CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • SEPTEMBER 21, 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

: **2026-1939:** City Council Meeting Minutes - September 8, 2026
City Council Meeting Minutes - Sept. 8, 2026.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

: **2026-1940:** Finance Committee Report - September 8, 2026
FinanceCommitteeReport_08_September_2026_rmt.pdf

: **2026-1941:** Personnel Committee Report - September 14, 2026

: **2026-1948:** Board of Parks and Recreation Report - September 10, 2026
Meeting_Minutes_2026-08-13_v2 - Approved.pdf
augustSpecialMeetingMinutes.pdf

7. CITY MANAGER REPORT

: **2026-1942:** City Manager's Report - September 21, 2026
Council - September 21, 2026.pdf
Sept 2026_West Washington Street Design Study.pdf
SKM_C361i26091412200.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2026-1943:** Community Grant Policy Review
1736 - Community Funding Policy.pdf
1736 - Community Grant Applicaiton.pdf

10. NEW BUSINESS

: **2026-1796:** Stormwater Update from Greenway Engineering (Presentation)
Greenway Stormwater Assessment Agreement 4-29-25.pdf

7037 - Charles Town Drainage Study Report Part 1 GE Signed Reduced 2026.04.23.pdf

: **2026-1936:** Parks and Recreation Department Transfer to Move from Community Development Division to Operations Division

: **2026-1944:** Board of Parks and Recreation Commission and Board of Zoning Appeals Appointments
Boards and Commissions Application DShirkey_unflat.pdf

: **2026-1945:** 2026 Integrated Preparedness Planning Workshop Discussion
2026 IPPW, Welcome Letter [PDF].pdf

: **2026-1947:** Letter of Support for Charles Town Now's Hometown Grant Application
Letter of Support for Charles Town Now - Hometown Grant.pdf

: **2026-1949:** 2027 Municipal Election Discussion

: **2026-1954:** Appeal of the Historic Landmarks Commission Ruling on the Facade Improvement Grant
HLC Report.pdf
FIP_GRANT_APPLICATION_2018.pdf
Staff Report.pdf

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2026-1938:** Article 135 - Update Municipal Ordinance 135 to reflect State Code 8A-2-3 Municipal Planning Commission.

12. APPROVAL OF BILLS

: **2026-1946:** Payment of Bills - September 21, 2026
CAPITAL RESERVE COUNCIL REPORT 2026-09-21.pdf
COUNCIL REPORT PCARD 9-21-2026.pdf
GEN FUND COUNCIL REPORT 2026-09-21.pdf
PARKS N REC COUNCIL REPORT 2026-09-21.pdf
09-21-26 GEN FUND TABLE DROP.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, Monday, October 5, 2026, at 7:00PM

: **2026-1950:** Charles Town Police Department August Statistical Report
August 2026 CTPD Stats.pdf

: **2026-1951:** Email from Specialty Equipment Market Association (SEMA)
2026 09 03 Charles Town Zoning Letter.pdf

: **2026-1952:** Resolution to Update the Comprehensive Plan - Signed
2026-007 - Resolution Authorizing and Directing the Updateof the Historically HIP Charles Town 2040 Comprehensive Plan.pdf

: **2026-1953 -** Non-Codified Ordinance - Old Town Mixed-Use Commercial Automotive Uses - Signed
2026-001 - An Ordinance Amending, Changing, and Modifying the Zoning Ordinance so that Article 1332 Shal be Modified to Change the Permitted Uses in the Old Town

Mixed-Use Commerical Zoning District - signed.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: 09/21/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1939: City Council Meeting Minutes - September 8, 2026

ATTACHMENTS:

- City Council Meeting Minutes - Sept. 8, 2026.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • September 8, 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	

Ms. Alissa Meeks, Interim City Manager; Ms. Stephanie Grove, City Attorney; Ms. Lori Nice, Finance Director; Mr. James Newman, City Planner; Ms. Roberta Meade-Curry, Long-Range Planner; 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

2026-1863: City Council Meeting Minutes - August 17, 2026

Hearing no changes, corrections, or additions, Mayor George declared the minutes approved.

3. PUBLIC COMMENT

Six people spoke about the Department of Environmental Protection (WV DEP) construction stormwater permit that was issued for the Sidewinder Raw Water Line to the Charles Town Utility Board (CTUB) and the issues related to the permit application. They would like to see CTUB restart the WV DEP application process and make sure it is done properly and with transparency.

Mr. Kevin Derr spoke on how he would like to see the City and the Board of Parks and Recreation work together on developing the Depot Land.

4. WARD REPORTS

Ward 1

Mr. Kratovil had nothing to report.

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Ms. Ricketts reported that the trees purchased through the BMP Tree Program will be delivered on September 18, 2026, and the Tree Board is looking for volunteers to help deliver those trees on Saturday, September 19, 2026.

Ward 2

Mr. Tester reported that he attended the Finance Committee and the Charles Town Car Show and thanked all the staff and volunteers that helped make the show successful.

Mr. Hynes reported that he attended the Finance Committee meeting and that the Huntfield pool is open and being enjoyed by the residents.

Ward 3

Mr. Hartman thanked his fellow council members for taking their position seriously and working together even when they disagree on a subject.

Mr. Roth reported that he feels the WV DEP permit should be removed, an investigation started to look into how that permit came about, and the application process begin again with full transparency.

Ward 4

Ms. Smith reported she attended The Old Opera House production "Theatre People".

Ms. Sugrue reported that she attended the Charles Town Merchant meeting, the "Walks About Nothing", and the Charles Town Car Show.

5. MAYOR'S REPORT

Mayor George reported that he attended The Old Opera House production "Theatre People", "Walks About Nothing", and the Charles Town Car Show.

6. COMMITTEE REPORTS

There were no committee reports at this meeting.

7. CITY MANAGER REPORT

2026-1866: City Manager's Report - September 8, 2026

Ms. Meeks reviewed the City Manager's Report.

2026-1870: FY2025 City of Charles Town Audit

Ms. Nice reported that the city audit came back clean without any issues.

8. POLICE CHIEF REPORT

Chief Kutcher reviewed the August Statistical Report. He reported that there were no issues during the Charles Town Car Show and that the department will be selling at auction a 2017 police cruiser that has engine failure.

9. UNFINISHED BUSINESS

2026-1848 - Public Hearing: TXA2026-01: Text Amendment - Old Town Mixed-Use Commercial Automotive Uses

Mr. Kratovil moved to open the public hearing. Mr. Hynes seconded the motion, and it passed by unanimous vote.

DRAFT

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

No one signed up for the public hearing.

Mr. Kratovil moved to close the public hearing. 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

2026-1862 - Second Reading: TXA2026-01: Text Amendment - Old Town Mixed-Use Commercial Automotive Uses

Mr. Kratovil moved to approve the second reading to update Table 1322.04, Zoning District Use Table of the City's Zoning Ordinance. 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

2026-1864: Depot Land Discussion

Mr. Hynes moved to remove the agenda item from the Table. Mr. Tester seconded the motion, and hearing no objections, Mayor George declared the agenda item removed.

Mr. Hynes moved that the City of Charles Town give management of the APUS parcels to the Charles Town Parks and Recreation Commission contingent on a Memorandum of Understanding (MOU) that is agreed upon between the City Council and the Commission. The Commission will include the parcels in the master plan, and the council will allocate $50,000.00 toward the $150,000.00 already budgeted for the Parks Master Plan. Mr. Roth seconded the motion, and it passed by unanimous vote.

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

2026-1865: Tree Removal from Sidewalk

Ms. Ricketts moved to remove the agenda item from the Table. Mr. Tester seconded the motion, and hearing no objections, Mayor George declared the agenda item removed.

DRAFT

After discussion it was agreed that since the tree was found to be owned by the city, no vote was required on this agenda item.

2026-1881: Hill Farm Property Pre-Annexation Agreement - Possible Executive Session

Mr. Tester moved to go into Executive Session for this agenda item and agenda item 2026-1875: Charles Town Utility Board (CTUB) General Manager Update. Mr. Hynes 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 empower the mayor to sign the Hill Farm Property Pre-Annexation Agreement and for the city attorney to work with the other party to get the agreement signed. 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

10. NEW BUSINESS

2026-1867: Sergeant Jason Newlin Civil Service Discussion

Sergeant Newlin withdrew from speaking with the Council about this agenda item.

2026-1868: Police and Firemen's Pension Annual Report

Mr. Hartman moved to accept the Police and Firemen's Pension Annual Report as presented. 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

2026-1869: Discussion on HB 2014 Data Center Guardrails

Mayor George moved to attend the HB2014 Data Center Guardrails meeting with the Jefferson County Commissioners on September 28, 2026, at 6:00PM and post it as a work session on the city's website. Mr. Tester seconded the motion, and it passed by unanimous vote.

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

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2026-1871: Jefferson County Commission's Housing Summit - Discussion on Participating

City staff will reach out to the Jefferson County Commission to gather more details about the meeting and what the guidelines would be for the city's participation.

2026-1872: TIF District Discussion

Mr. Roth moved to adopt the Tax Increment Financing District Option 1 to include Prospect Place, both commercial and residential properties, Evitts Run and all the park land along the Evitts Run corridor through Craig Hill Estates, but not Craig Hill Estates homes, the Hillsdale Shopping Center, Potato Hill, and cut off the southern tip of the map at Avis Street on S. George Street and to exclude any property that is not within the city limits of Charles Town. 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

Mr. Hynes moved to forward the map and a list of the capital projects that fall within the proposed TIF district to Piper|Sandler and Bowles Rice. Ms. Ricketts seconded the motion, and it passed by unanimous vote.

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

2026-1873: Resolution to Update the Comprehensive Plan

Mr. Hynes moved to approve the Resolution to Update the Comprehensive Plan. Ms. Sugrue seconded the motion, and it passed by unanimous vote.

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

2026-1874: Check Signature Authorization

Mr. Tester moved to remove Brent Manuel and designate Interim City Manager Alissa Meeks, Jeff Hynes, Nate Hartman, and Kevin Tester as the signers on all city bank accounts, except Parks and Recreation, Building Commission, Police Investigation Account, and Police Federal Equitable Account. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

2026-1875: Charles Town Utility Board (CTUB) General Manager Update - Possible Executive Session

General Manager Paul Mantello gave an update on the PSC case ruling (25-0263-w-3), the Huntfield tree root intrusion issue, the meeting with American Water on August 27, 2026, and the DEP investigation before going into Executive Session.

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

12. APPROVAL OF BILLS

2026-1876: Payment of Bills - September 8, 2026

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

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Kevin Tester
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 council. Hearing none, he adjourned the meeting.

14. INFORMATION ONLY - NEXT MEETING, Monday, September 21, 2026, at 7:00PM

2026-1877: Charles Town Police Department July Statistical Report

2026-1878: Charles Town Parks and Recreation June and July Meeting Minutes

2026-1879: FY2027 General Fund Revision #2

2026-1880: Proclamation Honoring the Distinguished Career of Patricia Kelican - signed

2026-1892: Charles Town Tree Board Oath - Greg Vickers

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DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/21/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1940: Finance Committee Report - September 8, 2026

ATTACHMENTS:

- FinanceCommitteeReport_08_September_2026_rmt.pdf

City of Charles Town Finance Committee Report
08 September 2026 Meeting

Drafted by: Jeff Hynes - Chair

Call to Order 12:01PM

1. **Persons present:** Finance Committee Members: Councilman Nate Hartman, Councilman Kevin Tester, Councilman Jeff Hynes; Interim City Manager Alissa Meeks, Finance Director Lori Nice, City Attorney Stephanie Grove

2. Unfinished Business

2026-1882: CIP/Budget Preparation – ClearGov Presentation

The Committee received a presentation from ClearGov about a possible online solution for our CIP/Capital Budget/Annual License and Project tracking needs. The committee has requested that Staff investigate whether our current ERP Provider, Tyler, offers similar modules. Committee expects to make a recommendation to Council in the coming months.

Recommendations to the City Council: None, information only

2026-1883: Financial Policy Update

As of the 8th of September, there has been one respondent to the RFP for this project.

Recommendations to the City Council: None, information only

2026-1884: TIF District Discussion

A brief discussion was held, and the Committee reiterated the need to keep this process moving forward. An item had already been requested for Charles Town City Council Meeting later that evening, so conversation was limited.

Recommendations to the City Council: None, information only

3. New Business

2026-1885: License Fee Waiver Request – Possible Executive Session

No requests.

Recommendations to the City Council: None, information only

2026-1886: B&O Fee Waiver Request – Possible Executive Session

No requests.

Recommendations to the City Council: None, information only

4. Finance Director Report

2026-1887: HDL Report

There was no HDL invoice to review for this meeting. Director Nice gave an update on a meeting with HDL that discussed new servicers the city may be interested in. These include supporting Charles Town with both the business license and tax processes from start to finish and would include mailing notices and following up on delinquent filers, etc... Staff are still in the exploratory stage currently.

Recommendations to the City Council: None, information only

2026-1888: August 2026 General Fund Budget Update

Director Nice presented the budget, and everything is on track at this point of the year.

Recommendations to the City Council: None, information only

2026-1889: August 2026 Capital Fund Budget Update

Director Nice presented the budget, and everything is on track at this point of the year.

Recommendations to the City Council: None, information only

2026-1890: August 2026 P&R Budget Update

Director Nice presented the budget, while Hotel/Motel receipts are still tracking low, there is no immediate cause for alarm.

Recommendations to the City Council: None, information only

2026-1891: August 2026 Account Balance Update

Director Nice presented the budget, and everything is on track at this point of the year.

Recommendations to the City Council: None, information only

Meeting adjourned at 2:10PM

Next Scheduled Finance Committee meeting October 13, 2026, 12:00PM.

FY 2026-2027
General Fund Budget

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

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
REVENUES								
300-050 Unassigned Fund Balance (Carryover)	2,208,120	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		854,587	854,587	1,167,409	42%	Property taxes	
301-060 Supplemental Taxes	40,000		12,685	12,685	27,315	32%	Property taxes owed from previous years, but paid in the current fiscal year	
302-000 Interest and Penalty	10,000		2,547	2,547	7,453	25%	Interest and penalties on property taxes	
303-000 Gas & Oil Severance Tax	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	9,194	35,845	45,040	254,960	15%	Public utility services taxes	
305-000 Business & Occupation (B&O) Tax	2,056,946	662,026	394,552	1,056,577	1,000,369	51%	B&O taxes as well as estimated receipts from HDL collections service efforts	
306-000 Liquor Tax	25,000	8,176		8,176	16,824	33%	Tax on purchase of intoxicating liquors	
307-000 Animal Control Tax	1,600		621	621	979	39%	This is donated back to the county each year under Dog Warden	
308-000 Hotel/Motel Tax	175,000	14,714	14,053	28,767	146,233	16%	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	18,181	17,689	35,869	224,131	14%		
321-000 Parking Violation Penalties	40,000	2,920	2,110	5,030	34,970	13%		
325-000 Business License Revenue	45,000	5,780	2,910	8,690	36,310	19%		
326-000 Building Permit Fees	750,000	68,133	56,882	125,016	624,984	17%	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		13,184	13,184	51,816	20%	Cable Franchise	
329-000 Rental Registration Fees	1,000			-	1,000	0%		
330-000 International Registration Plan (IRP) Fees	70,000	12,836	4,341	17,177	52,823	25%	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	206		206	1,494	12%	Revenue from utility bills for EMS (5 cents)	
340-000 Parks & Rec Fee	1,700	206		206	1,494	12%	Revenue from utility bills for parks and recreation (5 cents)	
342-000 Parking Meter Revenues	50,000	6,597	4,492	11,089	38,911	22%	Revenue from parking meters and parking permits including ParkMobile ap	
345-000 Rents & Concessions	60,000	5,730	5,730	11,460	48,540	19%	CTUB rental of 661 space ($30,000); CWH tenant rental ($30,000) Rouss Hall tenant rental ($5000)	
353-000 Zoning Fee	20,000	14,429	31,630	46,059	(26,059)	230%	Planning Commission zoning application fees	
355-000 Street Improvement Fee	150,000	16,046		16,046	133,954	11%	Revenue from utility bills for street improvements ($4 per month)	
365-040 Federal Government Grants	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	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	400,000		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	20,606	17,392	37,997	212,003	15%	Gaming receipts average $19K to $23K per month	
379-000 Gain/Loss - Sale of Fixed Assets	-	250		250	(250)			
380-000 Interest Income (Operating Acct)	25,000	1,912		1,912	23,088	8%	Interest on checking accounts	
381-000 Reimbursements	130,000	1,345	4,916	6,262	123,738	5%	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	17,195	229	17,424	(16,924)	3485%		
386-000 Insurance Claims	-		104,484	104,484	(104,484)			
392-000 Property Rehabilitation	7,500		100	100	7,400	1%	Vacant Structures Fees	
387-000 Filing Fees	200			-	200	0%	Filing Fees Revenue - Election in FY 2027. 1% of annual salary per person	
397-000 Video Lottery	700,000	24,043	1,396	25,438	674,562	4%	Video lottery receipts average $13.4K to $22.2K per week	
399-000 Misc Revenue	7,500	693	771	1,464	6,036	20%	Yard waste stickers and fingerprints	
399-010 Misc Revenue - CC Service Fees			1,054	1,054	(1,054)			
399-020 Special Events - WV Fest	15,000			-	15,000	0%	Vendor registration fees and sponsors for WV Fest	
399-030 Special Events - General	1,000	100		100	900	10%	Special activities fees	
399-040 Special Events - CW Hall	15,000	2,200		2,200	12,800	15%	CW Hall public rental fees	
399-070 Special Events - Car Show	7,500	1,155	945	2,100	5,400	28%	Car show registration and sponsors	
TOTAL REVENUES	**11,532,962**	**3,522,791**	**1,585,144**	**5,107,935**	**6,425,027**	44%		

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
EXPENSES								
ECONOMIC DEVELOPMENT - 402								
402-103 Salaries	83,000	9,062	6,105	15,166	67,834	18%	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement	
402-104 FICA	6,600	693	462	1,155	5,445	18%	FICA @ 7.65%	
402-105 Group Insurance	11,000	947	687	1,634	9,366	15%	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	816	549	1,365	5,635	19%	PERS I & II Employer Contribution 8%	
402-109 OPEB	650	50	50	100	550	15%	RHBT Insurance	Allowance for anticipated retirement insurance increase
402-110 Fringe Benefits	1,800	181	122	303	1,497	17%	457(b) Deferred Compensation Employer Contribution (3%)	
402-211 Telephone	500	33		33	467	7%	Cell phone	
402-214 Travel	3,000			-	3,000	0%	2 National Conferences; airfare, lodging, per-diem	
402-220 Advertising/Legal Publications	500			-	500	0%		
402-221 Training & Education	2,500	690		690	1,810	28%	Economic Development Certifications	
402-222 Dues & Subscriptions	3,100	51		51	3,049	2%	IEDC Membership (400), Music Subscription ($250); QR Code Subscriptions ($180); Map Ap Subscription ($2100); Imagine AI ($100)	
402-223 Professional Services	3,000		200	200	2,800	7%	Engineering services, appraisals, renderings	
402-341 Departmental Supplies	5,000	1,776		1,776	3,224	36%	Promotional items for events and City marketing and other departmental supplies. Welcome bags for new residents ($1,000)	
TOTAL ECONOMIC DEVELOPMENT	**127,650**	**14,300**	**8,175**	**22,475**	**105,175**	18%		
MAYOR'S OFFICE - 409								
409-101 Salary	12,500	1,000	1,000	2,000	10,500	16%	Mayor's Salary	
409-104 FICA Tax Expense	1,000	77	77	153	847	15%	FICA @ 7.65%	
409-211 Telephone	600	48		48	552	8%	Cell phone	
409-214 Travel Expense	2,000			-	2,000	0%	WV Municipal League conference & other trainings	
409-221 Training & Education	1,000			-	1,000	0%	WV Municipal League conference & other trainings	
409-341 Departmental Supplies	3,000	2,475		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	0%		
TOTAL MAYOR'S OFFICE	**22,100**	**3,599**	**1,076**	**4,675**	**17,425**	21%		
COUNCIL - 410								
410-101 Salaries	40,000	3,333	3,333	6,667	33,333	17%	Eight Council Members at $5,000 annual salary	
410-104 FICA Tax Expense	3,100	255	255	510	2,590	16%	FICA @ 7.65%	
410-214 Travel Expense	5,000			-	5,000	0%	WV Municipal League conference & other trainings	
410-221 Training & Education	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	0%		
TOTAL COUNCIL	**53,200**	**3,588**	**3,588**	**7,177**	**46,023**	13%		
CITY MANAGER - 412								
412-103 Salaries	205,000	22,857	57,744	80,602	124,398	39%		
412-104 FICA Tax Expense	18,000	1,749	4,417	6,166	11,834	34%	FICA Tax @ 7.65%	
412-105 Group Insurance	23,000	2,131	1,568	3,699	19,301	16%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
412-106 Retirement	18,000	2,057	912	2,969	15,031	16%	PERS I & II Employer Contribution 8%	
412-108 Overtime	2,500			-	2,500	0%		
412-109 OPEB	650	50	50	100	550	15%	RHBT Insurance	Allowance for anticipated retirement insurance increase
412-110 Fringe Benefits	6,200	683	222	904	5,296	15%	457(b) Deferred Compensation Employer Contribution (3%)	
412-211 Telephone	550			-	550	0%	Cell phone service	
412-214 Travel Expense	1,500			-	1,500	0%	WVML Trip, City Clerk Election Training	
412-220 Advertising	1,500			-	1,500	0%	Job advertising	
412-221 Training & Education	1,000			-	1,000	0%	WVML Conference, City Clerk Election Training	
412-222 Dues & Subscriptions	1,000	85	39	124	876	12%	ICMA and WVML Fees.	
412-223 Professional Services	50,500			-	50,500	0%	Background checks for City Manager candidates.	
412-341 Departmental Supplies	750		22	22	728	3%	Office Supplies	
TOTAL CITY MANAGER	**330,150**	**29,612**	**64,975**	**94,587**	**235,563**	29%		

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
TREASURER - 413								
413-103 Salaries	275,000	25,531	16,784	42,314	232,686	15%	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	2,055	1,389	3,445	19,555	15%	FICA Tax @ 7.65%	
413-105 Group Insurance	40,000	3,650	2,594	6,244	33,756	16%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
413-106 Retirement	25,000	2,062	1,407	3,470	21,530	14%	PERS I & II Employer Contribution 8%	
413-108 Overtime	3,700	1,334	1,510	2,845	855	77%		
413-109 OPEB	1,850	150	150	301	1,549	16%	RHBT Insurance	Allowance for anticipated retirement insurance increase
413-110 Fringe Benefits	7,100	725	503	1,229	5,871	17%	457(b) Deferred Compensation Employer Contribution (3%)	
413-214 Travel Expense	1,500			-	1,500	0%	Biannual Director & Acct. Clerk III - WV Government Finance Officers Association Training	
413-218 Postage	2,000			-	2,000	0%	Certified Mailings for collections communications	
413-220 Advertising/Legal Pubs	2,500			-	2,500	0%	Financial statement publication $625, Levy Estimate $425 and job advertising.	
413-221 Training & Education	1,000			-	1,000	0%	GFOA bi-annual trainings.	
413-222 Dues & Subscriptions	1,000	750	225	975	25	98%	GFOA memberships for Finance Director and Accounting Clerk III	
413-223 Professional Services	2,500			-	2,500	0%	Police pension annual report ($2100) Background Checks for New Hires ($100)	
413-224 Audit Costs	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	0%	Fees for collection services	
413-238 Refunds	50,000		22	22	49,978	0%		
413-341 Departmental Supplies	1,500	33		33	1,467	2%	Office Supplies	
413-353 Computer Software/Tech	45,000	35,294	5,261	40,555	4,445	90%	Tyler Technologies - Incode Annual License Fee ($35,000 for ERPRO 10 & $10,000 for ERPRO 9)	
TOTAL TREASURER	**574,650**	**71,585**	**29,847**	**101,431**	**473,219**	18%		
COURT CLERK - 415								
415-103 Salaries	72,000	8,026	5,286	13,312	58,688	18%	Court Clerk Salary, 2.5% merit, and holiday supplement	
415-104 FICA	5,900	614	407	1,021	4,879	17%	FICA Tax @ 7.65%	
415-105 Group Insurance	21,000	1,859	1,523	3,383	17,617	16%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
415-106 Retirement	6,000	722	494	1,216	4,784	20%	PERS I & II Employer Contribution 8%	
415-108 Overtime	1,000		198	198	802	20%		
415-109 OPEB	650	50	50	100	550	15%	RHBT Insurance	Allowance for anticipated retirement insurance increase
415-110 Fringe Benefits	2,300	235	159	394	1,906	17%	457(b) Deferred Compensation Employer Contribution (3%)	
415-214 Travel	500			-	500	0%	Court Clerk training	
415-218 Postage	500			-	500	0%	Certified mailings for court communications	
415-220 Advertising/Legal Publications	-			-	-			
415-221 Training & Education	750			-	750	0%	WVML training and Election training.	
415-230 Contracted Services	25			-	25	0%	Flu shot	
415-238 Refunds	1,000			-	1,000	0%		
415-341 Departmental Supplies	750		31	31	719	4%	Ink cartridges, paper stock	
TOTAL COURT CLERK	**112,375**	**11,507**	**8,148**	**19,655**	**92,720**	17%		
POLICE JUDGES - 416								
416-103 Salaries	44,000	3,250	3,000	6,250	37,750	14%	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	249	230	478	3,122	13%	FICA Tax @ 7.65%	
416-214 Travel	500			-	500	0%	WV State mandated annual training for magistrates & judges	
416-221 Training & Education	1,000			-	1,000	0%	WV State mandated annual training for magistrates & judges	
416-223 Professional Services	1,000	280		280	720	28%	Fees for translator.	
TOTAL POLICE JUDGES	**50,100**	**3,779**	**3,230**	**7,008**	**43,092**	14%		

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY ATTORNEY - 417								
417-103 Salaries	170,000	18,883	12,720	31,603	138,397	19%	Attorney salary plus 2.5% merit and holiday supplement	
417-104 FICA	13,600	1,445	973	2,417	11,183	18%	FICA @ 7.65%	
417-105 Group Insurance	2,000	333	2	335	1,665	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	1,699	1,145	2,844	12,156	19%	PERS I & II Employer Contribution 8%	
417-109 OPEB	-			-	-		RHBT Insurance	
417-110 Fringe Benefits	5,500	566	382	948	4,552	17%	457(b) Deferred Compensation Employer Contribution (3%)	
417-211 Telephone	250	19		19	231	8%	Cell phone service	
417-214 Travel	2,000			-	2,000	0%	Travel allowance for WVML and various trainings.	
417-221 Training & Education	2,000			-	2,000	0%	WVML and other CLE registrations.	
417-222 Dues & Subscriptions	6,000			-	6,000	0%	Bar license and West Law legal research database subscription. IMLA membership.	
417-223 Professional Services	50,000			-	50,000	0%	Cost for outside legal council	
417-341 Departmental Supplies	750	40		40	710	5%	Office supplies	
TOTAL CITY ATTORNEY	**267,100**	**22,986**	**15,221**	**38,207**	**228,893**	14%		
ENFORCEMENT AGENCY - 425								
425-103 Salaries	65,000	7,539	4,769	12,308	52,692	19%	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance	
425-104 FICA	5,200	577	360	937	4,263	18%	FICA @ 7.65% of Salary	
425-1.05 Group Insurance	11,000	921	687	1,608	9,392	15%	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	637	429	1,066	4,434	19%	PERS I & II Employer Contribution 8%	
425-109 OPEB	650	50	50	100	550	15%	RHBT Insurance	Allowance for anticipated retirement insurance increase
425-110 Fringe Benefits	2,200	212	143	355	1,845	16%	457(b) Deferred Compensation Employer Contribution (3%)	
425-211 Telephone	500	19		19	481	4%	Cell phone service	
425-214 Travel	3,000			-	3,000	0%	International Code Council Conferences	
425-218 Postage	1,500	23		23	1,477	2%	Certified Mailings	
425-220 Advertising/Legal Publications	500			-	500	0%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices	
425-221 Training & Education	2,000			-	2,000	0%	International Code Council Conferences	
425-222 Dues & Subscriptions	500	5		5	495	1%	ICC Membership ($170), WV Code Official Dues ($40), Code Inspection License ($75), International Property Maintenance Code	
425-230 Contracted Services	25,000			-	25,000	0%		
425-230 Nuisance Properties - Contracted Services	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	0%	Nuisance Properties housing relocation	
425-330 Vacant Properties - Contracted Services	24,000		250	250	23,750	1%	Allowance for vacant structures costs pertaining to Article 1759 Vacant Buildings. Supported by Vacant Structures Funds.	
425-341 Departmental Supplies	2,500			-	2,500	0%	Code books, door hangers, office supplies	
425-345 Uniforms	1,500			-	1,500	0%	Jackets & shirts	
TOTAL ENFORCEMENT AGENCY	**223,550**	**9,983**	**6,689**	**16,672**	**206,878**	7%		
REGIONAL DEVELOPMENT AUTHORITY - 435								
435-222 Dues & Subscriptions	11,500	11,304		11,304	196	98%	Region 9 Assessment	
TOTAL REGIONAL DEVELOPMENT AUTHORITY	**11,500**	**11,304**	**-**	**11,304**	**196**	98%		
TOTAL CITY ADMINISTRATION	**2,846,025**	**471,885**	**216,390**	**688,275**	**2,157,750**	24%		

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
BUILDING INSPECTIONS - 436								
436-103 Salaries	93,000	10,713	6,907	17,619	75,381	19%	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance	
436-104 FICA	7,500	820	526	1,346	6,154	18%	FICA @ 7.65% of Salary	
436-105 Group Insurance	2,100	370	2	372	1,728	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	923	622	1,544	6,456	19%	PERS I & II Employer Contribution 8%	
436-109 OPEB	-			-	-		RHBT Insurance	
436-110 Fringe Benefits	3,000	307	207	515	2,485	17%	457(b) Deferred Compensation Employer Contribution (3%)	
436-211 Telephone	500	20		20	480	4%	Hot spot for tablet	
436-214 Travel	3,000			-	3,000	0%	ICC Conference; lodging, meals, gas	
436-220 Advertising/Legal Publications	500			-	500	0%	Job posting ads	
436-221 Training & Education	2,000			-	2,000	0%	ICC conferences and WV State Code Conference.	
436-222 Dues & Subscriptions	500			-	500	0%	ICC membership dues and Commercial & Residential Building inspection license	
436-223 Professional Services	50,000	1,750	125	1,875	48,125	4%	To cover expenses associated with inspections; compliance.	
436-341 Departmental Supplies	2,500	55		55	2,445	2%	Office supplies and code books	
436-345 Uniforms	1,500			-	1,500	0%	Jackets & shirts	
436-353 Computer Software/Tech	500			-	500	0%	Blue Beam-Plan review software	
TOTAL BUILDING INSPECTIONS	**174,600**	**14,957**	**8,389**	**23,346**	**151,254**	13%		
PLANNING & ZONING - 437								
437-103 Salaries	361,000	31,480	24,042	55,522	305,478	15%	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	2,408	1,809	4,218	24,782	15%	FICA @ 7.65% of Salary	
437-105 Group Insurance	73,000	4,733	3,734	8,467	64,533	12%	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	2,833	2,079	4,912	25,088	16%	PERS I & II Employer Contribution 8%	
437-108 Overtime	1,000			-	1,000	0%		
437-109 OPEB	2,450	150	150	301	2,149	12%	RHBT Insurance	Allowance for anticipated retirement insurance increase
437-110 Fringe Benefits	10,000	661	530	1,191	8,809	12%	457(b) Deferred Compensation Employer Contribution (3%)	
437-211 Telephone	1,000	63		63	937	6%	Director's department cell phone	
437-214 Travel	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	0%	Certified mailings, legal notices, and yard sign postings	
437-220 Advertising/Legal Publications	4,500	215		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	0%	ICMA Gettysburg Leadership Institute ($1800), MGO Conference, Annual Conferences	
437-222 Dues & Subscriptions	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	179		179	4,821	4%	GIS Aerial imagery, Background Checks	
437-230 Contracted Services	45,000			-	45,000	0%	Engineering and routine plan review; bond assessments	
437-238 Refunds	1,500			-	1,500	0%	Permit Refunds	
437-341 Departmental Supplies	3,250	48	408	456	2,794	14%	Public hearing signs, office supplies, and promotional supplies	
437-353 Computer Software / Tech	11,000		730	730	10,270	7%	MyPermit Now Monthly Fees (10,000), ArcGIS ($1000)	
TOTAL PLANNING & ZONING	**591,200**	**42,771**	**33,482**	**76,253**	**514,947**	13%		
TOTAL BUILD INSPECTION, P&Z, & ENFORCEMENT AGENCY	**$ 989,350**	**$ 67,711**	**$ 48,560**	**$ 116,271**	**$ 873,078**	12%		
ELECTIONS - 438								
438-220 Advertising/Legal Publications	500			-	500	0%	Publish ballot multiple times	
438-230 Contracted Services	5,000			-	5,000	0%	Poll workers compensation for early voting and day of election.	
438-341 Departmental Supplies	3,000			-	3,000	0%	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers	
TOTAL ELECTIONS	**8,500**	-	-	-	**8,500**	0%		

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY HALL - 440								
440-103 Salaries	110,000			-	110,000	0%	Director of Operations Salary, 2.5% merit, and holiday supplement	
440-104 FICA Taxes	8,800			-	8,800	0%	FICA @ 7.65%	
440-105 Group Insurance	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	1		1	8,999	0%	PERS I & II Employer Contribution 8%	
440-109 OPEB	650			-	650	0%	RHBT Insurance	Allowance for anticipated retirement insurance increase
440-110 Fringe Benefits	3,700			-	3,700	0%	457(b) Deferred Compensation Employer Contribution (3%)	
440-211 Telephone	15,000	1,104	1,003	2,107	12,893	14%	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	2,054	4,154	6,208	58,792	10%	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	0%	WV Municipal League Election Training in Charleston, WV and annual HR conference	
440-215 Repair & Main. Bldg & Grounds	5,000			-	5,000	0%	City Hall, Rouss Hall, & CW Hall elevator services inspections and certifications.	
440-218 Postage	6,000	35	406	441	5,559	7%	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	20,667	19,607	40,274	209,726	16%	CWH Loan ($200,000), CTUB Rent ($30,600), Postage Lease($1500), City Copier Rental, Plat Printer	
440-220 Advertising/Legal Publications	6,000	209		209	5,792	3%	American Legal Publishing online ordinance updates, job postings, and board vacancy advertisements	
440-221 Training & Education	1,000			-	1,000	0%	WV Municipal League Election Training in Charleston, WV and annual HR conference	
440-222 Dues & Subscriptions	6,500	281	15	296	6,204	5%	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	3,600	2,050	5,650	19,350	23%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.	
440-226 Insurance & Bonds	240,000	232,252		232,252	7,748	97%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial	
440-230 Contracted Services	235,000	2,263	19,296	21,559	213,441	9%	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	10,299	11,489	21,788	8,212	73%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	
440-237 Other Fees/Taxes	1,500	77	16,181	16,257	(14,757)	1084%	Ambulance fees	
440-341 Departmental Supplies	15,000	561	1,241	1,802	13,198	12%	City wide office supplies, toiletries, kitchen supplies, and water	
440-353 Computer Software / Tech	16,500	16,240		16,240	260	98%	Granicus Annual License - $10,000 - Agenda management, Online training, Audio/Visual software for livestreaming meetings VCS - $5000	
TOTAL CITY HALL	**1,073,650**	**289,643**	**75,441**	**365,084**	**708,566**	34%		
CONTRIBUTIONS/TRANSFERS - 444								
444-568 Contributions - Community Partnership Grants	100,000			-	100,000	0%	Citizens Fire Co. $10,000; Independent Fire Co. $10,000; Library $20,000; Jef. Co. Com. Ministries $10,000; and EPTA $50,000.	
444-568 Community Grants	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	0%		Contribution to support annexation costs
444-568 Contributions - Revive Grant	259,000	25,000		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	54,500	4,442	5,000	9,442	45,058	17%	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	0%		
444-568 Contributions - Sidewalk Improvement Program	35,000			-	35,000	0%	Grant program to assist property owners with sidewalk repairs	Grant funds awarded in FY 2026
TOTAL CONTRIBUTIONS/TRANSFERS	**653,500**	**29,442**	**5,000**	**34,442**	**619,058**	5%		

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
PARKING - 571								
571-103 Salaries	49,000	5,186	3,184	8,371	40,629	17%	Parking Enforcement Officer salary, 2.5% merit, holiday supplement, and clothing allowance	
571-104 FICA Tax Expense	3,900	415	239	653	3,247	17%	FICA @ 7.65%	
571-105 Group Insurance	11,000	952	687	1,639	9,361	15%	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	298	191	489	4,011	11%	PERS I & II Employer Contribution 8%	
571-108 Overtime	1,000	233		233	767	23%		
571-109 OPEB	650	50	50	100	550	15%	RHBT Insurance	Allowance for anticipated retirement insurance increase
571-110 Fringe Benefits	1,700	142	96	237	1,463	14%	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	0%	Parking meter repairs and maintenance	
571-218 Postage	500			-	500	0%		
571-219 Bldg & Equipment Rental	500			-	500	0%		
571-220 Advertising / Legal Publications	500			-	500	0%	Job advertising	
571-230 Contracted Services	500			-	500	0%	Flu shot	
571-341 Departmental Supplies	5,000	2,876	1,069	3,945	1,055	79%	Office supplies, batteries, handheld printer paper	
571-345 Uniforms	750		470	470	280	63%	Jacket, shirts, patches, badge, etc.	
571-353 Computer Software/Tech	4,000	3,828		3,828	172	96%	United Public Safety/T2 annual fees	
TOTAL PARKING	**84,500**	**13,979**	**5,986**	**19,965**	**64,535**	24%		
TRANSFERS - 698								
698-590 Transfers to Capital Reserve - Repaving	150,000	16,049	17,253	33,302	116,698	22%	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	-	100%		Transfer to Capital Fund to support capital projects
698-592 Transfers to Residual Fund	250,000		250,000	250,000	-	100%		Transfer to Residual Fund to build up Rainy Day savings
698-591 Transfers to Capital Reserve - Table Games	950,000	44,648	18,787	63,436	886,565	7%	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	**2,230,730**	**60,697**	**1,166,771**	**1,227,468**	**1,003,262**	55%		
CONTINGENCIES - 699								
699-568 Other Contributions	375,500			-	375,500	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	**375,500**	-	-	-	**375,500**	0%		

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
POLICE DEPARTMENT - 700								
700-103 Salaries	1,765,000	187,979	117,173	305,152	1,459,848	17%	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	12,672	7,455	20,127	136,873	13%	FICA Tax at 7.65%	
700-105 Group Insurance	265,000	19,991	14,869	34,860	230,140	13%	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	17,879	10,970	28,850	186,150	13%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)	
700-107 Police Pension	2,500			-	2,500	0%	Legacy CTPD Retirement System	
700-108 Overtime	200,000	29,274	13,706	42,980	157,020	21%	Shift coverage, late arrest/call out, special events, school events, court, etc.	
700-109 OPEB	11,000	752	752	1,505	9,496	14%	RHBT Insurance	Allowance for anticipated retirement insurance increase
700-110 Fringe Benefits	55,000	5,141	3,389	8,530	46,470	16%	457(b) Deferred Compensation Employer Contribution (3%)	
700-211 Telephone	12,000	852	707	1,558	10,442	13%	(4) department cell phones ($1750), WebEx phone services ($6300), Alarm phone line ($1350)	
700-213 Utilities	60,000	1,912	4,514	6,427	53,573	11%	Electric ($35,000), Internet Service ($12,000), MiFi/Cradle Points ($10,000)	
700-214 Travel	9,000	5,194	102	5,296	3,704	59%	Training, Conferences,etc. - (CALEA Conference 2nd Award - Omaha)	
700-215 R&M Building & Grounds	1,500			-	1,500	0%	Lights, Paint, Air Filters, Electrical supplies, Batteries	
700-216 R&M Equipment	10,000			-	10,000	0%	Generator service; radio & camera repair	
700-217 R&M Auto	50,000	16,649	440	17,089	32,911	34%	Air filters, vehicle repairs, state inspections, vehicle maintenance (brakes/rotors, tire repair/rotation, etc.)	
700-218 Postage	2,000	164	183	347	1,653	17%	Stamps, certified mail, UPS/FedEx, etc.	
700-219 Building & Equipment Rental	100,000	8,357	8,357	16,714	83,286	17%	661 Mortgage & copy machine leases	
700-220 Advertising/Legal Publications	5,500	963		963	4,537	18%	New Hire Ads 3-6 ads in local paper	
700-221 Training & Education	15,000			-	15,000	0%	WVSP Academy, 16 hours in-service/8 supervisor hours.	
700-222 Dues & Subscriptions	7,000		2,911	2,911	4,089	42%	WVCOP Dues, IACP, SRO, Journal, CALEA Annual Continuation Fee ($4,595)	
700-223 Professional Services	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	-	100%	Third party social worker services	
700-230 Contracted Services	30,000	2,144	1,325	3,469	26,531	12%	Cleaning Fees ($12,000), HVAC Service Maintenance 661 George St. ($5500), Alarm service ($6400)	
700-237 Other Fees & Taxes	250			-	250	0%	661 George St. Ambulance Fees	
700-341 Departmental Supplies	35,000	661	468	1,129	33,871	3%	Ammunition, office Supplies, cleaning supplies, water delivery	
700-343 Auto Supplies (Gas, Oil & Tires)	100,000	7,257	1,598	8,855	91,145	9%	Gas, oil changes and tires for police vehicles	Allowance for increase in fuel prices
700-345 Uniforms	35,000	3,801	745	4,546	30,454	13%	Class A, BDU, duty gear, insignia, ballistic vests ($4000 each), coats, etc.	
700-353 Computer Software/Tech	47,000	3,441	14,552	17,994	29,006	38%	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 ($12,000)	
TOTAL POLICE DEPARTMENT	**3,292,750**	**325,084**	**279,216**	**604,300**	**2,688,450**	18%		
POLICE-SPECIAL DUTY CROSSING GUARDS - 704								
704-103 Salaries	40,000		1,227	1,227	38,774	3%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA or merit. Holiday supplements.	
704-104 FICA Tax Expense	2,600		94	94	2,506	4%	FICA @ 7.65%	
704-341 Departmental Supplies	250			-	250	0%	Stop signs	
704-345 Uniforms	500			-	500	0%	Reflective jackets and vests	
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**43,350**	-	**1,320**	**1,320**	**42,030**	3%		
Total Police and Crossing Guards	**$ 3,336,100**	**$ 325,084**	**$ 280,536**	**$ 605,620**	**$ 2,730,480**	18%		

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
DOG WARDEN - 707								
707-567 Contributions	1,800			-	1,800	0%	City donates the dog tag fees to the County Animal Control.	
TOTAL DOG WARDEN	**1,800**	-	-	-	**1,800**	0%		
MAINTENANCE - 750								
750-103 Salaries	327,057	33,649	21,193	54,842	272,215	17%	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	2,589	1,645	4,234	25,766	14%	FICA @ 7.65%	
750-105 Group Insurance	55,000	2,865	2,140	5,005	49,995	9%	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	2,880	1,953	4,833	23,167	17%	PERS I & II Employer Contribution 8%	
750-108 Overtime	20,000	190	511	701	19,299	4%		
750-109 OPEB	1,850	100	100	201	1,649	11%	RHBT Insurance	Allowance for anticipated retirement insurance increase
750-110 Fringe Benefits	9,000	826	557	1,382	7,618	15%	457(b) Deferred Compensation Employer Contribution (3%)	
750-211 Telephone	2,000	111		111	1,889	6%	Field staff equipped with cell phones	
750-213 Utilities	10,000	106	177	283	9,717	3%	Maintenance building electric ($5000), water & sewer ($1500), and internet ($1200)	
750-214 Travel Expense	1,500			-	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed	
750-215 R&M Buildings and Grounds	77,000	1,728	593	2,321	74,679	3%	General maintenance and repairs of all city buildings.	Allowance for HVAC repair at PD from FY 2026
750-216 R&M Equipment	20,000	26		26	19,974	0%	Regular maintenance of fleet equipment, primary expense is street sweeper repairs.	
750-217 R&M Auto	10,000	2,301		2,301	7,699	23%	Regular maintenance of maintenance department and City vehicles	
750-219 R&M Bldg and Equip Rental	1,000			-	1,000	0%	Equipment rented as required to maintain various city buildings.	
750-220 Advertising	500		139	139	361	28%	Spring and Fall Cleanup. Additional city sponsored projects as required. Job advertising.	
750-221 Training & Education	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	0%	Camera subscription and CDL license fees	
750-223 Professional Services	500			-	500	0%	CDL physicals	
750-230 Contracted Services	50,000	1,379	2,626	4,005	45,995	8%	Trash service, box rental fees, snow removal and salt	
750-230 Contracted Services - Trees	20,000			-	20,000	0%	Tree services	
750-341 Departmental Supplies	40,000	3,192	379	3,571	36,429	9%	General maintenance supplies, Christmas decorations ($10,000), and light poles.	
750-343 Auto Supplies (Gas, Oil & Tires)	30,000	2,101		2,101	27,899	7%	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	0%	Reflective jacket, shirts, vests, and pants	
TOTAL MAINTENANCE	**743,907**	**54,040**	**32,016**	**86,055**	**657,852**	12%		
STREET LIGHTS - 751								
751-213 Utilities	135,000		10,177	10,177	124,823	8%	Street lights electric (Increase for allowance of Stone Spring street lights)	
TOTAL STREET LIGHTS	**135,000**	-	**10,177**	**10,177**	**124,823**	8%		

