	**0%**	
Vehicles						
Police Cars - 976-59 Public Safety Capital Outlay Vehicles	144,000	$ 140,850	$ 140,850	$ 3,150	98%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years. A third vehicle is requested this year for the new officer position.
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles	48,000		$ -	$ 48,000	0%	Approximately $5000 per car is estimated for the 2 vehicles in the rotation schedule. This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant. Cost for 3rd car is $38,000.
TOTAL VEHICLES	**$ 192,000**	**$ 140,850**	**$ 140,850**	**$ 51,150**	**73%**	
Parking						
Parking Meters - 976-62 Public Safety	5,000		$ -	$ 5,000	0%	23 Parking meter mechanisms the replace the outdated Duncan meters as part of the replacement system implemented over the last 2 years.
TOTAL PARKING	**$ 5,000**	**$ -**	**$ -**	**$ 5,000**	**0%**	
TOTAL PUBLIC SAFETY	**$ 247,500**	**$ 140,850**	**$ 140,850**	**$ 106,650**	**57%**	

ACCOUNT	FY 2027 CURRENT BUDGET	JULY 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
977 STREETS & TRANSPORTATION						
Buildings						
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. ($50,000 carried over from FY26.)
City Hall - replace rooftop AC units - 977-57 Streets & Transportation Capital Outlay Buildings	45,730		$ -	$ 45,730	0%	Replacement of 2 City Hall rooftop AC units. ($45,730 carried over from FY26.)
Maintenance Yard Study & Engineering - 977-57 Streets & Transportation Capital Outlay Buildings	220,700		$ -	$ 220,700	0%	Maintenance yard study. Current maintenance yard is in poor condition and needs replaced or renovated. In FY26 Council requested that a study be conducted for the best location of the Maintenance Yard along with associated engineering. The engineering remains to be completed. ($220,700 carried over from FY26.)
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-57 Streets & Transportation Capital Outlay Buildings	209,975		$ -	$ 209,975	0%	All window sills at Rouss Hall have peeling paint and rotted wood. ($209,975 carried over from FY26.)
Rouss Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings	31,250		$ -	$ 31,250	0%	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. ($31,250 carried over from FY26.)
TOTAL BUILDINGS	**$ 557,655**	**$ -**	**$ -**	**$ 557,655**	**0%**	

ACCOUNT	FY 2027 CURRENT BUDGET	JULY 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
Streets/Infrastructure						
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements	79,975		$ -	$ 79,975	0%	Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications. ($79,975 carried over from FY26.)
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. ($50,000 carried over from FY26.)
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-58 Streets & Transportation Capital Outlay Other Improvements	100,000		$ -	$ 100,000	0%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Grant match was paid in FY26. This is an allowance for overages. Reduction Funding. ($5240 carried over from FY26.)
Stormwater Assessment Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements	125,955		$ -	$ 125,955	0%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($125,955 carried over from FY26.)
TOTAL STREETS/INFRASTRUCTURE	**$ 355,930**	**$ -**	**$ -**	**$ 355,930**	**0%**	
Vehicles						
Bucket Truck - 977-59 Streets & Transportation Capital Outlay Equipment	175,000	$ 166,890	$ 166,890	$ 8,110	95%	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 July of FY27. ($175,000 carried over from FY26.)
Street Sweeper - 977-59 Streets & Transportation Capital Outlay Equipment	350,000	$ 344,890	$ 344,890	$ 5,110	99%	The current sweeper is unreliable and constantly being repaired.
Pick-up Truck - 977-59 Streets & Transportation Capital Outlay Equipment	70,000		$ -	$ 70,000	0%	Replacement of 2016 truck to include emergency lighting and utility bed.
TOTAL VEHICLES	**$ 595,000**	**$ 511,780**	**$ 511,780**	**$ 83,220**	**86%**	
TOTAL STREETS & TRANSPORTATION	**$ 1,508,585**	**$ 511,780**	**$ 511,780**	**$ 996,805**	**34%**	

ACCOUNT	FY 2027 CURRENT BUDGET	JULY 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
979 CULTURE & RECREATION						
Parks & Recreation						
Parks Master Plan - 979-23 Culture & Recreation Professional Services	150,000			$ 150,000	0%	
TOTAL PARKS & RECREATION	**$ 150,000**	**$ -**	**$ -**	**$ 150,000**	**0%**	
Culture						
Christmas lights replacement along Washington & George Streets - 979-58 Culture & Recreation Other Improvements	25,000		$ -	$ 25,000	0%	Current lights are failing and need to be replaced.
Historical Signs - 979-58 Culture & Recreation Other Improvements	10,000		$ -	$ 10,000	0%	
Wayfinding signage - 979-58 Culture & Recreation Other Improvements	297,400		$ -	$ 297,400	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) ($197,400 carried over from FY26.)
TOTAL CULTURE	**$ 332,400**	**$ -**	**$ -**	**$ 332,400**	**0%**	
TOTAL CULTURE AND RECREATION	**$ 482,400**	**$ -**	**$ -**	**$ 482,400**	**0%**	
Building Improvements Contingency	349,160		$ -	$ 349,160	0%	Developer fees transferred from Building Commission in FY 2026 to the Capital Fund. This is the remaining balance as of 6/30/26. ($349,160 carried over from FY26.)
Contingencies	384,730		$ -	$ 384,730	0%	This amount will be adjusted in the 1st Revision in July 2026.
Encumbrances for Subsequent Years	-		$ -	$ -		
Transfer to Grant Projects	2,067,199		$ -	$ 2,067,199	**0%**	$76,444 to Augustine Avenue Project. $1,990,755 to JMP Pool Project.
TOTAL EXPENSES	**$ 5,435,854**	**$ 652,630**	**$ 652,630**	**$ 4,783,224**	**12%**	
REVENUES OVER EXPENSES	**$ -**	**$ (566,314)**	**$ (566,314)**			

GRANT PROJECTS BUDGET

ACCOUNT	FY 2027 CURRENT BUDGET	JULY 2025	FY 2027 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
AUGUSTINE AVENUE GRANT PROJECT						
REVENUES						
Capital Reserve Carryover	$ 76,444		$ -	$ 76,444	0%	This is a State project with 4 Federal grants that require upfront matches. The State will administer the project, therefore the City will only need to pay the matches. We will not receive any revenue or pay expenses that need to be reimbursed. All matches have been paid in previous years except a 76,444 match that is allocated for construction overages. The $76,444 is carried over from FY26.
Augustine Avenue Trail Design Phase III DOH Reimbursement	$ 111,115		$ -	$ 111,115	0%	DOH reimbursement for the design of Phase III. ($111,115 carried over from FY26.)
TOTAL REVENUES	**$ 187,559**	**$ -**	**$ -**	**$ 187,559**	**0%**	
EXPENSES						
Augustine Avenue Trail Construction - Construction Phase II & III Encumbrance for FY27 - 979-58 Culture & Recreation Other Improvements	$ 76,444		$ -	$ 76,444	0%	This allowance is for a grant match potential overages on the project in which the City may be responsible. ($76,444 carried over from FY26.)
Augustine Avenue Trail Design Phase III - 979-58 Culture & Recreation Other Improvements	$ 111,115	$ 57,093	$ 57,093	$ 54,022	51%	Phase III design expenses. ($111,115 carried over from FY26.)
TOTAL EXPENSES	**$ 187,559**	**$ 57,093**	**$ 57,093**	**$ 130,466**	**30%**	
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ (57,093)**	**$ (57,093)**			

ACCOUNT	FY 2027 CURRENT BUDGET	JULY 2025	FY 2027 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
LIBERTY STREET FLOODING MITIGATION GRANT PROJECT						
REVENUES						
Capital Reserve Carryover	$ -		$ -	$ -		
36500 Federal Grants - Chesapeake Bay Foundation	$ 70,253		$ -	$ 70,253	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. ($70,253 carried over from FY26.)
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. ($375,000 carried over from FY26.)
TOTAL REVENUES	**$ 445,253**	**$ -**	**$ -**	**$ 445,253**	**0%**	
EXPENSES						
Liberty Street Flooding Mitigation - Phase I - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements	$ 445,253	$ 13,640	$ 13,640	$ 431,613	3%	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. ($445,253 carried over from FY26.)
TOTAL EXPENSES	**$ 445,253**	**$ 13,640**	**$ 13,640**	**$ 431,613**	**3%**	
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ (13,640)**	**$ (13,640)**			

ACCOUNT	FY 2027 CURRENT BUDGET	JULY 2025	FY 2027 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
JEFFERSON MEMORIAL POOL GRANT PROJECT						
REVENUES						
Capital Reserve Carryover	$ 1,990,755		$ -	$ 1,990,755	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 $1,850,692. The $1,990,755 includes the remaining City's $22,103 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	$ 22,103		$ -	$ 22,103	0%	Total award is $499,994. National Park Service LWCF will pay the City $249,997 and the City is required to match $249,997. This is a reimbursable grant so we must budget all expenses and administer the project. ($22,103 carried over from FYU26.)
Pool LWCF Grant	$ 893,908		$ -	$ 893,908	0%	Total award is $3,201,390. National Park Service LWCF will pay the City $1,600,695 and the City is required to match $1,600,695. This is a reimbursable grant so we must budget all expenses and administer the project. ($893,908 carried over from FY26.)
TOTAL REVENUES	**$ 2,906,766**	**$ -**	**$ -**	**$ 2,906,766**	**0%**	
EXPENSES						
JMP Pool House Renovation - 979-58 Culture & Recreation Other Improvements **Pool 1**	$ 831,636	$ 8,570	$ 8,570	$ 823,066	1%	Total construction cost is $1,400,000. We have received a $499,994 grant to support this project, $249,997 will be received from National Park Service and the City must match $249,997. This grant is reimbursable, therefore we must budget the entire cost of the project. ($831,636 carried over from FY26.)
JMP Pool Upgrade - 979-58 Culture & Recreation Other Improvements **- Pool 2**	$ 2,075,130		$ -	$ 2,075,130	0%	Total construction cost is $3,500,000. We have received a $3,201,390 grant to support this project, $1,600,695 will be received from National Park Service and the City must match $1,600,695. This grant is reimbursable, therefore we must budget the entire cost of the project. ($2.075.130 carried over from FY26.)
TOTAL EXPENSES	**$ 2,906,766**	**$ 8,570**	**$ 8,570**	**$ 2,898,196**	**0%**	
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ (8,570)**	**$ (8,570)**			

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 2027 CURRENT BUDGET	JULY 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
REVENUES						
Repaving Carryover	$ 1,551,700		$ -	$ 1,551,700	0%	Carryover balance from FY 2026 Repaving Funds. This is the amount of contingency left over from FY26. This amount will be adjusted in the first revision in July 2026.
36877 Contributions from GF - Repaving Fees	$ 175,000	$ 16,049	$ 16,049	$ 158,951	9%	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	$ 20,000		$ -	$ 20,000	0%	
TOTAL REVENUES	**$ 1,746,700**	**$ 16,049**	**$ 16,049**	**$ 1,730,651**	**$ 0**	
EXPENDITURES						
977-60 Streets & Transportation Capital Outlay Street Paving	$ 350,000		$ -	$ 350,000	0%	Jan 2023 Infrastructure Committee report identified 23 streets for repaving/repairs. This is an allowance for continuation of the repaving project.
Paving Contingency - 977-60 Streets & Transportation Capital Outlay Street Paving	$ 1,396,700		$ -	$ 1,396,700	0%	
TOTAL EXPENSES	**$ 1,746,700**	**$ -**	**$ -**	**$ 1,746,700**	**$ -**	
REVENUES OVER EXPENSES	**$ -**	**$ 16,049**	**$ 16,049**	**$ (16,049)**	**$ 0**	

the city of Charles Town, WV

FY 2027 P&R

REVENUES	CURRENT BUDGET	JULY 2026	FY 2027 YEAR TO DATE	FY 2027 BUDGET BALANCE	FY 2027 % OVER/UNDER BUDGET	FINANCE NOTES
Carryover	38,045		-	38,045	0%	
207-340-000 Pool Admission	32,000	1,594	1,594	30,406	5%	
207-340-010 Pool Concession Stand	8,000	750	750	7,250	9%	
207-340-020 Pool Rental	4,000		-	4,000	0%	
207-340-030 Pool Passes	3,500		-	3,500	0%	
207-340-040 Swimming Lessons	5,000		-	5,000	0%	
207-340-070 Pavilion Rental	3,000	300	300	2,700	10%	
207-340-100 Park Donations	6,000		-	6,000	0%	
207-340-120 Hotel/Motel	87,500		-	87,500	0%	
207-340-140 Tennis CIP Donations	-		-	-		
207-340-210 Junior Tennis	850		-	850	0%	
207-340-220 Tennis Lessons	7,500		-	7,500	0%	
207-340-520 Sale of Items	-		-	-		
207-380-000 Interest on Investments	2,000		-	2,000	0%	
207-369-000 Contributions from GF	20,000		-	20,000	0%	
207-399-000 Misc. Rev.- CC Convenience Fees		35	35	(35)		
TOTAL REVENUES	**217,395**	**2,680**	**2,680**	**214,715**	**2%**	

EXPENSES	CURRENT BUDGET	JULY 2026	FY 2027 YEAR TO DATE	FY 2027 BUDGET BALANCE	FY 2027 % OVER/UNDER BUDGET	FINANCE NOTES
207-900-103 Salaries	91,825	3,633	3,633	88,192	4%	Pool - 15 Part-time employees @ $71,000 Tennis - 6 Part-time employees @ $12,000 Bonuses for Pool Staff and Concessions $3325
207-900-104 FICA Tax Expense	7,600	278	278	7,322	4%	FICA @ 7.65% of Salary
207-900-108 Overtime	3,000		-	3,000	0%	
207-900-211 Telephone	1,000		-	1,000	0%	Jefferson Memorial Pool Phone Line ($80 a month)
207-900-213 Utilities	16,200	503	503	15,697	3%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $7,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $8,000 Internet - $1200
207-900-215 Buildings and Grounds	12,000		-	12,000	0%	Grass/Weed killer, 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	7,500		-	7,500	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	500		-	500	0%	Publishing fees
207-900-221 Training	3,000		-	3,000	0%	Pool Operation Certifications, Lifeguard Certifications (10 @ $200), Food Handler's Card (10 @ @15)
207-900-222 Dues	120		-	120	0%	NRPA Membership
207-900-226 Insurance & Bonds	-		-	-		Commercial Property, Umbrella Liability, Automobile, Worker's
207-900-230 Contracted Services	52,500	1,655	1,655	50,845	3%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $35,000; Porta Potty Setup/Clean and Service - $7,000 Payroll Processing - $2500 Annual Pest Control Services - $500 JMP Trash Service - $6500
207-900-230 Community Foundation Landscaping - Contracted Services	6,000		-	6,000	0%	Landscaping at JMP per JB Smith Foundation Trust contribution.
207-900-230 Bank Charges - CC Fees		55	55	(55)		
207-900-236 Refunds	500		-	500	0%	
207-900-237 Other Fees/Taxes	300	299	299	1	100%	Pool permit fee Health Department
207-900-341 Departmental Supplies	8,000	8	8	7,992	0%	Floats and whistles, soccer, tennis, & volleyball nets, camera supplies, story trail supplies, dog waste bags
207-900-341 Junior Tennis Supplies	850		-	850	0%	Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls
207-900-342 Concession Stand Supplies	4,000	963	963	3,037	24%	
207-900-345 Uniforms	2,500		-	2,500	0%	Life guard bathing suits
207-900-359 Capital Outlay	-		-	-		
207-699-568 Contingencies	-		-	-		
TOTAL EXPENSES	**217,395**	**7,394**	**7,394**	**210,001**	**3%**	
REVENUES OVER EXPENSES	**-**	**(4,714)**	**(4,714)**			

SHELIA CLIFFORD TRUST CAPITAL PROJECT

REVENUES	CURRENT BUDGET	JULY 2026	FY 2027 YEAR TO DATE	FY 2027 BUDGET BALANCE	FY 2027 % OVER/UNDER BUDGET	FINANCE NOTES
Carryover	510,000		-	510,000	0%	Balance of portfolio at 2/28/26.
207-340-216 Clifford Trust Restricted Donation	-		-	-		Additional donations received from the Clifford Trust.
207-380-000 Interest on Investments	-		-	-		Interest earned on money market checking account.
207-380-050 Dividends	15,000	1,494	1,494	13,506	10%	Dividends received on investments.
207-380-100 Gains/ Losses on Investments	-		-	-		Gains/Losses received on investments.
TOTAL REVENUES	**525,000**	**1,494**	**1,494**	**523,506**	**0%**	
EXPENSES	**CURRENT BUDGET**	**JULY 2026**	**YEAR TO DATE**	**BUDGET BALANCE**	**% BUDGET**	**FINANCE NOTES**
207-900-223 Professional Services	2,600	237	237	2,363	9%	Portfolio management fees. (Approximately $212.00 a month.)
207-900-459 Clifford Trust Capital Expenditures	522,400		-	522,400	-	with garden as specified in the Trust Agreement.
TOTAL EXPENSES	**525,000**	**237**	**237**	**524,763**	**0%**	
REVENUES OVER EXPENSES	**-**	**1,257**	**1,257**			

CITY OF CHARLES TOWN
BANK AND INVESTMENT ACCOUNTS
BALANCES AS OF JULY 31, 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	$ 1,395,414		$ 1,395,414		General Fund operations.
Vacant Structures	9110	General	Bank of Charles Town	001-101-03	$ 24,302		$ 24,302		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	$ 5,896,026	$ 5,896,026	$ -	$ 5,896,026	$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	$ 769	$ 769	$ -	$ 769	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	$ 68,790	$ -	$ 68,790		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	$ 127,657	$ -	$ 127,657		Funds restricted for limited police activities per Department of Justice guidelines.
Police Investigation Account	2814	Investigative	Bank of Charles Town	021-101-01	$ 48,974		$ 48,974		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	$ 6,187,636	$ 2,240,641	$ 3,946,995	$ 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	$ 1,623,017		$ 1,623,017	$ 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	$ 55,838		$ 55,838		Operating account for Parks and Recreation.
Parks & Rec Capital Improvement	7203	Parks & Recreation	Bank of Charles Town	207-101-05	$ 110,907		$ 110,907		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	$ 517,086		$ 517,086		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	$ 320,324	$ -	$ 320,324		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	$ 28,043		$ 28,043		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	$ 100,775		$ 100,775		Account is used to deposit bond funds from developers and held until projects are completed.

Total Bank Accounts……	**$ 18,185,591**				
Total Investment Accounts……	**$ 1,519,374**				
Total Funds……	**$ 19,704,965**	**$ 10,301,387**	**$ 9,403,578**	**$ 11,703,549**	

Definations:

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

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

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1824: Charles Town Board of Parks and Recreation Report - August 13, 2026

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1825: City Manager Report - August 17, 2026

ATTACHMENTS:

- August 17 2026.pdf
- Building Permit Data PDF.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 THE MAYOR AND CITY COUNCIL

FROM: Alissa Meeks, Interim City Manager
SUBJECT: City Manager's Report
DATE: August 17, 2026

This report is designed to provide information on substantive issues and meaningful project updates on items of importance to the Mayor and City Council.

PARKS AND RECREATION

JMP Pool: Starting Monday, August 17th, the pool will be operational only during the weekends (Saturdays and Sundays 12PM-7PM).

JMP Splash Pad Construction: On September 8th, Sparks@Play will be on-site to start site-preparation to receive equipment delivery on September 15. There will be a crane to set the tank and mechanical enclosure.

Summer Tennis: The Summer Tennis program, in partnership with Jefferson County Parks and Recreation, concluded its summer tennis season. A total of 92 registrations/participants enhanced their tennis skills this summer through our tennis programming.

COMMUNITY AND ECONOMIC DEVELOPMENT

Long-Range Planner: Ms. Roberta Meade-Curry started her employment on Monday, August 10th. Please make sure to say hello and welcome her to the City.

African American Heritage Festival: Thank you to the festival and parade organizers/participants who made the 2026 festival another successful event.

Augustine Trail: Phase 2 of the trail was expected to start mid-August, but an email from the Department of Highways District 5 Manager indicated because of the rain and storms across the state in recent weeks, the contractor, Lakecrest Construction LLC, is now projected to start work at the beginning of September.

TAP Grant – The Mordington Avenue/Fisherman's Hall Transportation Alternatives Program (TAP) Grant was submitted to the State on August 13, 2026.

Walks about Nothing: The next Walks about Nothing will take place, Wednesday, August 19th. It's open to the public and all are welcome to join. Meet outside City Hall and the location to be explored is TBD.

Building Permit Overview – Please see the additional document attached herein relevant to new construction building permit data.

OPERATIONS & MAINTENANCE

Curb Painting/Stop Bar Painting – The Maintenance team has been busy painting curbs/stop bars along Liberty Street from Court to West Streets.

New Street Sweeper & Bucket Truck: Both equipment pieces have arrived; have been tagged and inspected and have been operational. Emergency lighting on those vehicles will be added in the coming weeks.

Maintenance Employee Vacancy: The City continues to accept applications for the position of Maintenance Crew I. An ad and job description will be forwarded to James Rumsey and other outside areas to aid in recruitment.

Greenway Engineering Presentation – Mark you calendars, Greenway Engineering will be providing a Stormwater Presentation, on Monday, September 21st at the Council meeting to discuss the current work, scope of the contract, and additional project phases.

FINANCE

Accounting III Position: Congratulations on Kristy Grove accepting the Accounting III position.

Accounting I Vacancy: The City will post for the vacancy of the Accounting I position this week.

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 THE MAYOR AND CITY COUNCIL

FROM: Alissa Meeks, Assistant City Manager

SUBJECT: Building Permit Data

DATE: August 7, 2026

Building Permit Data from January 1, 2025 to July 31, 2026 –
Total Number of Permits for NEW Residential Units – 504
(Huntfield, Norborne Glebe, & Stone Spring)

Total Impact Fees Collected: $4,600,512.00
Total Developer Fees: $828,608.00

Permits July 1, 2021 – June 30, 2022

Huntfield	14
Norborne Glebe	25
Tate Manor	14
Total	**53**

Permits July 1, 2022- June 30, 2023

Huntfield	38
Norborne Glebe	72
Tate Manor	19
Total	**129**

Permits July 1, 2023 – June 30, 2024

Huntfield	75
Norborne Glebe	178
Stone Spring	0
Total	**253**

Permits July 1, 2024 – June 30, 2025

Hunfield	84
Norborne Glebe	42
Stone Spring	143
Total	**269**

Permits July 1, 2025 – Present

Huntfield	67
Norborne Glebe	188
Stone Spring	52
Total	**307**

Total New Development Permits July 1, 2021 – Present

Huntfield	278
Norborne Glebe	505
Stone Spring	195
Tate Manor	33
Total Permits	**1011**

Impact Fees Collected July 1, 2025 – Current $2,793,168.00

Developer Fees Collected July 1, 2021 – Current

Huntfield	278 Permits	$678,096.00
Norborne Glebe	505 Permits	$252,500.00
Stone Spring	195 Permits	$477,360.00
Tate Manor	33 Permits	$31,284.00
Total	1011	$1,439,240.00

Charles Town's Approvals for Subdivision Housing Units since 2022:

2022 - Stone Spring (off of Keyes Ferry Road) – 77 townhomes, 248 single family homes – Final plans approved and building permits being issued for individual homes
2022 – Hilllside (off of Hillside Drive) – 121 townhomes – Preliminary Plan approved in 2024 but still awaiting final plan submission.

2023 – Avalon (off of Charles Town Road) – Phase 1 approved plans for 85 townhomes, 102 single-family homes – Phase 1 Final plans approved, currently engaged in overall site grading/land disturbance. Phase 2 plans not yet submitted. Planned overall total of 184 townhomes and 266 single-family homes.
2023 – Academy Place (off of Academy Street) – 9 townhomes and 1 single-family home – In Final Plan review stage.

2024 – Huntfield –Phase 3B – 48 townhomes and 26 single-family homes – Final plans approved and building permits being issued for individual homes.

2025 – Norborne Glebe Phase 16 – 56 single-family homes. In the Preliminary Plan review phase.

2025 – Augustine Manor (off of Augustine Avenue) -Phase 1 approved plans for 60 townhomes, 86 single-family homes. Multiphase project with planned overall total of 306 townhomes, 290 single-family homes. Phase 1 final plans approved, currently engaged in overall site grading/land disturbance.

2025 – Huntfield Phase 4 – 29 townhomes, 18 single family homes. Final plans approved and building permits being issued for individual homes

2026 -Langlet Farm South (off of Route 9)– Concept plan submitted for 228 townhomes, 164 single family homes. At Sketch Plan review phase.

2026- Huntfield Phases 9 & 11 – Concept plan submitted for 93 townhomes and 166 single-family homes. At Sketch Plan review phase.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1811: TXA2026-01: Text Amendment - Old Town Mixed-Use Commercial Automotive Uses - First Read

ATTACHMENTS:
- Staff Report.pdf

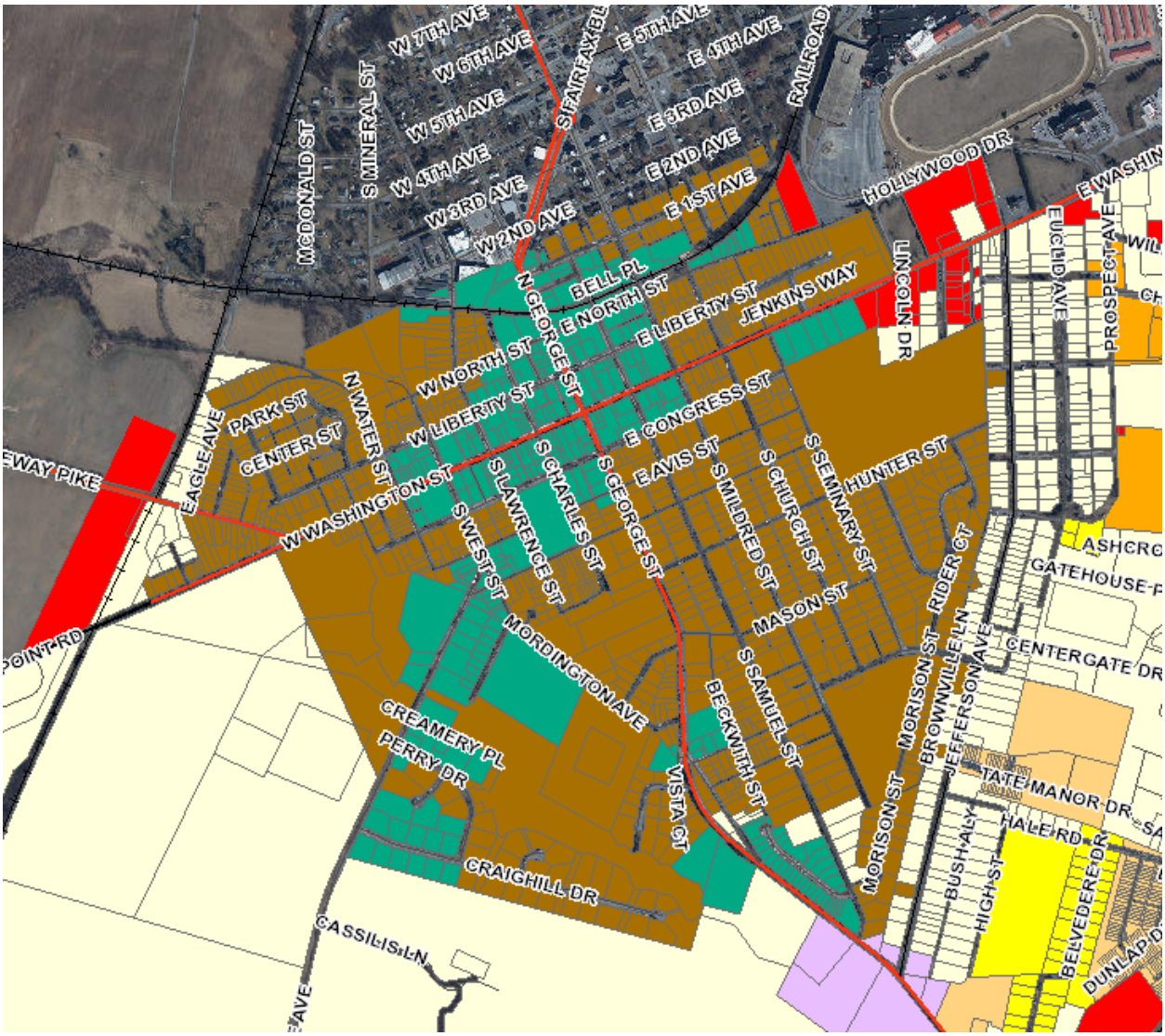
TXA2026-01

OT-MUC Permitted Uses

Date: For the August 17, 2026 City Council meeting
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.

OLD TOWN MIXED-USE COMMERCIAL ZONING OVERVIEW

The City's Old Town Mixed-Use Commercial (OT-MUC) Zoning District covers a large portion of downtown and its key access points. The Zoning Map below shows the OT-MUC District **in green:**



The purpose of the District is to:

Recognize the diversity of existing Uses and **provide for a wide range of Uses** in a manner that **strengthens** Charles Town's **urban core**, **contributes** to its **historic character**, **minimizes impacts** on adjacent land Uses, and provides connections to annexed properties. The OT-MUC District shall include the areas formerly consisting of NC, OR, GC, CBD, and I Districts. The OT-MUC District will accommodate the Uses previously allowed in the individual districts because the OT-MUC District is designed to provide the flexibility and variety in one Zoning District that was previously provided by five districts.

The OT-MUC District furthermore fosters a greater opportunity for creative Infill Development and Redevelopment by encouraging **a mix of Uses compatible with existing** and **neighboring properties** and providing housing and business Uses in locations where City services are available. The intent is also to encourage interaction among activities located within the OT-MUC District, to enhance business vitality, **reduce vehicular traffic**, **increase access to** and **the use of transit** services, provide employment opportunities for residents close to home, **ensure the compatibility with each of the Commercial and residential Uses**, ensure that the **appearance** and **effects** of Buildings and **Uses are harmonious with the character of the area** in which they are located by:

1. Allowing a diversity of Uses in close proximity in the OT-MUC District within a limited area, including residential, retail, office, and industrial;

2. Preserving and restoring the overall character of the OT-MUC District;

3. Promoting a balance of land Uses;

4. Promoting the opportunity for people to work, interact, shop, dine, and utilize business and public services in the vicinity of their residences;

5. Providing opportunities for the development of affordable housing;

6. Providing opportunities for a mixture of Uses in the same Building;

7. Promoting a positive pedestrian environment in the OT-MUC District;

8. Facilitating integrated physical design;

9. Promoting a high level of design quality;

10. Encouraging the development of flexible space for small and emerging businesses;

11. Facilitating development proposals responsive to current and future market conditions; and

12. Encouraging the development of Open Spaces and Parks within the OT-MUC District to accommodate workers, residents, pedestrians and shoppers;

ISSUE

In the past few months the Community Development Department has received inquiries from automobile related business looking to set up in the OT-MUC District. These automotive related uses are not compatible with the purpose of the District as such uses:

1. Do not strengthen the historic urban core. The founding of the City predates the invention of the automobile;

2. Have a negative impact on neighboring land uses due to vehicle volume, traffic, visual blight, noise, and fumes;

3. By their very nature they increase, rather than reduce, vehicular traffic.

4. Are not harmonious with the desired live/work retail character of the District as a whole.

CITY COUNCIL

On June 1, 2026 voted to initiate the text amendment process by referring this to the Planning Commission.

EXISTING USE TABLE

Table 1322.04, Zoning District Use Table

CHARLES TOWN ZONING ORDINANCE DISTRICT USE TABLE Key: P – Permitted Use S – Special Exception Use PA – Permitted Accessory Use SA – Special Exception Accessory Use		ZONING DISTRICTS						
		Residential Low Density	Residential Medium-High Density	Neighborhood Residential	Neighborhood Commercial	General Commercial	Old Town Mixed Use Commercials	Old Town Residential
ITE Code	Land Use	R-3	R-15	NR	NC	GC	OT-MUC	OT-R
841	Automobile Sales					P	P	
941	Quick Lube Vehicle Shop					P	P	
942	Automobile Care Center					P	P	
943	Automobile Parts and Service Center					P	P	
944	Gasoline/Service Station				P	P	P	
945	Gasoline/Service Station with Convenience Market			P	P	P	P	
946	Gasoline/Service Station with Convenience Market and Car Wash				P	P	P	
947	Self-Service Car Wash					P	P	
948	Automated Car Wash					P	P	

PROPOSED USE TABLE

Table 1322.04, Zoning District Use Table

CHARLES TOWN ZONING ORDINANCE DISTRICT USE TABLE Key: P – Permitted Use S – Special Exception Use PA – Permitted Accessory Use SA – Special Exception Accessory Use		ZONING DISTRICTS						
		Residential Low Density	Residential Medium-High Density	Neighborhood Residential	Neighborhood Commercial	General Commercial	Old Town Mixed Use Commercials	Old Town Residential
ITE Code	Land Use	R-3	R-15	NR	NC	GC	OT-MUC	OT-R
841	Automobile Sales					P		
941	Quick Lube Vehicle Shop					P		
942	Automobile Care Center					P		
943	Automobile Parts and Service Center					P		
944	Gasoline/Service Station				P	P		
945	Gasoline/Service Station with Convenience Market			P	P	P		
946	Gasoline/Service Station with Convenience Market and Car Wash				P	P		
947	Self-Service Car Wash					P		
948	Automated Car Wash					P		

DEFINITIONS

AUTOMOBILE SALES – A dealership, typically located along major arterial streets characterized by abundant commercial development. Leasing and used car sales may also be areas of focus. May offer services and sale of parts.

QUICK LUBE VEHICLE SHOP – A business where the primary activity is to perform oil change services for vehicles. May also offer ancillary services such as preventative maintenance. Vehicle repair is generally not performed.

AUTOMOBILE CARE CENTER – A center which houses numerous businesses that provided automobile-related services. These service may include repair and servicing, upholstering, and stereo installation.

AUTOMOBILE PARTS AND SERVICE CENTER - Facility focused on the sale of automobile parts for maintenance and repair, and also provide a full array of auto repair services. Material sold may include oil and batteries, and a wide array of automobile parts

GASOLINE/SERVICE STATION – Business with a primary focus on fueling vehicles. May offer some ancillary repair services. Sale of goods is limited or non-existent. Does not have a car wash facility.

GASOLINE/SERVICE STATION WITH CONVENIENCE MARKET – Business with a primary focus on fueling vehicles. May offer some ancillary repair services. May sell a limited selection of food, beverages, and consumer goods. Does not have a car wash facility.

EXISTING AUTOMOBILE RELATED USES IN DISTRICT

Citgo Gas Station at 222 N. George Street.

Liberty Gas Station at 321 S. West Street.

Amigos Auto Sales is at 130 Augustine Avenue.

Bobby's Used Cars is at 155 Augustine Avenue.

Creamers Auto Repair at 200/208 E. North Street.

All of these uses would become legally non-conforming if the amendment is adopted as proposed. The NAPA Auto Parts at 213 E. North St. was previously included on this list, but upon review by the Planning Commission, was removed. They do not meet the requirements for any of the proposed uses as they only sell auto parts and do not offer any services, and would not be affected by this text amendment.

ZONING UPDATE

The Zoning and Subdivision Ordinance Committee is in the process of overhauling both Ordinances. While not yet ready for public review and comment (as both Ordinances are still in the draft phase), the changes proposed by this text amendment are in accordance with the changes proposed under the re-write.

PLANNING COMMISSION

The Planning Commission held a public hearing for this item at their July 27, 2026 meeting. There were no public comments. The Commission voted to recommend approval of the Ordinance, subject to removing NAPA Auto Parts from the list of affected businesses, which has been done for this report.

RECOMMENDATION

Approval of the 1st read.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1812: BR2026-05 - Bond Initiation - Augustine Manor

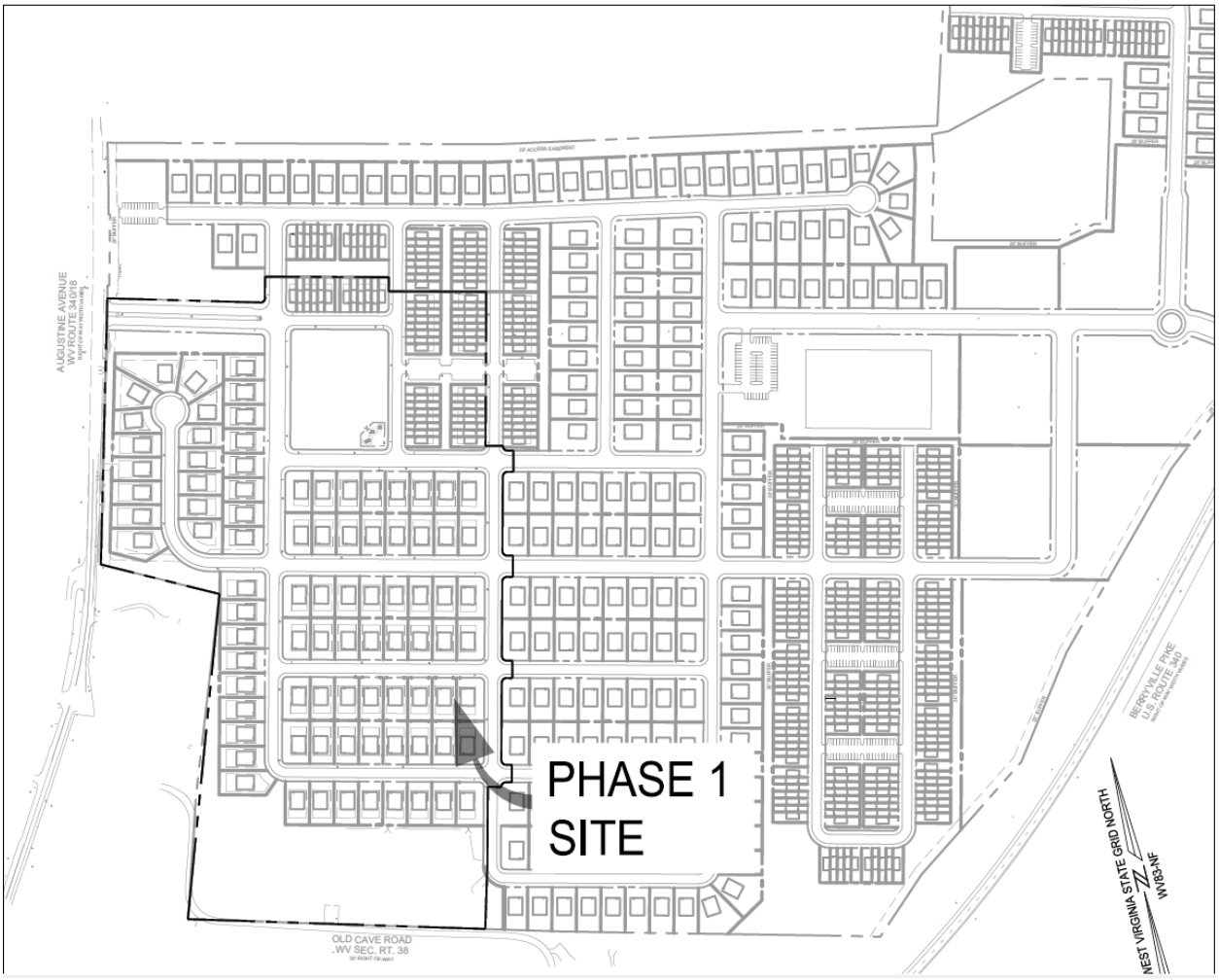
ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Estimate.pdf
- 4. KH Review.pdf
- 5. Performance Bond.pdf
- 6. Bond Agreement.pdf

Bond Initation Request
BR2026-05

Date: For the August 17, 2026 City Council meeting
Applicant: Vinton Investments LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: A bond initiation in the amount of $13,392,400.64

Augustine Manor – Phase 1



BACKGROUND

The applicant, Vinton Investments LLC, has submitted a bond initiation request for Phase 1 of their Augustine Manor development. This phase consists of 88 single-family homes, 60 townhomes, open/recreation space, and stormwater control facilities. The amount of $13,392,400.64 will cover both performance bond issues (road paving, landscaping, utility lines etc.) and land disturbance requirements (such as silt fencing).

Bonds shall be required for public and other physical Improvements to be constructed under an approved Final S/LD Application. Such Improvements shall include, without limitation, Road, curb, gutter, sidewalk, trails, storm Drainage, traffic signalization and control, water and sanitary sewer infrastructure, and any other site-related Improvements required by the City of Charles Town for vehicular and pedestrian ingress and egress, for public access roadways, for Structures necessary to insure stability of critical slopes, for necessary utilities, and for Stormwater Management Facilities.

3rd PARTY REVIEW

Upon review of the request the City Engineer, Kimley-Horn, has determined that the bond initiation amount is a reasonable request based on the work to be performed.

BOND COMMITTEE

At their June 15, 2026 meeting, the City's Bond Committee discussed the application and recommend approval of the proposed initiation.

PLANNING COMMISSION

The Planning Commission reviewed this request at their July 27, 2026 meeting and unanimously recommended approval of the request.

RECOMMENDATION

Approval.

BOND REQUEST AND REDUCTION

1. APPLICATION TYPE :

☑ 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 6/3/2026

2. PROJECT NAME Augustine Manor Phase 1

Address 632 Vinton Lane, Charles Town, WV 25414

3. APPLICANT'S NAME* Vinton Investments, LLC - attn. Jim Perry

Address 1355 Beverly Road, Sutie 240, McLean, VA 22101

Telephone Number (703) 734-9730

Email Address [redacted]

4. PROPERTY OWNER'S NAME Hayes Roscoe A. et al

Address 245 Vinton Lane, Charles Town, WV 25414

Telephone Number (304) 671-1078

Email Address [redacted]

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

5. DESCRIPTION OF REQUEST:

Performance bond cost estimate review for above project and phase.

6. A) CURRENT BOND AMOUNT $ 13,392,400.64

B) PROPOSED BOND AMOUNT $ _____

C) CHANGE IN BONDED AMOUNT $ _____

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

Tax Map No.	Parcel No.	Tax Map No.	Parcel No.
Tax Map#: 12	Parcel#: 217 & 218		

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
CTUB	Augustine Manor PH1	Approved	3/24/26
WV DEP / WVDOH	Augustine Manor PH1	Approved	2/23/26 & 3/20/26
Charles Town	Final Plans & Plat	In Review	TBD

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 10/1/25

Signature of Property Owner (If different than Applicant)

Alice M. Spurlock

_____ Date 9/30/25

as Attorney In Fact for Rhoda A Hawk

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:_____

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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	403	$129,113.14		$0.00		0		0%	
R.O.W MONUMENTS SURVEYED IN PLACE											
RM--1	EA	$825.00	2	$1,650.00		$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	250000	$1,125,000.00		$0.00		0		0%	
Rock, Rip	CY	$51.50		$0.00		$0.00		0		0%	
Rock, Blast	CY	$55.00	40000	$2,200,000.00		$0.00		0		0%	
BORROW MATERIAL											
Buy, Load, Haul 10 Mi. Select Material	CY	$42.00	0	$0.00		$0.00		0		0%	
Fill and Compaction of On-site Borrow	CY	$11.06	0	$0.00		$0.00		0		0%	
UNSUITABLE MATERIAL											
Load and Haul, 20 mi R/T	CY	$36.56	0	$0.00		$0.00		0		0%	
Dump Charge	CY	$62.50	0	$0.00		$0.00		0		0%	
Site Grading	SY	$1.25	200000	$250,000.00		$0.00		0		0%	
CLEAR & GRUB											
Light	AC	$14,548.50	16	$232,776.00		$0.00		0		0%	
Heavy	AC	$26,699.49	14	$373,792.86		$0.00		0		0%	
LANDSCAPING											
Seeding	SY	$3.00	136384.607	$409,153.82		$0.00		0		0%	
Sodding	SY	$8.50	73563.8711	$625,292.90		$0.00		0		0%	
PLANTING SHRUBS											
18"	EA	$70.00	44	$3,080.00		$0.00		0		0%	
24"	EA	$90.00		$0.00		$0.00		0		0%	
TREES											
6'-8' (1-2 in. Caliper)	EA	$400.00	334	$133,600.00		$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	470	$26,320.00		$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	11000	$990,000.00		$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	$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		$0.00		$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	423	$177,660.00			$0.00		0		0%
10' -16' Cut	LF	$541.38	576	$311,834.88			$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	4686	$408,056.88			$0.00		0		0%
8'-16' Cut	LF	$129.65		$0.00			$0.00		0		0%
18" Pipe											
0'-8' Cut	LF	$114.33	483	$55,221.39			$0.00		0		0%
8'-16' Cut	LF	$170.69	160	$27,310.40			$0.00		0		0%
24" Pipe											
0'-8' Cut	LF	$132.62	1765	$234,074.30			$0.00		0		0%
8'-16' Cut	LF	$197.61		$0.00			$0.00		0		0%
30" Pipe											
0'-8' Cut	LF	$157.42	130	$20,464.60			$0.00		0		0%
8'-16' Cut	LF	$236.13	268	$63,282.84			$0.00		0		0%
36" Pipe											
0'-8' Cut	LF	$200.00		$0.00			$0.00		0		0%
8'-16' Cut	LF	$298.00	216	$64,368.00			$0.00		0		0%
42" Pipe											
0'-8' Cut	LF	$224.20		$0.00			$0.00		0		0%
8'-16' Cut	LF	$334.06	263	$87,857.78			$0.00		0		0%
48" Pipe											
0'-8' Cut	LF	$253.35		$0.00			$0.00		0		0%
8'-16' Cut	LF	$377.49	2504	$945,234.96			$0.00		0		0%
STORM STRUCTURES											
END SECTIONS											
End Sections (ES-1), Concrete Pipe Size											
15"	EA	$1,389.00	5	$6,945.00			$0.00		0		0%
18"	EA	$1,583.46	1	$1,583.46			$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	4	$12,207.84			$0.00		0		0%
30"	EA	$3,418.19		$0.00			$0.00		0		0%
36"	EA	$3,828.37		$0.00			$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	1	$10,441.63			$0.00		0		0%
60"	EA	$11,694.62	2	$23,389.24			$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		$0.00			$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	58	$309,546.00			$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	7	$53,830.00			$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		$0.00			$0.00		0		0%	
8'	EA	$9,387.66		$0.00			$0.00		0		0%	
10'	EA	$10,326.43	61	$629,912.23			$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		$0.00			$0.00		0		0%	
8'	EA	$9,293.79		$0.00			$0.00		0		0%	
10'	EA	$10,223.17		$0.00			$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	2	$14,409.22			$0.00		0		0%	
8'	EA	$7,925.07		$0.00			$0.00		0		0%	
10'	EA	$8,717.57	11	$95,893.27			$0.00		0		0%	
12'	EA	$9,589.33	1	$9,589.33			$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	7	$59,836.00			$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		$0.00			$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		$0.00			$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		$0.00			$0.00		0		0%
Depth (in Inches):	Depth					0					
Bituminous Concrete											
Base Course	SY/ Inch	$7.00	24858	$174,006.00			$0.00		0		0%
Depth (in Inches):	Depth	1				1					
Intermediate Course	SY/ Inch	$7.00	24858	$174,006.00			$0.00		0		0%
Depth (in Inches):	Depth	1				1					
Top Course	SY/ Inch	$7.00	24858	$174,006.00			$0.00		0		0%
Depth (in Inches):	Depth	1				1					
Prime Coat	SY	$1.38		$0.00			$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		$0.00			$0.00		0		0%
Curb Cut, CG-12 DetectableSurf.	EA	$1,044.00		$0.00			$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	148	$333,666.00			$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	LF	$2.50		$0.00			$0.00		0		0%
B)											
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	33	$19,618.50			$0.00		0		0%
Traffic Control Signs	EA	$512.00	29	$14,848.00			$0.00		0		0%
Street Light (pole, bracket,light)	EA	$5,938.00	35	$207,830.00			$0.00		0		0%
SIDEWALKS AND TRAILS											
Sidewalk											
Concrete 4" w/WWF, No base	SY	$58.50	7544.23	$441,337.46			$0.00		0		0%
Bitum. Conc, 2" w/4" Base	SY	$42.00		$0.00			$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	470	$67,210.00			$0.00		0		0%
Wood Chip Trail											
Trails(Incl Excavation &	SY	$77.00		$0.00			$0.00		0		0%
Grading) Wood chip, 4' wide	SY	$21.00		$0.00			$0.00		0		0%
Bituminous Trail											
6' to 10' wide	SY	$22.00		0			$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	197.38	$17,172.06			$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	136384.607	$409,153.82			$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		$0.00			$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	**$12,174,909.67**
+ 10% CONTINGENCY	**$1,217,490.97**
GRAND TOTAL	**$13,392,400.64**

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

FINAL PRICE (+ 4% ANNUAL INTEREST)	$13,392,400.64

FINAL BOND REDUCTION REQUEST (+4% ANNUAL INTEREST)	$0.00

TOTAL ESTIMATED - BOND REMAINING	###########

Kimley»Horn

Memorandum

To: Christopher Lemon, PE
IMEG
4601 Forbes Boulevard, Suite 140
Lanham, MD 20706

From: Mark Phillips, P.E.

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

Date: June 25, 2026

Subject: Augustine Manor Phase 1 Bond Initiation Review

This memorandum summarizes our review of the Bond Initiation for the for the Augustine Manor (formerly Vinton Hayes Development) (dated May 1, 2026, prepared by IMEG) for 88 single family dwelling units and 60 townhouse dwelling units. The site is currently zoned Residential Medium-High Density (R-15). The Bond initiation amount is for $13,392,400.64.

Kimley-Horn's review of this application is limited to the Bond Initiation Application, final approved plans, and quantities provided. Based on our review, we have no comments.

Thank you for the opportunity to review this Bond Initiation. 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

Recd July 17 2026

CITY OF CHARLES TOWN, WEST VIRGINIA
PERFORMANCE BOND

Bond No.: K42189522

BOND NO.	**DATE BOND EXECUTED:** July 8, 2026
PRINCIPAL(S)/CO-PRINCIPAL(S) (Legal Name(s), Status, and Business Address(es) and Telephone Number(s) Vinton Investment, LLC 1355 Beverly Road McLean, Virginia 22101 PH: 703-734-9730 (Hereinafter "Principal" whether one or more than one)	TYPE OF ORGANIZATION: (Check One) ( ) Individual ( ) Partnership (X) Limited Liability Corporation ( ) Corporation ( ) Other (Specify) _____ STATE OF INCORPORATION OF ORGANIZATION: DE
SURETY(IES): (Names and Business Address(es) and Telephone Number(s)) Federal Insurance Company 202B Hall's Mill Road Whitehouse Station, New Jersey 08889-3454 PH: 908-903-2000 (Hereinafter "Surety" whether one or more than one)	SUM OF BOND Million(s): 13 | Thousand(s): 392 | Hundred(s): 400.64 DATE OF AGREEMENT: PLAN NAME: Augustine Manor" Phase 1 (formely known Vinton Hayes Project) PLAN NO: Major SLD2025-04 Any and all revisions of such plans:

KNOW ALL MEN BY THESE PRESENTS, that we, the Principal and Surety hereto recite and declare that:

1. We are held and firmly bound to the oblige, the **CITY OF CHARLES TOWN, WEST VIRGINIA** (hereinafter called "City"), in the sum written above in lawful money of the United States of America, to be paid to the City, its successors or assigns, for the payment whereof Principal(s), Co-Principal(s) and Surety(ies) bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by this Bond.

2. The condition of this Bond is that if the Principal shall in every respect discharge its obligations under the Agreement identified above, which Agreement is incorporated herein by reference, then this Bond shall be void; otherwise, this Bond shall remain in full force and effect until released by the City.

3. Surety expressly WAIVES any right to receive notice, review, approve any revisions to the plans, profiles, and specifications referred to in the Agreement and no such revision shall in any way affect the obligation of the Surety under this Bond.

4. Surety shall be deemed to consent to any extension of time granted to Principal to permit performance of the obligations of the Agreement, whether or not Surety receives notice of such extension of time, and the liability of Surety under this Bond shall not be discharged or affected by any such extension of time.

5. DEFAULT:

   A. Default may be deemed to have occurred on the part of the Principal, if Principal shall fail to complete its obligations under the Agreement within the time set forth therein or any time extension thereof;
   B. Default shall be deemed to have occurred on the part of the Principal prior to the expiration of such time period, or time extension, if, in the judgment of the Zoning Administrator ("ZA"), the Principal has:
      1. Abandoned the performance of its obligations under the Agreement; or
      2. Renounced or repudiated its obligations under the Agreement; or
      3. Demonstrated through in solvency, or otherwise, including the voluntary filing of a bankruptcy, that its obligations under the Agreement cannot be completed within the time allotted under the Agreement. Should the Applicant file bankruptcy, it shall provide notice of filing and obtain Bankruptcy Court permission to maintain any bonds, including this one, in place with the City.
   C. Default shall be deemed to have occurred on the part of the Principal if Principal shall fail to renew this bond or to have this bond reissued prior to the completion of the Improvements covered by the Agreement.
   D. The City may elect to provide Principal 30 days to cure any default with the Notice of Default.
   E. In the event of default, the City may terminate whatever rights the Principal may have to construct or correct construction of facilities.

6. In the event of default by the Principal, the City shall send a Notice of Default to the Principal which may include the 30-day time period to cure the default. A copy of the Notice of Default will be sent to the Surety. Should the Principal fail to cure the default in the time allotted, the City through its City Manager or other agent, shall give written notice of same to the Surety. In the event of such default and notice, the Surety shall have either of the following options:

   A. Within 21 days of receipt of the default notice, Surety shall pay over the full-face value sum of the Bond to the City or such lesser sum as the City Manager may determine in his sole discretion, and thereafter be relieved of further liability under this Bond. If this option is selected by Surety, then the City will take over or re-let all or any part of the work required by the Agreement but not completed, and will complete the same to the extent of available sums. The cost and expenses of completing the work shall include all items set forth in paragraph 7(B) of this Bond as the measure of damages. If these funds are not enough to complete the work, then the City may proceed against the Principal for any difference. I f there are any funds left which are not necessary for completion of the work, then the City will remit this excess to Surety after work is completed.
   B. Within 21 days of receipt of the default notice, Surety shall give written notice to the City that it will assume the Agreement and the obligations of the Principal and shall complete the Agreement according to its terms and provisions within 180 days of said notice or such other term as may be approved by City and thereafter be relieved of further liability under the terms of this Bond. In the event that Surety elects this option and then fails to faithfully perform all or any part of the work or should it unnecessarily delay completion of all or any part of the work, then the City may proceed as provided in paragraph 6 of this Bond.
   C. As used in this Bond, completion of the work specifically includes performance of every obligation of the Principal under the Agreement.
   D. The City shall not be required to institute suit against Principal as a precondition to seeking recovery from Surety.

7. Should Surety fail to elect either option in paragraphs 6 (A) and (B), above, within 21 days of receipt of

default notice, or upon election of either option should then fail to perform, in either such event, then the City may:

A. Take over, or re-let all or any part of the work not completed and complete the same for the account and at the expense of the Principal and Surety, who shall be jointly and severally liable to the City for the costs incurred in completion, including all items set forth in paragraph 7(B) of this Bond as the measure of damages chargeable against Principal and Surety for their breach; or

B. Bring suit, action, or proceeding to enforce the provisions of this Bond. In the event that any such suit, action, or proceeding is brought by the City, it is expressly agreed and understood that, regardless of when the breach of the underlying Agreement occurs, or the breach of the obligations of this Bond, the measure of damages recoverable shall be computed as the costs of completion or correction, or both, of the work required by the Agreement (I) at the time the work is actually completed *and or* corrected to local and state approval and acceptance or (2) at the time of final judgment of a Court of competent jurisdiction; it is further expressly agreed and understood that the measure of damages shall include expenses attributable, but not limited, to administrative costs, litigation costs, attorney's fees, maintenance, deterioration, inflation, and any cost increases arising from delay occasioned by litigation, action, or proceedings necessary to enforce the provisions of this Bond, and delays by Surety under paragraph 6(B) of this Bond.

C. Should the City complete the work, the City shall not be bound by the Principal's approved construction plans if unforeseen conditions require the City to deviate from the approved plans. Such deviations shall be reasonable with regard to costs, time, and exigency and shall be at the sole discretion of the Zoning Administrator.

8. Nothing in this Bond shall be construed as creating an obligation upon the City to pay for the completion or correction of the work guaranteed under the provisions of this Bond.

9. By signatures hereto the Principal and the Surety do hereby expressly WAIVE any objection that they, or either of them, might interpose to the authority of the City to require each and every provision of the foregoing Bond.

10. If any provision of this Bond is held to be illegal, invalid, or unenforceable, or is found to be against public policy for any reason, such provision shall be fully severable and this Bond shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never been part of this Bond, and the remaining provisions of this Bond shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision, or by its severance from this Bond.

11. The failure or refusal of the City to take any action, proceeding, or step to enforce any remedy or exercise any right under the Agreement or the taking of any action, proceeding, or step by City, acting in good faith upon the belief that same is permitted, shall not in any way release Principal or Surety, or any of them, or their respective executors, administrators, successors or assigns from liability under this Bond. Surety hereby WAIVES notice of any amendment, indulgence, or forbearance, made, granted or permitted by the City.

12. In any action or proceeding initiated in connection with this Bond and any and all obligations arising hereunder, the venue shall be the County of Jefferson, West Virginia and it is hereby further understood and agreed that this Bond shall be governed by the laws of the State of West Virginia, both as to interpretation and performance.

13. All notices sent to the Principal and Surety shall be sent to the addresses set forth on page 1 of 7 of this bond unless said Principal or Surety notify the Zoning Administrator in writing of any change. If an address of either Principal or Surety as shown on the signature page hereof is different from the address for that party as shown on page 1 of 7, notices shall be effective if sent to either address. If the addresses of any Principal or Surety change, the said Principal or Surety shall immediately notify the City Manager of such change. Failure to notify the City Manager of any change in address is deemed to be a waiver of any requirement of notice under this Bond to the Principal and Surety. All written notice to the City under this Bond shall be sent certified or registered mail, return receipt requested and addressed to the City Manager.

[REMAINDER OF THIS PAGE PURPOSELY BLANK. SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed, under seal, as of the day and year on the date set forth above.

Vinton Investment, LLC

PRINCIPALS(S) / CO-PRINCIPAL(S)

TYPED, PRINTED NAME: SIGNATURE:

_____(SEAL)

NAME AND TITLE: Nicholas Flanagan, Vice President of
(Typed/Printed) ESDC II, Inc., Manager

SIGNATURE:_____(SEAL)

NAME AND TITLE: _____
(Typed/Printed) _____

STATE OF VIRGINIA
COUNTY OF FAIRFAX, to wit:

I, ALASIA M. THOMAS a Notary Public in and for the State and County aforesaid, do hereby certify that NICHOLAS FLANAGAN and VINTON INVESTMENTS, LLC as VICE PRESIDENT OF ESDC II, INC., MANAGER and VINTON INVESTMENTS, LLC respectively of the VINTON INVESTMENTS, LLC, whose names are signed to the foregoing, this day personally appeared before me in my State and County aforesaid and acknowledged their signatures affixed above, and the Corporate Seal as the genuine seal of the said corporation.