ACCOUNT	CURRENT BUDGET	JULY 2026	AUGUST 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
P&R - 900								
900-103 Salaries	61,000	6,738	5,227	11,965	49,035	20%	Parks Manager salary, 2.5% merit, holiday supplement.	
900-104 FICA	5,000	515	395	910	4,090	18%	FICA @ 7.65%	
900-105 Group Insurance	11,000	966	737	1,704	9,296	15%	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	606	409	1,015	3,985	20%	PERS I & II Employer Contribution 8%	
900-109 OPEB	650		136	136	514	21%	RHBT Insurance	Allowance for anticipated retirement insurance increase.
900-110 Fringe Benefits	2,000	202		202	1,798	10%	457(b) Deferred Compensation Employer Contribution (3%)	
900-211 Telephone	600	48		48	552	8%		
900-214 Travel Expense	2,000			-	2,000	0%		
900-221 Training & Education	1,500			-	1,500	0%		
900-341 Departmental Supplies	750			-	750	0%	Office supplies	
900-566 Contributions	107,500		27,357	27,357	80,143	25%	50% Hotel/Motel tax revenue to support Pool/Tennis/Park expenses in the Parks & Rec budget. Additional $20,000 donation from the City to the P&R for these expenses.	
TOTAL P&R	**$ 197,000**	**$ 9,076**	**$ 34,261**	**$ 43,337**	**$ 153,663**	22%		
VISITOR'S CENTER - 901								
901-567 Contributions	87,500		7,357	7,357	80,143	8%	50% of Hotel/Motel Tax Revenue Contribution to Jefferson County Visitor's Center.	
TOTAL VISITOR'S CENTER	**87,500**	-	**7,357**	**7,357**	**80,143**	8%		
FAIRS/FESTIVALS - 903								
903-220 Advertising/Legal Publications	2,000			-	2,000	0%	Event Advertising	
903-230 Contracted Services	35,000		3,600	3,600	31,400	10%	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	0%		
903-341 Departmental Supplies	25,000	4,805	500	5,305	19,695	21%	**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		500	500	4,500	10%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.	
TOTAL FAIRS/FESTIVALS	**67,100**	**4,805**	**4,600**	**9,405**	**57,695**	14%		
TOTAL EXPENSES	**11,532,962**	**1,026,734**	**1,804,965**	**2,831,699**	**8,701,263**	25%		
REVENUES OVER EXPENSES	$ (0)	$ 2,496,057	$ (219,821)	$ 2,276,236				

the city of Charles Town, WV

FY 2027 Capital Reserve Budget

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET REVENUES							
Capital Reserve Carryover	6,529,550	$ 6,529,550	$ 6,529,550	$ (0)	100%	$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	$ 880,730	$ -		Contributions from GF (Determined in July 2026 1st Revision)	
368-000 Contributions from GF - Lottery / Gaming Revenue	950,000	$ 18,787	$ 63,436	$ 886,565	7%	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.	
341-000 Developer Proffers	255,000	$ 29,376	$ 71,044	$ 183,956	28%	Developer Proffer fees.	
380-000 Interest on Bank Accounts & Other Sources	100,000		$ 7,748	$ 92,252	8%		
TOTAL REVENUES	**$ 8,715,280**	**$ 7,458,443**	**$ 7,552,507**	**$ 1,162,773**	**87%**		

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER 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	0%	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	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							
City Charter Re-write - 975-223 General Government Professional Services	60,000		$ -	$ 60,000	0%		
Comprehensive Plan Update - 975-223 General Government Professional Services	125,000		$ -	$ 125,000	0%		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	0%	$140,000 carried over from FY26.	
Zoning & Subdivision Ordinance Overhaul - 975-223 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 - 975-459 General Government Equipment	3,300	$ 3,205	$ 3,205	$ 95	97%	$3300 carried over from FY26.	
TOTAL OTHER - GENERAL GOVERNMENT	**$ 504,355**	**$ 3,205**	**$ 3,205**	**$ 312,945**	**1%**		
TOTAL GENERAL GOVERNMENT	**$ 584,485**	**$ 3,205**	**$ 3,205**	**$ 393,075**	**1%**		

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
976 PUBLIC SAFETY							
Equipment							
Body Worn Cameras - 976-460 Public Safety Capital Outlay Equipment	32,000		$ -	$ 32,000	0%		Replace 19 body worn cameras with expired warranties. Version V700
Office Chairs - 976-460 Public Safety Capital Outlay Equipment	8,100		$ -	$ 8,100	0%		Replace 24 dilapidated office chairs.
Officer Equipment - 976-460 Public Safety Capital Outlay Equipment	17,500	$ 6,951	$ 6,951	$ 10,549	40%	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	**$ 64,551**	**$ 6,951**	**$ 6,951**	**$ 10,549**	**11%**		
Information Technology							
Computer Replacement - 975-460 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 - 976-459 Public Safety Capital Outlay Vehicles	144,000		$ 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 - 976-459 Public Safety Capital Outlay Vehicles	48,000	$ 24,286	$ 24,286	$ 23,714	51%	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**	**$ 24,286**	**$ 165,136**	**$ 26,864**	**86%**		
Parking							
Parking Meters - 976-462 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	**$ 294,551**	**$ 31,237**	**$ 172,087**	**$ 75,413**	**58%**		

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER 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	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.)	
Charles Washington Hall - Painting of Exterior Windows/Doors/Trim - 977-457 Streets & Transportation Capital Outlay Buildings	60,000		$ -	$ 60,000	0%		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		-	-	0%		Repair damaged mortar at City Hall.
City Hall - Elevator Replacement - 977-457 Streets & Transportation Capital Outlay Buildings	70,000		-	-	0%		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	0%	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	0%		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	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 - Brick Repointing -977-457 Streets & Transportation Capital Outlay Buildings	20,000		$ -	$ 20,000	0%		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	0%	All window sills at Rouss Hall have peeling paint and rotted wood. ($209,975 carried over from FY26.)	
Rouss Hall - Apply roof coating - 977-457 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. ($31,250 carried over from FY26.)	
TOTAL BUILDINGS	**$ 767,655**	**$ -**	**$ -**	**$ 657,655**	**0%**		

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
Streets/Infrastructure							
Art Alley Brick Stamped Pavement - 977-458 Streets & Transportation Capital Outlay Other Improvements	25,000		$ -	$ 25,000	0%		Repave Art Alley and apply brick imprint.
Brick Sidewalk Replacement - Washington St. - 977-458 Streets & Transportation Capital Outlay Other Improvements	55,000		$ -	$ 55,000	0%		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	369,975		$ -	$ 369,975	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.)	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	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 - 977-458 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 - 977-461 Streets & Transportation Capital Outlay Stormwater Improvements	354,780		$ -	$ 354,780	0%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($125,955 carried over from FY26.)	Allowance to proceed to the full inventory and detailed analysis of Watersheds 1, 2, 3, 7, & 10
TOTAL STREETS/INFRASTRUCTURE	**$ 954,755**	**$ -**	**$ -**	**$ 874,755**	**0%**		
Vehicles							
Bucket Truck - 977-459 Streets & Transportation Capital Outlay Equipment	175,000		$ 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.)	
Dump Truck - 977-459 Streets & Transportation Capital Outlay Equipment	90,000		$ -	$ 90,000	0%		This dump truck includes a landscaping dump bed for hauling brush and snow
Street Sweeper - 977-459 Streets & Transportation Capital Outlay Equipment	350,000		$ 344,890	$ 5,110	99%	The current sweeper is unreliable and constantly being repaired.	
Pick-up Truck - 977-459 Streets & Transportation Capital Outlay Equipment	70,000		$ -	$ 70,000	0%	Replacement of 2016 truck to include emergency lighting and utility bed.	
TOTAL VEHICLES	**$ 685,000**	**$ -**	**$ 511,780**	**$ 173,220**	**75%**		
Streets & Transportation Other							
Charles Washington Hall - 2 Refrigerators - 977-459 Streets & Transportation Capital Outlay Equipment	8,000	$ 6,435	$ 6,435	$ 1,565	80%		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	0%		
Trash Can Replacement - Downtown - 977-459 Streets & Transportation Capital Outlay Equipment	70,000		$ -	$ 70,000	0%		Replace 40 deteriorating trash in the Downtown District
TOTAL STREETS & TRANSPORTATION OTHER	**$ 109,435**	**$ 6,435**	**$ 6,435**	**$ 103,000**	**6%**		
TOTAL STREETS & TRANSPORTATION	**$ 2,516,845**	**$ -**	**$ 511,780**	**$ 1,705,630**	**20%**		

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER 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	0%		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	0%		
TOTAL PARKS & RECREATION	**$ 450,000**	**$ -**	**$ -**	**$ 150,000**	**0%**		
Culture							
Christmas lights replacement along Washington & George Streets - 979-458 Culture & Recreation Other Improvements	25,000	$ 12,256	$ 12,256	$ 12,744	49%	Current lights are failing and need to be replaced.	
Historical Signs - 979-458 Culture & Recreation Other Improvements	10,000		$ -	$ 10,000	0%		
Wayfinding signage - 979-458 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**	**$ 12,256**	**$ 12,256**	**$ 320,144**	**4%**		
TOTAL CULTURE AND RECREATION	**$ 782,400**	**$ 12,256**	**$ 12,256**	**$ 470,144**	**2%**		
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	2,137,231		$ -	$ 2,137,231	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. $1,990,755 to JMP Pool Project.	
TOTAL EXPENSES	**$ 8,731,871**	**$ 46,698**	**$ 699,329**	**$ 7,197,851**	**8%**		
REVENUES OVER EXPENSES	**$ (16,592)**	**$ 7,411,745**	**$ 6,853,178**				

GRANT PROJECTS BUDGET

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 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	$ 42,188	$ 42,188	$ 68,927	38%	DOH reimbursement for the design of Phase III. ($111,115 carried over from FY26.)
TOTAL REVENUES	**$ 187,559**	**$ 42,188**	**$ 42,188**	**$ 145,371**	**22%**	
EXPENSES						
Augustine Avenue Trail Construction - Construction Phase II & III Encumbrance for FY27 - 979-458 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 - 979-458 Culture & Recreation Other Improvements	$ 111,115		$ 57,093	$ 54,022	51%	Phase III design expenses. ($111,115 carried over from FY26.)
TOTAL EXPENSES	**$ 187,559**	**$ -**	**$ 57,093**	**$ 130,466**	**30%**	
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ 42,188**	**$ (14,905)**			

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 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	$ -		$ -	$ -		
365-000 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.)
365-000 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 - 977-461 Streets & Transportation Capital Outlay Stormwater Improvements	$ 445,253	$ 1,781	$ 15,421	$ 429,832	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**	**$ 1,781**	**$ 15,421**	**$ 429,832**	**3%**	
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ (1,781)**	**$ (15,421)**			

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 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.
365-000 Federal Grants-Pool House LWCF	$ 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.)
365-000 Federal Grants-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 - 979-458 Culture & Recreation Other Improvements - **Pool 1**	$ 831,636	$ 2,870	$ 47,155	$ 784,481	6%	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 - 979-458 Culture & Recreation Other Improvements **- Pool 2**	$ 2,075,130	$ 832	$ 832	$ 2,074,298	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**	**$ 3,702**	**$ 47,987**	**$ 2,858,779**	**2%**	
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ (3,702)**	**$ (47,987)**			

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	634,187	132,335	$10,741 paid in FY 2025. $608,025 paid in FY2026. $15,421 paid in FY 2027.	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**	**1,314,961**	**132,335**		**Total**	**547,445**	**77,600**	**469,845**	

City's Outstanding Balance: 132,335
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	738,267	1,112,431	$690,280 paid in FY 2026. $47,987 paid in FY 2027.					
Total Cost	**4,893,451**	**Totals**	**3,701,390**	**1,850,695**	**1,850,695**	**Total**	**4,900,006**	**2,588,965**	**2,311,041**		**Total**	**1,850,698**	**819,893**	**1,030,805**	

City's Outstanding Balance: 2,311,041
Grant Outstanding Balance: 1,030,805

REPAVING BUDGET

ACCOUNT	FY 2027 CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
REVENUES							
Repaving Carryover	$ 1,571,997	$ 1,571,997	$ 1,571,997	$ 0	100%	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	$ 17,254	$ 33,302	$ 141,698	19%	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		$ 1,912	$ 18,088	10%		
TOTAL REVENUES	**$ 1,766,997**	**$ 1,589,251**	**$ 1,607,211**	**$ 159,786**	**$ 1**		
EXPENDITURES							
977-460 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 - Streets & Transportation Capital Outlay Street Paving	$ 1,416,997		$ -	$ 1,416,997	0%		
TOTAL EXPENSES	**$ 1,766,997**	**$ -**	**$ -**	**$ 1,766,997**	**$ -**		
REVENUES OVER EXPENSES	**$ 0**	**$ 1,589,251**	**$ 1,607,211**	**$ (1,607,211)**	**$ 1**		

the city of Charles Town, WV

FY 2027 P&R

REVENUES	CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE	FY 2027 BUDGET BALANCE	FY 2027 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	145,405	145,405	145,405	0	100%		FY 2026 carryover brought into FY 2027.
207-340-000 Pool Admission	32,000	6,264	7,858	24,142	25%		
207-340-010 Pool Concession Stand	8,000	1,852	2,603	5,397	33%		
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%		
207-340-100 Park Donations	6,000		-	6,000	0%		
207-340-120 Hotel/Motel	87,500	7,357	7,357	80,143	8%		
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	-		-	-			
207-340-700 Pavilion Rental	3,000	500	800	2,200	27%		
207-380-000 Interest on Investments	2,000		205	1,795	10%		
207-369-000 Contributions from GF	20,000	20,000	20,000	-	100%		
207-399-000 Misc. Rev.- CC Convenience Fees	1,000	98	133	867	13%		Convenience fees charged to customers to recover credit card processing costs.
TOTAL REVENUES	**325,755**	**181,476**	**184,361**	**141,394**	**110%**		

EXPENSES	CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE	FY 2027 BUDGET BALANCE	FY 2027 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
207-900-103 Salaries	91,825	16,805	20,438	71,387	22%	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	2,870	3,148	4,452	41%	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	894	1,397	14,803	9%	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	
207-900-215 Buildings and Grounds	12,000	825	982	11,018	8%	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	2,735	2,748	4,752	37%	Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts.	
207-900-217 Automobile Repair & Maintenance	1,000		-	1,000	0%		Air filters, vehicle repairs, state inspections, vehicle maintenance (brakes/rotors, tire repair/rotation, etc.)
207-900-220 Advertising/Legal Pub	500		-	500	0%	Publishing fees	
207-900-221 Training	3,000		-	3,000	0%	Certifications (10 @ $200), Food Handler's Card (10 @ @15)	Allowance for Park Manager Pool Operation Certification
207-900-222 Dues	120		-	120	0%	NRPA Membership	
207-900-226 Insurance & Bonds	-		-	-		Commercial Property, Umbrella Liability,	
207-900-230 Contracted Services	52,500	7,013	8,758	43,742	17%	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	4,161	4,161	1,840	69%	Landscaping at JMP per JB Smith Foundation Trust contribution.	
207-900-232 Bank Charges - CC Fees	1,000	197	252	748	25%		Credit card processing fees.
207-900-236 Refunds	500		-	500	0%		
207-900-237 Other Fees/Taxes	300		299	1	100%	Pool permit fee Health Department	
207-900-341 Departmental Supplies	8,000	349	2,806	5,194	35%	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	
207-900-342 Concession Stand Supplies	4,000	273	1,873	2,127	47%		
207-900-343 Auto Supplies (Gas, Oil & Tires)	1,500		-	1,500	0%		Gas, oil changes and tires
207-900-345 Uniforms	2,500		-	2,500	0%	Life guard bathing suits	
207-900-359 Capital Outlay	94,860		-	94,860	0%		
207-699-568 Contingencies	10,000		-	10,000			
TOTAL EXPENSES	**325,755**	**36,120**	**46,860**	**278,895**	**14%**		
REVENUES OVER EXPENSES	**0**	**145,356**	**137,501**				

SHELIA CLIFFORD TRUST CAPITAL PROJECT

REVENUES	CURRENT BUDGET	AUGUST 2026	FY 2027 YEAR TO DATE	FY 2027 BUDGET BALANCE	FY 2027 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	515,830	515,830	515,830	(0)	100%	Balance of portfolio at 2/28/26.	FY 2026 carryover brought into FY 2027.
207-340-216 Clifford Trust Restricted Donation	-		-	-		Trust.	
207-380-000 Interest on Investments	-		-	-		account.	
207-380-050 Dividends	15,000	1,553	3,047	11,953	20%	Dividends received on investments.	
207-380-100 Gains/ Losses on Investments	-		-	-		Gains/Losses received on investments.	
TOTAL REVENUES	**530,830**	**517,383**	**518,877**	**11,953**	**98%**		
EXPENSES	**CURRENT BUDGET**	**AUGUST 2026**	**FY 2027 YEAR TO DATE**	**FY 2027 BUDGET BALANCE**	**FY 2027 % BUDGET**	**FINANCE NOTES**	**REVISION #1 NOTES**
207-900-223 Professional Services	2,600	238	475	2,125	18%	$212.00 a month.)	
207-900-459 Clifford Trust Capital Expenditures	528,230		-	528,230	-	and heated bird baths with garden as specified in	
TOTAL EXPENSES	**530,830**	**238**	**475**	**530,355**	**0%**		
REVENUES OVER EXPENSES	**-**	**517,146**	**518,402**				

CITY OF CHARLES TOWN
BANK AND INVESTMENT ACCOUNTS
BALANCES AS OF AUGUST 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	$ 1,902,834		$ 1,902,834		General Fund operations.
Vacant Structures	9110	General	Bank of Charles Town	001-101-03	$ 24,431		$ 24,431		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	$ 122,745		$ 122,745		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	$ 1,505,575	$ 1,505,575		$ 1,505,575	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	$ 5,502,596	$ 5,502,596	$ -	$ 5,502,596	$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	$ 770	$ 770	$ -	$ 770	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	$ 68,872	$ -	$ 68,872		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	$ 127,268	$ -	$ 127,268		Funds restricted for limited police activities per Department of Justice guidelines.
Police Investigation Account	2814	Investigative	Bank of Charles Town	021-101-01	$ 48,832		$ 48,832		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	$ 231,739		$ 231,739		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	$ 6,741,751	$ 2,137,231	$ 4,604,520	$ 2,137,231	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	$ 1,642,210		$ 1,642,210	$ 1,402,162	Special revenue for resurfacing projects approved in FY 2025 Capital Budget.
207 PARKS & RECREATION FUND									
The Parks & Recreation Fund is designated to support the operations of the parks, the pool, and P&R programs. Parks & Recreation is a separate entify from the City. There are 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	$ 59,332		$ 59,332		Operating account for Parks and Recreation.
Parks & Rec Capital Improvement	7203	Parks & Recreation	Bank of Charles Town	207-101-05	$ 111,039		$ 111,039		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	$ 518,402		$ 518,402		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	$ 310,314	$ -	$ 310,314		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	$ 20,392		$ 20,392		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	$ 100,895		$ 100,895		Account is used to deposit bond funds from developers and held until projects are completed.

Total Bank Accounts……	**$ 19,040,099**			
Total Investment Accounts……	**$ 1,519,374**			
Total Funds……	**$ 20,559,473**	**$ 10,057,644**	**$ 10,501,830**	**$ 11,459,806**

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: 09/21/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1941: Personnel Committee Report - September 14, 2026

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/21/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1948: Board of Parks and Recreation Report - September 10, 2026

ATTACHMENTS:

- Meeting_Minutes_2026-08-13_v2 - Approved.pdf
- augustSpecialMeetingMinutes.pdf

City of Charles Town

Parks and Recreation Commission Report
August 2026

August 13, 2026 / 6:03 PM / City Hall

APPROVED

I. CALL TO ORDER:

Persons Present: Elizabeth Ricketts, Nick Zaglifa, Trudy Roth, Kevin Derr, Steven Galleher, Michael Slover (remote)

Absent: Alden Roth

Staff: Gavin Bailey, Lori Nice

Guests: Matt Ward, David Grozinsky

II. APPROVAL OF MINUTES:

July 2026 - *Approved* - **Motion:** E. Ricketts; **2nd:** T. Roth - *Unanimous*

III. UNFINISHED BUSINESS

2026-1799: Charles Town Public Pool Update

The Board received updates on the new pool finishing construction and its opening date of Monday July, 27th.

The Board discussed plans for a pool photoshoot and grand opening celebration. No definitive plans were set, but The Board plans on discussing these topics closer to the beginning of next pool season.

No Action.

2026-1800: Pool Operations Discussion

The Board discussed, but took no action on, instituting a swim test or a liability waiver tied to pool passes, and directed staff to follow up with Stephanie regarding the legal precedent for removing individuals from the pool. No action was taken on the youth accompaniment/age policy at this time.

The Board was notified of bathroom timer locks that were installed on the public facing toilet set for 8:00 AM–7:00 PM; staff will post signage communicating the hours to the public. The board then discussed whether there should still be a portable toilet near the pool house.

Motion: *Remove the portable toilet located nearest the pool and retain the second unit.*

Motion: T. Roth; **2nd:** E. Ricketts - *Unanimous*

The Board discussed the feasibility of installing a HVAC unit in the concession stand as a way to keep staff comfortable in high heat during the swim season and as a method to control moisture and rusting of equipment in the off season.

Motion: *Engage with an HVAC contractor to evaluate the concession stand for rust and condensation concerns and provide a recommendation to The Board.*

Motion: M. Slover; **2nd:** N. Zaglifa - *Unanimous*

2026-1801: Public-Private Partnership Between Charles Town and Ranson – Community Garden Discussion

The Board discussed the MOU draft for a public-private partnership between Charles Town and Ranson Community Garden. The Board decided it was willing to adopt the MOU with the following edits:

- Replacing the personal reference to the parks and recreation manager with "his or her designee"
- Adding "including the city's tree ordinance" at the end of section 4(e)
- Revising the term and termination clause so that the agreement renews only upon manual action before the end of the contract terms.

Motion: *Adopt the MOU with edits listed above.*

Motion: E. Ricketts; **2nd:** S. Galleher - *Unanimous*

2026-1802: CLEAN Parks Initiative

The Board reviewed the draft RFP for the CLEAN Parks Initiative and requested edits to the RFP. Edits include incorporation of the West End Revitalization Project, inclusion of a prioritized list of points of interest, adding a stated core objective of shading of the Evitts Run for the sake of water temperature control, and removing mention of specific dollar amounts. Staff will incorporate the requested edits, and the item will return at a future meeting.

Updates were given about the state of the project and the current process of requesting a no-cost extension.

The board requested staff to submit a formal request to the Charles Town Utility Board (CTUB) regarding the pipes near Evitts Run.

No Action.

2026-1803: Parks Master Plan Discussion

Staff requested that the prior RFP be added to the master plan binder.

Motion: *Table the Parks Master Plan discussion.*

Motion: E. Ricketts; **2nd:** N. Zaglifa - *Unanimous*

APPROVED

2026-1804: Happy Retreat MOU Special Meeting

Trail signage still needs to be installed.

No Action.

2026-1805: Happy Retreat Bridge Dedication

Motion: *Table the item pending further updates.*
Motion: E. Ricketts; **2nd:** N. Zaglifa - *Unanimous*

2026-1806: Charles Town Parks and Recreation Maintenance Plan

Board discussed the Maintenance Plan with plans to continue discussion in subsequent meetings.

No Action.

IV. NEW BUSINESS

2026-1818: FY2027 P&R Budget Revision #1

Lori Nice presented the proposed budget revision, which includes a new auto maintenance line and auto supplies line, carryover changes, and the reclassification of bank charges and merchant costs within revenue. The revision redistributes funds between the contingency and capital funds, requiring capital funds to be moved into operations in order to balance the budget.

Motion: *Approve the FY2027 P&R Budget Revision #1.*
Motion: E. Ricketts; **2nd:** N. Zaglifa - *Unanimous*

2026-1807: Shrub Planting Proposal at the Pool

The Board expressed a preference for the planting to be led as a Tree Board volunteer project. Staff will follow up with Aaron regarding additional details, and the item will be revisited at the September meeting.

Motion: *Approve the planting site proposal.*
Motion: E. Ricketts; **2nd:** S. Galleher - *Unanimous*

2026-1808: Signage at Jefferson Memorial Park

Staff will determine ownership of the charlestownparks.rec@gmail.com email address and the phone number 304-820-2735.

Motion: *Direct staff to cover the incorrect information on the tennis court sign in the most cost-effective manner.*
Motion: N. Zaglifa; **2nd:** E. Ricketts - *Unanimous*

2026-1809: Manager's Report

APPROVED

Parks Manager Gavin Bailey provided an update on current projects and answered questions from Board members, including plans to prepare a report on pool revenue.

No Action.

2026-1810: Park Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates, Other Parkland. Public Comment

David Grozinsky addressed The Board during public comment, expressing disapproval of the pool's age-related admission rules. He stressed the need for community inclusion over exclusionary blanket rules regarding age, and noted concerns about race and class disparities associated with the rules. He also spoke to the community's lack of "third spaces" for youth and the need for more opportunities to engage kids away from screens.

The Board also discussed a Rotary volunteer project to weed around the trees and mulch beds.

Motion: *Authorize the Parks Manager to coordinate with Rotary volunteers on a Day of Caring project, with supply costs not to exceed $500.*

Motion: E. Ricketts; **2nd:** T. Roth - *Unanimous*

V. ADJOURNMENT: 9:09 PM

VI. NEXT MEETING: Remote Special Meeting August 20, 2026 at 6:00pm

APPROVED

City of Charles Town

Parks and Recreation Commission Special Meeting Report
August 2026

August 20, 2026 / 6:03 PM / Remote Via Zoom

APPROVED

I. CALL TO ORDER:

Persons Present: Elizabeth Ricketts, Nick Zaglifa, Trudy Roth, Kevin Derr, Steven Galleher, Michael Slover, Alden Roth

Staff: Gavin Bailey

Guests: Matt Ward

II. UNFINISHED BUSINESS

2026-1847: CLEAN Parks Initiative

The Board was given a draft copy of the Clean Parks Green Infrastructure Master Planning RFP that contained edits discussed at the last board of parks and recreation meeting.

Motion: *To adopt RFP with the edits Matt Ward sent in an email that evening before the meeting commenced.*

Motion: N. Zaglifa; **2nd:** E. Ricketts – *Unanimous*

At the end of the meeting, Board Member Steve Galleher announced that he will be accepting a position at the City of Charles Town, and as to not create a conflict of interest, he was resigning his position as a board member of the Board of Parks and Recreation effective at the end of the special meeting.

V. ADJOURNMENT: 6:14 PM

VI. NEXT MEETING: Thursday September 10, 2026 6:00pm at City Hall

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/21/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1942: City Manager's Report - September 21, 2026

ATTACHMENTS:

- Council - September 21, 2026.pdf
- Sept 2026_West Washington Street Design Study.pdf
- SKM_C361i26091412200.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: September 21, 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

Happy Retreat Bridge Dedication: Chet Hines Bridge Dedication is scheduled for Friday, **October 2nd at 2PM.**

Parks Manager: The position for the Parks Manager will be vacant starting 9/23. The ad for the position has been posted with a review of applications starting October 2nd.

ADMINISTRATION, MAINTENANCE, AND OPERATIONS

New Staff: Mr. Steve Galleher and Mr. Carter Ray both start their positions on Monday, September 21 – Welcome, Steve and Carter, to the City of Charles Town.

Maintenance Yard: Plan to attend a Maintenance Facility Workshop on **Tuesday, October 6th, 5PM**. A zoom link is available for those attending remotely.

COMMUNITY AND ECONOMIC DEVELOPMENT

Wayfinding Signage: Wayfinding Signs are officially up. A ribbon-cutting will be announced soon.

Community Engagement Award: Congratulations to Liz Cook, on receiving the 2026 WV Brownfields Awards (Community Engagement Award). This award recognizes partners or communities who have demonstrated an exceptional commitment to community engagement and Liz won this award for launching the City's Walks About Nothing. (See Attached for additional information.)

Martin Luther King/Route 51 Study: A meeting was held on Monday, September 14, 2026 with Mr. Ed Compton, WV State Highway Engineer and his staff, as well as AMT consultants, and City officials and staff to discuss next steps in the MLK/Route 51 Study. A NEPA environmental review will take place and subsequent public outreach. **Attached is an overview of the project and page 27 indicates the conclusions** – traffic signal, streetscape improvements along WV 51 (MLK Jr. Blvd) and WV 51 (W. Washington Street), and Summit Point Road sidewalks.

Charles Street Design: A Kimley Horn surveyor has begun the utility markings along Charles Street and will begin a formal survey the week of 9/21. Anticipated survey completion is set for the end of October.

Hill Farm Partners LLC has officially signed the City's Pre-Annexation Agreement and submitted application. Next steps will be forthcoming at the October Planning Commission meeting.

Miss Willa's Ever-After Event: A book festival weekend is planned for September 25th and 26th that will bring in 2500 participants from 28 states. The Depot District will be used as part of the weekend's event.

West Washington Street Final Design Study Summary

State Project U219-51-7.00 02
Federal Project (EN) RHCH-0054(052(D



Prepared for

Prepared By

Summary

This study updates the WV 51 Feasibility Study by assessing traffic safety and pedestrian mobility along the WV 51 corridor—MLK Jr. Blvd., W. Washington Street, and Summit Point Road—in Charles Town. The area includes residential, commercial, and agricultural land uses connected by WV 51, CR 13, and CR 340/18, a network of two-lane roadways with varying speeds and conditions. These routes serve as key minor arterials and collectors, supporting modest truck traffic and providing essential local and regional connectivity.

Alternatives considered in the report were based on initial scoping discussions with the WVDOH, site visits, and through capacity analysis results of Existing & Design (No-Build) conditions.

Multiple countermeasures and improvements were recommended for consideration within the WV 51 corridor and study area, and broken down by intersection and roadway:

1. WV 51 (W Washington Street) with CR 340/18 (S West Street)/ N West Street Intersection

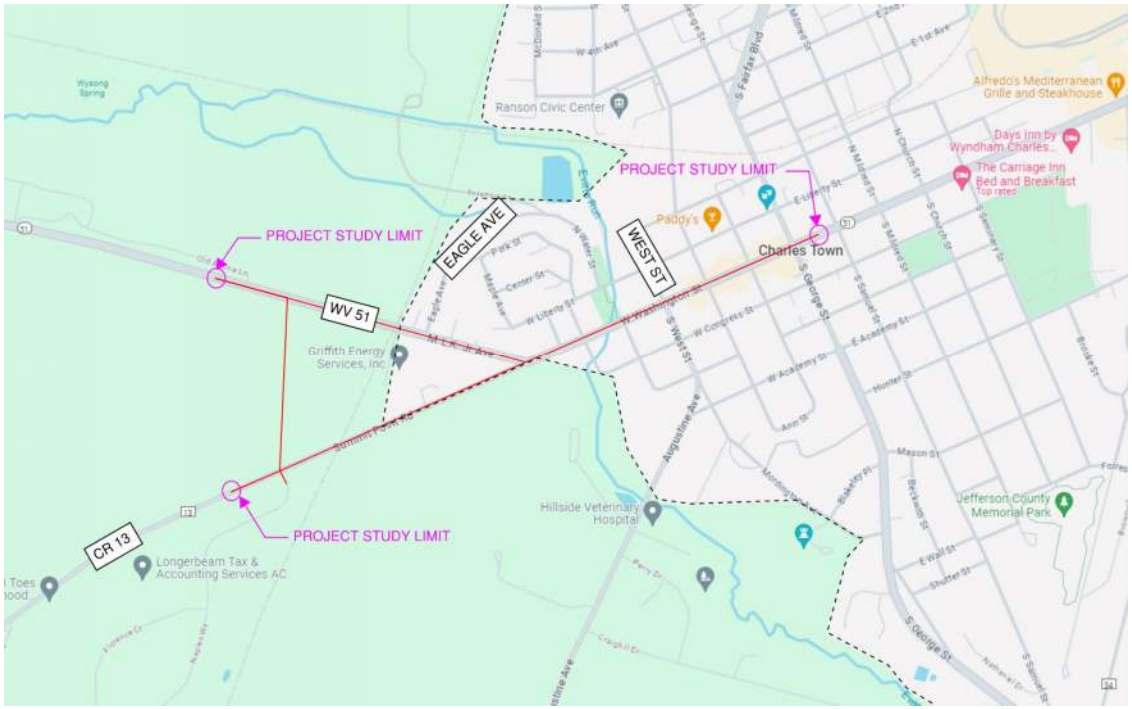
2. WV (W Washington Street / MLK Jr. Blvd.) with CR 13 (Summit Point Road) Intersection

3. WV 51 Streetscape Alternatives

4. CR 13 (Summit Point Road) Sidewalks

STUDY OVERVIEW

Study Area Overview

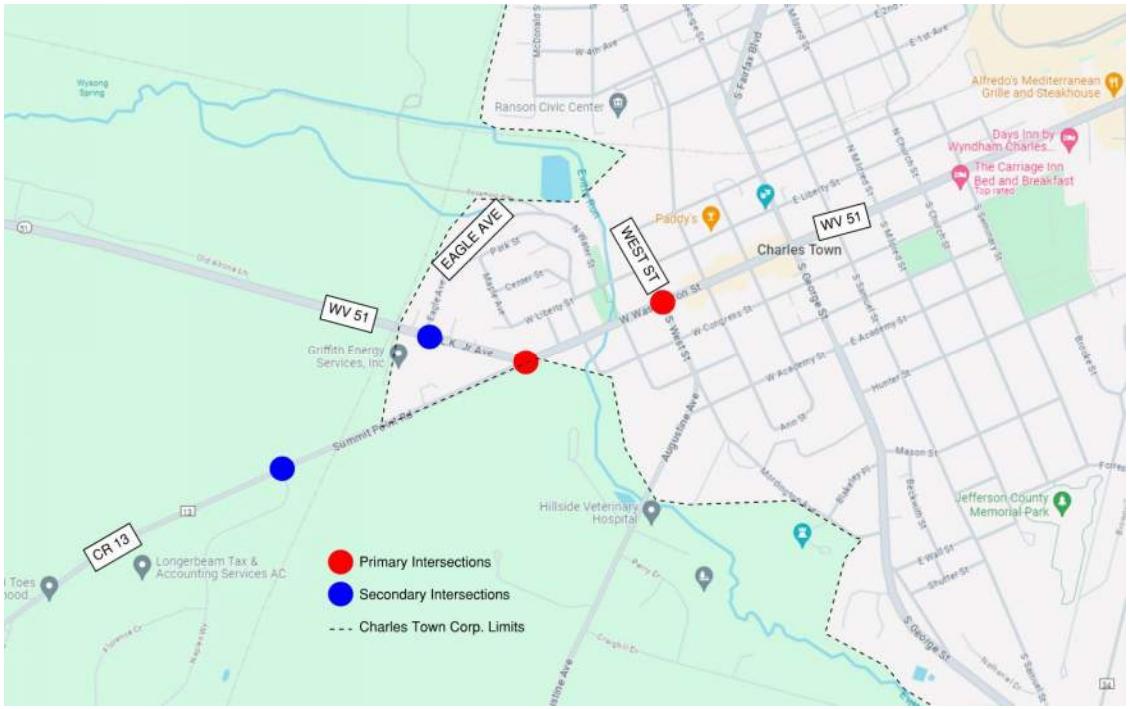


Project Extents

This Design Study covers the following locations:

- WV 51 (W. Washington Street / MLK Jr. Blvd.) from Old Altona Lane to S. George Street in Charles Town
- CR 13 (Summit Point Road) from just west of Naples Way to its intersection with WV 51.

Study Intersections Overview



Study Intersections

Building on the 2021 WV-51 Feasibility Study, the project evaluates potential intersection improvements to enhance traffic flow and safety at key locations:

- Primary Intersections
  - WV 51 (W Washington) at West Street
  - WV 51 (W Washington) at Summit Point
- Secondary Intersections
  - WV 51 (MLK Jr) at Eagle Avenue
  - CR 13 at Naples Way

Study Streetscapes Overview



Study Streetscapes

The study also assesses alternatives for streetscape upgrades

- WV 51 (MLK Jr)
- WV 51 (W Washington)
- CR 13 (Summit Point) sidewalks

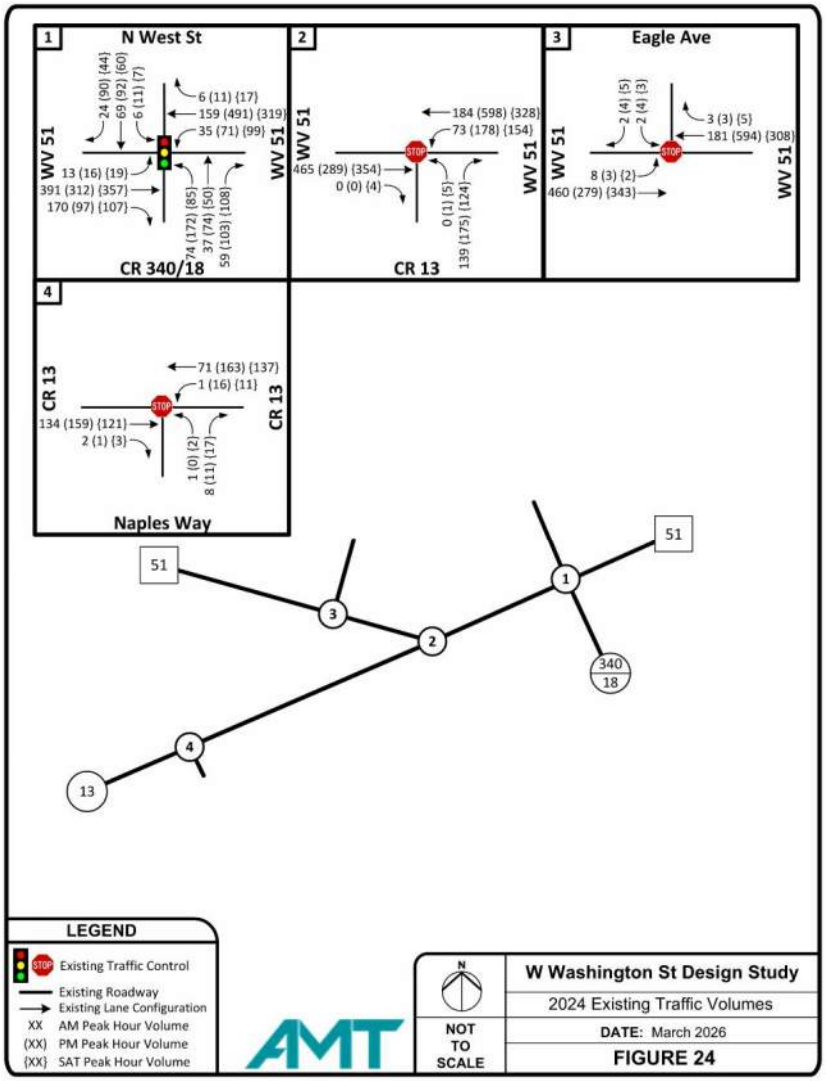
Existing Conditions - Traffic & Crash Data

Data Collection

Turning Movement Counts (TMC)

- 13-hour turning movement counts collected Wednesday, April 10, 2024 (6 AM–7 PM) with Jefferson County Schools in session
- Peak-hour counts collected Saturday, April 13, 2024 (11 AM–2 PM)
- Peak hour at WV 51 & CR 13 occurred 4:30-5:30 PM
- Approximately 4% trucks

Name	Code	State Functional Classification	Federal Functional Classification	Area	Direction	Speed Limit	Typical Roadway Paved Width (ft)	AADT (Year)	**Estimated Design AADT (2044)**
W Washington Street/MLK Jr Boulevard	WV 51	Feeder	Minor Arterial	Charles Town	E-W	25/50	38/22	10,915 (2024)	14,770
Summit Point Road	CR 13	Essential Arterial	Major Collector	Charles Town	N-S	25/45	22	3,682 (2024)	4,982
N West Street	CR 340/18	Essential Arterial	Major Collector	Charles Town	N-S	25	32	3,915 (2024)	5,298



Data Collection

WVDOH AASHTOWare Safety Portal

- Five-Year Data Period January 1, 2017 – December 31, 2021
- 51 Total Crashes
- 23 Intersection Crashes WB 51 at West Street
- 10 Intersection Crashes WV 51 at CR 13
- 15 Injury Crashes (1 Incapacitating, 4 Non-Incapacitating, 10 Possibly Injury)

Crash Type	Number of Crashes	Percent of Total
Total Crashes	51	100.00%
Fatal Crashes	0	0.00%
Non-Fatal Injury Crashes	15	29.41%
Property Damage Only Crashes	37	72.55%
Daylight Crashes	36	70.59%
Dark Crashes	15	29.41%
Dry Crashes	41	80.39%
Wet Crashes	10	19.61%

Crash Type	Number of Crashes	Percent of Total
Right Angle	9	17.65%
Angle (Front to Side) Opposite Direction	2	3.92%
Angle (Front to Side) Same Direction	0	0.00%
Head On	0	0.00%
Single Vehicle	8	15.69%
Rear End	26	50.98%
Sideswipe, Opposite Direction	1	1.96%
Sideswipe, Same Direction	5	9.80%

WV 51 at West Street Alternative Concepts

Alternative Concepts – WV 51 at West Street





Short-term Improvements Overview

The following low-cost, short-term safety countermeasures are recommended at the intersection of WV 51 (W Washington Street) with CR 340/18 (S West Street) / N West Street:

- Update change and clearance intervals
- Eliminate late-night flashing operation
- Add backplates to each of the existing signal heads on the WV 51 (W Washington Street) eastbound and westbound approaches.

Safety Improvements

Analysis indicates these safety improvements should help improve intersection safety

Alternative Concepts – WV 51 at West Street



Long-term Improvements Overview

- WV 51 eastbound approach exclusive right-turn lane (250-ft storage length) with new 5-head signal
- WV 51 westbound approach exclusive left-turn lane increased storage length (from 100-ft up to 250-ft storage length)
- CR 340/18 northbound approach addition of an exclusive left-turn lane (200-ft storage length) with new 5-head signal
- N West Street southbound approach exclusive left-turn lane increased storage length (from 75-ft up to 125-ft storage length)

Operational Improvements

Analysis indicates these traffic operations improvements will be needed to handle future traffic volume demands (2044 forecasted traffic)

WV 51 at CR 13
Alternative Concepts

Alternative Concepts – WV 51 at CR 13

Alternative 1 – Single-Lane Roundabout



Alternative 2 – WB 51 and CR 13 Connector Road



Alternative 3a – WV 51 and CR 13 Connector Road (One-Way WV 51 WB/One-way CR 13 NB)



Alternative 3b – WV 51 and CR 13 Connector Road (One-Way WV 51 EB/One-way CR 13 SB)



Alternative 4a – WV 51 Realignment to Single-Lane Roundabout at CR 13



Alternative 4b – WV 51 Realignment to Single-Lane Roundabout at CR 13 with One-way WB MLK Jr. Blvd.