Given under my hand this 10th day of JULY, 2026.

_____
Notary Public

My Commission Expires: MARCH 31, 2028

Notary Registration Number: 8104954

ALASIA MONAE THOMAS
COMMONWEALTH OF VIRGINIA
REGISTRATION NO. 8104954
MY COMM. EXPIRES 03/31/2028
NOTARY PUBLIC

Form: Corporate Surety Bond

Federal Insurance Company

SURETY

NAME, ADDRESS, AND TELEPHONE NUMBER:

Federal Insurance Company
202B Hall's Mill Road
Whitehouse Station, New Jersey 08889-3454
PH: 908-903-2000

STATE OF INCORPORATION OR ORGANIZATION:
Indiana

SIGNATURES:

1. Maureen McNeill **(SEAL)**
2. NA **(SEAL)**

1. NAME AND TITLE (Typed/Printed): Maureen McNeill, Attorney-in-Fact

2. NAME AND TITLE (Typed/Printed): NA

STATE OF Pennsylvania
COUNTY OF Philadelphia, to wit:

I, Bianca M. Phillips a Notary Public in and for the State and County aforesaid, do hereby certify that Maureen McNeill and Federal Insurance Company as Attorney-in-Fact and Federal Insurance Company respectively of the Federal Insurance Company, whose names are signed to the foregoing, this day personally appeared before me in my State and County aforesaid and acknowledged their signatures affixed above, and the Corporate Seal as the genuine seal of the said corporation.

Given under my hand this 8th day of July, 2026.

Commonwealth of Pennsylvania - Notary Seal
Bianca M. Phillips, Notary Public
Philadelphia County
My Commission Expires January 4, 2027
Commission Number 1343881

Bianca M Phillips
Notary Public

My Commission Expires: 1/4/2027

Notary Registration Number: 1343881

Form: Corporate Surety Bond

CHUBB

Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company
Westchester Fire Insurance Company | ACE American Insurance Company

Know All by These Presents, that **FEDERAL INSURANCE COMPANY**, an Indiana corporation, **VIGILANT INSURANCE COMPANY**, a New York corporation, **PACIFIC INDEMNITY COMPANY**, a Delaware corporation, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** corporations of the Commonwealth of Pennsylvania, do each hereby constitute and appoint

Maureen McNeill

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said **FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** have each executed and attested these presents and affixed their corporate seals on this **19th** day of **July, 2024**.

Rupert HD Swindells, Assistant Secretary

Warren Eichhorn, Vice President

STATE OF NEW JERSEY
County of Hunterdon SS.

On this **19th** day of **July, 2024** before me, a Notary Public of New Jersey, personally came Rupert HD Swindells and Warren Eichhorn, to me known to be Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY, the companies which executed the foregoing Power of Attorney, and the said Rupert HD Swindells and Warren Eichhorn, being by me duly sworn, severally and each for himself did depose and say that they are Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY and know the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that their signatures as such officers were duly affixed and subscribed by like authority.

Notarial Seal

Albert Contursi
NOTARY PUBLIC OF NEW JERSEY
No 50202369
Commission Expires August 22, 2027

Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016; WESTCHESTER FIRE INSURANCE COMPANY on December 11, 2006; and ACE AMERICAN INSURANCE COMPANY on March 20, 2009:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

(1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.

(2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.

(3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.

(4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.

(5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Rupert HD Swindells, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY (the "Companies") do hereby certify that

(i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
(ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this July 8, 2026

Rupert HD Swindells, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:
Telephone (908) 903-3493 Fax (908) 903-3656 e-mail: surety@chubb.com

MARYLAND INSURANCE ADMINISTRATION

CERTIFICATE OF AUTHORITY **No. 001665**

The below named insurer has authority to transact, within this State until the 30th day of June next, unless said authority is revoked prior to said day in accordance with law, the kinds of insurance set forth below and specifically designated by code letters. Code letters are detailed on the reverse side.

DATE APPROVED		
7	1	2026
MD	DAY	YR

C H M P S V W

Federal Insurance Company
202B Hall's Mill Road
Whitehouse Station, New Jersey 08889

Marie Grt

Insurance Commissioner

KINDS OF INSURANCE AUTHORIZED TO BE WRITTEN UNDER THE MARYLAND INSURANCE ARTICLE

A- Variable Annuities - Sections 1-101(d)(e), 16-601, 16-602, 16-603

C - Casualty (not including Vehicle Liability, Mortgage Guaranty & Worker's Compensation) - Section 1-101(i)

D- Dental Plan Organization - Sections 14-401, 14-405, 14-407

F - Fraternal - Section 8-423, 8-424, 8-427

G - Mortgage Guaranty- Section 1-101(i)

H - Health - Section 1-101(p)

L - Life, including Annuities and Health (except Variable Life & Variable Annuities)- Sections 1-101(d)(e), 1-101(p), 1-101(x)

M - Marine, Wet Marine & Transportation - Sections 1-101(z), 1-101(ss)

N - Non-Profit Health Service Plan - Section 14-101, 14-110, 14-111

P - Property and Marine (excluding Wet Marine and Transportation) - Section 1-101(gg)

R - Variable Life - Sections 16-601, 16-602

S - Surety- Section 1-101(00)

T - Title - Section 1-101(qq)

V - Vehicle Liability - Sections 1-101(i), 19-101, 19-502, 19-503, 19-504

W - Workers' Compensation - Sections 1-101(i), 19-101, 19-402

X - Medical Mutual - Sections 24-203, 24-206

Recd July 17 2026

PERFORMANCE AGREEMENT

This Agreement, made and entered into this 8 day of July, 2026, by and between

Vinton Investment, LLC
(hereinafter called "Developer"); and

THE CITY COUNCIL OF THE CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA, a body politic (hereinafter called "Council").

WHEREAS, in consideration of the approval by the City of the plat, plans, and profiles of the Site Plan known as "Augustine Manor" Phase 1 (formely known Vinton Hayes Project)" designated as application number Major SLD2025-04, and any and all revisions thereof however such revisions may be re-designated (the "Plans"), and the City not requiring the following work to be completed prior to the approval of the said Site Plan, the Developer, its successors and assigns agrees to complete the following work within 24 months months from the date hereof:

1. To construct all physical improvements as shown on the approved Plans and in accordance with applicable provisions of the City of Charles Town Subdivision and Zoning Ordinances governing such Plans (with Ordinances to take precedence over Plans in the event of conflict), including, but not limited to, the placement of survey monuments, the construction of an adequate storm drainage and storm water management system both on the subject property and on adjacent properties as needed, the construction of vehicle and pedestrian travel ways in accordance with current standards of the City, and the submission of as-built plans for all such improvements; and
2. To provide adequate supervision on the project site during the installation of all required improvements and a responsible superintendent or foreman together with one (1) set of approved Plans on the project site at all times when work is being performed; and
3. To construct the improvements in such a manner that they will be reasonably acceptable to the applicable property owners' Association or such other entity that will be responsible for the permanent operation and maintenance of the improvements, to make prompt application to the City and the Association or such other entity for acceptance of such improvements, and diligently to pursue and carry out all actions reasonably necessary to achieve such acceptance; and
4. To maintain dust control on the project site at all times; and
5. To provide for the adequate control of erosion and sedimentation by temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading, and construction; and
6. To provide and maintain convenient, safe, unobstructed, all-weather access to all those premises which are occupied by owners or occupants other than the Developer or its agents, until such premises are accessible via travel ways that have been built in accordance with the Plans as approved by the City and accepted for permanent maintenance and operation by the said Association or other entity and promptly to repair any deterioration or damage to completed work for which partial but not complete reduction in the amount of the security has been approved; and
7. To install all traffic warning and regulatory signs and devices required by the approved Plans during construction and to maintain said signs and devices in an operable condition until the (a) travel-ways have been accepted for maintenance and operation by the said Association or other entity or the subsequent owners of all the property abutting the travel-ways or (b) City is otherwise satisfied

regarding the provisions for permanent maintenance. All traffic signs shall be kept in proper position, clean, and legible at all times. Damaged signs shall be replaced immediately. Special care shall be taken to see that weeds, shrubbery, construction materials, and snow are not allowed to obscure the face of any sign; and

8. To maintain control on the project site at all times so that mud is not tracked out of the project by vehicle tires and deposited on adjacent streets of the state system, or such other travel ways as may be adjacent to the project site; and
9. To completely control and prevent any untreated stormwater from discharging from any stormwater management facility installed or constructed on the property. Stormwater management construction inspection shall utilize the final approved plans and specification for compliance. In addition, the inspection shall comply with Section 1334.02, Erosion and Sediment Control Standards.

It is agreed and understood that final approval of completed work can only be given by the Subdivision Administrator of the City of Charles, Jefferson County, West Virginia, after inspection by the staff of the City of Charles Town or a Professional Engineer.

It is agreed and understood that in the event the Developer shall default in its obligations under this Agreement and it becomes necessary for the City to institute legal proceedings to enforce compliance with said obligations or to obtain reimbursement for costs incurred in fulfilling said obligations on behalf of the Developer, the Developer shall pay all reasonable attorney's fees and all other costs that may reasonably be incurred.

Developer hereby provides security in the form of a **cash escrow** deposit in the amount of $ N/A , which funds are to be made available to the City upon default or breach of any of the terms and conditions of this Agreement by the Developer. The said deposit is delivered herewith by certified check or cashiers check (issued by a bank satisfactory to the County), receipt of which is hereby acknowledged by the City. Such amount shall be placed in an escrow account with the City Accounting Manager until drawn upon by the City or returned to Developer as provided herein and in the Bonding Policy of the City of Charles Town, West Virginia. All interest accruing on this account shall be paid to the same party to whom the principal is paid, except that, in any event, five percent (5%) of any interest accrued may be retained by the Treasurer to cover the cost of administering the account. The Developer hereby ratifies and reaffirms its agreement that the said funds deposited as cash escrow are available to the City on default of this Agreement. This paragraph shall not be construed in any manner as a waiver of any right of the City to enforce the obligations of this Agreement against the Developer or its successors and assigns.]

[OR]

Developer hereby provides security in the form of a ~~[Letter of Credit]~~ **[Corporate Surety Bond]** in the amount of $13,392,400.62, which funds are to be made available to the City upon default or breach of any of the terms and conditions of this Agreement by the Developer. Such [Bond] [Letter of Credit] Numbered K42189522 is attached hereto and made a part hereof, and the Developer hereby ratifies and reaffirms its agreement that the said funds represented by the [Bond] [Letter of Credit] are available to the City on default of this Agreement. This paragraph shall not be construed in any manner as a waiver of any right of the City to enforce the obligations of this Agreement against the Developer, its successors and assigns.]

If the [Bond] [Letter of Credit] provided to the City pursuant to the preceding paragraph becomes not an acceptable form of surety or security, whether as a result of the failure of the issuing [Bank] [Surety Company] to achieve and maintain the rating required by the City's duly adopted Bonding Policy or as a result of any other failure of such [Bond] [Letter of Credit] to satisfy any of the other criteria established by said Bonding Policy for acceptable forms of surety or security, then the Developer shall, upon request of the Subdivision Administrator, promptly provide a substitute surety or security satisfactory to the City. Failure of the Developer to furnish such substitute surety or security within sixty (60) days after the Administrator mails such request to the Developer by certified mail with return receipt requested shall constitute a default and a failure to perform in accordance with this Agreement and a failure to discharge its obligations under this Agreement, such that the City may, thereafter, without further notice, call upon such [Bond] [Letter of Credit] for payment in accordance therewith.

The undersigned warrants that this Agreement is made and executed pursuant to authority properly granted by the [partnership agreement] [charter, bylaws and action of the Board of Directors] [articles of organization, operating agreement or majority vote of the members] of the Developer.

IN WITNESS WHEREOF, the Developer has caused its name and seal to be affixed hereto, by Nicholas Flanagan, its duly authorized representative.

[PRINT NAME OF PERSON SIGNING FOR DEVELOPER]

Attorney

Developer: Vinton Investment, L.L.C.

[TYPE OR PRINT NAME OF DEVELOPER]

By: _____ (SEAL)
Nicholas Flanagan
[SIGNATURE]

Title: Vice President, ESDC II, Inc., Manager

[TYPE OR PRINT]

STATE OF WEST VIRGINIA
COUNTY OF Fairfax, to wit:

I, the undersigned Notary Public, in and for the jurisdiction aforesaid, do hereby certify that Nicholas Flanagan as Vice President, ESDC II, Inc., Manager of Vinton Investment, L.L.C., whose name is signed to the foregoing Agreement, appeared before me and personally acknowledged the same in my jurisdiction aforesaid.

GIVEN under my hand and seal this 8th day of July, 2026.

My commission expires:
January 31, 2029

Notary Registration Number:
367548

Notary Public

NADIA R. FERNANDEZ
COMMONWEALTH OF VIRGINIA
REGISTRATION NO. 367548
MY COMM. EXPIRES: 1-31-2029
NOTARY PUBLIC

[SIGNATURES CONTINUE ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the City has caused this Agreement to be executed, under seal, in its behalf, and its seal affixed.

THE CITY COUNCIL OF

APPROVED AS TO FORM: CHARLES TOWN, WEST VIRGINIA

_____ By:_____(seal)

Name:_____

Title: _____

STATE OF WEST VIRGINIA

COUNTY OF_____, to wit:

I, the undersigned Notary Public, in and for the jurisdiction aforesaid, do hereby certify that _____ as, on behalf of the CITY COUNCIL OF THE CITY OF CHARLES TOWN, WEST VIRGINIA, whose name is signed to the foregoing Agreement, appeared before me and personally acknowledged the same in my jurisdiction aforesaid.

GIVEN under my hand and seal this____day of_____, 20____.

My commission expires: Notary Public: _____

_____

Notary Registration Number:

_____

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1813: BR2026-06 - Bond Initiation - Thomfair Storage Facility

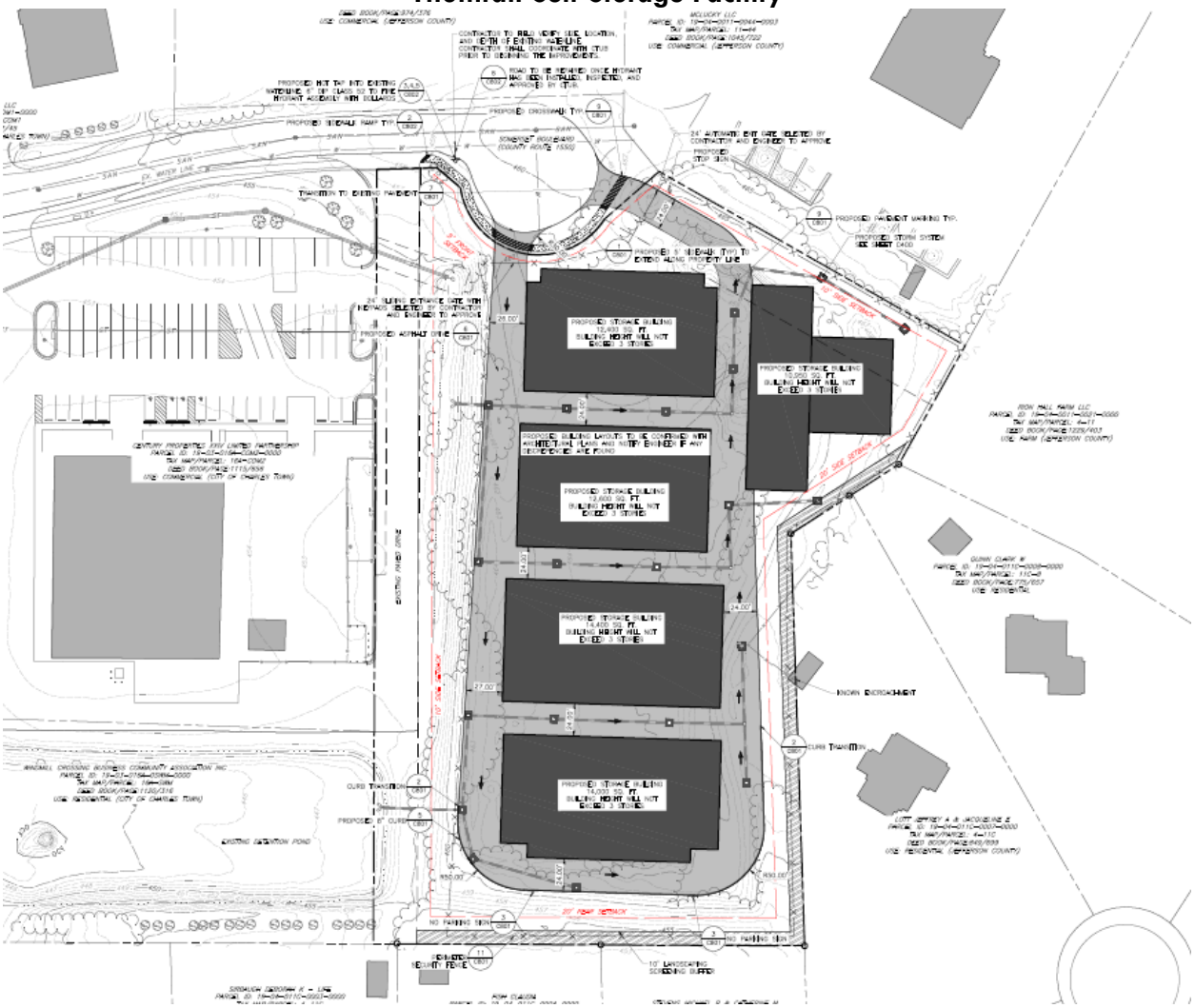
ATTACHMENTS:

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

Bond Initation Request
BR2026-06

Date: For the August 17, 2026 City Council meeting
Applicant: Thomfair LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: A bond initiation in the amount of $1,519,818.82

Thomfair Self-Storage Facility



BACKGROUND

The applicant, Thomfair LLC, has submitted a bond initiation request for a self-storage facility to be located at the end of Somerset Blvd. The amount of $1,519,818.82 will cover both performance bond issues (paving, landscaping, etc.) and land disturbance requirements (such as erosion control).

Bonds shall be required for public and other physical Improvements to be constructed under an approved Final S/LD Application. Such Improvements shall include, without limitation, Road, curb, gutter, sidewalk, trails, storm Drainage, traffic signalization and control, water and sanitary sewer infrastructure, and any other site-related Improvements required by the City of Charles Town for vehicular and pedestrian ingress and egress, for public access roadways, for Structures necessary to insure stability of critical slopes, for necessary utilities, and for Stormwater Management Facilities.

3rd PARTY REVIEW

Upon review of the request the City Engineer, Kimley-Horn, has determined that the bond initiation amount is a reasonable request based on the work to be performed.

BOND COMMITTEE

At their July 9, 2026 meeting, the City's Bond Committee discussed the application and recommend approval of the proposed initiation.

PLANNING COMMISSION

The Planning Commission reviewed this request at their July 27, 2026 meeting, and after discussion unanimously voted to recommend approval.

RECOMMENDATION

Approval.

BOND REQUEST AND REDUCTION

1. APPLICATION TYPE :

☑ 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 June 23, 2026

2. PROJECT NAME Thomfair Storage

Address Parcel ID: 19-03-016A-COM5-0000

3. APPLICANT'S NAME* Thomfair LLC

Address 170 John J Thomas Way, Charles Town, WV 25414

Telephone Number (304) 283-2601

Email Address

4. PROPERTY OWNER'S NAME Somerset LLC

Address 170 John J Thomas Way, Charles Town, WV 25414

Telephone Number (304) 283-2601

Email Address

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

5. DESCRIPTION OF REQUEST:

Bond Initiation for the Approved Site Plan

6. A) CURRENT BOND AMOUNT $ 0

B) PROPOSED BOND AMOUNT $ 1,519,818.82

C) CHANGE IN BONDED AMOUNT $ 1,519,818.82

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

Tax Map No.	Parcel No.	Tax Map No.	Parcel No.
16A	COM5	16A	44

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
SLD2025-05	Thomfair Self-Storage	Approved	March 23, 2026

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 06-23-2026

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:_____

_____

_____

_____

_____

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	10	$3,203.80		$0.00		0		0%	
R.O.W MONUMENTS SURVEYED IN PLACE											
RM--1	EA	$825.00	0	$0.00		$0.00		0		0%	
RM--2	EA	$764.00	0	$0.00		$0.00		0		0%	
EARTHWORK EXCAVATION											
Regular Bulk used as Fill	CY	$4.50	4000	$18,000.00		$0.00		0		0%	
Rock, Rip	CY	$51.50	0	$0.00		$0.00		0		0%	
Rock, Blast	CY	$55.00	0	$0.00		$0.00		0		0%	
BORROW MATERIAL											
Buy, Load, Haul 10 Mi. Select Material	CY	$42.00	0	$0.00		$0.00		0		0%	
Fill and Compaction of On-site Borrow	CY	$11.06	0	$0.00		$0.00		0		0%	
UNSUITABLE MATERIAL											
Load and Haul, 20 mi R/T	CY	$36.56	0	$0.00		$0.00		0		0%	
Dump Charge	CY	$62.50	0	$0.00		$0.00		0		0%	
Site Grading	SY	$1.25	1222	$1,527.50		$0.00		0		0%	
CLEAR & GRUB											
Light	AC	$14,548.50	1.21	$17,603.69		$0.00		0		0%	
Heavy	AC	$26,699.49	0	$0.00		$0.00		0		0%	
LANDSCAPING											
Seeding	SY	$3.00	3921	$11,763.00		$0.00		0		0%	
Sodding	SY	$8.50	3697	$31,424.50		$0.00		0		0%	
PLANTING SHRUBS											
18"	EA	$70.00	0	$0.00		$0.00		0		0%	
24"	EA	$90.00	0	$0.00		$0.00		0		0%	
TREES											
6'-8' (1-2 in. Caliper)	EA	$400.00	0	$0.00		$0.00		0		0%	
8'-10' (2.5-3 in. Caliper)	EA	$700.00	55	$38,500.00		$0.00		0		0%	
Tree Protection	LF	$11.13	0	$0.00		$0.00		0		0%	
MISCELLANEOUS SITE IMPROVEMENTS											
Timber Wall (less than 6 ft)	LF	$325.00	0	$0.00		$0.00		0		0%	
Dry Rubble RW-1 (H=6')	LF	$450.00	0	$0.00		$0.00		0		0%	
Mortared Rubble RW-1A (H=6')	LF	$535.00	0	$0.00		$0.00		0		0%	
Concrete Gravity RW-2 (H=6')	LF	$589.50	0	$0.00		$0.00		0		0%	
Concrete Gravity RW-3 (H=6')	LF	$1,037.50	0	$0.00		$0.00		0		0%	
FENCING											
Std. Fence (H=5') FR-5	LF	$56.00	0	$0.00		$0.00		0		0%	
Farm Fence (H=5') FR-3A	LF	$37.50	0	$0.00		$0.00		0		0%	
Chain Link Fence (H=6') FR 2-B	LF	$62.00	1480	$91,760.00		$0.00		0		0%	
Board Fence (H=6')	LF	$62.00	0	$0.00		$0.00		0		0%	
TOTS LOTS											
Tot Lot	EA	$16,495.00	0	$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	$0.00			$0.00		0		0%
More than 1,500 CY (Blasting)	CY	$90.00	0	$0.00			$0.00		0		0%
Less than 1,500 CY (Hoe Ram)	CY	$220.00	0	$0.00			$0.00		0		0%
More than 1,500 CY (Hoe Ram)	CY	$180.00	0	$0.00			$0.00		0		0%
Trench De-Watering											
Trench De-Watering	LF	$4.00	0	$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	$0.00			$0.00		0		0%
8'-14' Cut	LF	$140.00	0	$0.00			$0.00		0		0%
Add cost for Class IV	LF	$1.90	0	$0.00			$0.00		0		0%
O-Ring	LF	$12.36	0	$0.00			$0.00		0		0%
15" Pipe (RCP III)											
0'-10' Cut	LF	$100.00	0	$0.00			$0.00		0		0%
10'-16'	LF	$156.00	0	$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$1.48	0	$0.00			$0.00		0		0%
O-Ring	LF	$8.58	0	$0.00			$0.00		0		0%
18" Pipe (RCP III)											
0'-10' Cut	LF	$100.00	0	$0.00			$0.00		0		0%
10' -16' Cut	LF	$160.00	0	$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$3.20	0	$0.00			$0.00		0		0%
O-Ring	LF	$11.20	0	$0.00			$0.00		0		0%
21" Pipe (RCP III)											
0'-8' Cut	LF	$115.00	0	$0.00			$0.00		0		0%
8'-14' Cut	LF	$174.80	0	$0.00			$0.00		0		0%
Add cost for Class IV	LF	$4.40	0	$0.00			$0.00		0		0%
O-Ring	LF	$20.80	0	$0.00			$0.00		0		0%
24" Pipe (RCP III)											
0'- 10' Cut	LF	$140.00	0	$0.00			$0.00		0		0%
10'-16'	LF	$196.00	0	$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$5.04	0	$0.00			$0.00		0		0%
O-Ring	LF	$22.40	0	$0.00			$0.00		0		0%
27" Pipe (RCP III)											
0'- 10' Cut	LF	$123.20	0	$0.00			$0.00		0		0%
10' -16' Cut	LF	$195.03	0	$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$6.40	0	$0.00			$0.00		0		0%
O-Ring	LF	$24.00	0	$0.00			$0.00		0		0%
30" Pipe (RCP III)											
0'- 8' Cut	LF	$169.40	0	$0.00			$0.00		0		0%
8'-14' Cut	LF	$256.66	0	$0.00			$0.00		0		0%
Add cost for Class IV	LF	$9.60	0	$0.00			$0.00		0		0%
O-Ring	LF	$27.60	0	$0.00			$0.00		0		0%
33" Pipe (RCP III)											
0'- 10' Cut	LF	$240.00	0	$0.00			$0.00		0		0%
10'-16'	LF	$333.00	0	$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$13.50	0	$0.00			$0.00		0		0%
O-Ring	LF	$45.80	0	$0.00			$0.00		0		0%
36" Pipe (RCP III)											
0'-10' Cut	LF	$249.60	0	$0.00			$0.00		0		0%
10' -16' Cut	LF	$363.92	0	$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$12.40	0	$0.00			$0.00		0		0%
O-Ring	LF	$36.40	0	$0.00			$0.00		0		0%
42" Pipe (RCP III)											

0'- 8' Cut	LF	$289.54	0	$0.00			$0.00		0		0%
8'-14' Cut	LF	$413.46	0	$0.00			$0.00		0		0%
Add cost for Class IV	LF	$19.20	0	$0.00			$0.00		0		0%
O-Ring	LF	$56.72	0	$0.00			$0.00		0		0%
48" Pipe (RCP III)											
0'-10' Cut	LF	$320.52	0	$0.00			$0.00		0		0%
10'-16'	LF	$442.31	0	$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$20.00	0	$0.00			$0.00		0		0%
O-Ring	LF	$69.36	0	$0.00			$0.00		0		0%
54" Pipe (RCP III)											
0' - 10' Cut	LF	$420.00	0	$0.00			$0.00		0		0%
10' -16' Cut	LF	$541.38	0	$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$30.00	0	$0.00			$0.00		0		0%
O-Ring	LF	$70.96	0	$0.00			$0.00		0		0%
60" Pipe (RCP III)											
0'-10' Cut	LF	$420.00	0	$0.00			$0.00		0		0%
10' -16' Cut	LF	$498.48	0	$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$36.00	0	$0.00			$0.00		0		0%
O-Ring	LF	$77.84	0	$0.00			$0.00		0		0%
ELLIPTICAL PIPE - RCP CLASS III											
23"x14" (18" Equiv- RCP III)											
0'10' Cut	LF	$190.00	0	$0.00			$0.00		0		0%
10'-16' Cut	LF	$278.60	0	$0.00			$0.00		0		0%
Add cost for Class IV	LF	$41.60	0	$0.00			$0.00		0		0%
O-Ring	LF	$109.80	0	$0.00			$0.00		0		0%
30"x19" (24" Equiv- RCP III)											
0'10' Cut	LF	$190.00	0	$0.00			$0.00		0		0%
10'-16' Cut	LF	$329.25	0	$0.00			$0.00		0		0%
Add cost for Class IV	LF	$15.07	0	$0.00			$0.00		0		0%
O-Ring	LF	$109.79	0	$0.00			$0.00		0		0%
38"x24" (30" Equiv- RCP III)											
0'10' Cut	LF	$190.00	0	$0.00			$0.00		0		0%
10'-16' Cut	LF	$423.78	0	$0.00			$0.00		0		0%
Add cost for Class IV	LF	$21.38	0	$0.00			$0.00		0		0%
O-Ring	LF	$129.92	0	$0.00			$0.00		0		0%
45"x29" (36" Equiv- RCP III)											
0'10' Cut	LF	$370.00	0	$0.00			$0.00		0		0%
10'-16' Cut	LF	$526.88	0	$0.00			$0.00		0		0%
Add cost for Class IV	LF	$25.45	0	$0.00			$0.00		0		0%
O-Ring	LF	$119.63	0	$0.00			$0.00		0		0%
53"X 34" (42" Equiv-RCP III)											
0'12' Cut	LF	$370.00	0	$0.00			$0.00		0		0%
10'-18' Cut	LF	$528.36	0	$0.00			$0.00		0		0%
Add cost for Class IV	LF	$38.87	0	$0.00			$0.00		0		0%
O-Ring	LF	$149.26	0	$0.00			$0.00		0		0%
60"x38" (48" Equiv- RCP III)											
0'12' Cut	LF	$370.00	0	$0.00			$0.00		0		0%
10'-18' Cut	LF	$543.90	0	$0.00			$0.00		0		0%
Add cost for Class IV	LF	$46.46	0	$0.00			$0.00		0		0%
O-Ring	LF	$177.11	0	$0.00			$0.00		0		0%
HDPE PIPE											
8" Pipe											
0'-8' Cut	LF	$50.00	0	$0.00			$0.00		0		0%
8'-14' Cut	LF	$75.30	0	$0.00			$0.00		0		0%
12" Pipe											
0'-8' Cut	LF	$67.50	0	$0.00			$0.00		0		0%
8'-14' Cut	LF	$100.04	0	$0.00			$0.00		0		0%

15" Pipe											
0'-8' Cut	LF	$87.08	1500	$130,620.00			$0.00		0	0%	
8'-16' Cut	LF	$129.65	0	$0.00			$0.00		0	0%	
18" Pipe											
0'-8' Cut	LF	$114.33	0	$0.00			$0.00		0	0%	
8'-16' Cut	LF	$170.69	0	$0.00			$0.00		0	0%	
24" Pipe											
0'-8' Cut	LF	$132.62	0	$0.00			$0.00		0	0%	
8'-16' Cut	LF	$197.61	0	$0.00			$0.00		0	0%	
30" Pipe											
0'-8' Cut	LF	$157.42	0	$0.00			$0.00		0	0%	
8'-16' Cut	LF	$236.13	0	$0.00			$0.00		0	0%	
36" Pipe											
0'-8' Cut	LF	$200.00	0	$0.00			$0.00		0	0%	
8'-16' Cut	LF	$298.00	0	$0.00			$0.00		0	0%	
42" Pipe											
0'-8' Cut	LF	$224.20	0	$0.00			$0.00		0	0%	
8'-16' Cut	LF	$334.06	0	$0.00			$0.00		0	0%	
48" Pipe											
0'-8' Cut	LF	$253.35	0	$0.00			$0.00		0	0%	
8'-16' Cut	LF	$377.49	0	$0.00			$0.00		0	0%	
STORM STRUCTURES											
END SECTIONS											
End Sections (ES-1), Concrete Pipe Size											
15"	EA	$1,389.00	0	$0.00			$0.00		0	0%	
18"	EA	$1,583.46	0	$0.00			$0.00		0	0%	
21"	EA	$1,805.14	0	$0.00			$0.00		0	0%	
24"	EA	$2,057.86	0	$0.00			$0.00		0	0%	
27"	EA	$2,345.97	0	$0.00			$0.00		0	0%	
30"	EA	$2,674.40	0	$0.00			$0.00		0	0%	
36"	EA	$3,048.82	0	$0.00			$0.00		0	0%	
42"	EA	$3,558.50	0	$0.00			$0.00		0	0%	
48"	EA	$4,056.69	0	$0.00			$0.00		0	0%	
54"	EA	$4,624.63	0	$0.00			$0.00		0	0%	
60"	EA	$5,272.07	0	$0.00			$0.00		0	0%	
ENDWALLS											
EW-1 (Pre-Cast) Round Pipe Size											
15"	EA	$2,433.00	0	$0.00			$0.00		0	0%	
18"	EA	$2,724.96	2	$5,449.92			$0.00		0	0%	
24"	EA	$3,051.96	0	$0.00			$0.00		0	0%	
30"	EA	$3,418.19	0	$0.00			$0.00		0	0%	
36"	EA	$3,828.37	0	$0.00			$0.00		0	0%	
EW-1 Cast in Place [Round Pipe Size]											
15"	EA	$2,591.15	0	$0.00			$0.00		0	0%	
18"	EA	$2,902.08	0	$0.00			$0.00		0	0%	
24"	EA	$3,250.33	0	$0.00			$0.00		0	0%	
30"	EA	$3,640.37	0	$0.00			$0.00		0	0%	
36"	EA	$4,077.22	0	$0.00			$0.00		0	0%	
EW-1A (Pre-Cast) Elliptical Pipe Size											
23" X 14" (18")	EA	$1,335.00	0	$0.00			$0.00		0	0%	
30" X 19" (24")	EA	$1,495.20	0	$0.00			$0.00		0	0%	
38 X 24" (30")	EA	$1,879.50	0	$0.00			$0.00		0	0%	
45 X 29" (36")	EA	$2,105.04	0	$0.00			$0.00		0	0%	
53" X 34" (42")	EA	$2,791.50	0	$0.00			$0.00		0	0%	
EW-1A (Cast in Place) Elliptical Pipe Size											
23" X 14" (18")	EA	$1,318.50	0	$0.00			$0.00		0	0%	
30" X 19" (24")	EA	$1,318.50	0	$0.00			$0.00		0	0%	

38 X 24" (30")	EA	$2,257.00	0	$0.00			$0.00		0		0%	
45 X 29" (36")	EA	$2,257.00	0	$0.00			$0.00		0		0%	
53" X 34" (42")	EA	$3,217.50	0	$0.00			$0.00		0		0%	
EW-2 (PreCast) Round Size Pipe Size												
42"	EA	$8,324.00	0	$0.00			$0.00		0		0%	
48"	EA	$9,322.88	0	$0.00			$0.00		0		0%	
54"	EA	$10,441.63	0	$0.00			$0.00		0		0%	
60"	EA	$11,694.62	0	$0.00			$0.00		0		0%	
72"	EA	$12,675.50	0	$0.00			$0.00		0		0%	
84"	EA	$14,196.56	0	$0.00			$0.00		0		0%	
EW-2 (Cast in Place) Round Size Pipe Size												
42"	EA	$9,255.50	0	$0.00			$0.00		0		0%	
48"	EA	$10,366.16	0	$0.00			$0.00		0		0%	
54"	EA	$11,610.10	0	$0.00			$0.00		0		0%	
60"	EA	$13,003.31	0	$0.00			$0.00		0		0%	
72"	EA	$15,747.00	0	$0.00			$0.00		0		0%	
84"	EA	$17,636.64	0	$0.00			$0.00		0		0%	
EW-6PC [Double Pipe] Pipe Size												
2-15"	EA	$2,123.00	0	$0.00			$0.00		0		0%	
2-18"	EA	$2,377.76	0	$0.00			$0.00		0		0%	
2-24"	EA	$2,663.09	0	$0.00			$0.00		0		0%	
2-30"	EA	$4,096.00	0	$0.00			$0.00		0		0%	
2-36"	EA	$4,587.52	0	$0.00			$0.00		0		0%	
MANHOLES												
Standard Brick Manhole Std Frame & Cover (MH-1)												
6' Depth	EA	$6,048.00	0	$0.00			$0.00		0		0%	
Depth Below 6'	VF	$230.00	0	$0.00			$0.00		0		0%	
Standard Precast Manhole Std Frame & Cover (MH-2)		$5,337.00	0	$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	$0.00			$0.00		0		0%	
Heavy Duty Fr/ Cover (Add 82)	VF	$599.00	0	$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	$0.00			$0.00		0		0%	
Drop Inlet (DI-1A) 12"-24" Pipe10-20 VF	EA	$7,690.00	0	$0.00			$0.00		0		0%	
Drop Inlet (DI-2A) 12"-24" Pipe0-10 VF, 10' throat	EA	$9,458.70	0	$0.00			$0.00		0		0%	
Drop Inlet (DI-2A) 12"-24" Pipe10-20 VF, 10' throat	EA	$11,634.20	0	$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	$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3AA)												
12"-30" Pipe (Invert Depth (H) =8'-	**EA**	$9,772.60	0	$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	$0.00			$0.00		0		0%	
6'	EA	$8,534.24	0	$0.00			$0.00		0		0%	
8'	EA	$9,387.66	0	$0.00			$0.00		0		0%	
10'	EA	$10,326.43	0	$0.00			$0.00		0		0%	
12'	EA	$11,359.07	0	$0.00			$0.00		0		0%	
16'	EA	$12,494.98	0	$0.00			$0.00		0		0%	
20'	EA	$13,744.48	0	$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	$0.00			$0.00		0		0%
6'	EA	$8,448.90	0	$0.00			$0.00		0		0%
8'	EA	$9,293.79	0	$0.00			$0.00		0		0%
10'	EA	$10,223.17	0	$0.00			$0.00		0		0%
12'	EA	$11,245.48	0	$0.00			$0.00		0		0%
16'	EA	$12,370.03	0	$0.00			$0.00		0		0%
20'	EA	$13,607.03	0	$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	0	$0.00			$0.00		0		0%
8'	EA	$7,925.07	0	$0.00			$0.00		0		0%
10'	EA	$8,717.57	0	$0.00			$0.00		0		0%
12'	EA	$9,589.33	0	$0.00			$0.00		0		0%
16'	EA	$10,548.26	0	$0.00			$0.00		0		0%
20'	EA	$11,603.09	0	$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	$0.00			$0.00		0		0%
8'	EA	$9,430.83	0	$0.00			$0.00		0		0%
10'	EA	$10,373.91	0	$0.00			$0.00		0		0%
12'	EA	$11,411.30	0	$0.00			$0.00		0		0%
16'	EA	$12,552.43	0	$0.00			$0.00		0		0%
20'	EA	$13,807.68	0	$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	$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3DD)											
12"-30" Pipe (Invert Depth	**EA**	$7,587.53	0	$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	$0.00			$0.00		0		0%
8'	EA	$7,982.20	0	$0.00			$0.00		0		0%
10'	EA	$8,540.95	0	$0.00			$0.00		0		0%
12'	EA	$9,138.82	0	$0.00			$0.00		0		0%
16'	EA	$9,778.54	0	$0.00			$0.00		0		0%
20'	EA	$10,463.04	0	$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	$0.00			$0.00		0		0%
8'	EA	$12,314.99	0	$0.00			$0.00		0		0%
10'	EA	$13,177.04	0	$0.00			$0.00		0		0%
12'	EA	$14,099.44	0	$0.00			$0.00		0		0%
16'	EA	$15,086.40	0	$0.00			$0.00		0		0%
20'	EA	$16,142.44	0	$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	$0.00			$0.00		0		0%
8'	EA	$7,335.64	0	$0.00			$0.00		0		0%
10'	EA	$7,849.14	0	$0.00			$0.00		0		0%
12'	EA	$8,398.58	0	$0.00			$0.00		0		0%
16'	EA	$8,986.48	0	$0.00			$0.00		0		0%
20'	EA	$9,615.53	0	$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	$0.00			$0.00		0		0%
8'	EA	$15,698.27	0	$0.00			$0.00		0		0%
10'	EA	$16,797.15	0	$0.00			$0.00		0		0%
12'	EA	$17,972.95	0	$0.00			$0.00		0		0%
16'	EA	$19,231.06	0	$0.00			$0.00		0		0%
20'	EA	$20,577.23	0	$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	$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	$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	$0.00			$0.00		0		0%
8'	EA	$9,418.96	0	$0.00			$0.00		0		0%
10'	EA	$10,078.29	0	$0.00			$0.00		0		0%
12'	EA	$10,783.77	0	$0.00			$0.00		0		0%
16'	EA	$11,538.64	0	$0.00			$0.00		0		0%
20'	EA	$12,346.34	0	$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	$0.00			$0.00		0		0%
8'	EA	$18,649.55	0	$0.00			$0.00		0		0%
10'	EA	$19,955.02	0	$0.00			$0.00		0		0%
12'	EA	$21,351.87	0	$0.00			$0.00		0		0%
16'	EA	$22,846.50	0	$0.00			$0.00		0		0%
20'	EA	$24,445.75	0	$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	$0.00			$0.00		0		0%
10'	EA	$10,078.29	0	$0.00			$0.00		0		0%
12'	EA	$10,783.77	0	$0.00			$0.00		0		0%
16'	EA	$11,538.64	0	$0.00			$0.00		0		0%
20'	EA	$12,346.34	0	$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	$0.00			$0.00		0		0%
10'	EA	$23,986.33	0	$0.00			$0.00		0		0%
12'	EA	$25,665.38	0	$0.00			$0.00		0		0%
16'	EA	$27,461.95	0	$0.00			$0.00		0		0%
20'	EA	$29,384.29	0	$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	$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4DD)											
36"-48" Pipe (Invert Depth (H)	**EA**	$16,392.95	0	$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	$0.00			$0.00		0		0%
8'	EA	$9,647.25	0	$0.00			$0.00		0		0%
10'	EA	$10,322.56	0	$0.00			$0.00		0		0%
12'	EA	$11,045.14	0	$0.00			$0.00		0		0%
16'	EA	$11,818.30	0	$0.00			$0.00		0		0%
20'	EA	$12,645.58	0	$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	$0.00			$0.00		0		0%
8'	EA	$16,786.22	0	$0.00			$0.00		0		0%
10'	EA	$17,961.26	0	$0.00			$0.00		0		0%
12'	EA	$19,218.54	0	$0.00			$0.00		0		0%
16'	EA	$20,563.84	0	$0.00			$0.00		0		0%
20'	EA	$22,003.31	0	$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	$0.00			$0.00		0		0%
10'	EA	$10,743.18	0	$0.00			$0.00		0		0%
12'	EA	$11,495.20	0	$0.00			$0.00		0		0%
16'	EA	$12,299.87	0	$0.00			$0.00		0		0%
20'	EA	$13,160.86	0	$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	$0.00			$0.00		0		0%
10'	EA	$16,200.72	0	$0.00			$0.00		0		0%
12'	EA	$17,334.77	0	$0.00			$0.00		0		0%

16'	EA	$18,548.20	0	$0.00		$0.00		0		0%	
20'	EA	$19,846.57	0	$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	$0.00		$0.00		0		0%	
Median Drop Inlets (DI-6B) 12"-24"Pipe Inlet (H=8')	EA	$6,080.00	0	$0.00		$0.00		0		0%	
Median Drop Inlets (DI-6C) 30"-48"Pipe Inlet (H=10')	EA	$7,737.50	0	$0.00		$0.00		0		0%	
Median Drop Inlets (DI-6D) 30"-48"Pipe Inlet (H=10')	EA	$7,805.00	0	$0.00		$0.00		0		0%	
Median Drop Inlets (DI-7) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00	0	$0.00		$0.00		0		0%	
Median Drop Inlets (DI-7A) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00	0	$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	$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	$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	20	$119,389.80		$0.00		0		0%	
Add Yard Inlet Apron	THROAT	$320.54	0	$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	$0.00		$0.00		0		0%	
Add Yard Inlet Apron	THROAT	$320.54	0	$0.00		$0.00		0		0%	
Culverts											
Single Box Culvert (BC-1A) Fills to 25'											
4' X 4'	LF	$473.00	0	$0.00		$0.00		0		0%	
5' X 5'	LF	$563.00	0	$0.00		$0.00		0		0%	
6' X 6'	LF	$689.00	0	$0.00		$0.00		0		0%	
8' X 8'	LF	$944.00	0	$0.00		$0.00		0		0%	
10' X 10'	LF	$1,159.00	0	$0.00		$0.00		0		0%	
Double Box Culvert (BC-2b) Fills to 25'											
4' X 4'	LF	$792.40	0	$0.00		$0.00		0		0%	
5' X 5'	LF	$987.00	0	$0.00		$0.00		0		0%	
6' X 6'	LF	$1,195.60	0	$0.00		$0.00		0		0%	
8' X 8'	LF	$1,607.20	0	$0.00		$0.00		0		0%	
10' X 10'	LF	$1,975.40	0	$0.00		$0.00		0		0%	
Oversized Single Box Culvert (BBC-1) Fills to 25'											
12' X 6'	LF	$1,488.50	0	$0.00		$0.00		0		0%	
12' X 8'	LF	$1,488.50	0	$0.00		$0.00		0		0%	
12' X 10'	LF	$1,771.50	0	$0.00		$0.00		0		0%	
12' X 12'	LF	$1,771.50	0	$0.00		$0.00		0		0%	
Triple Box Culvert (BC-3B) Fills to 25'											
4' X 4'	LF	$1,129.55	0	$0.00		$0.00		0		0%	
5' X 5'	LF	$1,399.25	0	$0.00		$0.00		0		0%	
6' X 6'	LF	$1,755.95	0	$0.00		$0.00		0		0%	
8' X 8'	LF	$2,367.85	0	$0.00		$0.00		0		0%	

10' X 10'	LF	$3,607.60	0	$0.00			$0.00		0		0%	
Quadruple Box Culvert (BC-4B) Fills to 25'												
4' X 4'	LF	$1,431.15	0	$0.00			$0.00		0		0%	
5' X 5'	LF	$1,776.25	0	$0.00			$0.00		0		0%	
6' X 6'	LF	$2,208.35	0	$0.00			$0.00		0		0%	
8' X 8'	LF	$2,170.65	0	$0.00			$0.00		0		0%	
10' X 10'	LF	$4,110.75	0	$0.00			$0.00		0		0%	
Standard Wing for Box Culvert (1 Side Only) Height of Box												
4'	EA	$926.50	0	$0.00			$0.00		0		0%	
5'	EA	$1,390.00	0	$0.00			$0.00		0		0%	
6'	EA	$1,853.50	0	$0.00			$0.00		0		0%	
8'	EA	$3,426.50	0	$0.00			$0.00		0		0%	
10'	EA	$4,558.00	0	$0.00			$0.00		0		0%	
Standard Wing for Box Culvert (BBC-W) Height of Box												
6'	EA	$1,817.00	0	$0.00			$0.00		0		0%	
8'	EA	$3,007.50	0	$0.00			$0.00		0		0%	
10'	EA	$4,497.50	0	$0.00			$0.00		0		0%	
12'	EA	$6,567.00	0	$0.00			$0.00		0		0%	
MISCELLANEOUS STORM												
Connection to Existing Structure												
15"-36" Pipe	EA	$1,584.00	0	$0.00			$0.00		0		0%	
42"-60" Pipe	EA	$1,584.00	0	$0.00			$0.00		0		0%	
Casing Pipe, Bore and Jack (3/8" wall)												
22" ID (6"-8" Carrier Pipe)	LF	$885.71	0	$0.00			$0.00		0		0%	
24" ID (10" Carrier Pipe)	LF	$971.91	0	$0.00			$0.00		0		0%	
30" ID (12" Carrier Pipe)	LF	$1,226.20	0	$0.00			$0.00		0		0%	
Plug Pipe												
6"-12" Pipe	EA	$444.50	0	$0.00			$0.00		0		0%	
15"-36" Pipe	EA	$444.50	0	$0.00			$0.00		0		0%	
42"-60" Pipe	EA	$574.50	0	$0.00			$0.00		0		0%	
Pavement Edge Pipe												
Standard Pipe Underdrain	LF	$20.50	0	$0.00			$0.00		0		0%	
RipRap												
Dry, Class I, 18"	SY	$82.00	175	$14,350.00			$0.00		0		0%	
Dry, Class II, 18"	SY	$82.00	0	$0.00			$0.00		0		0%	
Grouted, Class I, 18"	SY	$84.00	0	$0.00			$0.00		0		0%	
Filter Fabric												
Class I	SY	$4.13	0	$0.00			$0.00		0		0%	
Class II	SY	$4.13	50	$206.50			$0.00		0		0%	
Class III	SY	$4.13	0	$0.00			$0.00		0		0%	
Gabions (No excavations)												
Mattress	CY	$237.50	0	$0.00			$0.00		0		0%	
Revetment	CY	$237.50	0	$0.00			$0.00		0		0%	
Wall	CY	$237.50	0	$0.00			$0.00		0		0%	
Paved Ditch (4" Thick)												
Concrete (Non-reinforced)	SY	$94.50	0	$0.00			$0.00		0		0%	
Bituminous Concrete (4")	SY	$43.50	0	$0.00			$0.00		0		0%	
Sodded Ditch												
Sodded Ditch(Incl Fine Grading)	SY	$15.03	0	$0.00			$0.00		0		0%	
STREET CONSTRUCTION												
ROADS AND PARKING												
Soil Stabilization												
Cement 6%	SY/ Inch	$20.00	0	$0.00			$0.00		0		0%	
Depth (in Inches):	Depth					0						
Lime 6%	SY/ Inch	$14.00	0	$0.00			$0.00		0		0%	
Depth (in Inches):	Depth					0						

Subbase, Aggregated Material											
Base Type I	SY/ Inch	$12.95	4840	$501,424.00		$0.00		0		0%	
Depth (in Inches):	Depth	8			8						
Bituminous Concrete											
Base Course	SY/ Inch	$7.00	4840	$84,700.00		$0.00		0		0%	
Depth (in Inches):	Depth	2.5			2.5						
Intermediate Course	SY/ Inch	$7.00	4840	$50,820.00		$0.00		0		0%	
Depth (in Inches):	Depth	1.5			1.5						
Top Course	SY/ Inch	$7.00	4840	$16,940.00		$0.00		0		0%	
Depth (in Inches):	Depth	0.5			0.5						
Prime Coat	SY	$1.38	0	$0.00		$0.00		0		0%	
Tack Coat	SY	$1.38	4840	$6,679.20		$0.00		0		0%	
Driveway Restoration											
4” Concrete & 4” Gravel	SY	$75.00	0	$0.00		$0.00		0		0%	
2” S-5 & 7 6” Gravel	SY	$29.98	0	$0.00		$0.00		0		0%	
Shoulders, Type I											
Aggregated Base, 4”	SY	$15.00	0	$0.00		$0.00		0		0%	
Concrete Curbing											
Curb & Gutter CG6 & CG7	LF	$31.50	0	$0.00		$0.00		0		0%	
Curb Cut, CG-12 DetectableSurf.	EA	$1,044.00	0	$0.00		$0.00		0		0%	
Entrances/ Driveways											
Commercial Entrance CG-11	SY	$87.00	377	$32,799.00		$0.00		0		0%	
Commercial Entrance CG-13	SY	$87.00	0	$0.00		$0.00		0		0%	
Residential Driveway Apron	EA	$2,254.50	0	$0.00		$0.00		0		0%	
Guardrails											
Std. Blocked-out W beam(GR2)	LF	$53.50	0	$0.00		$0.00		0		0%	
Std. W beam, Weak Post GR8	LF	$53.50	0	$0.00		$0.00		0		0%	
Terminal, GR-6 (L=12’-6”)	EA	$3,880.50	0	$0.00		$0.00		0		0%	
Terminal, GR-7 (L=6’-3”)	EA	$3,880.50	0	$0.00		$0.00		0		0%	
Type I, GR-8 Terminal (L=25’)	EA	$3,580.50	0	$0.00		$0.00		0		0%	
Type II, GR-8 Terminal(L=13’-6”)	EA	$1,701.00	0	$0.00		$0.00		0		0%	
Terminal, MB-4 (L=37’-6”)	EA	$3,580.50	0	$0.00		$0.00		0		0%	
Type I, MB-5 Terminal(L=27’-1)	EA	$3,580.50	0	$0.00		$0.00		0		0%	
Type II, MB-5 Terminal(L=13’-6)	EA	$1,701.00	0	$0.00		$0.00		0		0%	
Miscellaneous											
Trash enclosure - Brick 6' high	LF	$7,336.50	0	$0.00		$0.00		0		0%	
Reinforced Concrete Pad 6" to 8"	SY	$150.00	0	$0.00		$0.00		0		0%	
Striping 4" width (VDOT Type	LF	$2.50	0	$0.00		$0.00		0		0%	
B)											
Concrete Wheel Stops	EA	$90.00	0	$0.00		$0.00		0		0%	
Parking Lot Striping	EA	$50.00	2	$100.00		$0.00		0		0%	
Sign Island	EA	$850.00	0	$0.00		$0.00		0		0%	
Traffic Barricade	EA	$133.50	0	$0.00		$0.00		0		0%	
Street Name Signs	EA	$594.50	0	$0.00		$0.00		0		0%	
Traffic Control Signs	EA	$512.00	2	$1,024.00		$0.00		0		0%	
Street Light (pole, bracket,light)	EA	$5,938.00	0	$0.00		$0.00		0		0%	
SIDEWALKS AND TRAILS											
Sidewalk											
Concrete 4” w/WWF, No base	SY	$58.50	85	$4,972.50		$0.00		0		0%	
Bitum. Conc, 2” w/4” Base	SY	$42.00	0	$0.00		$0.00		0		0%	
4” Conc, No Reinf., No Base	SY	$58.50	0	$0.00		$0.00		0		0%	
HANDRAIL											
Handrail 3 Rail 1-1/4” #4 Finish	LF	$143.00	0	$0.00		$0.00		0		0%	
Wood Chip Trail											
Trails(Incl Excavation &	SY	$77.00	0	$0.00		$0.00		0		0%	
Grading) Wood chip, 4’ wide	SY	$21.00	0	$0.00		$0.00		0		0%	

Bituminous Trail											
6’ to 10' wide	SY	$22.00	0	0		$0.00		0		0%	
CRITICAL SLOPE STABILIZATION											
Paved Flume	SY	$100.00	0	$0.00		$0.00		0		0%	
Stmwtr Conc Channel-Excav	SY	$97.00	0	$0.00		$0.00		0		0%	
ADD Grass Lined-seeded	SY	$19.00	0	$0.00		$0.00		0		0%	
ADD Grass Lined-sodded	SY	$26.00	0	$0.00		$0.00		0		0%	
Outlet Protection											
Non-grouted Riprap 18”	SY	$87.00	170	$14,790.00		$0.00		0		0%	
Concrete 4”	SY	$70.00	0	$0.00		$0.00		0		0%	
Level Spreader	SY	$5.77	0	$0.00		$0.00		0		0%	
Struc Streambank Protection											
Non-grouted Riprap 18”	SY	$87.00	0	$0.00		$0.00		0		0%	
Gabions	CY	$255.00	0	$0.00		$0.00		0		0%	
Vegetative Erosion Control											
Sodding incl Fertilizing –Banks	SY	$9.00	0	$0.00		$0.00		0		0%	
Sodding incl Fertilizing – Flat	SY	$9.00	0	$0.00		$0.00		0		0%	
Seeding incl Fertilizing	SY	$3.00	0	$0.00		$0.00		0		0%	
Soding W/Soil Treat &Watering	SY	$9.00	0	$0.00		$0.00		0		0%	
Seeding W/Soil Treat &Watering	SY	$3.00	0	$0.00		$0.00		0		0%	
Straw Mulch w/Tack	SY	$2.00	0	$0.00		$0.00		0		0%	
Jute Mesh	SY	$2.00	0	$0.00		$0.00		0		0%	
SPECIAL ITEMS											
FEMA ProcessingLOMR/CLOMR	EA	$10,240.00	0	$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	$0.00		$0.00		0		0%	
SIGNALIZATION	LS	$0.00	0	$0.00		$0.00		0		0%	



EFFECTIVE PERIOD OF BOND (IN MONTHS)	**36**
TOTAL ESTIMATE OF COMPLETED WORK	**$1,228,284.91**
+ 10% CONTINGENCY	**$122,828.49**
GRAND TOTAL	**$1,351,113.40**
FINAL PRICE (+ 4% ANNUAL INTEREST)	**$1,519,818.82**

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	**$1,519,818.82**

Kimley»Horn

Memorandum

To: Lane Tobin
Civil & Environmental Consultants, Inc.
786 Foxcroft Ave
Martinsburg, WV 25401

From: Mark Phillips, P.E.

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

Date: June 23, 2026

Subject: Thomfair Storage Units Bond Initiation Review

This memorandum summarizes our review of the Bond Initiation for the Thomfair Storage Units (dated June 23, 2026, prepared by Civil & Environmental Consultants, Inc.) for 5 storage units (64,350 SF), one access loop road and through roads connecting to Somerset Blvd (WV County Route 1550) on 4.17 acres. The site is currently zoned Neighborhood Commercial. The Bond initiation amount is for $1,519,818.82.

Kimley-Horn's review of this application is limited to the Bond Initiation Application, final approved plans, and quantities provided. Based on our review, we have no comments.

Thank you for the opportunity to review this Bond Initiation. 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 AGREEMENT - IRREVOCABLE LETTER-OF-CREDIT

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, Thomfair LLC / Thomfair Storage Units, 170 John J Thomas Way, Charles Town, WV 25414, is held and firmly bound to the **CITY COUNCIL OF CITY OF CHARLES TOWN**, a West Virginia public corporation with control and supervisory functions over the City of Charles Town Planning Commission, in the penal sum of

$1,519,818.82 *(Dollar amount in figures)*

One million five hundred nineteen thousand eight hundred eighteen and 82/100 *(Dollar amount in words)*,

for the completion of erosion and sediment control devices, storm water management measures, site grading & drainage, roadways, water and sewer systems, utility lines, paving, property corners, and all other site improvements and associated appurtenances, for the payment of which, well and truly to be made, it binds itself, its successors in title and assigns.

The condition of the above obligation is such that, whereas, the City of Charles Town Planning Commission has approved and consented to the recordation in the Office of the County Clerk of Jefferson County, the Final Plat of the Thomfair Storage Units, and residue, an improvement of lands of Thomfair LLC, the property is located at Somerset Blvd., adjacent to Tractor Supply, which is to consist of one commercial lot on 4.1726 acres, more or less, with roadways and appurtenances thereto, for the purpose of leasing storage units to lessees thereof, and whereas, the site improvements required to be made on such property, as required by the City of Charles Town Subdivision Ordinance and the construction plans have not yet been made, which improvements are detailed in Planning Commission file no. SLD2025-05.

NOW THEREFORE, if the developer of the Thomfair LLC / Thomfair Storage Units, shall well and truly complete the construction and installation of such site improvements by August 10, 2027 and pay all costs attendant thereto, in compliance with the City of Charles Town Subdivision Ordinance, then this bond shall be wholly null and void; otherwise, it shall remain in full force and effect.

Form: Irrevocable Letter of Credit

A. The City Council of City of Charles Town, West Virginia, shall execute and deliver to the Maker hereof complete or partial satisfaction of this bond when the same is requested by the Maker hereof, according to the following provisions:

1. A complete satisfaction and exoneration shall be granted by the City Council of City of Charles Town upon presentation of evidence by the Maker that all terms and conditions of this bond have been satisfied.
2. Requests for partial satisfaction may be made from time to time; provided that such requests are for no less than the minimum amounts established by the Site Improvements Bonding & Bond Surety Policy; partial satisfaction shall be granted upon presentation of evidence by the Maker that work equal in value to the amount of the satisfaction requested, has been completed and that all terms and conditions of the surety sought to be partially satisfied have been satisfied.
3. However, in the event that a previously approved and released component of the site improvements has failed before the final bond release, the developer shall be responsible for correcting, repairing or replacing the failed site improvement. No further bond reductions or final bond release shall occur until the developer has corrected, repaired, or replaced the failed site improvement to the satisfaction of the Chief City Engineer; or the developer has re-posted the bond surety necessary to cover the costs of the repair or replacement of the failed component, to the satisfaction of the Chief City Engineer.
4. The City Council of City of Charles Town shall not consent to any satisfaction under provisions 1 and 2 above, until being first provided with a written statement from the City Engineer certifying that required improvements have been satisfactorily completed. Furthermore, the City Council of City of Charles Town shall not consent to any satisfaction under provisions 1 or 2 above, until the Maker has paid the City Council of City of Charles Town a fee, in accordance with the prevailing fee schedule, for each site inspection (after the erosion & sediment control devices have been inspected and approved) performed by the City Engineer at the request of the Maker.

B. The Bond is secured by an Irrevocable Letter-of-Credit (LC # 5004321), dated the 10th day of August 2026 from Citizens National Bank (CNB), 101 S Washington Street, Berkeley Spring, WV 25411 which is on file in the offices of the City of Charles Town Department of Community Development. By acceptance of the above irrevocable letter-of-credit as security, the following conditions shall apply:

1. Lending institution is insured by the Federal Deposit Insurance Corporation (FDIC) with offices and license to practice banking in West Virginia with a Sheshunoff National rating of at least 35 and with total letter of credit exposure of the City at the lending institution limited to no more than 50 percent of the institution's equity capital, unless agreed to by the City Council.
2. The Irrevocable Letter-of-Credit in the amount of $1,519,818.82 shall be attached to this document and made a part hereof; and
3. The irrevocable letter of credit shall be clearly written to provide the beneficiary with direct and immediate access to the loan funds upon submission by the beneficiary of a written and signed draft request; and
4. An irrevocable letter-of-credit shall remain in full force and effect as security for this Bond until such time as the bond is released.
5. The expiration date shall be at least six (6) months after the date by which the Performance Agreement must be performed.
6. Letter of credit must contain the conditions of automatic renewal providing that the letter of credit will automatically be extended for additional period of six months unless the City Manager is notified in writing, by certified mail, with return receipt request, at least ninety (90) days in advance of the

present or future expiration date, that the issuing bank does not intend to extend such letter of credit.

7. Signed draft requests against the irrevocable letter-of-credit will be made by the City of Charles Town Council (beneficiary) for one or both of the two following reasons:
   A. Failure on the part of Thomfair LLC / Thomfair Storage Units, to complete improvements according to the terms of this bond.
   B. Failure on the part of Thomfair LLC / Thomfair Storage Units, to renew the irrevocable letter-of-credit thirty (30) days prior to the expiration date.
8. Drafts made against the irrevocable letter-of-credit by the City of Charles Town Council will be used exclusively for the purpose of completion of site improvements herein required.
9. Drafts made against the irrevocable letter-of-credit for reason 4A above, will be used by the City of Charles Town Council to complete or procure the completion of improvements herein above required.
10. Drafts made against the irrevocable letter-of-credit for reason 4B above, will be escrowed with a local bank or savings and loan association by the City of Charles Town Council and will be held, during the life of this bond, for the purpose of guaranteeing improvements herein above required.

Witness the following signatures and seals:

WITNESS:

Date: 8/11/26

Thomfair LLC

Thomfair Storage Units

By: _____

Print Name: John I. Thomas Jr.

Title: Manager

Date: 8/11/26

WITNESS:

_____

Date: _____

CITY COUNCIL OF CITY OF CHARLES TOWN, WEST VIRGINIA

By: _____

Print Name: _____

Title: _____

Date: _____

Form: Irrevocable Letter of Credit

City of Charles Town
101 East Washington Street
P.O. Box 14
Charles Town, WV 25414

Re: Irrevocable Letter-of-Credit # 5004321
Amount $1,519,818.82

Dear City of Charles Town Council:

By this letter, CNB Bank, Inc. hereby establishes an Irrevocable Letter-of-Credit, No.5004321, and authorizes you to draw on us for the account of Thomfair, LLC up to an aggregate amount of $1,519,818.52, subject to the terms and conditions stated herein.

Draws under this Letter-of-Credit are available by your draft presented to our Bank at 14994 Apple Harvest Drive, Martinsburg, WV, on or before its expiration on August 10, 2027, and accompanied by the following documents:

1. A certification executed and signed by a duly authorized member of the City Council of City of Charles Town, West Virginia, that Thomfair LLC has failed to perform its obligation under, and according to, the terms of that certain construction bond agreement, attached hereto and made a part hereof; and

2. The original Letter-of-Credit.

We hereby agree that drafts under and in compliance with the terms of this Letter-of-Credit will be duly honored if presented as aforesaid on or before its expiration on August 10, 2027.

Except as otherwise stated herein, this credit is subject to the Uniform Commercial Code and shall be construed under the laws of the State of West Virginia. Any draft upon this Letter-of-Credit shall be marked "Drawn under CNB Bank, Inc. Letter-of-Credit" for Thomfair LLC dated August 10, 2026.

Very Truly Yours,

CNB Bank, Inc.
Charles E. Lowery
VP / Commercial Banker
August 11, 2026

Form: Irrevocable Letter-of-Credit

CNB Bank
We're right here

101 S. Washington St. • Berkeley Springs, WV 25411
888-258-1520 • www.cnb.bank

L/C Number: 5004321

RE: IRREVOCABLE COMMERCIAL LETTER OF CREDIT

City of Charles Town
101 E. Washington St,
Charles Town, WV 25414
Attention: City of Charles Town

Dear City of Charles Town:

On behalf of THOMFAIR LLC, CNB Bank, Inc. ("Issuer") has established this Irrevocable Commercial Letter of Credit ("Credit") in favor of City of Charles Town ("Beneficiary"), up to the maximum stated amount of One Million Five Hundred Nineteen Thousand Eight Hundred Eighteen and 82/100 Dollars ($1,519,818.82). This Credit shall expire on August 10, 2027 ("Expiration Date").

Payment to the Beneficiary will be made upon presentation of a sight draft drawn on us.

This Credit must be presented with the Beneficiary's drawing.

A draft must bear upon its face the statement "Drawn under Letter of Credit No. 5004321" and be accompanied by the following documents:

- Certified statement by an authorized representative of the beneficiary as well as a signed statement by the planning director.

This Credit is not transferable. Any successor or assignee of the Beneficiary will not constitute a transferee of Credit.

The Issuer will honor a draft drawn and presented under and in compliance with the terms this Credit contemplates if presented to Issuer at Issuer's address set forth above on or before the Expiration Date.

This Credit shall be governed by and construed in accordance with the laws of the State of West Virginia.

The Uniform Customs and Practice for Documentary Credits ("UCP") as most recently published by the International Chamber of Commerce ("ICC") is incorporated herein by reference and shall apply to the Credit. The UCP shall prevail in the case of a conflict between the UCP and the laws of the State of West Virginia.

CNB Bank, Inc.

By: Charles Lowery
Its: VP/ Commercial Banker

8/10/2026
Date

© TruStage Compliance Solutions 2004-2024

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1817: Tree Removal from Sidewalk

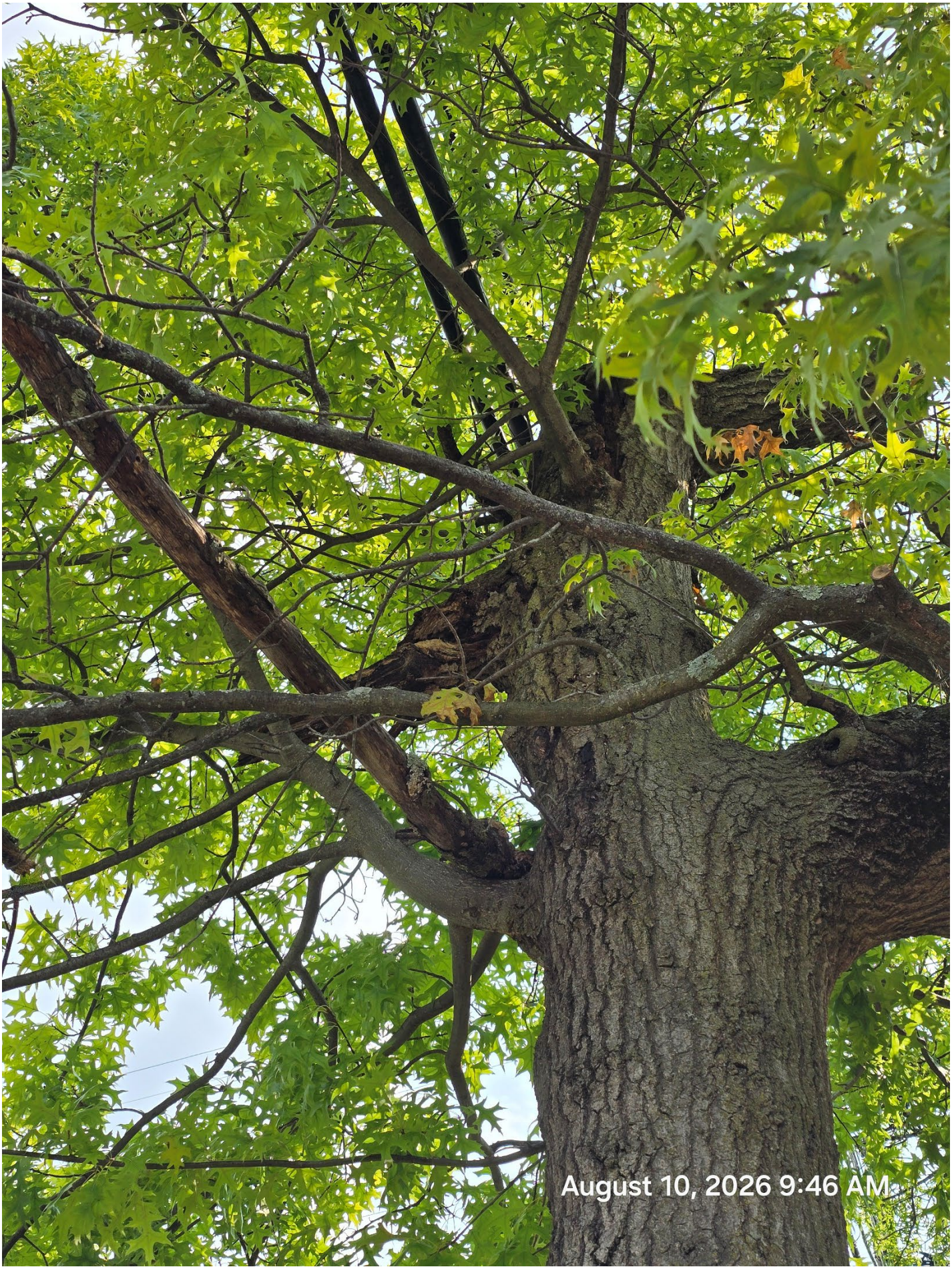
The Tree Board voted to approve a resident's request to remove a tree from the center of a sidewalk so the homeowner can replace the sidewalk. Resident is seeking approval to remove the tree.

ATTACHMENTS:
- 419 E Liberty tree removal request.pdf


F150
95Y 674
DECK & FENCE
304-535-2179
August 10, 2026 9:39 AM


August 10, 2026 9:39 AM


August 10, 2026 9:39 AM


August 10, 2026 9:46 AM


August 10, 2026 9:46 AM

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Appointment
Initiator:

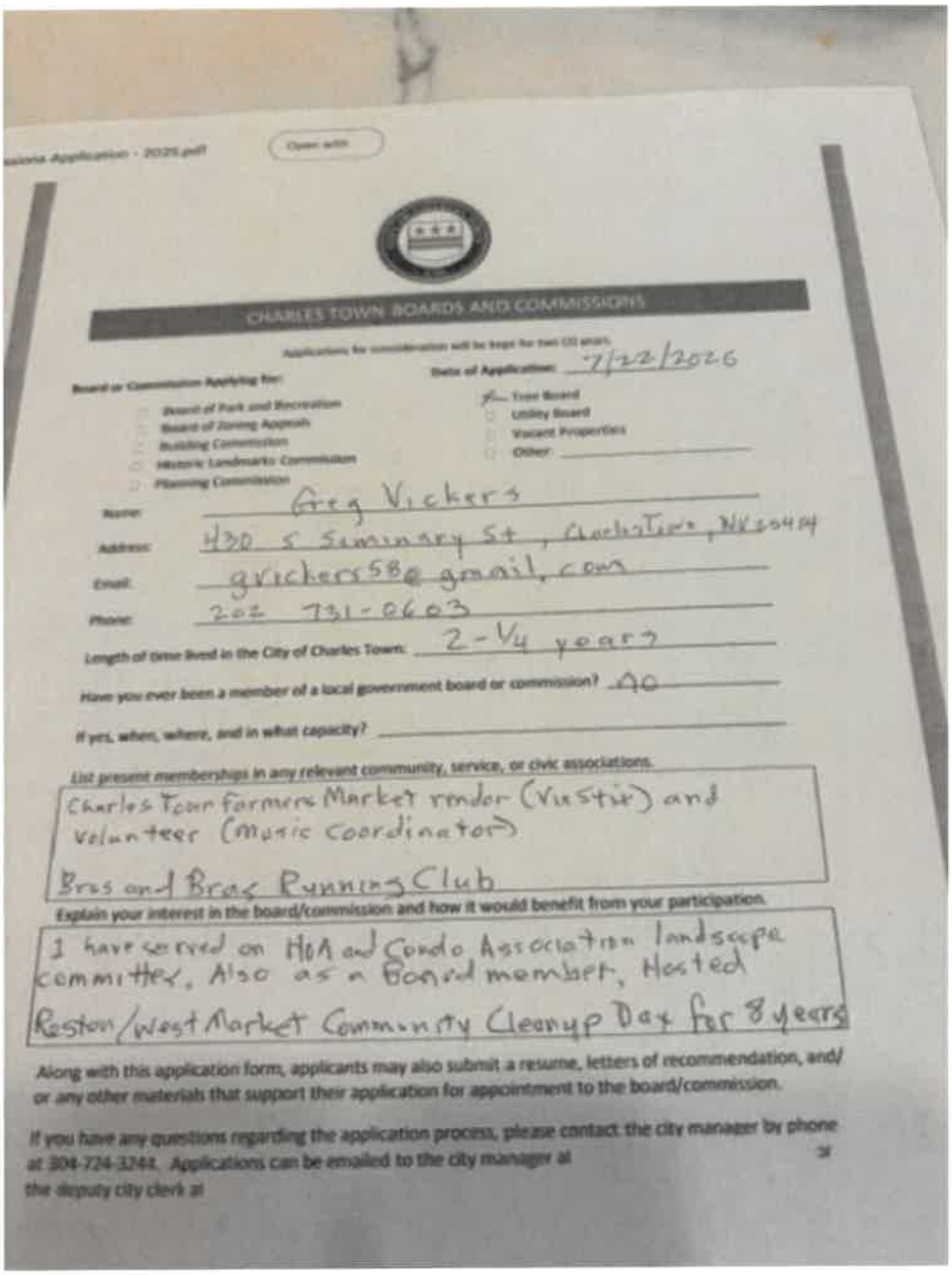
SCHEDULED

AGENDA ITEM (ID #)

2026-1826: Charles Town Tree Board Appointment - Term Ending December 2027

ATTACHMENTS:

- Mr. Greg Vickers.pdf
- Boards and Commissions Application - 2025 Mr. Mitchell.pdf



...sions Application - 2025.pdf

Open with

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for:

Date of Application: 7/22/2026

- ☐ Board of Park and Recreation
- ☐ Board of Zoning Appeals
- ☐ Building Commission
- ☐ Historic Landmarks Commission
- ☐ Planning Commission
- ☑ Tree Board
- ☐ Utility Board
- ☐ Vacant Properties
- ☐ Other: _____

Name: Greg Vickers

Address: 430 S Seminary St, Charles Town, WV 25414

Email: gvickers58@gmail.com

Phone: 202 731-0603

Length of time lived in the City of Charles Town: 2-1/4 years

Have you ever been a member of a local government board or commission? No

If yes, when, where, and in what capacity? _____

List present memberships in any relevant community, service, or civic associations.

Charles Town Farmers Market vendor (Vu Stir) and volunteer (Music Coordinator)

Bros and Bros Running Club

Explain your interest in the board/commission and how it would benefit from your participation.

I have served on HOA and Condo Association landscape committee. Also as a Board member. Hosted Reston/West Market Community Cleanup Day for 8 years

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the city manager by phone at 304-724-3744. Applications can be emailed to the city manager at

the deputy city clerk at

CHARLES TOWN BOARDS AND COMMISSIONS

Applications for consideration will be kept for two (2) years.

Board or Commission Applying for:

- ☒ Board of Park and Recreation
- ☐ Board of Zoning Appeals
- ☐ Building Commission
- ☐ Historic Landmarks Commission
- ☐ Planning Commission
- ☒ Tree Board
- ☐ Utility Board
- ☐ Vacant Properties
- ☐ Other: _____

Date of Application: Aug 6 2026

Name: Thomas D Mitchell

Address: 123 Tate Manor dr Charles town wv 2541

Email: mitchellthomas146@gmail.com

Phone: 5717521565

Length of time lived in the City of Charles Town: About 18 years

Have you ever been a member of a local government board or commission? I have not

If yes, when, where, and in what capacity? _____

List present memberships in any relevant community, service, or civic associations.

Explain your interest in the board/commission and how it would benefit from your participation.

I would like to serve my community and I believe this is one way to do so. I think that if everybody gets involved that it will help improve everything in our community.

Along with this application form, applicants may also submit a resume, letters of recommendation, and/or any other materials that support their application for appointment to the board/commission.

If you have any questions regarding the application process, please contact the city manager by phone at 304-724-3244. Applications can be emailed to the city manager at bmanuel@charlestownwv.us or the deputy city clerk at cvezzosi@charlestownwv.us

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1837: Interim City Manager Stipend - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1838: City Manager Advertisement and Recruitment Process

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1839: FY2027 General Fund Revision #2

ATTACHMENTS:

- FY 2027 GF Revision #2.pdf

FY 2026-2027
General Fund Budget

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

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	REVISION #2	CURRENT BUDGET	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES
REVENUES										
300-050 Unassigned Fund Balance (Carryover)	650,000	1,558,120		2,208,120	2,208,120	(0)	100%	Estimated carryover balance for fiscal year ending 2026	Increased carryover to reflect actual balance as of 6/30/26	
301-010 Taxes - Ad Valorem	2,021,996			2,021,996	-	2,021,996	0%	Property taxes		
301-060 Supplemental Taxes	40,000			40,000	-	40,000	0%	Property taxes owed from previous years, but paid in the current fiscal year		
302-000 Interest and Penalty	10,000			10,000	-	10,000	0%	Interest and penalties on property taxes		
303-000 Gas & Oil Severance Tax	20,000			20,000	-	20,000	0%	5% severance tax on gross receipts at the well head of oil and natural gas		
304-000 Utility Tax (2%)	300,000			300,000	1,120	298,880	0%	Public utility services taxes		
305-000 Business & Occupation (B&O) Tax	2,056,946			2,056,946	662,026	1,394,920	32%	B&O taxes as well as estimated receipts from HDL collections service efforts		
306-000 Liquor Tax	25,000			25,000	8,176	16,824	33%	Tax on purchase of intoxicating liquors		
307-000 Animal Control Tax	1,600			1,600	-	1,600	0%	This is donated back to the county each year under Dog Warden		
308-000 Hotel/Motel Tax	175,000			175,000	14,714	160,286	8%	3 traditional hotels (Rodeway Inn, Days Inn, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, Airbnb, Hotel Tonight, Evolve Vacation Rental Network)		
320-000 Court Costs, Fees & Charges	260,000			260,000	18,181	241,819	7%			
321-000 Parking Violation Penalties	40,000			40,000	2,920	37,080	7%			
325-000 Business License Revenue	45,000			45,000	5,780	39,220	13%			
326-000 Building Permit Fees	750,000			750,000	68,133	681,867	9%	Building activity increasing/expected to remain strong through FY2027 with new development projects on the horizon and increases in permit fee structure		
328-000 Franchise Tax	65,000			65,000	-	65,000	0%	Cable Franchise		
329-000 Rental Registration Fees	1,000			1,000	-	1,000	0%			
330-000 International Registration Plan (IRP) Fees	70,000			70,000	12,836	57,164	18%	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		
339-000 Emergency Service Fee	1,700			1,700	-	1,700	0%	Revenue from utility bills for EMS (5 cents)		
340-000 Parks & Rec Fee	1,700			1,700	-	1,700	0%	Revenue from utility bills for parks and recreation (5 cents)		
342-000 Parking Meter Revenues	50,000			50,000	6,597	43,403	13%	Revenue from parking meters and parking permits including ParkMobile ap		
345-000 Rents & Concessions	60,000			60,000	5,730	54,270	10%	CTUB rental of 661 space ($30,000); CWH tenant rental ($30,000) Rouss Hall tenant rental ($5000)		
353-000 Zoning Fee	20,000			20,000	14,429	5,571	72%	Planning Commission zoning application fees		
355-000 Street Improvement Fee	150,000			150,000	-	150,000	0%	Revenue from utility bills for street improvements ($4 per month)		
365-040 Federal Government Grants	41,700	189,000		230,700	-	230,700	0%	DOJ/COPS grant for additional police officer. $125,000 across 3 years	Remaining HUD grant funds from FY 2026	
366-000 State Government Grants	3,000			3,000	-	3,000	0%	Fairs and Festivals grant for WV Fest and Christmas Parade		
367-000 Other Grants				-	-	-		Donations to police department and Tree Board		
369-000 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	400,000	1,367,000	23%	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.		
376-000 Gaming Income	250,000			250,000	20,606	229,394	8%	Gaming receipts average $19K to $23K per month		
379-000 Gain/Loss - Sale of Fixed Assets				-	250	(250)				
380-000 Interest Income (Operating Acct)	25,000			25,000	-	25,000	0%	Interest on checking accounts		
381-000 Reimbursements	130,000			130,000	1,345	128,655	1%	SRO reimbursement ($60,000); crossing guards ($40,000); police overtime reimbursements ($10,000); Fuel Refunds ($9600); Pcard Rebate ($6000); Alarm Calls ($2000)		
381-000 Lein Reimbursements				-	-	-				
382-000 Refunds - Overpayments	500			500	17,195	(16,695)	3439%			
386-000 Insurance Claims				-	-	-				
392-000 Property Rehabilitation	7,500			7,500	-	7,500	0%	Vacant Structures Fees		
387-000 Filing Fees	200			200	-	200	0%	Filing Fees Revenue - Election in FY 2027. 1% of annual salary per person		
397-000 Video Lottery	700,000			700,000	24,043	675,957	3%	Video lottery receipts average $13.4K to $22.2K per week		
399-000 Misc Revenue	7,500			7,500	693	6,807	9%	Yard waste stickers and fingerprints		
399-020 Special Events - WV Fest	15,000			15,000	-	15,000	0%	Vendor registration fees and sponsors for WV Fest		
399-030 Special Events - General	1,000			1,000	100	900	10%	Special activities fees		
399-040 Special Events - CW Hall	15,000			15,000	2,200	12,800	15%	CW Hall public rental fees		
399-070 Special Events - Car Show	7,500			7,500	1,155	6,345	15%	Car show registration and sponsors		
TOTAL REVENUES	**9,785,842**	**1,747,120**	**-**	**11,532,962**	**3,496,347**	**8,036,614**	30%			

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	REVISION #2	CURRENT BUDGET	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES
EXPENSES										
ECONOMIC DEVELOPMENT - 402										
402-103 Salaries	83,000			83,000	9,062	73,938	11%	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement		
402-104 FICA	6,600			6,600	693	5,907	11%	FICA @ 7.65%		
402-105 Group Insurance	10,000	1,000		11,000	947	10,053	9%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs	
402-106 Retirement	7,000			7,000	816	6,184	12%	PERS I & II Employer Contribution 8%		
402-109 OPEB	250	400		650	50	600	8%	RHBT Insurance	Allowance for anticipated retirement insurance increase	
402-110 Fringe Benefits	1,800			1,800	181	1,619	10%	457(b) Deferred Compensation Employer Contribution (3%)		
402-211 Telephone	500			500	33	467	7%	Cell phone		
402-214 Travel	3,000			3,000	-	3,000	0%	2 National Conferences; airfare, lodging, per-diem		
402-220 Advertising/Legal Publications	500			500	-	500	0%			
402-221 Training & Education	2,500			2,500	-	2,500	0%	Economic Development Certifications		
402-222 Dues & Subscriptions	3,100			3,100	-	3,100	0%	IEDC Membership (400), Music Subscription ($250); QR Code Subscriptions ($180); Map Ap Subscription ($2100); Imagine AI ($100)		
402-223 Professional Services	3,000			3,000	-	3,000	0%	Engineering services, appraisals, renderings		
402-341 Departmental Supplies	5,000			5,000	1,000	4,000	20%	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**	**12,782**	**114,868**	10%			
MAYOR'S OFFICE - 409										
409-101 Salary	12,500			12,500	1,000	11,500	8%	Mayor's Salary		
409-104 FICA Tax Expense	1,000			1,000	77	924	8%	FICA @ 7.65%		
409-211 Telephone	600			600	48	552	8%	Cell phone		
409-214 Travel Expense	2,000			2,000	-	2,000	0%	WV Municipal League conference & other trainings		
409-221 Training & Education	1,000			1,000	-	1,000	0%	WV Municipal League conference & other trainings		
409-341 Departmental Supplies	500	2,500		3,000	2,475	526	82%	Ceremonial Keys to the City and Coins	Allowance for purchase of ceremonial coins	
409-568 Community Contributions	2,000			2,000	-	2,000	0%			
TOTAL MAYOR'S OFFICE	**19,600**	**2,500**	**-**	**22,100**	**3,599**	**18,501**	16%			
COUNCIL - 410										
410-101 Salaries	40,000			40,000	3,333	36,667	8%	Eight Council Members at $5,000 annual salary		
410-104 FICA Tax Expense	3,100			3,100	255	2,845	8%	FICA @ 7.65%		
410-214 Travel Expense	5,000			5,000	-	5,000	0%	WV Municipal League conference & other trainings		
410-221 Training & Education	3,000	1,100		4,100	-	4,100	0%	WV Municipal League Conference Registration ($450 per registration) & other trainings	Allowance for participation in Leadership Jefferson program	
410-341 Departmental Supplies	1,000			1,000	-	1,000	0%			
TOTAL COUNCIL	**52,100**	**1,100**	**-**	**53,200**	**3,588**	**49,612**	7%			
CITY MANAGER - 412										
412-103 Salaries	205,000			205,000	22,857	182,143	11%			
412-104 FICA Tax Expense	18,000			18,000	1,749	16,251	10%	FICA Tax @ 7.65%		
412-105 Group Insurance	23,000			23,000	2,131	20,869	9%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)		
412-106 Retirement	18,000			18,000	2,057	15,943	11%	PERS I & II Employer Contribution 8%		
412-108 Overtime	2,500			2,500	-	2,500	0%			
412-109 OPEB	250	400		650	50	600	8%	RHBT Insurance	Allowance for anticipated retirement insurance increase	
412-110 Fringe Benefits	6,200			6,200	683	5,517	11%	457(b) Deferred Compensation Employer Contribution (3%)		
412-211 Telephone	550			550	-	550	0%	Cell phone service		
412-214 Travel Expense	1,500			1,500	-	1,500	0%	WVML Trip, City Clerk Election Training		
412-220 Advertising	1,500			1,500	-	1,500	0%	Job advertising		
412-221 Training & Education	1,000			1,000	-	1,000	0%	WVML Conference, City Clerk Election Training		
412-222 Dues & Subscriptions	1,000			1,000	85	915	9%	ICMA and WVML Fees.		
412-223 Professional Services	500			500	-	500	0%	Background checks for City Manager candidates.		
412-341 Departmental Supplies	750			750	-	750	0%	Office Supplies		
TOTAL CITY MANAGER	**279,750**	**400**	**-**	**280,150**	**29,612**	**250,538**	11%			
TREASURER - 413										
413-103 Salaries	275,000			275,000	25,531	249,469	9%	Director of Finance, Accounting Clerk I, Accounting Clerk II, Accounting Clerk III salaries, 2.5% merit, and holiday supplements.		
413-104 FICA Tax Expense	23,000			23,000	2,055	20,945	9%	FICA Tax @ 7.65%		
413-105 Group Insurance	40,000			40,000	3,650	36,350	9%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)		
413-106 Retirement	25,000			25,000	2,062	22,938	8%	PERS I & II Employer Contribution 8%		
413-108 Overtime	3,700			3,700	1,334	2,366	36%			
413-109 OPEB	750	1,100		1,850	150	1,700	8%	RHBT Insurance	Allowance for anticipated retirement insurance increase	
413-110 Fringe Benefits	7,100			7,100	725	6,375	10%	457(b) Deferred Compensation Employer Contribution (3%)		
413-214 Travel Expense	1,500			1,500	-	1,500	0%	Biannual Director & Acct. Clerk III - WV Government Finance Officers Association Training		
413-218 Postage	2,000			2,000	-	2,000	0%	Certified Mailings for collections communications		
413-220 Advertising/Legal Pubs	2,500			2,500	-	2,500	0%	Financial statement publication $625, Levy Estimate $425 and job advertising.		
413-221 Training & Education	1,000			1,000	-	1,000	0%	GFOA bi-annual trainings.		
413-222 Dues & Subscriptions	1,000			1,000	750	250	75%	GFOA memberships for Finance Director and Accounting Clerk III		
413-223 Professional Services	2,500			2,500	-	2,500	0%	Police pension annual report ($2100) Background Checks for New Hires ($100)		
413-224 Audit Costs	50,000	22,000		72,000	-	72,000	0%	Perry & Associates and J.C. Kunkle FY26 Compilation and Preparation of Audit	Allowance for FY 2025 audit expenses	
413-230 Contracted Services - B&O Collections	20,000			20,000	-	20,000	0%	Fees for collection services		
413-238 Refunds	50,000			50,000	-	50,000	0%			
413-341 Departmental Supplies	1,500			1,500	33	1,467	2%	Office Supplies		
413-353 Computer Software/Tech		45,000		45,000	35,294	9,707	78%	Tyler Technologies - Incode Annual License Fee ($35,000 for ERPRO 10 & $10,000 for ERPRO 9)		
TOTAL TREASURER	**506,550**	**68,100**	**-**	**574,650**	**71,585**	**503,065**	12%			

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	REVISION #2	CURRENT BUDGET	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES
COURT CLERK - 415										
415-103 Salaries	72,000			72,000	8,026	63,974	11%	Court Clerk Salary, 2.5% merit, and holiday supplement		
415-104 FICA	5,900			5,900	614	5,286	10%	FICA Tax @ 7.65%		
415-105 Group Insurance	21,000			21,000	1,859	19,141	9%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)		
415-106 Retirement	6,000			6,000	722	5,278	12%	PERS I & II Employer Contribution 8%		
415-108 Overtime	1,000			1,000	-	1,000	0%			
415-109 OPEB	250	400		650	50	600	8%	RHBT Insurance	Allowance for anticipated retirement insurance increase	
415-110 Fringe Benefits	2,300			2,300	235	2,065	10%	457(b) Deferred Compensation Employer Contribution (3%)		
415-214 Travel	500			500	-	500	0%	Court Clerk training		
415-218 Postage	500			500	-	500	0%	Certified mailings for court communications		
415-220 Advertising/Legal Publications				-	-	-				
415-221 Training & Education	750			750	-	750	0%	WVML training and Election training.		
415-230 Contracted Services	25			25	-	25	0%	Flu shot		
415-238 Refunds	1,000			1,000	-	1,000	0%			
415-341 Departmental Supplies	750			750	-	750	0%	Ink cartridges, paper stock		
TOTAL COURT CLERK	**111,975**	**400**	**-**	**112,375**	**11,507**	**100,868**	10%			
POLICE JUDGES - 416										
416-103 Salaries	44,000			44,000	3,250	40,750	7%	Two Municipal Court judges ($6000); three magistrates ($18,000); two prosecuting attorneys($13,000); extra $2000 for special judge, and holiday supplements ($1750).		
416-104 FICA	3,600			3,600	249	3,351	7%	FICA Tax @ 7.65%		
416-214 Travel	500			500	-	500	0%	WV State mandated annual training for magistrates & judges		
416-221 Training & Education	1,000			1,000	-	1,000	0%	WV State mandated annual training for magistrates & judges		
416-223 Professional Services	1,000			1,000	280	720	28%	Fees for translator.		
TOTAL POLICE JUDGES	**50,100**	**-**	**-**	**50,100**	**3,779**	**46,321**	8%			
CITY ATTORNEY - 417										
417-103 Salaries	170,000			170,000	18,883	151,117	11%	Attorney salary plus 2.5% merit and holiday supplement		
417-104 FICA	13,600			13,600	1,445	12,155	11%	FICA @ 7.65%		
417-105 Group Insurance	1,700	300		2,000	333	1,667	17%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs	
417-106 Retirement	15,000			15,000	1,699	13,301	11%	PERS I & II Employer Contribution 8%		
417-109 OPEB	-			-	-	-		RHBT Insurance		
417-110 Fringe Benefits	5,500			5,500	566	4,934	10%	457(b) Deferred Compensation Employer Contribution (3%)		
417-211 Telephone	250			250	19	231	8%	Cell phone service		
417-214 Travel	2,000			2,000	-	2,000	0%	Travel allowance for WVML and various trainings.		
417-221 Training & Education	2,000			2,000	-	2,000	0%	WVML and other CLE registrations.		
417-222 Dues & Subscriptions	6,000			6,000	-	6,000	0%	Bar license and West Law legal research database subscription. IMLA membership.		
417-223 Professional Services	50,000			50,000	-	50,000	0%	Cost for outside legal council		
417-341 Departmental Supplies	750			750	-	750	0%	Office supplies		
TOTAL CITY ATTORNEY	**266,800**	**300**	**-**	**267,100**	**22,946**	**244,154**	9%			
ENFORCEMENT AGENCY - 425										
425-103 Salaries	65,000			65,000	7,539	57,461	12%	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance		
425-104 FICA	5,200			5,200	577	4,623	11%	FICA @ 7.65% of Salary		
425-1.05 Group Insurance	10,000	1,000		11,000	921	10,079	8%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs	
425-106 Retirement	5,500			5,500	637	4,863	12%	PERS I & II Employer Contribution 8%		
425-109 OPEB	250	400		650	50	600	8%	RHBT Insurance	Allowance for anticipated retirement insurance increase	
425-110 Fringe Benefits	2,200			2,200	212	1,988	10%	457(b) Deferred Compensation Employer Contribution (3%)		
425-211 Telephone	500			500	19	481	4%	Cell phone service		
425-214 Travel	3,000			3,000	-	3,000	0%	International Code Council Conferences		
425-218 Postage	1,500			1,500	-	1,500	0%	Certified Mailings		
425-220 Advertising/Legal Publications	500			500	-	500	0%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices		
425-221 Training & Education	2,000			2,000	-	2,000	0%	International Code Council Conferences		
425-222 Dues & Subscriptions	500			500	-	500	0%	ICC Membership ($170), WV Code Official Dues ($40), Code Inspection License ($75), International Property Maintenance Code		
425-230 Contracted Services	25,000			25,000	-	25,000	0%			
425-230 Nuisance Properties - Contracted Services	68,000			68,000	-	68,000	0%	Nuisance Properties cleanup and demos. Supported by Rehab Funds.		
425-330 Nuisance Properties Relocation - Contracted Services	5,000			5,000	-	5,000	0%	Nuisance Properties housing relocation		
425-330 Vacant Properties - Contracted Services	24,000			24,000	-	24,000	0%	Allowance for vacant structures costs pertaining to Article 1759 Vacant Buildings. Supported by Vacant Structures Funds.		
425-341 Departmental Supplies	2,500			2,500	-	2,500	0%	Code books, door hangers, office supplies		
425-345 Uniforms	1,500			1,500	-	1,500	0%	Jackets & shirts		
TOTAL ENFORCEMENT AGENCY	**222,150**	**1,400**	**-**	**223,550**	**9,955**	**213,595**	4%			
REGIONAL DEVELOPMENT AUTHORITY - 435										
435-222 Dues & Subscriptions	11,500			11,500	11,304	196	98%	Region 9 Assessment		
TOTAL REGIONAL DEVELOPMENT AUTHORITY	**11,500**	**-**	**-**	**11,500**	**11,304**	**196**	98%			
TOTAL CITY ADMINISTRATION	**2,699,525**	**76,000**	**20,500**	**2,796,025**	**470,119**	**2,325,906**	17%			

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	REVISION #2	CURRENT BUDGET	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES
BUILDING INSPECTIONS - 436										
436-103 Salaries	93,000			93,000	10,713	82,287	12%	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance		
436-104 FICA	7,500			7,500	820	6,681	11%	FICA @ 7.65% of Salary		
436-105 Group Insurance	1,310	790		2,100	370	1,730	18%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs	
436-106 Retirement	8,000			8,000	923	7,077	12%	PERS I & II Employer Contribution 8%		
436-109 OPEB	-			-	-	-		RHBT Insurance		
436-110 Fringe Benefits	3,000			3,000	307	2,693	10%	457(b) Deferred Compensation Employer Contribution (3%)		
436-211 Telephone	500			500	20	480	4%	Hot spot for tablet		
436-214 Travel	3,000			3,000	-	3,000	0%	ICC Conference; lodging, meals, gas		
436-220 Advertising/Legal Publications	500			500	-	500	0%	Job posting ads		
436-221 Training & Education	2,000			2,000	-	2,000	0%	ICC conferences and WV State Code Conference.		
436-222 Dues & Subscriptions	500			500	-	500	0%	ICC membership dues and Commercial & Residential Building inspection license		
436-223 Professional Services	50,000			50,000	1,750	48,250	4%	To cover expenses associated with inspections; compliance.		
436-341 Departmental Supplies	2,500			2,500	-	2,500	0%	Office supplies and code books		
436-345 Uniforms	1,500			1,500	-	1,500	0%	Jackets & shirts		
436-353 Computer Software/Tech	500			500	-	500	0%	Blue Beam-Plan review software		
TOTAL BUILDING INSPECTIONS	**173,810**	**790**	**-**	**174,600**	**14,902**	**159,698**	9%			
PLANNING & ZONING - 437										
437-103 Salaries	361,000			361,000	31,480	329,520	9%	Assistant City Manager/Director of Community Development, Zoning Administrator, Permit Tech, and Long-Range Planner salaries, 2.5% merit, and holiday supplements		
437-104 FICA	29,000			29,000	2,408	26,592	8%	FICA @ 7.65% of Salary		
437-105 Group Insurance	54,000	19,000		73,000	4,733	68,267	6%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs	
437-106 Retirement	30,000			30,000	2,833	27,167	9%	PERS I & II Employer Contribution 8%		
437-108 Overtime	1,000			1,000	-	1,000	0%			
437-109 OPEB	750	1,700		2,450	150	2,300	6%	RHBT Insurance	Allowance for anticipated retirement insurance increase	
437-110 Fringe Benefits	10,000			10,000	661	9,339	7%	457(b) Deferred Compensation Employer Contribution (3%)		
437-211 Telephone	1,000			1,000	63	937	6%	Director's department cell phone		
437-214 Travel	4,000			4,000	-	4,000	0%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Wendy - MGO Conference		
437-218 Postage	1,000			1,000	-	1,000	0%	Certified mailings, legal notices, and yard sign postings		
437-220 Advertising/Legal Publications	4,500			4,500	215	4,285	5%	Advertising of BZA & public hearings for Planning Commission meetings; hearing placards; job posting ads		
437-221 Training & Education	5,000			5,000	-	5,000	0%	ICMA Gettysburg Leadership Institute ($1800), MGO Conference, Annual Conferences		
437-222 Dues & Subscriptions	3,500			3,500	-	3,500	0%	James AICP Membership ($550); Wendy ICC membership ($170); Alissa ICMA membership ($800) & WV Code Officials ($40); Adobe subscription ($1260).		
437-223 Professional Services	5,000			5,000	-	5,000	0%	GIS Aerial imagery, Background Checks		
437-230 Contracted Services	45,000			45,000	-	45,000	0%	Engineering and routine plan review; bond assessments		
437-238 Refunds	1,500			1,500	-	1,500	0%	Permit Refunds		
437-341 Departmental Supplies	3,250			3,250	48	3,202	1%	Public hearing signs, office supplies, and promotional supplies		
437-353 Computer Software / Tech	11,000			11,000	-	11,000	0%	MyPermit Now Monthly Fees (10,000), ArcGIS ($1000)		
TOTAL PLANNING & ZONING	**570,500**	**20,700**	**-**	**591,200**	**42,592**	**548,608**	7%			
TOTAL BUILD INSPECTION, P&Z, & ENFORCEMENT AGENCY	**$ 966,460**	**$ 22,890**	**$ -**	**$ 989,350**	**$ 67,449**	**$ 921,901**	7%			
ELECTIONS - 438										
438-220 Advertising/Legal Publications	500			500	-	500	0%	Publish ballot multiple times		
438-230 Contracted Services	5,000			5,000	-	5,000	0%	Poll workers compensation for early voting and day of election.		
438-341 Departmental Supplies	3,000			3,000	-	3,000	0%	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers		
TOTAL ELECTIONS	**8,500**	**-**	**-**	**8,500**	**-**	**8,500**	0%			

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	REVISION #2	CURRENT BUDGET	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES
CITY HALL - 440										
440-103 Salaries	110,000			110,000	-	110,000	0%	Director of Operations Salary, 2.5% merit, and holiday supplement		
440-104 FICA Taxes	8,800			8,800	-	8,800	0%	FICA @ 7.65%		
440-105 Group Insurance	22,000			22,000	-	22,000	0%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)		
440-106 Retirement	9,000			9,000	1	8,999	0%	PERS I & II Employer Contribution 8%		
440-109 OPEB	250	400		650	-	650	0%	RHBT Insurance	Allowance for anticipated retirement insurance increase	
440-110 Fringe Benefits	3,700			3,700	-	3,700	0%	457(b) Deferred Compensation Employer Contribution (3%)		
440-211 Telephone	15,000			15,000	1,104	13,896	7%	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)		
440-213 Utilities	65,000			65,000	2,054	62,946	3%	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)		
440-214 Travel Expense	2,000			2,000	-	2,000	0%	WV Municipal League Election Training in Charleston, WV and annual HR conference		
440-215 Repair & Main. Bldg & Grounds	5,000			5,000	-	5,000	0%	City Hall, Rouss Hall, & CW Hall elevator services inspections and certifications.		
440-218 Postage	6,000			6,000	35	5,965	1%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection. Reflects increase in postage.		
440-219 Bldg & Equipment Rental	250,000			250,000	20,667	229,333	8%	CWH Loan ($200,000), CTUB Rent ($30,600), Postage Lease($1500), City Copier Rental, Plat Printer		
440-220 Advertising/Legal Publications	6,000			6,000	209	5,792	3%	American Legal Publishing online ordinance updates, job postings, and board vacancy advertisements		
440-221 Training & Education	1,000			1,000	-	1,000	0%	WV Municipal League Election Training in Charleston, WV and annual HR conference		
440-222 Dues & Subscriptions	6,500			6,500	275	6,225	4%	Jefferson County Chamber of Commerce ($275), WVML Annual Dues ($2,400), The Journal ($170), ICMA ($200), Amazon Prime ($130), Survey Monkey ($1650), Zoom ($1050)		
440-223 Professional Services	25,000			25,000	3,600	21,400	14%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.		
440-226 Insurance & Bonds	220,000		20,000	240,000	232,252	7,748	97%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial		Allowance for additional auto insurance for new vehicles and workers comp adjustment due to audit.
440-230 Contracted Services	235,000			235,000	2,263	232,737	1%	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		
440-232 Bank Charges	30,000			30,000	10,299	19,701	34%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees		
440-237 Other Fees/Taxes	1,500			1,500	77	1,423	5%	Ambulance fees		
440-341 Departmental Supplies	15,000			15,000	440	14,560	3%	City wide office supplies, toiletries, kitchen supplies, and water		
440-353 Computer Software / Tech	16,000		500	16,500	16,188	312	98%	Granicus Annual License - $10,000 - Agenda management, Online training, Audio/Visual software for livestreaming meetings VCS - $5000		Adjustment for increase in Granicus license.
TOTAL CITY HALL	**1,052,750**	**400**	**20,500**	**1,073,650**	**289,463**	**784,187**	27%			
CONTRIBUTIONS/TRANSFERS - 444										
444-568 Contributions - Community Partnership Grants	100,000			100,000	-	100,000	0%	Citizens Fire Co. $10,000; Independent Fire Co. $10,000; Library $20,000; Jef. Co. Com. Ministries $10,000; and EPTA $50,000.		
444-568 Community Grants		98,000		98,000	-	98,000	0%	Grant program for local non-profit organizations	Allowance for community grants for non-profit organizations	
444-568 Contributions - Annexation Support		103,000		103,000	-	103,000	0%		Contribution to support annexation costs	
444-568 Contributions - Revive Grant	30,000	229,000		259,000	25,000	234,000	10%	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	
444-568 Contributions - Façade Improvement Program	30,000	24,500		54,500	4,442	50,058	8%	Grant program to assist property owners and tenants in the Historic Overlay District to beautify property fronts	Grant funds awarded in FY 2026	
444-568 Contributions - Jefferson County P&R (Fireworks)	4,000			4,000	-	4,000	0%			
444-568 Contributions - Sidewalk Improvement Program	30,000	5,000		35,000	-	35,000	0%	Grant program to assist property owners with sidewalk repairs	Grant funds awarded in FY 2026	
TOTAL CONTRIBUTIONS/TRANSFERS	**194,000**	**459,500**	**-**	**653,500**	**29,442**	**624,058**	5%			
PARKING - 571										
571-103 Salaries	49,000			49,000	5,186	43,814	11%	Parking Enforcement Officer salary, 2.5% merit, holiday supplement, and clothing allowance		
571-104 FICA Tax Expense	3,900			3,900	415	3,485	11%	FICA @ 7.65%		
571-105 Group Insurance	750	10,250		11,000	952	10,048	9%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs	
571-106 Retirement Expense	4,500			4,500	298	4,202	7%	PERS I & II Employer Contribution 8%		
571-108 Overtime	1,000			1,000	233	767	23%			
571-109 OPEB		650		650	50	600	8%	RHBT Insurance	Allowance for anticipated retirement insurance increase	
571-110 Fringe Benefits	1,700			1,700	142	1,558	8%	457(b) Deferred Compensation Employer Contribution (3%)		
571-113 Utilities				-	-	-		Electric Service for parking lot - moved to Street Lights		
571-116 Repair & Main - Equipment	1,000			1,000	-	1,000	0%	Parking meter repairs and maintenance		
571-218 Postage	500			500	-	500	0%			
571-219 Bldg & Equipment Rental	500			500	-	500	0%			
571-220 Advertising / Legal Publications	500			500	-	500	0%	Job advertising		
571-230 Contracted Services	500			500	-	500	0%	Flu shot		
571-341 Departmental Supplies	5,000			5,000	2,845	2,155	57%	Office supplies, batteries, handheld printer paper		
571-345 Uniforms	750			750	-	750	0%	Jacket, shirts, patches, badge, etc.		
571-353 Computer Software/Tech	3,500		500	4,000	3,828	172	96%	United Public Safety/T2 annual fees		Allowance for UpSafety Hardware Care Program
TOTAL PARKING	**73,100**	**10,900**	**500**	**84,500**	**13,948**	**70,552**	17%			

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	REVISION #2	CURRENT BUDGET	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES
TRANSFERS - 698										
698-590 Transfers to Capital Reserve - Repaving	150,000			150,000	16,049	133,951	11%	Monthly Street Fee Remittance from CTUB is transferred to Capital Reserve for future street repaving expenditures		
698-591 Transfers to Capital Reserve - One Time Funding		880,730		880,730	-	880,730	0%		Transfer to Capital Fund to support capital projects	
698-592 Transfers to Residual Fund		250,000		250,000	-	250,000	0%		Transfer to Residual Fund to build up Rainy Day savings	
698-591 Transfers to Capital Reserve - Table Games	950,000			950,000	44,648	905,352	5%	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**	**1,130,730**	**-**	**2,230,730**	**60,697**	**2,170,033**	3%			
CONTINGENCIES - 699										
699-568 Other Contributions	450,000		(36,500)	413,500	-	413,500	0%	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**	**-**	**(36,500)**	**413,500**	**-**	**413,500**	0%			
POLICE DEPARTMENT - 700										
700-103 Salaries	1,765,000			1,765,000	187,979	1,577,021	11%	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		
700-104 FICA	157,000			157,000	12,672	144,328	8%	FICA Tax at 7.65%		
700-105 Group Insurance	300,000	(35,000)		265,000	19,991	245,009	8%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Reduction in insurance costs due to changes in personnel	
700-106 Retirement	215,000			215,000	17,879	197,121	8%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)		
700-107 Police Pension	2,500			2,500	-	2,500	0%	Legacy CTPD Retirement System		
700-108 Overtime	200,000			200,000	29,274	170,726	15%	Shift coverage, late arrest/call out, special events, school events, court, etc.		
700-109 OPEB	5,000	6,000		11,000	752	10,248	7%	RHBT Insurance	Allowance for anticipated retirement insurance increase	
700-110 Fringe Benefits	55,000			55,000	5,141	49,859	9%	457(b) Deferred Compensation Employer Contribution (3%)		
700-211 Telephone	12,000			12,000	852	11,148	7%	(4) department cell phones ($1750), WebEx phone services ($6300), Alarm phone line ($1350)		
700-213 Utilities	60,000			60,000	1,912	58,088	3%	Electric ($35,000), Internet Service ($12,000), MiFi/Cradle Points ($10,000)		
700-214 Travel	9,000			9,000	880	8,120	10%	Training, Conferences,etc. - (CALEA Conference 2nd Award - Omaha)		
700-215 R&M Building & Grounds	1,500			1,500	-	1,500	0%	Lights, Paint, Air Filters, Electrical supplies, Batteries		
700-216 R&M Equipment	10,000			10,000	-	10,000	0%	Generator service; radio & camera repair		
700-217 R&M Auto	50,000			50,000	16,649	33,351	33%	Air filters, vehicle repairs, state inspections, vehicle maintenance (brakes/rotors, tire repair/rotation, etc.)		
700-218 Postage	2,000			2,000	164	1,836	8%	Stamps, certified mail, UPS/FedEx, etc.		
700-219 Building & Equipment Rental	100,000			100,000	8,357	91,643	8%	661 Mortgage & copy machine leases		
700-220 Advertising/Legal Publications	5,500			5,500	963	4,537	18%	New Hire Ads 3-6 ads in local paper		
700-221 Training & Education	15,000			15,000	-	15,000	0%	WVSP Academy, 16 hours in-service/8 supervisor hours.		
700-222 Dues & Subscriptions	7,000			7,000	-	7,000	0%	WVCOP Dues, IACP, SRO, Journal, CALEA Annual Continuation Fee ($4,595)		
700-223 Professional Services	8,000	20,000		28,000	-	28,000	0%	Polygraph exams, psychological exam, physical exams, diagnostic imaging	Allowance for policy revision & CALEA Compliance	
700-223 Professional Services - Social Worker Services	75,000			75,000	-	75,000	0%	Third party social worker services		
700-230 Contracted Services	30,000			30,000	2,144	27,856	7%	Cleaning Fees ($12,000), HVAC Service Maintenance 661 George St. ($5500), Alarm service ($6400)		
700-237 Other Fees & Taxes	250			250	-	250	0%	661 George St. Ambulance Fees		
700-341 Departmental Supplies	35,000			35,000	-	35,000	0%	Ammunition, office Supplies, cleaning supplies, water delivery		
700-343 Auto Supplies	70,000	30,000		100,000	325	99,675	0%	Gas, oil changes and tires for police vehicles	Allowance for increase in fuel prices	
700-345 Uniforms	35,000			35,000	3,801	31,199	11%	Class A, BDU, duty gear, insignia, ballistic vests ($4000 each), coats, etc.		
700-353 Computer Software/Tech	47,000		12,000	59,000	3,441	55,559	6%	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 ($12,000)		Allowance for cloud based camera data storage.
TOTAL POLICE DEPARTMENT	**3,271,750**	**21,000**	**12,000**	**3,304,750**	**313,177**	**2,991,573**	9%			
POLICE-SPECIAL DUTY CROSSING GUARDS - 704										
704-103 Salaries	40,000			40,000	-	40,000	0%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA or merit. Holiday supplements.		
704-104 FICA Tax Expense	2,600			2,600	-	2,600	0%	FICA @ 7.65%		
704-341 Departmental Supplies	250			250	-	250	0%	Stop signs		
704-345 Uniforms	500			500	-	500	0%	Reflective jackets and vests		
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**43,350**	**-**	**-**	**43,350**	**-**	**43,350**	0%			
Total Police and Crossing Guards	**$ 3,315,100**	**$ 21,000**	**$ 12,000**	**$ 3,348,100**	**$ 313,177**	**$ 3,034,923**	9%			

ACCOUNT	FY 2027 APPROVED BUDGET	REVISION #1	REVISION #2	CURRENT BUDGET	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES
DOG WARDEN - 707										
707-567 Contributions	1,800			1,800	-	1,800	0%	City donates the dog tag fees to the County Animal Control.		
TOTAL DOG WARDEN	**1,800**	-	-	**1,800**	-	**1,800**	0%			
MAINTENANCE - 750										
750-103 Salaries	327,057			327,057	33,649	293,409	10%	Director and (4) Maintenance Staff salaries, 2.5% merit, holiday supplements, clothing allowances and contingency for CDL, Playground Inspection, and ASE certifications.		
750-104 FICA Tax Expense	30,000			30,000	2,589	27,411	9%	FICA @ 7.65%		
750-105 Group Insurance	42,000	13,000		55,000	2,865	52,135	5%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs	
750-106 Retirement	28,000			28,000	2,880	25,120	10%	PERS I & II Employer Contribution 8%		
750-108 Overtime	20,000			20,000	190	19,810	1%			
750-109 OPEB	750	1,100		1,850	100	1,750	5%	RHBT Insurance	Allowance for anticipated retirement insurance increase	
750-110 Fringe Benefits	9,000			9,000	826	8,174	9%	457(b) Deferred Compensation Employer Contribution (3%)		
750-211 Telephone	2,000			2,000	111	1,889	6%	Field staff equipped with cell phones		
750-213 Utilities	10,000			10,000	106	9,894	1%	Maintenance building electric ($5000), water & sewer ($1500), and internet ($1200)		
750-214 Travel Expense	1,500			1,500	-	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed		
750-215 R&M Buildings and Grounds	70,000	7,000		77,000	1,047	75,954	1%	General maintenance and repairs of all city buildings.	Allowance for HVAC repair at PD from FY 2026	
750-216 R&M Equipment	20,000			20,000	-	20,000	0%	Regular maintenance of fleet equipment, primary expense is street sweeper repairs.		
750-217 R&M Auto	10,000			10,000	-	10,000	0%	Regular maintenance of maintenance department and City vehicles		
750-219 R&M Bldg and Equip Rental	1,000			1,000	-	1,000	0%	Equipment rented as required to maintain various city buildings.		
750-220 Advertising	500			500	-	500	0%	Spring and Fall Cleanup. Additional city sponsored projects as required. Job advertising.		
750-221 Training & Education	5,000			5,000	-	5,000	0%	Maintain certifications; other skill enhancement training as required/proposed. CDL, Playground Inspection ($1000), ASE ($500), Certified Pool Operators ($2000), Arborist training ($1000).		
750-222 Dues & Subscriptions	500			500	-	500	0%	Camera subscription and CDL license fees		
750-223 Professional Services	500			500	-	500	0%	CDL physicals		
750-230 Contracted Services	50,000			50,000	-	50,000	0%	Trash service, box rental fees, snow removal and salt		
750-230 Contracted Services - Trees	20,000			20,000	1,379	18,621	7%	Tree services		
750-341 Departmental Supplies	40,000			40,000	-	40,000	0%	General maintenance supplies, Christmas decorations ($10,000), and light poles.		
750-343 Auto Supplies (Gas, Oil & Tires)	25,000	5,000		30,000	-	30,000	0%	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	
750-345 Uniforms	5,000			5,000	-	5,000	0%	Reflective jacket, shirts, vests, and pants		
TOTAL MAINTENANCE	**717,807**	**26,100**	-	**743,907**	**45,740**	**698,168**	6%			
STREET LIGHTS - 751										
751-213 Utilities	135,000			135,000	-	135,000	0%	Street lights electric (Increase for allowance of Stone Spring street lights)		
TOTAL STREET LIGHTS	**135,000**	-	-	**135,000**	-	**135,000**	0%			
P&R - 900										
900-103 Salaries	61,000			61,000	6,738	54,262	11%	Parks Manager salary, 2.5% merit, holiday supplement.		
900-104 FICA	5,000			5,000	515	4,485	10%	FICA @ 7.65%		
900-105 Group Insurance	10,000	1,000		11,000	966	10,034	9%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs	
900-106 Retirement	5,000			5,000	606	4,394	12%	PERS I & II Employer Contribution 8%		
900-109 OPEB	250	400		650	-	650	0%	RHBT Insurance	Allowance for anticipated retirement insurance increase.	
900-110 Fringe Benefits	2,000			2,000	202	1,798	10%	457(b) Deferred Compensation Employer Contribution (3%)		
900-211 Telephone	600			600	48	552	8%			
900-214 Travel Expense			2,000	2,000	-	2,000	0%			Lodging, gas, meals, airfare for training conferences.
900-221 Training & Education			1,500	1,500	-	1,500	0%			NRPA National Conference
900-341 Departmental Supplies	750			750	-	750	0%	Office supplies		
900-566 Contributions	107,500			107,500	-	107,500	0%	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**	**$ 3,500**	**$ 197,000**	**$ 9,076**	**$ 187,924**	5%			
VISITOR'S CENTER - 901										
901-567 Contributions	87,500			87,500	-	87,500	0%	50% of Hotel/Motel Tax Revenue Contribution to Jefferson County Visitor's Center.		
TOTAL VISITOR'S CENTER	**87,500**	-	-	**87,500**	-	**87,500**	0%			
FAIRS/FESTIVALS - 903										
903-220 Advertising/Legal Publications	2,000			2,000	-	2,000	0%	Event Advertising		
903-230 Contracted Services	35,000			35,000	-	35,000	0%	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)		
903-238 Refunds	100			100	-	100	0%			
903-341 Departmental Supplies	25,000			25,000	-	25,000	0%	**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)		
903-568 Contributions	5,000			5,000	-	5,000	0%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.		
TOTAL FAIRS/FESTIVALS	**67,100**	-	-	**67,100**	-	**67,100**	0%			
TOTAL EXPENSES	**9,785,842**	**1,747,120**	-	**11,532,962**	**999,692**	**10,533,270**	9%			
REVENUES OVER EXPENSES	$ 0	$ (0)	$ -	$ (0)	$ 2,496,655					