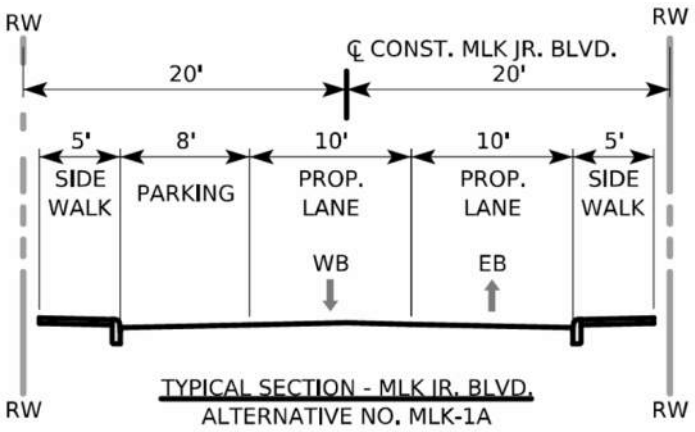


Alternative 5 – WB 51 at CR 13 Traffic Signal

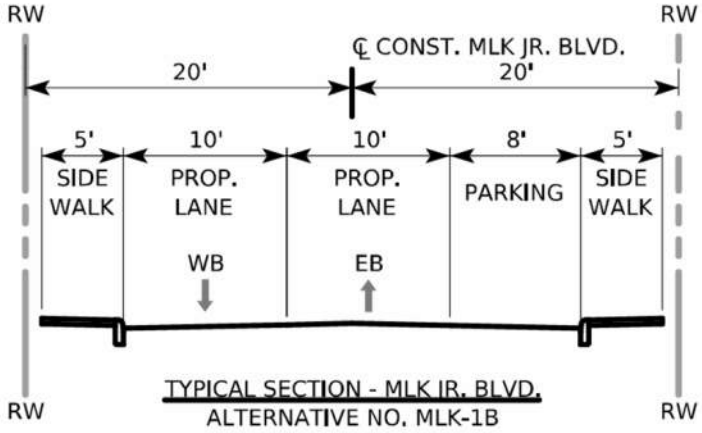


Streetscape Alternative Concepts

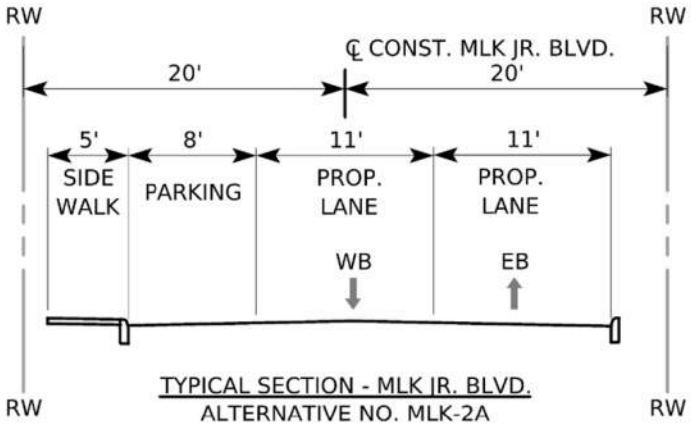
Alternative MLK-1a – Two-way Traffic with WB Parking Lane and EB/WB Sidewalks



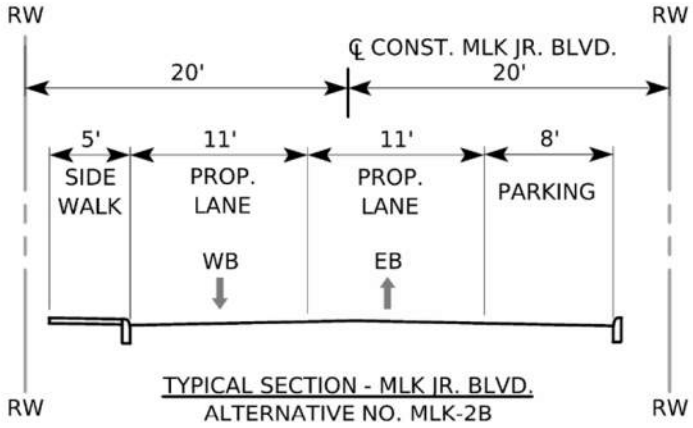
Alternative MLK-1b – Two-way Traffic with EB Parking Lane and EB/WB Sidewalks



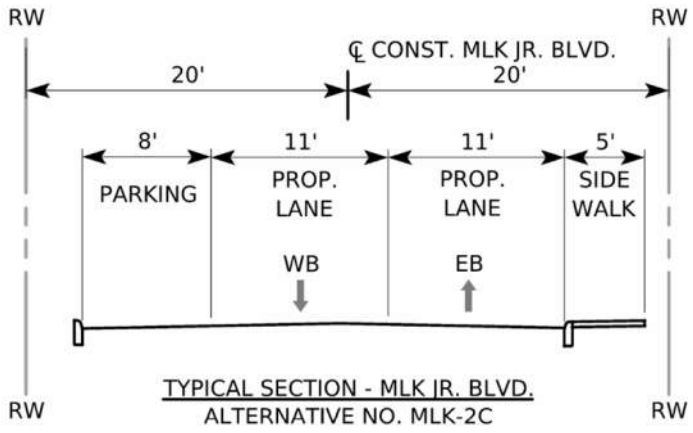
Alternative MLK-2a – Two-way Traffic with Sharrows, WB Parking Lane and WB Sidewalk



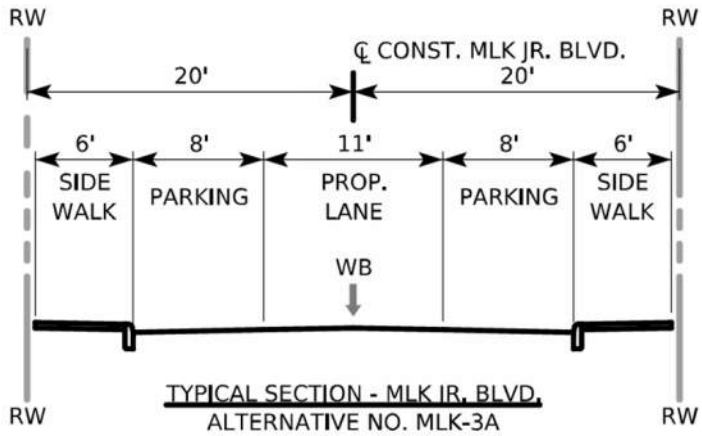
Alternative MLK-2b – Two-way Traffic with Sharrows, EB Parking Lane and WB Sidewalk



Alternative MLK-2c – Two-way Traffic with Sharrows, WB Parking Lane and EB Sidewalk

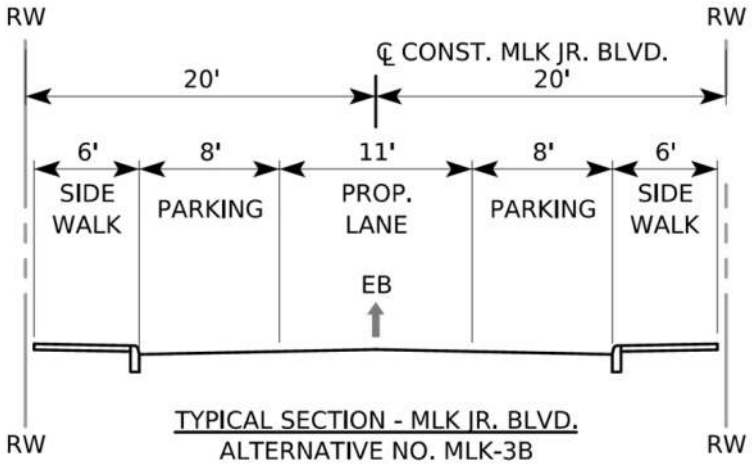


Alternative MLK-3a – One-way Traffic WB with Dual WB Parking Lane and Dual WB Sidewalks

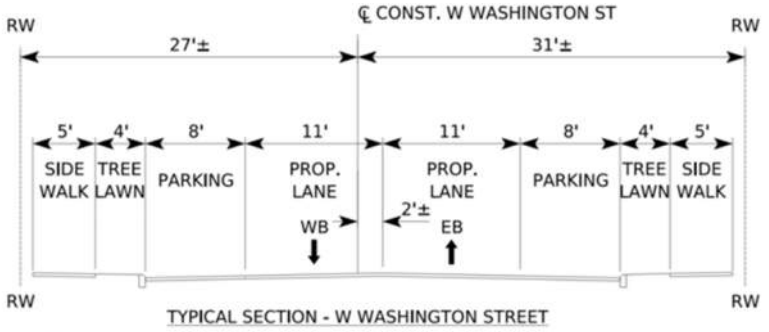


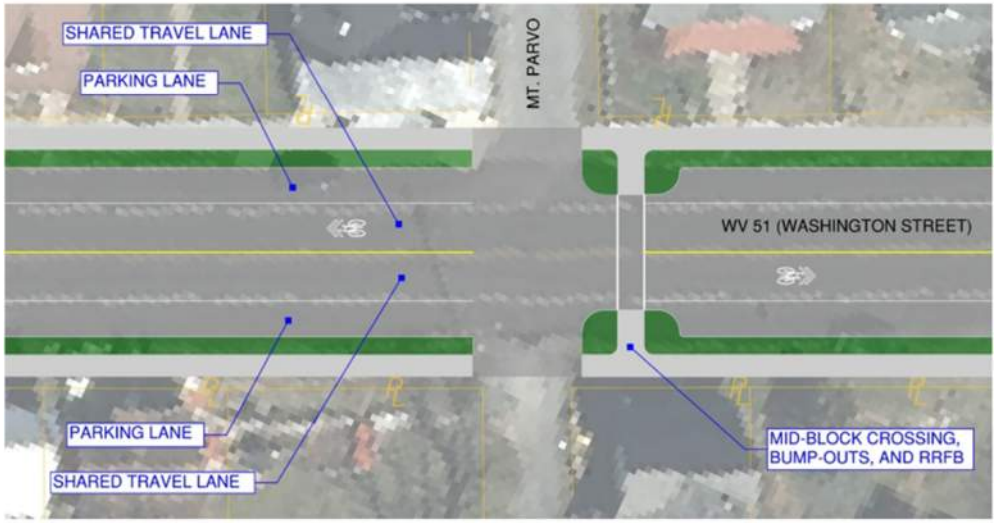
Alternative Concepts – Streetscapes

Alternative MLK-3b – One-way Traffic EB with Dual EB Parking Lane and Dual EB Sidewalks



West Washington Street

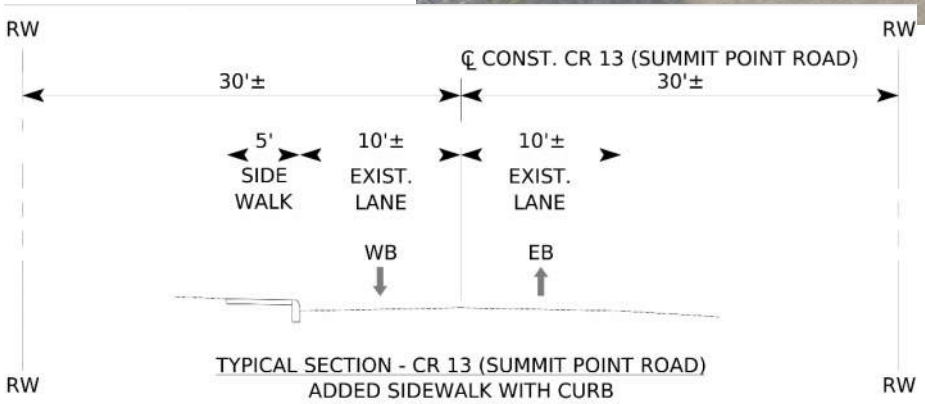




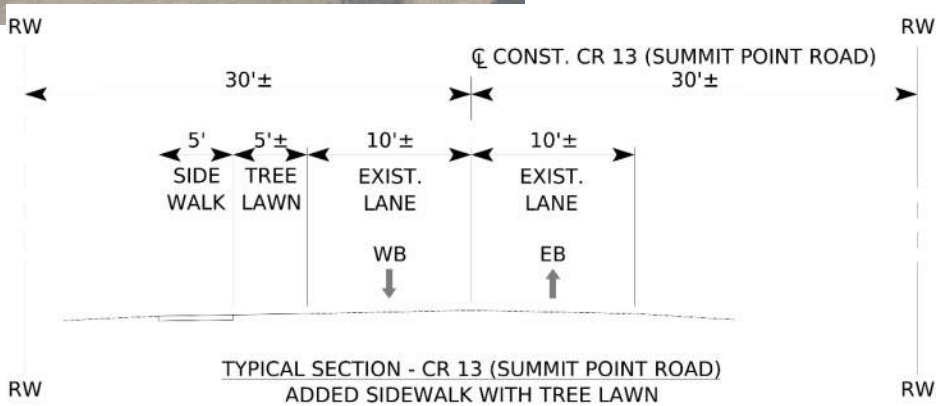
Alternative Concepts – Streetscapes

CR 13 (Summit Point Road) Sidewalk Concept





TYPICAL SECTION - CR 13 (SUMMIT POINT ROAD)
ADDED SIDEWALK WITH CURB



TYPICAL SECTION - CR 13 (SUMMIT POINT ROAD)
ADDED SIDEWALK WITH TREE LAWN

RECOMMENDATIONS / CONCLUSIONS

WV 51 at West Street Intersection

- Short-term Improvements: 1) Update change and clearance intervals, 2) Eliminate late-night flashing operation, and 3) Add backplates to each of the existing signal heads on the WV 51 (W Washington Street) eastbound and westbound approaches.
- Long-term Improvements: 1) WV 51 eastbound approach exclusive right-turn lane (250-ft storage length) with new 5-head signal, 2) WV 51 westbound approach exclusive left-turn lane increased storage length (from 100-ft up to 250-ft storage length), 3) CR 340/18 northbound approach addition of an exclusive left-turn lane (200-ft storage length) with new 5-head signal, and 4) N West Street southbound approach exclusive left-turn lane increased storage length (from 75-ft up to 125-ft storage length)

WV 51 at CR 13 Intersection

- Recommended Alternative: Alternative No. 5 – WV 51 at CR 13 Traffic Signal

WV 51 (MLK Jr. Blvd.) Streetscape Improvements

- Recommended Alternative: Alternative No. MLK-2b – Two-way Traffic with Sharrows, EB Parking Lane and WB Sidewalk

WV 51 (W Washington Street) Streetscape Improvements

- Implement streetscape with EB/WB parking lanes, EB/WB sidewalks, and a mid-block crossing with bump-outs and an RRFB at Mt. Parvo

CR 13 (Summit Point Road) Improvements

- Provide sidewalks along WB side of CR 13 from railroad to WV 51 intersection

2026 WV Brownfields Awards

WEST VIRGINIA BROWNFIELDS

September 10, 2026

The WV Brownfield Awards recognize the hard work and achievements in brownfields redevelopment from across the state. These awards recognize individuals and communities who have made major contributions to the redevelopment of brownfields in West Virginia.

Community Engagement Award

The **2026 Community Engagement Award** recognizes partners or communities who have demonstrated an exceptional commitment to community engagement, working closely with communities to identify and implement redevelopment priorities. This year's recipient is **Liz Cook with the City of Charles Town and Charles Town Now.**



Liz Cook is the Business Development & Downtown Coordinator for the City of Charles Town, West Virginia, where she leads downtown revitalization initiatives through her role in economic development and her facilitation of the Main Street America program. She is the creator of Walks About Nothing, an initiative that has transformed the way residents experience the downtown Main Street District. She is passionate about Charles Town and building a positive, engaged, community. With the City of Charles Town and as Executive Director of Charles Town Now, she has created an event that brings people together on a regular basis. Twice a month, a Walk About Nothing meets in downtown Charles Town and, while on a stroll through town to points of interest, the group discusses issues of consideration and concern throughout the community. In an effort to combat the broader societal loneliness challenge, "Charles Town Now" has created a place for people to come and meet neighbors, developed a volunteer pipeline, and enhanced communication between citizens and the city leaders. The events have grown from a few people several years ago to a high of over 70 people for special events. Thanks to Liz's leadership and city efforts, the Walk About Nothing has really turned into something!

Economic Development Award

The **2026 WV Brownfield Award in Economic Development** recognizes a project or community partner that has demonstrated excellence in economic development on one or more brownfield sites. This year's recipient is **Mountain Shore Properties.**

Mountain Shore Properties, under the leadership of Charles Wendell, has completed redevelopment projects across the country. In recent years, the team has turned its attention to two Fayetteville school buildings that had been vacant for several years.



Utilizing historic rehabilitation tax credits, Mountain Shore rehabilitated the former Fayetteville Elementary School into market-rate housing for the local Ascend program.



The gymnasium was converted into a co-working space also used by the program. In the summer of 2026, the Hill Hall Hotel opened in the former Fayetteville High School and contains 40 boutique hotel rooms, as well as the restaurant, Patsy's, named for Mr. Wendell's mother.

The family has deep ties to the area, with (at least) three generations of the Wendell family - Mr. Wendell, his parents, and his children - attending the schools. Additionally, Mr. Wendell's mother Patsy co-wrote the National Register nomination for the town of Fayetteville in 1990.

Environmental Impact Award

The **2026 Environmental Impact Award** recognizes a project, organization, individual, or community that has made a significant impact on the cleanup of environmental hazards through single or multiple projects. This year's recipient is the **ACF Industries Project.**



ACF Industries Huntington facility operated on a 26-acre property, building railroad wheels, then wooden railroad cars, then steel railroad cars, for over 130 years. At the height of their operations, nearly 2,000 people worked at this facility. Their biggest success was their center-flow covered hopper car, which started production in the early 1960's. By the 1990's, over 100,000 cars had been built. The market for its signature hopper car diminished by the 1990's, and most operations ceased in the early 2000's. The facility closed in 2010.

Huntington Municipal Development Authority purchased the property and began the process of site redevelopment planning, environmental site assessments, and demolition of multiple buildings.



The property was placed into the WVDEP's Voluntary Remediation Program in September of 2020. Only one building remains on the property, which is nearing renovation completion for the new home of the Marshall Advanced Manufacturing Center, featuring state-of-the art welding and robotic welding training programs, along with other program offerings. This new facility will increase student capacity by up to 75%, plus provide space for micro-courses, various certification testing, and space for industry projects. This project has a budget of ~$20M and is expected to open in October of 2026. MAMC plans to utilize additional space on this property at a later date.

In recognition of their strong partnership on this project, this award is presented to the Huntington Municipal Development Authority and the Marshall University Advanced Manufacturing Center.

Local Leadership Award

The **2026 Local Leadership Award** recognizes partners or communities that have demonstrated an exceptional commitment to community engagement by working closely with communities to identify and implement redevelopment priorities. This year's recipient is **Chris Rizer**.



Christopher Rizer is the Executive Director of Main Street Point Pleasant, where he currently manages the rehabilitation of four historic properties owned by the organization, supports upwards of $26 million in private investment, and lobbies intensively at the state and federal levels for the historic tax credit and other preservation programs. He also serves as Director of Mason County Tourism, Chairman of the Point Pleasant Historic Landmark Commission, and on the Boards of Directors of the Preservation Alliance of West Virginia, Rivers to Ridges Scenic Byway, Mason County Farmland Protection Board, and Point Pleasant River Museum. He holds an M.S. in Historic Preservation from the University of Vermont, and in his free time, is proudly restoring his National Register-listed home built circa 1870.

Chris is an indomitable force to be reckoned with regarding everything downtown Point Pleasant. He is on and/or leading over a half of a dozen community organizations and serves as the Main Street Director. Chris goes well above and beyond in bringing projects, resources, engagement, and outcomes that enhance and further "The Point". A recent major undertaking was the sale and redevelopment of the historic Lowe Hotel, a downtown icon that had fallen into disrepair and unuse. The Centers worked with Chris to secure analysis resources that assisted in successfully repositioning the property, and the new ownership has initiated historic redevelopment of the Lowe. There are up to a dozen additional projects that are in various stages throughout downtown and if you would like to know more, Chris is a great host in pointing out and providing insight into the hard work that is bringing new life to downtown Point Pleasant.

New Professional Award

The **2026 New Professional Award** recognizes an impressive new professional who has worked less than five years in the field of brownfield redevelopment. This individual has demonstrated and contributed to vision and creativity in the field and made remarkable contributions to projects or programs within West Virginia. This year's recipient is **Catherine Gooding, with the Brownfields Assistance Center at Marshall University.**



Catherine Gooding is the Economic Development Specialist and Project Coordinator at the West Virginia Brownfields Assistance Center at Marshall University. In this role, she supports brownfield revitalization projects through a range of technical assistance, including site reuse planning, environmental site assessments, and grant writing support. She is a partner of the Appalachian Community Transformation (ACT) Now Coalition and Mid-Atlantic Technical Assistance to Brownfields (TAB) program, and a 2025 Generation West Virginia Fellow. Catherine is also the team lead for the WV Abandoned Properties Coalition's Vacant Schools Team, through which she convenes statewide practitioners and stakeholders to investigate the unique challenges and

opportunities of vacant school redevelopment. While completing her education in Massachusetts, Catherine's dream was to come home to West Virginia and work to build a stronger future for her state's communities, environment, and economy. She is proud to be living that dream and holds her passion for environmental justice and community-driven solutions at the core of her work. Previously, she served two terms as an AmeriCorps VISTA in the Honors College at West Virginia University. She holds a Master of Public Policy degree from the Heller School for Social Policy and Management at Brandeis University and a Bachelor of Arts in Anthropology from Wellesley College. Catherine is also a new homeowner in Huntington and can usually be found working on her house when she's not playing her flute with the Hoot & Holler Community Marching Band or watching Formula 1 with her cat Callie.

Catherine embodies all of the components of this category, having quickly built a name and network for herself in brownfields, becoming the face of work to address vacant schools, and helping to build capacity in communities at every turn. Her professionalism, knowledge, and compassion have quickly made her an invaluable part of our brownfields community, and it's hard to imagine a time when she wasn't here. So many communities and organizations have already been improved by her thoughtfulness and dedication - and she's just getting started.

Outstanding Career Service

The **2026 award for Outstanding Career Service** recognizes a professional who has made significant contributions to the field of brownfield redevelopment and to individual projects over the course of their career. This year's recipient is **Michael Gioulis.**

It is hard to imagine a redevelopment project in West Virginia for which Mike Gioulis has not played a role. Mike has been an important part of the historic preservation community in West Virginia since coming to the state in the late 1970s from New York.



Initially working in an architect's office, Mike eventually transitioned to the State Historic Preservation Office, where he held several roles, including the Certified Local Government Coordinator, Tax Credit Coordinator, and eventually the Assistant Director and Development Grant Monitor. After leaving the SHPO in 1985, Mike worked with a firm in Hagerstown on the rehabilitation of a house on the Antietam Battlefield that still serves as an active bed and breakfast.

In 1985, Mike began his consulting practice, Michael Gioulis, LLC and undertook projects throughout the region. Mike has worked to add numerous communities to the National Register of Historic Places, created design guidelines for local historic landmark commissions, and consulted on countless historic rehabilitation tax credit projects. Some highlights of his career include working on the Franklin Park Botanical Gardens in Columbus, conducting a courthouse study on all 55 West Virginia counties (which evolved into a PBS special!), working on the restoration of the West Virginia Capitol Roof, as well as the restoration of the former DMV Building in Charleston. Mike has also been instrumental in the rehabilitation of significant local buildings, including the Gaines Estate in Fayetteville, the Keith-Albee Performing Arts Center in Huntington, and the Staats Hospital in Charleston. This doesn't even touch on the 36 years Mike spent as the West Virginia Main Street design consultant, where he completed over 1200 individual design visits, workshops, training, and technical assistance visits.

Superseding all of this, Mike has served as a mentor and friend to countless individuals who work in historic restoration and redevelopment. He is gracious with his time and knowledge, always willing to offer insight into individual projects as well as statewide initiatives. Throughout his nearly 50 years of service, Mike has diligently striven to make West Virginia a better place.

Redevelopment Partner Award

The **2026 Redevelopment Partner Award** recognizes an individual, organization, agency, or other institution that has demonstrated a strong commitment to brownfield redevelopment and worked closely with the Brownfields Assistance Centers to facilitate redevelopment across the state. This year's recipient is **Partner Community Capital.**

Partner Community Capital (PCAP) is a non-profit community lender that uses a triple-bottom-line framework, seeking to generate financial returns along with social and environmental good. They work with businesses and nonprofit organizations that create local jobs, address community needs, and contribute to sustainable economic development.

PCAP has been a longstanding partner in the brownfields arena, both informally on community projects and formally as a founding member of the Downtown Appalachia Working Group. For seven years, PCAP has partnered with the Brownfields Assistance Center at WVU on the Downtown Appalachia Redevelopment Initiative, which paired the BAC's technical assistance with grants for predevelopment services to a wide-ranging scope of redevelopment projects. From small towns to the bigger cities - mixed-use, commercial, community spaces - full reclamation to enhanced reuse planning, PCAP helps to bring life to historic community assets that were vacant, deteriorating, on life support, or worse. The PCAP team works hard to infuse and supply the resources that back the planning realities around challenging redevelopment and reuse propositions.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/21/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1943: Community Grant Policy Review

This agenda item was Tabled at the July 20, 2026, city council meeting.

ATTACHMENTS:

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

COMMUNITY PROMOTION FUNDING POLICY

Purpose:

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

Scope and Effective Date:

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

General:

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

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

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

Community Partnership Grants:

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

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

Community Grants

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

Application Process for Community Grants

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

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

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

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

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

- The success of previously funded programs

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

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

Reporting:

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

Effective: March 3, 2025

John Nissel, City Manager

CITY OF CHARLES TOWN
COMMUNITY GRANT APPLICATION

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

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

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

NAME OF APPLICANT ORGANIZATION: _____

NAME OF PRIMARY CONTACT: _____

ORGANIZATION MAILING ADDRESS: _____

_____

CITY: _____ STATE _____ ZIP _____

WEBSITE ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

PROGRAM SUMMARY - respond in spaces below or attach separate document

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

2. Key Anticipated Outcomes

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

4. Total Program Budget

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

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

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

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

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

ORGANIZATIONAL INFORMATION

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

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

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

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

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

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

SUPPORTING DOCUMENTS (provide the following materials with your application)

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

SCHEDULE FOR REVIEW AND AWARD OF COMMUNITY GRANT APPLICATION

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

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

CERTIFICATION

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

_____ _____

Signature of Applicant Date

CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILTY

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

Finance Director Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

CHARLES TOWN CITY COUNCIL REVIEW

☐ Approved ☐ Partially Funded ☐ Denied

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/21/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1796: Stormwater Update from Greenway Engineering (Presentation)

Stormwater Update from Greenway Engineering (Presentation)

ATTACHMENTS:

- Greenway Stormwater Assessment Agreement 4-29-25.pdf
- 7037 - Charles Town Drainage Study Report Part 1 GE Signed Reduced 2026.04.23.pdf

GREENWAY ENGINEERING

704 Foxcroft Avenue
Martinsburg, WV 25401

April 17, 2025

Cindy Rezmer, Operations Director
City of Charles Town
101 E Washington St.
Charles Town, WV 25414
crezmer@charlestownwv.us

Re: **City of Charles Town Downtown Stormwater Study**
Engineering and Surveying Services Proposal

Dear Ms. Rezmer:

Greenway Engineering, Inc. (Greenway) is pleased to offer this proposal for survey and engineering services for the study of existing downtown stormwater drainage/infrastructure and improvement recommendations. Our goal is to provide a comprehensive stormwater drainage study and assessment that helps the City understand capacities, anticipated street closures due to heavy rains, flooding of lots and channels and potential for erosion. We will be completing all of this work with an end goal of providing base information to allow for development of a City MS4 Program when that time arrives. The study area for this proposal is limited to the drainage areas that flow from or through the "Old Town" portion of the City limits. We are anticipating this will include 11 watersheds of various sizes. The study has been limited to the "Old Town" portion of the City based on scoping discussions with staff. Other areas will need to be included in future MS4 program development. The study will disregard infiltration due to karst features as flooding analysis should anticipate saturated ground conditions. This will help ensure adequate capacity of overland and underground conduit during worst case scenarios. Field flow analysis is not part of the scope of the study and all flows used in the study will be based on empirical engineering hydrology. Greenway will identify potential conduit erosion concerns, but does not provide structural analysis consulting.

We have developed a 5 Part Implementation Program for this study. It starts with initial data gathering and preliminary investigation to understand the whole picture of the study area and to understand the scope of the work needed to complete the remaining tasks and allow for the City to prioritize evaluation progression. Final pricing is provided for Part 1of the study. Budget estimates are provided for Parts 2 and 3 which will be refined or confirmed after completion of Part 1. Part 4 will be highly variable based on the scale of identified infrastructure/conveyance systems and identified concerns, pricing estimates of these parts are not provided with this proposal.

Our detailed scope understanding is as follows:

Part 1 - Inventory and Data Gathering – *To be performed on entire study "Old Town" area.*

A. Data Gathering
Greenway will gather existing data including the publicly available existing topography, previous data and analyses within Greenway's files of past projects for the City, and USGS Streamstats watersheds.

B. Watershed Development / Update / Mapping
The data gathered will be used to further enhance the preliminary watershed map included with this scope. A copy of the refined map will be provided to the City for staff to outline known drainage infrastructure and drainage/flooding issues. The refined watershed map will be utilized to assist with and document our field investigation/inventory of existing drainage infrastructure.

C. Preliminary Field Investigation
Greenway will perform a preliminary field investigation of each watershed to visually identify/confirm drainage infrastructure and stormwater conveyance systems as well as evidence erosion and flooding concerns. This will include inventorying surface features, assessing conduit sizes and approximate elevations. There are many storm sewer manholes and junction boxes that are not accessible and/or do not have surface features to make them readily apparent, if significant uncertainties are present that will greatly impact the preliminary analyses in part D, Greenway will coordinate with City maintenance staff to facilitate access and/or obtain more certainty if possible. The preliminary inventory is meant to provide an economical assessment of the infrastructure and conveyance systems while identifying all major stormwater discharge points. Accessibility to city drainage systems and flow paths on both public and private properties will need to be provided for the inspectors. Comprehensive inventory and in-depth investigation of underground conduits is included in Part 2 of the scope. The watershed map will be updated to include identified features.

D. Preliminary Hydrological and Hydraulic Analysis
The preliminary hydrological and hydraulic analysis is intended to be an economical approximation to assist with prioritizing watersheds to proceed with Part 2 of the scope. Preliminary hydrological analysis of each watershed, and individual major outfall points will utilize SCS TR-55, SCS TR-20, and Rational analyses as determined relevant or appropriate. The 500yr, 100yr, 10yr, 2yr, and 1" stormwater flows and volumes will be computed. The analysis will utilize assumptions as needed and be subject to further refinement during Part 2. Preliminary hydraulic analysis will include simplified capacity analyses for identified storm sewer and other conveyance systems identified as a concern. Individual inlets will not be assessed for capacity at this stage unless identified as a concern through City input. The results will be used to assist in prioritizing watersheds.

E. Priority List of Final Watershed Analysis and Inventory
Infrastructure functionality targets will be developed based on input from City staff and Greenway's expertise. A list of potential problem areas within each watershed will be developed based on the functionality targets. Greenway will confer with the city on concerns identified and assist with prioritizing full watershed analysis providing input on the severity and number of identified potential capacity/flooding concerns. If the City desires public outreach and input to be incorporated in the prioritization of the list Greenway can assist as requested.

Deliverables for Part 1

1. Overall drainage map identifying divides, individual watersheds and watershed outfall locations. Naming of watersheds will be coordinated with the City as the names will likely be used for the foreseeable future to facilitate MS4 compliance including public outreach, MS4 Stormwater Management Plan development, and future needed improvements.
2. Individual exhibits at a larger scale outlining identified drainage infrastructure/conveyance systems and potential capacity/flooding issues for each watershed.

3. Report providing map organization, discussions and functionality evaluation of drainage areas. Development of list of potential capacity and flooding concerns prioritized through coordination with the City. Recommendations for development of improvement schedule.
4. ESRI GIS Shapefiles of watershed outlines and locations of identified drainage infrastructure/ conveyance systems and outfall points.

Part 2 – Full Analysis and Inventory – *To be performed on each watershed individually as requested.*

A. Full Inventory

Greenway will complete a full field as built survey and inventory of existing stormwater infrastructure and conveyance systems for the watershed. Greenway will coordinate with City maintenance staff to facilitate full access to structures that are not readily accessible by field crews. If the scope of work to gain access to structures/conduits is above capabilities of the City maintenance department, the City will be responsible for contractor procurement and cost. Greenway will help coordinate scope of work and schedule for contractors as needed. As part of the full inventory process, Greenway will note any indicators of sanitary sewer tied to the storm sewer and provide the information to the City, however it won't include a full study of sanitary/storm cross connections. Camera work and or siltation removal may be required for areas of the storm sewer not accessible or that present significant concern for debris/siltation within the storm sewer pipes. The budget estimates provided are not inclusive of camera and/or siltation removal.

B. Final Hydrological and Hydraulic Analyses

Final analysis of the inventoried system will be performed including inlet capacity checks, hydraulic grade line modeling, and flow/volume approximation. The analysis will also be performed for future conditions based on the comprehensive plan. The analyses will utilize SCS TR-55, SCS TR-20, and Rational analyses as determined relevant or appropriate. The 500yr, 100yr, 10yr, 2yr, and 1" water quality flows and volumes will be analyzed.

C. Priority List

Greenway will develop a list of all capacity/flooding concerns within the watershed. Greenway will confer with the city on issues identified and assist with prioritizing each capacity/flooding concern providing input on the severity of each identified issue. If the City desires public outreach and input to be incorporated in the prioritization of the list Greenway can assist as requested.

Deliverables for Part 2

1. Detailed map of the specific watershed and associated stormwater infrastructure and conveyance systems. This will be incorporated into the documentation provided during Part 1.
2. Plan and profile views of existing infrastructure, conveyance systems including modeled hydraulic grade lines, and water surface elevations as appropriate.
3. List of potential capacity and flooding concerns prioritized through coordination with the City.
4. Updated ESRI GIS Shapefiles of watershed outlines and locations of identified drainage infrastructure/ conveyance systems.

Part 3 – Improvement Analysis *– To be performed on each watershed individually as requested.*

A. Concept Development

Greenway will develop a conceptual solution for the drainage concern. The concept will be reviewed with City staff and Greenway will outline why the concept may be the most feasible and economical based on experience and available information. The main goal will be to provide a properly sized drainage system within each sub and full watershed to minimize potential to flooding but at the same time consider the City's needs for future improvements to provide water quantity and water quality treatment for stormwater to comply with MS4 requirements. This will include outlining the potential easements needed, if any, so that easement acquisition can be included in feasibility discussions.

B. Schematic Design

Greenway will develop schematic designs of the recommended improvements and provide exhibits to facilitate cost estimates.

C. Cost Estimates

Greenway will utilize available data from previous projects and bids to develop construction cost estimates. A 33% contingency will be included in all estimates to assist with minimizing cost overruns and pricing increases over the future years on future selected projects. Due to the uncertainty of final contractor pricing Greenway cannot guarantee the accuracy of estimates. Timing of projects and market conditions at the time of individual bids play significant roles on final project cost.

Deliverables for Part 3

1. Concept plan schematics(s) for resolution of individual drainage concern.
2. Schematic design following approval of concept.
3. Cost estimate based on schematic design.

Part 4 – Final Improvement Program *– Design Development of Construction Documents with Bid/ Construction Period Services.*

The scope listed below is general in nature and each identified improvement may require some or all the items listed. Greenway will coordinate with City staff on each identified improvement during schematic design to ascertain if the City's maintenance department can perform the necessary work for individual improvements. Improvements self-performed by the City are believed to only require schematic design and will not require the scope of part 4.

WVDEP – NPDES Construction Permit Advancement

1. Design Period Services
   a. Asbuilt and existing topography, deed composites for detailed design and construction
   b. 65% Design Documents
   c. Wetland Evaluation (if needed)
   d. Endangered Species Evaluation (if needed)
   e. Floodplain Study (if needed)
   f. City Stakeholder Review and Scope Acceptance / Public Outreach
   g. 100% Design Documents

h. Design Document Approval from City/State Agencies/Federal Agencies
i. Grant Funding Development / Assistance

2. Bid Period Services
   a. Bid Assistance / Bid Package
   b. Bid Processing and Selection
3. Construction Period Services
   a. Site Visits and progress reviews
   b. Submittal/Shop Drawing Review and Approvals
   c. RFI review and responses
   d. Design adjustments due to construction issues/VE Items
   e. Pay Request Recommendations
   f. Punch List Development / Recommendations
   g. Asbuilt Analysis / Work acceptance / permit termination

Part 5 – Stormwater NPDES - MS4 Program - *Information Support*

The work completed in this scope will align with and assist the City in preparing for future MS4 program development and compliance in several ways. Comprehensive inventory and mapping of stormwater drainage infrastructure is a base requirement for MS4 compliance. The inventory data gathered and watershed delineations will be provided to the City in GIS compatible format. This will also assist in future water quality BMP feasibility analysis when BMP's are required for a MS4 to maintain water quality standards such as those imposed on the Chesapeake Bay watershed. Suspected sanitary sewer connections to the storm sewer will be noted during the inventory process. Identifying and removing illicit discharges such as these connections is another important piece of MS4 compliance. Further assistance can be provided regarding MS4 program development, information development and compliance, but is not part of the scope of this proposal.

TASK FEES

The following page is a breakdown of the fees associated with each task. Below is a summary of the formatting.

Part 1 – Full "Old Town" Watersheds Inventory and Data Gathering

Fee is a lump sum fee for completion of all Part 1 which includes all 11 Watersheds.

Part 2 – Watershed Full Analysis and Inventory

Fee is developed as a budget estimate for planning purposes. With completion of Part 1 we will fully understand the effort needed to complete the asbuilt survey and complete the capacity evaluations that are a part of this task. We gathered the Watersheds into 5 fairly equally sized Groups. The budget fee provided for Part 2 is set per Group.

Part 3 – Watershed Improvement Analysis

Fee is developed as a budget estimate for planning purposes identical to the method for Part 2. With completion of Part 2 we will fully understand the effort needed to complete the improvement analysis on the areas we determined required improvements or new services. The budget fee provided for Part 3 is set per Group.

Part 4 – Final Improvement Program
We have not provided a budget for this part since the scope cannot be estimated. This step will be similar to the project just completed for the Liberty Street project. When the specific project is defined we will provide a scope and price for the design, bid and construction period services. Fees to be determined.

Part 5 – Stormwater NPDES - MS4 Program - Information Support
As this assessment study progresses and as compliance schedules are developed, the City will begin to understand what will be needed for the City to bring their stormwater system into compliance. Greenway can support the City to provide these services as they become apparent to assist the City. Fees will be determined as requested by the city.

Project Fee Schedule

Project:	City of Charles Town	Date: 16-April-2025	Watershed Grouping Schedule:
	City Stormwater Assessment Study		Group 1: Watershed 1
Job Number:	7034.04		Group 2: Watershed 2,3,4
Prepared by:	Greenway Engineering, Inc.	Revised:	Group 3: Watershed 5,6,7
			Group 4: Watershed 8,9,10
			Group 5: Watershed 11

GREENWAY ENGINEERING

Proposal Task Schedule				Costs	Notes
Part 1 - Inventory and Data Gathering			Total	$ 84,425	Lump Sum
A. Data Gathering				$ 9,860	Part 1 fee includes utilizing all the existing data and studies
B. Drainage Shed Development/Update/Mapping				$ 8,600	completed during the initial Liberty Street Study and Design
C. Preliminary Field Investigation				$ 13,500	
D. Preliminary Hydrological and Hydraulic Analysis				$ 32,750	
E. Priority List of Final Drainage Shed Analysis				$ 19,715	
Part 2 - Full Analysis and Inventory (Fee Per Group)	# Groups	5	Total	$ 228,825	Budget Estimate
			Per Group:	$ 50,850	Part 2 Budget Total assumes 50% fee amount for Group 1.
A. Full Inventory				$ 25,000	
B. Final Hydrological and Hydraulic Analysis				$ 16,750	
C. Priority List				$ 9,100	
Part 3 - Improvement Analysis (Fee Per Group)	# Groups	5	Total	$ 279,990	Budget Estimate
			Per Group:	$ 62,220	Part 3 Budget Total assumes 50% fee amount for Group 1.
A. Concept Development				$ 22,220	
B. Schematic Design				$ 32,850	
C. Cost Estimate				$ 7,150	
Sub-total				$ 903,805	
Contingency			15%	$ 135,570.75	
Total			Total	$ 1,039,376	

ADDITIONS/REVISIONS/EXCLUSIONS

The fees listed above are in effect from the date on this proposal until 60 days thereafter. If the proposal has not been executed within the 60 days, Greenway has the right to reevaluate scope and associated fees and present the client with an updated proposal. Upon contract ratification, a percentage increase in fees may be applied for contract durations over 12 months.

Greenway also reserves the right to obtain an adjustment in the fee due to changes in the scope of services not provided for herein and outside our control and beyond our view. Our proposal is predicated on the exhibits and information presented to us and the applicable ordinances and regulations in effect and as interpreted by agency staff as of the date of this proposal. Any modifications to the scope of the project which require Greenway to perform additional work will be billed on an hourly basis or a lump sum fee, as agreed upon by the client.

Any other work not specifically stated herein is excluded from the scope of this proposal. Additionally, all application fees required for submittal or processing any Items identified in this proposal will be the responsibility of the client.

We understand that in the preparation of this scope of services, we will have assistance (if necessary) from the client(s)/developer's consultants, i.e., architect, mechanical engineer, electrical engineer, structural engineer, soils or geotechnical engineer, soils testing laboratory, underground utility location specialist, and an attorney if necessary. Greenway shall be held harmless from errors or omissions by these consultants.

PRINTS, FEDERAL EXPRESS, DELIVERIES, MAILINGS, ETC.

Prints, Federal Express charges, deliveries via internal or external courier service, and mailing costs for plans, exhibits, and reports, to include those charged by Greenway's subconsultants, will be billed to you on a time and materials basis in addition to the fees specified in the task items above. Greenway staff time associated with print/compilation development, hand deliveries, and related services will be billed per the current Hourly Rate Schedule in addition to the cost of prints/compilations as specified per the current Reimbursable Rate Schedule. If the Client has an account established with a local printing and/or courier company, Greenway can coordinate print/compilation development and/or deliveries with that company, who will bill you directly for associated costs.

CANCELLATION

Greenway Engineering, Inc. (hereinafter Greenway) or the Client may terminate this contract for cause or convenience. However, the party that intends to cancel the contract must do so by giving the other party thirty days (30) notice and must provide their intention to cancel in writing. In the event of contract cancellation, Greenway will be compensated for all reasonable and substantiated costs incurred through close of business on the date of effective date of termination. Greenway will provide the Client with a final invoice within 30 days of the effective date of cancellation. Payment to Greenway must follow ***"Payment/Collections/Interest"*** clause cited within this contract.

SCHEDULE

Greenway will complete each step of the design process as quickly as possible but cannot guarantee any completion schedule due to the variability of the process. Data and design directive points need to be provided to Greenway in a timely manner to ensure a quicker design process. Input from the municipality, interested parties and government agencies all affect the timeline. We make our best effort to complete these tasks as soon as time is available but make no guarantee on a delivery date.

PAYMENT/COLLECTIONS/INTEREST

Payment is due 30 days from the invoice date unless prior written arrangements have been made. Account balances past 30 days of invoice date are considered "delinquent accounts" and are subject to interest accruing on the past due amounts at a rate of 18% per annum from the date(s) such balance(s) is/are 30 days past due. Should default of any or all payments occur related to the agreed services in this proposal and the account is referred to "collections", it will then be your obligation to pay all collection costs, including, but not limited to, court costs, reasonable attorney's fees equal to 100% of the balance due, lien fees, and collection company fees, accrued interest and any other costs incurred for the collection of this debt.

If you have received an invoice indicating completion of a task item identified in the scope of work herein but have not received the deliverable(s) associated with said task item, you are obligated to contact us to confirm completion status and request receipt of the deliverable(s). You must make such contact within 30 days of receiving the invoice indicating task item completion. We will provide the completed deliverable(s) in the format specified in the task item description or, if not specified, in a mutually agreed upon format.

Payment should be sent to 151 Windy Hill Lane, Winchester, Virginia 22602

We reserve the right to stop services and withhold the issuance of documents for delinquent accounts. Services and the issuance of documents will resume when delinquent accounts are made current.

We appreciate the opportunity to submit this proposal. Please contact me should you have any questions or wish to change the scope of services.

Sincerely,
Greenway Engineering, Inc.

17-April-2025

Randy L. Kepler, PE — Date
Director of Engineering

4/17/2025

Christopher Blair, PLS — Date
Vice President / Director of Survey

Signatures required for contract execution are continued on the next page.

Signature of representative responsible for payment of services is required for execution of the contract.
The scope of services and terms of this proposal are accepted:

JOHN S. NISSEN / CITY MANAGER
Print Authorized Representative Responsible for Payment of Services Name and Title

4-29-25
Signature of Authorized Representative Responsible for Payment of Services Date

PART 1 AUTHORIZED

BILLING INFORMATION
The following information is required for execution of the contract.
Verification of Land Ownership
Legal Property Owner: _____
Company: _____
Address: _____
Contact No.: _____
Email: _____

Responsible Billing Party (if different from landowner)
Responsible Individual: _____
Company: _____
Address: _____
Contact No.: _____
Email: _____

The following information is optional if applicable to your company.
Required Documents
Check below, if any, the documents your company requires for billing purposes.

- ☐ Purchase Order
- ☐ On-site Signed Purchase Order
- ☐ Signed Time Tickets
- ☐ Certification of Insurance
- ☐ W-9
- ☐ Waivers
- ☐ Accounts Payable Registration
- ☐ _____
- ☐ _____
- ☐ _____

City of Charles Town Watersheds
City of Charles Town - Jefferson County West Virginia
WATER SHED GROUPING
1 - GROUP 1
2,3,4 - GROUP 2
5,6,7 - GROUP 3
8,9,10 - GROUP 4
11 - GROUP 5
FLOOD HAZARD AREA
FLOOD HAZARD AREA
CORPORATE LIMITS
CORPORATE LIMITS
COUNTY
COUNTY
COUNTY
RANSON
WS 1
WS 2
WS 3
WS 4
WS 5
WS 6
WS 7
WS 8
WS 9
WS 10
WS 11
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HOURLY RATE SCHEDULE 2025

ENGINEERING	
President, Vice President, Principal	$275 - $225
Professional Engineer VII	$205
Professional Engineer VI	$195
Professional Engineer V	$185
Professional Engineer IV	$175
Professional Engineer III	$165
Professional Engineer II	$155
Professional Engineer I	$145
Senior Engineer VII	$205
Senior Engineer VI	$195
Senior Engineer V	$185
Senior Engineer IV	$175
Senior Engineer III	$165
Senior Engineer II	$155
Senior Engineer I	$145
Engineer VIII	$135
Engineer VII	$125
Engineer VI	$115
Engineer V	$105
Engineer IV	$95
Engineer III	$85
Engineer II	$75
Engineer I	$65
PLANNING	
Senior Planner/Professional Planner V	$205
Senior Planner/Professional Planner IV	$195
Senior Planner/Professional Planner III	$185
Senior Planner/Professional Planner II	$175
Senior Planner/Professional Planner I	$165
Planner VI	$155
Planner V	$145
Planner IV	$135
Planner III	$125
Planner II	$115
Planner I	$105
ENVIRONMENTAL	
Certified Environmental Scientist V, AOSE	$165
Certified Environmental Scientist IV, AOSE	$155
Certified Environmental Scientist III, AOSE	$145
Certified Environmental Scientist II, AOSE	$135
Certified Environmental Scientist I, AOSE	$125
Environmental Scientist VII	$125
Environmental Scientist VI	$115
Environmental Scientist V	$105
Environmental Scientist IV	$95
Environmental Scientist III	$85
Environmental Scientist II	$75
Environmental Scientist I	$65
SURVEYING	
Certified Land Surveyor III	$165
Certified Land Surveyor II	$155
Certified Land Surveyor I	$145
Land Surveyor VII	$135
Land Surveyor VI	$125
Land Surveyor V	$115
Land Surveyor IV	$105
Land Surveyor III	$95
Land Surveyor II	$85
Land Surveyor I	$75

Expert Witness will be provided at 1.5 times the regular billing rate.