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1840: FY2027 Capital Budget Revision #1

ATTACHMENTS:

- FY 2027 Capital Budget 1st Revision.pdf

the city of Charles Town, WV

FY 2027 Capital Reserve Budget

ACCOUNT	FY 2027 BUDGET	REVISION #1 PROPOSAL	FY 2027 CURRENT BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET REVENUES					
Capital Reserve Carryover	4,130,854	2,398,696	6,529,550	$2,063,655 carryover balance from FY2026 Capital Reserve. This is carryover for unfinished projects noted in red. $2,067,199 additional grant carryover transferred to the grant projects worksheet. (Carryover will be adjusted in the 1st Revision in July 2026.)	Adjust carry over amount to actual balance as of June 30, 2026
368-000 Contributions from GF		880,730	880,730	Contributions from GF (Determined in July 2026 1st Revision)	
368-000 Contributions from GF - Lottery / Gaming Revenue	950,000		950,000	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.	
341-000 Developer Fees	255,000		255,000	Developer Proffer fees.	
380-000 Interest on Bank Accounts & Other Sources	100,000		100,000		
TOTAL REVENUES	**$ 5,435,854**	**$ 3,279,426**	**$ 8,715,280**		

ACCOUNT	FY 2027 BUDGET	REVISION #1 PROPOSAL	FY 2027 CURRENT BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET EXPENSES					
975 GENERAL GOVERNMENT					
Information Technology					
Computer Replacement - 975-459 General Government Capital Outlay Technology	25,000		25,000	Computer replacement program for all General Government departments. (5 replacements are planned.)	
Tyler Tech Version 10 Software - 975-459 General Government Capital Outlay Technology	55,130		55,130	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. ($55,130 carried over from FY26.)	
TOTAL INFORMATION TECHNOLOGY	**$ 80,130**	**$ -**	**$ 80,130**		
Other - General Government					
City Charter Re-write - 975-223 General Government Professional Services		60,000	60,000		
Comprehensive Plan Update - 975-223 General Government Professional Services		125,000	125,000		Professional services to update the City's policy guide for decision making pertaining to future land use, growth & development, & resource preservation within the City's jurisdiction and Urban Growth Boundary
Rouss Hall Landlord buy back - 975-458 General Government Capital Outlay	140,000		140,000	$140,000 carried over from FY26.	
Zoning & Subdivision Ordinance Overhaul - 975-223 General Government Professional Services	172,850		172,850	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. ($172,850 carried over from FY26.)	
Front Office Desks - 975-459 General Government Equipment	3,300		3,300	$3300 carried over from FY26.	
TOTAL OTHER - GENERAL GOVERNMENT	**$ 316,150**	**$ 185,000**	**$ 501,150**		
TOTAL GENERAL GOVERNMENT	**$ 396,280**	**$ 185,000**	**$ 581,280**		

ACCOUNT	FY 2027 BUDGET	REVISION #1 PROPOSAL	FY 2027 CURRENT BUDGET	NOTES	REVISION #1 NOTES
976 PUBLIC SAFETY					
Equipment					
Body Worn Cameras - 976-460 Public Safety Capital Outlay Equipment		32,000	32,000		Replace 19 body worn cameras with expired warranties. Version V700
Office Chairs - 976-460 Public Safety Capital Outlay Equipment		8,100	8,100		Replace 24 dilapidated office chairs.
Officer Equipment - 976-460 Public Safety Capital Outlay Equipment	17,500		17,500	Equipment for new officer. (Taser, ballistic shield, baton, spike system, trauma aid kit, trauma pac kit, defibrillator, body worn camera, and desktop computer)	
TOTAL EQUIPMENT	**$ 17,500**	**$ 40,100**	**$ 57,600**		
Information Technology					
Computer Replacement - 975-460 General Government Capital Outlay Technology Police Department	33,000		33,000	6 In-car Panasonic Tough Tablets (To replace generation 3 reaching end of life.)	
TOTAL INFORMATION TECHNOLOGY	**$ 33,000**	**$ -**	**$ 33,000**		
Vehicles					
Police Cars - 976-459 Public Safety Capital Outlay Vehicles	144,000		144,000	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years. A third vehicle is requested this year for the new officer position.	
Police Vehicle Upfit Costs - 976-459 Public Safety Capital Outlay Vehicles	48,000		48,000	Approximately $5000 per car is estimated for the 2 vehicles in the rotation schedule. This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant. Cost for 3rd car is $38,000.	
TOTAL VEHICLES	**$ 192,000**	**$ -**	**$ 192,000**		
Parking					
Parking Meters - 976-462 Public Safety	5,000		5,000	23 Parking meter mechanisms the replace the outdated Duncan meters as part of the replacement system implemented over the last 2 years.	
TOTAL PARKING	**$ 5,000**	**$ -**	**$ 5,000**		
TOTAL PUBLIC SAFETY	**$ 247,500**	**$ 40,100**	**$ 287,600**		

ACCOUNT	FY 2027 BUDGET	REVISION #1 PROPOSAL	FY 2027 CURRENT BUDGET	NOTES	REVISION #1 NOTES
977 STREETS & TRANSPORTATION					
Buildings					
Charles Washington Hall - Roof Replacement - 977-457 Streets & Transportation Capital Outlay Buildings	50,000		50,000	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. ($50,000 carried over from FY26.)	
Charles Washington Hall - Painting of Exterior Windows/Doors/Trim - 977-457 Streets & Transportation Capital Outlay Buildings		60,000	60,000		Painting of all outside wood surfaces at CWH. (Windows, doors, soffit, and facia)
City Hall - Brick Repointing - 977-457 Streets & Transportation Capital Outlay Buildings		40,000	40,000		Repair damaged mortar at City Hall.
City Hall - Elevator Replacement - 977-457 Streets & Transportation Capital Outlay Buildings		70,000	70,000		Replace City Hall elevator car and mechanical units.
City Hall - Replace Rooftop AC Units - 977-457 Streets & Transportation Capital Outlay Buildings	45,730		45,730	Replacement of 2 City Hall rooftop AC units. ($45,730 carried over from FY26.)	
City Hall - Restore Roof Section 2 - 977-457 Streets & Transportation Capital Outlay Buildings		20,000	20,000		Section 2 of the City Hall roof is in poor condition. This is an allowance to restore that area of the roof.
Maintenance Yard Study & Engineering - 977-457 Streets & Transportation Capital Outlay Buildings	220,700		220,700	Maintenance yard study. Current maintenance yard is in poor condition and needs replaced or renovated. In FY26 Council requested that a study be conducted for the best location of the Maintenance Yard along with associated engineering. The engineering remains to be completed. ($220,700 carried over from FY26.)	
Rouss Hall - Brick Repointing -977-457 Streets & Transportation Capital Outlay Buildings		20,000	20,000		The west wall is severely deteriorated. This will provide an allowance to repair the mortar.
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-457 Streets & Transportation Capital Outlay Buildings	209,975		209,975	All window sills at Rouss Hall have peeling paint and rotted wood. ($209,975 carried over from FY26.)	
Rouss Hall - Apply roof coating - 977-457 Streets & Transportation Capital Outlay Buildings	31,250		31,250	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. ($31,250 carried over from FY26.)	
TOTAL BUILDINGS	**$ 557,655**	**$ 210,000**	**$ 767,655**		

ACCOUNT	FY 2027 BUDGET	REVISION #1 PROPOSAL	FY 2027 CURRENT BUDGET	NOTES	REVISION #1 NOTES
Streets/Infrastructure					
Art Alley Brick Stamped Pavement - 977-458 Streets & Transportation Capital Outlay Other Improvements		25,000	25,000		Repave Art Alley and apply brick imprint.
Brick Sidewalk Replacement - Washington St. - 977-458 Streets & Transportation Capital Outlay Other Improvements		55,000	55,000		Replace brick sidewalk from the Post Office on W. Washington Street to 120 S. George St.
Charles Street Engineering Study - 977-461 Streets & Transportation Capital Outlay Stormwater Improvements	79,975	290,000	369,975	Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications. ($79,975 carried over from FY26.)	Allowance to produce engineering-ready documents to make storm water corrections, bury utility lines, level the street, and transform streetscape into usable event space.
Depot Square Design - 977-458 Streets & Transportation Capital Outlay Other Improvements	50,000		50,000	Design for potential uses and amenities of the City's new town square. ($50,000 carried over from FY26.)	
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-458 Streets & Transportation Capital Outlay Other Improvements	100,000		100,000	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Grant match was paid in FY26. This is an allowance for overages. Reduction Funding. ($5240 carried over from FY26.)	
Stormwater Assessment Study - 977-461 Streets & Transportation Capital Outlay Stormwater Improvements	125,955	228,825	354,780	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($125,955 carried over from FY26.)	Allowance to proceed to the full inventory and detailed analysis of Watersheds 1, 2, 3, 7, & 10
TOTAL STREETS/INFRASTRUCTURE	**$ 355,930**	**$ 598,825**	**$ 954,755**		
Vehicles					
Bucket Truck - 977-459 Streets & Transportation Capital Outlay Equipment	175,000		175,000	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 July of FY27. ($175,000 carried over from FY26.)	
Dump Truck - 977-459 Streets & Transportation Capital Outlay Equipment		90,000	90,000		This dump truck includes a landscaping dump bed for hauling brush and snow
Street Sweeper - 977-459 Streets & Transportation Capital Outlay Equipment	350,000		350,000	The current sweeper is unreliable and constantly being repaired.	
Pick-up Truck - 977-459 Streets & Transportation Capital Outlay Equipment	$ 70,000		70,000	Replacement of 2016 truck to include emergency lighting and utility bed.	
TOTAL VEHICLES	**$ 595,000**	**$ 90,000**	**$ 685,000**		
Streets & Transportation Other					
Charles Washington Hall - 2 Refrigerators - 977-59 Streets & Transportation Capital Outlay Equipment		8,000	8,000		2 commercial refrigerators on 1st floor of Charles Washington Hall. (8000 carried over from FY26)
Maintenance Yard Storage Containers - 977-459 Streets & Transportation Capital Outlay Equipment		25,000	25,000		
Trash Can Replacement - Downtown - 977-459 Streets & Transportation Capital Outlay Equipment		70,000	70,000		Replace 40 deteriorating trash in the Downtown District
TOTAL STREETS & TRANSPORTATION OTHER	**$ -**	**$ 103,000**	**$ 103,000**		
TOTAL STREETS & TRANSPORTATION	**$ 1,508,585**	**$ 1,001,825**	**$ 2,510,410**		

ACCOUNT	FY 2027 BUDGET	REVISION #1 PROPOSAL	FY 2027 CURRENT BUDGET	NOTES	REVISION #1 NOTES
979 CULTURE & RECREATION					
Parks & Recreation					
Jefferson Memorial Park Tennis Court Resurfacing & Fencing - 979-458 Culture & Recreation Other Improvements		300,000	300,000		Mill, pave, and apply acrylic sport court coating on the tennis courts. Install chain link fencing around the courts.
Parks Master Plan - 979-223 Culture & Recreation Professional Services	150,000		150,000		
TOTAL PARKS & RECREATION	**$ 150,000**	**$ 300,000**	**$ 450,000**		
Culture					
Christmas lights replacement along Washington & George Streets - 979-458 Culture & Recreation Other Improvements	25,000		25,000	Current lights are failing and need to be replaced.	
Historical Signs - 979-458 Culture & Recreation Other Improvements	10,000		10,000		
Wayfinding signage - 979-458 Culture & Recreation Other Improvements	297,400		297,400	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) ($197,400 carried over from FY26.)	
TOTAL CULTURE	**$ 332,400**	**$ -**	**$ 332,400**		
TOTAL CULTURE AND RECREATION	**$ 482,400**	**$ 300,000**	**$ 782,400**		
Building Improvements Contingency	349,160		349,160	Developer fees transferred from Building Commission in FY 2026 to the Capital Fund. This is the remaining balance as of 6/30/26. ($349,160 carried over from FY26.)	
Contingencies	384,730	1,752,501	2,137,231	This amount will be adjusted in the 1st Revision in July 2026.	
Encumbrances for Subsequent Years			-		
Transfer to Grant Projects	2,067,199		2,067,199	$76,444 to Augustine Avenue Project. $1,990,755 to JMP Pool Project.	
TOTAL EXPENSES	**$ 5,435,854**	**$ 3,279,426**	**$ 8,715,280**		
REVENUES OVER EXPENSES	**$ -**	**$ (0)**	**$ (0)**		

REPAVING BUDGET

ACCOUNT	FY 2027 BUDGET	REVISION #1 PROPOSAL	FY 2027 CURRENT BUDGET	NOTES	REVISION #1 NOTES
REVENUES					
Repaving Carryover	$ 1,551,700	$ 20,297	$ 1,571,997	Carryover balance from FY 2026 Repaving Funds. This is the amount of contingency left over from FY26. This amount will be adjusted in the first revision in July 2026.	Adjust carry over amount to actual balance as of June 30, 2026
369-100 Contributions from GF - Repaving Fees	$ 175,000		$ 175,000	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	
380-000 Interest on Bank Accounts & Other Sources	$ 20,000		$ 20,000		
TOTAL REVENUES	**$ 1,746,700**	**$ 20,297**	**$ 1,766,997**		
EXPENDITURES					
977-460 Streets & Transportation Capital Outlay Street Paving	$ 350,000		$ 350,000	Jan 2023 Infrastructure Committee report identified 23 streets for repaving/repairs. This is an allowance for continuation of the repaving project.	
Paving Contingency - Streets & Transportation Capital Outlay Street Paving	$ 1,396,700	$ 20,297	$ 1,416,997		
TOTAL EXPENSES	**$ 1,746,700**	**$ 20,297**	**$ 1,766,997**		
REVENUES OVER EXPENSES	**$ -**	**$ 0**	**$ 0**		

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1841: Cloud Data Storage Discussion

ATTACHMENTS:

- Charles Town PD - NTP 08112026.pdf
- QUOTE - 3745884 - Charles Town - Cloud Migration.pdf
- PremisevsCloud_Tek-Advisors.pdf

Charles Town Police Department
To: Motorola Solutions, Inc. ("Motorola")
500 W. Monroe St.
Chicago, IL 60661

QUOTE - 3745884

This Notice to Proceed (NTP) serves as authorization for Motorola Solutions to place an order and invoice for the communication equipment and services as referenced on **Proposal / QUOTE- 3745884** dated for the purchase price of **$138,804.84 Charles Town Police Department** agrees to pay Motorola Solutions "Net 30 days from receiving an invoice" for the equipment and services. This is inclusive of payment terms outlined within the **QUOTE - 3745884.**

Title and Risk of Loss to Equipment shall pass to Customer upon shipment from Motorola. Unless otherwise agreed by the parties in writing, shipment will be made in a manner determined by Motorola. This NTP will take precedence with respect to conflicting or ambiguous terms.

Customer affirms that execution of this Agreement is the only Notice to Proceed that Motorola will receive for the term of this Agreement. Customer affirms funding has been encumbered for this order in accordance with applicable law and will pay all proper invoices as received from Motorola solely against this Agreement.

In the event any identified funding is not appropriated or becomes unavailable, the Customer reserves the right to terminate this Agreement for non-appropriation upon thirty (30) days' advance written notice to Motorola. In the event of such termination, Motorola shall be entitled to compensation for all conforming goods delivered and for all services performed prior to the effective date of termination.

Unless otherwise agreed upon in writing, invoices will be billed based on equipment shipped, services rendered, and standard payment terms and milestones. The subscription services will be billed annually in advance of each subscription period. Invoices will be due Net 30 upon receipt and shall be sent/emailed to **Charles Town Police Department** at the following billing address:

Charles Town Police Department
661 S George St.
Charles Town, WV 25414

The Equipment will be shipped to the Customer at the following address:

Charles Town Police Department
661 S George St.
Charles Town, WV 25414

The customer may change shipment information by giving written or electronic notice to Motorola.

If you have any questions regarding this order, please feel free to contact Alexander Tirado at +1 (856) 812-5478.

Sincerely,

By: _____

Title:_____

Email:_____

Date:_____

MOTOROLA SOLUTIONS







CHARLES TOWN, CITY OF

Cloud Migration

07/29/2026

The design, technical, pricing, and other information ("Information") furnished with this submission is confidential proprietary information of Motorola Solutions, Inc. or the Motorola Solutions entity providing this quote ("Motorola") and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the Information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information without the express written permission of Motorola.
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07/29/2026

CHARLES TOWN, CITY OF
101 E WASHINGTON ST
CHARLES TOWN, WV 25414

RE: Motorola Quote for Cloud Migration

Dear Chris Kutcher,

Motorola Solutions is pleased to present CHARLES TOWN, CITY OF with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide CHARLES TOWN, CITY OF with the best products and services available in the communications industry. Please direct any questions to Butch Bryant at butch.bryant@bearcom.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Butch Bryant

Motorola Solutions Manufacturer's Representative

Billing Address:
CHARLES TOWN, CITY OF
101 E WASHINGTON ST
CHARLES TOWN, WV 25414
US

Quote Date:07/29/2026
Expiration Date:09/27/2026
Quote Created By:
Butch Bryant
butch.bryant@bearcom.com

End Customer:
CHARLES TOWN, CITY OF
Chris Kutcher
ckutcher@charlestownwv.us
3047252714

Contract: 36874 - SOURCEWELL MOBILE VIDEO-101223-MOT
AGREEMENT: WG AGREEMENT

Summary:

This Motorola quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then the following Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products which is found at http://www.motorolasolutions.com/product-terms

Line #	Item Number	Description	Qty	Term	List Price	Disc $	Sale Price	Ext. Sale Price
	V700							
1	WGP02950A	BATT LIION IP67 4050T	19		$123.75	$24.75	$99.00	$1,881.00
2	WGB-0876A	V700 BWC 1080P FN READY W/REM BATT LM	19		$968.00	$271.04	$696.96	$13,242.24
3	LSV07S03512A	ESSENTIAL SERVICE W/ACC DMG AND ADV REPLACEMENT - V700	19	5 YEARS	$552.00	$110.40	$441.60	$8,390.40
	CommandCentral DEMS							
4	PSV00S04239A	CC EVIDENCE VIRTUAL TRAINING	1		$1,077.28	$0.00	$1,077.28	$1,077.28
5	WGW00166-100	EL4 TO VIDEOMANAGER EL DATA MIGRATION SERVICE, PER TB OF DATA	35		$125.00	$25.00	$100.00	$3,500.00
6	PSV00S05487A	MOBILE VIDEO REMOTE CLOUD DEPLOYMENT	1		$3,200.00	$0.00	$3,200.00	$3,200.00

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	Term	List Price	Disc $	Sale Price	Ext. Sale Price
7	SSV00S05160A	COMMANDCENTRAL DEMS UNLIMITED STORAGE PER BODYWORN CAMERA	19	5 YEAR	$1,020.00	$0.00	$1,020.00	$19,380.00
8	SSV00S05161A	COMMANDCENTRAL DEMS UNLIMITED STORAGE PER IN-CAR VIDEO CAMERA	48	5 YEAR	$1,020.00	$0.00	$1,020.00	$48,960.00
9	SSV00S05158A	COMMANDCENTRAL DEMS PLUS SERVICE	43	5 YEAR	$3,000.00	$0.00	$3,000.00	$129,000.00
10	SSV00S06340A	RESPONDER PRODUCTIVTY ASSIST	43	5 YEAR	Included	Included	Included	Included
11	SSV00S03616A	SOFTWARE,COMMAND CENTRAL INTERVIEW ROOM SUBSCRIPTION	1	5 YEAR	$0.00	$0.00	$0.00	$0.00
12	WGC01013	VIRTUAL UPLOAD APPLIANCE	1	5 YEAR	$9,375.00	$1,875.00	$7,500.00	$7,500.00

Subtotal: $236,130.92

Discount: ($97,328.08)

Grand Total: $138,802.84(USD)

Pricing Metric :

Price is indicative of the following -
# of Devices - 43

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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Pricing Summary

		Payment Term	Upfront Sale Price
Upfront Costs*			
			$31,474.84
Upfront Subscription Fee			
	CommandCentral DEMS	Annually	$21,465.60
Sub Total:			**$52,940.44**

		Payment Term	Sale Price	Annual Sale Price
Year 2 Subscription Fee				
	CommandCentral DEMS	Annually	$21,465.60	$21,465.60
Year 3 Subscription Fee				
	CommandCentral DEMS	Annually	$21,465.60	$21,465.60
Year 4 Subscription Fee				
	CommandCentral DEMS	Annually	$21,465.60	$21,465.60
Year 5 Subscription Fee				
	CommandCentral DEMS	Annually	$21,465.60	$21,465.60
Sub Total:				**$85,862.40**

Grand Total System Price (Inclusive of Upfront and Annual Costs)	**$138,802.84**

**Upfront costs include the cost of Hardware, Accessories and Implementation, where applicable.*

Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.
- Additional information is required for one or more items on the quote for an order.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.

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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Parametric Data
1	PSV00S04239A	Incomplete
2	SSV00S05160A	Incomplete
3	SSV00S05161A	Incomplete
4	SSV00S05157A	Incomplete
6	SSV00S03749A	Incomplete
7	WGC01013	Incomplete

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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

V700 BODY-WORN CAMERA SOLUTION DESCRIPTION

The V700 body-worn camera captures clear video and audio of every encounter from the user's perspective. Its continuous-operation capabilities allow constant recording, helping the user to capture every detail of each situation and create a reliable library of evidence for case building and review. The V700 can stream live video and report real time GPS location through a built-in LTE modem, directly to the suite of CommandCentral applications.

The V700 is easy to operate, with four control buttons. Its innate Record-After-the-Fact® (RATF) technology enables the device to capture important video evidence that can be retrieved hours or days after an incident occurs, even if a recording is not triggered by the user or sensor. With RATF, officers can prioritize response to immediate threats versus manually activating their camera.

KEY FEATURES OF THE V700

- **Detachable Battery –** The V700's detachable battery allows officers to switch to a fully-charged battery if their shift goes longer than expected. Since the battery charges without being attached to the V700, the battery is kept fully charged in the dock ready for use. This feature is especially helpful for agencies that share body-worn cameras with multiple officers.
- **Wireless Uploading –** Recordings made by the V700 are uploaded to the agency's evidence management system via LTE or WiFi. This enables easy transfer of critical recordings to headquarters for immediate review or long-term storage.
- **Real-time Location and Video Streaming –** With built-in LTE connectivity, the V700 paired with CommandCentral Aware will send location updates and stream live video to a dispatch center or Real Time Crime Center (RTCC) giving the agency a complete and accurate view of their officers for better coordination and quicker response times.
- **LTE Service Ready –** The V700 is approved for use on Verizon and FirstNet networks in the U.S. and Bell Mobility in Canada. The V700 will ship with a pre-installed SIM from both carriers, ready for service activation upon arrival with a data plan that best suits the agency's needs. LTE service activation would be on the agency's carrier account.
- **Data Encryption –** The V700 uses FIPS-140-2 compliant encryption at-rest and in-transit. This ensures recordings made by the agency's officers are secure from unauthorized access.
- **Record-After-The-Fact® –** Our patented Record-After-the-Fact® technology captures footage even when the recording function is not engaged. The camera user or admin can request video footage from a specific point in the past to be uploaded to the evidence management system, hours or even days after the event occurred.
- **Natural Field of View –** The V700 eliminates the fisheye effect from wide-angle lenses that warps video footage. Distortion correction ensures a clear and complete evidence review process. The V700's high quality, low light sensor captures an accurate depiction of recorded events, even in challenging lighting conditions.
- **SmartControl Application –** To maximize efficiency in the field, the Motorola Solutions SmartControl app enables V700 users to preview video recordings, add or edit tags, change camera settings and view live video from the camera. The app is available for both iOS and Android phones.
- **In-Field Tagging –** The V700 enables easy in-field event tagging. It allows officers to view event tags and save them to the appropriate category directly from the body-worn camera or via the SmartControl app.
- **Auto Activation –** The V700 body-worn camera(s) paired with an M500 or 4RE in-car video system(s) can form a recording group, which automatically starts recording when one of the devices begins to record. Each device can be configured to initiate a group recording using triggers like lights, sirens, doors, gun racks, and other auxiliary inputs. Up to eight V700s can form a recording group and collaborate on recordings, without a

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corresponding in-car video system, using similar triggers. Group recordings are uploaded and automatically linked to the evidence management system as part of one event.

V700 AND IN-CAR VIDEO INTEGRATION

The V700 integrates seamlessly with the M500 or 4RE in-car video systems, capturing video of an incident from multiple vantage points. This integration includes the following features:

- **Distributed Multi-Peer Recording –** Multiple V700 body-worn cameras and in-car video systems can form a recording group and based on the configuration, automatically start recording when one of the devices begins to record. Group recordings are uploaded and automatically linked to the evidence management system as part of one incident.
- **Automatic Tag Pairing –** Recordings captured by integrated V700 body-worn cameras and in-car video systems can be uploaded to the evidence management system with the same tags. From the in-car video system's display, videos can be saved under the appropriate tag category. The tag is then automatically shared with the V700 video and uploaded as part of one incident along with the officer's name.
- **Evidence Management Software –** When V700 body-worn cameras and in-car video systems record the same incident, the Motorola Solutions evidence management software automatically links those recordings based on officer name, date, and time overlap.
- **Additional Audio Source –** The V700 can serve as an additional audio source when integrated with the in-car video system. The V700 also provides an additional view of the incident and inherits the event properties of the in-car video system's record, such as officer name, event category, and more, based on configuration.
- V700 and APX Radio Integration

Motorola Solutions' APX two-way radios can pair with V700 body-worn cameras to automate video capture through Bluetooth. When the APX's emergency mode button is pressed, or the Man Down feature is activated, the V700 is triggered to start recording immediately. The recording will continue until manually stopped by the officer via the start/stop button on the V700 or group in-car video system.

HOLSTER AWARE™ INTEGRATION

The V700 integrates with a Holster AwareTM sensor through Bluetooth. If configured, the sensor automatically prompts the V700 to record the moment the holstered equipment is drawn. The holster sensor information is stored with the V700 user profile and uploaded to the evidence management system. If the user is assigned to a different camera, the holster sensor information will be applied to the new camera. The holster sensor allows officers to record high-stress events as they unfold, without having to sacrifice situational awareness by manually activating the V700.

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DOCKING STATIONS

The V700 has three docking options:



Transfer Station – The Transfer Station is built for large, multi-location agencies with large numbers of V700 cameras in service at any given time. It can charge up to eight fully assembled body-worn cameras or individual batteries. The eight docking slots include an LED indication of a battery charging and upload status. While the V700 charges, the Transfer Station can automatically offload recordings from the camera to the evidence management system via an integrated 2.5Gb switch. The Transfer Station connects directly to the LAN for fast offload of recorded events to storage, while charging the body-worn camera battery. The Transfer Station supports comprehensive device management capabilities, such as camera configuration, checkout and officer assignment options; rapid checkout, kiosk, and individual camera checkout; automatic firmware and configuration updates.



USB Base – The USB Base charges the battery of a single V700 or standalone battery pack. The USB Base can be mounted in a vehicle or attached to a desktop or Mobile Data Computer with 12V or USB connection for power. The USB Base has LED indications for battery charging status and upload, and an ambient light sensor for optimal LED brightness control from bright sunlight to the dim interior of a patrol car. When connected to a laptop or desktop computer, the USB Base can be used to upload recordings to the evidence management system, as well as, receive firmware and configuration updates.



Wi-Fi Base – The Wi-Fi Base is mounted in a vehicle. It facilitates V700 upload of video evidence to the evidence management system, firmware updates, communication between V700 and in-car video system group devices and charges fully assembled V700s or individual battery packs. It has LED indications of battery charging status and upload, and an ambient light sensor for optimal LED brightness control, from bright sunlight to the dim interior of a patrol car.

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MOUNTING SOLUTIONS

V700 is compatible with the entire line of V300 mounting solutions as depicted below.

WGP02798	WGA00669	WGA00668	WGP02697	WGP03088	WGP03085
					
Magnetic Center Shirt Mount	Tek-Lok Belt Mount	Molle Locking Mount	Shirt Clip	Heavy Jacket Clip	Heavy Jacket Magnetic Mount

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STATEMENT OF WORK — ESSENTIAL SERVICE FOR V700 BODY WORN CAMERA DEVICE (NORTH AMERICA)

This Statement of Work ("SOW") is subject to the terms and conditions of the Motorola Solutions Service Agreement or other applicable agreement in effect between the parties ("Agreement"). The terms of this SOW are an integral part of an Agreement with the Customer to which this SOW is appended and is made a part thereof by this reference. In the event of a conflict between the terms and conditions of an Agreement and the terms and conditions of this SOW, this SOW will control the inconsistency only. This SOW applies to the Device(s) specifically named in the Agreement.

DESCRIPTION OF SERVICES AND OBLIGATIONS

The term "Customer" refers to any end-user who has a purchase agreement with Motorola Solutions.

Essential Service provides either three (3) or five (5) years of coverage, as selected by the Customer, and includes:

- Remote Technical Support
- Software Maintenance
- Software Enhancements
- Hardware Repair for manufacturing defects

Motorola Solutions includes three (3) years of Essential Service with each Body Worn Camera (BWC) device purchase, with optional service upgrades to extend and/or provide additional coverage for the device.

ESSENTIAL SERVICE

Remote Technical Support

Remote Technical Support is provided for device issues related to software and/or hardware that require troubleshooting expertise. Motorola Solutions' System Support Center (SSC) and Technical Support Operations (TSO) center are staffed with highly trained technologists who specialize in the diagnosis and resolution of product issues. Motorola Solutions' SSC and TSO are continuously monitored against stringent, industry recognized incident and problem management processes.

Motorola Solutions will respond to calls, e-mails, and web portal submissions during normal support hours, five (5) business days per week, excluding holidays, and weekends. In addition, Customers may contact the Motorola Service Desk and a Motorola Solutions representative will log a technical request on Motorola Solutions' Case Management System.

Technical Problem Isolation, Analysis and Resolution.

A Motorola Solutions representative or technologists will:

- Work to isolate the problem/issue
- Analyze and determine the cause of the problem/issue
- Work to achieve problem/issue resolution

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Software Maintenance

Software maintenance is important for ensuring device performance and operation. Essential Service provides the Customer with access to the latest available Body Worn Camera (BWC) device operating system (OS) software, device firmware, and application software. Device software releases maintain the device software performance such that the Device operates in accordance with its specifications and documented functionality, and is aligned with the applicable Motorola Solutions infrastructure platform lifecycle. Each release may include bug fixes, security patches, and/or new feature activation enablements.

Configuration of the Body Worn Camera (BWC) device is made possible through the use of the CommandCentral DEMS, VideoManager EL On-Premises, or VideoManager EL Cloud, solution.

Access to software updates will remain available until the expiration of the initial term of the Essential Service Package. Upon expiration of the initial Essential Service term, availability of software updates will terminate, unless the Customer renews Essential Service.

Software Enhancements

Software Enhancements are included with all BWC devices that have a valid Essential Service Package. Software Enhancements may include, or introduce, new device features, functionality, or capabilities, that were not available at time of device purchase. Availability of software enhancements depends on the device hardware and software capability to work with the new enhancements. Certain enhancements, not included with Essential Service Packages, may only be available as an additional purchase.

Motorola Solutions, at its discretion, reserves the right to add new software enhancements, or remove existing software enhancements, from any of its Essential Service Package. Please contact your Motorola Solutions Sales associate, or visit the Motorola Solutions' Web portal, for additional information regarding device features and capabilities.

Software Enhancements for the device will be continuously available until the expiration of the initial term of the Essential Service Package. Upon expiration of the initial term of Essential Service, availability of Software Enhancements will terminate, unless the Customer renews Essential Service.

Device Hardware Repair

Essential Service provides the Customer with repair services at a Motorola Solutions owned and operated, supervised, or certified Repair Center that employs the latest test equipment and original or certified replacement components used in the manufacturing of the BWC device. Device Hardware Repair provides the Customer with repair services for internal and external device components that are damaged as a result of manufacturing defects and defects due to normal wear and tear. With this Service, the device is repaired to ensure full compliance with its specifications, as published by Motorola Solutions at the time of delivery of the original device via:

- Repairs, adjustments and restorations, if appropriate, of any device that malfunctions while being used within the operational and environmental parameters specified by Motorola Solutions.
- Device updates, if applicable, as may be released, from time to time, by Motorola Solutions in accordance with an Engineering Change Notice.

At the discretion of Motorola Solutions, if the device is considered “un-repairable”, for technical or economic reasons, Motorola will replace the device with a new or refurbished device.

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A three (3) year optional Service is available for the Transfer Station. Scope includes Technical Support and Hardware Repair as described in sections 1.2.1 and 1.2.4.

Essential Software Service

If for any reason the Customer declines or chooses to exclude the hardware repair option that is included with the three (3) year Essential Service Package, the Customer will automatically default to, and be entitled to, three (3) years of Essential Software Service and one (1) year of hardware repair against manufacturing defects, as covered by the standard product warranty.

Essential Software Service provides three (3) years of coverage and includes:

- Remote Technical Support
- Software Maintenance
- Software Enhancements

Scope of Products or Services included

Essential Service, and optional Service upgrades, are currently available for all V700 Body Worn Camera devices. Check with your Motorola Solutions' Sales representative if you have a question about the eligibility of your device.

Optional and purchasable Services are available for the Transfer Station.

MOTOROLA SOLUTIONS RESPONSIBILITIES

Software Release Availability. Motorola Solutions will provide access to the latest BWC device software and firmware releases via the CommandCentral DEMS, VideoManager EL On-Premises, or VideoManager EL Cloud, solution. For customers using the CommandCentral DEMS or VideoManager EL Cloud, software and firmware upgrades will occur automatically when the Body Worn Camera device connects to the agency's CommandCentral DEMS or VideoManager EL Cloud instance. If using the VideoManger EL On-Premises solution, the on-prem server will periodically connect to the VideoManager EL Cloud database to check for new software and firmware versions, download the latest version, and apply the new software and/or firmware automatically to the BWC device when it connects to the server.

Software Release Notes. Motorola Solutions may, from time to time, provide release notes for the BWC Device software release. Information regarding training material will be posted on the Learning Experience Portal (LXP) at https://learning.motorolasolutions.com

Hardware Repair. Motorola Solutions will provide repair or replacement of a device, at its option, with a five (5) business day in-house turnaround time, provided the device is delivered to the repair center by 9:00 a.m. (local repair center time), and replacement parts, components, and/or devices are available. Business days do not include holidays or weekends. Repair may include the replacement of parts, or boards with new parts or complete boards or, at Motorola Solutions' option, with functionally equivalent, reconditioned parts, boards, or with a new or refurbished replacement device. All replaced parts, boards or devices will become the property of Motorola Solutions. Turnaround time represents the time a product spends in the repair process; it does not include time in transit, including customs clearance.

LTE/4G Service. Motorola Solutions supports the operation of the V700 BWC device on multiple approved LTE/4G Carrier Networks. Based on the Customer's selection of a Carrier during the initial ordering process,

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Motorola Solutions will install, in the device, the Customer's selected Carrier SIM, before the device is shipped to the Customer. The Customer is responsible for contacting the Carrier and activating the LTE/4G data service.

Shipping. For devices repaired under Essential Service, Motorola Solutions will provide one-way shipping, from an Authorized Motorola Repair Center to the Customer. The Customer is responsible for the shipping method and any shipping costs incurred when returning the faulty device to an Authorized Motorola Solutions repair center. Based on the country of purchase, Motorola Solutions may also cover, or include, two-way shipping for the damaged or defective device. Eligibility for two-way shipping will be confirmed during the repair submission process.

CUSTOMER RESPONSIBILITIES

Serial Numbers. If device orders are submitted via Motorola Solutions' Partner Hub, OCC, or CPQ ordering systems, the hardware serial number(s) for three (3) year Essential Service and Essential Software, as well as five (5) year Essential Service, and three (3) and five (5) year Essential Service with Accidental Damage and Advanced Replacement, will be automatically captured and included in the Service Agreement.

If five (5) year Essential Service or three (3) and five (5) year Essential Service with Accidental Damage and Advanced Replacement is purchased within 90 days of device shipment, the Customer must provide a complete list, preferably in electronic format, or by completing a Service Order Form (SOF), of all hardware serial numbers to be covered under the Agreement.

Initiating Repair. When initiating a repair, the Customer must contact Motorola Solutions to obtain a Return Material Authorization (RMA) number for each faulty BWC device. The Customer can submit a repair, and request an RMA, via the Partner Hub Portal, or by contacting the Motorola Solutions' Service Desk. If two-way shipping is included, the customer can generate a shipping label via Partner Hub, or by contacting the Motorola Solutions Service Desk. The Return Material Authorization (RMA) must be included with the device when shipped to the Authorized Motorola Repair Center.

- Only the BWC device should be returned for repair. The battery must be removed before shipping the device to a Motorola Solutions Repair Center.
- Device accessories should not be included when returning a device to a Motorola Solutions Repair Center for repair. Accessories include batteries, chargers or charging stations, cables, mounts, and clips.
- The SIM card must remain in the device, and intact, when the device is shipped to a Motorola Solutions Repair Center. If the SIM card is removed, or if any evidence of SIM card tampering is found, including disassembling of the device, the warranty will be null and void.

Motorola Solutions is not responsible for any accessories, or device batteries, that are shipped with the device for repair.

Device software releases. The Customer will be responsible for updating each eligible BWC device with the latest available software and/or firmware, and of advising users of any operational changes that may have been introduced as a result of the new software or firmware.

LTE/4G Service. The Customer is responsible for selecting a Motorola Solutions approved LTE/4G Carrier/Provider during the initial ordering process, and for contacting the Carrier and activating LTE service for the device. The Customer is solely responsible for all financial obligations with the selected LTE Carrier.

Wi-Fi Connectivity. The Customer is responsible for providing all Wi-Fi connectivity to the device.

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Removing Customer Data. The Customer is responsible for removing, from the device, any data, video, or other information that the Customer wishes to retain or destroy, prior to sending the device to a Motorola Solutions Repair Center for repair.

Motorola Solutions may provide a Video Evidence Recovery Service for the BWC device, as an additional charge. Video Evidence Recovery is a best effort service that is dependent on the condition of the device. This service, if applicable, will have a separated Agreement, with Terms and Conditions, outside the scope of this Statement of Work (SOW). Please contact your Motorola Solutions Representative for more information regarding the Video Evidence Recovery Service.

ESSENTIAL SERVICE LIMITATIONS AND RESTRICTIONS

Customer will incur additional charges at the prevailing rates for any of the following activities, which are not covered under this Agreement:

- Replacement of consumable parts or accessories, as defined by product, including but not limited to batteries, cables, mounts, or clips.
- Repair of problems caused by natural or manmade disasters, including but not limited to fire, theft and floods that would cause internal or external component damage or destruction.
- Repair of problems caused by third parties' Software, accessories or peripherals not approved in writing by Motorola Solutions for use with the device.
- Repair of problems caused by using the device outside of the product's operational and environmental specifications, including improper handling, carelessness or reckless use, or repaired by a third party.
- Repair of problems caused by unauthorized alterations or attempted repair.
- Non-remedial work, including but not limited to administration and operator procedures, reprogramming, and operator or user training.
- Problem determination and/or work performed to repair or resolve issues with non-covered products; for example, any hardware or software products not specifically listed on the service order form.
- Any file or video backup or restoration.
- Completion and test of incomplete application programming or system integration if not performed by Motorola Solutions and specifically listed as covered.
- Use of Software or Firmware releases, except as provided for under the responsibilities outlined in this document.
- Accidental damage, chemical or liquid damage, or other damage caused outside of normal device operating specifications, unless the Customer has purchased the optional Essential Service with Accidental Damage and Advanced Replacement package.
- Cosmetic imperfections that do not affect the functionality of the device.

Where a Body Worn Camera device is submitted for repair that is outside the scope of Service, such repair may be quoted by Motorola Solutions for additional cost in accordance with Motorola Solutions' standard Time and Materials (T&M) rates and terms and conditions. Motorola Solutions will notify the Customer of any incremental charges related to the aforementioned exclusions prior to completing the repair and said repair will be subject to acceptance of the quotation by the Customer.

Software support for unauthorized modifications, or other misuse of the device software, is not covered under this Agreement.

Access to the software and firmware releases for updating the device under this SOW is available only for the device named in the Agreement. Software updates to any additional devices are expressly excluded and

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prohibited. Notwithstanding the foregoing, Motorola Solutions may, at its sole discretion, include coverage for other devices.

Any implementation tools not required to support the device software and firmware updates are excluded from coverage.

MOTOROLA SOLUTIONS IS NOT OBLIGATED TO PROVIDE SUPPORT FOR ANY DEVICE:

- That has been repaired, tampered with, altered or modified (including the unauthorized installation of any software) — except by Motorola Solutions authorized service personnel.
- That has been subjected to unusual physical or electrical stress, abuse, or forces or exposure beyond normal use within the specified operational and environmental parameters set forth in the applicable product specification.
- If Customer fails to comply with the obligations contained in the product purchase agreement and/or the applicable software license agreement and/or Motorola Solutions terms and conditions of service.

ESSENTIAL SERVICE WITH ACCIDENTAL DAMAGE REPAIR AND ADVANCED REPLACEMENT

Description of Services and Obligations

Accidental Damage coverage is an optional, prepaid service that adds coverage for accidentally damaged BWC devices. Accidental Damage coverage must be purchased together with, or within 90 days of, a qualifying Motorola Solutions device purchase. This three (3) or five (5) year service offer reduces unexpected expenses related to the repair of the device. Accidental Damage and Advanced Replacement coverage includes all services provided under Essential Service, plus additional coverage for Accidental Damage and Advanced Replacement of the damaged device.

Examples of repairs covered under Accidental Damage include:

- Electrical repair for failures caused by accidental water or chemical damage
- Electrical repair for accidental internal damage
- Replacement of accidentally cracked or broken housings.
- Replacement of accidentally cracked or broken camera lens or displays.
- Replacement of accidentally cracked or broken or missing buttons, knobs, or keypads

Repair or Replacement. Motorola Solutions will provide repair or replacement of a BWC device, at its option, with a five (5) business day in-house turnaround time, excluding weekends and holidays, provided the device is delivered to the repair center by 9:00 a.m. (local repair center time), and replacement parts, components, and/or devices are available. Repair may include the replacement of parts, or boards with new parts or complete boards or, at Motorola Solutions option, with functionally equivalent, reconditioned parts, boards, or with a new replacement or refurbished device. All replaced parts, boards or devices will become the property of Motorola Solutions. Turnaround time represents the time a product spends in the repair process; it does not include time in transit, including customs clearance.

Serial Numbers. If the Accidental Damage Service is purchased with the device, in the same order, using Motorola Solutions' Partner Hub Portal, OCc, or CPQ when ordering, the hardware serial number(s) are automatically captured and included in the Service Agreement. If Accidental Damage Service is purchased within 90 days of device shipment, the Customer must provide a complete list, preferably in electronic format, or by completing a Service Order Form (SOF), of all hardware serial numbers to be covered under the Agreement.

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Initiating Repair. When initiating a repair, the Customer must contact Motorola Solutions to obtain a Return Material Authorization (RMA) number for each faulty BWC device. The Customer can submit a repair, and request an RMA, via the Partner Hub Portal, or by contacting the Motorola Solutions' Service Desk. If two-way shipping is included, the customer can generate a shipping label via Partner Hub, or by contacting the Motorola Solutions Service Desk. The Return Material Authorization (RMA) must be included with the device when shipped to the Authorized Motorola Repair Center.

- Only the BWC device should be returned for repair. The battery must be removed before shipping the device to a Motorola Solutions Repair Center.
- Device accessories should not be included when returning a device to a Motorola Solutions Repair Center for repair. Accessories include batteries, chargers or charging stations, cables, mounts, and clips.
- The SIM card must remain in the device, and intact, when the device is shipped to a Motorola Solutions Repair Center. If the SIM card is removed, or if any evidence of SIM card tampering is found, including disassembling of the device, the warranty will be null and void.

Motorola Solutions is not responsible for any accessories, or device batteries, that are shipped with the device for repair.

Advanced Replacement. Under Accidental Damage and Advanced Replacement Service, Motorola Solutions will provide Advanced Replacement for the damaged device. Motorola Solutions will ship a new or refurbished replacement device to the Customer within two (2) business days of receiving the Customer repair request, subject to availability of replacement devices. Business days do not include weekends or holidays.

The Customer must return the defective or damaged device to a Motorola Solutions Repair Center within 30 days after receiving the replacement device. Failure to return the damaged device to Motorola Solutions will result in an additional Customer charge for the replacement device.

When returning a device for Advanced Replacement, device accessories should not be included. Accessories include batteries, chargers or charging stations, cables, mounts, and clips.

Motorola Solutions is not responsible for any accessories that are shipped with the device.

ACCIDENTAL DAMAGE AND ADVANCED REPLACEMENT LIMITATIONS AND RESTRICTIONS

Customer will incur additional charges at the prevailing rates for any of the following activities, which are not covered under this Agreement:

- Replacement of consumable parts or accessories, as defined by product, including but not limited to batteries, chargers, charging stations, mounts, and clips.
- Repair of problems caused by natural or manmade disasters, including but not limited to fire, theft and floods that would cause internal or external component damage or destruction.
- Repair of problems caused by third parties' Software, accessories or peripherals not approved in writing by Motorola Solutions for use with the device.
- Repair of problems caused by using the device outside of the product's operational and environmental specifications, including improper handling, carelessness or reckless use, or repair by a third party.
- Repair of problems caused by unauthorized alterations or attempted repair.
- Non-remedial work, including but not limited to administration and operator procedures, reprogramming, and operator or user training.
- Problem determination and/or work performed to repair or resolve issues with non-covered products; for example, any hardware or software products not specifically listed on the service order form.

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- Any file or video backup or restoration.
- Completion and test of incomplete application programming or system integration if not performed by Motorola Solutions and specifically listed as covered.
- Use of Software or Firmware releases except as provided for under the responsibilities outlined in this document.

There is a maximum limit of one (1) Body Worn Camera device repair, per contract year, for Essential Service with Accidental Damage and Advanced Replacement.

Where ongoing “Accidental Damage” repair is deemed by Motorola Solutions to be excessive, systemic, or the result of device mishandling, the Customer may be subject to an additional charge. Should the accidental damage continue unabated, the Customer will incur repair charges at Motorola Solutions’ discretion and prevailing charges for devices deemed by Motorola Solutions to have been damaged through improper handling, carelessness or reckless use.

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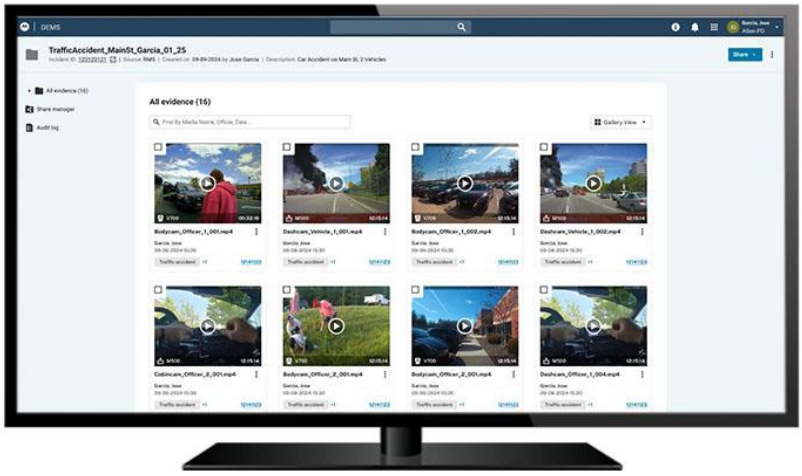
COMMANDCENTRAL DEMS PLUS SOLUTION DESCRIPTION

OVERVIEW

CommandCentral DEMS provides a suite of digital evidence management tools that help users contain, organize, and act on large amounts of incoming multimedia. These tools streamline the collection, capture, storage, and sharing of data from a single location.



By centralizing digital evidence collections, CommandCentral DEMS removes data silos and provides users with the storage and tools they need to get the most out of their critical information. In addition, users can easily secure and share content with an intact chain of custody, to improve collaboration.



CommandCentral DEMS Plus is available without any upfront capital investment. Monthly subscription service costs include the software, device management, and storage. Evidence also secures data at rest and in transit to protect communications. This complies with CJIS guidelines and the NIST framework.

THE COMMANDCENTRAL PLATFORM

CommandCentral is an end-to-end platform of interconnected solutions that unify data and streamline public safety workflows from a tip or call to case closure. Through single sign-on capabilities, your personnel can access all software applications with one agency username and password for a more streamlined workflow. The platform puts your agency's data to better use, improves safety for critical personnel, and helps keep your focus on the communities you serve.

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CommandCentral continuously evolves, maximizing the value of existing investments while adopting new capabilities that better meet your personnel's growing needs. With cloud-based services and an agile development methodology through constant user feedback, Motorola Solutions can deliver new features and functionality in a more manageable, non-intrusive way.



Figure 1: The End-to-End Platform

DIGITAL EVIDENCE MANAGEMENT

Evidence stored in the tool is easy to search, correlate, and review alongside other case-related information from your CAD or RMS database. Relevant content can be marked and intelligently sorted to quickly locate critical information from a central touchpoint. This unified storage framework allows personnel to make informed decisions from an organized and complete case evidence view, while offering an access control system to allow only authorized personnel to view sensitive information.

Store and Manage - Collections

Evidence is automatically linked based on the tags and metadata attached to those files, helping users find additional contextual information on an incident and build cases quickly. Users can search and filter content to locate additional relevant data to link to a case or incident.

- **Auto Created Collections** – Digital evidence captured by integrated products that provide a Record ID, such as an Incident or Case Number, will automatically be grouped into a Collection.
- **Manually Created Collections** – Users can manually create collections or sub-collections to better organize individual files and related items.
- **Bulk Actions** – Easily download, share, and edit specific details of multiple files in a group.
- **Manual Upload** - Upload digital evidence from 3rd parties directly into an existing collection or while creating a new collection to build your case.

Interagency, Judicial, and Community Sharing

Easily share digital evidence with trusted organizations and community members using our secure sharing features.

- **Trusted Organizations, Authenticated Sharing** - Share digital evidence collections with other agencies and judicial partners in a secure portal accessible by authenticated users.
- **Unauthenticated** - Quickly share evidence with the community for public information requests. Links can be password protected to add a level of security.

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AI Assisted Redactions and Transcriptions

Protect confidentiality and save time with our AI Assisted Redaction and Transcription Services.

- **AI Transcription & Summaries** - Generate transcriptions on-demand or set up automations to create transcriptions for video and audio files with an AI generated summary.
- **AI Assisted Video and Audio Redactions** - Receive suggestions for objects and information commonly redacted.
  - Video Object Detection - Identifies and tracks objects commonly redacted; such as heads (faces), license plates, screens, and documents.
  - Audio Detections - Use AI to auto-detect common sensitive data found in audio; such as names, phone numbers, and medical interactions.
  - Manual Redactions - For simple projects, manual redaction tools are available.

Current MSI Ecosystem Integrations:

- CommandCentral Responder Starter, Mobile Field Responder Application
- SmartControl Mobile App for Body Cameras
- 10-21 Police Phone
- CAPE-Equipped Drones
- Smart Transcription for 9-1-1 call recordings
- ViQi - Voice Activated AI
- Records Management
  - Flex Records
  - PremierOne Records
  - CC Records / RMS

Third Party Integrations

Import and export of data from some 3rd party software is available in some instances. Talk to your sales team for more details.

DEVICE MANAGEMENT

Easily manage, configure, deploy and monitor in-car and body cameras in CommandCentral DEMS.

- **Body Cameras** are checked out to a given officer with assignment records showing the history of use for the device.
- **In-Car Video** systems are configured with a list of officers who are authorized to use it. When an officer logs into the device, they are marked as the owner of any evidence created by the device.
- **Rapid Checkout Kiosk** allows users to quickly check out pooled body cameras at the beginning of a shift with an easy-to-use interface.
- **User Preferences -** In-car and Body cameras can be configured to remember preference settings for each user, including alert volume level, haptic notifications, screen and LED brightness and more.
- **Automatic Video Upload**: Videos are automatically uploaded to CommandCentral DEMS and linked based on officer name, or group recordings.
- **Device Dashboard:** See a detailed, easy-to-understand overview of your body cameras and in-car video systems at a glance, including their battery levels, memory levels, last checkout, and location.
- **In-field tagging:** Categorize and review body camera footage while still in the field, via the SmartControl iOS/Android/Windows app.

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Supported devices include:

- SVX converged Radio Speaker Mic and Body-Worn Camera
- V700 Body Cameras
- M500 In-Car Camera System

CLOUD SECURITY AND COMPLIANCE

Proactive Security Design

Security is proactively incorporated into the design of our applications, not applied reactively when incidents occur. Applications undergo security reviews at each phase of their development and continue with ongoing assessments after deployment to find and repair vulnerabilities.

Compliance with Industry Best Practices

Our cloud solutions comply with key industry best practices for security, including NIST Security and Privacy Controls for Information Systems and Organizations (800-53), ISO 27001, 27017, 27018 - Specification for an Information Security Management System, and Criminal Justice Information System (CJIS) Security Policy. We conduct continuous and comprehensive risk assessments following the guidelines and best practices provided by NIST and ISO.

Cybersecurity Champions Imbedded in Product and Service Teams

Over 350 specially trained and certified Cybersecurity Champions ensure that a culture of cybersecurity is instilled into the fabric of our product and services teams. Programmers receive ongoing security training and updates on the latest hacker tactics so they can layer security into every stage of the application development process.

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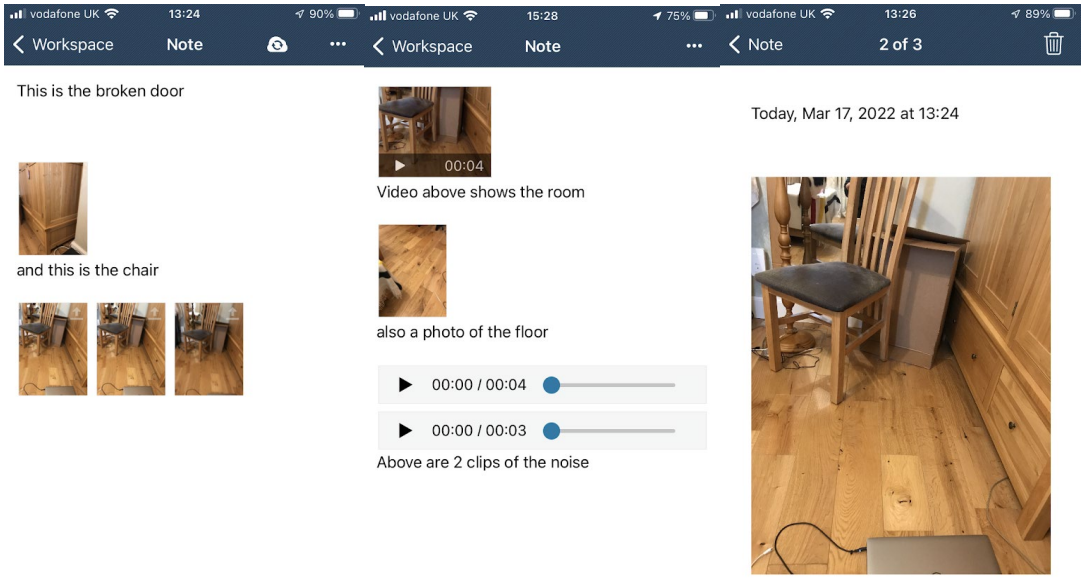
COMMANDCENTRAL RESPONDER STARTER WITH EVIDENCE SOLUTION DESCRIPTION

CommandCentral Responder is a mobile solution for frontline Responders. This includes an application for iOS and Android.

The Responder with Evidence solution (also known as Responder Starter) allows users to capture media, record notes, tag items and link them to cases / incident records. Depending on which feature flags are enabled, a customer can gain access to different sets of features. Using a note, users can capture a group of photos in one go and then tag them or link them all as a group. Responder uploads media automatically once captured, making the process easy for users. Media is removed automatically from a user's device after a customer defined retention period. Users can set up the application easily by downloading the application from App Store or Play Store, and simply logging in with their MSI account.

NOTES AND MEDIA CAPTURE

Responder with Evidence allows a user to create a note and capture media and associated text. Users can use the note either just to group a set of media together (as they capture it) or to add additional explanatory text as they capture details. Users can capture audio, video and photographs in this collection. This means users can attend a scene and immediately capture a collection of media before working out how to tag or link it. Users can view a full size version of a photo and can zoom in to view it at larger scale.



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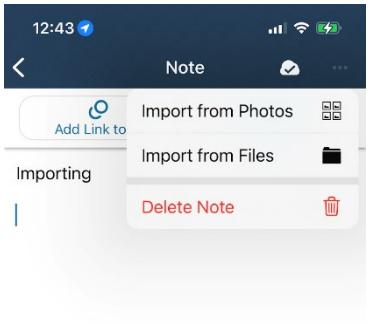
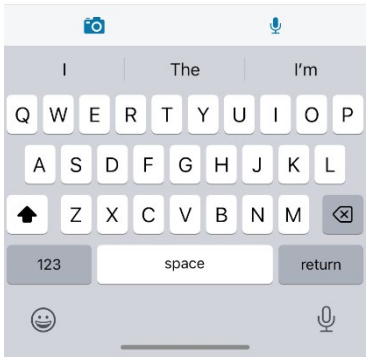
IMPORTING MEDIA

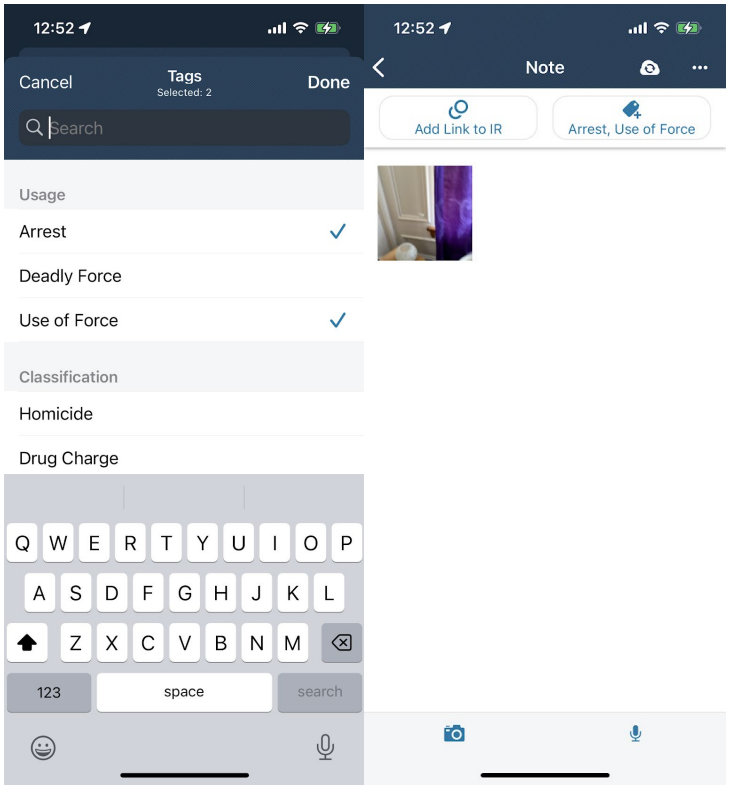


Users can import media (photos, audio, video and files such as PDFs) from their gallery or file system - allowing them to use media files shared to their device by members of the public. This feature can be enabled or disabled using per agency configuration (if an agency does not want to use this capability they can turn it off).

TAGGING

Users can choose to tag a note, which will tag it and all media within it. Tags provided are those configured by the agency and are shown grouped by categories defined by the agency. Selected tags will then show on the note. As with all media, in CommandCentral Evidence, tags are used to manage and set the retention period for media. In addition to manual tags, Responder can be configured to set a default “Responder Media” tag on every media item uploaded by Responder. This allows agencies to set a default tag & retention period for anything captured by Responder.





LINKING TO RECORDS

Users can link a note to an incident record contained in the CommandCentral Consolidated Records View - to relate the note & media to the incident and ensure they are shown in the Consolidated Records View.

The incident record summary shown in Responder contains key data for the record - Report number, Incident Type, Involved officers & Incident Start & End Date.

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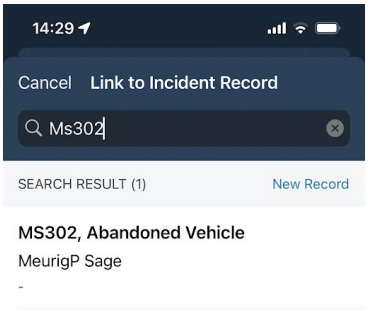
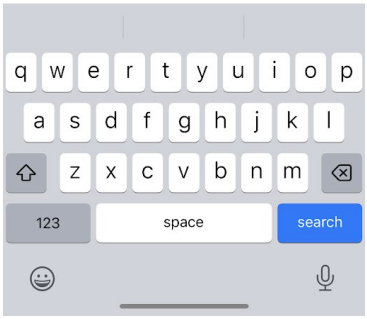
Users can:

- Link to an incident record already on a user's device
  - Any incident records for which a user is already added as an involved officer will be automatically downloaded to their device.
- Link to an incident record by search:
  - A user can search for an incident record using a simple free text search, searching for any incident record for the agency in CC Records that the user has permission to view
- Create a new incident record if one does not exist (not available with Flex - see below)
  - User can create a new incident record (providing summary details above).
  - User will be provided with the Report number separately
  - Responder application will detect creation of incidents (from Responder) with duplicate Report numbers, warn users and allow them to resolve conflicts.

The exact behavior depends on whether the customer is using:

- Responder with CommandCentral Evidence connected to Flex
  - Flex generates law incidents (typically created from CAD). These law incidents are uploaded to CC Records and user can link to these. Whenever there is a case number to link to there will be a law incident in Flex and this will be pushed to CC Records. As a result, users can't create incident record summaries in Responder, they can link to law incidents created in Flex.
- Responder with CommandCentral Evidence connected to P1 RMS
  - P1 RMS manages case reports in case folders. If there is a case report, then P1 uploads this to CC Records and users can link to it.
  - If there is a case folder in P1 RMS but no case report then users can create an incident record summary in Responder, adding the case number - allowing the user to link media to the case.
- Responder with CommandCentral Evidence standalone (with CommandCentral Records Starter capability)
  - Users can create incident record summaries or link to ones that have already been created.
  - Incident records have to be manually created in Responder (or the CommandCentral Evidence/Records web UI) - they aren't imported from other systems





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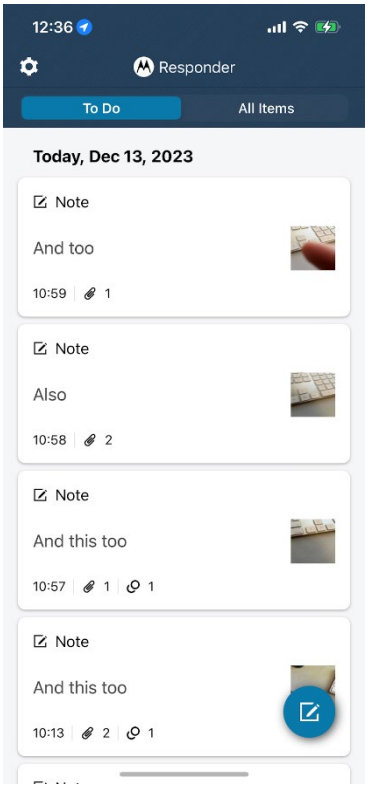
TIMELINE



Users can view previous notes in their timeline:

- Update a note later with further information;
- Refer back to them later when completing a report;
- Notes (and associated media) are kept on the device in a user's timeline for an agency configured period - configured in CC Admin (default is 30 days).

The timeline is separated into a To Do and All Items view.

The To do view shows notes that a user has added, that are either less than 24 hours old or that have not yet been linked to an incident record. Users can manually move a note out of the To do view if they don't intend to link it to an incident record. However, typically users are encouraged to capture media and then link it. This provides an easy way for users to see notes they still have to deal with.

The All Items view shows all notes on a user's device so they can find older notes & evidence that they need to refer to.

SYNCHRONIZING DATA

Notes & media files are automatically uploaded to CommandCentral Evidence - a synch indicator is shown on the note to show data is being uploaded, and an indicator is shown on each media item to show that the media item is being uploaded.

When a user signs out of Responder app, if they have unsent data (notes & evidence) then Responder will alert the user that they have unsent items - allowing them to ensure they are in an area of coverage and wait for sync to complete.

AUTHENTICATION AND SECURITY

CommandCentral Responder prevents unauthorized users from accessing the data transmitted to and from mobile devices through an HTTPS connection with FIPS 140-2 Transport Layer Security (TLS) v1.2 encryption. All user requests and other user data are protected by Azure Government services.

To access the system, a user authenticates against the CommandCentral Identity Management system. If desired, the identity management system can be setup to federate authentication against a customer identity management system such as Azure AD.

Customers can enable multi-factor authentication.

- If a customer uses CommandCentral Identity Management directly then multi factor authentication can be enabled for any or all users (at customer decision). If enabled then users need to enter a username & password and a second factor which is either a one time passcode sent by email or a one time passcode or authentication approval enabled via a separate app (Ping ID).
- If a customer uses federated authentication then the federated auth system authenticates the user. In this case the customer identity management will implement the multi factor authentication. For instance, Azure AD can enforce multi factor authentication and allows a one time passcode to be provided via email, SMS or via the Azure authenticator app.

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In addition, Responder uses a PIN code (or optionally biometric unlock) that is used to allow users to unlock their app after inactivity timeout. Sign in online is required once per shift to access online data.

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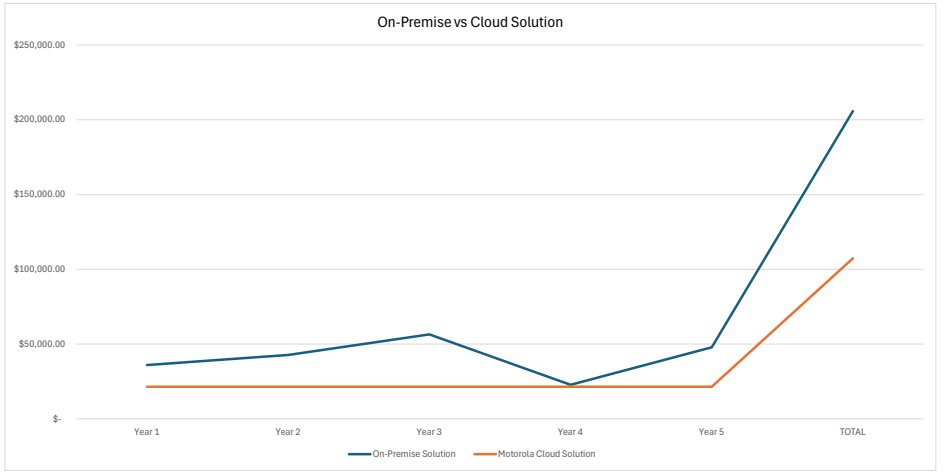
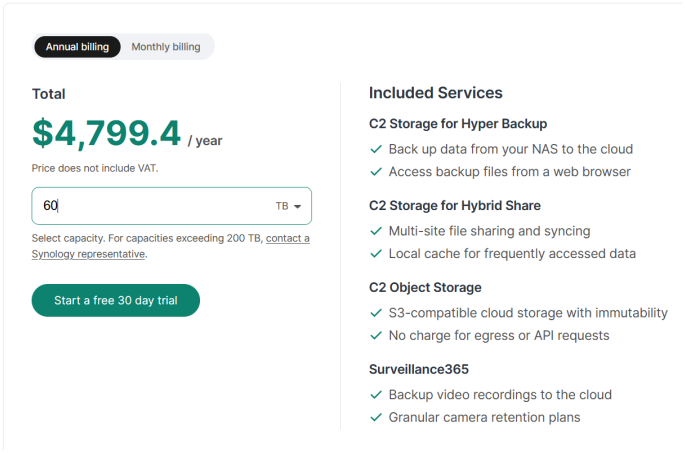
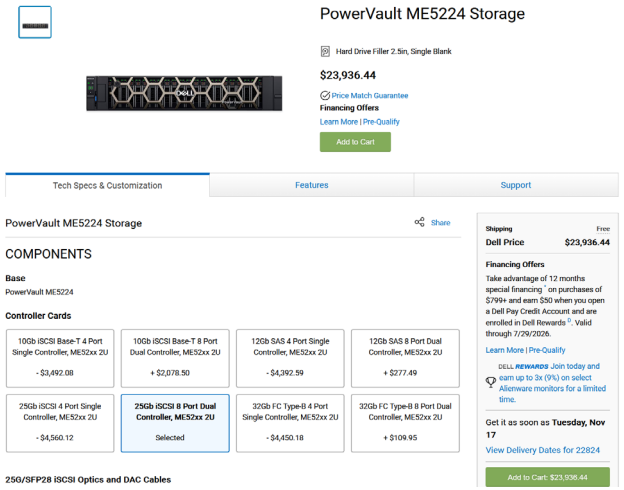
On-Premise Storage vs Motorola Cloud Solution

	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
On-Premise Solution						
Compute Cost			$ 15,000.00			$ 15,000.00
Premise Storage Cost						
Tier 1 Storage		$ 23,936.44				$ 23,936.44
Tier 2 Storage	$ 18,877.07		$ 20,764.78		$ 22,841.25	$ 62,483.10
Backup Solution						
Tier 1 Backup	$ 1,200.00	$ 1,320.00	$ 1,452.00	$ 1,597.20	$ 1,756.92	$ 7,326.12
Tier 2 Backup	$ 4,799.40	$ 5,279.34	$ 5,807.27	$ 6,388.00	$ 7,026.80	$ 29,300.82
Current Motorla Subscription	$ 11,100.00	$ 12,210.00	$ 13,431.00	$ 14,774.10	$ 16,251.51	$ 67,766.61
TOTAL Solution Cost	$ 35,976.47	$ 42,745.78	$ 56,455.05	$ 22,759.30	$ 47,876.49	**$ 205,813.09**
Cloud Solution						
Motorola Cloud	$ 21,465.60	$ 21,465.60	$ 21,465.60	$ 21,465.60	$ 21,465.60	**$ 107,328.00**
TOTAL Solution Cost	$ 21,465.60	$ 21,465.60	$ 21,465.60	$ 21,465.60	$ 21,465.60	**$ 107,328.00**
TOTAL Solution Difference						***$ 98,485.09***
Redaction Labor						
Disaster Recovery Process						

	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
On-Premise Solution	$ 35,976.47	$ 42,745.78	$ 56,455.05	$ 22,759.30	$ 47,876.49	$ 205,813.09
Motorola Cloud Solution	$ 21,465.60	$ 21,465.60	$ 21,465.60	$ 21,465.60	$ 21,465.60	$ 107,328.00







City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1842: Resolution to Adopt Employee Benefits Plan and ERISA Wrap Summary Plan Description

A wrap plan document is a supplemental legal tool employers use to combine employee benefit booklets into a single, compliant package that satisfies federal standards under the Employee Retirement Income Security Act (ERISA). It "wraps around" existing insurance certificates and carrier policies to fill in missing required information.

ATTACHMENTS:

- Resolution to Adopt the 26 WRAP Document.pdf
- The City of Charles Town Wrap 26.pdf

THE CITY OF CHARLES TOWN

RESOLUTION TO ADOPT EMPLOYEE BENEFITS PLAN &

ERISA WRAP SUMMARY PLAN DESCRIPTION

WHEREAS, the City of Charles Town has determined that it would be in the best interests of its employees to adopt an "Employee Benefit(s) Plan" allowing for medical and other benefit coverage, so-called; be it known that a vote was taken, and all were in favor.

RESOLVED, that The City of Charles Town adopt an "Employee Benefit(s) Plan," all in accordance with the specifications annexed hereto; and, be it known that the " The City of Charles Town Employee Benefits Plan" was executed.

RESOLVED FURTHER, that The City of Charles Town adopt the required ERISA "Wrap Summary Plan Description," with all of the specifications annexed hereto; be it known that the " The City of Charles Town Employee Benefits Plan SPD Document" was also executed.

RESOLVED FURTHER, that the Company undertake all actions necessary to implement and administer said Employee Benefit(s) Plan and distribute said ERISA Wrap SPD to all participants and their beneficiaries.

IN WITNESS WHEREOF, I have executed my name for the above-named Company on July 1, 2026.

ATTEST:

_____

Witness

_____

Group Representative



WRAP Plan Document

Effective 07/01/2026

Resolution To Adopt 1

Summary Plan Description (SPD) 2

Health Insurance Certificate of Coverage 3

Ancillary Benefit Plans 4

Administering ERISA Wrap SPD 5

SUMMARY OF PLAN SPONSOR RESPONSIBILITIES

The Summary Plan Description, or SPD, is the main vehicle for communicating plan rights and obligations to participants and beneficiaries. As the name suggests, it is a summary of the material provisions of the plan document, and it should be understandable to the average participant of the employer. However, in the context of health & welfare benefit plans, it is not uncommon for the SPD to be a combination of a complete description of the plan's terms and conditions, such as a Certificate of Coverage, and the required ERISA disclosure language. **Note: An insurance company's Master Contract, Certificate of Coverage, or Summary of Benefits is not a plan document or SPD.**

As the Plan Sponsor/Administrator, you will have sole responsibility to comply with all plan administration, implementation, amendments, filing, reporting, disclosure and plan compliance requirements imposed by the plan, ERISA, the Internal Revenue Code or any other applicable law, specifically including, but not limited to:

- Reviewing the sample documents (plan, summary plan description, and information) with legal counsel, executing the SPD Adoption Agreement, and distributing the summary plan description to employees on, or before their enrollment date, or within 90 days of enrollment.
- Ensuring that only common law employees participate in the plan [employees of companies described in IRC Section 414 (b), (c) or (m) and listed in the plan as participating affiliates may also participate] and ensuring that the terms of its plan document are enforced.
- Conducting initial and annual enrollments.
- Form 5500 Annual Returns. You may be required to file a Form *5500* Annual Return for the component benefit plans, *(component benefit plans would be any self-funded or partially self-funded health plans sponsored by you through ERISA, Health Flexible Spending Accounts (FSA) with more than 100 employees are still required to file a Form 5500).*
- Retaining documentation relating to plan operations that may be requested in an IRS or Department of Labor audit of plan operations - including, but not limited to: executed copies of the plan, salary redirection agreements, plan amendments, resolutions adopting the plan, and Form 5500s - for seven years after the close of each plan year.
- Employers with 20 or more employees must provide COBRA continuation benefits to those employees with a positive FSA Account balance on the date of the COBRA qualifying event.

SECTION 1

RESOLUTION TO ADOPT

PLACE THIS PAGE AFTER TAB 1

SECTION 1 SHOULD CONSIST OF

THE FOLLOWING RESOLUTION TO ADOPT

THE CITY OF CHARLES TOWN

RESOLUTION TO ADOPT EMPLOYEE BENEFITS PLAN &

ERISA WRAP SUMMARY PLAN DESCRIPTION

WHEREAS, the City of Charles Town has determined that it would be in the best interests of its employees to adopt an "Employee Benefit(s) Plan" allowing for medical and other benefit coverage, so-called; be it known that a vote was taken, and all were in favor.

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ATTEST:

_____

Witness

_____

Group Representative

SECTION 2

ERISA WRAP SPD DOCUMENT

PLACE ALL PAGES OF THE SPD DOCUMENT AFTER TAB 2

THE CITY OF CHARLES TOWN
EMPLOYEE BENEFITS PLAN &
ERISA WRAP SUMMARY PLAN DESCRIPTION

PLAN PURPOSE

The City of Charles Town (the "Employer") maintains the **Employee Benefit(s) Plan** ("the Plan") for the exclusive benefit of its eligible employees and their eligible dependents. Benefits under the Plan are currently provided under a group health insurance contract ("the Group Health Insurance Contract") entered into between the Employer and PEIA, (PEIA).

Plan benefits, including information about eligibility, are summarized in the Certificate of Coverage, Member Payment Summary, and Provider & Facility Directory issued by PEIA, copies of which are available from your Human Resources Department, free of charge. These documents together with this document constitute the Summary Plan Description required by the federal law known as the Employee Retirement Income and Security Act ("ERISA"). Capitalized terms not otherwise defined in this document are defined in the Certificate of Coverage.

Because the benefits you receive through the Plan will be of importance to you and your family, you should retain this SPD as part of your permanent records. However, remember that it is only a summary. The SPD summarizes who is eligible for benefits and the nature of the benefits available. The SPD does not change the provisions of any benefit plan documents or any legal instrument related to the creation, operation, funding, or benefit payment obligations of the benefit plans.

For additional information regarding the Plan, you should contact your Employer or HR Administrator or refer to the Welfare Program documents and the full insurance contracts. Copies of the documents are available from the Employer on request. If the terms of this SPD conflict with the Plan documents, the Plan documents shall govern.

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- Plan Sponsor FEIN
- Plan Administrator
- Named Fiduciary
- Agent for Service of Legal Process
- Important Disclaimer

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Claims and Appeals

Amendment or Termination of the Plan

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Determining Full-Time Status

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- FMLA Leave of Absence
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As used in this Summary Plan Description (SPD), "Your" means an active Employee as described under "Who is Eligible."

SPECIFIC PLAN INFORMATION

Plan Name:	The City of Charles Town Employee Benefit(s) Plan
Type of Plan:	A group health plan (a type of welfare benefits plan subject to the provisions of ERISA).
Plan Year:	July 1 to June 30
Effective Date:	July 1, 2025
Plan Number:	501
Insurance Company:	PEIA https://peia.wv.gov/Pages/default.aspx
Ancillary Insurance Companies:	Sun Life http://www.sunlife.com/ NVA https://www.e-nva.com/ PEIA https://peia.wv.gov/active-members/Pages/Life-Insurance.aspx
Employer / Plan Sponsor:	The City of Charles Town Alissa Meeks 101 E Washington St Charles Town, WV 25414
Plan Funding and Type of Administration:	The Plan is fully insured. Benefits are provided under the Group Health Insurance Carrier Contract between the Employer and PEIA. Claims for benefits are sent to PEIA, which is responsible for paying claims. PEIA and the Employer share responsibility for administering the Plan. Insurance premiums for employees and their eligible dependents are paid in part by the Plan Sponsor out of its general assets, and in part by employees' payroll deductions.
Plan Sponsor's Employer Identification Number:	55-6000159
Plan Administrator:	The City of Charles Town 101 E Washington St Charles Town, WV 25414 Attention: Alissa Meeks

Named Fiduciary:	The City of Charles Town 101 E Washington St Charles Town, WV 25414
Agent for Service of Legal Process:	The City of Charles Town 101 E Washington St Charles Town, WV 25414 (304) 725-2311 Service of process may also be made on the Plan Administrator.
Important Disclaimer:	Plan benefits are provided under a Group Health Insurance Contract between the Employer and PEIA. If the terms of this summary document conflict with the terms of the Group Health Insurance Contract, the terms of the Group Health Insurance Contract will control, unless superseded by applicable law. This document addresses required DOL and ACA notices, claims procedures, rights and obligations specific to the group health plan. Please see individual certificates of coverage or policy documents for supplemental insurance plans for claims procedures, rights and obligations.

SUMMARY OF PLAN BENEFITS

The Plan provides eligible employees and their eligible dependents with health insurance. These benefits are provided under the Group Health Insurance Contract with PEIA. A summary of the benefits provided under the Plan is in the Certificate of Coverage issued by PEIA.

The Plan, through the Group Health Insurance Contract, provides benefits in accordance with the applicable requirements of federal laws, such as Employee Retirement Income Security Act (ERISA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability Accountability Act (HIPAA), Newborns' and Mothers' Health Protection Act (NMHPA), Mental Health Parity Act (MHPA), Women's Health and Cancer Rights Act (WHCRA), Genetic Information Nondiscrimination Act of 2008 (GINA), and the Affordable Care Act (ACA).

Plan Administration

The administration of the Plan is under the supervision of the Plan Administrator. The principal duty of the Plan Administrator is to see that the Plan is carried out, in accordance with its terms, for the exclusive benefit of persons entitled to participate in the Plan without discriminating among them.

The Plan is fully insured. Benefits are provided under the Group Health Insurance Contract entered into between the Employer and PEIA. Claims for benefits are sent to PEIA, and PEIA, not the Employer, is responsible for paying them. PEIA is also responsible for determining eligibility for and the amount of any benefits payable under the Plan and prescribing claims procedures and forms to be followed to receive Plan benefits. PEIA also has the discretionary authority to require participants to furnish it with such information as it determines is necessary for the proper administration of claims for Plan benefits.

Claims and Appeals

PEIA is responsible for evaluating all benefit claims under the Plan. PEIA will decide your claim in accordance with its reasonable claims procedures, as required by ERISA. If your claim is denied, you may appeal to PEIA for a review of the denied claim and PEIA will decide your appeal in accordance with its reasonable procedures, as required by ERISA. See the Certificate of Coverage for complete details regarding PEIA's claims and appeals procedures.

Amendment or Termination of the Plan

As Plan Sponsor, the Employer has the right to amend or terminate the Plan at any time. You have no vested or permanent rights or benefits under the Plan. Plan benefits will typically change from year-to-year and you should examine the SPD provided to you each year to determine the benefits of the Plan.

Other Materials

The Certificate of Coverage (including the Member Payment Summary, and the Provider & Facility Directory) issued by PEIA are part of the Summary Plan Description as attachments. Please refer to these materials for other important provisions regarding your participation in the Plan.

Who is Eligible

In order to be eligible for benefits you must be scheduled to work 40 or more hours per week. During the Employer Waiting Period, you must work the specified minimum required hours except for paid time off and hours you do not work due to a medical condition, the receipt of healthcare, your health status or disability. PEIA may require payroll reports from your employer to verify the number of hours you have worked as well as documentation from you to verify hours that you did not work due to paid time off, a medical condition, the receipt of healthcare, your health status or disability.

To determine whether your spouse and dependent children are eligible to participate in the Plan, please read the eligibility information contained in the Certificate of Coverage issued by PEIA.

The Plan will extend benefits to dependent children placed with you for adoption under the same terms and conditions as apply in the case of dependent children who are your natural children. Also eligible is any child covered under a Qualified Medical Child Support Order (QMCSO) as defined by applicable law and determined by your Employer under its QMCSO procedures, a copy of which is available from your Human Resources Department, free of charge.

If eligible, you must complete an application form to enroll in the Plan and PEIA (available from your Human Resources Department) or otherwise comply with your Employer's enrollment procedures.

Coverage will terminate if you no longer meet the eligibility requirements. Coverage may also terminate if you fail to pay your share of the premium, if your hours drop below the required

eligibility threshold, if you submit false claims, etc. (See the Certificate of Coverage for more information.) Coverage for your spouse and dependents stops when your coverage stops. Their coverage will also stop for other reasons specified in the Certificate of Coverage.

Waiting Period

You are eligible to participate on the first day of the month following completion of 30 consecutive days of active employment as an Eligible Employee.

Monthly Measurement Method Used For Determining Full-Time Employee Status

On Feb. 12, 2014, the Internal Revenue Service (IRS) published final regulations on the employer shared responsibility rules. The final regulations provide two methods for identifying full-time employees for purposes of offering health plan coverage and avoiding a pay or play penalty—the monthly measurement method and the look-back measurement method.

A full-time employee is an employee who was employed, on average, at least 30 hours of service per week. The final regulations treat 130 hours of service in a calendar month as the monthly equivalent of 30 hours per service per week.

The City of Charles Town currently uses the monthly measurement method which involves a month-to-month analysis where full-time employees are identified based on their hours of service for each calendar month. This method is not based on averaging hours of service over a prior measurement period.

SPECIAL SITUATIONS, EXTENSION OF COVERAGE

FMLA does not apply to: (1) employers that do not employ 50 or more employees during 20 or more calendar workweeks in current or preceding calendar year; (2) employees at worksites with less than 50 employees, if the employer employs fewer than 50 employees within a 75-mile radius of that worksite. COBRA does not apply to groups with less than 20 employees in preceding year.

FMLA Leave Entitlement Family and Medical Leave Act (FMLA)

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

FMLA Benefits & Protection

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

FMLA Eligibility Requirements

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

Requesting FMLA Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

FMLA Employer Responsibilities

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

FMLA Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

The Plan intends to comply with all existing FMLA regulations. If for some reason the information presented differs from actual FMLA regulations, the Plan reserves the right to administer the FMLA in accordance with such actual regulations.

For more information please see: https://www.dol.gov/general/topic/benefits-leave/fmla

Military Leave Coverage

The Uniformed Services Employment and Reemployment Rights Act (USERRA) establishes requirements that employers must meet for certain employees who are involved in the uniformed services

As used in this provision, "Uniformed Services" means:

- The Armed Forces;
- The Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty (pursuant to orders issued under federal law);
- The commissioned corps of the Public Health Service; and
- Any other category of persons designated by the President in time of war or national emergency.

As used in this provision, "Service in the Uniformed Services" or "Service" means the performance of a duty on a voluntary or involuntary basis in a Uniformed Service under competent authority and includes:

- Active duty;
- Active duty for training;
- Initial active duty training;
- Inactive duty training;
- Full-time National Guard duty,
- A period for which you are absent from your job for purpose of an examination to determine your fitness to perform any such duties;
- A period for which you are absent from your job for the purpose of performing certain funereal honors duty; and
- Certain service by intermittent disaster response appointees of the National Disaster Medical System (NDMS).

If you were covered under this Plan immediately prior to taking a leave for Service in the Uniformed Services, you may elect to continue your coverage under USERRA for up to 24 months from the date your leave for uniformed service began, if you pay any required contributions toward the cost of the coverage during the leave. This USERRA continuation coverage will end earlier if one of the following events takes place:

1) You fail to make a premium payment within the required time;
2) You fail to report to work or to apply for reemployment within the time period required by USERRA following the completion of your service; or
3) You lose your rights under USERRA, for example, as a result of a dishonorable discharge.

If the leave is 30 days or less, your contribution amount will be the same as for active employees. If the leave is longer than 30 days, the required contribution will not exceed 102% of the cost of coverage. Coverage continued under this provision runs concurrently with coverage described below under the section entitled "COBRA Continuation Coverage."

If your coverage under the Plan terminated because of your Service in the Uniformed Services, your coverage will be reinstated on the first day you return to employment if you are released under honorable conditions and you return to employment within the time period(s) required by USERRA.

When coverage under this Plan is reinstated, all of the Plan's provisions and limitations will apply to the extent that they would have applied if you had not taken military leave and your coverage had been continuous. This waiver of limitations does not provide coverage for any illness or injury caused or aggravated by your military service, as determined by the VA. (For complete information regarding your rights under USERRA, contact your Employer.)

The Plan intends to comply with all existing regulations of USERRA. If for some reason the information presented in the Plan differs from the actual regulations of USERRA, the Plan Administrator reserves the right to administer the plan in accordance with such actual regulations.

COBRA Continuation Coverage *(only applies to groups of 20+ employees in preceding year)*

COBRA Continuation Coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." The following are qualifying events:

- Termination of your employment for any reason except gross misconduct. Coverage may continue for you and/or your eligible dependents;
- A reduction in your hours. Coverage may continue for you and/or your eligible dependents;
- Your death. Coverage may continue for your eligible dependents;
- Your divorce or legal separation. Coverage may continue for your eligible dependents;
- Your becoming entitled to Medicare. Coverage may continue for your eligible dependents; and
- Your covered dependent child's ceasing to be a dependent child under the Plan. Coverage may continue for that dependent.
- If the Plan includes retiree coverage, Employer Bankruptcy is a qualifying event.

Note: To choose this continuation coverage, an individual must be covered under the Plan on the day before the qualifying event. In addition, your newborn child or child placed for adoption with you during a period of continuation coverage will remain eligible for continuation coverage for the remaining period of coverage even if you and/or your spouse terminate continuation coverage following the child's birth or placement for adoption.

Notification Requirements

Under the law, you or the applicable dependent has the responsibility to inform the Plan Administrator, in writing, within 60 days of a divorce or legal separation or of a child losing dependent status under the Plan. Failure to provide this written notification within 60 days will result in the loss of continuation coverage rights.

Your Employer has the responsibility to notify the Plan Administrator of your death, termination of employment, reduction in hours, or entitlement to Medicare within 30 days of the qualifying event.

Subject to the Plan Administrator being informed in a timely manner of the qualifying events described in the above paragraphs, the Plan will promptly notify you and other qualifying

individual(s) of their continuation coverage rights. You and any applicable dependents must elect continuation coverage within 60 days after Plan coverage would otherwise end, or, if later, within 60 days of the notice of continuation coverage rights. Failure to elect continuation coverage within this 60-day period will result in loss of continuation coverage rights.

Trade Act of 2002

If you qualify for Trade Adjustment Assistance (TAA) as defined by the Trade Act of 2002, they you will be provided with an additional 60 day enrollment period, with continuation coverage beginning on the date of such TAA approval.

Notice of Unavailability of Continuation Coverage

If the Plan Administrator receives a notice of a qualifying event from you or your dependent and determines that the individual (you or your dependent) is not entitled to continuation coverage, the Plan Administrator will provide to the individual an explanation as to why the individual is not entitled to continuation coverage. This notice will be provided within the same time frame that the Plan Administrator would have provided the notice of right to elect continuation coverage.

Maximum Period of Continuation Coverage

The maximum period of continuation coverage is 36 months from the date of the qualifying event, unless the qualifying event is your termination of employment or reduction in hours. In that case, the maximum period of continuation coverage is generally 18 months from the date of the qualifying event.

However, if a qualifying individual is disabled (as determined under the Social Security Act) at the time of your termination or reduction in hours or becomes disabled at any time during the first 60 days of continuation coverage, continuation coverage for the qualifying individual and any non-disabled eligible dependents who are also entitled to continuation coverage may be extended to 29 months provided the qualifying individual or dependent, if applicable, notifies the Plan Administrator in writing within the 18-month continuation coverage period and within 60 days after receiving notification of determination of disability.

If a second qualifying event occurs (for example, your death or divorce) during the 18- or 29-month coverage period resulting from your termination of employment or reduction in hours, the

maximum period of coverage will be computed from the date of the first qualifying event, but will be extended to the full 36 months if required by the subsequent qualifying event.

A special rule applies if the qualifying individual is your spouse or dependent child whose qualifying event was the termination or reduction in hours of your employment and you became entitled to Medicare within 18 months before such qualifying event. In that case, the qualifying individual's maximum period of continuation coverage is the longer of 36 months from the date of your Medicare entitlement or their otherwise applicable maximum period of coverage.

Cost of Continuation Coverage

The cost of continuation coverage is determined by the Employer and paid by the qualifying individual. If the qualifying individual is not disabled, the applicable premium cannot exceed 102 percent of the Plan's cost of providing coverage. The cost of coverage during a period of extended continuation coverage due to a disability cannot exceed 150 percent of the Plan's cost of coverage.

Premium payments for continuation coverage for you or your eligible dependent's "initial premium month(s)" are due by the 45th day after electing continuation coverage. The "initial premium month(s)" are any month that ends on or before the 45th day after you or the qualifying individual elects continuation coverage. All other premiums are due on the first of the month for which coverage is sought, subject to a 30-day grace period. Premium rates are established by your Employer and may change when necessary due to Plan modifications. The cost of continuation coverage is computed from the date coverage would normally end due to the qualifying event.

Failure to make the first payment within 45 days or any subsequent payment within 30 days of the established due date will result in the permanent cancellation of continuation coverage.

When Continuation Coverage Ends

Continuation of coverage ends on the earliest of:

1. The date the maximum continuation coverage period expires;
2. The date your Employer no longer offers a group health plan to any of its employees;
3. The first day for which timely payment is not made to the Plan;
4. The date the qualifying individual becomes covered by another group health plan. However, if the new plan contains an exclusion or limitation for a pre-existing condition of the qualifying individual, continuation coverage will end as of the date the exclusion or limitation no longer applies;

5. The date the qualifying individual becomes entitled to coverage under Medicare; and
6. The first day of the month that begins more than 30 days after the qualifying individual who was entitled to a 29-month maximum continuation period is subject to a final determination under the Social Security Act that he or she is no longer disabled.

Note: The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires that all health insurance carriers that offer coverage in the individual market accept any eligible individuals who apply for coverage without imposing a pre-existing condition exclusion. In order to be eligible to apply for such coverage from a carrier after ceasing participation in the Plan, you or your eligible dependents must elect continuation coverage under the Plan, continue through the maximum continuation coverage period (18, 29, or 36 months, as applicable), and then apply for coverage with the individual insurance carrier before a 63 day lapse in coverage. For more information about your right to such individual insurance coverage, contact an independent insurance agent or your state insurance commissioner.

Notice of Termination Before Maximum Period of COBRA Coverage Expires

If continuation coverage for a qualifying individual terminates before the expiration of the maximum period of continuation coverage, the Plan Administrator will provide notice to the individual of the reason that the continuation coverage terminated, and the date of termination. The notice will be provided as soon as practicable following the Plan Administrator's determination regarding termination of the continuation coverage.

The Plan intends to comply with all applicable law regarding continuation (COBRA) coverage. If for some reason the information presented in this Plan differs from actual COBRA requirements, the Plan reserves the right to administer COBRA in accordance with such actual COBRA requirements.

YOUR RIGHTS UNDER THE EMPLOYEE RETIREMENT INCOME SECURITY ACT (ERISA)

As a participant in the Plan (which is a type of employee welfare plan called a "group health plan") you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all group health plan participants shall be entitled to:

Receive Information About Your Plan and Benefits

Examine, without charge, at the Plan Administrator's office and at other specified locations, such as worksites and union halls, all documents governing the Plan, including insurance contracts and collective bargaining agreements, and a copy of the latest annual report (Form 5500 Series, if applicable) filed by the Plan with the U.S. Department of Labor and available at the Public Disclosure Room of the Employee Benefits Security Administration.

Obtain, upon written request to the Plan Administrator, copies of documents governing the operation of the Plan, including insurance contracts and collective bargaining agreements, and copies of the latest annual report (Form 5500 Series) and updated Summary Plan Description. The Plan Administrator may make a reasonable charge for the copies.

Receive a summary of the Plan's annual financial report. The Plan Administrator is required by law to furnish each participant with a copy of this summary annual report.

Continue Group Health Plan Coverage

Continue health care coverage for yourself, spouse or dependents if there is a loss of coverage under the Plan as a result of a Qualifying Event. You or your dependents may have to pay for such coverage. Review this Summary Plan Description and the documents governing the Plan on the rules governing your COBRA continuation coverage rights.

Reduction or elimination of exclusionary periods of coverage for preexisting conditions under the Plan, if you have creditable coverage from another group health plan. You should be provided a certificate of creditable coverage, free of charge, from a group health plan or a health insurance issuer when you lose coverage under a group health plan, when you become entitled to elect COBRA continuation coverage, when your COBRA continuation coverage ceases, if you request it before losing coverage, or if you request it up to 24 months after losing coverage.

Prudent Actions by Plan Fiduciaries

In addition to creating rights for Plan participants, ERISA imposes duties upon the people who are responsible for the operation of the Plan. The people who operate the Plan, called "fiduciaries" of the Plan, have a duty to do so prudently and in the interest of you and other Plan participants and beneficiaries. No one, including your employer, your union, or any other person, may fire you or otherwise discriminate against you in any way to prevent you from obtaining a benefit or exercising your rights under ERISA.

Enforce Your Rights

If your claim for a benefit is denied or ignored, in whole or in part, you have a right to know why this was done, to obtain copies of documents relating to the decision without charge, and to appeal any denial, all within certain time schedules.

Under ERISA, there are steps you can take to enforce the above rights. For instance, if you request a copy of Plan documents or the latest annual report from the Plan and do not receive them within 30 days, you may file suit in a Federal court. In such a case, the court may require the Plan Administrator to provide the materials and pay you up to $110 a day until you receive the materials, unless the materials were not sent because of reasons beyond the control of the Plan Administrator. If you have a claim for benefits which is denied or ignored, in whole or in part, you may file suit in a state or Federal court. In addition, if you disagree with the Plan's decision or lack thereof concerning the qualified status of a medical child support order, you may file suit in Federal court. If it should happen that Plan fiduciaries misuse the Plan's money, or if you are discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor, or you may file suit in a Federal court. The court will decide who should pay court costs and legal fees. If you are successful, the court may order the person you have sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees, for example, if it finds your claim is frivolous.

Assistance with Your Questions

If you have any questions about the Plan, you should contact the Plan Administrator. If you have any questions about this statement or about your rights under ERISA, or if you need assistance in obtaining documents from the Plan Administrator, you should contact the nearest office of the Employee Benefits Security Administration, U.S. Department of Labor, listed in your telephone directory or the Division of Technical Assistance and Inquiries, Pension and Welfare Benefits Administration, U.S. Department of Labor, 200 Constitution Avenue N.W., Washington, D.C. 20210. You may also obtain certain publications about your rights and responsibilities under ERISA by calling the publications hotline of the Employee Benefits Security Administration.

GENERAL NOTICES

Benefits after Childbirth (NMHPA)

Group health plans may not, under federal law, restrict benefits for any hospital stay in connection with childbirth for the mother or newborn to less than 48 hours following a vaginal delivery, and less than 96 hours following a caesarean section, unless the attending provider, after consultation with the mother, discharges the newborn earlier. A group health plan cannot require that a provider obtain authorization from the plan or third party administrator for a length of stay not in excess of these periods, but precertification may be required to reduce out-of-pockets costs or to use a certain provider or facility. Also, under federal law, issuers may not set the level of benefits or out-of-pocket costs so that any later portion of the 48-hour (or 96-hour) stay is treated in a manner less favorable to the mother or newborn than any earlier portion of the stay.

Genetic Information Nondiscrimination Act of 2008 (GINA)

GINA prevents discrimination by group health plans and insurance companies based on genetic information. Generally, this Plan and the insurance companies from which it has purchased coverage are not permitted to:

- Use genetic information to discriminate with respect to premiums or contributions;
- Request or require Participants and/or their Dependents to undergo genetic testing (except in specifically permitted situations);
- Collect genetic information for underwriting purposes or prior to enrollment under the Plan;
- Use genetic information to determine eligibility for coverage.

Genetic information includes any information about (i) an individual's genetic tests, (ii) the genetic tests of family members of such individual, and (iii) the manifestation of a disease or disorder in family members of such individual.

Women's Health & Cancer Rights Act (WHCRA)

If the Participant or Dependent have had or are going to have a mastectomy, the individual may be entitled to certain benefits under the Women's Health and Cancer Rights Act of 1998 (WHCRA). For individuals receiving mastectomy-related benefits, coverage will be provided in a manner determined in consultation with the attending physician and the patient, for:

- all stages of reconstruction of the breast on which the mastectomy was performed;

- surgery and reconstruction of the other breast to produce a symmetrical appearance;
- prostheses; and
- treatment of physical complications of the mastectomy, including lymphedema.

These benefits will be provided subject to the same deductibles and coinsurance applicable to other medical and surgical benefits provided under this plan. Therefore, the deductibles and coinsurances shown in the Benefit Description will apply.

Discrimination Based on Health-Related Factors Prohibited

A federal law, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") prohibits health plans from discriminating against any participant or dependent in terms of eligibility to participate in the Plan based on a health-related factor. Accordingly, benefits provided under your Plan will be available to all similarly situated individuals. Any restriction on benefits will be applied uniformly to all similarly situated individuals and may not be directed at an individual based on a health-related factor. The Plan may (i) limit or exclude benefits that are experimental or are not medically necessary and (ii) require an individual to satisfy a deductible, copay, coinsurance, or other cost-sharing requirement in order to obtain a benefit, provided that all limits, exclusions, or cost-sharing requirements apply uniformly to all similarly situated individuals, and are not just directed at an individual based on a health-related factor.

HIPAA Privacy Issues

HIPAA also requires that health plans protect the confidentiality of your private health information. A complete description of your rights under HIPAA can be found in the Plan's Privacy Notice or, if appropriate, in the privacy notice provided by the insurer. To obtain a copy of the privacy notice, contact the insurer or, if you have questions or complaints about the privacy of your health information, contact the Plan Administrator.

Neither this Plan nor the Employer will use or further disclose information that is protected by HIPAA ("protected health information") except as necessary for treatment, payment, health plan operations and plan administration, or as permitted or required by law. By law, the Plan has required all of its business associates to also observe HIPAA's privacy rules. In particular, the Plan will not, without authorization, use or disclose protected health information for employment-related actions and decisions or in connection with any other benefit or employee benefit plan of the Employer.

Under HIPAA, you have certain rights with respect to your protected health information, including certain rights to see and copy the information, receive an accounting of certain disclosures of the information and, under certain circumstances, amend the information. You also have the right to file a complaint with the Plan, your insurer, or with the Secretary of the U.S. Department of Health and Human Services if you believe your rights under HIPAA have been violated.

Qualified Medical Child Support Orders

A qualified medical child support order ("QMCSO") is an order made pursuant to state domestic relations law by a court or a state agency authorized under state law to issue child support orders which requires a group health plan to provide coverage to a child or children of an Employee. The Plan Administrator shall comply with the terms of any QMCSO it receives, and shall:

(a) Establish reasonable procedures to determine whether a medical child support order is a QMCSO (these procedures are available, free of charge, to Participants and Beneficiaries upon request to the Plan Administrator);

(b) Promptly notify the Employee and the child (or child's guardian) of the receipt of any medical child support order, and the group medical plan's procedures for determining whether a medical child support order is a QMCSO; and

(c) Within a reasonable period of time after receipt of such order, determine whether such order is a QMCSO and notify the Employee and the child of such determination.

State Medicaid Programs

Eligibility for coverage or enrollment in a State Medicaid Program will not impact your eligibility or a Spouse's or Dependent's in this Plan. Payment of benefits shall be in accordance with any assignment of rights as required by any State Medicaid Program.

If a Welfare Program available under this Plan contains provisions regarding coordination of benefits with State Medicaid Programs, the language in the written materials for such Welfare Program will govern unless the language fails to comply with applicable laws and regulations.

Special Rules for Maternity and Infant Coverage

Group health plans and health insurance issuers generally may not, under federal law, restrict benefits for any hospital length of stay in connection with childbirth for the mother or newborn child

to less than 48 hours following a vaginal delivery, or less than 96 hours following a cesarean section. However, federal law generally does not prohibit the attending provider or physician, after consulting with the mother, from discharging the mother or her newborn earlier than 48 hours (or 96 hours as applicable). In any case, plans and issuers may not, under federal law, require that a provider obtain authorization from the plan or the issuer for prescribing the length of stay not in excess of 48 hours or 96 hours, as the case may be.

Special Rules for Women's Health Coverage

The Women's Health and Cancer Rights Act of 1998 requires group health plans, insurance issuers and HMOs who already provide medical and surgical benefits for mastectomy procedures to provide insurance coverage for reconstructive surgery following mastectomies. This expanded coverage includes (i) reconstruction of the breast on which the mastectomy has been performed, (ii) surgery and reconstruction of the other breast to produce a symmetrical appearance, and (iii) prostheses and treatment of physical complications at all stages of mastectomy, including lymphedema. These procedures may be subject to annual deductibles and coinsurance provisions that are similar to those applying to other benefits under the plan or coverage. For answers to specific questions regarding your particular health plan's policy, contact the Plan Administrator.

Mental Health Parity

The Mental Health Parity and Addiction Equity Act of 2008 generally requires group health plans and health insurance issuers to ensure that financial requirements (such as co-pays and deductibles) and treatment limitations (such as annual visit limits) applicable to mental health or substance use disorder benefits are no more restrictive than the predominant requirements or limitations applied to substantially all medical/surgical benefits.

Children's Health Insurance Program Reauthorization Act (CHIPRA)

If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren't eligible for Medicaid or CHIP, you won't be eligible for these premium assistance programs but you may be

able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit www.healthcare.gov.

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial 1-877-KIDS NOW or www.insurekidsnow.gov to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren't already enrolled. This is called a "special enrollment" opportunity, and you must request coverage within 60 days of being determined eligible for premium assistance. If you have questions about enrolling in your employer plan, contact the Department of Labor at www.askebsa.dol.gov or call 1-866-444-EBSA (3272).

See more information at: https://www.dol.gov/sites/dolgov/files/EBSA/laws-and-regulations/laws/chipra/model-notice.pdf

Claims Procedures for the Plan

Except as provided below, claims for benefits under each Plan that is either insured or self-insured will be reviewed in accordance with procedures contained in the policies, contracts, summary plan descriptions or other written materials for such Plan benefits. All other general claims or requests should be directed to the Claims Administrator. If a claim under the Plan is denied in whole or in part, the Claims Administrator will notify you or your beneficiary in writing of such denial within 90 days of receipt of the claim. (This period may be extended to 180 days under certain circumstances.) The notification will include the reasons for the denial, with reference to the specific provisions of the Plan on which the denial was based, a description of any additional information needed to process the claim and an explanation of the claims review procedure. Within 60 days after receipt of a notice of denial, you or your beneficiary may submit a written request for reconsideration of the application to the Claims Administrator.

Any such request should be accompanied by documents or records in support of your appeal. You or your beneficiary may review pertinent documents and submit issues and comments in writing. The Claims Administrator will review the claim and provide, within 60 days, a written response to the appeal. (This period may be extended to 120 days under certain circumstances.) In this response, the Claims Administrator will explain the reason for the decision, with specific reference to the provisions of the Plan on which the decision is based. The Claims Administrator has the exclusive right to interpret the provisions of the Plan. Decisions of the Claims Administrator are final, conclusive and binding.

Claims Procedure for Benefits Based on Determination of Disability

The following claims procedure shall apply specifically to claims made under the Plan for benefits based on a determination of disability. To the extent that this procedure is inconsistent with the claims procedure contained in the policies, contracts, summary plan descriptions or other written materials for such plans, the claims procedure in the other policies, contracts, summary plan descriptions, or other written materials shall supersede this procedure as long as such other claims procedure complies with Department of Labor Regulations.

If a claim under the Plan for a benefit based on a determination of disability is denied in whole or in part, you or your beneficiary will receive written notification regarding the claim denial. This claim denial will include the reasons for the denial, reference to the Plan provision supporting the denial, and a description of the Plan's appeals procedures. The discussion of the claim denial will also include:

- if applicable, an explanation for disagreeing with or not following the views of health care professionals or vocational experts, or with a disability benefit determination made by the Social Security Administration;
- the internal rules, guidelines, protocols, standards, or other similar criteria of the Plan that were relied upon in denying the claim (or a statement that such rules, guidelines, protocols, standards, or other similar criteria do not exist); and
- a statement that the claimant is entitled to receive, upon request and free of charge, reasonable access to, and copies of, all documents, records, and other information relevant to the claimant's claim for benefits; and, if applicable, an explanation of the scientific or clinical judgment for the determination, applying the terms of the plan to

the claimant's medical circumstances (or a statement that such explanation will be provided free of charge upon request).

You will receive a benefit denial notice within a reasonable period of time, but no later than 45 days after the Claims Administrator's receipt of the claim. The Claims Administrator may extend this period for up to 30 additional days provided the Claims Administrator determines that the extension is necessary due to matters beyond the Claims Administrator's control and the claimant is notified of the extension before the end of the initial 45-day period and is also notified of the date by which the Claims Administrator expects to render a decision. The 30-day extension can be extended by an additional 30 days if the Claims Administrator determines that, due to matters beyond its control, it cannot make the decision within the original extended period. In that event, you will be notified before the end of the initial 30-day extension of the circumstances requiring the extension and the date by which the Claims Administrator expects to render a decision.

The extension notice will explain the standards on which your entitlement to a benefit is based, the unresolved issues that prevent a decision on the claim, and the additional information, if any, you must submit. If you must provide additional information, you will be provided with at least 45 days to provide the additional information. The period from which you are notified of the additional required information to the date you respond is not counted as part of the determination period.

You have 180 days to appeal an adverse benefit determination. Upon request and free of charge you have the right to reasonable access to and copies of, all documents, records, and other information relevant to your claim for benefits. You will be notified of the Claims Administrator's decision upon review within a reasonable period of time, but no later than 45 days after the Claims Administrator receives your appeal request.

The 45-day period may be extended for an additional 45-day period if the Claims Administrator determines that special circumstances (such as the need to hold a hearing) require an extension of time. You will be provided with written notice prior to the expiration of the initial 45-day period. Such notice will state the special circumstances requiring the extension and the date by which the Claims Administrator expects to render a decision.

Claims Procedures for Group Health Plans

The following claims procedures shall apply specifically to claims made under any group health plan under this Plan. To the extent that these procedures are inconsistent with the claims procedures

contained in the policies, contracts, summary plan descriptions or other written materials for the group health plan, the claims procedures in such other policies, contracts, summary plan descriptions, or other written materials shall supersede these procedures as long as such other claims procedures comply with Department of Labor Regulations 29 C.F.R. §§ 2560.503-1 and 2590.715-2719, as applicable to the Plan.

Benefit Determinations

Post-Service Claims

Post-Service Claims are those claims that are filed for payment of benefits after health care has been received. If your Post-Service Claim is denied, you will receive a written notice from the Claims Administrator within 30 days of receipt of the claim, as long as all needed information was provided with the claim. The Claims Administrator will notify you within this 30 day period if additional information is needed to process the claim, and may request a one-time extension not longer than 15 days and pend your claim until all information is received.

Once notified of the extension, you then have 45 days to provide this information. If all of the needed information is received within the 45-day time frame and the claim is denied, the Claims Administrator will notify you of the denial within 15 days after the information is received. If you don't provide the needed information within the 45-day period, your claim will be denied.

A denial notice will explain the reason for denial, refer to the part of the group health plan on which the denial is based, and provide the claim appeal procedures.

Pre-Service Claims

Pre-Service Claims are those claims that require certification or approval prior to receiving health care. If your claim was a Pre-Service Claim, and was submitted properly with all needed information, you will receive written notice of the claim decision from the Claims Administrator within 15 days of receipt of the claim. If you filed a Pre-Service Claim improperly, the Claims Administrator will notify you of the improper filing and how to correct it within 5 days. After reviewing the revised Pre-Service Claim, the Claims Administrator will notify you of any additional information needed within 15 days, and may request a one-time extension not longer than 15 days and pend your claim until all information is received. Once notified of the extension, you then have 45 days to provide this information. If all of the needed information is received within the 45-day

time frame, the Claims Administrator will notify you of the determination within 15 days after the information is received. If you don't provide the needed information within the 45-day period, your claim will be denied. A denial notice will explain the reason for denial, refer to the part of the Plan on which the denial is based, and provide the claim appeal procedures.

Urgent Care Claims

Urgent Care Claims are those claims that require notification or approval prior to receiving medical care, where a delay in treatment could seriously jeopardize your life or health or the ability to regain maximum function or, in the opinion of a doctor with knowledge of your health condition could cause severe pain. In these situations:

- You will receive notice of the benefit determination in writing or electronically as soon as possible, but not later than 72 hours after the Claims Administrator receives all necessary information, or such other timeframe as required under federal law, taking into account the seriousness of your condition.
- Notice of denial may be oral with a written or electronic confirmation to follow within 3 days.
- If you filed an Urgent Care Claim improperly, the Claims Administrator will notify you of the improper filing and how to correct it within 24 hours after the Urgent Care Claim was received. If additional information is needed to process the claim, the Claims Administrator will notify you of the information needed within 24 hours after the claim was received. You then have 48 hours to provide the requested information.

You will be notified of a determination no later than 48 hours after:

- The Claims Administrator's receipt of the requested information; or
- The end of the 48-hour period within which you were to provide the additional information, if the information is not received within that time.

A denial notice will explain the reason for denial, refer to the part of the Plan on which the denial is based, and provide the claim appeal procedures.

Concurrent Care Claims

If an on-going course of treatment was previously approved for a specific period of time or number of treatments, and your request to extend the treatment is an Urgent Care Claim as defined

above, your request will be decided as soon as possible, and the Claims Administrator will notify you of the determination within 24 hours after receipt of the claim, provided your request is made at least 24 hours prior to the end of the approved treatment. If your request for extended treatment is not made at least 24 hours prior to the end of the approved treatment, the request will be treated as an Urgent Care Claim and decided according to the timeframes described above.

If an on-going course of treatment was previously approved for a specific period of time or number of treatments, and you request to extend treatment in a non-urgent circumstance, your request will be considered a new claim and decided according to post-service or pre-service timeframes, whichever applies.

Claim Denial Notices

If your claim for benefits is denied in whole or in part, you or your beneficiary will receive notification regarding the claim denial within the applicable time period described above. This denial notice will include the reasons for the denial, reference to the Plan provision supporting the denial, a description of the Plan's appeals procedures and other relevant information regarding the claim decision.

How to Appeal a Claim Decision

If you disagree with a claim determination after following the above steps, you can contact the Claims Administrator in writing to formally request an appeal. If the appeal relates to a claim for payment, your request should include:

- The patient's name.
- The plan identification number.
- The date(s) of health care service(s).
- The provider's name.
- The reason(s) you believe the claim should be paid.
- Any documentation or other written information to support your request for claim payment.

Your first appeal request must be submitted to the Claims Administrator within 180 days after you receive the claim denial.

Appeal Process

A qualified individual who was not involved in the decision being appealed will be appointed to decide the appeal. If your appeal is related to clinical matters, the review will be done in consultation with a health care professional with appropriate expertise in the field who was not involved in the prior determination. The Claims Administrator may consult with, or seek the participation of, medical experts as part of the appeal resolution process. By filing an appeal, you consent to this referral and the sharing of pertinent health claim information. Upon request and free of charge you have the right to reasonable access to and copies of, all documents, records, and other information relevant to your claim for benefits.

Appeals Determinations

Pre-Service and Post-Service Claim Appeals

You will be provided with written or electronic notification of the decision on your appeal as follows:

For appeals of Pre-Service Claims (as defined above), the first level appeal will be conducted and you will be notified by the Claims Administrator of the decision within 15 days from receipt of a request for appeal of a denied claim. The second level appeal will be conducted and you will be notified by the Claims Administrator of the decision within 15 days from receipt of a request for review of the first level appeal decision.

For appeals of Post-Service Claims (as defined above), the first level appeal will be conducted and you will be notified by the Claims Administrator of the decision within 30 days from receipt of a request for appeal of a denied claim. The second level appeal will be conducted and you will be notified by the Claims Administrator of the decision within 30 days from receipt of a request for review of the first level appeal decision.

For procedures associated with Urgent Care Claims, see "Urgent Care Claim Appeals" below.

If you are not satisfied with the first level appeal decision of the Claims Administrator, you have the right to request a second level appeal from the Claims Administrator. Your second level appeal request must be submitted to the Claims Administrator within 60 days from receipt of the first level appeal decision.

Please note that the Claims Administrator's decision is based only on whether or not benefits are available under the Plan for the proposed treatment or procedure. The determination as to whether the pending health service is necessary or appropriate is between you and your doctor.

Urgent Care Claim Appeals

Your appeal may require immediate action if a delay in treatment could significantly increase the risk to your health or the ability to regain maximum function or cause severe pain. In these urgent situations:

- The appeal does not need to be submitted in writing. You or your doctor should call the Claims Administrator as soon as possible.
- The Claims Administrator will provide you with a written or electronic determination as soon as possible, but not later than 72 hours following receipt of your request for review of the determination, taking into account the seriousness of your condition.

The Claims Administrator has the exclusive right to interpret and administer the provisions of the Plan. The Claims Administrator's decisions are conclusive and binding.

External Review

If you exhaust all internal appeals procedures, have been denied continued coverage for an ongoing course of treatment or have an urgent care claim, you may be entitled to an external review of your claim. Please consult the Plan Administrator or Claims Administrator for further details.

Medicare Part D Notification Requirements

Employers sponsoring a group health plan with prescription drug benefits are required to notify their Medicare-eligible participants and beneficiaries as to whether the drug coverage provided under the plan is "creditable" or "non-creditable." This notification must be provided **prior to October 15th each year**. Also, following the plan's annual renewal, the employer must notify the Centers for Medicare & Medicaid Services ("CMS") of the creditable status of the drug plan.

Below you will find information that summarizes these requirements in more detail.

What are the Medicare Part D Notification Requirements About?

Medicare Part D, the Medicare prescription drug program, generally imposes a lifetime penalty for late enrollment if an individual delays enrolling in Part D after initial eligibility (for example, after reaching age 65), unless the individual continues to be covered by an employer's group medical plan because of active employment or COBRA, and coverage under the plan is "creditable" (meaning equal to or better than coverage provided under a Part D standard plan).

Employers that provide prescription drug benefits are required to notify Medicare-eligible individuals annually as to whether the employer-provided benefit is creditable or non-creditable so that these individuals can decide whether or not to delay Part D enrollment.

Also, the employer must annually notify CMS as to whether or not the employer plan is creditable.

Medicare Part D Participant Notice

In order to assist employers in their compliance obligations, CMS has issued participant disclosure model notices for both creditable and non-creditable coverage, which can be found at: https://www.cms.gov/Medicare/Prescription-Drug-Coverage/CreditableCoverage/Model-Notice-Letters

These model notices, when appropriately modified, will serve as a proper notice for purposes of this requirement. Spanish notices are also provided at the above link.

Special Enrollment Rights

If you are declining enrollment for yourself, your Spouse or Dependents because of other health insurance or group health plan coverage, you may be able to enroll yourself and your Spouse and Dependents in this plan if you or your Spouse or Dependents lose eligibility for that other coverage (or if the Employer stops contributing towards your or your Spouse's or Dependents' other coverage). However, you must request enrollment within 30 days after your or your Spouse's or Dependents' other coverage ends (or after the Employer stops contributing toward the other coverage).

In addition, if you have a new Spouse or Dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your Spouse and Dependents. However, you must request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption.

If you or your Spouse or Dependents are eligible, but not enrolled, in the Group Medical Plan listed in Appendix A you may enroll when:

- Medicaid or Children's Health Insurance Program ("CHIP") coverage is terminated as a result of loss of eligibility and you request coverage under the Group Medical Plan listed in Appendix A within 60 days after the termination, or
- You or your Spouse or Dependent become eligible for a premium assistance subsidy under Medicaid or CHIP and you request coverage under the Group Medical Plan listed in Appendix A within 60 days after eligibility is determined.