The rates appearing in this Schedule are accurate and effective as of January 1,2025. Service charges are subject to change at any time and upon occurrence, notification will be given at time of new work request from client.

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REIMBURSABLE RATE SCHEDULE 2025

PRINT TYPE	
8 ½ x 11 Black and White	$0.15
8 ½ x 14 Black and White	$0.20
11 x 17 Black and White	$0.25
18 x 24 Black and White	$3.00
24 x 36 Black and White	$4.00
30 x 42 Black and White	$5.00
36 x 48 Black and White	$6.00
8 ½ x 11 Color	$0.50
8 ½ x 14 Color	$0.70
11 x 17 Color	$1.00
24 x 36 Color	$15.00
30 x 42 Color	$25.00
18 x 24 Mylar	$10.00
24 x 36 Mylar	$15.00
30 x 42 Mylar	$25.00

COMPILATIONS	
Computer Disk	$15.00
USB Flash Drive	$15.00
Spiral Bound Binder	$7.00
This price is strictly for the binder and does not include the price of the individual prints	
3-Hole Binder	$15.00
This price is strictly for the binder and does not include the price of the individual prints	

COURIER SERVICE	
Berkeley & Jefferson County Areas	$25.00
Frederick County & Winchester City Areas	$30.00
Clarke, Warren, Loudoun & Shenandoah County Areas	$35.00
Overnight and other area deliveries are available and billed on a per usage basis.	

Prints, Federal Express charges, deliveries and mailing costs for plans, exhibits and reports will be billed to you as ordered in addition to any contracted or quoted fees. Large submittals will be sent out to our printing company and will be billed with an additional 15% to you as needed. If you have an account setup with a local printing company, we can have that company bill you directly for these printing costs.

All travel costs (mileage, lodging, meals, etc.) are on a per diem basis.

Subcontractual services are billed with a 15% markup

The rates appearing in this Schedule are accurate and effective as of January 1, 2023. Service charges are subject to change at any time and upon occurrence, notification will be given at time of new work request from client.

If you have any questions or require current rate and fee information on your account(s), please contact our accounting department at (540) 662-4185

Drainage Evaluation and Storm Sewer Inventory Report
Part 1
City of Charles Town, West Virginia

April 23, 2026

Prepared for:

City of Charles Town, West Virginia





Prepared By:

Zach Judy, PE, CFM
Randy Kepler, PE
Zechariah Somers
JN: 7037

FND 1971

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Executive Summary

Studying the City of Charles Town's drainage and inventorying storm sewer within the historic district and central contiguous area was a meticulous undertaking with the age of these systems dating back to the early to mid 1800's. This report seeks to outline not only the results, but the techniques and assumptions utilized to achieve the results.

As outlined in the purpose and goals section later, the scope of this report and associated work constitute part 1 of an overall drainage study. No data within this report should be considered as survey grade accurate. Future work within the City should include a review of all identified issues and computations for the individual watershed where work is proposed and not solely rely on the primary issues list. The engineering analysis is a best approximation needed for the preliminary scope of part 1 and any final construction or approvals of future construction should require a more detailed study of the identified issues.

The report structure includes a main body that outlines purpose and goals, means and methods, as well as findings and recommendations. Appendices 1-10 provide brief summaries of each of the 10 watersheds identified within the City as well as supporting exhibits showing hydraulic evaluation points, drainage area delineations, and storm sewer locations. The computation spreadsheets are also contained within each of these appendices. The spreadsheets contain data to assist with prioritization of identified issues such as upstream road length and number of buildings expected to be impacted by ponding water. Appendix A provides the overall watershed map and arrows representing discharge locations and directions. Appendix B provides an exhibit and list of the primary identified issues for drainage within the study area. Appendices C through E provide documentation and supportive figures of the means and methods utilized. Appendix F provides storm sewer simplified inventory maps in 11"x17" format to facilitate easy reference and use in the field rather than full scale plan sheets.

The study resulted in a final delineation of 10 watersheds. 8 of the ten watersheds drain to Evitts Run and the remaining 2 drain to Flowing Springs Run.

During the evaluation of existing drainage infrastructure, it became apparent that significant infiltration must be taking place due to the karst nature of the region and the lack of evidence of flooding at locations with little to no drainage infrastructure. Suspected karst swales were identified within the study area. Preservation of the remaining undisturbed portions of the karst swales is recommended to maintain areas with high infiltration rates. This preservation promotes water quality and mitigates potential future flooding issues.

It was found during the study that there are many areas lacking sufficient drainage infrastructure resulting in inundation of travel ways and potential impacts to existing buildings. The identified issues consist of long stretches of roadways with no drainage other than the roadway itself acting

as a channel to convey the water and low lying/depressed areas with inadequate conveyance system to prevent significant ponding.

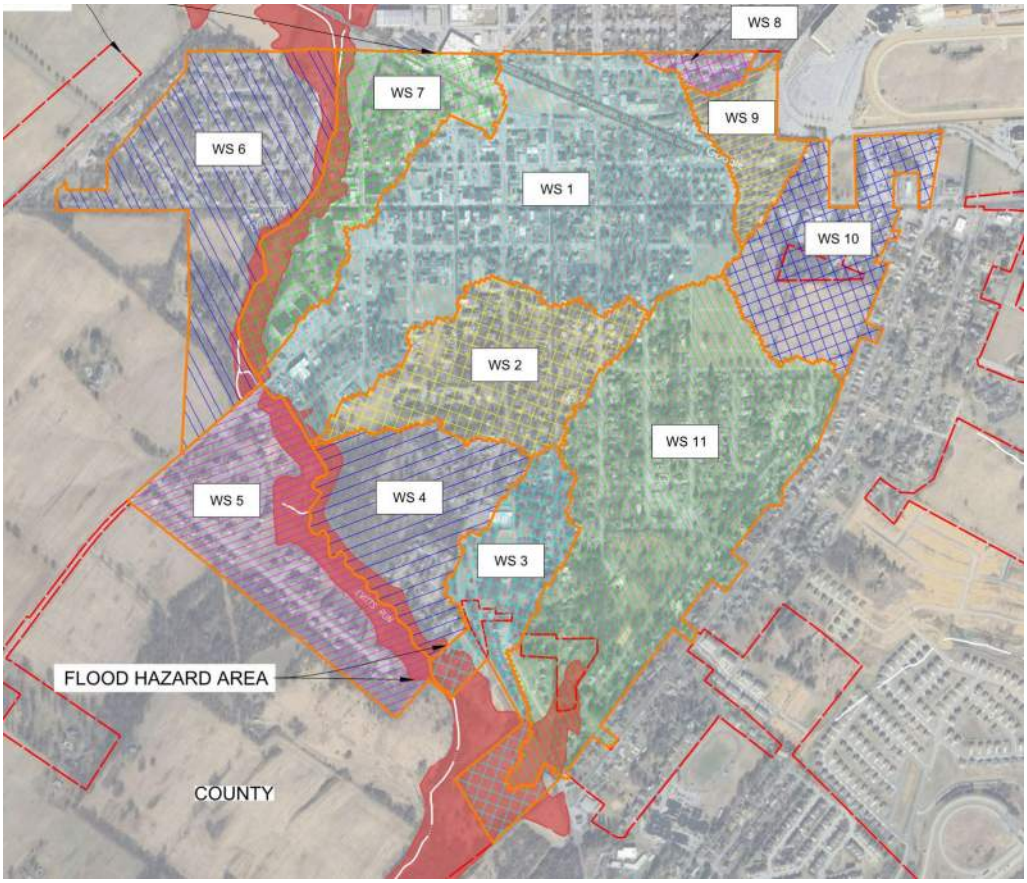
It is recommended that Watersheds 1, 2, 3, 7, and 10 proceed to the full inventory and detailed analysis outlined as part 2 of the overall study. The remaining watersheds have existing drainage concerns, but due to localized nature of the issues, minimal existing drainage infrastructure identified, and small quantity of concerns; it is recommended the individual issues could be addressed without a detailed study of the entire watershed. Greenway Engineering also recommends that the City maintain awareness for the opportunity to acquire land near the outfall of storm sewer system 1.1, where Augustine Avenue crosses Evitt's Run. This outfall represents the most concentrated surface water discharge within the City and presents excellent opportunity to improve water quality through treatment of the discharge. This could be a central component of the stormwater management plan (SWMP) that will need to be developed in the future to comply with MS4 (municipal stormwater) regulations and permitting.

A. Purpose and Goals

The purpose of this report is to outline findings from part 1 of an overall study of the drainage and runoff conditions within the City of Charles Town. The overall study seeks to identify and correct existing and potential future drainage issues.

The study was scoped to be broken down into 5 parts as outlined in the executed Greenway Engineering proposal dated April 17, 2025. Part 1 consisted of data gathering, watershed development and mapping, preliminary field investigation, as well as preliminary hydrological and hydraulic analysis. Part 2 consists of survey grade inventory of identified storm sewers and more detailed hydrological and hydraulic analysis of each watershed individually. Part 3 will consist of potential improvement analysis through concept and schematic design for each watershed individually. Part 4 consists of construction document development and administration of the installation of the proposed work for each improvement selected to move to construction. Part 5 is expected to be a support task where Greenway will assist the City with MS4 permit compliance and program development utilizing the work completed in parts 1-4.

The study area for part 1 was defined as the old town area and was further defined utilizing the watersheds outlined in orange in the following figure.



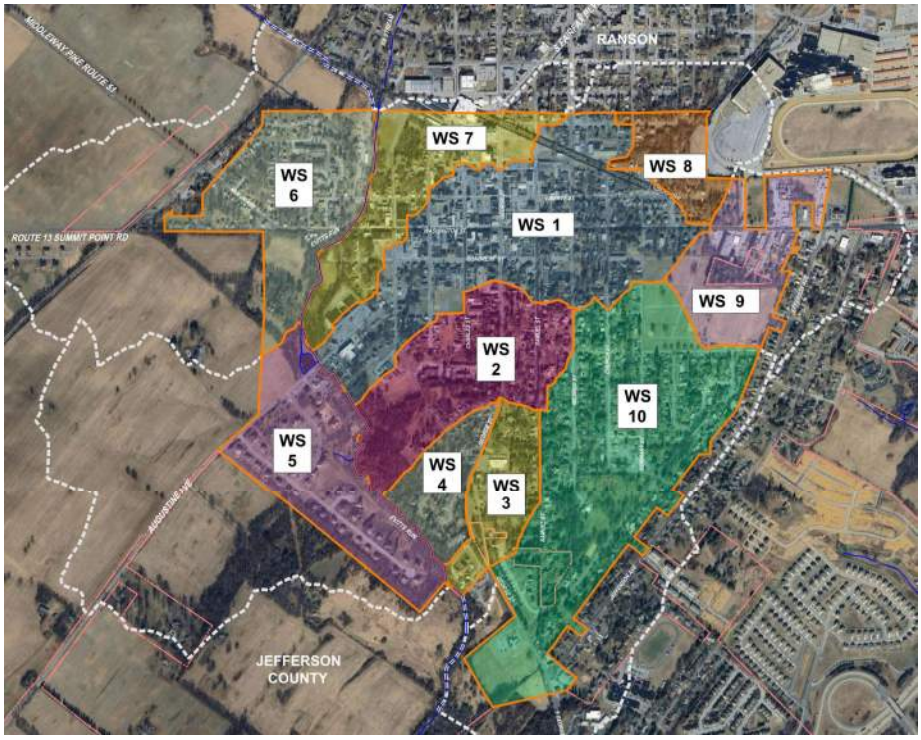
Part 1 is intended to be an economical large-scale assessment with the goal of providing a priority list of identified issues for more detailed study in part 2 of the overall study. Completing an preliminary inventory of the existing storm sewer was an additional goal of part 1 and was needed to support the preliminary hydraulic analyses.

B. Means and Methods

Watershed Delineation

Identifying and mapping the major watersheds began with a review of USGS *Streamstats* application and its delineation of drainage areas for the City. Delineations utilizing this application are prone to errors as it is based on large scale topography data and does not account for storm sewer. The study utilized West Virginia University (WVU) lidar topography data and field observations to refine the watersheds. The WVU lidar topography and field observations were utilized to establish the drainage areas for all the individual runoff calculations presented with this report. Generally, the watersheds were established based on concentrated discharge locations and areas of sheet flow directly surrounding the concentrated discharge points.

Original scoping and preliminary watershed delineation identified 11 watersheds, but ultimately the study area was divided into 10 unique watersheds. The figure below shows the delineated watersheds, and a full-scale exhibit is provided with Appendix A.

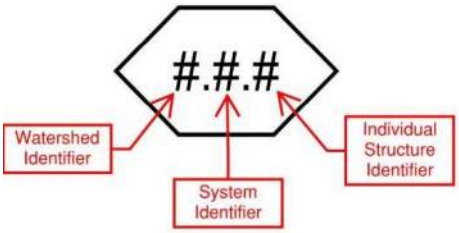


All of the City of Charles Town's runoff flows to the Shenandoah River, then into Potomac River and the Chesapeake Bay. All of the waterbodies have had significant efforts dedicated to improving their water quality. Majority of the watersheds discharge to the Potomac River Tributary known as Evitts Run. Runoff from watersheds 8 and 9 are suspected to discharge to the tributary named Flowing Springs Run.

Preliminary Field Inventory and Field Investigation Efforts

Storm Structure Numbering Methodology

Inventory of the storm structures required development of unique identifiers. The identifiers were decided to consist of a three-digit system delineated by periods. The leading digit identifies the primary watershed the structure lies within. The second digit designates all structures that are directly connected by conduit and are referred to as the individual system or culvert identifier within the primary watershed. The last digit is the structures individual identifier within its connected system. An example figure is provided below.



The numbering of structures generally starts at the bottom/low end of the primary drainage shed and proceeds upward. Outfall structures are generally identified with a 0 as the structure identifier, i.e. 1.1.0. However, some systems without a clear intentional outfall structure may not have a 0 structure.

Storm Sewer Inventory

The field inventory of storm sewer infrastructure was completed through visual inspections of the entire study area and supported by reviews of topography data to identify likely storm sewer inlet and outfall locations. City staff also provided support through discussions and reviews of storm sewer known to them. Several storm systems were identified with no known above ground outlet. Due to the karst nature of the City, it was assumed that many of these systems with no identified outfall were installed as infiltration outfalls/structures and some outfalls may have been buried accidently such as the culvert along George Street in watershed 3. Additional efforts such as camera evaluations could be utilized to verify these outfalls which were not part of the scope of this study, but can be further pursued with part 2. A shape file will be provided with this report containing the line work for identified storm sewer and can be utilized to begin the creation of a GIS database of the City's storm sewer.

Existing stormwater facilities were also identified with the study. All evident stormwater facilities were assigned a unique identifier utilizing similar symbology to the storm sewer identifiers. “SF” was utilized as a prefix for these facilities with the watershed number following and a unique identifier number as well.

The storm sewer inventory and associated data provide a starting point for database building and made best efforts to accurately establish locations and physical properties of the conveyance system. As changes to materials and conduit sizes take place in locations other than accessible structures, the inventory is a best effort and should not be considered 100% accurate. The inventory should not be construed to be an opinion of jurisdiction or responsibility for the infrastructure, although the work included with this report does at times identify infrastructure thought to be private as well as associated with a West Virginia Division of Highways (WVDOH) jurisdictional road.

Appendix E provides a study wide inventory exhibit and utilizes only the two digit watershed and system identifiers for simplicity and Appendix F provides more detailed 11x17 maps of the inventoried storm sewer. Appendix F is intended to provide simple, easily handled exhibits of the inventoried storm sewer. The watershed H&H (hydrology and hydraulics) exhibits contained in appendices 1-10 also identify the inventoried storm sewer. Materials and sizes of the identified storm sewer is communicated through the analysis spreadsheets contained in Appendices 1-10.

Hydrology

Rational Method

Rational method is the simplest technique and the most industry accepted method for storm sewer capacity analysis. Drainage channel evaluations also utilize rational method when the channel in question has a small, localized drainage area. However, rational method is considered limited to drainage areas of 200 acres or less and only provides a peak flow rate estimate. The largest drainage sheds within the study that concentrate stormwater are approximately 200 acres validating the use of rational method for peak flow rate determination in all hydraulic evaluations of drainage features completed with the study. Volumes of runoff are not addressed with the standard rational method which limits the method to evaluations that do not consider detention and attenuation of flow rates. As this study utilizes lidar topography, areas of planned detention such as stormwater management ponds are limited within the City, and the study is being performed at a macro level to determine areas of concern requiring more refined engineering analysis utilizing field survey data; rational method was confirmed as the most appropriate methodology for determining capacities of existing conveyance systems and potential flooding concerns.

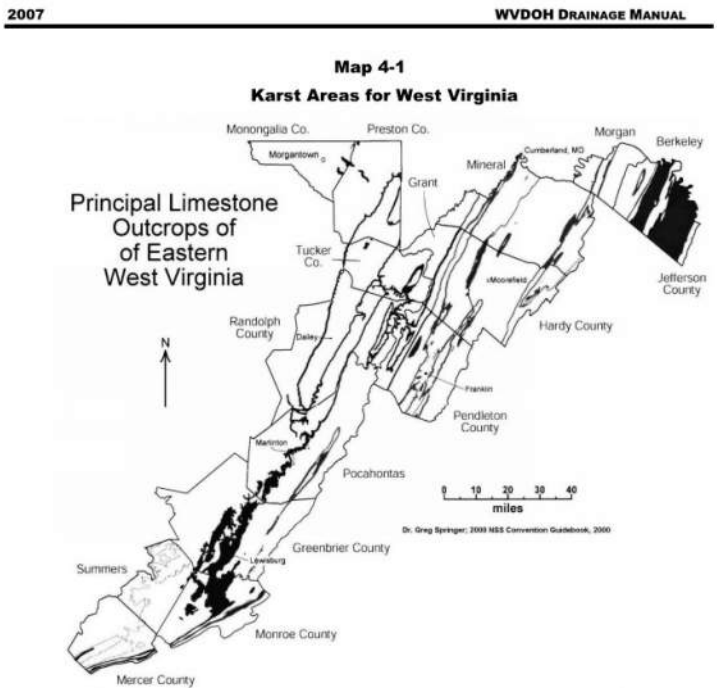
NRCS TR20

NRCS TR20 was developed by the Soils Conservation Service (SCS) as a software-based approach utilizing a vast amount of data references developed through field and lab study. SCS was later renamed the Natural Resources Conservation Service (NRCS). This technique utilizes hydrography methods that account for storm duration and variable rainfall intensities during storm events. TR20 provides a runoff volume estimate unlike the rational method. Volume estimation makes TR20 ideal for water quality analyses and design, as practices that capture and/or treat the runoff from a storm event need to account for runoff volumes to function correctly.

The storm event consisting of one inch of rainfall is considered the design storm for most water quality practices. Capturing and/or treating the runoff from one inch of rainfall is the accepted water quality standard outlined by not only West Virginia state agencies, but also Virginia and Maryland. For these reasons the study has included an overall NRCS TR20 analysis completed utilizing HydroCAD software for each of the major watersheds. Only the volumetric results are included as time of concentration was not evaluated for the watersheds and the flow time assumptions utilized elsewhere in the study were not considered suitable for the overall watersheds. The runoff volume estimates are included on the Ground Cover- Land Use exhibit in Appendix C and the City of Charles Town Watersheds exhibit in Appendix A.

Karst Considerations

Karst topography dominates City of Charles Town and surrounding Jefferson County as shown by the shaded regions on the figure below from the WVDOH drainage manual.



Karst is used to describe topography that is underlain by rock that can be dissolved by water. In the case of Charles Town, the rock is limestone. As water seeps into the ground the rock can be dissolved by the water allowing voids to form underground. Once a small void is opened by this dissolution of the rock, water may flow through the void in a more concentrated fashion and begin moving soil, enlarging the voids. This is the process by which the caves in the local area of Charles Town are formed. Sinkholes can form on the surface because of this process. This natural process leads to karst areas experiencing significant infiltration.

As drainage areas are developed and become highly impervious, the natural karst infiltration is reduced as the developed impervious areas and excavation activities change the natural topography and hydrology. Many jurisdictions provide guidance that karst adjustments should not be made for previously developed/disturbed areas. However, this approach was found unacceptable as the method developed unrealistic flows. The flows were found to be unrealistic based on field observations that found little evidence of erosion or flooding at existing flow constraints.

The WVDOH drainage manual indicates peak runoff rates should be adjusted based on the percentage of the drainage shed found to be underlain by karst. The manual provides the following table of coefficients for adjustment of peak flow rates.

Table 4-1

Karst Loss Coefficient

% Karst	Storm Return Period				
	2	10	25	50	100
100	0.33	0.43	0.44	0.46	0.50
90	0.35	0.46	0.48	0.50	0.56
80	0.38	0.51	0.53	0.56	0.62
70	0.47	0.58	0.60	0.62	0.68
60	0.55	0.66	0.67	0.70	0.74
50	0.64	0.73	0.74	0.76	0.80
40	0.73	0.80	0.81	0.82	0.85
30	0.82	0.86	0.87	0.87	0.89
20	0.91	0.92	0.92	0.92	0.93
10	1.00	0.98	0.98	0.98	0.97
0	1.00	1.00	1.00	1.00	1.00

Source: Adjusting Hydrology Models for Karst Geology, John Laughland P.E.

The determination of the percentage of a drainage area to be considered karst was completed utilizing the approximate percent pervious area for each land cover identified. For the downtown business land cover, no karst corrections were applied due to the imperviousness and lack of pervious overland flow areas. Overall karst factors were computed for each watershed, except watershed 1, and utilized for all computations within the watershed. The Rational analyses performed multiplied the appropriate karst coefficients by the resulting peak flow rate. The

resulting karst factors for each watershed are shown on the Ground Cover – Land Use Analysis exhibit included in Appendix C.

For Watershed 1 rational C factor adjustments were made to the land covers other than downtown business areas. This was done to prevent reduction of flows in the computations for the downtown business areas where significant imperviousness is preventing infiltration. The C factors were reduced by 35% which is approximately equivalent to the 10-year reduction imposed by karst factors for the major residential ground cover within watershed.

Karst swales are a recognized geological and hydraulic feature. This study identified several significant swales within the City which are expected to function as karst swales. The expected historical extent and currently undisturbed portions of these areas have been identified and considered with this study. Appendix D consists of an exhibit showing the identified areas. The exhibit was developed to assist with the study as well as future development considerations.

The Chesapeake Stormwater Network has published a document titled *CSN TECHINICAL BULLETIN No. 1, STORMWATER DESIGN GUIDELINES FOR KARST TERRAIN IN THE CHESAPEAKE BAY WATERSHED VERSION 2.0* that provides guidance for protection of karst swales and outlines stormwater quality credits that should be associated with this preservation. The document is currently available on the Jefferson County Foundations website. This preservation could be one component of a SWMP when the City begins development of a SWMP for MS4 permitting compliance.

Areas draining to apparent infiltration points with no available outfall were removed from analysis performed downstream as outlined in the WVDOH drainage manual. Areas draining through assumed karst swales with minimal development or obvious historical disturbance, significant flow lengths within the karst swale and no defined channel were also removed from downstream analysis.

Ground Cover Analysis and Runoff Factors

The rational method and TR20 method require delineation of ground cover conditions. TR20 also includes considerations for underlying soil types in the form of hydraulic soil group (HSG) classification. The majority of the City is identified as HSG D as is typical for urbanized areas. HSG D was assumed for all ground covers other than farms/unimproved areas, which were assumed to be B based on a review of soil survey data. The following references were used to determine appropriate ground cover category and runoff characteristics (C factor for rational and curve number/CN for TR20) in the study:

NRCS Web Soil Survey - https://websoilsurvey.nrcs.usda.gov/app/

Table 4.1. Runoff Coefficients for the Rational Method – FHWA HEC 22 Urban Drainage Design Manual

Figure 2-7 Runoff Curve Numbers – Title 210 National Engineering Handbook

Detailed satellite imagery was utilized to delineate business, residential, parks/cemeteries and unimproved areas within the study area and appropriate CN's and C factors were assigned. Weighted C factor and CN's were developed for each drainage area analyzed based on the overall ground cover delineations. The Ground Cover – Land Use Analysis exhibit is included in Appendix C.

Time of Concentration

Time of concentration (Tc) for each of the drainage areas could not be determined to a reasonable degree of accuracy or confidence with use of the lidar topography in the urban landscape. To complete the runoff computations utilizing the Rational or TR20 methodology a time of concentration value must be developed. For this study it was found reasonable to make conservative Tc estimates, based on the size of the drainage area. The table below shows the assumptions utilized for the study.

Time of Concentration	
Drainage Area	**Tc Value Assigned**
(Acres)	(Minutes)
0.01 - 1.00	5 mins.
1.01 - 4.99	10 mins.
5.00 - 9.99	15 mins.
10.00 and greater	20 mins.

Storm Event Return Periods

The WVDOH drainage manual dictates a 10-year return period to be utilized for storm sewer and channel designs. This return period/storm event was utilized for the primary evaluation of all storm sewers, and 2-year analysis was performed to assist in ranking the identified issues and identify more common nuisances. Larger storm events are evaluated for overland relief and channel capacities. Overland flow evaluations were completed for the 100-year and 10-year storm events. Channel computations also included the 2-year storm event to identify the areas that may experience issues during more common storm events. Rainfall intensities and depths were obtained from the National Oceanic and Atmospheric Administration's Atlas 14.

Hydraulics

Part 1 of the study provided preliminary hydraulic analysis of the study area to identify public road inundation and threats to existing buildings due to runoff. The study does not address water quality needs. The study also does not address erosion concerns as no significant evidence of

erosion issues were observed during field work. The following sections outline each form of hydraulic analysis performed and the techniques and assumptions utilized.

Storm Sewer Conduit Capacity

As this initial preliminary part 1 of the study encompassed a majority of the City's historical area and further detailed studies of individual drainage areas are to follow, the storm sewer analysis did not include full system modeling or hydraulic grade line development. Capacity of storm sewers were evaluated utilizing Mannings open channel analysis. The WV DOH drainage manual recommends this as the default sizing methodology for storm sewers with a recommended maximum flow depth of 0.8 times the pipe diameter during the design storm. The manual does allow for storm sewers to surcharge during the design storm at the engineer's discretion. This would require hydraulic grade line evaluation to ensure appropriate sizing of storm sewers and is far less conservative design methodology than the open channel flow approach. Hydraulic grade line evaluation can be performed with the detailed studies that are expected to follow this initial study and will be able to utilize accurate field survey data not considered part of the scope of this study. Applying the open channel methodology will allow for existing capacity issues to be compared based on severity utilizing one equivalent analysis technique. Computations are provided within Appendices 1-10 for each watershed. For the storm sewer system identified as 1.1, within Watershed 1, a previous report titled *"Stormwater Runoff Evaluation Task #1 – Liberty Street Flooding and Storm Sewer Trunk Line Capacity Analysis"* was published in December 2020 by Greenway Engineering. The analyses and computations from the previous report were integrated into this study. The computations presented for the storm sewer in this report should not be considered accurate enough to base future designs on without detailed survey verification of existing infrastructure.

Storm Sewer Inlet Capacity

Accurate drainage inlet capacity requires detailed measurements and calculations for each individual inlet. The preliminary/global nature of this part of the study did not include such detailed analysis within its scope. Where redundant grate inlets, curb/throat inlets, or culvert inlets are present capacities of the underlaying storm sewer system is accounted for in channel and overland relief computations.

Culverts

Culverts were analyzed utilizing the same capacity technique described for storm sewer. This simplified approach allowed for ranking of culvert issues with the same methodology as storm sewer. This simplified approach does not account for all hydraulic elements of culverts and standard industry methods should be utilized for further detailed analysis. Computations are provided within Appendices 1-10 for each watershed.

Box Culverts/Bridges

Four bridge/box culverts are present within the study area. All the bridges excluding one have been assessed through flood studies available through FEMA and are not reassessed with this study. The bridge along Washington, just west of its intersection with MLK Jr Avenue, was not assessed with the FEMA flood study or this study, but has minimal drainage area and provides drainage for a WVDOH road.

Channel Analysis

Roadside drainage/spreads were evaluated as channels in the study. Analysis included the 2, 10, and 100- year storms. Computations are provided within Appendices 1-10 for each watershed.

Computations identified as spread are evaluations of flow along curbed streets. Computations identified as roadside ditch evaluated drainage along roads with no curb. The peak flows utilized in the channel analyses were adjusted to account for existing storm sewer full flow capacities where redundant grate inlets, curb inlets, or culvert inlets were present. The capacities of the pipes directly downstream were utilized in the analyses as it was assumed that surcharging would lead to discharges both upstream and downstream of the analyses point making the pipe directly downstream of the surface feature the constraint.

The points identified for analyses are generally the most concerning downstream locations within the watersheds and the study did not analyze individual points upstream of the identified locations. The analysis communicates spread issues at not only the selected location, but upstream areas as well. The length of roads and number of intersections upstream were measured to assist with ranking the identified issues. Detailed analyses should explore spreads upstream of the identified points.

Overland Relief

Overland relief (OLR) was evaluated for identified local depressions(sags) and utilized industry standard weir analysis. Sags/low points with minor drainage areas and evident available overland relief, with little threat to property were excluded. Some low points along roadways have been assessed utilizing channel computations and did not include an overland relief analysis for overtopping curbs or roadway crowns where significant upstream flow length is present, and it was deemed the associated impacts were better classified as roadway spread to account for upstream impacts with the road length and intersection count metrics. A few locations were analyzed utilizing overland relief and channel analysis where significant flow rates could create significant ponding and there were significant upstream flow lengths, as well as places where the flow must cross an intersection that could not be communicated through OLR analysis. Overland relief analysis can be highly susceptible to small variances in elevation

data and only lidar was utilized within this study. Use of the OLR analysis within this study for purposes outside the study is highly discouraged. Many assumptions and interpretations of lidar/field observations were utilized to approximate OLR.

OLR analyses typically ignore the presence of storm sewers. Due to the historical nature of Charles Town, much of the City was constructed prior to the implementation of current engineering and development practices. Also, full overland relief is not possible in many urban settings and storm sewer can be upsized to provide the needed drainage capacity for larger storm events in many situations. For these reasons the analysis presented in this study deducted the full flow capacity of the storm sewer from the runoff/flow rates utilized in the OLR analyses if storm sewer was present with redundant grate inlets, curb inlets, or culvert inlets.

Inlet capacities were not assessed, and it was assumed that locations with multiple inlets in the low area as well as upstream inlets would allow for the storm sewer pipes to flow full during large storm events. The capacities of the pipes directly downstream were utilized in the analyses as it was assumed that surcharging would lead to discharges both upstream and downstream of the analyses point. Locations having only one grate inlet upstream did not account for storm sewer capacity due to the higher potential of grate clogging.

Expected roadway inundation lengths and number of buildings suspected to be impacted by water ponding around the structures are provided with the computations. The buildings may or may not experience interior flooding, floor elevation assessment is not included in this study. Computations are provided within Appendices 1-10 for each watershed.

C. Findings and Recommendations

The study found it was appropriate to break the City into 10 watersheds based on concentration points and discharge directions as shown in Appendix A. The primary issues identified in Appendix B were selected based on travel way inundation, threat to buildings due to ponding, location of the impacts, flow rates, and flow depths. It was found that many of the existing City streets contain no drainage infrastructure, such as appropriately sized roadside ditches or storm sewer, leading to significant inundation of the public roadways. The exhibit provided in Appendix B identifies the location of the primary issues and spreadsheets are provided listing the issues and primary data pertaining to the issues.

The channel/roadway spread issues tables in Appendices 1-10 and Appendix B provide the findings of the channel analysis that were performed for the 2, 10, and 100-year storms. The upstream road length column indicates the length of roadway upstream of the analysis point. It is not expected that the spread issue exists along the entire upstream road length, but this indicates the maximum amount of roadway length that may be impacted due to the identified

issue and provides a metric to compare the identified issues. The upstream intersections listed on the tables indicate the number of intersections where runoff associated with the identified issue may have to flow across the travel way of the intersection. This flow may increase the risk for hydroplaning and ice in the intersection during the winter. The overland flow listed in the table indicates the amount of runoff that is expected to flow along the surface and accounts for any underlying storm sewer capacity as described in previous sections. Thus, some of the identified issues may have a value of 0 for overland flow during the 2 or 10-year storms. The roadway surcharge column indicates the depth of water flow expected at the edge of the roadway and provides a good indicator of the severity of the drainage issue. The travel lane spread column lists the distance water may spread into an assumed 10' travel lane assuming typical road cross slopes (2% slope). This spread value is the primary variable considered in current design manuals in relation to the comps presented. The WVDOH drainage manual dictates a maximum spread of 3 feet into travel lanes during the 10-year storm to mitigate hydroplaning risks. All the primary issues identified exceed this value. Issues with the travel lane spread listed as "full" indicate the spread covers the entire assumed travel lane.

The overland relief/ponding issues tables in Appendices 1-10 and Appendix B provide the results of ponding analysis where runoff must accumulate/pond and overtop a barrier to continue downstream for the 10 and 100-year storms. In addition to listing the location and a description of the expected barrier, the table lists the assumed weir elevations that runoff must overcome. This is provided as variations in the assumed elevations would change the resulting ponding elevations. OLR flow rates are provided that account for storm sewer capacity as previously described in this report. Depth of flow across the weir is provided and the approximated water surface elevations. Four values are provided to assist with gauging the severity of the issues. The number of buildings that water ponding may reach, the length of local roadway inundation, the length of inundation of any roads considered primary routes, and whether the impacted roads function as a sole point of access to residences or businesses.

The storm sewer pipe analysis tables provided in Appendices 1-10 provide pipe capacity analysis results and the inventory data for storm sewers. The 10-year storm event should generally dictate the size of the pipes as outlined in the WVDOH drainage manual. However, there are situations within the City where it may be appropriate to size the pipes for larger storms based on surface drainage issues as identified with the OLR and channel analysis. The final column in the highlighted regions for the 2 and 10-year storms compares the runoff rates to the open channel capacity of the storm sewer runs. Values under 100% indicate the runoff can be fully handled by the installed pipe. Values exceeding 100% indicate the pipe is undersized for the existing drainage area flowing to the system. These results were not considered primary drainage issues as a pipe being over capacity is not a flooding issue but may cause a flooding issue that would be identified through the provided OLR and channel analyses.

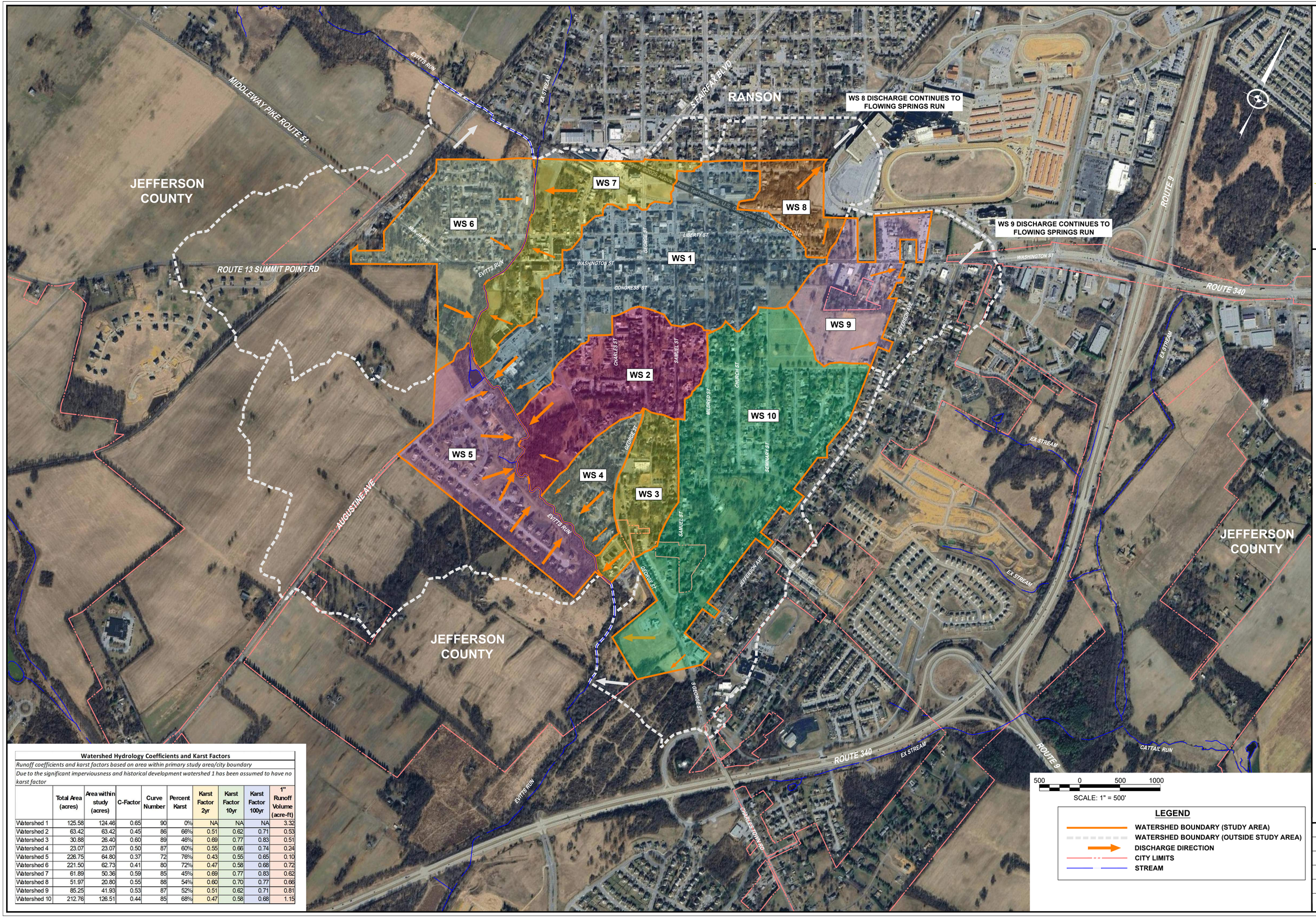
Many depressions were identified with no drainage, inadequate drainage, or lack of redundant inlets to mitigate potential inlet clogging. The identified issues could be resolved with appropriate storm sewer installations. One of the depressions analyzed in Watershed 3 (O.3.1) seems to have been created by residential infill lot development. Another OLR analyses point (O.8.1) located in Watershed 8 seems to have had the existing issue exacerbated by construction on a residential infill lot. This location was not included in the priority issues as the depth of ponding was found to be minimal. It is recommended that the City institute a drainage and grading review process for any future infill lot development.

Much of the inventoried storm sewer consists of aging terracotta and corrugated metal pipes with many lacking the needed capacity. The structural evaluation of the aging pipes would require camera inspection efforts of the existing storm sewer. It is recommended that prior to expending resources to maintain existing storm sewer systems that detailed analysis be performed to evaluate if upsizing of the exiting pipes would be appropriate during the maintenance operations. This evaluation should carefully consider future potential upstream expansion of the storm sewer systems. Based on many of the identified drainage issues, it is thought that upsizing and expansion of many of the storm sewer systems would mitigate flooding and runoff issues. However, storm sewer capacities themselves were not utilized to identify primary drainage issues. The primary issues identified are based on surface drainage issues that may be a result of storm sewer that is over capacity.

Greenway Engineering recommends that the City maintain awareness for the opportunity to acquire land near the outfall of storm sewer system 1.1, where Augustine Avenue crosses Evitt's Run. This outfall represents the most concentrated surface water discharge within the City and presents excellent opportunity to improve water quality through treatment of the discharge. This could be a central component of the stormwater management plan (SWMP) that will need to be developed in the future to comply with MS4 (municipal stormwater) regulations and permitting.

Based on the issues identified and outlined scope of the overall study, part 1 has resulted in the following primary recommendations. Watersheds 1, 2, 3, 7, and 10 should advance to the full analysis and inventory outlined in part 2 of the study. Watersheds 4, 6, 8, and 9 have identified issues, but the issues are few and localized. It appears these issues could proceed with combined detailed existing analysis (part 2) and improvement analysis (part 3) for each individually identified issue. Watershed 5 had no identified issues other than potential capacity issues for one identified storm sewer system that presents minimal threats to public roads or existing buildings. Watershed 5 is not recommended for further detailed study.