The special enrollment rules do not apply to limited scope dental or vision benefits or certain health care flexible spending accounts (*e.g.*, spending accounts that limit benefits to employee salary reduction amounts).

To request special enrollment or obtain more information, contact the Plan Administrator.

ADDITIONAL INFORMATION

Compliance with State and Federal Mandates

With respect to the benefits and as applicable, the Plan will comply with the requirements of all applicable laws. If for some reason the information presented in this Wrap SPD differs from the actual requirements of any law, the Plan reserves the right to administer the Plan in accordance with those requirements.

No Contract of Employment

Nothing in this Plan shall be construed as a contract of employment between the Employer and any employee or Participant, or as a guarantee of any employee or Participant to be continued in the employment of the Employer, nor as a limitation on the right of the Employer to discharge any of its employees with or without cause.

Medical Loss Ratio Rebates under the Public Health Service Act

In certain circumstances under the Medical Loss Ratio Standards in § 2718 of the Public Health Service Act, rebates may be paid to this Plan based on the insurance carrier's medical loss ratio. Insurance carriers are required to provide Participants with a written notice of a rebate at the time the rebate is paid to the Plan. Any rebate received by the Employer may be retained by the Employer. Any portion of the rebate attributable to Participant contributions will be used for the benefit of the Participants. This may be done by, for example, lowering the Plan costs for those Participants who are enrolled during the next Plan Year, applying the rebate towards the cost of administering the Plan, implementing a wellness or other program to help reduce plan costs, providing additional taxable income to the Participants, or using the rebate in any other reasonable manner.

Subrogation

Because the Plan is entitled to reimbursement of medical expenses owed by a third party, the Plan has the right to seek repayment of these expenses from the responsible third party. This means that the plan is subrogated to any and all rights, recovery or causes of actions or claims that a Participant or Dependent may have against any third party.

The Plan may enforce its subrogation rights by requiring the Participant to assert a claim to any insurance or other benefits to which the Participant or a Dependent may be entitled.

Once a Participant or Dependent has any reason to believe that the Plan may be entitled to recovery from any third party, the Participant must notify the Plan. And, at that time, the Participant (and the Participant's attorney, if applicable) will be required to sign a subrogation/reimbursement agreement that confirms the prior acceptance of the Plan's subrogation rights and the Plan's right to be reimbursed for expenses arising from circumstances that entitle the Participant or Dependent to any payment, amount or recovery from a third party.

Each Participant and Dependent consents and agrees that they will not assign their rights to settlement or recovery against a third person or party to any other party, including their attorneys, without the Plan's consent. As such, the Plan's reimbursement will not be reduced by attorneys' fees and expenses without express written authorization from the Plan.

The Plan shall have no obligation whatsoever to pay medical or dental benefits to a Covered Person if a Covered Person refuses to cooperate with the Plan's reimbursement and Subrogation rights or refuses to execute and deliver such papers as the Plan may require in furtherance of its reimbursement and Subrogation rights.

Additional Information Contained in Attached Benefit Descriptions

The following additional information about the Benefits is included in the Benefit Descriptions for the benefit (if applicable):

- Any additional procedures for enrolling in the Plan;
- A summary of benefits, though this may be provided as a separate document;
- A description of any premiums, deductibles, coinsurance or copayment amounts. The schedule of your contributions, if any, to the premium payment will be provided to you by the Employer;
- A description of any annual or lifetime caps or other limits on benefits;
- Whether and under what circumstances preventive services are covered;
- Whether and under what circumstances coverage is provided for medical tests, devices and procedures;
- Provisions governing the use of network providers (if any). If there is a network, the Benefit Description will contain a general description of the provider network and you will receive automatically, without charge, a list of providers in the network from the carrier or administrator;
- Whether and under what circumstances coverage is provided for any out-of- network services;
- Any conditions or limits on the selection of primary care physicians or providers of specific specialty medical care;
- Any conditions or limits applicable to obtaining emergency medical care;
- Any services requiring preauthorization or utilization review as a condition to obtaining a benefit service;
- A summary of the claim procedures. However, if the claims procedures are not included in the Benefit Description, a copy will be provided to you automatically, without charge from the insurance carrier or administrator;
- Provisions describing the coordination of benefits with the benefits provided under another similar plan in which you or another plan participant are enrolled;
- Any additional information not covered by this SPD about subrogation, coordination of benefits, or reimbursement rights that prevent duplicate payments for your health care; and
- Any other benefit limitations and exclusions.

THE CITY OF CHARLES TOWN

Schedule A

OTHER COVERAGE OPTIONS UNDER THE PLAN*:

NAME OF COVERAGE

DENTAL INSURANCE:
Sun Life http://www.sunlife.com/

VISION CARE INSURANCE:
NVA https://www.e-nva.com/

GROUP TERM LIFE INSURANCE:
Sun Life http://www.sunlife.com/
PEIA https://peia.wv.gov/active-members/Pages/Life-Insurance.aspx

VOLUNTARY LIFE INSURANCE:
PEIA https://peia.wv.gov/active-members/Pages/Life-Insurance.aspx

DISABILITY INCOME-SHORT TERM (STD):
Sun Life http://www.sunlife.com/

DISABILITY INCOME-LONG TERM (LTD):
Sun Life http://www.sunlife.com/

*The Employee contributions necessary to obtain the coverage options set forth in this Schedule A above will be communicated by the Employer to Eligible Employees at the time of Enrollment and in Schedule B. The required Employee contribution amounts will be considered as the maximum elective Employee contributions necessary for participation in each Plan option above.

City of Charles Town

Premium Election Form

Plan Year Start: July 01, 2026
Plan Year End : June 30, 2027

- □ Open Enrollment / Initial Election
- □ Correction
- □ Change of Personal Information
- □ Change of Family Status
- □ Ineligibility Termination

□ Waiving all lines of coverage _____ (Initial)

Effective Date of Benefit Coverage: _____

Personal Information

Last Name	First Name	Middle Initial	Social Security Number

	Street	City	State	Zip
Mailing Address				

Date of Birth (MM/DD/YYYY)	Gender: □ Male □ Female	Marital Status: □ Single □ Married	Date of Hire (MM/DD/YYYY)

Do you and/or your Enrolled Dependent(s) have any Health Benefits Insurance Coverage (Primary or Secondary) other than the City of Charles Town Group Medical/Rx Plan _____ Yes or No

Employee Bi-Weekly {26 Pays} Payroll Deduction*

HEALTHCARE, VISION AND DENTAL DEDUCTIONS - FY25

PEIA Gold	Less Tobacco-Free Discount		Tobacco-Free Employee Deduction per Pay Period		Non-Tobacco Free Employee Deduction per Pay Period
Employee Only	$25	☐	$64.88	☐	$66.75
Employee and Child(ren)	$50	☐	$111.68	☐	$115.43
Family	$50	☐	$138.68	☐	$142.43
PEIA Silver					
Employee Only	$25	☐	$56.40	☐	$58.28
Employee and Child(ren)	$50	☐	$97.65	☐	$101.40
Family	$50	☐	$120.98	☐	$124.73
PEIA Gold HD					
Employee Only	$25	☐	$41.48	☐	$43.35
Employee and Child(ren)	$50	☐	$59.93	☐	$63.68
Family	$50	☐	$86.10	☐	$89.85
PEIA Bronze HD					
Employee Only	$25	☐	$37.88	☐	$39.75
Employee and Child(ren)	$50	☐	$57.23	☐	$60.98
Family	$50	☐	$77.63	☐	$81.38
I am waiving participation in Medical Insurance				☐	

Vision		Employee Deduction per Pay Period
Employee Only	☐	$0.25
Employee + 1 Dependent	☐	$1.96
Family	☐	$5.91
I am waiving participation in Vision Insurance		☐

Dental		Employee Deduction per Pay Period
Employee Only	☐	$0.25
Employee + 1 Dependent	☐	$10.24
Family	☐	$18.78
I am waiving participation in Dental Insurance		☐

I have read and understand the explanation I have received regarding my options under the City of Charles Town Premium Only Plan. I understand I have the right to have City of Charles Town redirect my salary on a pretax basis during the plan year and apply this amount toward the purchase of the benefit plan coverage I have designated above. I understand that my share of the cost of this coverage may be adjusted from time to time to reflect the change in rates charged by the carriers. I acknowledge that my election is irrevocable unless there is a change in my status. A change in status includes, but is not limited to: marriage; divorce; death of a spouse or dependent; birth, adoption, or legal court order of a child; change in number of dependents; termination of employment or commencement of employment; commencement or return from an unpaid leave of absence; a change in worksite; or any change in employment status that affects eligibility; or my dependent(s) either satisfies or ceases to satisfy requirements for coverage due to change in age, student status or any similar circumstances; or a change in my or my spouse's employment status. It is specifically the Participant's responsibility regarding insurance premium reimbursement not to request anything that could violate the terms of their insurance policy. I understand that government subsidized insurance premiums can only be deducted on a post-tax basis.
I hereby apply for the options listed above. If necessary, I authorize the City of Charles Town to adjust my pay as required by my elections.
I understand that the benefit options I have elected will remain in force from July 1 until June 30, unless my family status changes.

_____ Employee Signature

_____ Company Representative

_____ Date

_____ Date

Retirement and Other Benefits

Public Employees Retirement System (PERS) – The City of Charles Town participates in the Public Employees Retirement System. Employees who work a minimum of 20 hours per week contributed 4.5% (6% for those hired for the first time and first become a member of PERS on or after July 1, 2015 – Tier II) of gross salary. Effective July 1, 2022, the City will contribute 9.0% of employee's gross monthly salary for a total combined contribution to equal 13.5% (Tier I) or 15.0% (Tier II). Contributions for members are established by statute.

West Virginia Retirement Plus Deferred Compensation Plan – 457(b) Plan – administered by the Office of the State Treasurer. This retirement plan is designed to supplement employee's pension, Social Security and other personal retirement savings. Investment selections are made by participant; investment services provided by Empower. As of 1/9/15, the total fees charged for investing in the plan (by Empower) averaged 0.88%. Employer contribution of 1% of base salary for all full-time employees who elect to participate in the program and the Employer will match any employee contributions up to 3% of the employee's base salary.

Vacation and Sick Leave – New hire employees are granted 40 hours of vacation leave on date of hire, and earn an additional 40 hours during first year of service. Additional hours are earned after first year of service as follows:

Vacation Leave Table

Years of Service	Rate of Earning
Hire Date through year 1	40 hours granted and employees begin accrual of an additional 40 hours as described in handbook.
2	80 hours accrued throughout the year as described in handbook.
3-6	96 hours accrued throughout the year as described in handbook.
7-10	120 hours accrued throughout the year as described in handbook.
11+	160 hours accrued througout the year as described in handbook.

Part time employees earn leave on a pro-rated basis. A maximum of 240 hours of vacation can be accumulated.

All regular full-time employees accrue 120 hours of **sick leave** per calendar year, accumulated each pay period at a rate of 4:37 (4 hours, 37 minutes). Sick leave can be accumulated to an unlimited amount of hours.

Tuition Reimbursement - The City of Charles Town will reimburse regular full- and part-time employees for job related coursework taken at an accredited institution. Reimbursement is provided at a rate of 50% of tuition only upon receipt of a report card reflecting a grade of "C", equivalent, or better. Employees are expected to remain employed by the City for a period of one year after the reimbursement is provided or agree to repay the entire sum of tuition aid granted.

The City of Charles Town reserves the right to make changes to any and all of the above benefits upon approval of Management and/or the City Council.

THE CITY OF CHARLES TOWN

Schedule C

PARTICIPATING AFFILIATED EMPLOYERS

(Companies under common ownership)

The following organizations and entities shall be Participating Employers under the Plan:

Name of Participating Employer

None

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Referral
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1844: Referral to Ordinance Committee - Article 201 Citations for External Sanitation Violations and Common Nuisance Violations, Article 1101 Nuisances, and Article 1705 West Virginia State Building Code

ATTACHMENTS:

- Ord. #2021-003 - Article 201 - Citations for External Sanitation Violations and Common Nuisance Violations.pdf
- Ord. #2021-004 - Article 1101 Nuisances.pdf
- Ord. 2024-001 Article 1705 - WV State Building Code Signed -2024.pdf

ARTICLE 201
Citations for External Sanitation Violations and Common Nuisance Violations

201.01 Authority; Alternative Enforcement of External Sanitation Violation and Common Nuisances.

201.02 Purpose and Applicability.

201.03 Investigations.

201.04 Issuance of Citations.

201.05 Severability.

201.99 Penalty.

201.01 AUTHORITY; ALTERNATIVE ENFORCEMENT OF EXTERNAL SANITATION VIOLATION AND COMMON NUISANCES.

This Article is enacted pursuant to the authority of West Virginia Code § 8-1-5(a), Home Rule Program Act and pursuant to the approved City of Charles Town Home Rule Plan approved by the West Virginia Home Rule Board on October 6, 2014.

201.02 PURPOSE AND APPLICABILITY.

(a) The purpose of this Article is to provide additional and alternative methods and processes to enforce the Municipal Code provisions regarding external sanitation and common nuisances related to property located within the City in a fair, speedy, and inexpensive manner, and to improve compliance with such provisions. To the extent this article conflicts with an existing ordinance identified below, Article 201, et seq., shall be controlling.

(b) This article shall be in addition to those methods and processes otherwise contained in the Codified Ordinances of the City of Charles Town and shall be applied at the discretion of the enforcement officer enforcing the provisions of this section.

(c) This article shall apply to any of the following violations:

(1) Public nuisances as defined in Section 1101.02 (b), (c), and (d) of the Codified Ordinances of the City of Charles Town; and

(2) Violations of Sections 909.01 displaying goods, 909.03 snow removal, 909.04 weeds and rubbish, Article 951 garbage collection, and 1103.01 weeds of the Codified Ordinances of the City of Charles Town; and

(3) Violations of the Charles Town Zoning Ordinance, Articles 1321-1325, and the Charles Town Subdivision Ordinance, Articles 1331-1336.

(d) The Zoning Administrator and the Chief of Police and their designees shall have authority to enforce the provisions of this section and shall be referred to herein collectively as enforcement officials.

201.03 INVESTIGATIONS.

Upon receipt of information or upon investigation indicating the likelihood of a violation of any provision of the Codified Ordinances of the City of Charles Town regarding the violations set forth in Article 201, the enforcement official shall investigate the facts and may, to the extent permitted by law, inspect the premises.

201.04 ISSUANCE OF CITATIONS.

(a) If an investigation reveals that a code violation exists, the enforcement official may issue a citation for such violation to the person having either ownership or control of any land, building, structure, sign, property, licensed or permitted business or operation which is in violation. Nothing within this section shall prohibit the enforcement officer in his or her discretion from issuing a warning prior to issuing a citation. Nothing in this section shall preclude Code Enforcement action under any other provision of the Codified Ordinances of the City of Charles Town, provided, however, that no person shall be subject to criminal penalties under both this section and any other provision of the Codified Ordinances based on the same act or occurrence.

(b) A citation may be served by personal service in accordance with the West Virginia Rules of Civil Procedure, by delivery of the notice of citation to the person in violation. If personal service cannot be effectuated, the enforcement official may send the citation to the person via certified mail, return receipt requested, to the person's last known address. If the return receipt is not returned, a citation shall be conclusively presumed to have been served if it is also sent by regular mail, postage prepaid, which is not returned as undeliverable by the postal service. A citation that is sent by certified mail, return receipt requested, to an address provided to the City of Charles Town by a landlord pursuant to a Certificate of Rental Use and Occupancy under Article 136 of the Codified Ordinances or to the owner of vacant property under Article 1759 thereof shall conclusively be presumed to have been served.

(c) The citation shall be in writing and shall contain the following:

(1) The date the citation is issued;

(2) The name and address of the person(s) charged with the violation;

(3) The section of the ordinance that has been violated;

(4) The nature of the violation;

(5) The place and time the violation occurred;

(6) The amount of the fine imposed for the violation;

(7) The name, address and telephone number of the enforcement official issuing the citation;

(8) The return date on which the person is summoned to appear before the Municipal Court to answer the charges; and;

(9) The name, address, and telephone number of the office of the City Collector, where fines are to be paid, and of the Municipal Court, where citations may be contested.

201.05 SEVERABILITY.

(a) If any provision of this article or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this article which can be given effect without the invalid provision or application, and to this end the provisions of this article are severable. This City Council declares that it would have adopted this article irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed, and the balance of this article be enforced.

(b) All ordinances in conflict with this article are hereby repealed. All other articles and sections of the Charles Town Municipal Code, as amended, shall remain in full force and effect.

201.99 PENALTY.

(a) Any person issued a citation pursuant to Section 201.04 shall be punished by a fine as follows: within any 12-month period, $100.00 for a first offense citation, $200.00 for a second offense citation, and $500.00 for a third offense and subsequent citation thereafter. Each week that such a violation continues, and which shall pose an imminent threat to public health and safety, shall constitute a separate offense.

(b) All fines levied under this Article, together with all attorney fees reasonably incurred in the enforcement thereof, shall constitute a lien against all personal and real property owned by the person(s) subject to such fine.

(c) A person charged under this section shall have the right to contest the citation in Municipal Court, provided, however, that where a photograph of the violation accompanies the citation, a defense shall be limited to evidence that the enforcement official misinterpreted the subject provision and/or misapplied it to the facts unless the evidence, as a whole, negates the correctness of the facts contained in the citation. Furthermore, any person charged hereunder solely by reason of his/her ownership of the real estate, shall be entitled to the additional defense that he/she did not own the real estate at the time of the commission of the violation or that the violation was committed by a trespasser upon his/her real estate. Any person who is charged under this section and fails to appear at his/her hearing for a period of 15 minutes without a prior showing of just cause may be tried in absentia.

First Reading: May 3, 2021

Passed on Second Reading Following Public Hearing: May 17, 2021

Enacted this 19th day of May, 2021

City of Charles Town

Robert M. Trainor
Mayor

Attest:

Daryl Hennessy
City Manager/Clerk

ARTICLE 1101
Nuisances

1101.01 Public Nuisances Prohibited.
1101.02 Public Nuisances Defined.
1101.03 Enforcement Through Citations.
1101.04 Abatement of Public Nuisances.
1101.05 Cost of Abatement.
1101.06 Severability.
1101.99 Penalty.

CROSS REFERENCES

Power to abate - see W.Va. Code 8-12-5(23)

Abatement of nuisances - see W.Va. Code 16-3-6

1101.01 PUBLIC NUISANCES PROHIBITED.

No person shall erect, contrive, cause, continue, maintain, or permit to exist any public nuisance within the City or any nuisance described in the laws of the State of West Virginia.

1101.02 PUBLIC NUISANCES DEFINED.

(a) Generally, a public nuisance is a thing, act, occupation, condition or use of property which shall continue for such length of time as to:

(1) Substantially annoy, injure, or endanger the comfort, health, repose, or safety of the public; or

(2) In any way render the public insecure in life or in the use of property; or

(3) Greatly offend the public morals or decency; or

(4) Unlawfully and substantially interfere with, obstruct, or tend to obstruct or render dangerous for passage any street, alley, highway, body of water or other public way; or

(5) Hinder the enjoyment of public rights.

(b) Public Nuisances Affecting Health. The following acts, omissions, places, conditions, and things are hereby specifically declared to be public health nuisances, but shall not be construed to exclude other health nuisances coming within the definition of subsection (a) hereof:

(1) All decayed, harmfully adulterated, or unwholesome food or drink sold or offered for sale to the public;

(2) Carcasses of animals, birds or fowl not buried or otherwise disposed of in a sanitary manner within twenty-four hours after death;

(3) Accumulations of non-composting vegetable matter, trash, rotting lumber, bedding, packing material, abandoned vehicles or machinery, scrap metal or

any material in which flies, mosquitoes, disease-carrying insects, rats, or other vermin may breed or which may constitute a fire hazard;

(4) Garbage cans which are not fly-tight, or which are overflowing with trash shall not be permitted on the property, in truck beds, or the like;

(5) All stagnant water that results in disease carrying pests, including tires, ditches, depressions, gutters, fountains that do not work properly;

(6) The escape of smoke, soot, cinders, noxious acids, fumes, gases, fly ash or industrial dust within the City limits in such quantities as to endanger the health of persons or cause substantial injury to property;

(7) The pollution of any public well or cistern, stream, lake, canal, or body of water by sewage, or industrial wastes or other substances;

(8) Any use of property, substances or things within the City emitting or causing any foul, offensive, nauseous, noxious, or disagreeable odors, or stenches extremely repulsive to the physical senses of ordinary persons which annoy, discomfort, injure or inconvenience the health of an appreciable number of persons within the City;

(9) Any barn, stable, yard, shed, pen or other place where animals or fowl are kept which is not maintained in a clean condition; or any animals or fowl, which because of disease, unsanitary conditions, odor or noise, discomfort or injure the health or well-being of residents of the City;

(10) All abandoned wells or cisterns not securely covered or secured from public use;

(11) Any obstruction to watercourses, drainage ditches or ravines;

(12) All noxious weeds as defined by the laws of the State or ordinances of the City;

(13) Building materials not being used for immediate construction which are not in an enclosed accessory or other structure which has been approved for such purposes under a building permit;

(14) Exterior tarping used as a storage structure except tarping used to cover firewood or to cover plants in a hoop house;

(15) Outside storage of upholstered furniture constructed for interior use, carpeting, mattresses, box springs, appliances, clothing and any such fabric items or accessory structures designed for interior use that creates a habitat for pests; Outdoor furniture that is designed for outdoor use is permitted;

(16) Any structures intended for outside storage that are not constructed so as to be secure from the elements and pest infestation;

(17) Any existing structure or work undertaken in violation of the State Building Code or International Property Maintenance Code as duly adopted by the City;

(18) Any temporary structure or temporary use, which is employed ancillary to a building permit issued under the State Building Code or International Property Maintenance Code but for which no written temporary permit exists under said Code;

(19) The existence of temporary structures or uses that were once approved by the Building Official under the State Building Code or International Property Maintenance Code but which temporary use or permit has expired;

(20) Any shopping carts not on the premises of the business that owns them;

(21) Any hazardous liquids flowing from one property to another or flowing in a public right of way; and

(22) Any open flow or discharge of sewer.

(c) Public Nuisances Affecting Peace and Safety. The following acts, omissions, places, conditions, and things are hereby declared to be public nuisances affecting peace and safety, but such enumeration shall not be construed to exclude other nuisances affecting public peace or safety coming within the provisions of subsection (a) hereof:

(1) All buildings erected, repaired, or altered within the limits of the City in violation of the provisions of the ordinances of the City relating to materials and manner of construction of buildings and structures;

(2) All unauthorized signs, signals, markings, or devices which purport to be or may be mistaken as official traffic control devices placed or in view of any public highway or railway crossing;

(3) All buildings or structures so old, dilapidated or out of repair as to be dangerous, unsafe, or unsanitary;

(4) All wires over streets, alleys or public grounds which are strung less than fifteen feet above the surface of the street or ground;

(5) All willful or neglectful collection of debris or foreign matter or excess water that obstructs streets, alleys, sidewalks, or crosswalks, except as permitted by the ordinances of the City;

(6) All open and unguarded pits, wells, excavations, or basements freely accessible from any public street, alley, sidewalk, or crosswalk and all excavations in or under the same, except as permitted by the ordinances of the City;

(7) Any structure, material or condition which constitutes a fire hazard or will impair extinguishing a fire;

(8) Any unauthorized or unlawful use of property which causes which causes large crowds of people to gather, obstructing traffic and free use of the streets, alleys, or sidewalks;

(9) Any appliance not properly stored out of public view, or any appliance, visible to the public, that is not being used for its intended purpose;

(10) No more than three (3) small engine equipment shall be permitted to be stored outside. Small engine shall be defined as anything less than 30 horsepower, whether gas powered or other alternative power, and includes such things as riding lawn mowers, push mowers, garden tillers, snow blower/thrower, string trimmer, generator, and the like;

(11) Construction equipment, when not used in conjunction with a licensed business or an active and valid building permit, shall be stored out of sight.

(d) Storing, Parking or Leaving Abandoned, Dismantled or Other Such Motor Vehicle Prohibited. No person shall park, store, leave, or permit the parking, storing, or leaving of any motor vehicle of any kind which is abandoned, wrecked, dismantled, inoperative, rusted, junked, or partially dismantled whether attended or not, upon any public or private property within the City for a period in excess of ten days.

(1) The presence of such vehicles or parts thereof on private or public property shall be declared a public nuisance.

(2) This subsection shall not apply to any vehicle properly enclosed within a building on private property.

1101.03 ENFORCEMENT THROUGH CITATIONS.

The following violations may be enforced through the issuance of citations in accord with Article 201 of the Codified Ordinances of Charles Town: Public Nuisances as defined in Section 1101.02 subsections (b); (c); and (d) of the Codified Ordinances of the City of Charles Town. In addition to the use of citations, the subject property with the violation may be posted as being in violation of the Charles Town Municipal Code

1101.04 ABATEMENT OF PUBLIC NUISANCES.

(a) Investigations of Complaints. If the City Manager, or designee, determines that the utilization of the citation process found in Section 1101.03 or Article 201 of the Codified Ordinances of Charles Town, which has resulted in at least one guilty violation for the violator in municipal court, has been or will be ineffective in abating a public nuisance, the City Manager may file with the Circuit Court of Jefferson County a complaint of the public nuisance(s).

(b) Before filing a complaint with the Circuit Court, the City Manager must notify City Council of their intention to file such suit.

1101.05 COST OF ABATEMENT.

(a) In addition to any other penalty imposed, the cost of abating a public nuisance by the City shall be collected as a debt from the owner, occupant or person causing, permitting, or maintaining the nuisance.

(b) If notice to abate the nuisance has been given to the owner, such cost shall be assessed against the real estate and shall include all reasonable attorney fees and expenses incurred incident to said abatement. The said lien for costs shall be subject to perfecting by filing notice in the Office of the Clerk of the County Commission of Jefferson County, West Virginia.

1101.06 SEVERABILITY.

The provisions of this article shall be liberally construed to accomplish its objective and purposes. 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.

1101.99 PENALTY.

(a) Any person violating any provision of this Article shall be punished by a fine as follows: within any 12-month period, $100 for the first offense, $200 for a second offense, and $500 for a third or subsequent offense. Each week that such a violation continues, and which shall pose an imminent threat to public health and safety, shall constitute a separate offense.

(b) Such fine, and costs as assessed by the municipal court, together with all attorney fees incurred in the enforcement thereof, and any potential abatement costs identified in Section 1101.05, shall constitute a lien against the real estate of the owner subject to perfecting by filing notice in the Office of the Clerk of the County Commission of Jefferson County, West Virginia.

First Reading: May 3, 2021

Passed on Second Reading Following Public Hearing: May 17, 2021

Enacted this 17th day of May, 2021

City of Charles Town

Robert M. Trainor
Mayor

Attest:

Daryl Hennessy
City Manager/Clerk

ARTICLE 1705
West Virginia State Building Code

EDITOR'S NOTE: Pursuant to an ordinance passed July 15, 1991 all penalties of imprisonment presently contained in the Building and Housing Code are deleted and rescinded.

1705.01 Adoption.

1705.02 Amendments.

1705.03 Permits.

1705.04 Permit fees.

1705.05 City Code Official & Building Inspector.

1705.06 Appeals.

1705.07 Penalties.

1705.08 Injunctive relief.

1705.09 Severability.

CROSS REFERENCES

Adoption by reference - see W. Va. Code 8-11-4

Building regulation - see W. Va. Code 8-12-13

State Building Code - see W. Va. Code 15A-11-5

1705.01 ADOPTION.

(a) Pursuant to the City's powers and authority contained in West Virginia Code Section 13, Article 12, Chapter 8, the City of Charles Town does hereby adopt the State Building Code set forth at Series 4 of Title 87 of the West Virginia Code of State Rules, as it may be amended from time to time, as the same has been promulgated pursuant to West Virginia Code Section 5, Article 11, Chapter 15A, as if the same were fully written out herein but subject to the additions, insertions and changes specified below (authority for the promulgation thereof pursuant to West Virginia Code Section 5b, Article 3, Chapter 29 having been repealed and such authority pursuant to said Section 5, Article 11, Chapter 15A having been enacted).

(b) Any version of Article 1705 entitled West Virginia State Building Code adopted prior to enactment of this version of Article 1705 and all other ordinances or parts of ordinances in conflict herewith are hereby repealed and are null and void, except that a repealed version shall continue to control and be applicable to all building permits issued and in effect while such version was in force and effect.

1705.02 AMENDMENTS.

The following additions, insertions and changes are hereby made to the codes and standards incorporated in the State Building Code as specified below:

(a) With respect to each of the codes and standards specified in the following Sections 1705.02(b) through 1705.02(m), inclusive:

(1) All appendices to such codes and standards, if any, are hereby adopted.

(2) All appeals under such codes and standards and all appeals under this Article 1705 shall be made pursuant to Section 1705.06, and all language to the contrary in such codes and standards shall be of no effect.

(3) All penalties for violation(s) of such codes and standards shall be punishable under the specific provisions of Section 1705.07, and all language to the contrary in such codes and standards shall be of no effect.

(b) With respect to the International Building Code, 2018 Edition:

(1) Insert "City of Charles Town" as appropriate and where prompted to do so by said code.

(2) Insert "July 1, 2013", where prompted to do so in Section 1612.3.

(c) With respect to the International Plumbing Code, 2018 Edition:

(1) Insert "City of Charles Town" as appropriate and where prompted to do so by said code.

(2) Insert "See Section 1705.04" where prompted to insert the jurisdiction's schedule in Section 106.6.2.

(3) Insert "twenty-five (25%) percent" where prompted to do so in subparagraph 2 of 106.6.3, and "fifty (50%) percent" where prompted to do so in subparagraph 3 of 106.6.3.

(4) Insert "eighteen inches (18")" where first prompted to do so and insert "two feet and six inches (2'6")" where next prompted to do so in Section 305.4.1.

(d) With respect to the International Residential Code for One- and Two-Family Dwellings, 2018 Edition:

(1) Insert "City of Charles Town" as appropriate and where prompted to do so by said code.

(e) With respect to the International Mechanical Code, 2018 Edition:

(1) Insert "City of Charles Town" as appropriate and where prompted to do so by said code.

(2) Insert "See Section 1705.04" where prompted to do so in Section 106.5.2.

(3) Insert "twenty-five (25%) percent" where prompted to do so in subparagraph 2 of 106.5.3 and "fifty (50%) percent" where prompted to do so in subparagraph 3 of 106.5.3.

(f) With respect to the International Property Maintenance Code, 2018 Edition:

(1) Insert "City of Charles Town" as appropriate and where prompted to do so by said code.

(g) With respect to the International Energy Conservation Code, 2015 Edition for Residential Buildings:

(1) Insert "City of Charles Town" as appropriate and where prompted to do so by said code.

(h) With respect to the International Existing Building Code, 2018 Edition:

(1) Insert "City of Charles Town" as appropriate and where prompted to do so by said code.

(i) With respect to the 2020 Edition of the National Electric Code, NFPA 70, no further additions, insertions or changes are made

(j) With respect to the International Fuel Gas Code, 2018 Edition:

(1) Insert "City of Charles Town" as appropriate and where prompted to do so by said code.

(k) With respect to the 2017 ICC/ANSI A117.1 American National Standards for Accessibility and Usable Buildings and Facilities, no further additions, insertions or changes are made.

(l) With respect to the 2013 ANSI/ASHRAE/IESNA Standard 90.1 for Commercial Buildings, no further additions, insertions or changes are made.

(m) With respect to the International Swimming Pool and Spa Code, 2018 Edition, no further additions, insertions or changes are made.

1705.03 PERMITS.

No building permit or other permit required under any provision of the State Building Code shall be issued or renewed with respect to any property that is then subject to a notice of violation or order issued under the State Building Code unless the work authorized by the contemplated permit will timely rectify all violations set forth in such notice of violation or order. Notwithstanding the foregoing, the City Code Official may, in his or her reasonable discretion and upon determination that such will further the City's objective of obtaining compliance with this Article, enter with the owner(s) of any property a written agreement providing for issuance of a permit on specified terms and conditions including, without limitation, benchmarks for work progress.

1705.04 PERMIT FEES.

(a) For New Home Construction and Additions: a $200.00 Building Permit Fee, plus a fee of $0.75 per square foot finished area and $0.20 per square foot unfinished area.

(b) For Residential Renovation, Restoration, or Remodeling of Existing Structure: a $75.00 Building Permit Fee, plus a fee of $0.20 per square foot.

(c) For Residential Porches, Decks, Garages, and other Accessory Structures: a $50.00 Building Permit Fee, plus a fee of $0.15 per square foot.

(d) For Demolition:

(1) Residential: a $50.00 Building Permit Fee

(2) Commercial: a $150.00 Building Permit Fee

(e) Re-inspection Fees: a $75.00 re-inspection fee if the Building Inspector is required to make more than one (1) visit for one inspection. Job not ready for inspection will also result in $50.00 re-inspection fee.

(f) For Commercial Construction, Additions and Accessory Structures: a $300.00 Building Permit Fee, plus $0.75 per square foot finished area.

(g) For Commercial Renovation, Restoration, Remodeling of Existing Structure: a $200.00 Permit Fee plus $0.50 per square foot.

(h) For Commercial Accessory Structures with no plumbing or electricity: a $100.00 Permit Fee.

(i) For All Temporary Structures: a $50.00 Building Permit Fee.

(j) For All Swimming Pools: a $250.00 Building Permit Fee, plus $0.10 per square foot.

(k) For Roofing and Siding:

(1) Residential: A $75.00 Building Permit Fee, plus $1.00 per 100 square feet

(2) Commercial: A $150.00 Building Permit Fee, plus $1.00 per 100 square feet

(l) For Sidewalks and Driveways:

(1) Residential: A $30.00 Building Permit Fee, plus $0.10 per square foot over 500 sq ft.

(2) Commercial: A $100.00 Building Permit Fee, plus $0.10 per square foot over 500 sq ft.

(m) Fences:

(1) Residential: A $40.00 Building Permit Fee

(2) Commercial: A $100.00 Building Permit Fee

(n) For Plumbing Permits:

(1) Residential: A $75.00 Permit Fee plus $2.50 per fixture

(2) Commercial: A $100.00 Permit Fee plus $5.00 per fixture

(o) For Mechanical Permits:

(1) Residential: A $75.00 Permit Fee plus: $0.10 per square foot of new conditioned space in new structures or $15.00 per unit replaced in existing structures

(2) Commercial: A $100.00 Permit Fee plus: $0.20 per square foot of new conditioned space in new structures or $25.00 per unit replaced in existing structures

(p) For Electrical Permits:

(1) Residential: A $100.00 Permit Fee plus: $0.15 per fixture or device

(2) Commercial: A $250.00 Permit Fee plus: $0.25 per fixture or device

(3) Panel or Meter upgrade only: $100.00

(q) Plan Review:

(1) Residential $150.00

(A) Residential Renovations: $75.00

(B) Residential Decks and Fences: $50.00

(2) Commercial $300.00

1705.05 CITY CODE OFFICIAL & BUILDING INSPECTOR.

(a) The City of Charles Town shall comply with the requirements of the Standards for the Certification and Continuing Education of Municipal, County, and Other Public Sector Building Code Officials, Building Code Inspectors and Plans Examiners set forth at Series 6 of Title 103 of the West Virginia Code of State Rule (the "Certification/Continuing Education Standards").

(b) The City Manager or designee shall designate a City Building Official, who shall also be known as the City Code Official, who meets the qualifications of a "Code Official" set forth in the Certification/Continuing Education Standards and is duly certified as such thereunder.

(c) All inspections required under the State Building Code shall be conducted on behalf of the City only by the City Code Official or any other individual who is authorized by the City Code Official to perform the relevant category of inspection on behalf of the City and who is duly certified (or otherwise permitted to act) as an "Inspector" in such category pursuant to the Certification/Continuing Education Standards. Any such other individual shall be under the authority of the City Code Official and shall issue a report regarding an inspection to the City Code Official for further action.

1705.06 APPEALS.

(a) There is established one Appeals Board for all appeals arising under Article 1705, comprised of five members, with up to three alternates, who are qualified by experience and training to pass on matters pertaining to building construction and who are not employees of the City. At least one member of the Appeals Board shall be a West Virginia Registered Professional Architect or Engineer, or a West Virginia Licensed General Building, Residential, Electrical, Piping, Plumbing, Mechanical, or Fire Protection Contractor, with at least 10 years' experience, five of which shall be in responsible charge of work. In addition to such members, the City Code Official shall be an ex-officio member but shall have no vote on any matter before the Appeals Board. The members of the Appeals Board shall be appointed by the City Council and shall serve staggered and overlapping terms.

(b) The Appeals Board shall adopt Rules of Procedure governing appeals before it; *provided* such Rules of Procedure shall provide that: (i) a majority of the five (5) voting members of the Appeals Board shall constitute a quorum and no meeting or hearing of the Appeals Board shall be conducted unless a quorum is present; (ii) notwithstanding that a quorum may be present to hear any appeal, the appellant or the appellant's representative may request postponement of the hearing at its commencement if five (5) voting members of the Appeals Board are not present; (iii) at any hearing, the appellant or the appellant's representative, the Code Official, and any other person whose interests are affected shall be given the opportunity to be heard and, for such purpose, the presiding officer of the Appeals Board shall administer oaths and affirmations; (iv) except as specified in the following item (v), any action of the Appeals Board at a meeting or hearing shall be taken and be official only upon the concurring vote of a majority vote of the voting members present; (v) the Appeals Board may modify or reverse a decision of the City Code Official only by the concurring vote of a majority of its five (5) voting members; and (vi) meetings and hearings of the Appeals Board may be held by electronic means by which all persons participating may hear and communicate with each, including, without limitation, by telephonic conference or by video conference, and any member of the Appeals Board participating in a meeting or hearing by such means shall be deemed present in such meeting or hearing for all purposes.

(c) All administrative appeals from actions of the City Code Official must be filed within twenty (20) days of service of the order, decision, or determination to be appealed and will follow the procedures set forth in the respective codes and standards incorporated in the Building Code where not inconsistent with this Section. At the time of filing any appeal to the Appeals Board, the appellant shall be required to pay a filing fee in the same amount as specified in Section 59-1-11(a)(1) of the West Virginia Code for docketing of civil appeals from magistrate court; *provided that,* such fee shall be refunded to the appellant in the event the appellant prevails on all matters appealed.

(d) Any appeals from decisions of the Appeals Board must be filed within thirty (30) days of the decision by Petition for Writ of Certiorari to the Circuit Court of Jefferson County.

(e) Appeals to the Appeals Board and appeals from the Appeals Board to the Circuit Court shall be based on, and limited to, a claim that the true intent of this Article and/or the State Building Code has been incorrectly interpreted, the provisions of this Article and/or

the State Building Code do not fully apply, or the requirements of this Article and/or State Building Code are adequately satisfied by other means.

1705.07 PENALTIES.

Any person violating any of the provisions of this Article, except as otherwise expressly provided herein, shall be guilty of a misdemeanor and upon conviction thereof, shall be fined not less than one hundred dollars ($100.00) nor more than five hundred dollars ($500.00). Failure or refusal to comply with this Article shall constitute a separate offense for each and every day the violation continues. However, this penalty shall not be the exclusive remedy of the City, the City reserving all of the remedies provided by law.

1705.08 INJUNCTIVE RELIEF.

The City Code Official is authorized, with the consent of the Mayor, to institute judicial proceedings seeking injunctive relief to restrain any violation of this Article or compel compliance with this Article.

1705.09 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.

Passed on First Reading: December 18, 2023

Passed on Second Reading: January 17, 2024

(following Public Hearing)

Attest:

Robert M. Trainor

Mayor

John Nissel

City Manager/Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1828: Payment of Bills - August 17, 2026

ATTACHMENTS:

- COAL SEVERANCE COUNCIL REPORT 2026-08-17.pdf
- CAPITAL RESERVE COUNCIL REPORT 2026-08-17.pdf
- PARKS N REC COUNCIL REPORT 2026-08-17.pdf
- COUNCIL REPORT PCARD 8-17-26.pdf
- GEN FUND COUNCIL REPORT 2026-08-17(2).pdf

Expense Approval Report

Charles Town, WV

By Fund

Payment Dates 7/29/2026 - 8/14/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Fund: 002 - COAL SEVERANCE						
Department: 979 - CULTURE & RECREATION						
Leisure Creations	00101185	07/29/2026	JMP Pool Furniture	002-979-458		82075.43
Johnnies Restaurant & Hotel S	20145	07/29/2026	JMP Concessn Cooler& freezer&fridge&hot dog grill&	002-979-458		35715
					Department 979 - CULTURE & RECREATION Total:	**117790.43**
					Fund 002 - COAL SEVERANCE Total:	**117790.43**
					Grand Total:	**117790.43**

Report Summary

Fund Summary

Fund	Payment Amount
002 - COAL SEVERANCE	117790.43
Grand Total:	**117790.43**

Account Summary

Account	Account Name	Payment Amount
002-979-458	Culture & Recreation Other Improvements	117790.43
	Grand Total:	**117790.43**

Project Account Summary

Project Account K	Payment Amount
None	117790.43
Grand Total:	**117790.43**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Expense Approval Report

Charles Town, WV

By Fund

Payment Dates 7/23/2026 - 8/14/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Numbe		Amount
Fund: 200 - CAPITAL RESERVE						
Department: 975 - GENERAL GOVERNMENT						
TYLER TECHNOLOGIES, INC	025-560466	06/30/2026	April 26 Licensing&SalesTax Modules Migrat	200-975-459		290.00
					Department 975 - GENERAL GOVERNMENT Total:	**290.00**
Department: 976 - PUBLIC SAFETY						
JIM SHORKEY FAMILY AUTO G	532605	07/23/2026	1FM5K8AB5TGA96570 PD New Car	200-976-459		46950.15
JIM SHORKEY FAMILY AUTO G	532606	07/23/2026	1FM5K8ABXTGA95429 PD New Car	200-976-459		46950.15
JIM SHORKEY FAMILY AUTO G	532607	07/23/2026	1FM5K8AB4TGA96513 PD New Car	200-976-459		46950.15
STRYKER	9213028217	08/13/2026	Defibrillator for new Officer	200-976-460		2621.70
STRYKER	9213056228	08/13/2026	AED 8 Year Service Contract	200-976-460		848.48
AXON ENTERPRISE, INC	INUS467426	08/13/2026	Taser & Holster & Battery Pack for new Offic	200-976-460		2415.41
WITMER PUBLIC SAFETY GROU	INV935465	08/13/2026	Gunshot Trauma Kit for new Officer	200-976-460		254.49
WITMER PUBLIC SAFETY GROU	INV935548	08/13/2026	Tire Deflation Device for new Officer	200-976-460		660.00
WITMER PUBLIC SAFETY GROU	INV942223	08/13/2026	New Officer EMI Trauma Kit	200-976-460		151.00
					Department 976 - PUBLIC SAFETY Total:	**147801.53**
Department: 977 - STREETS & TRANSPORTATION						
GREENWAY ENGINEERING, IN	63828	07/29/2026	7/16 Liberty St Drainage Bid & Construction	200-977-461		5854.50
Johnnies Restaurant & Hotel S	20116	08/13/2026	OTS New Single Door Cooler H25100879	200-977-459		3640.00
Johnnies Restaurant & Hotel S	20144	08/13/2026	OTS New Sandwich Unit Cooler MSF8303AU	200-977-459		2795.00
GREENWAY ENGINEERING, IN	64096	08/13/2026	7/26 Liberty St Drainage Construction Admir	200-977-461		1781.25
					Department 977 - STREETS & TRANSPORTATION Total:	**14070.75**
Department: 979 - CULTURE & RECREATION						
TEK ADVISORS	3998	08/13/2026	July 26 JMP Pool Desktop Computer	200-979-458		832.06
RCS Security INC	P11884	08/13/2026	JMP Pool House Secured Gate	200-979-458		2870.00
					Department 979 - CULTURE & RECREATION Total:	**3702.06**
					Fund 200 - CAPITAL RESERVE Total:	**165864.34**
					Grand Total:	**165864.34**

Report Summary

Fund Summary

Fund	yment Amount
200 - CAPITAL RESERVE	165864.34
Grand Total:	**165864.34**

Account Summary

Accour	Account Name	yment Amount
200-975-459	Gen Gov Capital Outlay-Technol	290.00
200-976-459	Pub Safety Cap Outlay Vehicles	140850.45
200-976-460	Pub Safety CapOutlay Equipment	6951.08
200-977-459	Streets CapOutlay Equipment	6435.00
200-977-461	STREETS & TRANS. - SW PROJECT	7635.75
200-979-458	Culture & Rec Cap Outlay Impro	3702.06
	Grand Total:	**165864.34**

Project Account Summary

Project Account	yment Amount
None	165864.34
Grand Total:	**165864.34**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Expense Approval Report

Charles Town, WV

By Fund

Payment Dates 7/29/2026 - 8/14/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 207 - PARKS & REC					
Department: 900 - PARKS & REC					
HIRE LEVEL HCM INC	0000253934	07/03/2026	7/3/26 P&R Payroll Services	207-900-230	56.92
HIRE LEVEL HCM INC	0000254016	07/17/2026	7/17/26 P&R Payroll Services	207-900-230	56.92
Johnnies Restaurant & Hotel S	122002	07/29/2026	JMP Pool Concession Ice Cream Mixes	207-900-342	188.10
Johnnies Restaurant & Hotel S	122316	07/29/2026	JMP Pool Concssn Cones&Test Strips&Cups&Tspoc	207-900-342	118.80
POTOMAC EDISON COMPANY	INV0001962	06/30/2026	June 26 JMP Restroom Electricity	207-900-213	10.31
POTOMAC EDISON COMPANY	INV0001962	06/30/2026	June 26 EVR Lights Electricity	207-900-213	10.42
POTOMAC EDISON COMPANY	INV0001962	06/30/2026	June 26 EVR Restroom Electricity	207-900-213	16.78
POTOMAC EDISON COMPANY	INV0001962	06/30/2026	June 26 JMP Lights Electricity	207-900-213	31.52
POTOMAC EDISON COMPANY	INV0001962	06/30/2026	June 26 JMP Pool Electricity	207-900-213	502.68
HIRE LEVEL HCM INC	INV0002026	07/31/2026	7/31 P&R Payroll Service	207-900-230	54.60
POTOMAC EDISON COMPANY	INV0002091	08/10/2026	July 26 JMP Electricity	207-900-213	11.89
Johnnies Restaurant & Hotel S	122742	08/13/2026	JMP Pool Concession Detergent & Ice Cream Mix	207-900-341	15.95
Johnnies Restaurant & Hotel S	122742	08/13/2026	JMP Pool Concession Detergent & Ice Cream Mix	207-900-342	188.10
Johnnies Restaurant & Hotel S	123337	08/13/2026	JMP Pool Concession Cones&Cups&Doritos	207-900-342	85.10
CBP ENTERPRISES	16749	08/13/2026	July 26 Evitts Run PK Mowing Service	207-900-230	1020.00
CBP ENTERPRISES	16750	08/13/2026	July 26 Happy Retreat PK Mowing Service	207-900-230	1340.00
CBP ENTERPRISES	16751	08/13/2026	July 26 Craig Hill Walk Trail PK Mowing Service	207-900-230	1000.00
CBP ENTERPRISES	16752	08/13/2026	July26 JMP PK Mowing Service	207-900-230	1240.00
CBP ENTERPRISES	16753	08/13/2026	July 26 Willingham Knolls PK Mowing Service	207-900-230	1080.00
National Pools of Roanoke INC	SAL2266321	08/13/2026	JMP Pool Water Chemical Supplies	207-900-216	2735.00
				Department 900 - PARKS & REC Total:	**9763.09**
				Fund 207 - PARKS & REC Total:	**9763.09**
				Grand Total:	**9763.09**

Report Summary

Fund Summary

Fund		yment Amount
207 - PARKS & REC		9763.09
	Grand Total:	**9763.09**

Account Summary

Account	Account Name		yment Amount
207-900-213	UTILITIES		583.60
207-900-216	REPAIR & MAIN. EQUIP		2735.00
207-900-230	CONTRACTED SERVICES		5848.44
207-900-341	DEPARTMENTAL SUPPLIES		15.95
207-900-342	POOL CONCESSIONS		580.10
		Grand Total:	**9763.09**

Project Account Summary

Project Account Key		yment Amount
None		9763.09
	Grand Total:	**9763.09**

Authorization Signatures

. COUNCIL MEMBER

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Expense Approval Report

Charles Town, WV

By Fund

Post Dates 7/1/2026 - 7/31/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Fund: 001 - GENERAL FUND						
Department: 402 - ECONOMIC DEVELOPMENT						
ADOBE INC	3506018489	07/02/2026	July 26 Adobe Graphics Assets	001-402-222		29.99
APPLE	INV0002038	07/08/2026	July 26 Music Subscription	001-402-222		21.35
VISTA PRINT	INV0002040	07/10/2026	TShirts Walk about Nothing	001-402-341		692.42
DUNKIN DONUTS	INV0002045	07/13/2026	Donuts for Palmer Construction	001-402-341		18.39
VISTA PRINT	INV0002041	07/14/2026	Hoodies Walk abt Nothing	001-402-341		65.56
					Department 402 - ECONOMIC DEVELOPMENT Total:	**827.71**
Department: 409 - MAYOR'S OFFICE						
SYMBOLARTS LLC	469529	07/28/2026	Mayor Coin X 300	001-409-341		2474.50
					Department 409 - MAYOR'S OFFICE Total:	**2474.50**
Department: 412 - CITY MANAGER'S OFFICE						
International Economic Develc	INV0002039	07/08/2026	Ec Dvlpmt Marktng & Attractn Course Registratio	001-412-221		690.00
					Department 412 - CITY MANAGER'S OFFICE Total:	**690.00**
Department: 413 - TREASURER'S OFFICE						
L.L.BEAN FOR BUSINESS	INV0001601	07/23/2026	TR City Branded Shirts	001-413-341		621.20
AMAZON	INV0001977	07/31/2026	TR Planner	001-413-341		6.64
AMAZON	INV0001978	07/31/2026	TR Planner & Notebook	001-413-341		26.32
					Department 413 - TREASURER'S OFFICE Total:	**654.16**
Department: 417 - CITY ATTORNEY						
JACQUELINE C SHADLE, COUN	INV0002154	07/01/2026	Land Record Inquiry	001-417-341		3.50
JACQUELINE C SHADLE, COUN	INV0002155	07/01/2026	Land Record Inquiry-transaction Fee	001-417-341		2.00
JACQUELINE C SHADLE, COUN	INV0002156	07/01/2026	Land Record Inquiry-transaction Fee	001-417-341		2.00
JACQUELINE C SHADLE, COUN	INV0002157	07/01/2026	Land Record Inquiry	001-417-341		1.50
JACQUELINE C SHADLE, COUN	INV0002158	07/10/2026	Land Record Inquiry-transaction Fee	001-417-341		2.00
JACQUELINE C SHADLE, COUN	INV0002159	07/10/2026	Land Record Inquiry	001-417-341		3.50
WVPass	INV0002160	07/10/2026	Certified Record SidewinderXJC Commission	001-417-341		25.50
					Department 417 - CITY ATTORNEY Total:	**40.00**
Department: 425 - ENFORCEMENT AGENCY						
Federal Aviation Administratic	INV0002007	07/10/2026	Aug 26- Aug 29 Drone Registration for City of CT	001-425-222		5.00
US POSTAL SERVICE	INV0002008	07/16/2026	NOV 216 S West St.	001-425-218		23.20
					Department 425 - ENFORCEMENT AGENCY Total:	**28.20**
Department: 436 - BUILDING INSPECTION						
AMAZON	INV0002005	07/01/2026	BI Laptop Backpack & Touchscreen Stylus	001-436-341		54.85
MATTHEW ANDERSON, PE, PL	25544	07/14/2026	07/9-10 Residential Inspections	001-436-223		1000.00
VERIZON WIRELESS	6147872497	07/20/2026	June 26 BI Hotspot Service	001-436-211		20.02

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
MATTHEW ANDERSON, PE, PL	25565	07/21/2026	7/16 Res Inspection & 7/16 & 17 Com Inspection	001-436-223		750.00
					Department 436 - BUILDING INSPECTION Total:	**1824.87**
Department: 437 - PLANNING & ZONING						
DEPARTMENT OF ENVIRONMI	00524315	07/03/2026	Augustine Trail Phase 2 Permit	001-437-223		100.00
JEFFERSON PUBLISHING COMI	74089	07/08/2026	COA 26-09 Printz; COA26-10 Bakka; FIP26-03 Cat	001-437-220		38.78
JEFFERSON PUBLISHING COMI	74181	07/14/2026	NPH Part 5 Art 522 PODA	001-437-220		46.86
JEFFERSON PUBLISHING COMI	74190	07/14/2026	NPH Part17 Chap3 Art759 Vacant Bldg	001-437-220		48.50
BACKGROUNDCHECKS.COM	INV0002046	07/15/2026	Long Range Planner Bckgrd Check	001-437-223		44.99
BACKGROUNDCHECKS.COM	INV0002047	07/15/2026	Long Range Planner Bckgrd Check	001-437-223		34.00
JEFFERSON PUBLISHING COMI	74246	07/21/2026	NPH TXA 26-01 (Zng Dstrct Chge) SLD 25-02 (Arc	001-437-220		42.46
STAPLES ADVANTAGE INC	7683843943	07/24/2026	LRPlanner Office Supplies Stapler&Binder&Clipbc	001-437-341		48.16
JEFFERSON PUBLISHING COMI	74307	07/29/2026	NPH COA26-11 212 N George& 26-12 & FIP26-03	001-437-220		38.78
					Department 437 - PLANNING & ZONING Total:	**442.53**
Department: 440 - CITY HALL						
ENCOVA INSURANCE	INV0001597	07/02/2026	FY27 Annual Workers Comp Premium	001-440-226		37994.04
SECRETARY OF STATE	INV0001598	07/02/2026	FY27 CWHall Landlord Bus Reg Fee	001-440-237		25.56
SECRETARY OF STATE	INV0001599	07/02/2026	FY27 Evitts Run Conser Bus Reg Fee	001-440-237		25.56
SECRETARY OF STATE	INV0001600	07/02/2026	FY27 CWHall Manager Bus Reg Fee	001-440-237		25.56
GOOGLE	INV0002050	07/02/2026	July 26 Google Workspace Subscription	001-440-222		5.79
ZOOM.US	360835216	07/06/2026	July 26 Online Mtg Subscription	001-440-353		52.43
STAPLES ADVANTAGE INC	7682781643	07/06/2026	CH Dish Soap	001-440-341		47.34
SHENTEL BUSINESS	INV0001824	07/07/2026	Monthly CH & PD Internet Service	001-440-213		950.00
ENVIRO-TECH PEST SERVICES	492548	07/08/2026	June 26 CWH Pest Service	001-440-230		125.19
ENVIRO-TECH PEST SERVICES	492549	07/08/2026	June 26 RH Pest Service	001-440-230		79.18
HOME DEPOT INC	INV0002074	07/09/2026	CH Water X 4	001-440-341		35.92
ENVIRO-TECH PEST SERVICES	492732	07/10/2026	July 26 CH Pest Service	001-440-230		77.04
US POSTAL SERVICE	INV0001828	07/13/2026	CH Stamps x17	001-440-218		16.38
US POSTAL SERVICE	INV0001829	07/13/2026	CH Stamps X4	001-440-218		3.12
COMCAST CORPORATION	INV0001830	07/13/2026	July 26 CWHall Internet Service	001-440-213		153.85
US POSTAL SERVICE	INV0001834	07/13/2026	CH Stamp Booklet	001-440-218		15.60
STAPLES ADVANTAGE INC	7683702962	07/20/2026	P&R Money Bag & CH Hand Soap	001-440-341		39.10
STAPLES ADVANTAGE INC	INV0001854	07/20/2026	CH Tissues & Coffee	001-440-341		101.44
JEFFERSON PUBLISHING COMI	74061	07/24/2026	7/16&23 Ads for openingsTree & Zng Appeals Bo	001-440-220		208.50
SHENTEL BUSINESS	INV0001915	07/24/2026	August 26 CH & PD Internet Service	001-440-213		950.00
STAPLES ADVANTAGE INC	7684015343	07/27/2026	CH 30 Reams Copy Paper	001-440-341		131.97
AMAZON	INV0001918	07/28/2026	CH Lobby HEPA Filter Replacement X2	001-440-341		119.68
SAVE-A-LOT	INV0002080	07/31/2026	CH Water X 9	001-440-341		85.41
					Department 440 - CITY HALL Total:	**41268.66**
Department: 571 - PARKING						
AMAZON	INV0002116	07/07/2026	PK Velcro	001-571-341		31.09
					Department 571 - PARKING Total:	**31.09**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Department: 700 - POLICE DEPARTMENT					
LIBERTY GET N GO	INV0001623	07/07/2026	Car#29 Fuel 06/26	001-700-343	41.94
BP	INV0001717	07/01/2026	Car#13 Fuel 06/30	001-700-343	63.21
SHEETZ	INV0001721	07/01/2026	Car#18 Fuel 06/30	001-700-343	17.00
SHEETZ	INV0001726	07/01/2026	Car#2 Fuel 06/30	001-700-343	49.72
SHEETZ	INV0001730	07/01/2026	Car#14 Fuel 06/30	001-700-343	50.03
TOWN MART CITGO	INV0001734	07/01/2026	Car#12 Fuel 06/28	001-700-343	71.24
Roanoke Custom Products	OE-508465	07/01/2026	Desk City Seal Stamp	001-700-341	51.94
WAWA	INV0001718	07/02/2026	Car#29 Fuel 07/01	001-700-343	33.21
SHEETZ	INV0001722	07/02/2026	Car#18 Fuel 07/01	001-700-343	43.00
SHEETZ	INV0001731	07/02/2026	Car#14 Fuel 07/01	001-700-343	46.32
TOWN MART CITGO	INV0001735	07/02/2026	Car#12 Fuel 06/30	001-700-343	58.41
MARTINS FUEL	INV0001743	07/02/2026	Car#15 Fuel 07/01	001-700-343	47.90
SHEETZ	INV0001747	07/02/2026	Car#16 Fuel 07/01	001-700-343	61.86
SHEETZ	INV0001725	07/03/2026	Car#21 Fuel 07/02	001-700-343	49.81
7-ELEVEN	INV0001728	07/03/2026	Car#17 Fuel 07/02	001-700-343	45.00
7-ELEVEN	INV0001740	07/03/2026	Car#26 Fuel 07/03	001-700-343	37.55
LIBERTY GET N GO	INV0001719	07/06/2026	Car#29 Fuel 07/03	001-700-343	55.35
LIBERTY GET N GO	INV0001727	07/06/2026	Car#25 Fuel 07/02	001-700-343	55.70
SHEETZ	INV0001729	07/06/2026	Car#17 Fuel 07/04	001-700-343	41.00
7-ELEVEN	INV0001732	07/06/2026	Car#14 Fuel 07/05	001-700-343	57.00
TOWN MART CITGO	INV0001736	07/06/2026	Car#12 Fuel 07/01	001-700-343	66.94
LIBERTY GET N GO	INV0001738	07/06/2026	Car#3 Fuel 04/03	001-700-343	74.43
TOWN MART CITGO	INV0001741	07/06/2026	Car#26 Fuel 07/01	001-700-343	45.94
SHEETZ	INV0001742	07/06/2026	Car#26 Fuel 7/05	001-700-343	32.88
BP	INV0001746	07/06/2026	Car#11 Fuel 07/03	001-700-343	52.00
7-ELEVEN	INV0001864	07/06/2026	Car#26 Fuel 7/05	001-700-343	46.60
ROYAL FARMS	INV0001720	07/07/2026	Car#29 Fuel 07/05	001-700-343	52.07
SHEETZ	INV0001723	07/07/2026	Car#18 Fuel 07/06	001-700-343	45.00
BP	INV0001739	07/07/2026	Car#3 Fuel 07/06	001-700-343	66.29
BP	INV0001745	07/07/2026	Car#7 Fuel 07/06	001-700-343	71.39
SHENTEL BUSINESS	INV0001824	07/07/2026	Monthly CH & PD Internet Service	001-700-213	950.00
GALLS, LLC	033761040	07/08/2026	PD Badge Shield X 6	001-700-345	114.93
10-42 TACTICAL LLC	7945	07/08/2026	Francisco Body Armor	001-700-345	1618.00
SHEETZ	INV0001724	07/08/2026	Car#18 Fuel 07/07	001-700-343	32.00
SHEETZ	INV0001733	07/08/2026	Car#14 Fuel 07/07	001-700-343	50.98
TOWN MART CITGO	INV0001737	07/08/2026	Car#12 Fuel 07/06	001-700-343	56.33
WAWA	INV0001744	07/08/2026	Car#15 Fuel 07/07	001-700-343	42.90
EXXON MOBILE	INV0001837	07/09/2026	Car#27 Fuel 07/08	001-700-343	58.87
SHEETZ	INV0001838	07/09/2026	Car#18 Fuel 07/08	001-700-343	33.00
SHEETZ	INV0001839	07/09/2026	Car#17 Fuel 07/08	001-700-343	46.00
7-ELEVEN	INV0001841	07/09/2026	Car#14 Fuel 07/08	001-700-343	66.66
BP	INV0001844	07/09/2026	Car#11 Fuel 07/08	001-700-343	49.00
ENVIRO-TECH PEST SERVICES	492766	07/10/2026	July26 661 S George Pest Service	001-700-230	91.49