Appendix A- Overall Watershed Map and Topography Exhibit



Watershed Hydrology Coefficients and Karst Factors

Runoff coefficients and karst factors based on area within primary study area/city boundary

Due to the significant imperviousness and historical development watershed 1 has been assumed to have no karst factor

	Total Area (acres)	Area within study (acres)	C-Factor	Curve Number	Percent Karst	Karst Factor 2yr	Karst Factor 10yr	Karst Factor 100yr	1" Runoff Volume (acre-ft)
Watershed 1	125.58	124.46	0.65	90	0%	NA	NA	NA	3.32
Watershed 2	63.42	63.42	0.45	86	66%	0.51	0.62	0.71	0.53
Watershed 3	30.88	26.40	0.60	89	46%	0.69	0.77	0.83	0.51
Watershed 4	23.07	23.07	0.50	87	60%	0.55	0.66	0.74	0.24
Watershed 5	226.75	64.80	0.37	72	76%	0.43	0.55	0.65	0.10
Watershed 6	221.50	62.73	0.41	80	72%	0.47	0.58	0.68	0.72
Watershed 7	61.89	50.36	0.59	85	45%	0.69	0.77	0.83	0.62
Watershed 8	51.97	20.80	0.55	88	54%	0.60	0.70	0.77	0.68
Watershed 9	85.25	41.93	0.53	87	52%	0.51	0.62	0.71	0.81
Watershed 10	212.76	126.51	0.44	85	68%	0.47	0.58	0.68	1.15

500 0 500 1000

SCALE: 1" = 500'

LEGEND

- WATERSHED BOUNDARY (STUDY AREA)
- WATERSHED BOUNDARY (OUTSIDE STUDY AREA)
- DISCHARGE DIRECTION
- CITY LIMITS
- STREAM

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CITY OF CHARLES TOWN WATERSHEDS

CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

Date: 03/23/2026
Scale: 1" = 500'
Designed By: ZJ/RLK/ZS
File No. 7037
Sheet 1 Of 1

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CITY OF CHARLES TOWN WATERSHEDS

TOPOGRAPHY

CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

WS 1
WS 2
WS 3
WS 4
WS 5
WS 6
WS 7
WS 8
WS 9
WS 10

TOPOGRAPHIC DATA FROM WVU OPEN SOURCE LIDAR DATASET

LEGEND

- 2' CONTOUR
- 10' CONTOUR
- MINOR DRAINAGE DIVIDE
- WATERSHED DIVIDE
- WATERSHED DIVIDE (BEYOND CITY LIMITS)
- CITY LIMITS
- GIS PARCEL BOUNDARIES
- STREAM
- GIS BUILDING OUTLINES

300 0 300 600
SCALE: 1" = 300'

Date:	04/13/2026
Scale:	1" = 300'
Designed By:	ZJ/RLK/ZS
File No.	7037
Sheet	1 Of 1

Appendix B- Primary Identified Issues List & Exhibit

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CITY OF CHARLES TOWN WATERSHEDS

CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

PRIMARY ISSUES IDENTIFIED

LEGEND

- WATERSHED BOUNDARY (STUDY AREA)
- C.## — CHANNEL/SPREAD COMP
- O.## — OLR (OVERLAND RELIEF) COMP
- APPROXIMATE 100 YEAR PONDING BASED ON OLR ANALYSIS

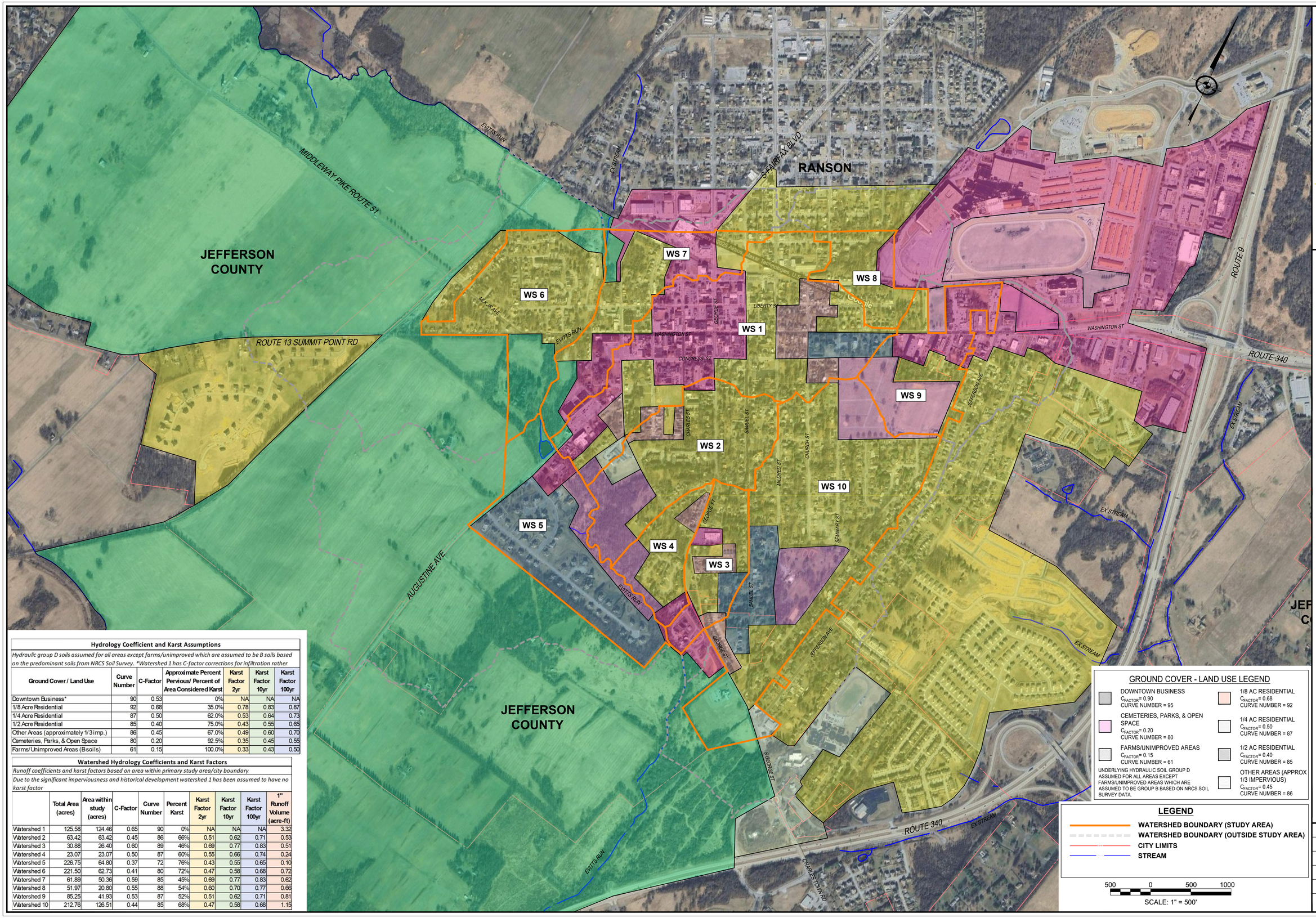
300 0 300 600
SCALE: 1" = 300'

Date:	04/13/2026
Scale:	1" = 300'
Designed By:	ZJ/RLK/ZS
File No.	7037
Sheet	1 Of 1

Channel/Roadway Spread Issues						2 year storm			10 year storm			100 year storm		
Identifier	Location	Description	Upstream Road Length(ft)	Upstream Intersections	Drainage Area (Acre)	Overland Flow (cfs)	Roadway Surcharge (ft)	Travel Lane Spread (ft)	Overland Flow (cfs)	Roadway Surcharge (ft)	Travel Lane Spread (ft)	Overland Flow (cfs)	Roadway Surcharge (ft)	Travel Lane Spread (ft)
Watershed 1 - 6 Primary Channel Flow Issues Identified														
C.1.1	Augustine Ave westside	Spread	1835	1	5.34	0.00	0.00	0.00	12.77	0.33	8.46	27.76	0.44	Full
C.1.3	Congress St southside	Spread	2600	2	7.78	0.00	0.00	0.00	22.76	0.47	Full	31.80	0.53	Full
C.1.4	Congress St northside	Spread	1500	1	79.49	0.00	0.00	0.00	17.15	0.42	Full	82.87	0.76	Full
C.1.5	George St eastside	Spread	2100	3	9.83	7.43	0.31	5.29	12.36	0.37	8.50	19.54	0.44	Full
C.1.10	Liberty St southside	Spread	2000	3	14.71	11.69	0.30	4.75	16.64	0.34	6.83	23.98	0.39	9.33
C.1.12	Samuel St	Spread	1540	2	9.10	10.24	0.35	Full	14.07	0.39	Full	19.66	0.44	Full
Watershed 2 - 3 Primary Channel Flow Issues Identified														
C.2.2	Samuel Street westside	Spread	1015	1	0.74	0.89	0.12	3.04	1.50	0.15	4.38	2.42	0.18	5.83
C.2.3	Samuel Street eastside	Spread	1360	1	5.87	4.55	0.22	8.17	7.61	0.27	Full	12.17	0.32	Full
C.2.4	Charles Street eastside	Roadside ditch	1200	1	23.11	8.74	0.21	9.00	20.16	0.32	Full	37.55	0.44	Full
Watershed 3 - 2 Primary Channel Flow Issues Identified														
C.3.1	George Street Ext	Roadside ditch	550	0	11.48	12.50	0.24	Full	19.33	0.32	Full	29.46	0.42	Full
C.3.2	Samuel Street	Spread	1000	2	0.83	1.33	0.14	5.04	2.05	0.17	6.29	3.12	0.19	7.71
Watershed 4 - 1 Primary Channel Flow Issues Identified														
C.4.1	Mordington north side	Roadside ditch	800	1	1.17	1.20	0.07	3.50	1.96	0.13	6.50	3.04	0.10	5.00
Watershed 6 - 2 Primary Channel Flow Issues Identified														
C.6.2	Eagle Ave westside & MLK Intx	Roadside Ditch	590	1	2.55	2.23	0.17	8.50	3.75	0.23	Full	6.10	0.29	Full
C.6.3	Water St southwest side	Roadside Ditch	600	0	6.20	4.43	0.14	6.50	7.52	0.22	Full	12.31	0.30	Full
Watershed 7 - 3 Primary Channel Flow Issues Identified														
C.7.1	Water St westside	Spread	530	0	1.36	3.04	0.16	8.08	4.62	0.19	9.46	6.90	0.25	Full
C.7.4	Lawrence St westside	Spread	680	0	1.82	2.34	0.23	7.29	3.55	0.26	9.21	5.31	0.31	Full
C.7.5	Lawrence St eastside	Spread	750	0	2.12	3.43	0.26	9.04	5.21	0.31	Full	7.79	0.35	Full
Watershed 8 - 1 Primary Channel Flow Issues Identified														
C.8.1	North St northside	Spread	800	0	1.90	2.21	0.19	9.71	3.51	0.23	Full	5.35	0.27	Full
Watershed 9 - 1 Primary Channel Flow Issues Identified														
C.9.1	Washington St southside	Spread	1490	1	6.32	4.90	0.13	3.50	8.19	0.18	5.92	13.10	0.23	8.63
Watershed 10 - 7 Primary Channel Flow Issues Identified														
C.10.1	Samuel St eastside	Roadside ditch	600	0	4.67	4.08	0.14	6.00	6.87	0.20	9.00	11.16	0.26	Full
C.10.5	Mildred St eastside	Spread	1994	2	10.34	6.48	0.23	5.63	11.08	0.28	8.00	18.36	0.34	Full
C.10.6	Mildred St westside	Spread	1425	1	5.51	3.94	0.21	5.58	6.68	0.26	7.88	10.94	0.31	Full
C.10.7	Church St westside	Spread	1700	0	11.97	7.65	0.29	6.58	13.09	0.36	9.92	21.69	0.43	Full
C.10.8	Seminary St westside	Spread	1950	2	6.02	4.30	0.20	7.13	7.30	0.25	9.38	11.95	0.30	Full
C.10.10	Morrison St eastside	Spread	625	0	11.94	7.48	0.27	7.50	12.79	0.33	Full	21.20	0.37	Full
C.10.12	Morrison St westside	Spread	200		7.00	4.70	0.26	Full	7.98	0.31	Full	13.07	0.38	Full

Overland Relief/Ponding Issues					10 year storm							100 year storm						
Identifier	Location	Description	Approximated Weir Elevation	Drainage Area (Acre)	OLR Flow (cfs)	Depth (ft)	Approximated WSE	Buildings Impacted	Local Roadway Inundation (ft)	Primary Route Inundation (ft)	Singular Access Point Impacts	OLR Flow (cfs)	Depth (ft)	Approximated WSE	Buildings Impacted	Local Roadway Inundation (ft)	Primary Route Inundation (ft)	Singular Access Point Impacts
Watershed 1 - 4 Primary OLR Issues Identified																		
O.1.1	Avis Street	Roadway, Building, Parking Lot	497.00	92.68	115.84	1.70	498.70	1	160	0	No	195.36	1.99	498.99	2	170	0	No
O.1.2	Congress Street	Curb	499.50	89.33	50.19	0.39	499.89	1	80	0	No	126.83	0.65	500.15	2	105	0	No
O.1.3	Washington Street	Roadway	504.10	76.95	6.63	0.18	504.28	0	0	60	No	69.05	0.47	504.57	1	0	150	No
O.1.4	Liberty Street	Roadway	509.90	4.48	20.22	0.30	510.20	0	75	0	No	28.03	0.34	510.24	0	85	0	No
Watershed 2 - 3 Primary OLR Issues Identified																		
O.2.1	Mordington Ave	Roadway	494.25	44.43	26.44	0.36	494.61	0	65	0	No	55.04	0.49	494.74	0	85	0	No
O.2.2	George St and Academy St	Roadway	526.25	3	8.55	0.09	526.34	0	0	135	No	21.87	0.17	526.42	0	0	135	No
O.2.3	Samuel St and Academy St	Roadway	537.00	7.38	9.56	0.23	537.23	0	40	0	No	15.30	0.29	537.29	0	50	0	No
Watershed 3 - 3 Primary OLR Issues Identified																		
O.3.1	George Street Ext	Houses/Yards	493.00	10.28	17.31	0.69	493.69	2	0	0	No	26.38	0.80	493.80	2	0	0	No
O.3.2	Shutter Street	Roadway	501.00	9.35	17.76	0.21	501.21	1	50	0	No	26.74	0.27	501.27	1	75	0	No
O.3.3	Wall Street	Houses/Yards	512.10	7.63	14.24	0.41	512.51	2	220	0	No	21.45	0.64	512.74	2	240	0	No
Watershed 6 - 2 Primary OLR Issues Identified																		
O.6.1	MLK Jr Ave	Roadway	513.50	7.22	8.75	0.21	513.71	2	0	50	No	14.34	0.26	513.76	3	0	75	No
O.6.2	MLK Jr Ave	Roadway	513.70	5.38	6.52	0.18	513.88	1	0	40	No	10.68	0.22	513.92	2	0	85	No
Watershed 10 - 3 Primary OLR Issues Identified																		
O.10.1	Forrest Ave	Roadway	491.00	27.32	29.87	0.23	491.23	0	0	60	No	49.51	0.30	491.30	0	0	115	No
O.10.2	4th St	Curb	515.00	6.14	7.00	0.37	515.37	2	50	0	No	11.46	0.45	515.45	2	110	0	No
O.10.3	Hunter St	Houses/Yards	517.50	12.78	8.38	0.52	518.02	2	80	0	No	13.90	0.63	518.13	2	100	0	No

Appendix C- Ground Cover – Land Use Analysis Exhibit



Hydrology Coefficient and Karst Assumptions						
*Hydraulic group D soils assumed for all areas except farms/unimproved which are assumed to be B soils based on the predominant soils from NRCS Soil Survey. *Watershed 1 has C-factor corrections for infiltration rather*						
Ground Cover / Land Use	**Curve Number**	**C-Factor**	**Approximate Percent Pervious/ Percent of Area Considered Karst**	**Karst Factor 2yr**	**Karst Factor 10yr**	**Karst Factor 100yr**
Downtown Business*	90	0.53	0%	NA	NA	NA
1/8 Acre Residential	92	0.68	35.0%	0.78	0.83	0.87
1/4 Acre Residential	87	0.50	62.0%	0.53	0.64	0.73
1/2 Acre Residential	85	0.40	75.0%	0.43	0.55	0.65
Other Areas (approximately 1/3 imp.)	86	0.45	67.0%	0.49	0.60	0.70
Cemeteries, Parks, & Open Space	80	0.20	92.5%	0.35	0.45	0.55
Farms/Unimproved Areas (B soils)	61	0.15	100.0%	0.33	0.43	0.50

Watershed Hydrology Coefficients and Karst Factors								
Runoff coefficients and karst factors based on area within primary study area/city boundary								
Due to the significant imperviousness and historical development watershed 1 has been assumed to have no karst factor								
	Total Area (acres)	**Area within study (acres)**	**C-Factor**	**Curve Number**	**Percent Karst**	**Karst Factor 2yr**	**Karst Factor 10yr**	**Karst Factor 100yr**	**1" Runoff Volume (acre-ft)**
Watershed 1	125.58	124.46	0.65	90	0%	NA	NA	NA	3.32
Watershed 2	63.42	63.42	0.45	86	66%	0.51	0.62	0.71	0.53
Watershed 3	30.88	26.40	0.60	89	46%	0.69	0.77	0.83	0.51
Watershed 4	23.07	23.07	0.50	87	60%	0.55	0.66	0.74	0.24
Watershed 5	226.75	64.80	0.37	72	76%	0.43	0.55	0.65	0.10
Watershed 6	221.50	62.73	0.41	80	72%	0.47	0.58	0.68	0.72
Watershed 7	61.89	50.36	0.59	85	45%	0.69	0.77	0.83	0.62
Watershed 8	51.97	20.80	0.55	88	54%	0.60	0.70	0.77	0.66
Watershed 9	85.25	41.93	0.53	87	52%	0.51	0.62	0.71	0.81
Watershed 10	212.76	126.51	0.44	85	68%	0.47	0.58	0.68	1.15

GROUND COVER - LAND USE LEGEND

- DOWNTOWN BUSINESS — C_{FACTOR} = 0.90, CURVE NUMBER = 95
- CEMETERIES, PARKS, & OPEN SPACE — C_{FACTOR} = 0.20, CURVE NUMBER = 80
- FARMS/UNIMPROVED AREAS — C_{FACTOR} = 0.15, CURVE NUMBER = 61
- 1/8 AC RESIDENTIAL — C_{FACTOR} = 0.68, CURVE NUMBER = 92
- 1/4 AC RESIDENTIAL — C_{FACTOR} = 0.50, CURVE NUMBER = 87
- 1/2 AC RESIDENTIAL — C_{FACTOR} = 0.40, CURVE NUMBER = 85
- OTHER AREAS (APPROX 1/3 IMPERVIOUS) — C_{FACTOR} = 0.45, CURVE NUMBER = 86

UNDERLYING HYDRAULIC SOIL GROUP D ASSUMED FOR ALL AREAS EXCEPT FARMS/UNIMPROVED AREAS WHICH ARE ASSUMED TO BE GROUP B BASED ON NRCS SOIL SURVEY DATA.

LEGEND

- WATERSHED BOUNDARY (STUDY AREA)
- WATERSHED BOUNDARY (OUTSIDE STUDY AREA)
- CITY LIMITS
- STREAM

500 0 500 1000

SCALE: 1" = 500'

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CITY OF CHARLES TOWN WATERSHEDS

GROUND COVER - LAND USE ANALYSIS

CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

Date: 03/23/2026
Scale: 1" = 500'
Designed By: ZJ/RLK/ZS
File No. 7037
Sheet 1 Of 1

Appendix D- Karst Swales Exhibit

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CITY OF CHARLES TOWN WATERSHEDS

KARST SWALES

CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

WS 1
WS 2
WS 3
WS 4
WS 5
WS 6
WS 7
WS 8
WS 9
WS 10

SUSPECTED SINKHOLE

MIDDLEWAY PIKE ROUTE 51
SUMMIT POINT RD ROUTE 13
EAGLE AVE
PARK ST
CENTER ST
MAPLE AVE
M.L.K. AVE
HIGGS BLVD
LIBERTY STREET
WASHINGTON STREET
MT PARK STREET
WATER STREET
CONGRESS STREET
AVIS STREET
WEST STREET
AUGUSTINE AVE
PERRY DRIVE
SHUTT CT
CRAIGHILL DRIVE
MOORE CT
1st AVE
NORTH STREET
LAWRENCE STREET
CHARLES STREET
GEORGE STREET
SAMUEL STREET
MILDRED STREET
PRESTON STREET
CHURCH STREET
SEMINARY STREET
ACADEMY STREET
ANN STREET
HUNTER STREET
MORGANTON STREET
MASON STREET
GREEN STREET
FORREST AVE
WALL STREET
SHUTTER STREET
SPRING BALE DR
VISTA CT
MORRISON STREET
RICE CT
BROOME STREET
JEFFERSON AVE

KARST SWALES LEGEND

- UNDISTURBED KARST AREAS
- HISTORICAL KARST AREAS
- WATERSHED DIVIDE
- CITY LIMITS

300 0 300 600
SCALE: 1" = 300'

Date:	03/23/2026
Scale:	1" = 300'
Designed By:	ZJ/RLK/ZS
File No.	7037
Sheet	1 Of 1

Appendix E- Full Study Area Storm Sewer Exhibit

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CITY OF CHARLES TOWN WATERSHEDS

STORM SEWER INVENTORY

CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

WS 1
WS 2
WS 3
WS 4
WS 5
WS 6
WS 7
WS 8
WS 9
WS 10

6.1, 6.2, & 6.5
6.3 & 6.4
7.4, 7.5 & 7.6
7.1, 7.2 & 7.3
1.8, 1.9, 1.10, 1.11 & 1.12
8.1
1.5, 1.6 & 1.7
1.1, 1.2, 1.3 & 1.4
9.1 & 9.2
2.2 & 2.3
2.1
3.4 & 3.5
3.1, 3.2 & 3.3
4.1, 4.2 & 4.3
5.10
5.2
5.3
5.1
5.6 & 5.7
5.4 & 5.5
5.8 & 5.9
10.1, 10.2 & 10.3
10.6 & 10.7
10.4 & 10.5

MIDDLEWAY PIKE ROUTE 51
SUMMIT POINT RD ROUTE 13
EAGLE AVE
PARK ST
CENTER ST
MAPLE AVE
MLK JR AVE
HIGGS BLVD
LIBERTY STREET
WASHINGTON STREET
MT PARAN STREET
WATER STREET
CONGRESS STREET
AVIS STREET
AUGUSTINE AVE
PERRY DRIVE
SUTT CT
MOORE CT
CROUCHILL DRIVE
1st AVE
NORTH STREET
LAWRENCE STREET
CHARLES STREET
GEORGE STREET
SAMUEL STREET
MILDRED STREET
PRESTON STREET
CHURCH STREET
SEMINARY STREET
WEST STREET
ACADEMY STREET
ANN STREET
HUNTER STREET
MORNING GUN STREET
MASON STREET
GREEN STREET
FORREST AVE
WALL STREET
SHUTTER STREET
MORRISON STREET
BROOKE STREET
RICE CT
JEFFERSON AVE
JEFFERSON AVE
VISTA CT
SPRING DALE DR

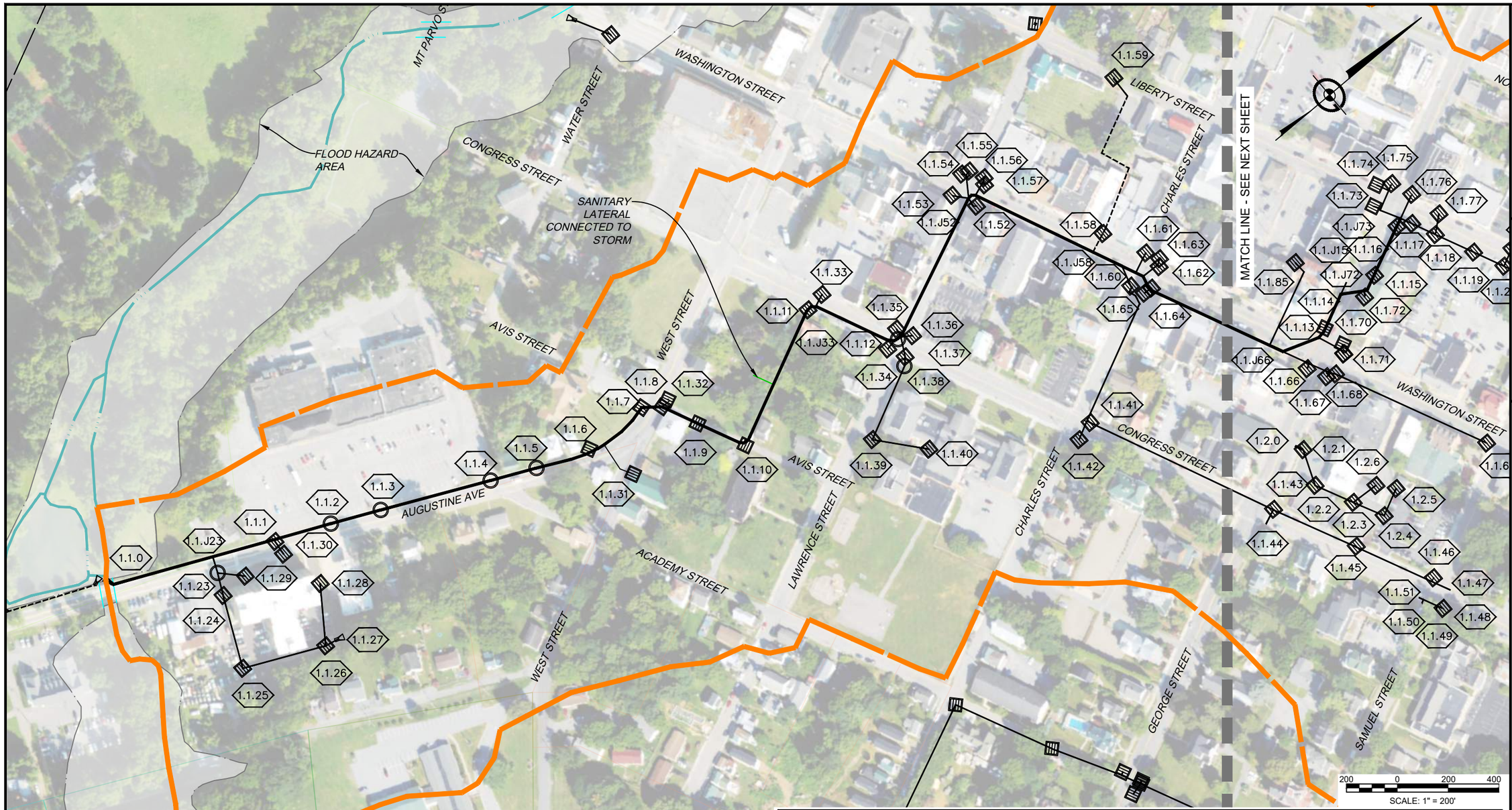
STORM INFRASTRUCTURE LEGEND

- STORM SEWER INLET
- STORM SEWER MANHOLE
- STORM PIPE
- CULVERT INLET, STORM SEWER OUTFALL
- WATERSHED DIVIDE
- 1.1 STORM SEWER SYSTEM
- CITY LIMITS

300 0 300 600
SCALE: 1" = 300'

Date:	03/23/2026
Scale:	1" = 300'
Designed By:	ZJ/RLK/ZS
File No.	7037
Sheet	1 Of 1

Appendix F- 11x17 Storm Sewer Inventory Exhibits



LEGEND

- WATERSHED BOUNDARY (STUDY AREA)
- WATERSHED BOUNDARY (BEYOND CITY LIMITS)
- CITY LIMITS
- STREAM
- STORM PIPE
- UNVERIFIED STORM PIPE
- SF.#.# — STORM WATER FACILITY
- #.#.# — STORM STRUCTURE LABEL
- STORM SEWER MANHOLE
- STORM SEWER INLET
- STORM SEWER OUTFALL
- SANITARY LATERAL

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City of Charles Town Watersheds

City of Charles Town - Jefferson County, West Virginia

WATERSHED 1 STORM SEWER

DATE:	04/13/2026
SCALE:	1" = 200'
DESIGNED BY:	ZJ/ZS
JOB NO.	7037
SHEET	1 OF 2

City of Charles Town Watersheds

City of Charles Town - Jefferson County, West Virginia

WATERSHED 1 STORM SEWER

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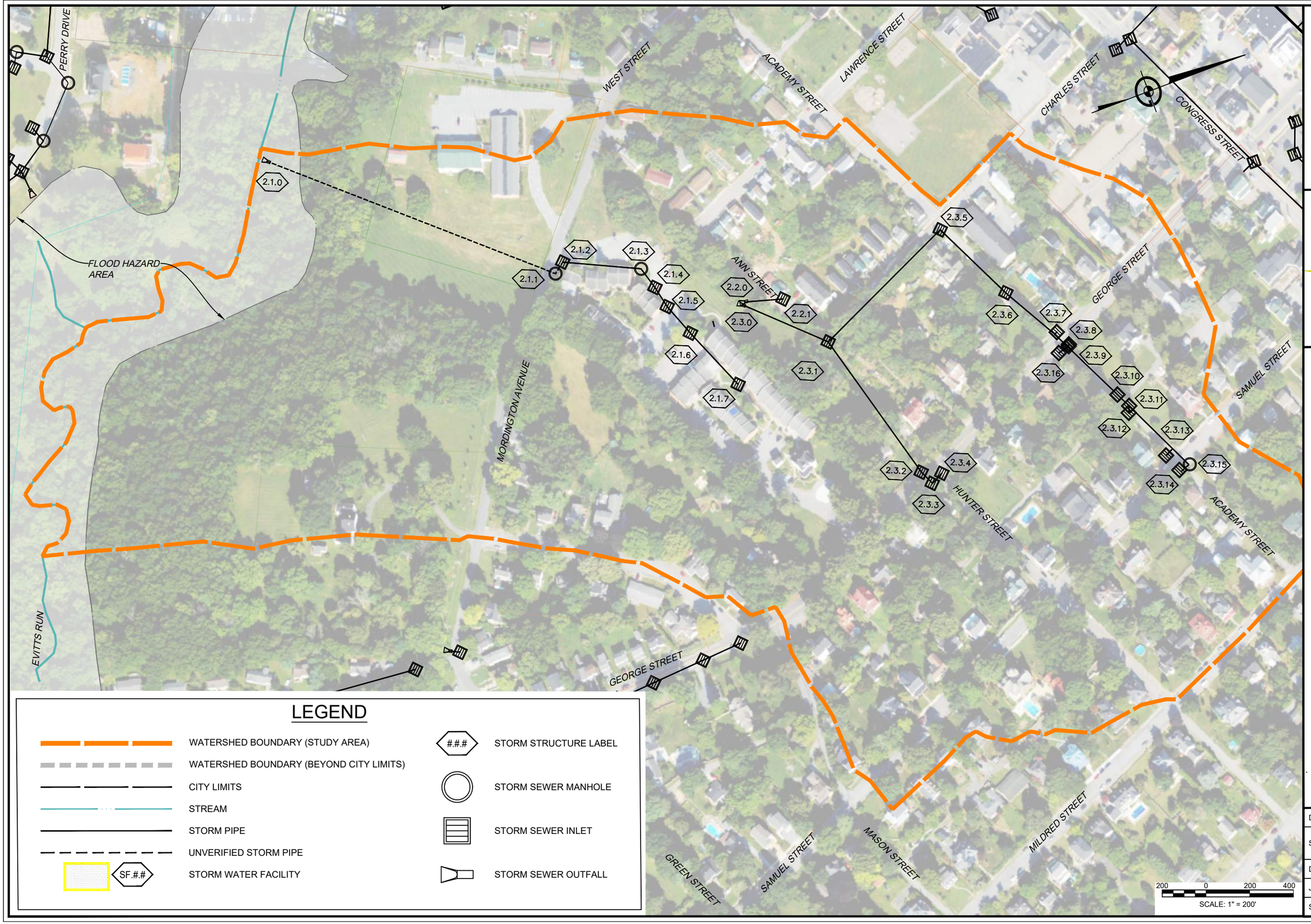
DATE: 04/13/2026
SCALE: 1" = 200'
DESIGNED BY: ZJ/ZS
JOB NO. 7037
SHEET 2 OF 2

LEGEND

- WATERSHED BOUNDARY (STUDY AREA)
- WATERSHED BOUNDARY (BEYOND CITY LIMITS)
- CITY LIMITS
- STREAM
- STORM PIPE
- UNVERIFIED STORM PIPE
- SF.#.# STORM WATER FACILITY
- #.#.# STORM STRUCTURE LABEL
- STORM SEWER MANHOLE
- STORM SEWER INLET
- STORM SEWER OUTFALL

SCALE: 1" = 200'



LEGEND

- WATERSHED BOUNDARY (STUDY AREA)
- WATERSHED BOUNDARY (BEYOND CITY LIMITS)
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City of Charles Town Watersheds

City of Charles Town - Jefferson County, West Virginia

WATERSHED 2 STORM SEWER

DATE: 04/13/2026
SCALE: 1" = 200'
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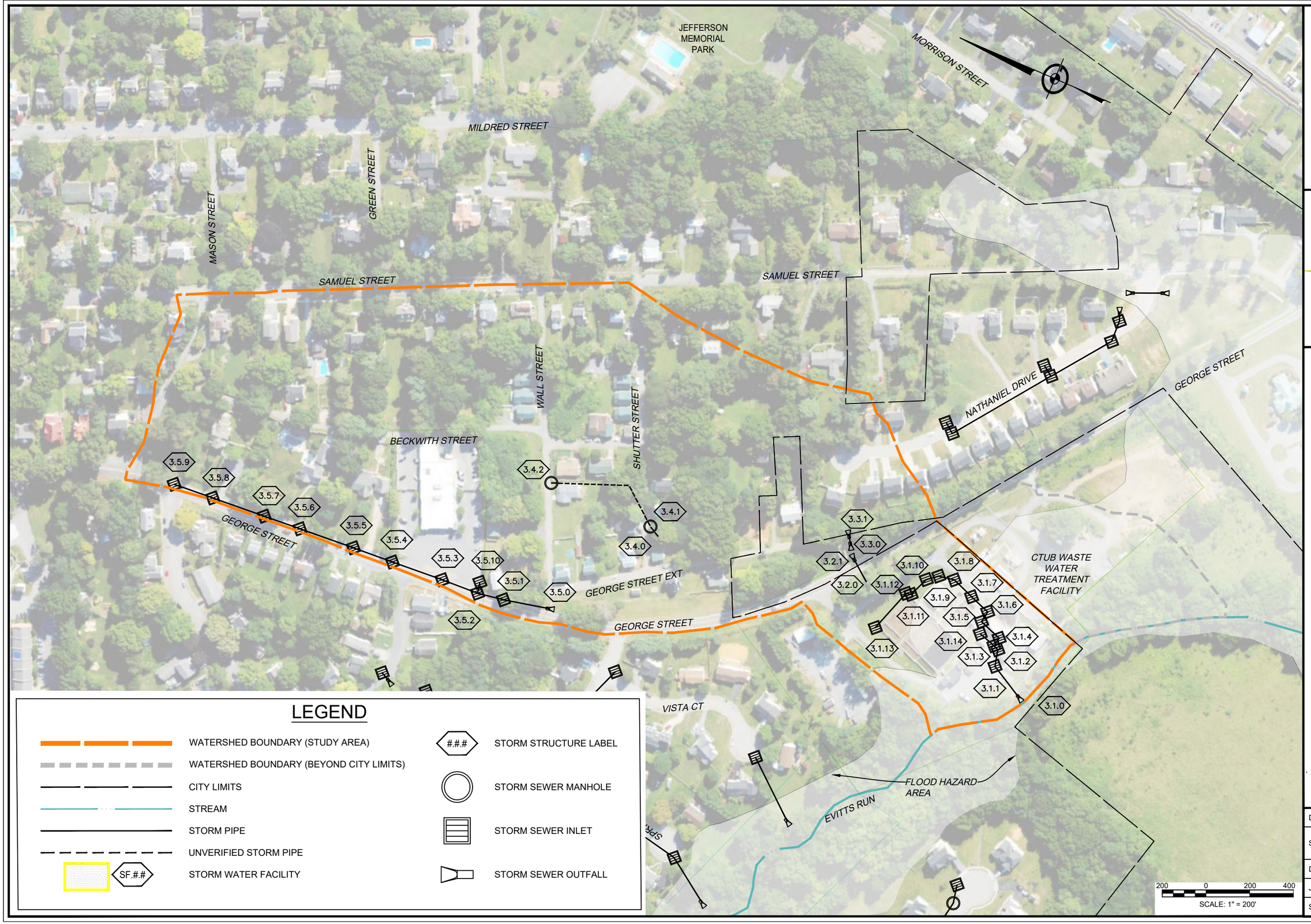
JOB NO. 7037
SHEET 1 OF 1



LEGEND

- WATERSHED BOUNDARY (STUDY AREA)
- WATERSHED BOUNDARY (BEYOND CITY LIMITS)
- CITY LIMITS
- STREAM
- STORM PIPE
- UNVERIFIED STORM PIPE
- SF.#.# STORM WATER FACILITY
- #.#.# STORM STRUCTURE LABEL
- STORM SEWER MANHOLE
- STORM SEWER INLET
- STORM SEWER OUTFALL

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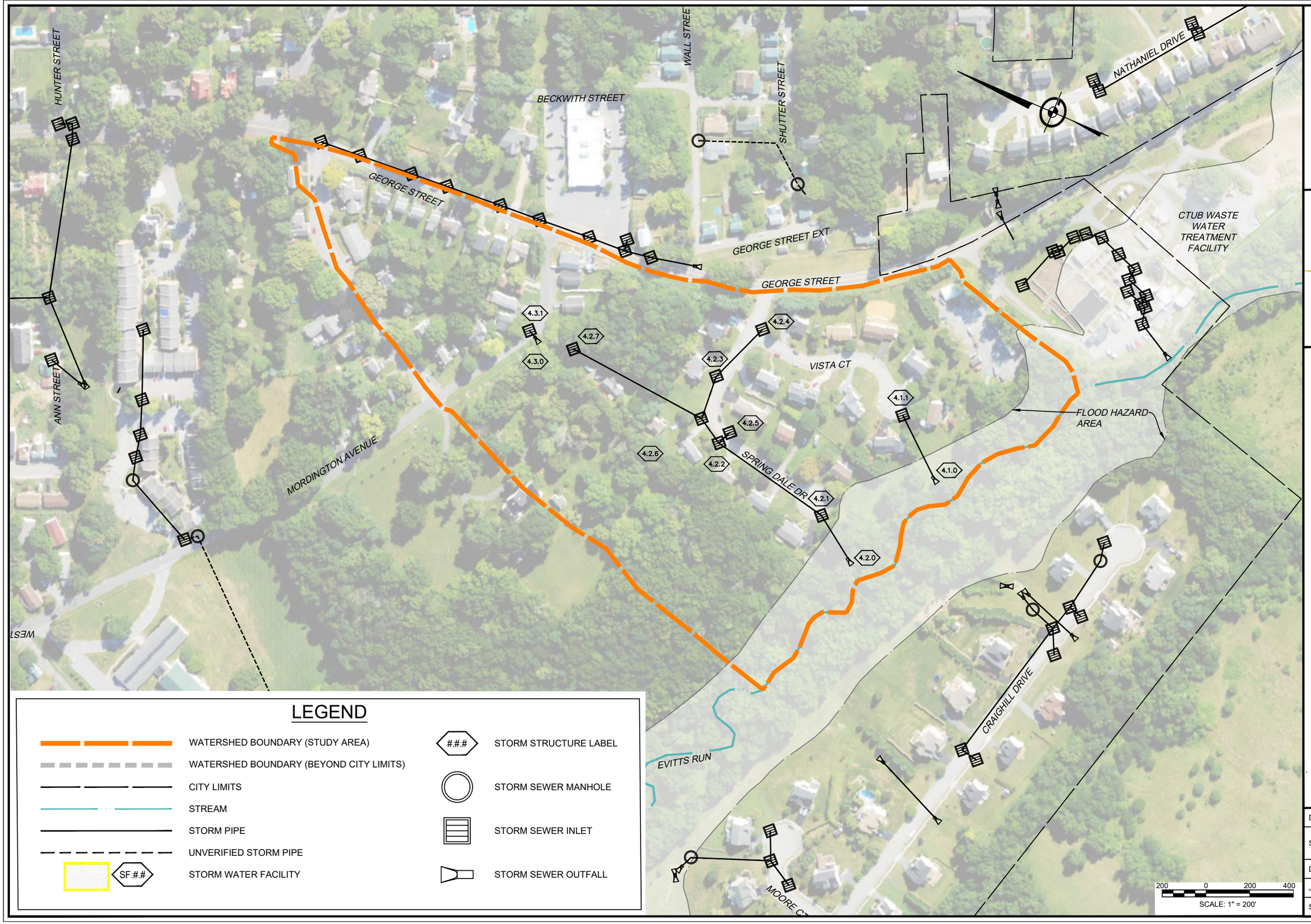
City of Charles Town Watersheds

City of Charles Town - Jefferson County, West Virginia

WATERSHED 3 STORM SEWER

DATE: 04/13/2026
SCALE: 1" = 200'
DESIGNED BY: ZJ/ZS
JOB NO. 7037
SHEET 1 OF 1



LEGEND

- WATERSHED BOUNDARY (STUDY AREA)
- WATERSHED BOUNDARY (BEYOND CITY LIMITS)
- CITY LIMITS
- STREAM
- STORM PIPE
- UNVERIFIED STORM PIPE
- SF.#.# — STORM WATER FACILITY
- #.#.# — STORM STRUCTURE LABEL
- STORM SEWER MANHOLE
- STORM SEWER INLET
- STORM SEWER OUTFALL

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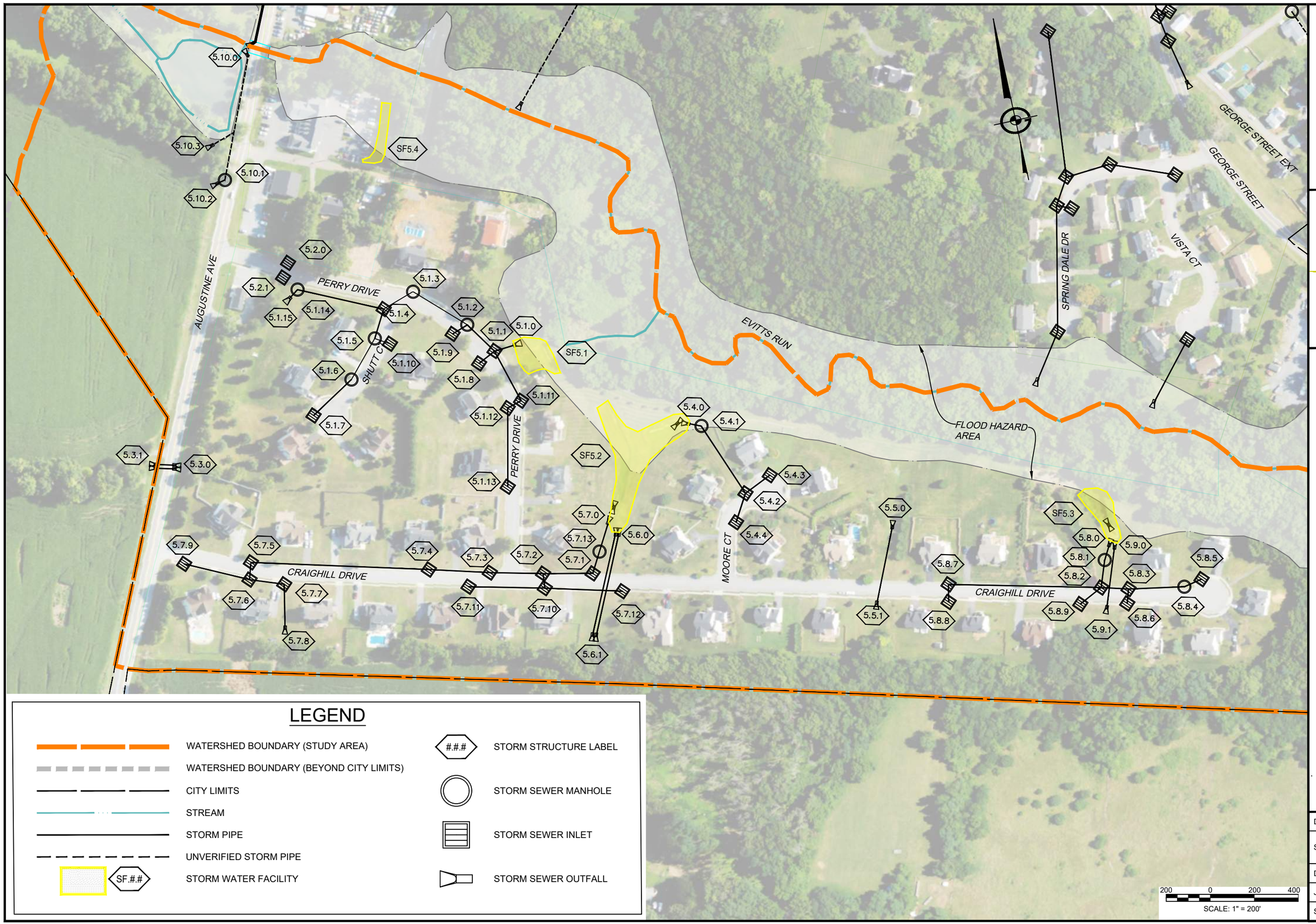
City of Charles Town - Jefferson County, West Virginia

WATERSHED 4 STORM SEWER

DATE:	04/13/2026
SCALE:	1" = 200'
DESIGNED BY:	ZJ/ZS
JOB NO.	7037
SHEET	1 OF 1



LEGEND

- WATERSHED BOUNDARY (STUDY AREA)
- WATERSHED BOUNDARY (BEYOND CITY LIMITS)
- CITY LIMITS
- STREAM
- STORM PIPE
- UNVERIFIED STORM PIPE
- SF.#.# — STORM WATER FACILITY
- #.#.# — STORM STRUCTURE LABEL
- STORM SEWER MANHOLE
- STORM SEWER INLET
- STORM SEWER OUTFALL

200 0 200 400
SCALE: 1" = 200'

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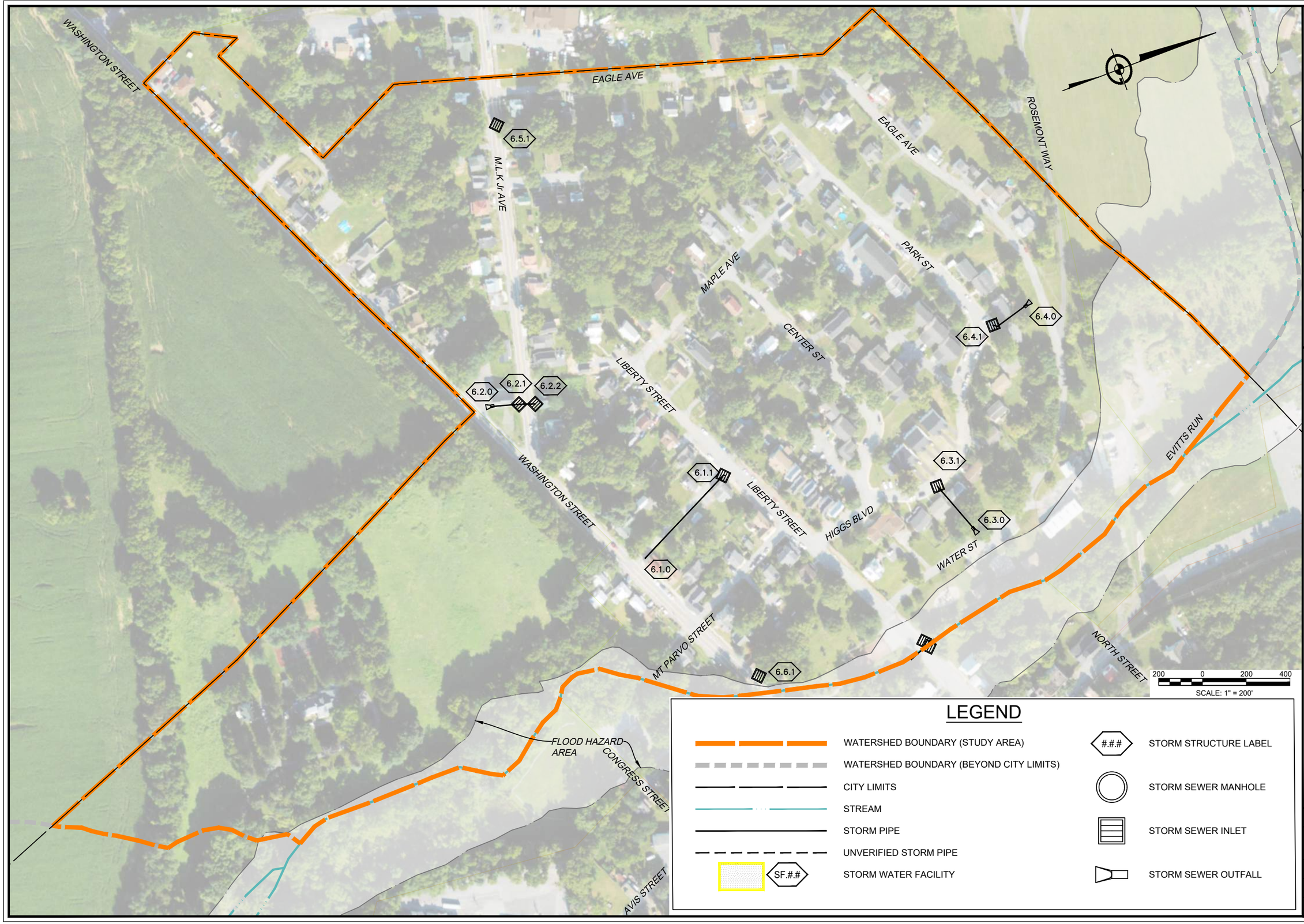
City of Charles Town Watersheds