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SHEETZ	INV0001840	07/10/2026	Car#17 Fuel 07/09	001-700-343	48.00
7-ELEVEN	INV0001842	07/10/2026	Car#14 Fuel 07/09	001-700-343	45.38
TOWN MART CITGO	INV0001843	07/10/2026	Car#12 Fuel 07/07	001-700-343	67.12
SHEETZ	INV0001845	07/13/2026	Car#27 Fuel 07/10	001-700-343	51.38
SHEETZ	INV0001846	07/13/2026	Car#18 Fuel 07/12	001-700-343	21.00
7-ELEVEN	INV0001847	07/13/2026	Car#17 Fuel 07/11	001-700-343	49.00
7-ELEVEN	INV0001848	07/13/2026	Car#14 Fuel 07/12	001-700-343	53.44
TOWN MART CITGO	INV0001849	07/13/2026	Car#12 Fuel 07/09	001-700-343	67.62
BP	INV0001850	07/13/2026	Car#3 Fuel 07/10	001-700-343	74.84
BP	INV0001851	07/13/2026	Car#3 Fuel 07/12	001-700-343	61.71
7-ELEVEN	INV0001852	07/13/2026	Car#26 Fuel 07/12	001-700-343	39.93
SHEETZ	INV0001853	07/13/2026	Car#16 Fuel 07/11	001-700-343	77.24
AMAZON	INV0002117	07/13/2026	PD Address Labels & Mag Lite Battery	001-700-341	44.82
SHEETZ	INV0001860	07/14/2026	Car#25 Fuel 7/13	001-700-343	52.86
LIBERTY GET N GO	INV0001857	07/15/2026	Car#13 Fuel 07/13	001-700-343	68.47
SHEETZ	INV0001858	07/15/2026	Car#18 Fuel 7/14	001-700-343	53.00
SHEETZ	INV0001859	07/15/2026	Car#2 Fuel 7/14	001-700-343	54.99
SHEETZ	INV0001861	07/15/2026	Car#14 Fuel 07/14	001-700-343	54.60
TOWN MART CITGO	INV0001862	07/15/2026	Car#12 Fuel 7/13	001-700-343	53.74
SHEETZ	INV0001863	07/15/2026	Car#26 Fuel 7/14	001-700-343	41.79
Delta Airlines	INV0002112	07/15/2026	Gerstell Calea Conf Airplane Ticket	001-700-214	780.11
SHEETZ	INV0001888	07/16/2026	Car#18 Fuel 7/15	001-700-343	40.00
SHEETZ	INV0001889	07/16/2026	Car#21 Fuel 7/15	001-700-343	55.17
7-ELEVEN	INV0001890	07/16/2026	Car#25 Fuel 7/15	001-700-343	54.78
SHEETZ	INV0001891	07/16/2026	Car#17 Fuel 7/15	001-700-343	43.01
TOWN MART CITGO	INV0001893	07/16/2026	Car#11 Fuel 7/14	001-700-343	48.48
7-ELEVEN	INV0001892	07/17/2026	Car#14 Fuel 7/15	001-700-343	55.00
7-ELEVEN	INV0001894	07/17/2026	Car#17 Fuel 07/16	001-700-343	35.60
SHEETZ	INV0001895	07/17/2026	Car#26 Fuel 07/16	001-700-343	48.00
BP	INV0001898	07/20/2026	Car#13 Fuel 7/19	001-700-343	80.58
TOWN MART CITGO	INV0001899	07/20/2026	Car#27 Fuel 7/16	001-700-343	57.74
ROYAL FARMS	INV0001900	07/20/2026	Car#29 Fuel 7/18	001-700-343	48.72
SHEETZ	INV0001901	07/20/2026	Car#18 Fuel 7/19	001-700-343	30.01
BP	INV0001902	07/20/2026	Car#3 Fuel 7/17	001-700-343	79.14
SHEETZ	INV0001903	07/20/2026	Car#26 Fuel 7/19	001-700-343	38.34
SHEETZ	INV0001904	07/20/2026	Car#16 Fuel 7/17	001-700-343	78.21
LIBERTY GET N GO	INV0001999	07/20/2026	Car#26 Fuel 7/18	001-700-343	44.27
POSITIVE PROMOTIONS	INV0002118	07/20/2026	PD Educational Material for KidsNational Night O	001-700-341	140.95
AMAZON	INV0002119	07/20/2026	Candy for National Night Out	001-700-341	29.49
CREAMERS AUTO SERVICE CEI	151599	07/21/2026	Car#19 WV State Inspection	001-700-217	18.67
10-42 TACTICAL LLC	8007	07/21/2026	Francisco Uniform Pants & shirts & shoes	001-700-345	2067.73
SHEETZ	INV0001908	07/21/2026	Car#18 Fuel 07/20	001-700-343	32.00
SHEETZ	INV0001909	07/21/2026	Car#25 Fuel 07/20	001-700-343	56.84
AMAZON	INV0002120	07/21/2026	Squeeze Balls for National Night Out	001-700-341	194.36

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AMAZON	INV0002121	07/21/2026	Drawstring Bags for National Night Out	001-700-341	159.98
BP	INV0001919	07/22/2026	Car#4 Fuel 07/21	001-700-343	83.24
7-ELEVEN	INV0001921	07/22/2026	Car#29 Fuel 7/17	001-700-343	43.48
SHEETZ	INV0001922	07/22/2026	Car#18 Fuel 7/21	001-700-343	50.00
SHEETZ	INV0001927	07/22/2026	Car#14 Fuel 07/21	001-700-343	69.00
Delta Airlines	INV0002114	07/22/2026	Gerstell Baggage Fee Calea Conf Plane Ticket	001-700-214	45.00
EXXON MOBILE	INV0001920	07/23/2026	Car#27 Fuel 7/22	001-700-343	63.25
7-ELEVEN	INV0001924	07/23/2026	Car#25 Fuel 7/22	001-700-343	56.83
SHEETZ	INV0001926	07/23/2026	Car#14 Fuel 7/22	001-700-343	46.00
TOWN MART CITGO	INV0001928	07/23/2026	Car#12 Fuel 07/21	001-700-343	67.17
7-ELEVEN	INV0001930	07/23/2026	Car#26 Fuel 7/22	001-700-343	35.77
TOWN MART CITGO	INV0001932	07/23/2026	Car#11 Fuel 7/21	001-700-343	56.56
AMAZON	INV0002122	07/23/2026	Personalized Pens National Night Out	001-700-341	26.84
SHENTEL BUSINESS	INV0001915	07/24/2026	August 26 CH & PD Internet Service	001-700-213	950.00
7-ELEVEN	INV0001923	07/24/2026	Car#21 Fuel 7/23	001-700-343	51.34
7-ELEVEN	INV0001925	07/24/2026	Car#14 Fuel 7/23	001-700-343	70.26
BP	INV0001929	07/24/2026	Car#3 Fuel 7/23	001-700-343	82.27
7-ELEVEN	INV0001931	07/24/2026	Car#26 Fuel 7/23	001-700-343	46.76
SHEETZ	INV0001933	07/24/2026	Car#16 Fuel 7/23	001-700-343	84.28
EXXON MOBILE	INV0001935	07/27/2026	Car#27 Fuel 7/25	001-700-343	64.22
LIBERTY GET N GO	INV0001936	07/27/2026	Car#29 Fuel 7/24	001-700-343	52.22
7-ELEVEN	INV0001937	07/27/2026	Car#29 Fuel 7/26	001-700-343	41.16
ROYAL FARMS	INV0001938	07/27/2026	Car#29 Fuel 7/25	001-700-343	40.44
SHEETZ	INV0001939	07/27/2026	Car#18 Fuel 7/26	001-700-343	45.00
SHEETZ	INV0001940	07/27/2026	Car#10 Fuel 7/24	001-700-343	54.82
TOWN MART CITGO	INV0001941	07/27/2026	Car#12 Fuel 7/23	001-700-343	72.74
7-ELEVEN	INV0001942	07/27/2026	Car#26 7/26	001-700-343	44.81
SHEETZ	INV0001943	07/27/2026	Car#26 Fuel 7/24	001-700-343	46.90
BP	INV0001963	07/28/2026	Car#4 Fuel 7/27	001-700-343	82.83
SHEETZ	INV0001964	07/28/2026	Car#18 Fuel 7/27	001-700-343	30.00
SHEETZ	INV0001965	07/28/2026	Car#14 Fuel 7/27	001-700-343	66.00
SHEETZ	INV0001966	07/28/2026	Car#7 Fuel 7/27	001-700-343	68.77
BP	INV0001967	07/28/2026	Car#11 Fuel 7/27	001-700-343	45.54
Hilton Hotels	INV0002113	07/28/2026	Gerstell Calea Conf Hotel Nights 7/21-26	001-700-214	1276.10
SHEETZ	INV0001968	07/29/2026	Car#18 Fuel 7/28	001-700-343	38.00
SHEETZ	INV0001969	07/29/2026	Car#17 Fuel 7/28	001-700-343	59.00
SHEETZ	INV0001970	07/29/2026	Car#14 Fuel 7/28	001-700-343	61.00
BP	INV0001984	07/30/2026	Car#13 Fuel 7/29	001-700-343	80.00
SHEETZ	INV0001986	07/30/2026	Car#18 Fuel 7/29	001-700-343	48.00
SHEETZ	INV0001987	07/30/2026	Car#16 Fuel 7/29	001-700-343	70.23
LIBERTY GET N GO	INV0001990	07/30/2026	Car#25 Fuel 7/28	001-700-343	60.79
SHEETZ	INV0001991	07/30/2026	Car#25 Fuel 7/29	001-700-343	70.51
7-ELEVEN	INV0001993	07/30/2026	Cae#14 Fuel 7/29	001-700-343	67.80
TOWN MART CITGO	INV0001995	07/30/2026	Car#12 Fuel 7/27	001-700-343	79.60

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WAWA	INV0002000	07/30/2026	Car#15 Fuel 7/29	001-700-343	57.50
SHEETZ	INV0001985	07/31/2026	Car#29 Fuel 7/30	001-700-343	35.06
7-ELEVEN	INV0001989	07/31/2026	Car#21 Fuel 7/30	001-700-343	34.42
7-ELEVEN	INV0001992	07/31/2026	Car#17 Fuel 7/30	001-700-343	47.00
7-ELEVEN	INV0001994	07/31/2026	Car#14 Fuel 7/30	001-700-343	63.00
TOWN MART CITGO	INV0001996	07/31/2026	Car#12 Fuel 7/29	001-700-343	70.56
7-ELEVEN	INV0001997	07/31/2026	Car#26 Fuel 7/30	001-700-343	45.75
SHEETZ	INV0002001	07/31/2026	Car#7 Fuel 7/30	001-700-343	81.75
BP	INV0002002	07/31/2026	Car#11 Fuel 7/30	001-700-343	55.55
SAVE-A-LOT	INV0002081	07/31/2026	PD Wasp Spray	001-700-341	12.82
				Department 700 - POLICE DEPARTMENT Total:	**15236.94**
Department: 750 - STREETS & HIGHWAYS					
JEFFERSON RENTALS	97437	07/01/2026	Weeeaters rental	001-750-341	530.48
JEFFERSON RENTALS	97437b	07/01/2026	Weed Eater &Blower&Pruner	001-750-341	1591.44
GENUINE PARTS COMPANY - M	978553	07/01/2026	Hydraulic Hoses S590	001-750-216	25.53
SHEETZ	INV0001988	07/01/2026	BI Jeep Fuel 6/30	001-750-343	48.81
TOWN MART CITGO	INV0002092	07/01/2026	M19 Fuel 6/29	001-750-343	33.96
SHEETZ	INV0002006	07/02/2026	CE Trax Fuel 34.9	001-750-343	34.90
LIBERTY GET N GO	INV0002060	07/02/2026	P23 Fuel 6/30	001-750-343	114.53
HOME DEPOT INC	INV0002064	07/02/2026	Dewalt Drills	001-750-341	438.00
HOME DEPOT INC	INV0002093	07/02/2026	MD Hose Reel	001-750-341	99.98
WALMART INC	INV0002071	07/03/2026	MD Coffee	001-750-341	24.74
LIBERTY GET N GO	INV0002094	07/03/2026	Fuel Can 7/1	001-750-343	13.40
APPLE VALLEY WASTE SERVICI	007064856	07/07/2026	MD Trash Service	001-750-230	695.51
COMCAST CORPORATION	INV0001607	07/07/2026	July 26 MD Interest Service	001-750-213	105.81
WASTE MANAGEMENT INC	3468702-2413-3	07/08/2026	July 26 MD Trash Service	001-750-230	334.93
Allegany Door & Hardware	INV0002066	07/08/2026	CWHall Entrance Door Handle Mechanism	001-750-215	681.03
TOWN MART CITGO	INV0002072	07/08/2026	P12 Fuel 7/4	001-750-343	89.98
SAVE-A-LOT	INV0002073	07/08/2026	MD Water X 2	001-750-341	18.98
SHEETZ	INV0001905	07/14/2026	CH Explorer Fuel 7/13	001-750-343	35.90
NAPA	979105	07/15/2026	P12 Washer Solvent	001-750-217	3.29
SAVE-A-LOT	INV0002075	07/15/2026	MD Water X 2	001-750-341	18.98
LIBERTY GET N GO	INV0002095	07/16/2026	S590 Fuel 7/14	001-750-343	89.11
JEFFERSON RENTALS	98088	07/17/2026	MD Hard Hat	001-750-341	187.99
BREWER & COMPANY OF WV	29732607	07/20/2026	CWH Ann. & Qrtly Sprinkler Inspection	001-750-215	482.50
LIBERTY GET N GO	INV0002067	07/20/2026	D23 Fuel 7/16	001-750-343	172.67
TOWN MART CITGO	INV0002076	07/20/2026	P12 Fuel 7/17	001-750-343	84.50
LIBERTY GET N GO	INV0002096	07/20/2026	BH23 Fuel 7/16	001-750-343	118.42
LIBERTY GET N GO	INV0002097	07/20/2026	M19 Fuel 7/17	001-750-343	42.80
LIBERTY GET N GO	INV0002098	07/20/2026	P25 FUel 7/17	001-750-343	122.85
SOUTHERN STATES INC	W297905	07/21/2026	Weed Eater Head	001-750-341	11.49
SOUTHERN STATES INC	W297946	07/21/2026	Weed Eater String	001-750-341	63.99
7-ELEVEN	INV0002034	07/22/2026	P&R Jeep Fuel 7/21	001-750-343	41.53

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
LIBERTY GET N GO	INV0002068	07/22/2026	P23 Fuel 7/20	001-750-343		129.65
LIBERTY GET N GO	INV0002099	07/22/2026	M19 Fuel 7/20	001-750-343		21.93
LIBERTY GET N GO	INV0002100	07/22/2026	Fuel Mix Can	001-750-343		7.81
7-ELEVEN	INV0001982	07/24/2026	BI Jeep Fuel 7/23	001-750-343		55.18
7-ELEVEN	INV0001983	07/24/2026	BI JeepFuel 7/23	001-750-343		47.53
CARPER'S AUTO SERVICE	INV0002070	07/24/2026	MD Truck Brake Repair	001-750-217		1082.59
TOWN MART CITGO	INV0002077	07/24/2026	P Fuel 7/22	001-750-343		58.78
GENUINE PARTS COMPANY - I	979597	07/27/2026	P17 Battery	001-750-217		137.77
WASTE MANAGEMENT INC	3472270-2413-5	07/28/2026	August 26 MD Trash Service	001-750-230		348.29
LIBERTY GET N GO	INV0002078	07/29/2026	Fuel Can 7/27	001-750-343		9.00
BREWER & COMPANY OF WV	G5022607	07/30/2026	PD Sprinkler Semi-Annual Clean Agent Inspection	001-750-215		564.00
TOWN MART CITGO	INV0002079	07/31/2026	P12 Fuel 7/29	001-750-343		61.16
7-ELEVEN	INV0002101	07/31/2026	M19 Fuel 7/30	001-750-343		36.16
					Department 750 - STREETS & HIGHWAYS Total:	**8917.88**
Department: 903 - FAIR ASSOC/FESTIVAL						
TROPHIES R US, INC.	6292	07/08/2026	Car Show 26 Trophies	001-903-341		4697.45
Candy in Bulk	INV0002042	07/31/2026	26 Xmas Parade Candy	001-903-341		80.37
Candy in Bulk	INV0002043	07/31/2026	26 Xmas Parade Candy	001-903-341		26.77
					Department 903 - FAIR ASSOC/FESTIVAL Total:	**4804.59**
					Fund 001 - GENERAL FUND Total:	**77241.13**
Fund: 002 - COAL SEVERANCE						
Department: 979 - CULTURE & RECREATION						
AMAZON	INV0002062	07/02/2026	JMP Pool Toilet Paper Dispenser	002-979-458		30.36
AMAZON	INV0002063	07/02/2026	JMP Pool Towel Dispenser	002-979-458		72.00
AMAZON	INV0002065	07/06/2026	JMP Pool Sanitary Napkin Receptacle	002-979-458		153.74
HOME DEPOT INC	INV0002044	07/09/2026	JMP Pool House Geotextile	002-979-458		604.29
AMAZON	INV0002004	07/17/2026	JMP Pool Locker Locks X 8	002-979-458		64.52
AMAZON	INV0001897	07/20/2026	JMP Pool Towel Hooks & Showermats & shower	002-979-458		528.90
AMAZON	INV0001907	07/23/2026	JMP Pool Concession Dry Erase White Board	002-979-458		5.84
AMAZON	INV0001906	07/24/2026	JMP Pool Concssn Dry Erase markers&Calculator	002-979-458		118.39
AMAZON	INV0001910	07/24/2026	JMP Pool Concession Shlvng Unit&Colander&Cor	002-979-458		174.22
AMAZON	INV0001916	07/24/2026	JMP Pool Rubber Floor Mat X 3	002-979-458		74.91
AMAZON	INV0001917	07/27/2026	JMP Pool Concession Plastic Storage Box X 5	002-979-458		29.99
AMAZON	INV0001979	07/30/2026	JMP Pool Concession Clock	002-979-458		19.98
AMAZON	INV0001980	07/30/2026	JMP Pool Concession Clocks & Screwdrivers&Mo	002-979-458		85.66
AMAZON	INV0002003	07/31/2026	JMP Pool Cork Board Bulletin	002-979-458		54.59
					Department 979 - CULTURE & RECREATION Total:	**2017.39**
					Fund 002 - COAL SEVERANCE Total:	**2017.39**
Fund: 207 - PARKS & REC						
Department: 900 - PARKS & REC						
AMAZON	INV0002061	07/02/2026	JMP Pool Hand Soap 2	207-900-341		115.10
APPLE VALLEY WASTE SERVICI	007064856	07/07/2026	JMP Trash Service	207-900-230		553.14

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BACKGROUNDCHECKS.COM	3COZBC03-0007	07/07/2026	JMP Pool Staff Backgrd Chks X 2	207-900-230	59.98
COMCAST CORPORATION	INV0001606	07/07/2026	July26 JMP Pool Internet Service	207-900-213	318.91
ENVIRO-TECH PEST SERVICES	492553	07/08/2026	June 26 JMP Pool House Pest Service	207-900-230	54.57
COSTCO	INV0002027	07/14/2026	JMP Pool Concession Food Supplies	207-900-342	205.48
WEBSTAURANT	128201233	07/15/2026	JMP Concession Storage Containrs&Whip&Bucke	207-900-341	118.46
Johnnies Restaurant & Hotel S	INV0002028	07/15/2026	JMP Concession Food Supplies	207-900-342	239.61
BACKGROUNDCHECKS.COM	3COZBC03-0010	07/20/2026	JMP Pool Staff Backgrd Chks X 1	207-900-230	29.99
STAPLES ADVANTAGE INC	7683702962	07/20/2026	P&R Money Bag & CH Hand Soap	207-900-341	7.82
HOME DEPOT INC	INV0002029	07/20/2026	JMP Pool Returns- Bucket & Fans	207-900-341	-141.18
HOME DEPOT INC	INV0002029	07/20/2026	JMP Pool Bucket&Mop&Step Stool&Squeegee	207-900-341	333.05
Johnnies Restaurant & Hotel S	INV0002030	07/20/2026	JMP Concession Silverware&Gloves&Hair Nets	207-900-341	141.15
WALMART INC	INV0002031	07/20/2026	JMP Pool Cashbox X3 and Safe	207-900-341	155.57
HOME DEPOT INC	INV0002032	07/20/2026	JMP Pool Return- Squeegee	207-900-341	-38.49
HOME DEPOT INC	INV0002032	07/20/2026	JMP Pool Fans X2	207-900-341	79.14
HowdyBrewer	INV0002033	07/22/2026	JMP Concession Beater Paddle/Icecream Machin	207-900-341	57.21
JEFFERSON COUNTY HEALTH D	76900ENV	07/23/2026	26 JMP Pool Recreatn Water Facility & Food Pern	207-900-237	298.97
WALMART INC	INV0002049	07/24/2026	JMP Pool Concession Food& Drink Supplies	207-900-342	191.95
POOL GEEK	INV0002069	07/24/2026	JMP Pool Testing Drops	207-900-216	12.83
COMCAST CORPORATION	INV0001934	07/28/2026	Aug 26 JMP Pool Internet Service	207-900-213	183.81
AC &T CO., INC	10072EQ	07/29/2026	July 26 PT Service JMP	207-900-230	293.00
AC &T CO., INC	10072ER	07/29/2026	August 26 PT Service JMP	207-900-230	293.00
AC &T CO., INC	55890P	07/29/2026	July 26 PT Service Willingham Knolls Park	207-900-230	115.00
AC &T CO., INC	55891P	07/29/2026	July 26 PT Service Skate Park	207-900-230	178.00
HOME DEPOT INC	INV0002035	07/30/2026	JMP Pool Trash Bins X 2	207-900-341	308.16
WALMART INC	INV0002036	07/31/2026	JMP Pool Cleaning Supplies	207-900-341	39.08
				Department 900 - PARKS & REC Total:	**4203.31**
				Fund 207 - PARKS & REC Total:	**4203.31**
				Grand Total:	**83461.83**

Report Summary

Fund Summary

Fund	yment Amount
001 - GENERAL FUND	77241.13
002 - COAL SEVERANCE	2017.39
207 - PARKS & REC	4203.31
Grand Total:	**83461.83**

Account Summary

Accoun	Account Name	yment Amount
001-402-222	ECONOMIC DEV - DUES & SUBSCRIP	51.34
001-402-341	ECONOMIC DEV - DEPT. SUPPLIES	776.37
001-409-341	MO - Departmental Supplies	2474.50
001-412-221	CMO Training & Education	690.00
001-413-341	TREAS Departmental Supplies	654.16
001-417-341	DEPARTMENT SUPPLIES	40.00
001-425-218	ENFORCEMENT AG - POSTAGE	23.20
001-425-222	ENFORCEMENT AG -	5.00
001-436-211	BI Telephone	20.02
001-436-223	BI PROFESSIONAL SERVICES	1750.00
001-436-341	BI Departmental Supplies	54.85
001-437-220	P&Z Advertising/Legal Publ	215.38
001-437-223	P&Z Professional Services	178.99
001-437-341	P&Z Departmental Supplies	48.16
001-440-213	CH Utilities	2053.85
001-440-218	CH Postage	35.10
001-440-220	CH Advertising & Legal Publications	208.50
001-440-222	CH Dues & Subscriptions	5.79
001-440-226	CH Insurance & Bonds	37994.04
001-440-230	CH Contracted Services	281.41
001-440-237	CH OTHER FEES / TAXES	76.68
001-440-341	CH Departmental Supplies	560.86
001-440-353	CITY HALL SOFTWARE/TECH	52.43
001-571-341	PARKING Departmental Supplies	31.09
001-700-213	PD UTILITIES	1900.00
001-700-214	PD TRAVEL EXPENSE	2101.21
001-700-217	PD R&M AUTO	18.67
001-700-230	PD CONTRACTED SERVICES	91.49
001-700-341	PD DEPARTMENTAL SUPPLIES	661.20
001-700-343	PD AUTO SUPPLIES (GAS OIL TIRE	6663.71
001-700-345	PD UNIFORMS	3800.66
001-750-213	STREETS UTILITIES	105.81
001-750-215	STREETS R&M BLDG AND GROUNDS	1727.53

Account Summary

Accoun	Account Name	yment Amount
001-750-216	STREETS R&M EQUIPMENT	25.53
001-750-217	STREETS R&M AUTO	1223.65
001-750-230	STREETS CONTRACTED SERVICES	1378.73
001-750-341	STREETS DEPARTMENT SUPPLIES	2986.07
001-750-343	STREETS AUTO SUPPLIES GAS OIL	1470.56
001-903-341	FAIR/FESTIVAL Department Suppy	4804.59
002-979-458	Culture & Recreation Other Improvements	2017.39
207-900-213	UTILITIES	502.72
207-900-216	REPAIR & MAIN. EQUIP	12.83
207-900-230	CONTRACTED SERVICES	1576.68
207-900-237	OTHER FEES / TAXES	298.97
207-900-341	DEPARTMENTAL SUPPLIES	1175.07
207-900-342	POOL CONCESSIONS	637.04
	Grand Total:	**83461.83**

Project Account Summary

Project Account Ke	yment Amount
None	83461.83
Grand Total:	**83461.83**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Expense Approval Report

Charles Town, WV

By Fund

Payment Dates 7/29/2026 - 8/14/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Fund: 001 - GENERAL FUND						
EMPOWER RETIREMENT	INV0002022	07/13/2026	7/3/26 Employee DFCMP	001-227-000		4,412.52
EMPOWER RETIREMENT	INV0002022	07/13/2026	7/3 Employer DFCMP	001-227-000		3,326.70
EMPOWER RETIREMENT	INV0002022	07/13/2026	7/3/26 ROTH IRA	001-227-000		1,767.65
WV PERS (CPRB)	INV0002024	07/16/2026	6/26 MPFR	001-224-000		11,468.92
WV PERS (CPRB)	INV0002023	07/21/2026	6/26 PERS	001-224-000		26,886.99
EMPOWER RETIREMENT	INV0002021	07/28/2026	7/17/26 ROTH IRA	001-227-000		1,796.44
EMPOWER RETIREMENT	INV0002021	07/28/2026	7/17/26 Employee DFCMP	001-227-000		4,010.09
EMPOWER RETIREMENT	INV0002021	07/28/2026	7/17/26 Employer DFCMP	001-227-000		3,266.61
NVA	4484343	07/29/2026	August 26 Employee Vision Insurance Contributions	001-225-010		79.40
US BANK	INV0002020	08/05/2026	July 26 AP Pcard Payment	001-201-110		66,824.59
WV STATE TREASURER'S OFFI	INV0002025	08/06/2026	July 26 Municipal Court Fees	001-201-050		4,058.81
POTOMAC EDISON COMPANY	INV0002089	08/10/2026	July 26 PD & CTUB Electricity	001-114-020		1,645.54
US BANK	INV0002166	08/13/2026	July 26 Fleet Pcard Payment	001-201-110		6,859.69
US BANK	INV0002167	08/13/2026	July 26 CH-PD Pcard Payment	001-201-110		23,686.99
UNITED WAY OF THE EASTERN	INV0002225	08/13/2026	July 26 Teen Court Fees	001-201-070		365.62
						160,456.56
Department: 402 - ECONOMIC DEVELOPMENT						
NVA	4484343	07/29/2026	August 26 ED Vision Insurance Contribution	001-402-105		7.72
T-MOBILE	INV0001953	07/29/2026	July 26 ED Cell Service	001-402-211		33.38
					Department 402 - ECONOMIC DEVELOPMENT Total:	**41.10**
Department: 409 - MAYOR'S OFFICE						
T-MOBILE	INV0001953	07/29/2026	July 26 Mayor Cell Service	001-409-211		47.71
					Department 409 - MAYOR'S OFFICE Total:	**47.71**
Department: 412 - CITY MANAGER'S OFFICE						
NVA	4484343	07/29/2026	August 26 CMO Vision Insurance Contributions	001-412-105		15.43
WV MUNICIPAL LEAGUE	INV0001954	07/29/2026	FY27 WV Municipal Clerks	001-412-222		35.00
WV MUNICIPAL LEAGUE	INV0001955	07/29/2026	FY27 WV City Mngmt Association	001-412-222		50.00
					Department 412 - CITY MANAGER'S OFFICE Total:	**100.43**
Department: 413 - TREASURER'S OFFICE						
NVA	4484343	07/29/2026	August 26 TR Vision Insurance Contributions	001-413-105		38.59
PROGRESSIVE SOLUTIONS INC	4155	08/13/2026	FY27 TR Software Maintenance & Web Hosting	001-413-353		5,261.48
MUNICIPAL FINANCE OFFICER	INV0002215	08/13/2026	FY27 Municpl Finance Off Assoc Dues Nice; Grove; B	001-413-222		225.00
The OP Shop	INV0002216	08/13/2026	BL Reimbursement ACT 131	001-413-238		15.00
Taste of Greece	INV0002223	08/13/2026	Taste of Greece Overpayment Reimbursement	001-413-238		6.81
					Department 413 - TREASURER'S OFFICE Total:	**5,546.88**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Department: 415 - CITY CLERK'S OFFICE						
NVA	4484343	07/29/2026	August 26 CK Vision Insurance Contributions	001-415-105		15.43
					Department 415 - CITY CLERK'S OFFICE Total:	**15.43**
Department: 417 - CITY ATTORNEY						
NVA	4484343	07/29/2026	August 26 CA Vision Insurance Contributions	001-417-105		15.43
T-MOBILE	INV0001953	07/29/2026	July 26 CA Cell Service	001-417-211		19.24
BOWLES RICE LLP	1258270	06/30/2026	TIF District Attorney Services Thru 6/30	001-417-223		978.00
					Department 417 - CITY ATTORNEY Total:	**1,012.67**
Department: 425 - ENFORCEMENT AGENCY						
NVA	4484343	07/29/2026	August 26 CE Vision Insurance Contributions	001-425-105		7.72
T-MOBILE	INV0001953	07/29/2026	July 26 CE Cell Service	001-425-211		19.24
SOUTH CENTRAL PLANNING &	27T-029	08/13/2026	July 26 Permittng Module& GIS Integratn& Vacant Pr	001-425-230		250.00
					Department 425 - ENFORCEMENT AGENCY Total:	**276.96**
Department: 436 - BUILDING INSPECTION						
NVA	4484343	07/29/2026	August 26 BI Vision Insurance Contributions	001-436-105		15.43
					Department 436 - BUILDING INSPECTION Total:	**15.43**
Department: 437 - PLANNING & ZONING						
KIMLEY-HORN AND ASSOCIAT	36535693	06/30/2026	June 26 Planning & Site Reviews	001-437-230		3,315.30
NVA	4484343	07/29/2026	August 26 PZ Vision Insurance Contributions	001-437-105		33.35
T-MOBILE	INV0001953	07/29/2026	July 26 PZ Cell Service	001-437-211		62.85
SOUTH CENTRAL PLANNING &	27T-029	08/13/2026	July 26 Permittng Module& GIS Integratn& Vacant Pr	001-437-353		730.00
					Department 437 - PLANNING & ZONING Total:	**4,141.50**
Department: 440 - CITY HALL						
HIRE LEVEL HCM INC	0000193038	07/15/2026	7/15/26 Council Payroll Service	001-440-230		137.22
HIRE LEVEL HCM INC	0000178823	07/17/2026	7/17/26 CH Payroll Service	001-440-230		278.78
WV PERS (CPRB)	63631	07/21/2026	6/26 Pers Late Fees	001-440-106		1.22
FIRST-CITIZENS BANK & TRUS	149501680	07/29/2026	Aug 26 CH 2nd Floor Plotter Lease	001-440-219		506.12
FIRST-CITIZENS BANK & TRUS	149501681	07/29/2026	Aug 26 CH 1st Floor Copier Lease	001-440-219		239.68
FRONTIER COMMUNICATIONS	INV0001946	07/29/2026	July 26 CH Elevator Alarm	001-440-211		96.99
T-MOBILE	INV0001953	07/29/2026	July 26 CH Cell Service	001-440-211		33.38
MILLENIUM INSURANCE GRO	JCC 72028	07/29/2026	August 26 Insurance Broker	001-440-223		1,800.00
HIRE LEVEL HCM INC	0000178824	07/31/2026	7/31 CH Payroll Service	001-440-230		425.78
POTOMAC EDISON COMPANY	INV0002084	08/10/2026	July 26 CWHall Electricity	001-440-213		1,547.31
POTOMAC EDISON COMPANY	INV0002088	08/10/2026	July 26 106 N George 2nd Floor Electricity	001-440-213		212.91
TEK ADVISORS	3962	08/13/2026	July 26 CH & PD Tech Service	001-440-230		12,304.39
MARLIN LEASING CORPORATI	42452542	08/13/2026	Aug 26 CH 2nd Flr Copier Lease	001-440-219		280.00
FIRST-CITIZENS BANK & TRUS	149580568	08/13/2026	August 26 CH 3rd Flr Copier	001-440-219		110.00
SUSTAINABLE STRATEGIES DC	5101	08/13/2026	July 26 Grant Retainer	001-440-230		5,000.00
KONICA MINOLTA BUSINESS S	820094315	08/13/2026	Aug 26 CH Monthly Webex Service	001-440-211		469.30
MILLENIUM INSURANCE GRO	COC 9 26	08/13/2026	September 26 Insurance Broker	001-440-223		1,800.00
FRONTIER COMMUNICATIONS	INV0002197	08/13/2026	Aug 26 RH Fire Alarm #1&2	001-440-211		249.98
FRONTIER COMMUNICATIONS	INV0002198	08/13/2026	Aug26 CWHall Fire Alarm#1	001-440-211		96.29

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
FRONTIER COMMUNICATIONS	INV0002199	08/13/2026	Aug 26 CWH Alarm #2 Service	001-440-211		97.25
FRONTIER COMMUNICATIONS	INV0002201	08/13/2026	Aug 26RH Elevator Alarm Service	001-440-211		89.88
PITNEY BOWES BANK INC PUR	INV0002218	08/13/2026	July 26 CH Postage Refill	001-440-218		406.00
MILLENIUM INSURANCE GROU	JCCWRAP727	08/13/2026	July 26 Updated WRAP Document	001-440-223		250.00
					Department 440 - CITY HALL Total:	**26,432.48**
Department: 444 - CONT/TRNSFR 2 OTHR FUNDS						
Nick Petti	INV0002217	08/13/2026	FIP 540 E Washington Petti	001-444-568		5,000.00
					Department 444 - CONT/TRNSFR 2 OTHR FUNDS Total:	**5,000.00**
Department: 571 - PARKING						
NVA	4484343	07/29/2026	August 26 PK Vision Insurance Contributions	001-571-105		7.72
SCOTT MERRIMAN INC.	076487	08/13/2026	Parking Citation w/ Mailer X 1000	001-571-341		999.00
					Department 571 - PARKING Total:	**1,006.72**
Department: 700 - POLICE DEPARTMENT						
THE JOURNAL,MARTINSBURG	004276516	07/29/2026	7/15 PD Recruitment Ad	001-700-220		369.00
MCKINNEY'S AUTO REPAIR &	110634	07/29/2026	Car#14 Oil Service & Tire Roation	001-700-217		30.00
MCKINNEY'S AUTO REPAIR &	110634	07/29/2026	Car#14 Oil Service & Tire Roation	001-700-343		132.04
NVA	4484343	07/29/2026	August 26 PD Vision Insurance Contributions	001-700-105		138.65
POSTMASTER- CHARLES TOWI	INV0001952	07/29/2026	PD 2 rolls of 100 self-sticking stamps	001-700-218		164.00
T-MOBILE	INV0001953	07/29/2026	July 26 PD Cell Service	001-700-211		145.66
POTOMAC EDISON COMPANY	INV0002089	08/10/2026	July 26 PD & CTUB Electricity	001-700-213		3,340.96
DAZZLE ENTERTAINMENT	333	08/13/2026	PD Face Painting for Ntnl Night Out	001-700-230		300.00
MARLIN LEASING CORPORATI	42452542	08/13/2026	Aug 26 PD Copier Lease	001-700-219		515.98
JEFFERSON COUNTY EMERGEI	664	06/30/2026	May26	001-700-213		616.12
CHARLES TOWN UTILITY BOAF	7222026	08/13/2026	July 26 PD Water Delivery & Cooler Rental	001-700-341		166.15
KONICA MINOLTA BUSINESS S	820094315	08/13/2026	Aug 26 PD Monthly Webex Service	001-700-211		508.86
MOTOROLA SOLUTIONS, INC.	8230581690	08/13/2026	FY27 CAD Software Maintenance Fee	001-700-353		13,052.40
INDUSTRIAL ORGANIZATIONA	C66234A	08/13/2026	PD Shipping Charges on a Returned Order	001-700-218		24.00
CITY OF CHARLES TOWN PETT	INV0002192	08/13/2026	Postage	001-700-218		158.64
CITY OF CHARLES TOWN PETT	INV0002192	08/13/2026	PD Uniforms	001-700-345		190.33
COMCAST CORPORATION	INV0002194	08/13/2026	Aug26 PD TV Service	001-700-213		29.04
FRONTIER COMMUNICATIONS	INV0002200	08/13/2026	Aug 26 PD Fire Alarm Service	001-700-211		197.81
CHRISTOPHER KUTCHER	INV0002208	08/13/2026	Kutcher Travel Expense Graduating Officer 8/20-21	001-700-214		102.00
CALEA	SO-004553	08/13/2026	FY27 Accreditation Program Annual Dues	001-700-222		2,910.76
THE MARTINSBURG INITIATIVI	INV0002229	08/14/2026	FY27 PD Social Worker Salary Contribution	001-700-223		75,000.00
					Department 700 - POLICE DEPARTMENT Total:	**98,092.40**
Department: 750 - STREETS & HIGHWAYS						
NVA	4484343	07/29/2026	August 26 MD Vision Insurance Contributions	001-750-105		17.92
T-MOBILE	INV0001953	07/29/2026	July 26 MD Cell Service	001-750-211		110.76
LYLE C TABB & SONS, INC.	2026 7 171	08/13/2026	July 26 Box Rental	001-750-230		1,125.00
BOLAND TRANE SERVICES INC	MCC00140971	08/13/2026	Aug 26 PD HVAC Service	001-750-230		471.00
BOLAND TRANE SERVICES INC	SVC00219110	08/13/2026	7/15 PD HVAC Control Tablet Failure	001-750-215		389.10

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
JOHN DEERE FINANCIAL	W308675	08/13/2026	July 26 Weed Killer Purchases	001-750-341		124.46
					Department 750 - STREETS & HIGHWAYS Total:	**2,238.24**
Department: 751 - STREET LIGHT UTILITIES						
POTOMAC EDISON COMPANY	INV0002083	08/10/2026	July 26 Crosswinds Eectricity	001-751-213		178.71
POTOMAC EDISON COMPANY	INV0002085	08/10/2026	July26 Depot District #3	001-751-213		11.02
POTOMAC EDISON COMPANY	INV0002086	08/10/2026	July 26 Depot District #1 Electricity	001-751-213		11.02
POTOMAC EDISON COMPANY	INV0002087	08/10/2026	July26 Depot District#2 Electricity	001-751-213		11.02
					Department 751 - STREET LIGHT UTILITIES Total:	**211.77**
Department: 900 - PARKS & REC						
NVA	4484343	07/29/2026	August 26 P&R Vision Insurance Contributions	001-900-105		7.72
T-MOBILE	INV0001953	07/29/2026	July 26 P&R Cell Service	001-900-211		47.71
					Department 900 - PARKS & REC Total:	**55.43**
Department: 901 - VISITORS CENTER						
JEFFERSON COUNTY CONVEN	INV0002203	08/13/2026	July 26 Hotel Motel Tax Collection	001-901-567		7,356.85
					Department 901 - VISITORS CENTER Total:	**7,356.85**
					Fund 001 - GENERAL FUND Total:	**312,048.56**
					Grand Total:	**312,048.56**

Report Summary

Fund Summary

Fund	yment Amount
001 - GENERAL FUND	312,048.56
Grand Total:	**312,048.56**

Account Summary

Account	Account Name	yment Amount
001-114-020	DUE FROM WATER DEPT	1,645.54
001-201-050	State Court Fees Payable	4,058.81
001-201-070	TEEN COURT FEES PAYABLE	365.62
001-201-110	PCARD PAYABLE	97,371.27
001-224-000	Retirement Contributions Payab	38,355.91
001-225-010	Dental & Vision Payable	79.40
001-227-000	Misc Payroll Withheld	18,580.01
001-402-105	ECONOMIC DEV - GROUP INSURANCE	7.72
001-402-211	ECONOMIC DEV - TELEPHONE	33.38
001-409-211	Mayor Telephone	47.71
001-412-105	CMO Group Insurance	15.43
001-412-222	CMO Dues & Subscriptions	85.00
001-413-105	TREAS Group Insurance	38.59
001-413-222	TREAS Dues & Subscriptions	225.00
001-413-238	TREAS Refunds	21.81
001-413-353	TREASURER COMPUTER SOFTWARE	5,261.48
001-415-105	CLERK Group Insurance	15.43
001-417-105	ATTORNEY INSURANCE	15.43
001-417-211	ATTORNEY TELEPHONE	19.24
001-417-223	ATTORNEY Professional Services	978.00
001-425-105	ENFORCEMENT AG - GROUP INSURAN	7.72
001-425-211	ENFORCEMENT AG -	19.24
001-425-230	EA Contracted Services	250.00
001-436-105	BI Group Insurance	15.43
001-437-105	P&Z Group Insurance	33.35
001-437-211	P&Z Telephone	62.85
001-437-230	P&Z Contracted Services	3,315.30
001-437-353	P&Z COMPUTER SOFTWARE	730.00
001-440-106	CH Retirement Expense	1.22
001-440-211	CH Telephone	1,133.07
001-440-213	CH Utilities	1,760.22
001-440-218	CH Postage	406.00
001-440-219	CH Buildings & Equipment Rents	1,135.80
001-440-223	CH Professional Services	3,850.00
001-440-230	CH Contracted Services	18,146.17

Account Summary

Account	Account Name	yment Amount
001-444-568	COMMUNITY CONTRIBUTIONS/TRANSFERS	5,000.00
001-571-105	PARKING Group Insurance	7.72
001-571-341	PARKING Departmental Supplies	999.00
001-700-105	PD GROUP INSURANCE	138.65
001-700-211	PD TELEPHONE	852.33
001-700-213	PD UTILITIES	3,986.12
001-700-214	PD TRAVEL EXPENSE	102.00
001-700-217	PD R&M AUTO	30.00
001-700-218	PD POSTAGE	346.64
001-700-219	PD BLDG & EQUIPMENT RENTAL	515.98
001-700-220	PD ADVERTISING & LEGAL PUBLICA	369.00
001-700-222	PD DUES AND SUBSCRIPTIONS	2,910.76
001-700-223	PD PROFESSIONAL SERVICES	75,000.00
001-700-230	PD CONTRACTED SERVICES	300.00
001-700-341	PD DEPARTMENTAL SUPPLIES	166.15
001-700-343	PD AUTO SUPPLIES (GAS OIL TIRE	132.04
001-700-345	PD UNIFORMS	190.33
001-700-353	PD COMPUTER SOFTWARE/TECH	13,052.40
001-750-105	STREETS GROUP INSURANCE	17.92
001-750-211	STREETS TELEPHONE	110.76
001-750-215	STREETS R&M BLDG AND GROUNDS	389.10
001-750-230	STREETS CONTRACTED SERVICES	1,596.00
001-750-341	STREETS DEPARTMENT SUPPLIES	124.46
001-751-213	STREET LIGHT UTILITIES	211.77
001-900-105	P&R Group Insurance	7.72
001-900-211	P&R Telephone	47.71
001-901-567	VISITOR CTR CONTRIBUTIONS	7,356.85
	Grand Total:	**312,048.56**

Project Account Summary

Project Account Ke	yment Amount
None	312,048.56
Grand Total:	**312,048.56**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1830: Federal Transportation Funding Letters to WV Representatives - Signed

ATTACHMENTS:

- Transportation Letters to Representatives - signed.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

June 15, 2026

MAYOR
Micheal George

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

CITY MANAGER
Brent Manuel

To the Honorable Representative Riley Moore

The City of Charles Town would like to provide input from the perspective of a municipality as you consider surface transportation legislation known as the "Building Unrivaled Infrastructure and Long-term Development for America's 250th - BUILD America 250 Act", which would reauthorize federal funding for the nation's transportation systems for the next five years. This bipartisan bill is key to helping local governments like the City of Charles Town access reliable funding for crucial priority transportation projects.

Congress has the opportunity to work directly with cities like ours while empowering local leaders to deliver safer, faster, and more accountable projects. While the City of Charles Town hopes for a speedy passage of renewed surface transportation legislation and funding, we hope you will consider some of our feedback on the BUILD America 250 Act before passage.

The City of Charles Town is deeply concerned that the BUILD America 250 Act would reduce overall surface transportation spending over a five-year period when adjusted for inflation compared to the previous Infrastructure Investment and Jobs Act (IIJA). Focusing nearly 70 percent of funding on highways means that this bill is shifting federal infrastructure funding and rolling back progress towards multimodal mobility. Investment in quality transit options is paramount to increasing accessibility and economic development as many American families need options other than a private car to access jobs, education, and amenities.

As proposed, shifting federal funds could imperil transit and railway projects that are ongoing and prevent new investment. While this may not impact the City of Charles Town directly, the region in which we exist stands to benefit or be harmed by decisions regarding guaranteed funding for new transit and rail projects. As our region experiences rapid growth originating from the District of Columbia, Maryland, and Virginia, the City of Charles Town recognizes that people need transportation alternatives especially for commuting. Reinforcing our country's dependence on cars and avoiding quality investment in alternative transportation will make daily life less affordable and accessible for many Americans.

This bill also pivots from investing in planning grants to focusing on construction. All projects require a quality planning phase in order to be considered for implementation. Municipalities like ours, the Metropolitan Planning Organizations (MPOs) we work with, and state DOTs need access to planning grants in order to realize future infrastructure projects.

Congress needs to consider more options for 100 percent federal share grants as most municipalities do not have the capital to meet grant match requirements. Empowering local leaders to meet local needs would be the most direct and beneficial use of federal funding for infrastructure. In West Virginia specifically, many municipalities deal with the issue that their downtowns and main economic corridors are WVDOT owned/maintained. This means cities and towns lack the autonomy to make improvements or pursue grants without the often-burdensome processes required for projects with the WVDOT.

The City of Charles Town is disappointed to see a decrease in five-year funding for the Safe Streets and Roads for All (SS4A) program proposed in this bill. Improvements to safety must be made to existing roadways, rather than just adding lanes to highways. Affordability of movement is paramount for the American people as personal vehicles and fuel become increasingly expensive. Congress must maintain a focus on safety, rather than just expansion.

The bill provides that State DOTs receive a larger share of total funding via the highway formula programs with the hope that the use of the funds will be more flexible with expanded qualified expenses and transferability between programs. Under West Virginia Governor Patrick Morrissey and Secretary of Transportation Rumbaugh, the City of Charles Town has seen vast improvements in communication and project flow. The City of Charles Town looks forward to continuing to foster and grow this relationship with the WVDOT to meet the transportation needs of residents and visitors.

Additionally, the City of Charles Town is a proud partner of the regional MPO, the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO). The work of HEPMPO has been invaluable in creating a path forward for various Charles Town and regional projects. HEPMPO's work on the Transportation Improvement Plan (TIP) and the Long-range Transportation Plan (LRTP) has established a solid path forward for a more connected region. A missed opportunity with the current transportation legislation is to include a way to track progress and decisions at the state level for implementing the LRTP, which would provide accountability for how states plan and select federally funded projects. The City of Charles Town wishes to see all federal funding for MPOs maintained or increased as these entities do the work of planning for regionally significant projects while incorporating human-scale needs.

The BUILD Act provides for accelerated project delivery, streamlined competitive grantmaking, and a new approach to direct local funding, all of which makes the City of Charles Town hopeful about future transportation projects. The flexibility and streamlined process for the Surface Transportation Accelerator Grants (STAG) will surely lessen the administrative burden for applicants. Ensuring that units of local government have access to an appropriate share of federal formula and grant funding, and an adequate role in transportation project prioritization, selection and implementation, will ensure that local transportation, safety, and community improvements reflect the real needs of localities.

With the IIJA expiring on September 30th, the City of Charles Town hopes that the House and Senate will work to improve the proposed surface transportation legislation and vote to approve a final bill for the President of the United States to sign into law. What better way to honor 250 years of America than to proudly invest in the future? Transportation and infrastructure are key to every facet of civil society and quality investment now will serve the American people for years to come.

Thank you for considering the perspective of the City of Charles Town, West Virginia as you make these important decisions.

Sincerely,

Micheal George
Mayor

City of Charles Town

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

June 15, 2026

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To the Honorable Representative Carol Miller

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Additionally, the City of Charles Town is a proud partner of the regional MPO, the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO). The work of HEPMPO has been invaluable in creating a path forward for various Charles Town and regional projects. HEPMPO's work on the Transportation Improvement Plan (TIP) and the Long-range Transportation Plan (LRTP) has established a solid path forward for a more connected region. A missed opportunity with the current transportation legislation is to include a way to track progress and decisions at the state level for implementing the LRTP, which would provide accountability for how states plan and select federally funded projects. The City of Charles Town wishes to see all federal funding for MPOs maintained or increased as these entities do the work of planning for regionally significant projects while incorporating human-scale needs.

The BUILD Act provides for accelerated project delivery, streamlined competitive grantmaking, and a new approach to direct local funding, all of which makes the City of Charles Town hopeful about future transportation projects. The flexibility and streamlined process for the Surface Transportation Accelerator Grants (STAG) will surely lessen the administrative burden for applicants. Ensuring that units of local government have access to an appropriate share of federal formula and grant funding, and an adequate role in transportation project prioritization, selection and implementation, will ensure that local transportation, safety, and community improvements reflect the real needs of localities.

With the IIJA expiring on September 30th, the City of Charles Town hopes that the House and Senate will work to improve the proposed surface transportation legislation and vote to approve a final bill for the President of the United States to sign into law. What better way to honor 250 years of America than to proudly invest in the future? Transportation and infrastructure are key to every facet of civil society and quality investment now will serve the American people for years to come.

Thank you for considering the perspective of the City of Charles Town, West Virginia as you make these important decisions.

Sincerely,

Micheal George
Mayor

City of Charles Town

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

June 15, 2026

MAYOR
Micheal George

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

CITY MANAGER
Brent Manuel

To the Honorable Senator Shelly Moore Capito

The City of Charles Town would like to provide input from the perspective of a municipality as you consider surface transportation legislation known as the "Building Unrivaled Infrastructure and Long-term Development for America's 250th - BUILD America 250 Act", which would reauthorize federal funding for the nation's transportation systems for the next five years. This bipartisan bill is key to helping local governments like the City of Charles Town access reliable funding for crucial priority transportation projects.

Congress has the opportunity to work directly with cities like ours while empowering local leaders to deliver safer, faster, and more accountable projects. While the City of Charles Town hopes for a speedy passage of renewed surface transportation legislation and funding, we hope you will consider some of our feedback on the BUILD America 250 Act before passage.

The City of Charles Town is deeply concerned that the BUILD America 250 Act would reduce overall surface transportation spending over a five-year period when adjusted for inflation compared to the previous Infrastructure Investment and Jobs Act (IIJA). Focusing nearly 70 percent of funding on highways means that this bill is shifting federal infrastructure funding and rolling back progress towards multimodal mobility. Investment in quality transit options is paramount to increasing accessibility and economic development as many American families need options other than a private car to access jobs, education, and amenities.

As proposed, shifting federal funds could imperil transit and railway projects that are ongoing and prevent new investment. While this may not impact the City of Charles Town directly, the region in which we exist stands to benefit or be harmed by decisions regarding guaranteed funding for new transit and rail projects. As our region experiences rapid growth originating from the District of Columbia, Maryland, and Virginia, the City of Charles Town recognizes that people need transportation alternatives especially for commuting. Reinforcing our country's dependence on cars and avoiding quality investment in alternative transportation will make daily life less affordable and accessible for many Americans.

This bill also pivots from investing in planning grants to focusing on construction. All projects require a quality planning phase in order to be considered for implementation. Municipalities like ours, the Metropolitan Planning Organizations (MPOs) we work with, and state DOTs need access to planning grants in order to realize future infrastructure projects.

Congress needs to consider more options for 100 percent federal share grants as most municipalities do not have the capital to meet grant match requirements. Empowering local leaders to meet local needs would be the most direct and beneficial use of federal funding for infrastructure. In West Virginia specifically, many municipalities deal with the issue that their downtowns and main economic corridors are WVDOT owned/maintained. This means cities and towns lack the autonomy to make improvements or pursue grants without the often-burdensome processes required for projects with the WVDOT.

The City of Charles Town is disappointed to see a decrease in five-year funding for the Safe Streets and Roads for All (SS4A) program proposed in this bill. Improvements to safety must be made to existing roadways, rather than just adding lanes to highways. Affordability of movement is paramount for the American people as personal vehicles and fuel become increasingly expensive. Congress must maintain a focus on safety, rather than just expansion.

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Sincerely,

Micheal George
Mayor

City of Charles Town

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June 15, 2026

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To the Honorable Senator Jim Justice

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Sincerely,

Micheal George
Mayor

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1831: Letter of Support for Jefferson County Community Ministries - Signed

ATTACHMENTS:

- Letter of Support for JCCM - ARC Inspire Grant.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

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Julie Smith

Andie Sugrue

CITY MANAGER

Brent Manuel

June 15, 2026

Appalachian Regional Commission
1666 Connecticut Avenue NW
Suite 700
Washington, DC 20009

To Whom It May Concern:

On behalf of the City of Charles Town, I am pleased to offer this formal **Letter of Support** for Jefferson County Community Ministries' (JCCM) application to the **ARC Inspire Grant** for its *Pathways to Stability & Employment Initiative*. This project represents a critical investment in strengthening our region's workforce, expanding recovery-supportive services, and improving economic mobility for residents across Jefferson County and the Eastern Panhandle.

JCCM has long served as a trusted, frontline partner in addressing housing instability, food insecurity, behavioral health challenges, and barriers to employment. Their trauma-informed, dignity-centered approach aligns directly with our community's priorities and with ARC's mission to expand opportunity and support individuals in recovery or facing significant workforce barriers.

The Pathways Initiative will integrate case management, peer support, behavioral health navigation, workforce readiness training, and essential stabilization services into a coordinated system that moves individuals from crisis to stability to employment. This model is not only responsive to the needs we see daily in our community—it is essential to ensuring that local employers have access to a reliable, prepared workforce.

We anticipate that this project will produce measurable, region-wide benefits, including:

- Increased workforce participation and job retention
- Improved behavioral health stability for individuals in recovery
- Reduced homelessness and reliance on emergency systems
- Stronger employer pipelines for high-demand sectors
- Enhanced coordination among regional service providers

JCCM has demonstrated the organizational capacity, community trust, and collaborative leadership necessary to implement this initiative effectively and

sustainably. Their partnerships with WVU Medicine, local employers, workforce agencies, and community service providers ensure that this project will be both comprehensive and non-duplicative.

For these reasons, the City of Charles town strongly supports JCCM's ARC Inspire Grant application and urges the Appalachian Regional Commission to give it full and favorable consideration. This investment will strengthen our regional economy, support residents facing the greatest barriers, and advance ARC's goals for a more resilient and inclusive Appalachia.

Thank you for your consideration.

Sincerely,



Micheal George
Mayor
City of Charles Town
mgeorge@charlestownwv.us

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1832: School Resources Officer Agreement - Signed

ATTACHMENTS:

- Resolution 2026-006 SRO.pdf

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

A RESOLUTION 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

Carolyn Vezzosi, Deputy 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: 08/17/26
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1835: Article 522 Private Outdoor Designated Area (PODA) - signed

ATTACHMENTS:

- 2026-002 - Article 522 Private Outdoor Designated Area (PODA) - signed.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 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.

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.

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 "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 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 south of Washington Street. 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.

(b) Due to the current residential use, the following parcels are excluded from the Hips Sips District PODA: those parcels identified in the Charles Town Corporation on Tax Map 2, Parcels 65, 66, 70, and 71.

(c) The attached map of the Hips-Sips District PODA is incorporated by reference herein and made a part of this article. In the event of apparent conflict between the description in this subsection and the property shown on the incorporated map, the map provides the legal demarcation of the PODA.

(d) The area within the Hips Sips District PODA is in a zoning area that allows for the sale and consumption of liquor, wine, nonintoxicating beer and nonintoxicating craft beer, and is in compliance with the City's zoning ordinance.

522.11 DAYS AND HOURS OF OPERATION.

The Hips Sips District PODA may operate year-round on any Saturday and Sunday from 10:00a.m. until 10:00 p.m., and Monday through Friday from 5:00 p.m. until 10:00 p.m.. Drinks may not be sold in PODA cups or consumed within the Hips-Sips District PODA outside of the hours of operation.

522.12 PERSONNEL NEEDED.

The PODA district is regularly patrolled by the Charles Town City Police Department, and the City Council anticipates that these police officers will be working their regular shifts.

522.13 APPEALS PROCESS.

(a) Any S4 or S4N permit holder may appeal to the City Council the suspension the entire PODA district or the permit holder's individual suspension.

(b) Any denial of a PODA permit application may be appealed to the City Council.

(c) Any appeal must be filed in writing with the City Clerk within fifteen (15) calendar days of the adverse action.

(d) Suspensions lasting less than seven (7) calendar days are not subject to appeal.

(e) The City Manager shall place consideration of the appeal on the City Council's agenda within thirty (30) days after receipt of an appeal.

(f) The City Council will issue a decision within thirty (30) days after consideration of appeal.

(g) All decisions of the City Council will be final and not subject to further appeal.

First Reading: June 15, 2026

Passed on Second Reading: July 20, 2026

Mayor
Micheal George

Deputy City Clerk
Carolyn Vezzosi

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1836: Article 1759 Vacant Buildings - signed

ATTACHMENTS:

- 2026-003 - Article 1759 Vacant Buildings - signed.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.

(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.

First Reading: June 1, 2026

Passed on Second Reading: July 20, 2026

Micheal George
Mayor

Carolyn Vezzosi
Deputy City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Initiator:

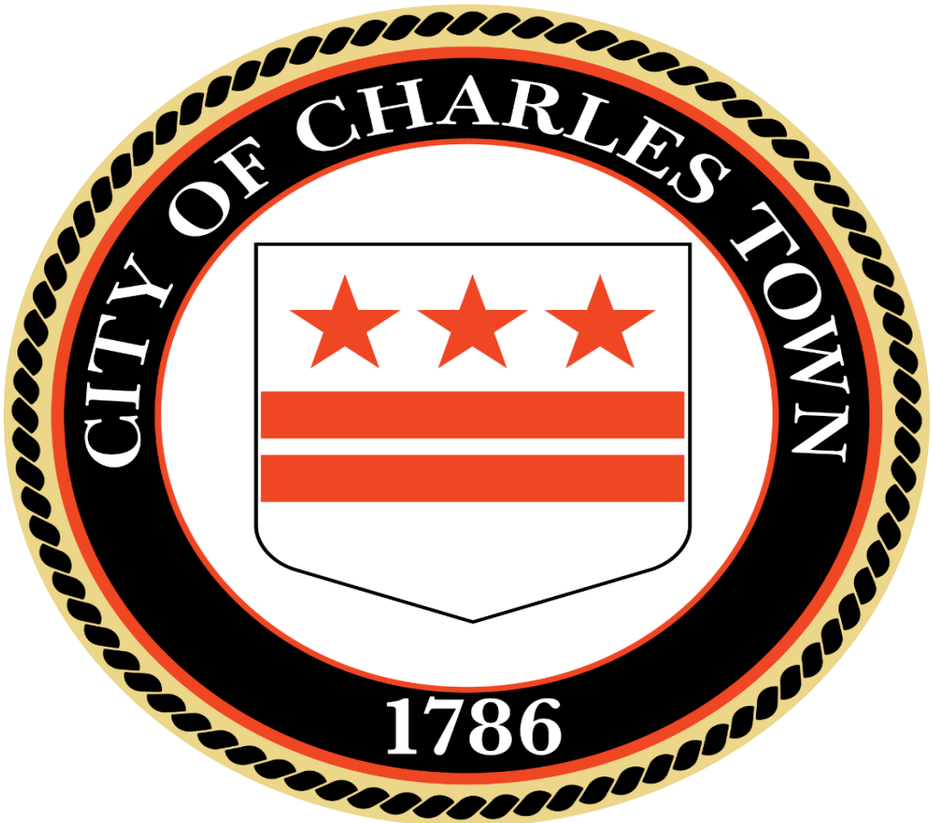
SCHEDULED

AGENDA ITEM (ID #)

2026-1843: FY2027 General Fund Revision #1

ATTACHMENTS:

- 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 - Annexation Support		103,000			Contribution to support annexation costs
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**	**459,500**	**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		880,730	880,730		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**	**1,130,730**	**2,230,730**		
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**	**11,429,962**		
REVENUES OVER EXPENSES	$ 0	$ (0)	$ 103,000		

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/17/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1846: May and June CTPD Statistical Reports

ATTACHMENTS:

- Macy 2026 CTPD Stats.pdf
- June 2025 CTPD Stats.pdf

Charles Town Police Department
Monthly Stat Report

May 2026

911 Hangup	20
Abandoned Vehicle	8
Aggressive Animal	0
Alarm	20
Animal Complaint	5
BOLO	1
Bomb Threat	1
Breaking and Entering Vehicle	1
Building Check	42
Burglary	1
Business Engagement	16
Capias Recall by Court	9
Capias Service	7
Code Enforcement	1
Community Engagement	4
Court/Bailiff Duty	3
Crossing Guard Duties	3
Destruction of Property	1
DHHR Referral	3
Directed Patrol	210
Disabled Vehicle	6
Disturbance	21
Domestic Battery	1
Drug Activity	5
DUI	7
EMS Assist	13
Fingerprinting	5
Fireworks Complaint	1
Follow Up	14
Foot Patrol	13
Found Property	2
Fraud	5
Gunshots Heard	0
Harassment	1
Hardcopy Check	7
Indecent Activity	2
Intoxicated Person	0
Juvenile Complaint	4

Loose Dog	0
Motorist Assist	7
MVA Fluids Only	0
MVA Hit and Run	2
MVA Hit and Run w/ Injury	0
MVA No Injury	25
MVA Pedestrian Struck	0
MVA w/ Injury	1
Nuisance	0
Open Door	0
Out of Car (Investigation/Mtg/Court)	6
Overdose	0
Overdose-Death	0
Panhandling	0
Parking Complaint	6
Public Assist (In Person Contact)	34
Public Service (Phone Contact)	113
Pursuit	0
Reckless Driver	4
Road Patrol	6
Sexual Assault	1
Shoplifting	1
Special Event/Detail	12
Suspicious Activity	7
Suspicious Person	8
Suspicious Vehicle	14
Swear To Complaints	0
Threats	0
Traffic Hazzard	7
Transport	1
Trespassing	5
Unattended Death	0
VIN Verification	2
Warrant Service	7
Welfare Check	30
Wildlife Complaint	0
Wires Down	0
Total calls of service	**762**

Assists/Back-Ups:				
	Ranson	**12**	Sheriffs Dept.	**21**
	Harpers Ferry	**0**	State Police	**0**
	Shepherdstown	**0**	Other (not including CTPD)	**8**
			Total Assists	**41**

	Male	Female	Caucasian	African American	Hispanic	Asian	Other/ Unknown	Total
Defendants:	19	12	25	5	0	1	0	**31**
Total Charges	45	18	53	9	0	1	0	**63**
Citations:								**249**
- Moving								**123**
- Nonmoving								**118**
- Criminal								**8**
- S Ticket (Parking)								**0**
Stops	135	76	151	31	27	1	1	**211**
Warnings:								**139**
Stops	85	54	112	8	15	2	2	**139**
Total	239	142	**288**	**44**	**42**	**4**	**3**	
Incident Report								**67**
Parking								
- Citations								**152**
-Warnings								**8**

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

May 2026

	Male	Female	Caucasian	African American	Hispanic	Asian	Unknown
PART I OFFENSE							
Burglary (Daytime)		1	1				
Burglary (Nighttime)							
Entering without Breaking							
Grand Larceny							
Malicious Assault							
Malicious Wounding							
Attempted Murder 1st Degree							
Murder 1st Degree							
Petit Larceny							
Robbery - Attempted							
Robbery							
Robbery 2nd Degree							
Sexual Assault 1st Degree							
Shoplifting							
Shoplifting 2nd Offense							
Shoplifting 3rd Offense							
Strangulation							
TOTAL	0	1	1	0	0	0	0
PART II OFFENSE							
Assault							
Assault of Police Officer	1		1				
Attempted Escape from Custody							
Battery							
Battery on Law Enforcement	1		1				
Bond Revocation							
Breaking and Entering							
Capias Served	4	3	5	2			
Child Abuse Resulting in Injury							
Child Neglect Creating Risk of Injury 2nd Offense							
Conspiracy							
Conspiracy to Commit Felony							
Conspiracy to Distribute MDMA							
Criminal Invasion of Privacy							
Cultivation of Marijuana							
Deadly Weapon on School Property							
Delivery of Controlled Substance							
Destruction of Property							
Destruction of Property - Felony							
Disorderly Conduct							
Distribution of Crack Cocaine							
Disturbing the Peace							
Domestic Assault							
Domestic Battery		1	1				
Domestic Battery 2nd Offense							
Domestic Battery 3rd Offense							
Driving Revoked for DUI	2		1	1			
Driving Revoked for DUI 2nd							
Driving Revoked for DUI 3rd							
DUI	3		3				
DUI 2nd	1		1				
DUI 3rd							
DUI Aggravated	1	2	3				

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

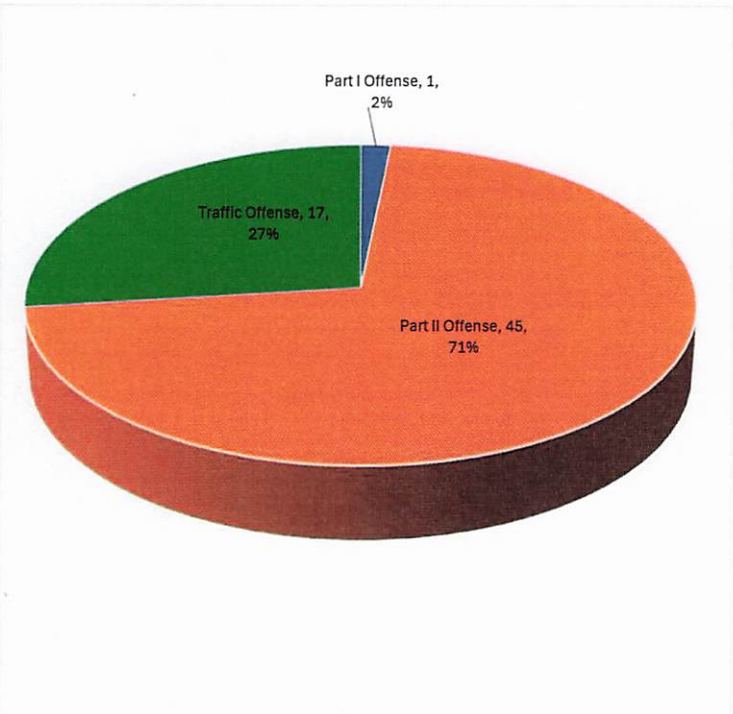
DUI Causing Bodily Injury							
DUI - Drugs							
DUI - Drugs 2nd Offense							
DUI w/ Minor							
Embezzlement							
Failure to Identify (Self)							
False Alarm of Fire							
False Reporting of an Emergency							
Felon Concealing Firearm							
Felon in Possession of Firearm							
Fingerprint Refusal	3	1	4				
Fleeing in Vehicle							
Fleeing on Foot							
Fleeing with Reckless Indifference							
Fraudulent Registration							
Fraudulent MVI							
Fraudulent Use of Access Device							
Fugitive from Justice							
Harrassment							
Keeping Vicious Dog							
Obscene, Harassing Telephone Calls							
Obstructing an Officer	4	1	5				
Obtain Money, Property, Services by False Pretense	1					1	
Open Container							
Open Container in Vehicle	3		3				
Persuading Minor to Film Sexually Explicit Conduct							
Phone Harassment							
Pimping							
Possession Deadly Weapon by Minor							
Possession of Acetaminophen Hydrocodone							
Possession of Amphetamine							
Possession of Cocaine							
Possession of Crack Cocaine	1	2	2	1			
Possession of Fentanyl							
Possession of Marijuana	1	1	2				
Possession of Oxycodone							
Possession of Vape Product under 18							
Possession of Stolen Property							
Possession w/ Intent to Deliver Buprenorphine and Naloxone	1			1			
Possession w/ Intent to Deliver Crack Cocaine	1			1			
Possession w/ Intent to Deliver Fentanyl	1			1			
Possession w/ Intent to Deliver MDMA (Molly)							
Probation Revocation							
Prohibited Person in Poss of Firearm							
Prostitution							
Prostitution 2nd Offense							
Providing Alcohol to Under 21							
Public Intoxication	2		2				
Reckless Driving							
Resisting Arrest							
Sexual Abuse 1st Degree	1		1				
Terrorist Threats							
Trespassing into Structure							
Threats by Communication Device							
Undearge Consumption of Alcohol		1	1				
Uttering	1		1				
TOTAL	**33**	**12**	**37**	**7**	**0**	**1**	**0**

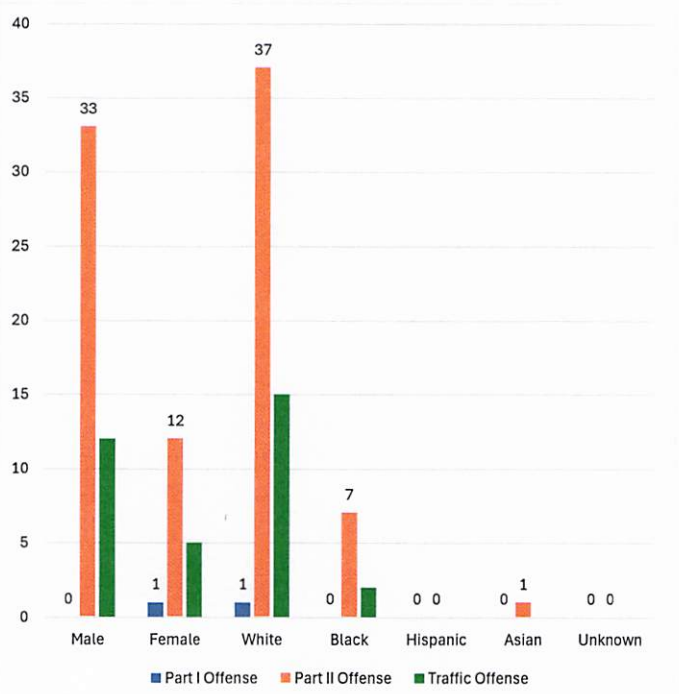
Charles Town Police Department

Monthly Stat Report

Charges by Offense/Gender/Race

TRAFFIC OFFENSE							
Cell Phone Violation							
Defective Equipment	1			1			
Driving Suspended	1			1			
Driving Suspended 2nd Offense							
Driving Suspended 3rd Offense		1	1				
Driving Too Fast for Conditions							
Exp/No MVI	1		1				
Expired/No Operators							
Expired/No Registration	1	1	2				
Fail to Keep Right							
Fail to Maintain Control		1	1				
Fail to Obey Traffic Control Device	1		1				
Fail to Obtain WV Operators							
Fail to Report Accident							
Failure to Yield At Intersection	1		1				
Failure to Yield to Emergency Vehicle	1		1				
Improper Passing on the Right	1		1				
Improper Registration							
Leaving the Scene of Accident with Damage	1		1				
Left of Center							
No Insurance/No Proof of Insurance	1	2	3				
No Seatbelt							
One Way Violation							
Passing on Right							
Red Light Violation							
Speeding	1		1				
Wrong Way Violation	1		1				
TOTAL	12	5	15	2	0	0	0
TOTAL CHARGES	**45**	**18**	**53**	**9**	**0**	**1**	**0**





Charles Town Police Department

SRO Monthly Report

Washington High School / Charles Town Middle School / 2025/2026 / May 2026

INVOLVEMENTS:					
Alcohol Related	0	Fire/Shelter Drills	0	SRO Use of Force	0
Battery on School Employee	0	Found Property	1	Suspensions	0
Citizen Assist	2	Incident Reports	0	Threats	0
Directed Patrols	0	Juvenile Petitions	0	Tobacco Related	6
Disturbance	3	Marijuana Possession	0	Trespassing	0
Evacuations	0	Parental Contacts	2	Vandalism/Theft	0
Extra Curricular Activities	2	Parking Complaints	0	Vehicle Accident	0
Fights	0	Reckless Driver	3	Welfare Check	0
Fire Department Assist	0	Social Media Related	0	***Total Involvements***	***19***

Officer Notes/Misc. Information:

SRO Lipscomb on leave Sgt DeSarno Covering SRO duties

YOUTH SERVICES:	
Total Classes Taught:	
Students in Class:	
Topics Taught:	
One on One Contacts:	
Total Students Served:	

Charles Town Police Department

Community Policing Monthly Report

Downtown Charles Town / Residential Developments / Parks

May 2026

INVOLVEMENTS:	NUMBER
Building Check	1
Directed Patrol	9
Downtown Foot Patrol*	4
Special Event/Detail (see specifics in Notes section)	7
Community Contact (talking with residents and visitors)	4
Business Contact (talking with business owners and employees)	14
Park patrol (Jefferson Memorial/Evitts Run/Skate Park, Willingham Knolls/Happy Retreat)	13
TOTAL INVOLVEMENTS	**52**

Officer Notes/Misc. Information:

Attend: Weekly Farmer's Market, Spring into Safety at Jefferson Memorial Park, lunch with students at CTMS, WV Fallen Officers Ceremony at FBI CJIS, special mtg. to address downtown safety concerns.

Provide security for : Prom pictures on N. Charles St., town hall mtg. with local politicians at Corner Connection.

*NOTE: Foot patrols always include multiple business contacts.

Charles Town Police Department

Police Social Worker Monthly Report

May 2026

INVOLVEMENTS:	NUMBER
Alcohol Related	0
Drug Related	0
Mental Health Related	2
Domestic Violence Related	1
Trainings attended	0
Meetings attended	5
Outreach completed	2
Events attended	1
Homeless Related	3
TOTAL INVOLVEMENTS	**14**

Police Social Worker Notes/Misc. Information:
SUPAR meeting
Jefferson-Berekely Alliance Board meeting
Trainings Attended:
Hosted a community event "Spring into Safety"
Community Connections Made:

Charles Town Police Department

Total Traffic Citation Report, by Violation

Violation	Description	Total
17A-3-16	Expired Registration	62
17A-3-1a.(a)	Fail To Obtain WV Registration 30days	1
17A-9-2	No Or Expired Registration	24
17B-2-1	No Operators	4
17B-2-10	License Restriction Violation	1
17B-2-12	Expired Operators	1
17B-4-3(a)	Driving Suspended/2nd/3rd	1
17B-4-3(b)	Driving Revoked For DUI/2nd/3rd	1
17B-4-3a	Driving Suspended or Revoked	7
17C-12-5	Stop Sign Violation	2
17C-14-15	Use Handheld Communication Device	4
17C-15-1	Unsafe-Improperly Equipped Vehicle	2
17C-15-49	Seatbelts Required	4
17C-16-9	No Or Expired MVI	15
17C-3-4	Fail To Obey Traffic Control Device	3
17C-3-5	Fail To Obey Traffic Light	16
17C-4-2	Leaving The Scene Of An Accident	1
17C-5-2(e)	Basic DUI <.15	2
17C-5-2(f)	Aggravated DUI >.15	3
17C-5-2(l)	DUI 2nd Offense	1
17C-5-3	Reckless Driving	2
17C-5D-3	Open container in vehicle	1
17C-5D-3(b)	Possess Open Container In Vehicle	1
17C-6-1a	Failure To Maintain Control	3
17C-6-1b	Speeding	61
17C-7-11	Crossing Median	1
17C-7-3	Improper Passing/Audible Signal	1
17C-7-4	Passing On Right-Off Road	1
17C-9-1	Fail Yield At Intersection	1
17C-9-5	Fail To Yield-Emergency Vehicle	1
17D-2A-3	No Insurance	7
17D-2A-4	No Proof Of Insurance	6
17E-1-7	CDL License Required	1
CTPD171.07	Failure To Appear For Trial (CAPIAS)	6
CTPD531.03	Possession Of Marijuana <15gms	1
Report Totals		**249**

Report Includes:
All dates of issue between `00:00:00 05/01/26` and `23:59:59 05/31/26`, All agencies matching `CTPD`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

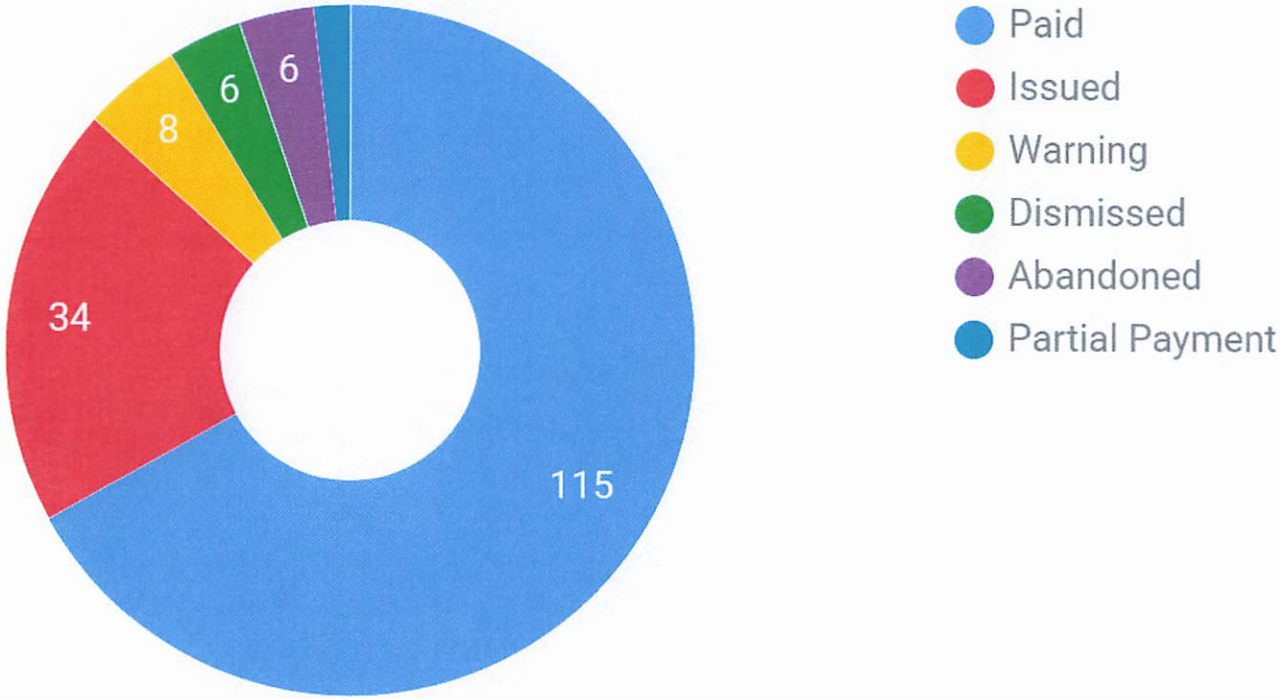
Charles Town Police Department

Total Traffic Warning Report, by Violation

Violation	Description	Total
17A-3-15	Improper Display Of Registration	11
17A-3-16	Expired Registration	25
17A-9-3	Improper Registration	1
17B-2-10	License Restriction Violation	1
17C-12-5	Stop Sign Violation	1
17C-14-15	Use Handheld Communication Device	1
17C-15-1	Unsafe-Improperly Equipped Vehicle	16
17C-15-2	Driving Without Headlights	2
17C-15-4	Head Lamp Requirements	1
17C-15-5	Tail Lamp Requirements	2
17C-16-9	No Or Expired MVI	6
17C-3-4	Fail To Obey Traffic Control Device	9
17C-3-4b.(b)	Speeding In Construction Zone	1
17C-3-5	Fail To Obey Traffic Light	16
17C-3-5(c)	Right on Red	2
17C-6-1(a)	Too Fast For Conditions	1
17C-6-1a	Failure To Maintain Control	5
17C-6-1b	Speeding	26
17C-7-10	Following Too Closely	1
17C-7-6	Left of Center	1
17C-7-8	One Way And Traffic Island Violation	3
17C-7-9	Improper Lane Change	1
17C-8-8	Improper Stopping/Turning/Signaling	1
17C-9-1	Fail Yield At Intersection	1
17C-9-3	Fail To Yield-Thru Highway	3
CTPD333.03	Hazardous Driving	1
	Report Totals:	**139**

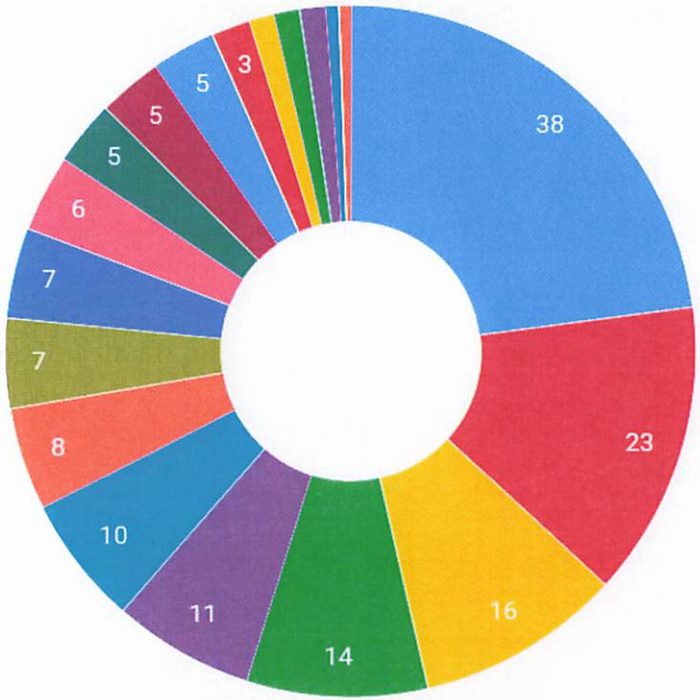
Report Includes:
All dates between `00:00:00 05/01/26` and `23:59:59 05/31/26`, All agencies matching `CTPD`, All issuing officers, All areas, All violations

City of Charles Town - Tickets By Status (May. 2026)



Data as of 6/15/2026, 12:00:00 AM

City of Charles Town - Tickets By Location (May. 2026)

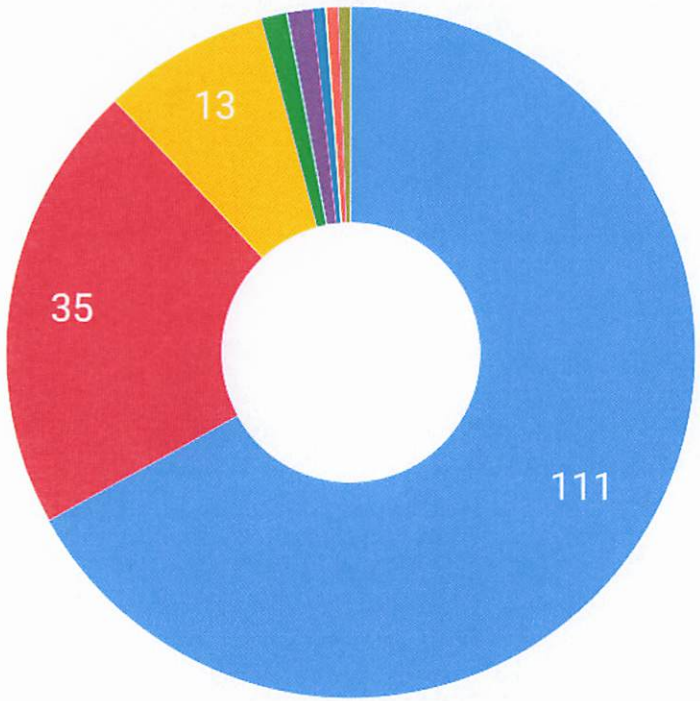


- LIBERTY STREET PARKING LOT
- 100 BLOCK NORTH CHARLES STREET
- 100 BLOCK SOUTH CHARLES STREET
- 100 BLOCK WEST LIBERTY STREET
- 200 BLOCK NORTH GEORGE STREET
- 100 BLOCK NORTH LAWRENCE STREET
- CHARLES STREET PARKING LOT
- 200 BLOCK WEST LIBERTY STREET
- 100 BLOCK WEST WASHINGTON STREET
- 100 BLOCK NORTH GEORGE STREET
- 200 BLOCK WEST WASHINGTON STREET
- 100 BLOCK WEST CONGRESS STREET
- LAWRENCE STREET PARKING LOT
- 100 BLOCK SOUTH SAMUEL STREET
- 100 BLOCK SOUTH LAWRENCE STREET
- 100 BLOCK EAST WASHINGTON STREET

1/2

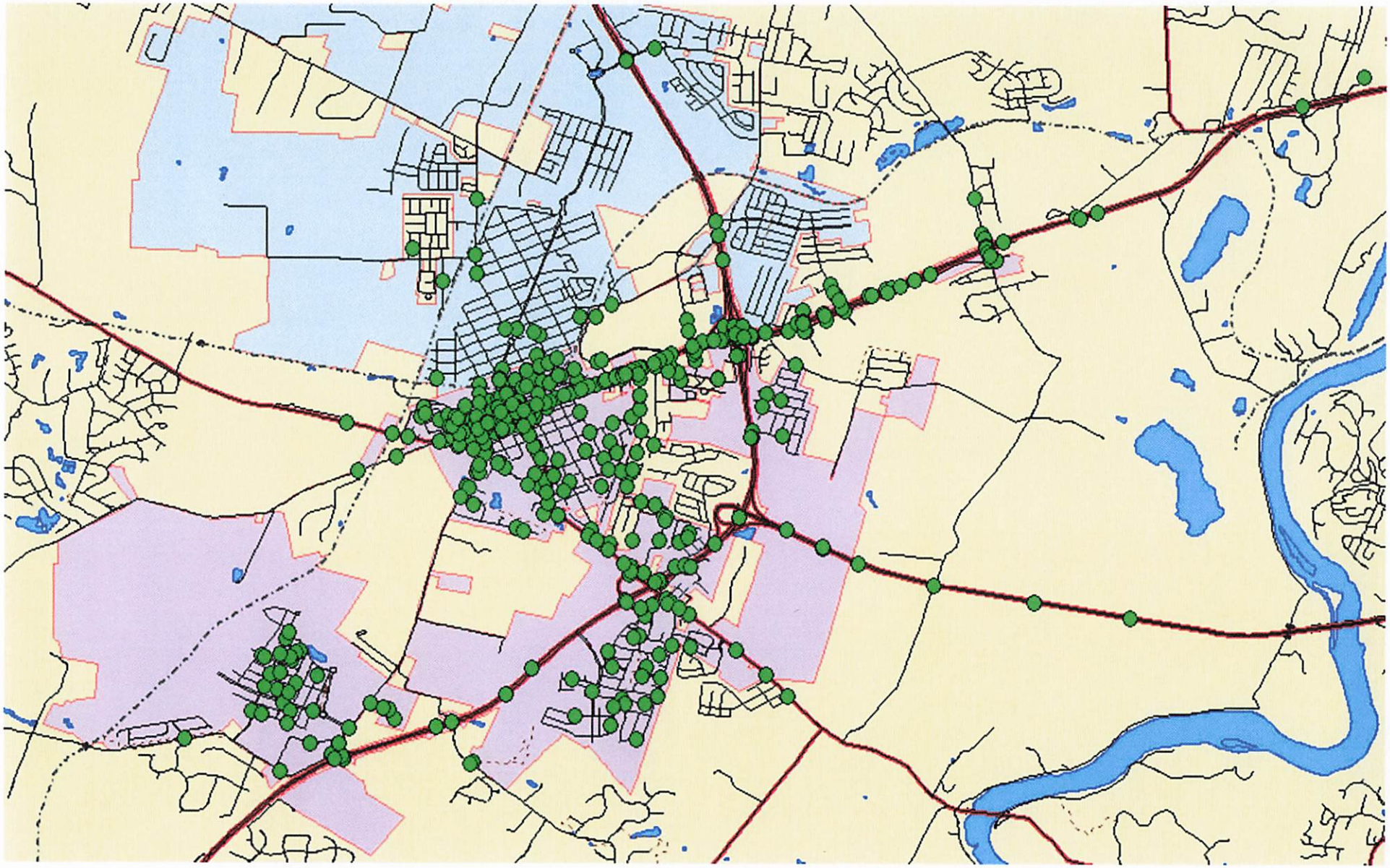
Data as of 6/15/2026, 12:00:00 AM

City of Charles Town - Tickets By Violation (May. 2026)

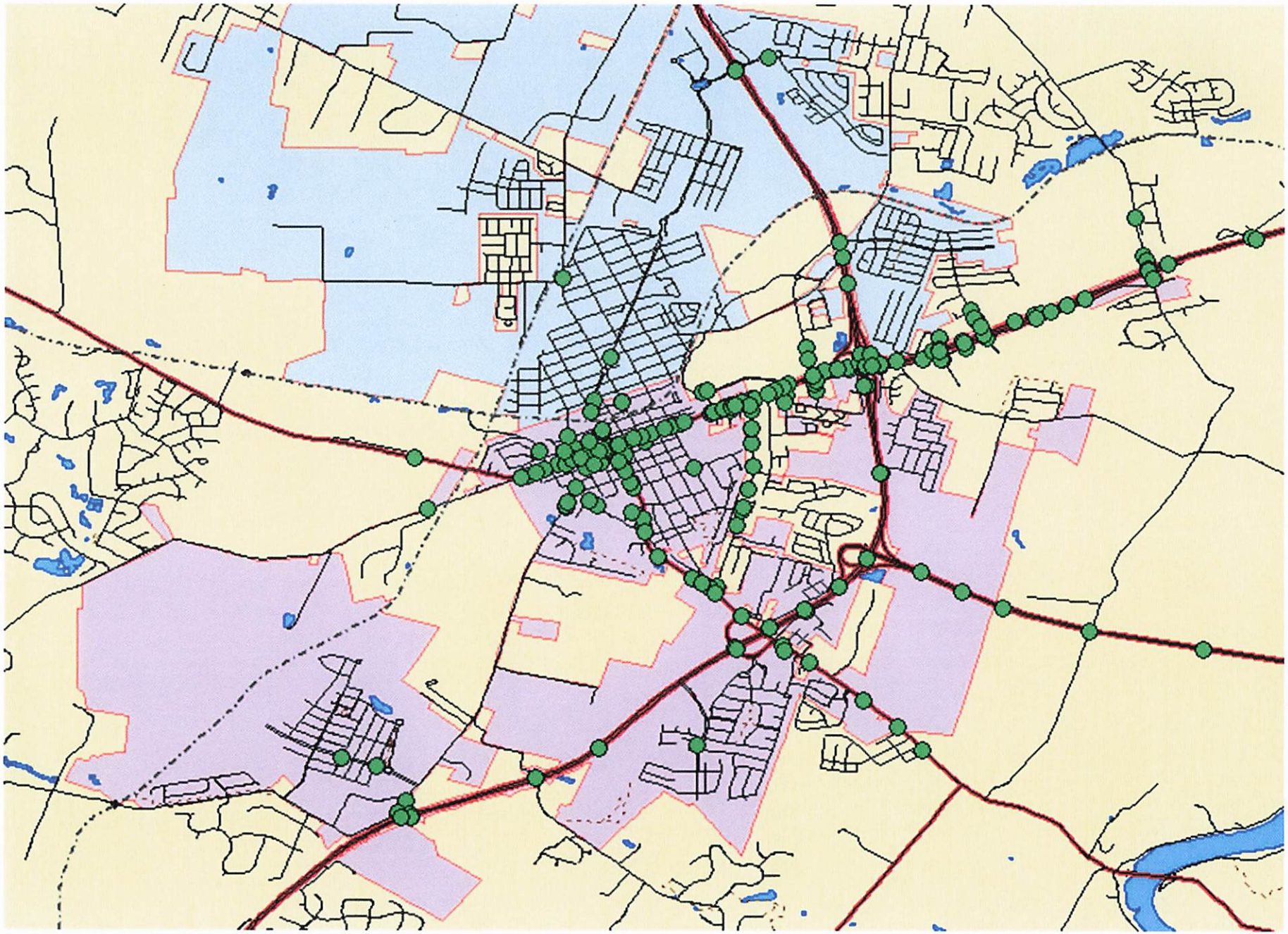


- Expired Meter
- Permit Parking Only/Pay by App Violation (Liberty Street Lot)
- Exceed 2 Hour Free Parking
- Right wheel more than 18" from right curb
- Parking Permit Violation
- Fire Hydrant Violation
- Loading/Unloading Zone Violation
- Left wheel more than 18" from left (one-way) curb

Data as of 6/15/2026, 12:00:00 AM



May 2026 – All CTPD Traffic Stops



Charles Town Police Department
Monthly Stat Report

June 2026

911 Hangup	20	Loose Dog	1
Abandoned Vehicle	9	Motorist Assist	8
Aggressive Animal		MVA Fluids Only	
Alarm	17	MVA Hit and Run	5
Assault	1	MVA Hit and Run w/ Injury	1
BOLO	1	MVA No Injury	18
Bomb Threat		MVA Pedestrian Struck	
Breaking and Entering Vehicle		MVA w/ Injury	1
Building Check	18	Nuisance	2
Burglary		Open Door	
Business Engagement	11	Out of Car (Investigation/Mtg/Court)	7
Capias Recall by Court	24	Overdose	
Capias Service	3	Overdose-Death	
Code Enforcement		Panhandling	1
Community Engagement	3	Parking Complaint	12
Court/Bailiff Duty	3	Public Assist (In Person Contact)	35
Crossing Guard Duties		Public Service (Phone Contact)	75
Destruction of Property	1	Pursuit	
Directed Patrol	227	Reckless Driver	
Disabled Vehicle	12	Road Patrol	14
Disturbance	38	Sexual Assault	1
Dog Locked in Vehicle	1	Shoplifting	3
Domestic Battery	1	Special Event/Detail	8
Drug Activity	5	Suspicious Activity	12
DUI	6	Suspicious Person	3
EMS Assist	12	Suspicious Vehicle	10
Fingerprinting	6	Theft	2
Fire Assist	1	Threats	1
Fireworks Complaint	2	Traffic Hazzard	3
Follow Up	43	Transport	
Foot Patrol	8	Trespassing	12
Found Property	3	Unattended Death	1
Fraud	5	VIN Verification	4
Harassment	1	Warrant Service	3
Hardcopy Check	7	Welfare Check	27
Illegal Dumping	1	Wildlife Complaint	3
Intoxicated Person	1	Wires Down	
Juvenile Complaint	5	**Total calls of service**	**769**

Assists/Back-Ups:	Ranson	**10**	Sheriffs Dept.	**30**
	Harpers Ferry		State Police	**1**
	Shepherdstown		Other (not including CTPD)	**7**
			Total Assists	**48**

	Male	Female	Caucasian	African American	Hispanic	Asian	Other/ Unknown	Total
Defendants:	17	4	14	4	2	1	0	**21**
Total Charges	39	6	25	17	2	1	0	**45**
Citations:								**165**
- Moving								**61**
- Nonmoving								**95**
- Criminal								**7**
- S Ticket (Parking)								**2**
Stops	93	56	116	16	12	2	3	**149**
Warnings:								**175**
Stops	108	67	133	24	12	1	5	**175**
Total	218	127	**263**	**44**	**26**	**4**	**8**	
Incident Report								**55**
Parking								
- Citations								**142**
-Warnings								**16**

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

June 2026

	Male	Female	Caucasian	African American	Hispanic	Asian	Unknown
PART I OFFENSE							
Burglary (Daytime)							
Burglary (Nighttime)							
Entering without Breaking							
Grand Larceny	1		1				
Malicious Assault	5			5			
Malicious Wounding							
Attempted Murder 1st Degree							
Murder 1st Degree							
Petit Larceny							
Robbery - Attempted							
Robbery 1st Degree	1			1			
Robbery 2nd Degree							
Sexual Assault 1st Degree							
Shoplifting	3		2		1		
Shoplifting 2nd Offense							
Shoplifting 3rd Offense							
Strangulation							
TOTAL	10	0	3	6	1	0	0
PART II OFFENSE							
Assault During Commission of a Felony	1			1			
Assault of Police Officer							
Attempted Escape from Custody							
Battery	1			1			
Battery on Law Enforcement	1			1			
Bond Revocation							
Breaking and Entering							
Capias Served	2		1	1			
Child Abuse Resulting in Injury							
Child Neglect Creating Risk of Injury 2nd Offense							
Conspiracy							
Conspiracy to Commit Felony							
Conspiracy to Distribute MDMA							
Criminal Invasion of Privacy							
Cultivation of Marijuana							
Deadly Weapon on School Property							
Delivery of Controlled Substance							
Destruction of Property	1		1				
Destruction of Property - Felony							
Disorderly Conduct	1		1				
Distribution of Crack Cocaine							
Disturbing the Peace							
Domestic Assault							
Domestic Battery	1			1			
Domestic Battery 2nd Offense							
Domestic Battery 3rd Offense							
Driving Revoked for DUI	2		2				
Driving Revoked for DUI 2nd							
Driving Revoked for DUI 3rd							
DUI	4		3			1	
DUI 2nd							
DUI 3rd							
DUI Aggravated							

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

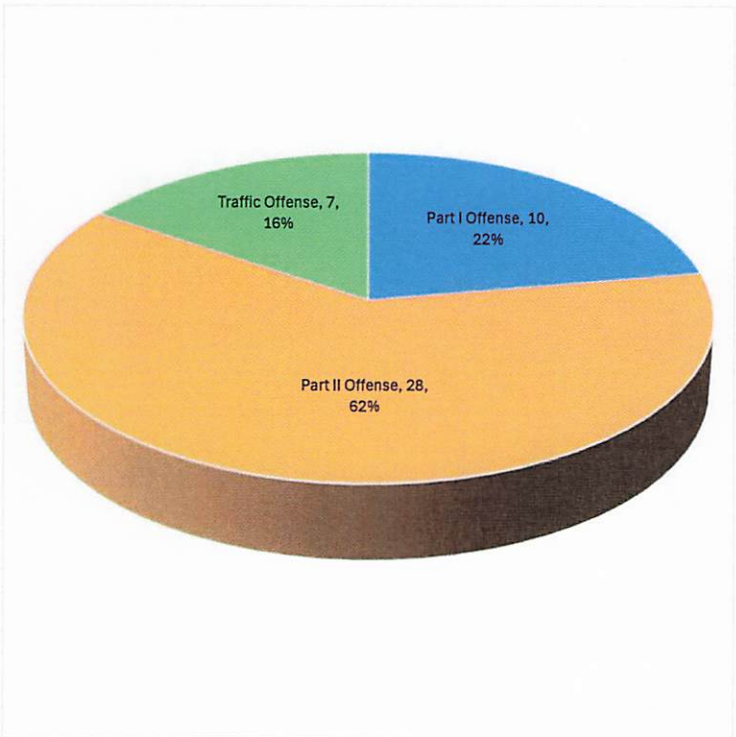
DUI Causing Bodily Injury							
DUI - Drugs		2	2				
DUI - Drugs 2nd Offense							
DUI w/ Minor							
Embezzlement							
Failure to Identify (Self)							
False Alarm of Fire							
False Reporting Child Abuse		1	1				
Felon Concealing Firearm							
Felon in Possession of Firearm							
Fingerprint Refusal							
Fleeing in Vehicle							
Fleeing on Foot							
Fleeing with Reckless Indifference							
Fraudulent Registration							
Fraudulent MVI							
Fraudulent Use of Access Device							
Fugitive from Justice							
Harrassment							
Keeping Vicious Dog							
Obscene, Harassing Telephone Calls							
Obstructing an Officer							
Obtain Money, Property, Services by False Pretense							
Open Container							
Open Container in Vehicle							
Persuading Minor to Film Sexually Explicit Conduct							
Phone Harassment							
Pimping							
Possession Deadly Weapon by Minor							
Possession of Acetaminophen Hydrocodone							
Possession of Amphetamine							
Possession of Cocaine	1		1				
Possession of Crack Cocaine							
Possession of Fentanyl							
Possession of Marijuana	2	1	1	1	1		
Possession of Suboxone	1		1				
Possession of Vape Product under 18							
Possession of Stolen Property							
Possession w/ Intent to Deliver Buprenorphine and Naloxone							
Possession w/ Intent to Deliver Crack Cocaine							
Possession w/ Intent to Deliver Fentanyl							
Possession w/ Intent to Deliver MDMA (Molly)							
Probation Revocation							
Prohibited Person in Poss of Firearm	1			1			
Prostitution							
Prostitution 2nd Offense							
Providing Alcohol to Under 21							
Public Intoxication	1		1				
Reckless Driving							
Resisting Arrest	1			1			
Sexual Abuse 1st Degree							
Terrorist Threats							
Trespassing into Structure							
Threats by Communication Device							
Undearge Consumption of Alcohol							
Wanton Endangerment	3			3			
TOTAL	**24**	**4**	**15**	**11**	**1**	**1**	**0**

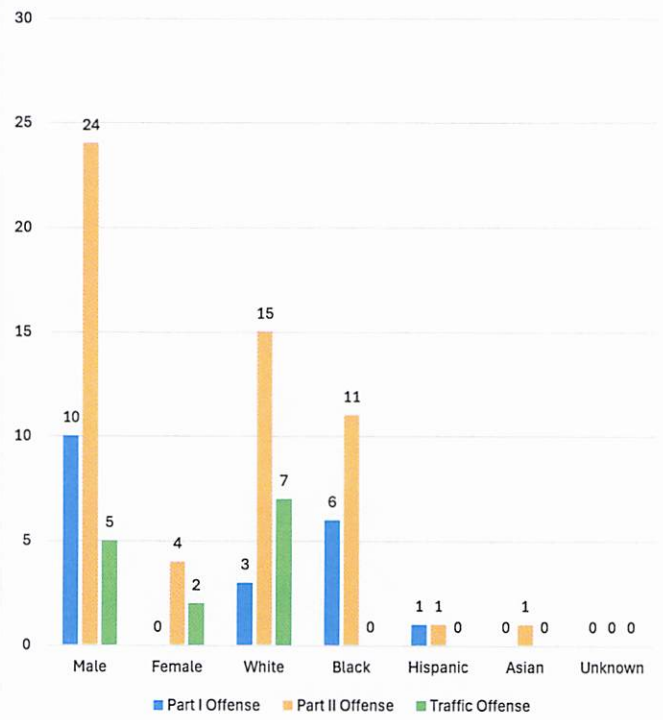
Charles Town Police Department

Monthly Stat Report

Charges by Offense/Gender/Race

TRAFFIC OFFENSE							
Cell Phone Violation							
Defective Equipment							
Driving Suspended							
Driving Suspended 2nd Offense		1	1				
Driving Suspended 3rd Offense							
Driving Too Fast for Conditions							
Exp/No MVI	1		1				
Expired/No Operators							
Expired/No Registration	2		2				
Fail to Keep Right							
Fail to Maintain Control							
Fail to Obey Traffic Control Device		1	1				
Fail to Obtain WV Operators							
Fail to Report Accident							
Failure to Yield At Intersection							
Failure to Yield to Emergency Vehicle							
Improper Passing on the Right							
Improper Registration							
Leaving the Scene of Accident with Damage							
Left of Center							
No Insurance/No Proof of Insurance	1		1				
No Seatbelt							
One Way Violation							
Passing on Right							
Red Light Violation							
Speeding	1		1				
Wrong Way Violation							
TOTAL	**5**	**2**	**7**	**0**	**0**	**0**	**0**
TOTAL CHARGES	**39**	**6**	**25**	**17**	**2**	**1**	**0**





Charles Town Police Department

Community Policing Monthly Report

Downtown Charles Town / Residential Developments / Parks

June 2026

INVOLVEMENTS:	NUMBER
Building Check	1
Directed Patrol	11
Downtown Foot Patrol*	1
Special Event/Detail (see specifics in Notes section)	5
Community Contact (talking with residents and visitors)	2
Business Contact (talking with business owners and employees)	10
Park patrol (Jefferson Memorial/Evitts Run/Skate Park, Willingham Knolls/Happy Retreat)	3
TOTAL INVOLVEMENTS	**33**

Officer Notes/Misc. Information:

Attend: Weekly Farmer's Market, First Friday Concert at Happy Retreat, Bark in the Park at Jefferson Memorial Park.

*NOTE: Foot patrols always include multiple business contacts.

Charles Town Police Department

Police Social Worker Monthly Report

June 2026

INVOLVEMENTS:	NUMBER
Alcohol Related	0
Drug Related	0
Mental Health Related	2
Domestic Violence Related	0
Trainings attended	3
Meetings attended	4
Outreach completed	0
Events attended	0
Homeless Related	2
TOTAL INVOLVEMENTS	**11**

Police Social Worker Notes/Misc. Information:

Trainings Attended:

Community Connections Made:

Charles Town Police Department

Total Traffic Citation Report, by Violation

Violation	Description	Total
17A-3-16	Expired Registration	44
17A-9-2	No Or Expired Registration	23
17A-9-3	Improper Registration	1
17B-2-1	No Operators	2
17B-2-12	Expired Operators	1
17B-4-3(a)	Driving Suspended/2nd/3rd	2
17B-4-3(b)	Driving Revoked For DUI/2nd/3rd	3
17B-4-3a	Driving Suspended or Revoked	4
17C-05-02(e)	DUI Alcohol Concentration < .15	2
17C-12-5	Stop Sign Violation	1
17C-13-3	Parking Violation	1
17C-14-9a	Approaching Emergency Vehicle	1
17C-15-1	Unsafe-Improperly Equipped Vehicle	1
17C-15-46	Child Safety Seats Required	2
17C-16-9	No Or Expired MVI	16
17C-3-4	Fail To Obey Traffic Control Device	5
17C-3-5	Fail To Obey Traffic Light	4
17C-5-2(e)	Basic DUI <.15	3
17C-5-2(g)	DUI Drug - Habitual	1
17C-6-1(a)	Too Fast For Conditions	1
17C-6-1a	Failure To Maintain Control	5
17C-6-1b	Speeding	25
17C-9-5	Fail To Yield-Emergency Vehicle	1
17D-2A-3	No Insurance	3
17D-2A-4	No Proof Of Insurance	3
CTPD171.07	Failure To Appear For Trial (CAPIAS)	2
CTPD333.03	Hazardous Driving	2
CTPD361.05	Manner And Angle Of Parallel Parking	1
CTPD531.03	Possession Of Marijuana <15gms	3
CTPD533.01(1)	Shoplifting	2
Report Totals		**165**

Report Includes:

All dates of issue between `00:00:00 06/01/26` and `23:59:59 06/30/26`, All agencies matching `CTPD`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

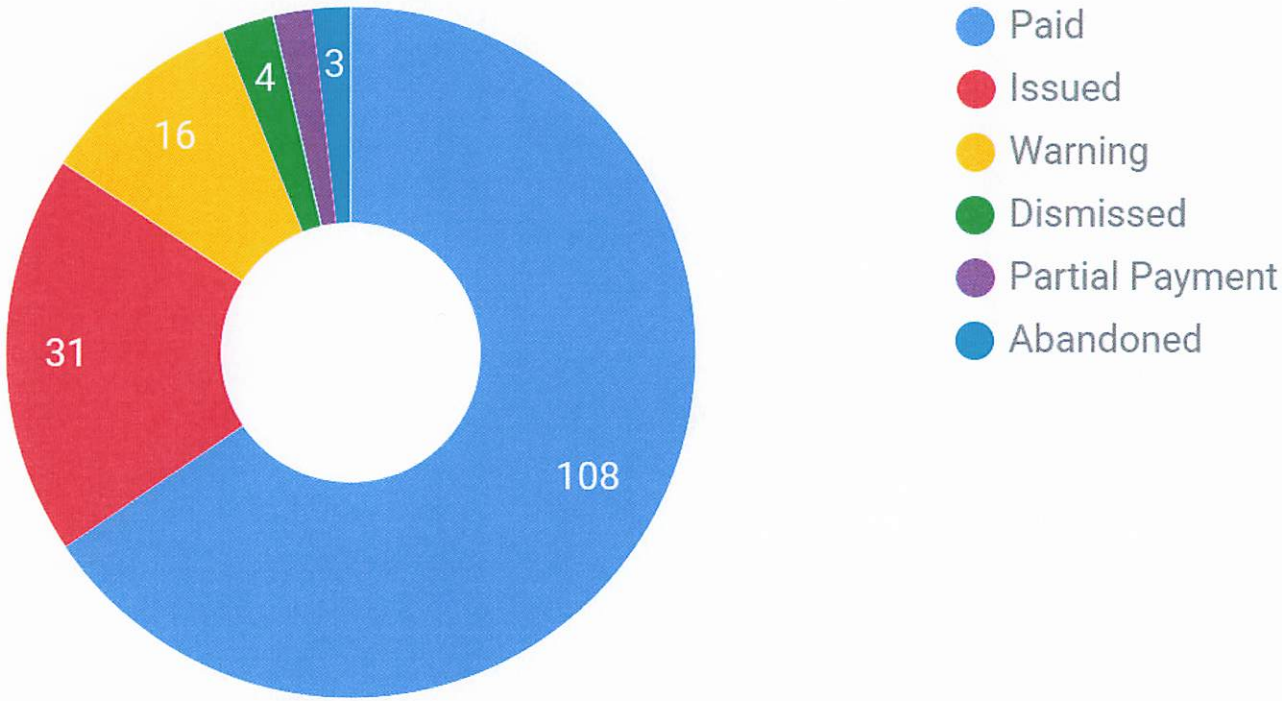
Charles Town Police Department

Total Traffic Warning Report, by Violation

Violation	Description	Total
17A-3-15	Improper Display Of Registration	9
17A-3-16	Expired Registration	33
17A-9-2	No Or Expired Registration	1
17C-12-5	Stop Sign Violation	2
17C-14-14	Littering From Motor Vehicle	1
17C-14-15	Use Handheld Communication Device	2
17C-15-1	Unsafe-Improperly Equipped Vehicle	18
17C-15-4	Head Lamp Requirements	3
17C-15-5	Tail Lamp Requirements	3
17C-16-9	No Or Expired MVI	3
17C-3-4	Fail To Obey Traffic Control Device	23
17C-3-5	Fail To Obey Traffic Light	5
17C-3-5(c)	Right on Red	1
17C-6-1a	Failure To Maintain Control	1
17C-6-1b	Speeding	48
17C-7-1	Fail to Keep Right	2
17C-7-10	Following Too Closely	1
17C-7-4	Passing On Right-Off Road	2
17C-7-6	Left of Center	4
17C-7-8	One Way And Traffic Island Violation	1
17C-7-9	Improper Lane Change	5
17C-8-8	Improper Stopping/Turning/Signaling	1
17C-9-3	Fail To Yield-Thru Highway	2
CTPD333.03	Hazardous Driving	2
CTPD349.15	Shortcutting Traffic Control Device	2
	Report Totals:	**175**

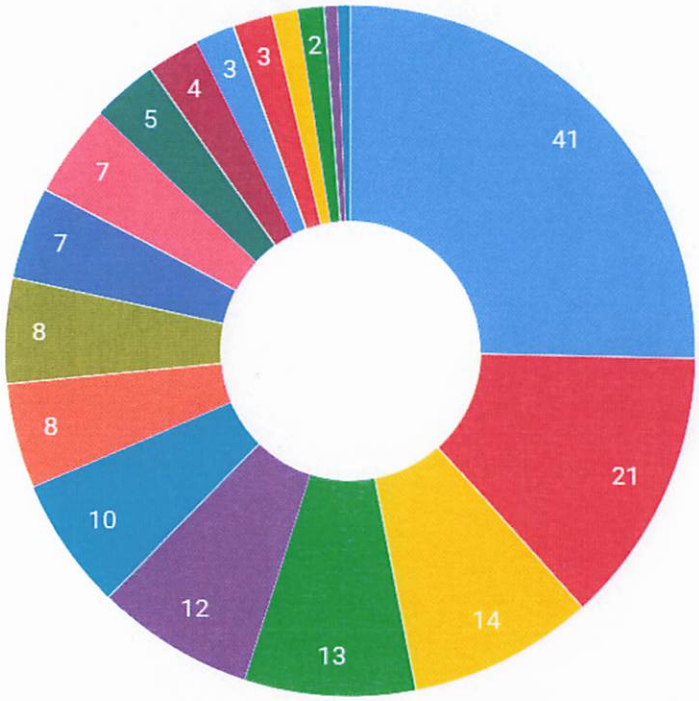
Report Includes:
All dates between `00:00:00 06/01/26` and `23:59:59 06/30/26`, All agencies matching `CTPD`, All issuing officers, All areas, All violations

City of Charles Town - Tickets By Status (Jun. 2026)



Data as of 7/20/2026, 12:00:00 AM

City of Charles Town - Tickets By Location (Jun. 2026)

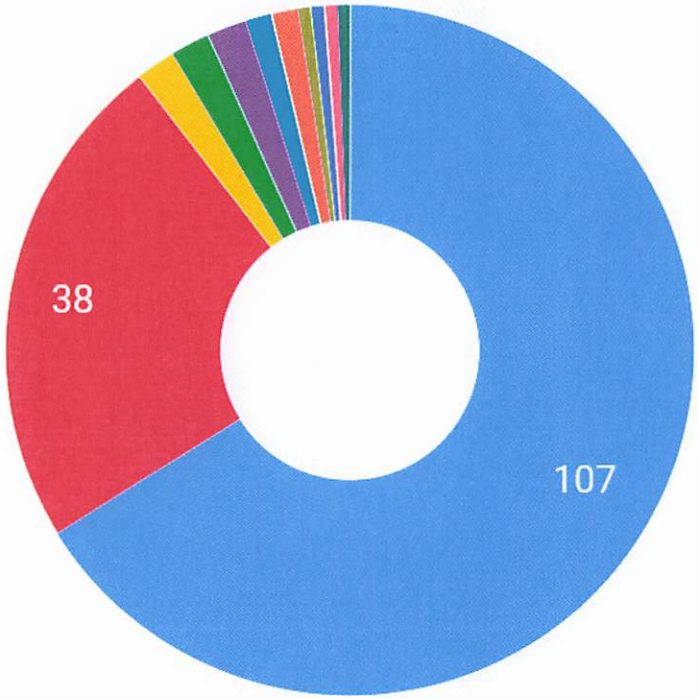


- LIBERTY STREET PARKING LOT
- 100 BLOCK NORTH CHARLES STREET
- 200 BLOCK NORTH GEORGE STREET
- 100 BLOCK WEST LIBERTY STREET
- 100 BLOCK SOUTH CHARLES STREET
- 200 BLOCK WEST LIBERTY STREET
- 100 BLOCK NORTH LAWRENCE STREET
- CHARLES STREET PARKING LOT
- 100 BLOCK EAST LIBERTY STREET
- 100 BLOCK SOUTH LAWRENCE STREET
- 100 BLOCK WEST CONGRESS STREET
- LAWRENCE STREET PARKING LOT
- 100 BLOCK NORTH GEORGE STREET
- 200 BLOCK NORTH CHARLES STREET
- 100 BLOCK SOUTH SAMUEL STREET
- 100 BLOCK NORTH SAMUEL STREET

1/2

Data as of 7/20/2026, 12:00:00 AM

City of Charles Town - Tickets By Violation (Jun. 2026)



- Expired Meter
- Permit Parking Only/Pay by App Vi...
- Right wheel more than 18" from ri...
- Parking Permit Violation
- Yellow/Red Painted Curbs or Stree...
- Loading/Unloading Zone Violation
- Designated No Parking Zone Viola...
- Blocking Public or Private Driveway
- Accessible Parking Violation
- Left wheel more than 18" from left...
- Temporary No Parking Zone (Even...

Data as of 7/20/2026, 12:00:00 AM