City of Charles Town - Jefferson County, West Virginia

WATERSHED 5 STORM SEWER

DATE: 04/13/2026
SCALE: 1" = 200'
DESIGNED BY: ZJ/ZS
JOB NO. 7037
SHEET 1 OF 1



LEGEND

- WATERSHED BOUNDARY (STUDY AREA)
- WATERSHED BOUNDARY (BEYOND CITY LIMITS)
- CITY LIMITS
- STREAM
- STORM PIPE
- UNVERIFIED STORM PIPE
- SF.## STORM WATER FACILITY
- #.## STORM STRUCTURE LABEL
- STORM SEWER MANHOLE
- STORM SEWER INLET
- STORM SEWER OUTFALL

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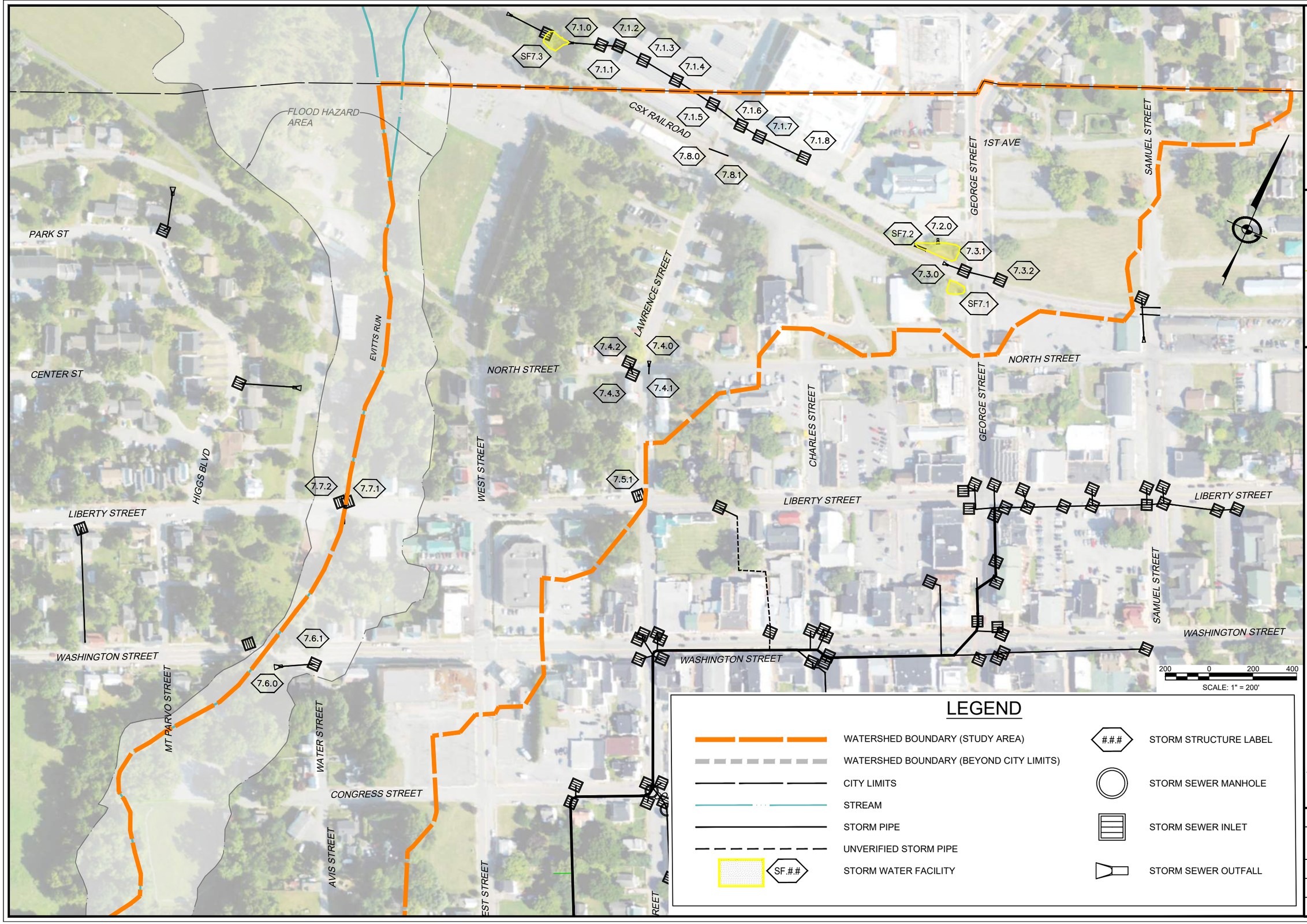
FND 1971

City of Charles Town Watersheds

City of Charles Town - Jefferson County, West Virginia

WATERSHED 6 STORM SEWER

DATE: 04/13/2026
SCALE: 1" = 200'
DESIGNED BY: ZJ/ZS
JOB NO. 7037
SHEET 1 OF 1



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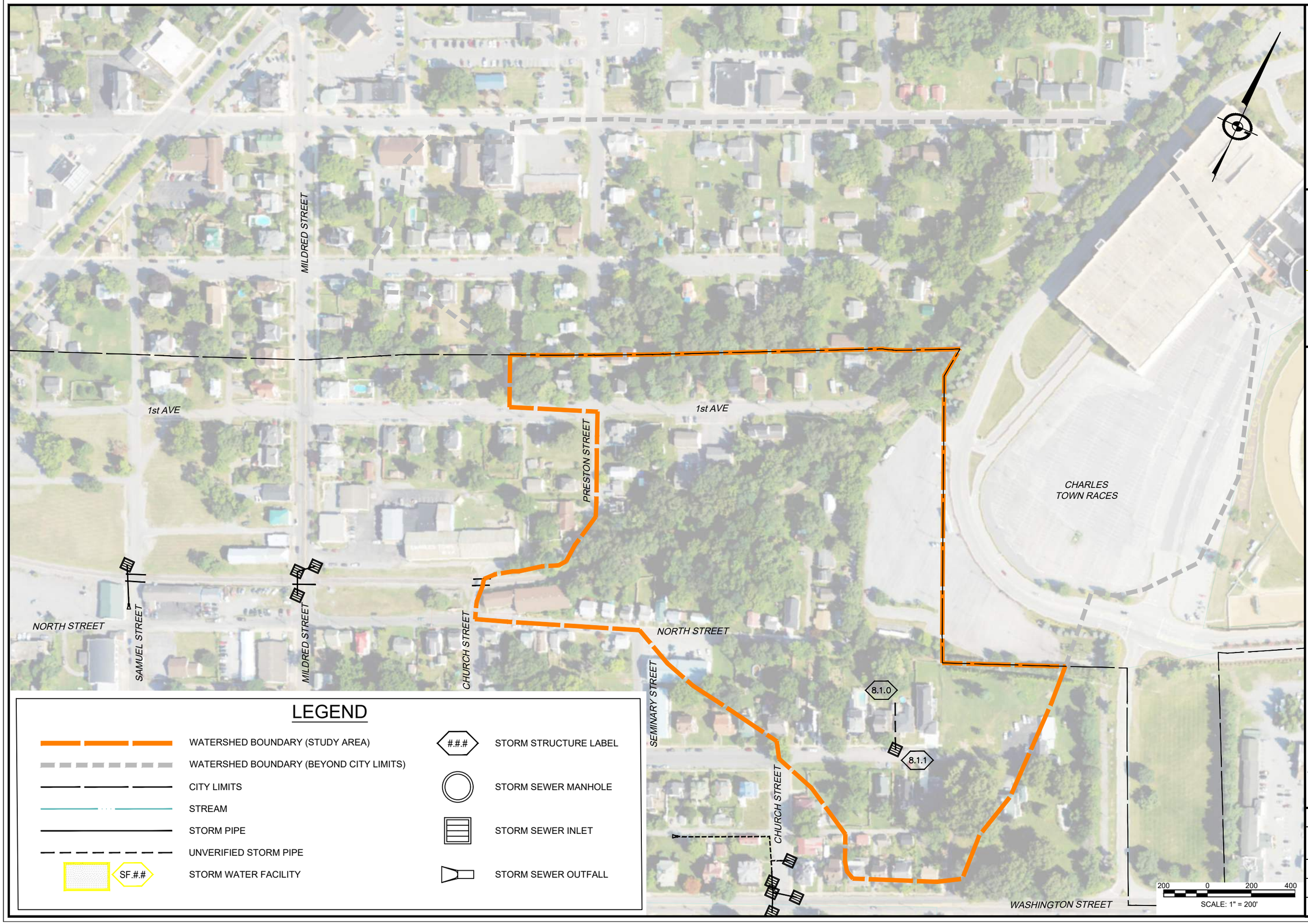
City of Charles Town Watersheds

City of Charles Town - Jefferson County, West Virginia

WATERSHED 7 STORM SEWER

DATE:	04/13/2026
SCALE:	1" = 200'
DESIGNED BY:	ZJ/ZS
JOB NO.	7037
SHEET	1 OF 1



LEGEND

- WATERSHED BOUNDARY (STUDY AREA)
- WATERSHED BOUNDARY (BEYOND CITY LIMITS)
- CITY LIMITS
- STREAM
- STORM PIPE
- UNVERIFIED STORM PIPE
- SF.## STORM WATER FACILITY
- #.#.# STORM STRUCTURE LABEL
- STORM SEWER MANHOLE
- STORM SEWER INLET
- STORM SEWER OUTFALL

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City of Charles Town Watersheds

WATERSHED 8 STORM SEWER

City of Charles Town - Jefferson County, West Virginia

DATE: 04/13/2026
SCALE: 1" = 200'
DESIGNED BY: ZJ/ZS
JOB NO. 7037
SHEET 1 OF 1

CHURCH STREET
SEMINARY STREET
WASHINGTON STREET
EDGE HILL CEMETERY
HUNTER STREET
MORRISON STREET
JEFFERSON AVENUE
WASHINGTON STREET
JEFFERSON AVENUE
WASHINGTON STREET
HUNTER STREET
JEFFERSON AVENUE
9.2.1
9.2.2
9.2.0
9.1.2
SF9.1
9.1.1
9.1.0
SF9.2
200 0 200 400
SCALE: 1" = 200'

LEGEND

- WATERSHED BOUNDARY (STUDY AREA)
- WATERSHED BOUNDARY (BEYOND CITY LIMITS)
- CITY LIMITS
- STREAM
- STORM PIPE
- UNVERIFIED STORM PIPE
- SF.#.# — STORM WATER FACILITY
- #.#.# — STORM STRUCTURE LABEL
- STORM SEWER MANHOLE
- STORM SEWER INLET
- STORM SEWER OUTFALL

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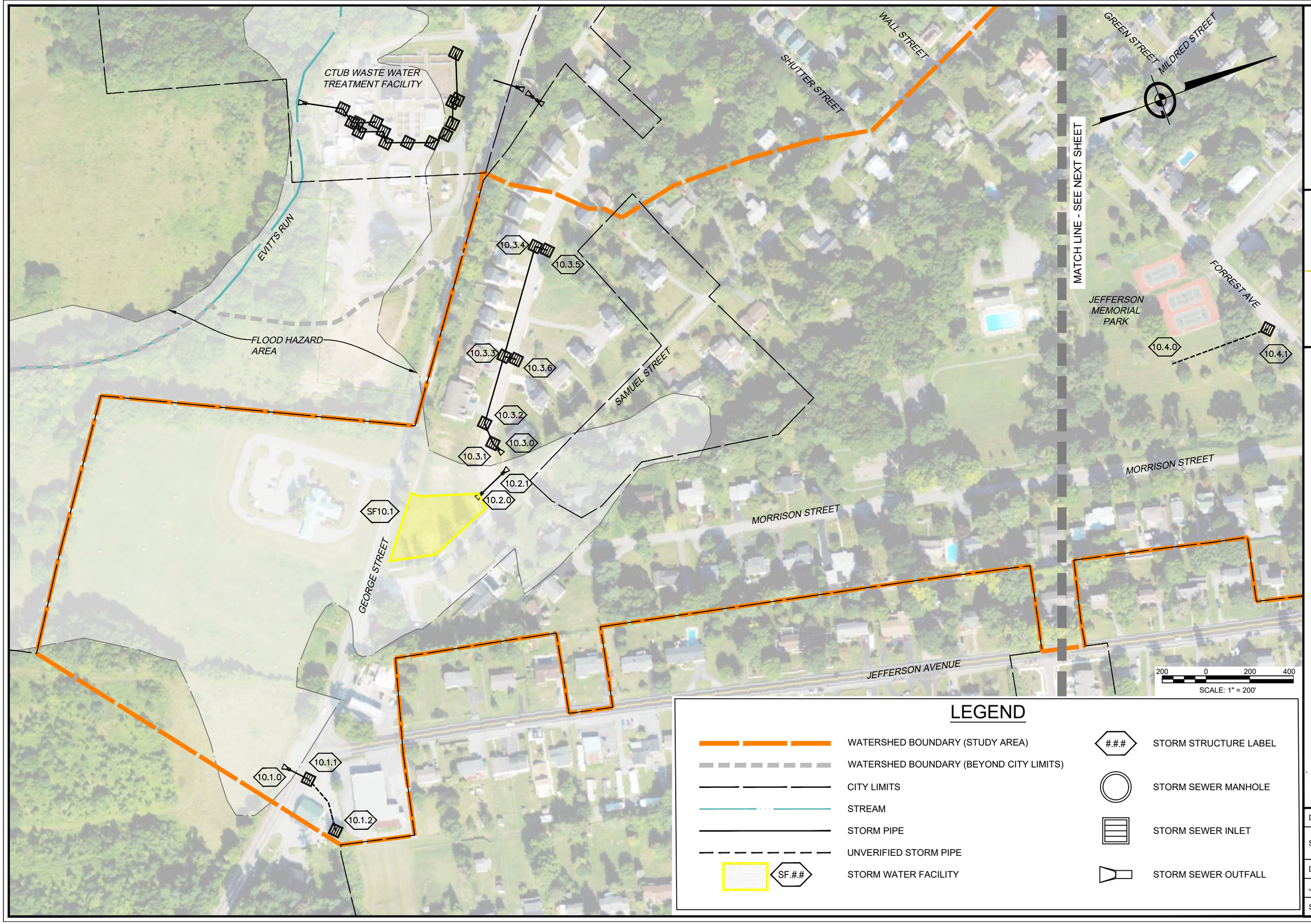
City of Charles Town Watersheds

City of Charles Town - Jefferson County, West Virginia

WATERSHED 9 STORM SEWER

DATE:	04/13/2026
SCALE:	1" = 200'
DESIGNED BY:	ZJ/ZS
JOB NO.	7037
SHEET	1 OF 1



LEGEND

- WATERSHED BOUNDARY (STUDY AREA)
- WATERSHED BOUNDARY (BEYOND CITY LIMITS)
- CITY LIMITS
- STREAM
- STORM PIPE
- UNVERIFIED STORM PIPE
- SF.#.# — STORM WATER FACILITY
- #.#.# — STORM STRUCTURE LABEL
- STORM SEWER MANHOLE
- STORM SEWER INLET
- STORM SEWER OUTFALL

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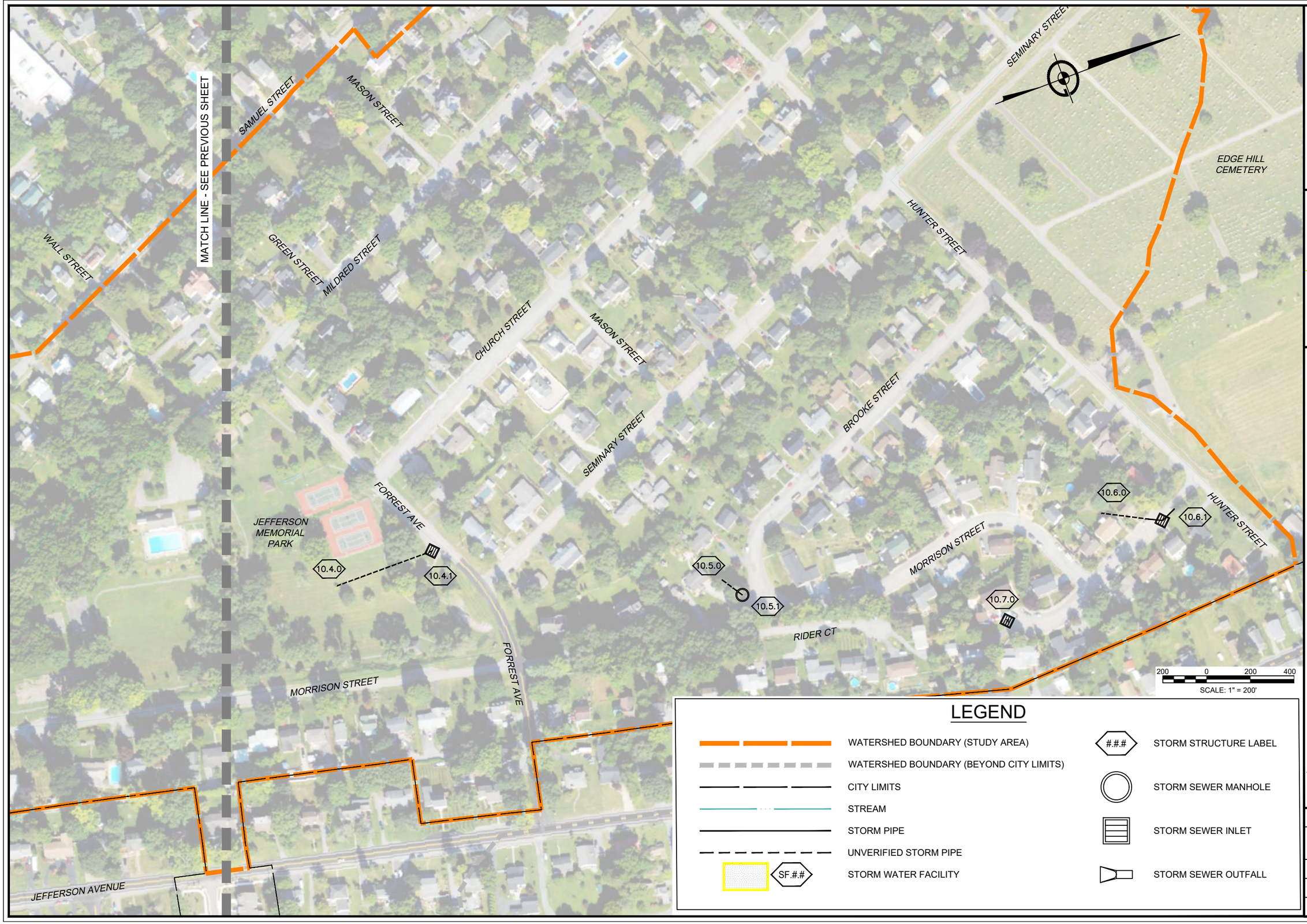
City of Charles Town Watersheds

City of Charles Town - Jefferson County, West Virginia

WATERSHED 10 STORM SEWER

DATE:	04/13/2026
SCALE:	1" = 200'
DESIGNED BY:	ZJ/ZS
JOB NO.	7037
SHEET	1 OF 2



LEGEND

- WATERSHED BOUNDARY (STUDY AREA)
- WATERSHED BOUNDARY (BEYOND CITY LIMITS)
- CITY LIMITS
- STREAM
- STORM PIPE
- UNVERIFIED STORM PIPE
- SF.#.# — STORM WATER FACILITY
- #.#.# — STORM STRUCTURE LABEL
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City of Charles Town Watersheds

City of Charles Town - Jefferson County, West Virginia

WATERSHED 10 STORM SEWER

DATE:	04/13/2026
SCALE:	1" = 200'
DESIGNED BY:	ZJ/ZS
JOB NO.	7037
SHEET	2 OF 2

Appendix -Watershed 1

Watershed 1 consists of majority of the historic section of Charles Town and its drainage path to Evitts Run. This watershed is the largest and most intensely developed within the City. A previous analysis was performed for the primary storm sewer trunk line identified as system 1.1 which represents the most concentrated discharge within the City. This system was not re analyzed with this overall city evaluation and the previously published computations were integrated into this study. A portion of watershed 1 lies to the North of the CSX railroad and although two systems provide drainage across the track it is assumed that majority of the runoff from this area infiltrates through the ballast of the railroad or is conveyed through the ballast along the track. No suspected stormwater management facilities were identified within watershed 1.

Storm Sewer and Culverts

The storm sewer within watershed 1 includes fifteen individually identified systems/culverts.

System 1 discharges to Evitts Run at the stream crossing on Augustine Avenue. This system utilized brick box culverts and structures for the trunk line. In many areas the trunk line is extremely shallow and is capped with sidewalk or steel plates directly under the roadway pavement. It is recommended the City perform periodic structural assessments of these areas of the trunk line to ensure stability as structural failure would present a significant threat to public safety. Due to the custom nature of these underground structures a licensed structural engineer should provide structural assessments. The upper end of system 1 is located along Liberty Street and has undergone recent improvements to provide additional inlet and conduit capacity along Liberty Street. A sanitary lateral connection has been documented connecting to the trunk line between structures 1.1.10 and 1.1.11. Other sanitary connections may exist and would require a more intensive study to document or rule out.

System 2 consists of a private storm sewer system surrounding the Bank of Charles Town. This system was not evaluated.

Systems 3 and 4 provide drainage across the intersection of Congress and Mildred Street. The systems most likely were installed as culverts originally and modified over the years with street and sidewalk improvements.

Systems 5 and 6 provide drainage across the intersection of Mildred and Liberty Street. The systems most likely were installed as culverts and modified over the years with street and sidewalk improvements.

System 7 provides drainage at the intersection of Court and Washington Street. This area is a low point along Washington Street and receives runoff from not only the roads but an upland area to

the south of Washington Street. The routing to the outfall (1.7.0) is unclear and either contains a buried structure or utilized bends in the storm sewer pipe. The system discharges along Jenkins Way.

Systems 8, 9, and 10 provide drainage around the intersection of Samuel Street and the CSX railroad. Culverts identified as systems 9 and 10 seem to have little actual functionality as they were installed such that the culvert ends are above grade.

Systems 11 and 12 provide drainage around the intersection of Mildred Street and the CSX railroad. The culvert identified as system 12 seem to have little actual functionality as it was installed such that the culvert ends are above grade.

Systems 13 and 14 consist of culverts on each side of the CSX railroad at its intersection with Church Street. The culverts seem to have little actual functionality as they were installed such that the culvert ends are above grade.

System 15 consists of a culvert serving a private driveway.

Channel/Roadway Spread Analysis

Watershed 1 contains no major open space channels and many roadway spread concerns. Twelve points were analyzed for roadway spread and are listed in the table below.

Identifier	Location	Description
C.1.1	Augustine Ave westside	Spread
C.1.2	Augustine Ave eastside	Spread
C.1.3	Congress St southside	Spread
C.1.4	Congress St northside	Spread
C.1.5	George St eastside	Spread
C.1.6	Mildred St eastside	Spread
C.1.7	Washington southside	Spread
C.1.8	Washington northside	Spread
C.1.9	George St eastside	Spread
C.1.10	Liberty St southside	Spread
C.1.11	Liberty St northside	Spread
C.1.12	Samuel St	Spread

Depressions

Three depressions were identified within watershed 1.

D1.1 is a depression within private property contained in the City block surrounded by Washington, Liberty, Charles and Lawrence streets and does not appear to have storm sewer drainage. A concrete structure top was identified behind 220 Washington Street and potentially

facilitates drainage. The structure top was inaccessible due to an aging manhole top and parked vehicles. Overland relief was not assessed as this appears to be a private drainage issue.

D1.2 is a depression behind United Bank located at 106 Washington Street and contains a trench drain (1.1.85) that is expected to be connected to the trunk line along Washington Street identified as system 1. The routing of the storm conduit is unclear and would require further study. The depression is identified as it is expected to have inadequate drainage. Overland relief was not assessed as this appears to be a private drainage issue.

D1.3 appears to be a sinkhole located in the playground associated with Oakland Community Church (301 North Mildred Street). This suspected sinkhole is located on private property.

Overland Relief

Six points within watershed 1 were evaluated for overland relief.

O.1.1 evaluates potential ponding at the intersection of Avis Street and West Street. Water must overtop a private gravel parking area and the curb ramp at West Street before continuing down Augustine Avenue. A storm sewer inlet (1.1.9) is present at the low point as well as many upstream inlets within the drainage and the pipe capacity is accounted for in the analyses.

O.1.2 evaluates ponding at the low point in Congress Street between West and Lawrence Streets. Runoff must overtop the curb and pass between the houses to the south of Congress Street. An inlet is present on both sides of the low point in Congress Street (1.1.11 and 1.1.33) and the flow capacity of the pipe has been deducted from the calculated flow rates to this analyses point.

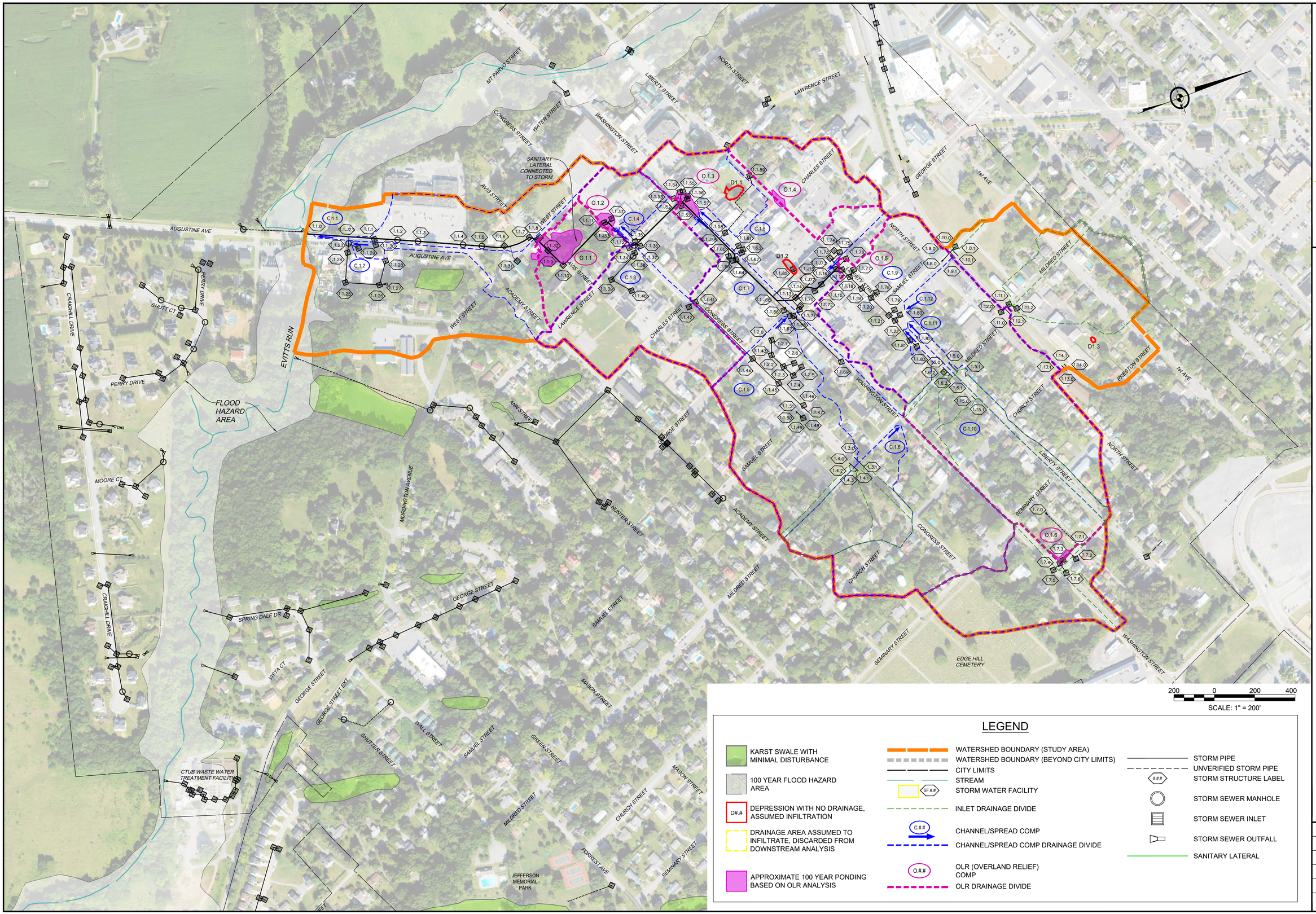
O.1.3 analyzes where water must overtop the crown of Washington Street at its intersection with Lawrence Street. The runoff continues down Lawrence Street after overtopping the crown of the roadway. As many inlets are present along Washington Street the storm sewer capacity was accounted for in the analyses.

O.1.4 assessed the ponding resulting from runoff overtopping the crown of Liberty Street at its intersection with Charles Street. No inlets were present at this location or upstream.

O.1.5 evaluated potential ponding at the corner of Liberty Street and George Street. It was found that the storm sewer provides adequate capacity to carry the 100 year storm at this location and recent improvements were completed to provide additional inlet capacity along the low point of Liberty Street.

O.1.6 evaluated ponding at the low point in Washington Street near its intersection with Court Street. Storm sewer(system 1.7) is present at this location mitigating the potential ponding.

O.1.7 analysis flows across the crown of George street.



200 0 200 400

SCALE: 1" = 200'

LEGEND

- KARST SWALE WITH MINIMAL DISTURBANCE
- 100 YEAR FLOOD HAZARD AREA
- D#.# DEPRESSION WITH NO DRAINAGE, ASSUMED INFILTRATION
- DRAINAGE AREA ASSUMED TO INFILTRATE, DISCARDED FROM DOWNSTREAM ANALYSIS
- APPROXIMATE 100 YEAR PONDING BASED ON OLR ANALYSIS
- WATERSHED BOUNDARY (STUDY AREA)
- WATERSHED BOUNDARY (BEYOND CITY LIMITS)
- CITY LIMITS
- STREAM
- SF.## STORM WATER FACILITY
- INLET DRAINAGE DIVIDE
- C.## CHANNEL/SPREAD COMP
- CHANNEL/SPREAD COMP DRAINAGE DIVIDE
- O.## OLR (OVERLAND RELIEF) COMP
- OLR DRAINAGE DIVIDE
- STORM PIPE
- UNVERIFIED STORM PIPE
- ### STORM STRUCTURE LABEL
- STORM SEWER MANHOLE
- STORM SEWER INLET
- STORM SEWER OUTFALL
- SANITARY LATERAL

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Martinsburg, West Virginia 25401
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CITY OF CHARLES TOWN WATERSHEDS

WATERSHED 1 H&H ANALYSIS EXHIBIT

CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

Date:	04/08/2026
Scale:	1" = 200'
Designed By:	ZJ/RLK/ZS
File No.	7037
Sheet	1 Of 1

Roadside Ditch and Roadway Spread Analysis

Watershed 1

															2 Year							10 Year							100 Year						
															2yr Karst Factor	1						10yr Karst Factor	1						100yr Karst Factor	1					
Identifier	Location	Description	Side Slope 1 (H ft:1 ft)	Side Slope 2 (H ft:1 ft)	Upstream Road Length(ft)	Upstream Intersections	Available Depth for Ditch/Gutter(ft)	Available Width for Spread (ft)	Approximate Running Slope (%)	Drainage Area (Acre)	C Factor	Tc (Min)	Inlets Present	Throat Inlet or 2 Grates Present	Storm sewer capacity (cfs)	Rainfall Intensity (in/hr)	Flow (cfs)	Overland Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)	Rainfall Intensity (in/hr)	Flow (cfs)	Overland Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)	Rainfall Intensity (in/hr)	Flow (cfs)	Overland Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)
C.1.1	Augustine Ave westside	Spread	NA	NA	1835	1	0	8	2%	5.34	0.89	15	See note			3.04	14.45	0.00	0.00	0.00	0.00	0.00	4.18	19.87	12.77	0.33	0.33	16.46	8.46	5.84	27.76	27.76	0.44	0.44	22.00	Full
C.1.2	Augustine Ave eastside	Spread	NA	NA	1800	1	0	8	2%	95.56	0.54	20	2+	Yes	201.64	2.72	140.36	0.00	0.00	0.00	0.00	0.00	3.77	194.54	0.00	0.00	0.00	0.00	0.00	5.33	275.04	73.40	0.63	0.63	31.71	Full
C.1.3	Congress St southside	Spread	NA	NA	2600	2	0	10	1%	7.78	0.70	15	See note			3.04	16.56	0.00	0.00	0.00	0.00	0.00	4.18	22.76	22.76	0.47	0.47	23.25	Full	5.84	31.80	31.80	0.53	0.53	26.38	Full
C.1.4	Congress St northside	Spread	NA	NA	1500	1	0	10	1%	79.49	0.53	20	2+	Yes	141.68	2.72	114.59	0.00	0.00	0.00	0.00	0.00	3.77	158.83	17.15	0.42	0.42	20.92	Full	5.33	224.55	82.87	0.76	0.76	37.79	Full
C.1.5	George St eastside	Spread	NA	NA	2100	3	0	10	1%	9.83	0.44	15	3	Yes	5.72	3.04	13.15	7.43	0.31	0.31	15.29	5.29	4.18	18.08	12.36	0.37	0.37	18.50	8.50	5.84	25.26	19.54	0.44	0.44	21.96	Full
C.1.6	Mildred St eastside	Spread	NA	NA	1650	2	0	7	2%	4.76	0.36	10	2	Yes	7.64	3.72	6.37	0.00	0.00	0.00	0.00	0.00	5.07	8.69	1.05	0.13	0.13	6.46	0.00	7.03	12.05	4.41	0.22	0.22	11.04	4.04
C.1.7	Washington southside	Spread	NA	NA	2760	6	0.1	9	1%	29.68	0.46	20	See note			2.72	37.14	0.00	0.00	0.00	0.00	0.00	3.77	51.47	0.00	0.00	0.00	0.00	0.00	5.33	72.77	54.13	0.64	0.54	32.21	Full
C.1.8	Washington northside	Spread	NA	NA	2200	3	0.1	9	1%	43.69	0.54	20	2+	Yes	144.39	2.72	64.17	0.00	0.00	0.00	0.00	0.00	3.77	88.94	0.00	0.00	0.00	0.00	0.00	5.33	125.75	0.00	0.00	0.00	0.00	0.00
C.1.9	George St eastside	Spread	NA	NA	1530	2	0	8	1%	33.12	0.44	20	2+	Yes	87.55	2.72	39.64	0.00	0.00	0.00	0.00	0.00	3.77	54.94	0.00	0.00	0.00	0.00	0.00	5.33	77.67	0.00	0.00	0.00	0.00	0.00
C.1.10	Liberty St southside	Spread	NA	NA	2000	3	0	10	3%	14.71	0.32	20	2	Yes	1.11	2.72	12.80	11.69	0.30	0.30	14.75	4.75	3.77	17.75	16.64	0.34	0.34	16.83	6.83	5.33	25.09	23.98	0.39	0.39	19.33	9.33
C.1.11	Liberty St northside	Spread	NA	NA	1300	2	0	10	3%	1.46	0.37	10	0	No	0	3.72	2.01	2.01	0.15	0.15	7.63	0.00	5.07	2.74	2.74	0.17	0.17	8.58	0.00	7.03	3.80	3.80	0.19	0.19	9.67	0.00
C.1.12	Samuel St	Spread	NA	NA	1540	2	0	6	1%	9.10	0.37	15	0	No	0	3.04	10.24	10.24	0.35	0.35	17.25	Full	4.18	14.07	14.07	0.39	0.39	19.42	Full	5.84	19.66	19.66	0.44	0.44	22.04	Full

NOTES

C factors have been adjusted to 65% of their value for specified land uses other than the downtown/business land use to account for karst infiltration

For roadside ditches available depth is the approximated depth of the ditch outside the roadway, 0.1' is indicative of no defined roadside ditch

For spread comps available depth of 0' is indicative of no gutter pan and 0.1' is indicative of a gutter pan

For spread comps a negative available spread is indicative of a local depression that results in an initial spread for all storm events

Upstream Intersections within 500ft of the highpoint are excluded from the upstream intersection counts

Upstream road length is established based on upstream inlets, high points, expected road length impacts, and limited by any upstream channel comps to prevent redundancy

Available width is the approximated area available for spread outside an assumed 10ft travel lane

Roadway surcharge depth is the expected depth of water at the edge of pavement

Mannings n assumptions; ditch/channel = 0.025; road/gutter spread = .016

Road cross slopes assumed at 2%

Storm sewer capacity is only accounted for were either throat inlets or redundant grate inlets are present within the 100 year ponding area and utilizes the capacity of the pipe at the channel comp location

Where ditch and spread comps are performed on both sides of the street, the storm sewer capacity is alloted to the side of the street with a larger drainage shed and any remaining capacity is alloted to the adjacent analysis

Overland Relief Analysis (OLR)

Watershed 1

										10 Year									100 Year							
										10yr Karst Factor					1				100yr Karst Factor					1		
Identifier	Location	Description	Approximated Weir Elevation	Inlets Present	Throat Inlet or 2 Grates Present	Storm sewer capacity (cfs)	Drainage Area (Acre)	C Factor	Tc (Min)	Rainfall Intensity (in/hr)	OLR Flow (cfs)	Depth (ft)	Approximated WSE	Buildings Impacted	Local Roadway Inundation (ft)	Primary Route Inundation (ft)	Singular Access Point Impacts	Rainfall Intensity (in/hr)	OLR Flow (cfs)	Depth (ft)	Approximated WSE	Buildings Impacted	Local Roadway Inundation (ft)	Primary Route Inundation (ft)	Singular Access Point Impacts
O.1.1	Avis Street	Roadway, Building, Parking Lot	497.00	2+	Yes	76.33	92.68	0.55	20	3.77	115.84	1.70	498.70	1	160	0	No	5.33	195.36	1.99	498.99	2	170	0	No
O.1.2	Congress Street	Curb	499.50	2+	Yes	135.04	89.33	0.55	20	3.77	50.19	0.39	499.89	1	80	0	No	5.33	126.83	0.65	500.15	2	105	0	No
O.1.3	Washington Street	Roadway	504.10	2+	Yes	144.22	76.95	0.52	20	3.77	6.63	0.18	504.28	0	0	60	No	5.33	69.05	0.47	504.57	1	0	150	No
O.1.4	Liberty Street	Roadway	509.90	0	No	0.00	4.48	0.89	10	5.07	20.22	0.30	510.20	0	75	0	No	7.03	28.03	0.34	510.24	0	85	0	No
O.1.5	Liberty Street	Roadway/George St Intx	510.21	9	Yes	87.65	32.58	0.43	20	3.77	0.00	0.00	NA	0	0	0	No	5.33	0.00	0.00	NA	0	0	0	No
O.1.6	Court Street	Houses/Yards	537.90	5	Yes	6.14	6.96	0.25	15	4.18	1.13	0.12	538.02	1	0	0	No	5.84	4.02	0.20	538.10	1	25	0	No
O.1.7	Court Street	Houses/Yards	538.62	1	No	0.00	5.46	0.23	15	4.18	5.25	0.18	538.80	0	0	50	No	5.84	7.33	0.21	538.83	0	0	60	No

NOTES

Weir coefficient assumed as 3.27

C factors have been adjusted to 65% of their value for specified land uses other than the downtown/business land use to account for karst infiltration

OLR flow accounts for storm sewer capacity where redundant inlets are present to ensure drainage

Storm sewer capacity is only accounted for were either throat inlets or redundant grate inlets are present within the 100 year ponding area

Storm Sewer Pipe Analysis

Watershed 1

																									2 Year					10 Year				
																									2yr Karst Factor				1	10yr Karst Factor				1
Old Upstream Structure Name	Old Downstream Structure Name	Inlet/Structure Name	Downstream Structure	Structure Type	Inlet Size (in)	Inlet Profile	Approximate Top Elevation/Invert	Approximate Invert Up	Approximate Invert Down	Pipe Length (ft)	Pipe Material	Pipe Size (in)	Approximate Pipe Slope (%)	Pipe Mannings 'n'	Flow Area (ft^2)	Hydraulic Radius	Full Flow Box (cfs)	Full Flow Pipe (cfs)	Full Flow Capacity (cfs)	Inlet C Factor	Inlet Drainage Area (Acres)	Time to Inlet (min)	System C Factor	System Drainage Area (Acre)	System Time (Min)	Inlet Rainfall Intensity (in/hr)	Flow To Inlet (cfs)	System Rainfall Intensity (in/hr)	System Flow (cfs)	System Flow/Pipe Full Flow (%)	Inlet Rainfall Intensity (in/hr)	Flow To Inlet (cfs)	System Rainfall Intensity (in/hr)	System Flow (cfs)	System Flow/Pipe Full Flow (%)
		1.2.6	1.2.3	Grate	33 X 33	Sag	Private System, Not Evaluated																											
		1.2.5	1.2.4	Grate	33 X 33	Sag																												
NA		1.2.4	1.2.3	Grate	33 X 33	Sag																												
		1.2.3	1.2.2	Grate	33 X 33	Sag																												
		1.2.2	1.2.1	Grate	33 X 33	Sag																												
		1.2.1	1.2.0	Grate	33 X 33	Sag																												
		1.2.0		Outlet																														
NA		1.3.1	1.3.0	Culv Inlet	18 X 6	Sag	538.28	538.28	536.03	68	Concrete	18 X 6	3.3%	0.013	0.75	0.19	5.12	5.12	5.12	0.39	0.28	5	0.39	0.28	5	3.72	0.41	3.72	0.41	8%	5.07	0.55	5.07	0.55	11%
		1.3.0		Outlet			536.03										0.00	0.00																	
NA		1.4.3	Tee	Culv Inlet	6	Sag	539.40	539.40	539.211	14	PVC	6	1.3%	0.012	0.20	0.13	0.00	0.69	0.69	0.33	2.43	10	0.33	2.43	10	3.04	2.44	3.04	2.44	351%	4.18	3.35	4.18	3.35	483%
		1.4.2	Tee	Culv Inlet	12	Sag	538.33	538.33	538.329	14	Concrete	12	0.0%	0.013	0.79	0.25	0.00	1.13	1.13	0.33	0.27	5	0.33	0.27	5	3.72	0.33	3.72	0.33	29%	5.07	0.45	5.07	0.45	40%
		1.4.1	1.4.0	Culv Inlet	18 X 6	Sag	539.40	539.40	538.11	62	Concrete	12 X 6	2.1%	0.013	0.50	0.17	2.52	2.52	2.52	0.35	1.15	10	0.34	3.85	10	3.04	1.22	3.04	3.93	156%	4.18	1.68	4.18	5.41	215%
		1.4.0		Outlet			538.11																											
NA		1.5.1	1.5.0	Culv Inlet	15	Sag	518.48	518.48	516.46	67	CMP	15	3.0%	0.024	1.23	0.31	0.00	6.07	6.07	0.38	1.13	10	0.35	3.56	10	3.04	1.31	3.04	3.74	62%	4.18	1.79	4.18	5.15	85%
		1.5.0		Outlet			516.46																											
NA		1.6.3	Tee	Culv Inlet	15	Sag	521.70	521.70	518.92	12	Concrete	15	23.2%	0.013	1.23	0.31	0.00	31.18	31.18	0.44	0.88	5	0.44	0.88	5	3.72	1.44	3.72	1.44	5%	5.07	1.96	5.07	1.96	6%
		1.6.2	Tee	Grate	18 x 18	Sag	518.22	518.22	517.76	12	Terracotta	15	3.8%	0.013	1.23	0.31	0.00	12.62	12.62	0.38	0.17	5	0.38	0.17	5	3.72	0.24	3.72	0.24	2%	5.07	0.33	5.07	0.33	3%
		1.6.1	1.6.0	Culv Inlet	15	Sag	519.64	519.64	516.97	67	CMP	15	4.0%	0.024	1.23	0.31	0.00	7.01	7.01	0.32	13.32	20	0.33	14.37	20	3.36	14.32	3.36	15.84	226%	4.59	19.56	4.59	21.64	309%
		1.6.0		Outlet			516.97																											
NA		1.7.6	1.7.4	Grate/Curb Inlet	36 X 18	Grade	537.67	535.92	535.99	57	Terracotta	12	-0.1%	0.013	0.79	0.25	0.00	1.13	1.13	0.33	0.50	5	0.33	0.50	5	3.72	0.61	3.72	0.61	54%	5.07	0.84	5.07	0.84	74%
		1.7.5	1.7.4	Grate/Curb Inlet	36 X 18	Sag	537.54	536.02	535.99	46	CMP	12	0.1%	0.024	0.79	0.25	0.00	0.61	0.61	0.23	5.46	15	0.23	5.46	15	3.36	4.22	3.36	4.22	690%	4.59	5.76	4.59	5.76	942%
		1.7.2	Tee	Grate	36 X 18	Sag	537.70	535.87	535.50	40	Terracotta	12	0.9%	0.013	0.79	0.25	0.00	3.39	3.39	0.33	0.71	5	0.33	0.71	5	3.72	0.87	3.72	0.87	26%	5.07	1.19	5.07	1.19	35%
		1.7.4	1.7.3	Grate	24 X 24	Sag	537.77	535.99	535.92	23	CMP	15	0.3%	0.024	1.23	0.31	0.00	1.92	1.92	0.33	0.22	5	0.24	6.18	15	3.72	0.27	3.36	5.02	261%	5.07	0.37	4.59	6.85	357%
		1.7.3	1.7.1	Grate	24 X 24	Grade	537.22	535.92	535.00	111	CMP	15	0.8%	0.024	1.23	0.31	0.00	3.14	3.14	0.33	0.07	5	0.25	6.96	15	3.72	0.09	3.36	5.88	188%	5.07	0.12	4.59	8.04	256%
		1.7.1	1.7.0	Buried Structure or Bend			NA	535.00	533.00	221	Concrete	15	0.9%	0.013	1.23	0.31	0.00	6.14	6.14				0.25	6.96	15			3.36	5.88	96%			4.59	8.04	131%
		1.7.0		Outlet			533.00																											
NA		1.8.1	1.8.0	Grate	18 X 24	Grade	515.25	512.25	510.5	94	Concrete	12	1.9%	0.013	0.79	0.25	0.00	4.92	4.92	0.33	0.16	5	0.33	0.16	5	3.72	0.20	3.72	0.20	4%	5.07	0.27	5.07	0.27	5%
		1.8.0		Outlet			510.50																											
NA		1.9.1	1.9.0	Culv Inlet	12		Culvert not functioning - elevated inlet, water assumed to infiltrate into railroad ballast																													
		1.9.0		Outlet																																
NA		1.10.1	1.10.0	Culv Inlet	12		Culvert not functioning - elevated inlet, water assumed to infiltrate into railroad ballast																													
		1.10.0		Outlet																																
NA		1.11.2	1.11.1	Grate	33 X 33	Grade	515.40	514.00	514.00	42	CMP	12	0.0%	0.024	0.79	0.25	0.00	0.61	0.61	0.33	4.97	10	0.33	4.97	10	3.04	4.99	3.04	4.99	815%	4.18	6.86	4.18	6.86	1121%
		1.11.1	1.11.0	Grate	33 X 33	Grade	515.40	514.00	513.94	55	CMP	12	0.1%	0.024	0.79	0.25	0.00	0.61	0.61	0.33	1.22	10	0.33	6.19	15	3.04	1.22	3.36	6.86	1122%	4.18	1.68	4.59	9.38	1533%
		1.11.0		Grate	36 X 18	Grade	514.94	513.94																												
NA		1.12.1	1.12.0	Culv Inlet	12		Culvert not functioning - elevated inlet, water assumed to infiltrate into railroad ballast																													
		1.12.0		Outlet																																

NA		1.13.1	1.13.0	Culv Inlet		12			Culvert not functioning - elevated inlet, water assumed to infiltrate into railroad ballast																											
		1.13.0		Outlet																																
NA		1.14.1	1.14.0	Culv Inlet		12			Culvert not functioning - elevated inlet, water assumed to infiltrate into railroad ballast																											
		1.14.0		Outlet																																
NA		1.15.1	1.15.0	Culv Inlet		18		Sag	521.00	521.00	520.80	40	HDPE	18		0.5%	0.012	1.77	0.38	0.00	8.06	8.06	0.31	13.29	20	0.31	13.29	20	3.36	13.84	3.36	13.84	172%	4.59	18.91	4.59	18.91	234%
		1.15.0		Outlet					520.80																												
		1.1.84	Box Culvert	Grate																													0.00	0.00	0.00	16.43	
5	4	1.1.79	1.1.21	Grate	30	X	30	Sag	509.25	506.52	506.49	38.47	Concrete	22	X 34	0.32%	0.013	5.19	0.56	22.79	22.79	22.79	0.81	1.27	10	0.81	1.27	10	3.04	3.14	3.04	3.14	14%	4.18	4.31	4.18	4.31	19%
3A	3	1.1.78	1.1.20	Grate		30		Sag	509.35	507.12	506.7	38.00	HDPE	15		1.11%	0.012	1.23	0.31	0.00	7.39	7.39	0.90	0.39	5	0.90	0.39	5	3.72	1.32	3.72	1.32	18%	5.07	1.80	5.07	1.80	24%
1A	1	1.1.77	1.1.18	Grate		30		Sag	510.15	508.35	507.27	41.00	HDPE	12		2.60%	0.012	0.79	0.25	0.00	6.24	6.24	0.90	0.46	5	0.90	0.46	5	3.72	1.55	3.72	1.55	25%	5.07	2.12	5.07	2.12	34%
294	115.1	1.1.76	1.1.J73	Grate	48	X	18	Sag	511.22	509.37	506.5781	51.75	PVC	10		5.39%	0.012	0.55	0.21	0.00	5.53	5.51	0.90	0.47	5.00	0.90	0.47	5.00	4.75	2.01	4.75	2.01	36%	6.54	2.77	6.54	34.43	625%
312	312	1.1.83	1.1.82	Culvert Inlet		10		Sag	Direct Connection to 1.1.82																				4.75	1.77	4.75	1.77		6.54	2.43	6.54	2.43	
312	311	1.1.82	1.1.81	Grate	18	X	18	Grade	512.26	510.76	509.5	65.09	CMP	10		1.94%	0.024	0.55	0.21	0.00	1.66	1.65	0.60	0.62	5	0.60	0.62	5	4.75	1.77	4.75	1.77	107%	6.54	2.43	6.54	2.43	147%
311	4A	1.1.81	1.1.22	Grate		48		Sag	512.19	509.50	507.25	123.00	CMP	10		1.83%	0.024	0.55	0.21	0.00	1.61	1.61	0.90	0.69	5	0.90	0.69	5	4.75	2.95	4.67	1.77	110%	5.07	3.15	5.07	3.15	196%
6	4A	1.1.80	1.1.22	Grate		30		Sag	509.75	507.33	507.25	36.00	Concrete	24		0.25%	0.013	3.14	0.50	0.00	11.34	11.34	0.82	2.03	10	0.82	2.03	10	3.04	5.05	3.04	5.05	45%	4.18	6.95	4.18	6.95	61%
4A	4	1.1.22	1.1.21	Grate		30		Sag	509.84	507.25	506.49	34.52	Concrete	24		2.39%	0.013	3.14	0.50	0.00	22.62	24.34	0.64	2.69	10	0.64	2.69	10	3.04	5.24	3.04	5.24	22%	4.18	7.21	4.18	7.21	30%
4	3	1.1.21	1.1.20	Grate	30	X	30	Sag	509.50	506.49	506.49	129.65	Concrete	24	X 38	0.00%	0.013	6.33	0.61	0.00	16.28	17.09	0.90	0.24	5	0.90	0.24	5	3.72	0.82	3.72	0.82	5%	5.07	1.11	5.07	1.11	7%
3	2	1.1.20	1.1.19	Grate	30	X	30	Sag	509.22	506.49	506.49	65.72	Concrete	24	X 38	0.00%	0.013	6.33	0.61	0.00	16.29	17.09	0.90	0.03	5	0.90	0.03	5	3.72	0.09	3.72	0.09	1%	5.07	0.13	5.07	0.13	1%
2	1	1.1.19	1.1.18	Grate	60	x	60	Sag	509.12	506.49	506.49	82.57	Concrete	24	X 60	0.00%	0.013	10.00	0.71	33.78	33.78	42.59	0.90	0.09	5	0.90	0.09	5	3.72	0.31	3.72	0.31	1%	5.07	0.42	5.07	0.42	1%
1	00	1.1.18	1.1.17	Grate	30	X	30	Sag	509.64	506.49	505.97	51.39	Concrete	24	X 60	1.10%	0.013	10.00	0.71	33.77	33.77	42.59	0.90	0.13	5	0.90	0.13	5	3.72	0.45	3.72	0.45	1%	5.07	0.61	5.07	0.61	1%
00	F3	1.1.17	1.1.16	Grate	30	X	30	Grade	510.28	505.97	505.94	24.11	Concrete	33	X 47	0.10%	0.013	10.77	0.81	33.77	33.77	42.58	0.50	0.00		0.50	0.00											
291	115.12	1.1.73	Tee	Grate/Curb Inlet	36	X	18	Sag	510.99	509.17	508.9252	9.19	CMP	12		2.66%	0.024	0.79	0.25	0.00	3.16	3.15	0.90	0.20	5.00	0.90	0.20	5.00	4.75	0.86	4.75	0.86	27%	6.54	1.18	6.54	36.43	1157%
115.12	115.11	1.1.75	Box Culvert						510.85	508.94	508.7645	6.42	PVC	12		2.66%	0.012	0.79	0.25	0.00	6.31	6.29	0.00	0.00	0.00	0.90	0.20	5.04	0.00	0.00	4.75	0.85	14%	0.00	0.00	6.54	37.43	595%
292	115.13	1.1.74	Tee	Grate	24	X	18	Sag	511.92	510.45	508.54	26.38	PVC	8		7.24%	0.012	0.35	0.17	0.00	3.53	3.52	0.90	0.25	5.00	0.90	0.25	5.00	4.75	1.07	4.75	1.07	30%	6.54	1.47	6.54	39.43	1119%
293	115.13	1.1.75	1.1.73	Grate	48	X	18	Sag	511.87	510.56	508.54	15.03	PVC	10		13.44%	0.012	0.55	0.21	0.00	8.72	8.70	0.90	0.70	5.00	0.90	0.70	5.00	4.75	2.99	4.75	2.99	34%	6.54	4.12	6.54	41.43	476%
115.13	115.11	1.1.73	1.1.J73						512.00	508.54	508.7645	42.15	Terracotta	10			0.013	0.55	0.21	0.00	#VALUE!	1.60	0.00	0.00	0.00	0.90	0.95	5.05	0.00	0.00	4.75	4.04	253%	0.00	0.00	6.53	43.43	2716%
115.11	115.1	1.1.73	1.1.J73						510.75	508.76	507.5781	43.58	CMP	18		2.72%	0.024	1.77	0.38	0.00	9.41	9.39	0.00	0.00	0.00	0.90	1.15	5.06	0.00	0.00	4.74	4.86	52%	0.00	0.00	6.53	45.43	484%
115.1	115	1.1.17	1.1.16						510.54	506.58	506.46	17.57	Concrete	30		0.67%	0.013	4.91	0.63	0.00	33.70	33.62	0.00	0.00	0.00	0.78	10.05	10.56	0.00	0.00	3.65	33.98	101%	0.00	0.00	4.99	47.43	141%
115	114	1.1.16	1.1.15	Grate	24	X	24	Sag	509.79	506.47	505.76	105.64	Concrete	33	47	0.67%	0.013	10.77	0.81	87.78	0.00	87.55	0.90	0.09	5.00	0.78	10.14	10.60	4.75	0.38	3.65	34.20	39%	6.54	0.53	4.98	48.43	55%
114	114.2	1.1.15	1.1.13	Grate/Curb Inlet	36	X	18	Sag	509.12	505.76	505.51	33.42	Brick	33	47	0.75%	0.015	10.77	0.81	80.26	0.00	80.04	0.90	0.16	5.00	0.79	10.30	10.85	4.75	0.68	3.61	34.05	43%	6.54	0.94	4.93	49.43	62%
114.2	114.1	1.1.13	1.1.J72						509.00	505.51	505.4594	6.01	Brick	33	47	0.84%	0.015	10.77	0.81	85.18	0.00	84.95	0.00	0.00	0.00	0.79	10.30	10.93	0.00	0.00	3.59	33.80	40%	0.00	0.00	4.91	50.43	59%
281	114.1	1.1.72	1.1.J72	Grate/Curb Inlet	36	X	18	Sag	508.91	506.23	505.4594	10.68	PVC	12		7.21%	0.012	0.79	0.25	0.00	10.39	10.37	0.90	0.19	5.00	0.90	0.19	5.00	4.75	0.81	4.75	0.81	8%	6.54	1.12	6.54	52.43	506%
114.1	113.1	1.1.J72	1.1.J15						510.00	505.46	505.1107	45.70	Brick	33	47	0.76%	0.015	10.77	0.81	81.06	0.00	80.85	0.00	0.00	0.00	0.79	10.49	10.94	0.00	0.00	3.59	34.35	42%	0.00	0.00	4.91	54.43	67%
113.1	113	1.1.J15	1.1.14						508.75	505.11	504.66	56.45	Brick	37	54	0.80%	0.015	13.88	0.91	116.06	0.00	115.75	0.00	0.00	0.00	0.79	10.49	11.05	0.00	0.00	3.57	34.00	29%	0.00	0.00	4.89	55.43	48%
113	112	1.1.14	1.1.13						509.78	504.66	504.4708	17.82	Brick	37	54	1.06%	0.015	13.88	0.91	133.85	0.00	133.49	0.00	0.00	0.00	0.79	10.49	11.19	0.00	0.00	3.55	33.76	25%	0.00	0.00	4.86	56.43	42%
112	111.13	1.1.13	1.1.J66	Grate	36	X	18	Grade	508.33	504.30	504.2439	6.87	Brick	37	54	0.83%	0.015	13.88	0.91	118.20	0.00	117.88	0.85	0.00	10.00	0.79	10.49	11.23	3.74	0.00	3.54	33.67	29%	5.10	0.00	4.85	57.43	49%
111.13	111.12	1.1.13	1.1.J66						508.46	504.24	504.1176	15.25	Brick	37	54	0.83%	0.015	13.88	0.91	118.21	0.00	117.89	0.00	0.00	0.00	0.79	10.49	11.25	0.00	0.00	3.54	33.65	29%	0.00	0.00	4.85	58.43	50%
271	271.1	1.1.70	Tee	Grate/Curb Inlet	36	X	18	Grade	509.21	507.42	506.93	11.11	Concrete	8		4.41%	0.013	0.35	0.17	0.00	2.54	2.54	0.90	0.00	5.00	0.90	0.00	5.00	4.75	0.00	4.75	1.08	42%	6.54	0.00	6.54	60.43	2381%
272	271.1	1.1.71	1.1.70	Grate/Curb Inlet	36	X	18	Grade	510.01	508.14	506.93	10.82	PVC	12		11.18%	0.012	0.79	0.25	0.00	12.93	12.91	0.85	0.00	10.00	0.85	0.00	10.00	3.74	0.00	3.74	5.74	44%	5.10	0.00	5.10	62.43	484%
271.1	111.12	1.1.70	Box Culvert						509.70	506.93	504.1176	48.66	PVC	12		5.78%	0.012	0.79	0.25	0.00	9.30	9.28	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	3.74	6.82	73%	0.00	0.00	5.10	64.43	694%
111.12	111.11	1.1.13	1.1.J66						509.07	504.12	503.4902	75.77	Brick	37	54	0.83%	0.015	13.88	0.91	118.19	0.00	117.87	0.00	0.00	0.00	0.79	10.49	11.29	0.00	0.00	3.54	40.40	34%	0.00	0.00	4.84	66.43	56%
261	261	1.1.66	Tee	Grate	36	X	18	Sag	509.06	506.66	503.9595	10.33	CMP	18		26.14%	0.024	1.77	0.38	0.00	29.15	29.09	0.00	0.00	0.00	0.64	9.75	15.60	0.00	0.00	3.02	1.85	6%	0.00	0.00	4.15	68.43	235%
262	262	1.1.67	Tee	Grate/Curb Inlet	36	X	18	Grade	510.26	508.26	508.15	11.36	PVC	15		0.97%	0.012	1.23	0.31	0.00	6.90	6.89	0.00	0.00	0.00	0.64	9.75	15.56	0.00	0.00	3.02	7.01	102%	0.00	0.00	4.16	70.43	1023%
264	263	1.1.69	1.1.68	Grate	48	X	24	Grade	522.31	517.75	508.69	328.08	Terracotta	15		2.76%	0.013	1.23	0.31	0.00	10.76	10.73	0.52	6.24	15.00	0.52	6.24	15.00	3.07	9.96	3.07	3.14	29%	4.21	13.66	4.21	72.43	675%
263	111.11	1.1.68	1.1.J66	Grate	36	X	18	Grade	510.88	508.70	508	9.26	Terracotta	15		7.56%	0.013	1.23	0.31	0.00	17.80	17.76	0.85	3.51	10.00	0.64	9.75	15.55	3.74	11.16	3.02	2.62	15%	5.10	15.22	4.16	73.43	414%
262	261	1.1.67	1.1.66	Grate/Curb Inlet	36	X	18	Grade	510.50	508.00	503.9595	46.82	Terracotta	30		8.63%	0.013	4.91	0.63	0.00	120.76	120.50	0.00	0.00	0.00	0.64	9.75	15.56	0.00	0.00	3.02	9.60	8%	0.00	0.00	4.16	75.43	63%

261	111.11	1.1.66	1.1.J66	Grate	36	X	18	Sag	509.21	503.96	503.4902	56.68	Brick	48	48	0.83%	0.015	16.00	1.00	144.62	0.00	144.23	0.00	0.00	0.00	0.64	9.75	15.60	0.00	0.00	3.02	11.35	8%	0.00	0.00	4.15	77.43	54%
111.11	111.1	1.1.J66	1.1.64						509.45	503.49	501.0914	289.71	Brick	48	48	0.83%	0.015	16.00	1.00	144.62	0.00	144.23	0.00	0.00	0.00	0.72	20.24	15.76	0.00	0.00	3.00	46.32	32%	0.00	0.00	4.14	79.43	55%
254	111.1	1.1.64	1.1.J58	Grate/Curb Inlet	36	X	18	Sag	505.70	503.35	501.0914	4.86	PVC	15		46.45%	0.012	1.23	0.31	0.00	47.80	47.69	0.85	4.48	10.00	0.85	4.48	10.00	3.74	14.24	3.74	15.15	32%	5.10	19.42	5.10	81.43	171%
255	111.1	1.1.65	1.1.64	Grate/Curb Inlet	36	X	18	Grade	506.24	503.29	501.0914	12.39	CMP	18		17.74%	0.024	1.77	0.38	0.00	24.02	23.97	0.50	0.00	5.00	0.50	0.00	5.00	4.75	0.00	4.75	5.41	23%	6.54	0.00	6.54	83.43	348%
111.1	111.9	1.1.12	1.1.J66						506.50	501.09	500.854	28.67	Brick	48	48	0.83%	0.015	16.00	1.00	144.63	0.00	144.24	0.00	0.00	0.00	0.70	52.35	21.97	0.00	0.00	2.49	62.02	43%	0.00	0.00	3.53	85.43	59%
252	252.1	1.1.63	1.1.J58	Grate/Curb Inlet	36	X	18	Sag	506.41	504.47	503	11.29	Cast Iron	12		13.02%	0.015	0.79	0.25	0.00	11.17	11.14	0.85	0.00	10.00	0.85	0.00	10.00	3.74	0.00	3.74	0.00	0%	5.10	0.00	5.10	87.43	785%
253	252.1	1.1.62	1.1.J58	Grate/Curb Inlet	36	X	18	Sag	505.66	503.41	503	5.55	PVC	15		7.38%	0.012	1.23	0.31	0.00	19.06	19.01	0.85	0.00	10.00	0.85	0.00	10.00	3.74	0.00	3.74	0.00	0%	5.10	0.00	5.10	89.43	470%
252.1	111.9	1.1.63	1.1.J66						506.10	503.00	500.854	39.02	PVC	15		5.50%	0.012	1.23	0.31	0.00	16.45	16.41	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	3.74	0.00	0%	0.00	0.00	5.10	91.43	557%
111.9	111.8	1.1.J66	1.1.J58						506.00	500.85	500.7203	16.14	Brick	48	48	0.83%	0.015	16.00	1.00	144.64	0.00	144.25	0.00	0.00	0.00	0.74	24.72	16.43	0.00	0.00	2.93	61.93	43%	0.00	0.00	4.06	93.43	65%
251	251.1	1.1.61	1.1.J58	Grate/Curb Inlet	36	X	18	Grade	506.42	504.06	503	8.90	PVC	15		11.90%	0.012	1.23	0.31	0.00	24.20	24.15	0.85	0.00	10.00	0.85	0.00	10.00	3.74	0.00	3.74	0.00	0%	5.10	0.00	5.10	95.43	395%
251.1	111.8	1.1.61	1.1.J58						506.36	503.00	500.7203	34.92	PVC	15		6.53%	0.012	1.23	0.31	0.00	17.92	17.88	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	3.74	0.00	0%	0.00	0.00	5.10	96.43	539%
111.8	111.7	1.1.J66	1.1.J58						506.00	500.72	500.4734	29.82	Brick	48	48	0.83%	0.015	16.00	1.00	144.62	0.00	144.23	0.00	0.00	0.00	0.74	24.72	16.46	0.00	0.00	2.93	61.87	43%	0.00	0.00	4.06	98.43	68%
234	233	1.1.44	1.1.43	Curb Inlet		48		Sag	520.77	517.99	517.01	31.22	CMP	15		3.14%	0.024	1.23	0.31	0.00	6.21	6.20	0.62	2.92	10.00	0.62	2.92	10.00	3.74	6.77	3.74	1.32	21%	5.10	9.23	5.10	100.43	1620%
236	235.1	1.1.46	Tee	Grate	33	X	33	Grade	526.30	525.10	525.07	8.12	Terracotta	15		0.37%	0.013	1.23	0.31	0.00	3.94	3.93	0.50	0.00	5.00	0.50	0.00	5.00	4.75	0.00	4.75	3.24	82%	6.54	0.00	6.54	102.43	2608%
237	235.1	1.1.47	1.1.45	Curb Inlet		24		Sag	527.41	526.41	525.07	40.34	Concrete	12	12	3.32%	0.013	1.00	0.25	8.29	0.00	8.27	0.55	10.27	20.00	0.55	10.27	20.00	2.63	14.87	2.63	2.21	27%	3.68	20.77	3.68	104.43	1263%
235.1	235	1.1.46	1.1.45						526.30	525.07	519.62	164.09	Brick	4	8	3.32%	0.015	0.22	0.11	0.93	0.00	0.93	0.00	0.00	0.00	0.55	10.27	20.05	0.00	0.00	2.63	5.32	574%	0.00	0.00	3.67	106.43	######
235	233	1.1.45	1.1.43	Grate	24	X	18	Grade	521.29	519.62	517.19	178.25	Brick	4	8	1.36%	0.015	0.22	0.11	0.60	0.00	0.59	0.62	0.00	10.00	0.55	10.27	20.09	3.74	0.00	2.63	6.82	1148%	5.10	0.00	3.67	107.43	######
233	232	1.1.43	1.1.41	Grate	48	X	48	Sag	519.08	517.26	506.96	399.01	Terracotta	12		2.58%	0.013	0.79	0.25	0.00	5.74	5.72	0.50	0.00	5.00	0.57	13.19	20.13	4.75	0.00	2.62	19.36	338%	6.54	0.00	3.67	109.43	1912%
232	231.5	1.1.41	1.1.65	Grate	36	X	18	Grade	509.62	507.26	506.9	7.26	CMP	18		4.96%	0.024	1.77	0.38	0.00	12.69	12.67	0.85	2.59	10.00	0.61	15.78	20.40	3.74	8.23	2.60	18.56	147%	5.10	11.23	3.65	110.43	872%
256	231.5	1.1.42	1.1.41						509.41	507.41	506.9	40.06	CMP	18		1.27%	0.024	1.77	0.38	0.00	6.43	6.42	0.85	0.00	10.00	0.85	0.00	10.00	3.74	0.00	3.74	0.00	0%	5.10	0.00	5.10	112.43	1751%
231.5	231.4	1.1.41	1.1.60						509.80	506.90	503.12	252.47	PVC	18		1.50%	0.012	1.77	0.38	0.00	13.95	13.92	0.00	0.00	0.00	0.61	15.78	20.41	0.00	0.00	2.60	18.55	133%	0.00	0.00	3.65	114.43	822%
231.4	231.3	1.1.41	1.1.60						506.04	503.12	502.9952	17.84	PVC	18		0.68%	0.012	1.77	0.38	0.00	9.39	9.37	0.00	0.00	0.00	0.61	15.78	20.70	0.00	0.00	2.58	18.28	195%	0.00	0.00	3.63	115.43	1232%
231.3	231.2	1.1.41	1.1.60						506.71	503.00	502.7804	15.08	PVC	18		1.42%	0.012	1.77	0.38	0.00	13.61	13.58	0.00	0.00	0.00	0.61	15.78	20.72	0.00	0.00	2.58	18.26	134%	0.00	0.00	3.63	116.43	857%
231.2	231.1	1.1.41	1.1.60						505.75	502.78	502.6048	10.91	PVC	18		1.61%	0.012	1.77	0.38	0.00	14.47	14.44	0.00	0.00	0.00	0.61	15.78	20.74	0.00	0.00	2.58	18.24	126%	0.00	0.00	3.63	117.43	813%
231.1	231	1.1.41	1.1.60						505.85	502.60	502.84	2.95	PVC	18			0.012	1.77	0.38	0.00	#VALUE!	32.12	0.00	0.00	0.00	0.61	15.78	20.75	0.00	0.00	2.58	18.23	57%	0.00	0.00	3.63	118.43	369%
231	111.7	1.1.60	1.1.J58	Grate/Curb Inlet	36	X	18	Grade	505.76	502.84	500.4734	42.76	PVC	15		5.54%	0.012	1.23	0.31	0.00	16.50	16.46	0.85	0.00	10.00	0.61	15.78	20.75	3.74	0.00	2.58	18.23	111%	5.10	0.00	3.63	119.43	725%
111.7	111.6	1.1.J58	1.1.J52						506.00	500.47	497.821	320.35	Brick	48	48	0.83%	0.015	16.00	1.00	144.62	0.00	144.23	0.00	0.00	0.00	0.69	40.50	20.79	0.00	0.00	2.58	75.08	52%	0.00	0.00	3.63	121.43	84%
224	224.1	1.1.56	1.1.J52	Grate/Curb Inlet	36	X	18	Grade	503.63	502.01	500	8.72	PVC	10		23.05%	0.012	0.55	0.21	0.00	11.42	11.40	0.85	0.00	10.00	0.85	0.00	10.00	3.74	0.00	3.74	1.97	17%	5.10	0.00	5.10	123.43	1083%
225	224.1	1.1.57	1.1.J52	Grate/Curb Inlet	36	X	18	Grade	503.05	500.56	500	6.23	PVC	12		8.99%	0.012	0.79	0.25	0.00	11.60	11.57	0.85	1.54	10.00	0.85	1.54	10.00	3.74	4.90	3.74	4.42	38%	5.10	6.68	5.10	125.43	1084%
224.1	111.6	1.1.56	1.1.J52						504.00	500.00	497.821	30.02	PVC	15		7.26%	0.012	1.23	0.31	0.00	18.90	18.86	0.00	0.00	0.00	0.85	1.54	10.01	0.00	0.00	3.74	6.39	34%	0.00	0.00	5.10	127.43	676%
111.6	111.5	1.1.J58	1.1.J52						503.00	497.82	497.7555	7.91	Brick	48	48	0.83%	0.015	16.00	1.00	144.64	0.00	144.26	0.00	0.00	0.00	0.70	42.04	21.38	0.00	0.00	2.53	78.28	54%	0.00	0.00	3.58	129.43	90%
111.5	111.4	1.1.J58	1.1.J52						503.00	497.76	497.69	7.91	Brick	48	48	0.83%	0.015	16.00	1.00	144.64	0.00	144.26	0.00	0.00	0.00	0.70	42.04	21.40	0.00	0.00	2.53	78.23	54%	0.00	0.00	3.58	130.43	90%
221	111.4	1.1.53	1.1.J52	Grate/Curb Inlet	36	X	18	Sag	503.28	499.97	497.69	33.30	Terracotta	15		6.85%	0.013	1.23	0.31	0.00	16.94	16.90	0.50	0.00	5.00	0.50	0.00	5.00	4.75	0.00	4.75	0.00	0%	6.54	0.00	6.54	132.43	784%
222	222.1	1.1.54	1.1.J52	Grate/Curb Inlet	36	X	18	Sag	504.28	502.94	502.5	9.18	PVC	12		4.79%	0.012	0.79	0.25	0.00	8.47	8.45	0.50	0.00	5.00	0.50	0.00	5.00	4.75	0.00	4.75	0.00	0%	6.54	0.00	6.54	134.43	1591%
223	222.1	1.1.55	1.1.J52	Grate/Curb Inlet	36	X	18	Grade	504.52	502.94	502.5	9.52	PVC	12		4.62%	0.012	0.79	0.25	0.00	8.32	8.30	0.85	2.88	10.00	0.85	2.88	10.00	3.74	9.16	3.74	7.18	87%	5.10	12.48	5.10	136.43	1644%
222.1	111.4	1.1.54	1.1.J52						504.89	502.50	497.69	46.35	PVC	15		10.38%	0.012	1.23	0.31	0.00	22.59	22.54	0.00	0.00	0.00	0.85	2.88	10.01	0.00	0.00	3.75	7.21	32%	0.00	0.00	5.10	138.43	614%
226	226.1	1.1.52	1.1.J52	Grate/Curb Inlet	36	X	18	Grade	504.00	500.64	500	5.79	PVC	15		11.06%	0.012	1.23	0.31	0.00	23.33	23.27	0.85	0.00	10.00	0.85	0.00	10.00	3.74	0.00	3.74	0.49	2%	5.10	0.00	5.10	140.43	603%
226.1	111.4	1.1.52	1.1.J52						503.50	500.00	497.69	18.35	PVC	15		12.59%	0.012	1.23	0.31	0.00	24.89	24.83	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	3.74	0.49	2%	0.00	0.00	5.10	141.43	570%
111.4	111.3	1.1.J52	1.1.J33						503.00	497.69	495.1803	303.41	Brick	48	48	0.83%	0.015	16.00	1.00	144.61	0.00	144.22	0.00	0.00	0.00	0.71	44.92	21.41	0.00	0.00	2.53	82.77	57%	0.00	0.00	3.57	143.43	99%
213	111.3	1.1.36	1.1.J33	Curb Inlet		120		Sag	501.31	497.17	495.1803	23.04	Cast Iron	15		8.64%	0.015	1.23	0.31	0.00	16.49	16.45	0.66	0.00	15.00	0.66	0.00	15.00	3.07	0.00	3.07	2.50	15%	4.21	0.00	4.21	145.43	884%

111.3	111.2	1.1.J52	1.1.J33						502.00	495.18	495.17	1.24	Brick	48	48	0.83%	0.015	16.00	1.00	144.77	0.00	144.39	0.00	0.00	0.00	0.71	44.92	21.96	0.00	0.00	2.49	83.84	58%	0.00	0.00	3.53	147.43	102%
217	216	1.1.40	1.1.39	Grate	33	X	33	Sag	512.91	509.56	504.12	112.97	PVC	12		4.82%	0.012	0.79	0.25	0.00	8.49	8.47	0.90	0.21	5.00	0.90	0.21	5.00	4.75	0.90	4.75	0.90	11%	6.54	1.24	6.54	149.43	1764%
216	215	1.1.39	1.1.38						510.49	503.89	500.41	158.21	PVC	12		2.20%	0.012	0.79	0.25	0.00	5.74	5.72	0.00	0.00	0.00	0.90	0.21	5.27	0.00	0.00	4.69	0.86	15%	0.00	0.00	6.45	150.43	2628%
215	214	1.1.38	1.1.37						503.05	500.36	500	18.06	PVC	12		1.99%	0.012	0.79	0.25	0.00	5.46	5.45	0.00	0.00	0.00	0.90	0.21	5.77	0.00	0.00	4.56	0.84	15%	0.00	0.00	6.28	151.43	2779%
214	111.2	1.1.37	1.1.J33	Curb Inlet		120		Sag	502.10	497.00	495.17	40.18	Terracotta	15		4.55%	0.013	1.23	0.31	0.00	13.82	13.79	0.66	7.22	15.00	0.67	7.43	15.00	3.07	14.63	3.07	3.43	25%	4.21	20.06	4.21	152.43	1106%
111.2	111.1	1.1.J52	1.1.J33						502.00	495.17	495.1153	6.37	Brick	48	48	0.86%	0.015	16.00	1.00	147.31	0.00	146.91	0.00	0.00	0.00	0.70	52.35	21.96	0.00	0.00	2.49	84.14	57%	0.00	0.00	3.53	154.43	105%
212	111.1	1.1.35	1.1.J33	Curb Inlet		120		Sag	501.04	497.30	495.1153	19.04	Terracotta	15		11.48%	0.013	1.23	0.31	0.00	21.93	21.88	0.66	0.00	15.00	0.66	0.00	15.00	3.07	0.00	3.07	3.29	15%	4.21	0.00	4.21	156.43	715%
111.1	111	1.1.J52	1.1.12						502.00	495.12	495.09	3.05	Brick	48	48	0.83%	0.015	16.00	1.00	144.70	0.00	144.31	0.00	0.00	0.00	0.70	52.35	21.97	0.00	0.00	2.49	78.11	54%	0.00	0.00	3.53	158.43	110%
111	110.5	1.1.12	1.1.J33						501.50	495.08	495.05	4.24	Brick	48	48	0.71%	0.015	16.00	1.00	133.64	0.00	133.28	0.00	0.00	0.00	0.70	52.35	21.97	0.00	0.00	2.49	78.09	59%	0.00	0.00	3.53	159.43	120%
211	110.5	1.1.34	1.1.J33	Curb Inlet		120		Sag	501.57	497.47	495.05	21.20	Terracotta	15		11.42%	0.013	1.23	0.31	0.00	21.87	21.83	0.66	0.00	15.00	0.66	0.00	15.00	3.07	0.00	3.07	0.00	0%	4.21	0.00	4.21	161.43	740%
110.5	110.4	1.1.J52	1.1.11						501.50	495.05	494.93	14.90	Brick	48	48	0.81%	0.015	16.00	1.00	142.61	0.00	142.23	0.00	0.00	0.00	0.70	52.35	21.98	0.00	0.00	2.49	78.07	55%	0.00	0.00	3.53	163.43	115%
110.4	110.3	1.1.J52	1.1.11						501.00	494.93	493.6889	152.11	Brick	48	48	0.82%	0.015	16.00	1.00	143.56	0.00	143.18	0.00	0.00	0.00	0.70	52.35	22.01	0.00	0.00	2.49	77.98	54%	0.00	0.00	3.53	164.43	115%
110.3	110.2	1.1.J52	1.1.11						500.00	493.69	493.66	2.89	Brick	48	48	1.04%	0.015	16.00	1.00	161.83	0.00	161.39	0.00	0.00	0.00	0.70	52.35	22.28	0.00	0.00	2.47	76.97	48%	0.00	0.00	3.51	165.43	103%
205	110.2	1.1.33	1.1.J33	Grate	28	X	28	Sag	499.46	497.26	493.66	27.35	Terracotta	15		13.16%	0.013	1.23	0.31	0.00	23.49	23.44	0.85	2.09	10.00	0.85	2.09	10.00	3.74	6.64	3.74	21.91	93%	5.10	9.06	5.10	167.43	714%
110.2	110.1								500.00	493.66	493.59	8.83	Brick	48	48	0.79%	0.015	16.00	1.00	141.51	0.00	141.13	0.00	0.00	0.00	0.71	54.44	22.28	0.00	0.00	2.47	96.48	68%	0.00	0.00	3.50	169.43	120%
110.1	110	1.1.J33	1.1.11						500.00	493.59	493.52	8.76	Brick	48	48	0.80%	0.015	16.00	1.00	142.06	0.00	141.68	0.00	0.00	0.00	0.71	54.44	22.30	0.00	0.00	2.47	96.42	68%	0.00	0.00	3.50	170.43	120%
110	109.3	1.1.11	1.1.10	Grate	24	X	18	Sag	499.04	493.48	493.459	2.96	Brick	48	48	0.73%	0.015	16.00	1.00	135.41	0.00	135.04	0.00	0.00	5.00	0.71	54.44	22.31	4.75	0.00	2.47	96.36	71%	6.54	0.00	3.50	171.43	127%
109.3	109.2	1.1.11	1.1.10						499.04	493.46	491.4802	272.86	Brick	48	48	0.73%	0.015	16.00	1.00	135.35	0.00	134.98	0.00	0.00	0.00	0.71	54.44	22.32	0.00	0.00	2.47	96.34	71%	0.00	0.00	3.50	172.43	128%
109.2	109.1	1.1.11	1.1.10						498.94	491.48	491.4326	6.72	Brick	48	48	0.71%	0.015	16.00	1.00	133.73	0.00	133.37	0.00	0.00	0.00	0.71	54.44	22.81	0.00	0.00	2.44	94.59	71%	0.00	0.00	3.46	173.43	130%
109.1	109	1.1.11	1.1.10						499.10	491.43	491.4148	2.44	Brick	48	48	0.73%	0.015	16.00	1.00	135.87	0.00	135.50	0.00	0.00	0.00	0.71	54.44	22.83	0.00	0.00	2.44	94.54	70%	0.00	0.00	3.46	174.43	129%
109	108.2	1.1.10	1.1.9						499.06	491.41	491.3623	7.24	Concrete	48		0.73%	0.013	12.56	1.00	0.00	122.62	122.35	0.00	0.00	0.00	0.71	54.44	22.83	0.00	0.00	2.44	94.53	77%	0.00	0.00	3.46	175.43	143%
108.2	108.1	1.1.10	1.1.9						499.12	491.36	491.2912	9.81	Concrete	48	48	0.72%	0.013	16.00	1.00	156.12	0.00	155.70	0.00	0.00	0.00	0.71	54.44	22.84	0.00	0.00	2.44	94.49	61%	0.00	0.00	3.46	176.43	113%
108.1	108	1.1.10	1.1.9						499.36	491.29	490.64	89.82	Concrete	48		0.72%	0.013	12.56	1.00	0.00	122.57	122.31	0.00	0.00	0.00	0.71	54.44	22.86	0.00	0.00	2.44	94.42	77%	0.00	0.00	3.46	177.43	145%
108	107.1	1.1.9	1.1.7	Grate	28	X	28	Sag	496.65	490.57	490.3519	77.23	Concrete	48		0.28%	0.013	12.56	1.00	0.00	76.50	76.33	0.45	3.35	10.00	0.69	57.79	23.00	3.74	5.64	2.43	97.49	128%	5.10	7.69	3.45	178.43	234%
204	203	1.1.32	1.1.32		36	X	18	Grade	497.51	495.51	495.14	5.05	Brick	18	18	7.33%	0.015	2.25	0.38	31.47	0.00	31.39	0.62	2.00	10.00	0.62	2.00	10.00	3.74	4.64	3.74	4.22	13%	5.10	6.32	5.10	180.43	575%
203	107.1	1.1.31	1.1.8						498.18	492.68	490.3519	18.99	Concrete	12		12.26%	0.013	0.79	0.25	0.00	12.50	12.47	0.00	0.00	0.00	0.62	2.00	10.01	0.00	0.00	3.74	4.22	34%	0.00	0.00	5.10	181.43	1455%
107.1	107	1.1.8	1.1.7						497.92	490.35	490.24	39.95	Concrete	48	48	0.28%	0.013	16.00	1.00	97.05	0.00	96.79	0.00	0.00	0.00	0.69	59.79	23.16	0.00	0.00	2.42	99.57	103%	0.00	0.00	3.44	183.43	190%
107	106.6	1.1.7	1.1.6	Grate/Curb Inlet	36	X	18	Grade	496.02	490.37	490.1293	31.32	Brick	51	51	0.77%	0.015	18.06	1.06	163.79	0.00	163.35	0.85	0.00	10.00	0.69	59.79	23.27	3.74	0.00	2.41	99.73	61%	5.10	0.00	3.43	184.43	113%
106.6	106.5	1.1.7	1.1.6						496.00	490.13	489.8856	31.32	Brick	51	51	0.78%	0.015	18.06	1.06	164.81	0.00	164.36	0.00	0.00	0.00	0.69	59.79	23.33	0.00	0.00	2.41	99.59	61%	0.00	0.00	3.43	185.43	113%
106.5	106.4	1.1.7	1.1.6						496.00	489.89	489.5557	42.40	Brick	51	51	0.78%	0.015	18.06	1.06	164.79	0.00	164.34	0.00	0.00	0.00	0.69	59.79	23.38	0.00	0.00	2.40	99.46	61%	0.00	0.00	3.42	186.43	113%
202	202.1	1.1.31	Box Culvert	Grate/Curb Inlet	36	X	18	Sag	495.65	493.54	493.2193	27.69	Concrete	15		1.16%	0.013	1.23	0.31	0.00	6.96	6.95	0.52	1.56	10.00	0.52	1.56	10.00	3.74	3.03	3.74	3.03	44%	5.10	4.14	5.10	188.43	2713%
202.1	106.4	1.1.31	Box Culvert						496.10	493.22	489.5557	57.04	Concrete	15		6.42%	0.013	1.23	0.31	0.00	16.41	16.37	0.00	0.00	0.00	0.52	1.56	10.08	0.00	0.00	3.74	3.03	18%	0.00	0.00	5.10	189.43	1157%
106.4	106.3	1.1.7	1.1.6						496.00	489.56	489.4528	13.59	Brick	51	51	0.76%	0.015	18.06	1.06	162.55	0.00	162.11	0.00	0.00	0.00	0.68	61.35	23.46	0.00	0.00	2.40	101.16	62%	0.00	0.00	3.42	191.43	118%
106.3	106.2	1.1.7	1.1.6						496.00	489.45	489.2257	29.19	Brick	51	51	0.78%	0.015	18.06	1.06	164.78	0.00	164.34	0.00	0.00	0.00	0.68	61.35	23.48	0.00	0.00	2.40	101.10	62%	0.00	0.00	3.42	192.43	117%
106.2	106.1	1.1.6	1.1.5						495.14	489.23	488.9986	29.19	Brick	51	51	0.78%	0.015	18.06	1.06	164.78	0.00	164.34	0.00	0.00	0.00	0.68	61.35	23.53	0.00	0.00	2.39	100.97	61%	0.00	0.00	3.41	193.43	118%
106.1	106	1.1.6	1.1.5						494.21	489.00	488.42	70.52	Brick	51	51	0.82%	0.008	18.06	1.06	317.29	0.00	316.44	0.00	0.00	0.00	0.68	61.35	23.58	0.00	0.00	2.39	100.85	32%	0.00	0.00	3.41	194.43	61%
106	105	1.1.5	1.1.4						494.01	488.42	487.76	92.72	Brick	51	51	0.71%	0.015	18.06	1.06	157.62	0.00	157.19	0.00	0.00	0.00	0.68	61.35	23.66	0.00	0.00	2.39	100.66	64%	0.00	0.00	3.40	195.43	124%
105	104	1.1.4	1.1.3						493.02	487.76	486.27	223.86	Brick	51	51	0.67%	0.015	18.06	1.06	152.42	0.00	152.01	0.00	0.00	0.00	0.68	61.35	23.82	0.00	0.00	2.38	100.26	66%	0.00	0.00	3.39	196.43	129%
104	103	1.1.3	1.1.2						491.81	486.27	485.68	100.80	Brick	51	51	0.59%	0.015	18.06	1.06	142.93	0.00	142.54	0.00	0.00	0.00	0.68	61.35	24.24	0.00	0.00	2.35	99.23	70%	0.00	0.00	3.36	197.43	139%
103	102	1.1.2	1.1.1						490.86	485.68	483.21	117.36	Brick	51	51	2.10%	0.015	18.06	1.06	271.03	0.00	270.30	0.00	0.00	0.00	0.68	61.35	24.44	0.00	0.00	2.34	98.78	37%	0.00	0.00	3.35	198.43	73%
201	102	1.1.30	1.1.1	Grate/Curb Inlet	36	X	18	Grade	486.92	484.11	483.18	34.77	Concrete	18		2.67%	0.013	1.77	0.38	0.00	17.22	17.18	0.85	0.79	5.00	0.85	0.79	5.00	4.75	3.19	4.75	3.07	18%	6.54	4.39	6.54	200.43	1167%
102	101.1	1.1.1	1.1.0	Grate/Curb Inlet	36	X	18	Grade	486.81	483.29	476.72	327.83	Concrete	48		2.00%	0.013	12.56	1.00	0.00	203.79	203.35	0.85	2.98	10.00	0.69	65.12	24.58	3.74	9.47	2.33	103.20	51%	5.10	12.92	3.34	202.43	100%
101.1	101	1.1.1	1.1.0						480.72	476.72	476.53	9.64	Concrete	48		1.97%	0.013	12.56	1.00	0.00	202.08	201.64	0.00	0.00	0.00	0.69	65.12	24.91	0.00	0.00	2.31	102.37	51%	0.00	0.00	3.32	203.43	101%
		1.1.0	Outlet																	0.00	0.00																

NOTES

System 1 analysis per Stormwater Runoff Evaluation report dated December 22, 2020

Systems 1.2-1.14 C factors have been adjusted to 65% of their value for specified land uses other than the downtown/business land use to account for karst infiltration

Structures assumed to be 3' deep unless direct field observations indicate significant difference

Negative pipe slopes are assumed to have the capacity equivalent to a slope of 0.1%

Structure 2.1.2 recieves runoff from a low area with no outfall. The karst factor for this drainage area has been doubled to account for detention and infiltration in this area.

Appendix-Watershed 2

Watershed 2 consists of areas discharging to Evitts Run. The dominating swale in the center of the watershed appears to be a karst swale that has had significant development over the years. System 2.1 is the primary discharge point of the watershed into Evitts Run. No suspected stormwater management facilities were identified within watershed 2.

Storm Sewer and Culverts

Three storm sewer systems were identified within watershed 2.

System 2.1 provides drainage across Mordington Avenue and Washington Apartments. The system was not evaluated within the area considered private and contained in the Washington Apartments complex.

System 2.2 consists of an inlet and discharge location found along Ann Street.

System 2.3 is the second largest system identified with the study. It provides drainage at the low points of Samuel and George Streets. The system has many stretches of terracotta pipe that are beginning to degrade and should be replaced. Improvements to this system could mitigate many of the identified issues within watershed 2.

Channel/Roadway Spread Analysis

Roadway spread was assessed at four points within the watershed. These points communicate spread issues at the analyses point and upstream areas. A table of the analyses points is provided below.

Identifier	Location	Description
C.2.1	Mordington Ave northside	Roadside ditch
C.2.2	Samuel Street westside	Spread
C.2.3	Samuel Street eastside	Spread
C.2.4	Charles Street eastside	Roadside ditch

Depressions

D2.1 was the only major depression identified within watershed 2. The depression receives discharges from systems 2.2 and 2.3. No storm sewer is present within the depression and it must fill with water before beginning to discharge across the Washington Apartments parking lot and entering storm sewer system 2.1. Only one inlet (2.1.2) is present to facilitate the runoff

crossing Mordington Avenue. Some level of infiltration is expected to take place within this depression. Additional analyses utilizing techniques outlined in HEC 22 and infiltration testing could be performed to assess the actual discharges from the depression. Karst factors have been doubled for the drainage area coming to this depression for all downstream analyses.

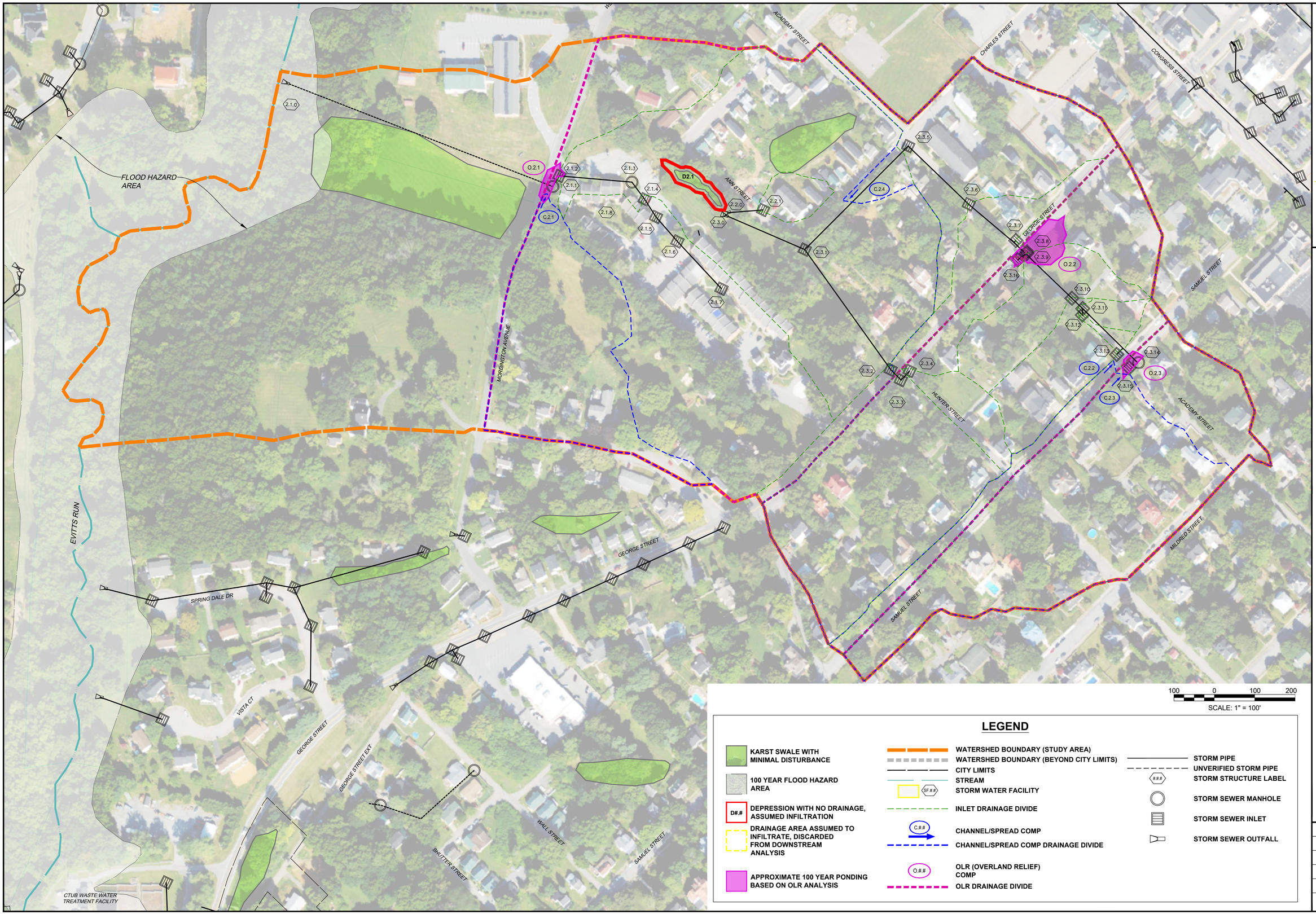
Overland Relief

Three locations were assessed for ponding within watershed 2.

O.2.1 assesses drainage across Mordington Avenue. Runoff must pond until it can cross the crown of the street and continue downstream to Evitts Run.

O.2.2 evaluates ponding at the low point in George Street. Water must pond until it can traverse the crown of the street and continue down Academy Street.

O.2.3 evaluates the ponding at the low point along Samuel Street. The crown of the street must be overtopped before the runoff continues down Academy Street.



100 0 100 200

SCALE: 1" = 100'

LEGEND

- KARST SWALE WITH MINIMAL DISTURBANCE
- 100 YEAR FLOOD HAZARD AREA
- D#.# — DEPRESSION WITH NO DRAINAGE, ASSUMED INFILTRATION
- DRAINAGE AREA ASSUMED TO INFILTRATE, DISCARDED FROM DOWNSTREAM ANALYSIS
- APPROXIMATE 100 YEAR PONDING BASED ON OLR ANALYSIS
- WATERSHED BOUNDARY (STUDY AREA)
- WATERSHED BOUNDARY (BEYOND CITY LIMITS)
- CITY LIMITS
- STREAM
- SF.## — STORM WATER FACILITY
- INLET DRAINAGE DIVIDE
- C.## — CHANNEL/SPREAD COMP
- CHANNEL/SPREAD COMP DRAINAGE DIVIDE
- O.## — OLR (OVERLAND RELIEF) COMP
- OLR DRAINAGE DIVIDE
- STORM PIPE
- UNVERIFIED STORM PIPE
- ### — STORM STRUCTURE LABEL
- STORM SEWER MANHOLE
- STORM SEWER INLET
- STORM SEWER OUTFALL

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WATERSHED 2 H&H ANALYSIS EXHIBIT

CITY OF CHARLES TOWN WATERSHEDS

CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

Date:	04/08/2026
Scale:	1" = 100'
Designed By:	ZJ/RLK/ZS
File No.	7037
Sheet	1 Of 1

Roadside Ditch and Roadway Spread Analysis

Watershed 2

															2 Year							10 Year							100 Year						
															2yr Karst Factor				0.51			10yr Karst Factor					0.62		100yr Karst Factor					0.71	
Identifier	Location	Description	Side Slope 1 (H ft:1 ft)	Side Slope 2 (H ft:1 ft)	Upstream Road Length(ft)	Upstream Intersections	Available Depth for Ditch/Gutter(ft)	Available Width for Spread (ft)	Approximate Running Slope (%)	Drainage Area (Acre)	C Factor	Tc (Min)	Inlets Present	Throat Inlet or 2 Grates Present	Storm sewer capacity (cfs)	Rainfall Intensity (in/hr)	Flow (cfs)	Overland Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)	Rainfall Intensity (in/hr)	Flow (cfs)	Overland Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)	Rainfall Intensity (in/hr)	Flow (cfs)	Overland Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)
C.2.1	Mordington Ave northside	Roadside ditch	2	40	1100	1	0.25	2.5	2%	3.82	0.50	10	0	No	0	3.72	3.62	3.62	0.28	0.03	1.50	0.00	5.07	6.00	6.00	0.34	0.09	4.50	2.00	7.03	9.53	9.53	0.40	0.15	7.50	5.00
C.2.2	Samuel Street westside	Spread	NA	NA	1015	1	0	3	2%	0.74	0.50	5	0	No	0	4.73	0.89	0.89	0.12	0.12	6.04	3.04	6.52	1.50	1.50	0.15	0.15	7.38	4.38	9.23	2.42	2.42	0.18	0.18	8.83	5.83
C.2.3	Samuel Street eastside	Spread	NA	NA	1360	1	0	3	2%	5.87	0.50	15	0	No	0	3.04	4.55	4.55	0.22	0.22	11.17	8.17	4.18	7.61	7.61	0.27	0.27	13.54	Full	5.84	12.17	12.17	0.32	0.32	16.17	Full
C.2.4	Charles Street eastside	Roadside ditch	50	25	1200	1	0.1	1.5	2%	23.11	0.52	20	2+	Yes	7.93	2.72	16.67	8.74	0.31	0.21	10.50	9.00	3.77	28.09	20.16	0.42	0.32	16.00	Full	5.33	45.48	37.55	0.54	0.44	22.00	Full

NOTES

For roadside ditches available depth is the approximated depth of the ditch outside the roadway, 0.1' is indicative of no defined roadside ditch

For spread comps available depth of 0' is indicative of no gutter pan and 0.1' is indicative of a gutter pan

For spread comps a negative available spread is indicative of a local depression that results in an initial spread for all storm events

Upstream Intersections within 500ft of the highpoint are excluded from the upstream intersection counts

Available width is the approximated area available for spread outside an assumed 10ft travel lane

Roadway surcharge depth is the expected depth of water at the edge of pavement

Mannings n assumptions; ditch/channel = 0.025; road/gutter spread = .016

Road cross slopes assumed at 2%

Overland Relief Analysis (OLR)

Watershed 2

										10 Year								100 Year							
										10yr Karst Factor	0.62							100yr Karst Factor	0.71						
Identifier	Location	Constraint Description	Approximated Weir Elevation	Inlets Present	Throat Inlet or 2 Grates Present	Storm sewer capacity (cfs)	Drainage Area (Acre)	C Factor	Tc (Min)	Rainfall Intensity (in/hr)	OLR Flow (cfs)	Depth (ft)	Approximated WSE	Buildings Impacted	Local Roadway Inundation (ft)	Primary Route Inundation (ft)	Singular Access Point Impacts	Rainfall Intensity (in/hr)	OLR Flow (cfs)	Depth (ft)	Approximated WSE	Buildings Impacted	Local Roadway Inundation (ft)	Primary Route Inundation (ft)	Singular Access Point Impacts
O.2.1	Mordington Ave	Roadway	494.25	2	Yes	7.04	44.43	0.52	20	3.77	26.44	0.36	494.61	0	65	0	No	5.33	55.04	0.49	494.74	0	85	0	No
O.2.2	George St and Academy St	Roadway	526.25	3	Yes	12.95	18.40	0.50	20	3.77	8.55	0.09	526.34	0	0	135	No	5.33	21.87	0.17	526.42	0	0	135	No
O.2.3	Samuel St and Academy St	Roadway	537.00	1	No	0.00	7.38	0.50	15	4.18	9.56	0.23	537.23	0	40	0	No	5.84	15.30	0.29	537.29	0	50	0	No

NOTES

Weir coefficient assumed as 3.27

OLR flow accounts for storm sewer capacity where redundant inlets are present to ensure drainage

Storm sewer capacity is only accounted for were either throat inlets or redundant grate inlets are present within the 100 year ponding area

O.2.1 recieves runoff from a low area with no outfall. The karst factor for this drainage area has been doubled to account for detention and infiltration in this area.

Storm Sewer Pipe Analysis

Watershed 2

																					2 Year					10 Year				
																							2yr Karst Factor		0.51			10yr Karst Factor		0.62	
Inlet/Structure Name	Downstream Structure	Structure Type	Inlet Size (in)	Inlet Profile	Approximate Top Elevation/Invert	Approximate Invert Up	Approximate Invert Down	Pipe Length (ft)	Pipe Material	Pipe Size (in)	Approximate Pipe Slope (%)	Pipe Mannings 'n'	Flow Area (ft^2)	Hydraulic Radius	Full Flow Capacity (cfs)	Inlet C Factor	Inlet Drainage Area (Acres)	Time to Inlet (min)	System C Factor	System Drainage Area (Acre)	System Time (Min)	Inlet Rainfall Intensity (in/hr)	Flow To Inlet (cfs)	System Rainfall Intensity (in/hr)	System Flow (cfs)	System Flow/Pipe Full Flow (%)	Inlet Rainfall Intensity (in/hr)	Flow To Inlet (cfs)	System Rainfall Intensity (in/hr)	System Flow (cfs)	System Flow/Pipe Full Flow (%)
2.1.7	2.1.6	Grate	24 X 24	Sag	Private System, Not Evaluated																										
2.1.6	2.1.5	Grate	30 X 30	Sag																											
2.1.5	2.1.4	Grate	24 X 24	Sag																											
2.1.4	2.1.3	Grate	30 X 30	Sag																											
2.1.3	2.1.2	MH																													
2.1.2	2.1.1	Grate	24 X 18	Sag	494.00	491.00	491	706	CMP	30	0.0%	0.024	4.91	0.63	7.04	0.53	33.15	20	0.53	38.99	20	3.36	15.35	3.36	20.48	291%	4.59	31.00	4.59	39.47	561%
2.1.1	2.1.0	MH			494.00	491.00	474.39	706	CMP	30	2.4%	0.024	4.91	0.63	34.49				0.53	38.99	20			3.36	20.48	59%			4.59	39.47	114%
2.1.0		Outlet			474.39														0.00	0.00											
2.2.1	2.2.0	Grate	30 X 30		504.00	501.00	498	86	HDPE	18	3.5%	0.012	1.77	0.38	21.34	0.66	0.36	5	0.66	0.36	5	3.72	0.45	3.72	0.45	2%	5.07	0.75	5.07	0.75	4%
2.2.0		Outlet			498.00														0.00	0.00											
2.3.15	2.3.14	Grate	24 X 48	Grade	536.60	533.60	533.6	20	Concrete	15	0.0%	0.013	1.23	0.31	2.05	0.50	7.38	15	0.50	7.38	15	3.36	6.32	3.36	6.32	309%	4.59	10.50	4.59	10.50	513%
2.3.14	2.3.13	Metal Lid			536.60	533.60	531.54	50	Concrete	15	4.1%	0.013	1.23	0.31	13.11				0.50	7.38	15			3.36	6.32	48%			4.59	10.50	80%
2.3.13	2.3.11	Grate	24 X 24	Grade	534.54	531.54	526.25	140	Brick	15 15	3.8%	0.015	1.56	0.31	13.93	0.50	0.91	5	0.50	8.29	15	3.72	0.86	3.36	7.10	51%	5.07	1.43	4.59	11.80	85%
2.3.12	2.3.11	Grate	30 X 30	Grade	529.80	526.80	526.25	20	Concrete	18	2.7%	0.013	1.77	0.38	17.30	0.50	0.09	5	0.50	0.09	5	3.72	0.09	3.72	0.09	0%	5.07	0.14	5.07	0.14	1%
2.3.11	2.3.10	Grate	30 X 30	Grade	529.25	526.25	525.94	35	Brick	15 15	0.9%	0.015	1.56	0.31	6.78	0.50	0.23	5	0.50	8.61	15	3.72	0.22	3.36	7.38	109%	5.07	0.36	4.59	12.25	181%
2.3.10	2.3.9	Grate	18 X 18	Grade	528.94	525.94	522.28	155	Terracotta	18	2.4%	0.013	1.77	0.38	16.31	0.50	1.31	10	0.50	9.92	15	3.04	1.02	3.36	8.50	52%	4.18	1.70	4.59	14.12	87%
2.3.9	2.3.8	Grate	18 X 18	Sag	525.28	522.28	522.31	Interconnected W/2.3.8								0.50	1.54	10	0.50	11.46	20	3.04	1.19	3.36	9.82		4.18	2.00	4.59	16.31	
2.3.16	2.3.8	Grate	12 X 60	Sag	525.78	522.78	522.31	25	CMP	12	1.9%	0.024	0.79	0.25	2.67	0.50	0.57	5	0.50	0.57	5	3.72	0.54	3.72	0.54	20%	5.07	0.90	5.07	0.90	34%
2.3.8	2.3.7	Grate	18 X 18	Sag	525.31	522.31	522.12	40.5	Brick	15 15	0.5%	0.015	1.56	0.31	5.05	0.50	1.35	10	0.50	13.38	20	3.04	1.05	3.36	11.46	227%	4.18	1.75	4.59	19.04	377%
2.3.7	2.3.6	Curb Inlet	48	Grade	525.12	522.12	516.23	148	Terracotta	15	4.0%	0.013	1.23	0.31	12.95	0.50	0.04	5	0.50	13.42	20	3.72	0.04	3.36	11.50	89%	5.07	0.06	4.59	19.10	147%
2.3.6	2.3.5	Grate	18 X 36	Grade	519.23	516.23	514.41	205	Terracotta	15	0.9%	0.013	1.23	0.31	6.14	0.52	1.17	10	0.50	14.59	20	3.04	0.94	3.36	12.54	204%	4.18	1.58	4.59	20.83	339%
2.3.5	2.3.1	Grate	24 X 36	Grade	517.41	514.41	512	397	CMP	18	0.6%	0.024	1.77	0.38	4.42	0.62	3.24	10	0.52	17.83	20	3.04	3.11	3.36	15.98	362%	4.18	5.21	4.59	26.54	601%
2.3.4	2.3.3	Grate	18 X 30	Grade	534.54	531.54	531.91	30	CMP	15	0.5%	0.024	1.23	0.31	2.48	0.50	0.62	5	0.50	0.62	5	3.72	0.59	3.72	0.59	24%	5.07	0.97	5.07	0.97	39%
2.3.3	2.3.2	Grate	24 X 30	Grade	534.91	531.91	531.54	38	CMP	15	1.0%	0.024	1.23	0.31	3.51	0.50	4.49	10	0.50	5.11	15	3.04	3.48	3.36	4.38	125%	4.18	5.82	4.59	7.27	207%
2.3.2	2.3.1	Grate	15 X 15	Grade	534.54	531.54	512	365	Concrete	15	5.4%	0.013	1.23	0.31	15.04	0.50	0.34	5	0.50	5.45	15	3.72	0.32	3.36	4.67	31%	5.07	0.53	4.59	7.75	52%
2.3.1	2.3.0	Grate	24 X 24	Grade	515.00	512.00	498	215	CMP	18	6.5%	0.024	1.77	0.38	14.54	0.00	0.00		0.52	23.28	20			3.36	20.65	142%			4.59	34.30	236%
2.3.0		Outlet			498.00																										

NOTES

Structures assumed to be 3' deep unless direct field observations indicate significant difference

Negative pipe slopes are assumed to have the capacity equivalent to a slope of 0.1%

Structure 2.1.2 recieves runoff from a low area with no outfall. The karst factor for this drainage area has been doubled to account for detention and infiltration in this area.

Appendix-Watershed 3

Watershed 3 consists of areas draining to Evitts Run around and through the CTUB wastewater treatment plan. Small portions of the watershed drain as sheet flow directly adjacent to the stream and majority of the drainage shed concentrates at the culvert inlet adjacent to the treatment plant across George Street (3.1.1). It was noted that two houses have been constructed within the past five years in a location with significant drainage implications. These are described further in relation to the overland relief analysis. No suspected stormwater management facilities were identified within watershed 3.

Storm Sewer and Culverts

The storm sewer and culvert infrastructure within watershed 3 consists of five individual storm sewer systems/culverts.

System 1 provides drainage around the CTUB wastewater treatment plant. This system is not analyzed as the only impacts due to lack of capacity would be wholly within the CTUB property. It is expected that the system has an engineered design, although the only documents provided by CTUB consist of a layout showing the storm system. The system discharges directly to Evitts Run.

System 2 consists of a culvert across George Street. The outfall for this culvert appears to have been buried and/or collapsed. Little evidence of overtopping of George Street exists due to this collapse exists.

System 3 is the culvert providing drainage across South George Street Extension. The culvert is severely undersized for the drainage area.

System 4 consists of grate inlets along Wall Street and Shutter Street. The outfall for this system is buried and during rain events the system discharges through the grate inlet on Shutter Street.

System 5 provides drainage along George Street and was installed with construction of the municipal building housing CTUB and the Charles Town Police Department. This system was not analyzed as it was installed per an engineered design.

Channel/Roadway Spread Analysis

No significant open space channels were identified within watershed 3 other than the two karst swales and the channel between George Street and George Street Extension. These were not analyzed as they all appear to have significant infiltration and/or capacity.

Two locations were analyzed for their potential issues resulting from channel flow. The table below lists the issues.

Identifier	Location	Description
C.3.1	George Street Ext	Roadside ditch
C.3.2	Samuel Street	Spread

Depressions

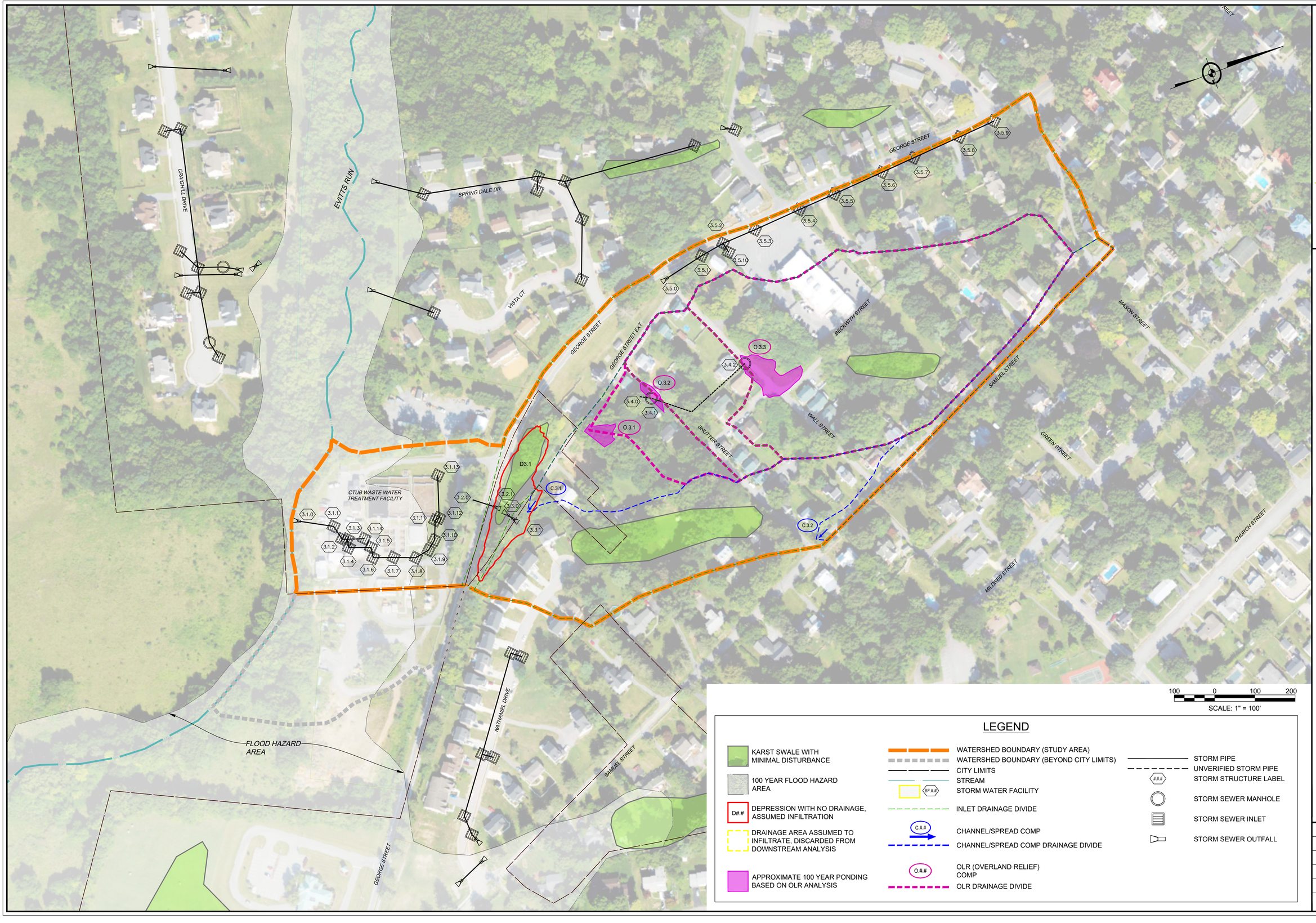
One significant infiltration depression was identified within watershed 3. D3.1 does have a previously installed outlet which is the culvert under George Street(3.2). The outfall for the culvert appears to be buried. Little evidence of significant overtopping of George Street or erosion of its roadside ditch seems to indicate this low-lying area infiltrates significantly through natural process and through the buried outfall 3.2.0.

Overland Relief

The majority of watershed 3's issues were analyzed utilizing overland relief analyses.

The issue associated with O.3.1 was created by the construction of two houses at 815 and 817 George Street Extension. The houses were constructed within a drainage swale with little to no consideration for functional drainage. Over 10 acres drained through the swale that was cut off by the construction. A depression now exists both within the lot of the more upstream of the new houses and the neighboring lot that had an existing residence. The depression must fill before spilling into the street. The foundation of 813 George Street Extension is inundated by this ponding even during smaller events.

O.3.2 and O.3.3 are associated with potential impacts to local roadways and several residences. O3.3 has an inlet and storm sewer, but the routing from 3.4.2 to 3.3.1 is unclear and the original outfall seems to have been buried. The system discharges through the grate at 3.3.1. 3.4.2 is also located outside the true low point resulting in inundation even during smaller events.



100 0 100 200

SCALE: 1" = 100'

LEGEND

- KARST SWALE WITH MINIMAL DISTURBANCE
- 100 YEAR FLOOD HAZARD AREA
- D#.# — DEPRESSION WITH NO DRAINAGE, ASSUMED INFILTRATION
- DRAINAGE AREA ASSUMED TO INFILTRATE, DISCARDED FROM DOWNSTREAM ANALYSIS
- APPROXIMATE 100 YEAR PONDING BASED ON OLR ANALYSIS
- WATERSHED BOUNDARY (STUDY AREA)
- WATERSHED BOUNDARY (BEYOND CITY LIMITS)
- CITY LIMITS
- STREAM
- SF.## — STORM WATER FACILITY
- INLET DRAINAGE DIVIDE
- C.## — CHANNEL/SPREAD COMP
- CHANNEL/SPREAD COMP DRAINAGE DIVIDE
- O.## — OLR (OVERLAND RELIEF) COMP
- OLR DRAINAGE DIVIDE
- STORM PIPE
- UNVERIFIED STORM PIPE
- ### — STORM STRUCTURE LABEL
- STORM SEWER MANHOLE
- STORM SEWER INLET
- STORM SEWER OUTFALL

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CITY OF CHARLES TOWN WATERSHEDS

WATERSHED 3 H&H ANALYSIS EXHIBIT

CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

Date:	04/08/2026
Scale:	1" = 100'
Designed By:	ZJ/RLK/ZS
File No.	7037
Sheet	1 Of 1

Roadside Ditch and Roadway Spread Analysis

Watershed 3

												2 Year						10 Year						100 Year					
												2yr Karst Factor			0.69			10yr Karst Factor			0.77			100yr Karst Factor			0.83		
Identifier	Location	Description	Side Slope 1 (H ft:1 ft)	Side Slope 2 (H ft:1 ft)	Upstream Road Length(ft)	Upstream Intersections	Available Depth for Ditch/Gutter(ft)	Available Width for Spread (ft)	Approximate Running Slope (%)	Drainage Area (Acre)	C Factor	Tc (Min)	Rainfall Intensity (in/hr)	Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)	Rainfall Intensity (in/hr)	Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)	Rainfall Intensity (in/hr)	Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)
C.3.1	George Street Ext	Roadside ditch	20	3	550	0	0.25	0	4%	11.48	0.58	20	2.72	12.50	0.49	0.24	12.00	Full	3.77	19.33	0.57	0.32	16.00	Full	5.33	29.46	0.67	0.42	21.00	Full
C.3.2	Samuel Street	Spread	NA	NA	1000	2	0	3	2%	0.83	0.49	5	4.73	1.33	0.14	0.14	7.04	5.04	6.52	2.05	0.17	0.17	8.29	6.29	9.23	3.12	0.19	0.19	9.71	7.71

NOTES

For roadside ditches available depth is the approximated depth of the ditch outside the roadway, 0.1' is indicative of no defined roadside ditch

For spread comps available depth of 0' is indicative of no gutter pan and 0.1' is indicative of a gutter pan

For spread comps a negative available spread is indicative of a local depression that results in an initial spread for all storm events

Upstream Intersections within 500ft of the highpoint are excluded from the upstream intersection counts

Available width is the approximated area available for spread outside an assumed 10ft travel lane

Roadway surcharge depth is the expected depth of water at the edge of pavement

Mannings n assumptions; ditch/channel = 0.025; road/gutter spread = .016

Road cross slopes assumed at 2%

Overland Relief Analysis (OLR)

Watershed 3

										10 Year								100 Year							
										10yr Karst Factor					0.77			100yr Karst Factor					0.83		
Identifier	Location	Constraint Description	Approximated Weir Elevation	Inlets Present	Throat Inlet or 2 Grates Present	Storm sewer capacity (cfs)	Drainage Area (Acre)	C Factor	Tc (Min)	Rainfall Intensity (in/hr)	OLR Flow (cfs)	Depth (ft)	Approximated WSE	Buildings Impacted	Local Roadway Inundation (ft)	Primary Route Inundation (ft)	Singular Access Point Impacts	Rainfall Intensity (in/hr)	OLR Flow (cfs)	Depth (ft)	Approximated WSE	Buildings Impacted	Local Roadway Inundation (ft)	Primary Route Inundation (ft)	Singular Access Point Impacts
O.3.1	George Street Ext	Houses/Yards	493.00	0	No	0.00	10.28	0.58	20	3.77	17.31	0.69	493.69	2	0	0	No	5.33	26.38	0.80	493.80	2	0	0	No
O.3.2	Shutter Street	Roadway	501.00	1	No	0.00	9.35	0.59	15	4.18	17.76	0.21	501.21	1	50	0	No	5.84	26.74	0.27	501.27	1	75	0	No
O.3.3	Wall Street	Houses/Yards	512.10	1	No	0.00	7.63	0.58	15	4.18	14.24	0.41	512.51	2	220	0	No	5.84	21.45	0.64	512.74	2	240	0	No

NOTES

Weir coefficient assumed as 3.27

OLR flow accounts for storm sewer capacity where redundant inlets are present to ensure drainage

Storm sewer capacity is only accounted for were either throat inlets or redundant grate inlets are present within the 100 year ponding area

Storm Sewer Pipe Analysis

Watershed 3

																						2 Year					10 Year				
																						2yr Karst Factor				0.69	10yr Karst Factor				0.77
Inlet/Structure Name	**Downstream Structure**	**Structure Type**	**Inlet Size (in)**	**Inlet Profile**	**Approximate Top Elevation/Invert**	**Approximate Invert Up**	**Approximate Invert Down**	**Pipe Length (ft)**	**Pipe Material**	**Pipe Size (in)**	**Approximate Pipe Slope (%)**	**Pipe Mannings 'n'**	**Flow Area (ft^2)**	**Hydraulic Radius**	**Full Flow Capacity (cfs)**	**Inlet C Factor**	**Inlet Drainage Area (Acres)**	**Time to Inlet (min)**	**System C Factor**	**System Drainage Area (Acre)**	**System Time (Min)**	**Inlet Rainfall Intensity (in/hr)**	**Flow To Inlet (cfs)**	**System Rainfall Intensity (in/hr)**	**System Flow (cfs)**	**System Flow/Pipe Full Flow (%)**	**Inlet Rainfall Intensity (in/hr)**	**Flow To Inlet (cfs)**	**System Rainfall Intensity (in/hr)**	**System Flow (cfs)**	**System Flow/Pipe Full Flow (%)**
3.1.14	3.1.3	Grate	24 x 24	Private System, Engineered Design, Not Evaluated																											
3.1.13	3.1.12	Grate	24 x 24																												
3.1.12	3.1.11	Grate	24 x 24																												
3.1.11	3.1.10	MH																													
3.1.10	3.1.9	MH																													
3.1.9	3.1.8	Grate	24 x 24																												
3.1.8	3.1.7	Grate	24 x 24																												
3.1.7	3.1.6	Grate	24 x 24																												
3.1.6	3.1.5	Grate	24 x 24																												
3.1.5	3.1.4	Grate	24 x 24																												
3.1.4	3.1.3	Grate	24 x 24																												
3.1.3	3.1.2	Grate	24 x 24																												
3.1.2	3.1.1	Grate	24 x 24																												
3.1.1	3.1.0	Grate	24 x 24																												
3.1.0		Outlet																													
3.2.1	3.2.0	Culvert Inv		Sag	480.00	480.00			Concrete	24						0.55	24.08	20	0.55	24.08	20	3.36	30.70	3.36	30.70		4.59	46.81	4.59	46.81	
3.2.0		Outlet			Buried																										
3.3.1	3.3.0	Culvert Inv		Sag	481.28	481.28	480.25	24	Concrete	15	4.3%	0.013	1.23	0.31	13.42	0.55	17.18	20	0.55	17.18	20	3.36	21.91	3.36	21.91	163%	4.59	33.40	4.59	33.40	249%
3.3.0		Outlet			480.25																										
3.4.2	3.4.1	Grate	30 x 30	Sag	505.05	502.05	497	283	PVC	12	1.8%	0.012	0.79	0.25	5.19	0.58	7.63	15	0.58	7.63	15	3.36	10.26	3.36	10.26	198%	4.59	15.64	4.59	15.64	301%
3.4.1	3.4.0	Grate	24 x 24	Sag	500.00	497.00										0.65	1.72	10	0.59	9.35	15	3.04	2.35	3.36	12.85		4.18	3.60	4.59	19.59	
3.4.0		Outlet			Buried																										
3.5.10	3.5.2	Grate	18 x 18	Engineered Design, Not Evaluated																											
3.5.9	3.5.8	Curb Inlet	48																												
3.5.8	3.5.7	Curb Inlet	48																												
3.5.7	3.5.6	Curb Inlet	48																												
3.5.6	3.5.5	Curb Inlet	48																												
3.5.5	3.5.4	Curb Inlet	48																												
3.5.4	3.5.3	Curb Inlet	48																												
3.5.3	3.5.2	Curb Inlet	48																												
3.5.2	3.5.1	Curb Inlet	48																												
3.5.1	3.5.0	Curb Inlet	48																												
3.5.0		Outlet																													

NOTES

Structures assumed to be 3' deep unless direct field observations indicate significant difference

Negative pipe slopes are assumed to have the capacity equivalent to a slope of 0.1%

Appendix-Watershed 4

Watershed 4 consists of areas draining to Evitts Run southwest of George Street west of the CTUB wastewater treatment plant. This watershed has two concentrated discharges from storm sewer systems 4.2 and 4.1. No suspected stormwater management facilities were identified within watershed 4.

Storm Sewer and Culverts

Three storm sewer systems were identified within the watershed.

Systems 4.1 and 4.2 were installed with Evitts Run Estates which only has plat documents available in city files based on documents provided by City planning staff. System 4.2 appears to have been extended to provide drainage to the residential lot downstream of Mordington Avenue (4.2.7).

System 4.3 provides roadway drainage for the low point along Mordington Avenue and discharges towards system 4.2.

Channel/Roadway Spread Analysis

One location was identified for channel analysis within watershed 4. C.4.1 evaluates spread along Mordington Avenue leading to the low point on the street. Other areas appear to have sufficient inlets, storm sewer and roadside ditches to minimize spread.

Identifier	Location	Description
C.4.1	Mordington north side	Roadside ditch

Overland Relief

Overland relief was analyzed at the low point along Mordington Avenue (O.4.1) and evaluated the ponding resulting from runoff needing to overtop the crown of Mordington Avenue.

CITY OF CHARLES TOWN WATERSHEDS

WATERSHED 4 H&H ANALYSIS EXHIBIT

CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

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Date:	04/08/2026
Scale:	1" = 100'
Designed By:	ZJ/RLK/ZS
File No.	7037
Sheet	1 Of 1

100 0 100 200

SCALE: 1" = 100'

LEGEND

- KARST SWALE WITH MINIMAL DISTURBANCE
- 100 YEAR FLOOD HAZARD AREA
- D#.# — DEPRESSION WITH NO DRAINAGE, ASSUMED INFILTRATION
- DRAINAGE AREA ASSUMED TO INFILTRATE, DISCARDED FROM DOWNSTREAM ANALYSIS
- APPROXIMATE 100 YEAR PONDING BASED ON OLR ANALYSIS
- WATERSHED BOUNDARY (STUDY AREA)
- WATERSHED BOUNDARY (BEYOND CITY LIMITS)
- CITY LIMITS
- STREAM
- SF.## — STORM WATER FACILITY
- INLET DRAINAGE DIVIDE
- C.## — CHANNEL/SPREAD COMP
- CHANNEL/SPREAD COMP DRAINAGE DIVIDE
- O.## — OLR (OVERLAND RELIEF) COMP
- OLR DRAINAGE DIVIDE
- STORM PIPE
- UNVERIFIED STORM PIPE
- ### — STORM STRUCTURE LABEL
- STORM SEWER MANHOLE
- STORM SEWER INLET
- STORM SEWER OUTFALL

Roadside Ditch and Roadway Spread Analysis

Watershed 4

													2 Year						10 Year						100 Year					
													2yr Karst Factor			0.55			10yr Karst Factor			0.66			100yr Karst Factor			0.74		
Identifier	**Location**	**Description**	**Side Slope 1 (H ft:1 ft)**	**Side Slope 2 (H ft:1 ft)**	**Upstream Road Length(ft)**	**Upstream Intersections**	**Available Depth for Ditch/Gutter(ft)**	**Available Width for Spread (ft)**	**Approximate Running Slope (%)**	**Drainage Area (Acre)**	**C Factor**	**Tc (Min)**	**Rainfall Intensity (in/hr)**	**Flow (cfs)**	**Depth of flow (ft)**	**Roadway Surcharge (ft)**	**Spread (ft)**	**Travel Lane Spread (ft)**	**Rainfall Intensity (in/hr)**	**Flow (cfs)**	**Depth of flow (ft)**	**Roadway Surcharge (ft)**	**Spread (ft)**	**Travel Lane Spread (ft)**	**Rainfall Intensity (in/hr)**	**Flow (cfs)**	**Depth of flow (ft)**	**Roadway Surcharge (ft)**	**Spread (ft)**	**Travel Lane Spread (ft)**
C.4.1	Mordington north side	Roadside ditch	40	5	800	1	0.1	0	3%	1.17	0.50	10	3.72	1.20	0.17	0.07	3.50	3.50	5.07	1.96	0.23	0.13	6.50	6.50	7.03	3.04	0.20	0.10	5.00	5.00

NOTES

For roadside ditches available depth is the approximated depth of the ditch outside the roadway, 0.1' is indicative of no defined roadside ditch

For spread comps available depth of 0' is indicative of no gutter pan and 0.1' is indicative of a gutter pan

For spread comps a negative available spread is indicative of a local depression that results in an initial spread for all storm events

Upstream Intersections within 500ft of the highpoint are excluded from the upstream intersection counts

Available width is the approximated area available for spread outside an assumed 10ft travel lane

Roadway surcharge depth is the expected depth of water at the edge of pavement

Mannings n assumptions; ditch/channel = 0.025; road/gutter spread = .016

Road cross slopes assumed at 2%

Overland Relief Analysis (OLR)

Watershed 4

										10 Year								100 Year							
										10yr Karst Factor					0.66			100yr Karst Factor					0.74		
Identifier	**Location**	**Constraint Description**	**Approximated Weir Elevation**	**Inlets Present**	**Throat Inlet or 2 Grates Present**	**Storm sewer capacity (cfs)**	**Drainage Area (Acre)**	**C Factor**	**Tc (Min)**	**Rainfall Intensity (in/hr)**	**OLR Flow (cfs)**	**Depth (ft)**	**Approximated WSE**	**Buildings Impacted**	**Local Roadway Inundation (ft)**	**Primary Route Inundation (ft)**	**Singular Access Point Impacts**	**Rainfall Intensity (in/hr)**	**OLR Flow (cfs)**	**Depth (ft)**	**Approximated WSE**	**Buildings Impacted**	**Local Roadway Inundation (ft)**	**Primary Route Inundation (ft)**	**Singular Access Point Impacts**
O.4.1	Mordington Ave	Roadway	511.50	1	No	0.00	4.43	0.59	10	5.07	8.75	0.16	511.66	0	25	0	No	7.03	13.60	0.20	511.70	2	58	0	No

NOTES

Weir coefficient assumed as 3.27

OLR flow accounts for storm sewer capacity where redundant inlets are present to ensure drainage

Storm sewer capacity is only accounted for were either throat inlets or redundant grate inlets are present within the 100 year ponding area

Storm Sewer Pipe Analysis

Watershed 4

																					2 Year					10 Year				
																							2yr Karst Factor		0.55			10yr Karst Factor		0.66	
Inlet/Structure Name	Downstream Structure	Structure Type	Inlet Size (in)	Inlet Profile	Approximate Top Elevation/Invert	Approximate Invert Up	Approximate Invert Down	Pipe Length (ft)	Pipe Material	Pipe Size (in)	Approximate Pipe Slope (%)	Pipe Mannings 'n'	Flow Area (ft^2)	Hydraulic Radius	Full Flow Capacity (cfs)	Inlet C Factor	Inlet Drainage Area (Acres)	Time to Inlet (min)	System C Factor	System Drainage Area (Acre)	System Time (Min)	Inlet Rainfall Intensity (in/hr)	Flow To Inlet (cfs)	System Rainfall Intensity (in/hr)	System Flow (cfs)	System Flow/Pipe Full Flow (%)	Inlet Rainfall Intensity (in/hr)	Flow To Inlet (cfs)	System Rainfall Intensity (in/hr)	System Flow (cfs)	System Flow/Pipe Full Flow (%)
4.1.1	4.1.0	Grate	24 X 24	Sag	489.93	486.93	470.87	160	CMP	15	10.0%	0.024	1.23	0.31	11.09	0.5	1.05	10	0.50	1.05	10	3.04	0.88	3.04	0.88	8%	4.18	1.45	4.18	1.45	13%
4.1.0		Outlet			470.87																										
4.2.4	4.2.3	Grate	24 X 24	Grade	505.05	502.05	495.48	150	CMP	15	4.4%	0.024	1.23	0.31	7.36	0.50	0.21	5	0.50	0.21	5	3.72	0.21	3.72	0.21	3%	5.07	0.35	5.07	0.35	5%
4.2.3	4.2.6	Curb	96	Grade	498.48	495.48	490.08	101	CMP	15	5.3%	0.024	1.23	0.31	8.07	0.50	0.84	5	0.50	1.05	10	3.72	0.86	3.04	0.88	11%	5.07	1.41	4.18	1.45	18%
4.2.7	4.2.6	Grate	30 X 30	Grade	504.00	501.00	490.08	324	CMP	15	3.4%	0.024	1.23	0.31	6.47	0.57	5.83	15	0.57	5.83	15	3.36	6.14	3.36	6.14	95%	4.59	10.07	4.59	10.07	156%
4.2.6	4.2.2	Grate	30 X 30	Grade	493.08	490.08	486.97	64	CMP	24	4.9%	0.024	3.14	0.50	27.18	NA Buried			0.56	6.88	15	NA Buried		3.36	7.11	26%	NA Buried		4.59	11.66	43%
4.2.5	4.2.2	Curb	120		489.69	486.69	486.97	35	CMP	15	-0.8%	0.024	1.23	0.31	1.11	0.5	0.47	5	0.50	0.47	5	3.72	0.48	3.72	0.48	43%	5.07	0.79	5.07	0.79	71%
4.2.2	4.2.1	Curb	120		489.97	486.97	475.51	287	CMP	30	4.0%	0.024	4.91	0.63	44.53	0.5	4.35	10	0.53	11.70	20	3.04	3.64	3.36	11.56	26%	4.18	6.00	4.59	18.96	43%
4.2.1	4.2.0	Grate	24 X 24		478.51	475.51	472	125	CMP	36	2.8%	0.024	7.07	0.75	60.59	0.47	2.14	10	0.52	13.84	20	3.04	1.68	3.36	13.42	22%	4.18	2.77	4.59	22.01	36%
4.2.0		Outlet			472.00	469.00																									
4.3.1	4.3.0	Grate	24 X 24		510.94	509.50	509.2	30	Concrete	6 x 12	1.0%	0.013	0.50	0.17	1.74	0.59	4.43	10	0.59	4.43	10	3.04	4.37	3.04	4.37	252%	4.18	7.21	4.18	7.21	415%
4.3.0		Outlet			509.20																										

NOTES

Structures assumed to be 3' deep unless direct field observations indicate significant difference

Negative pipe slopes are assumed to have the capacity equivalent to a slope of 0.1%

Appendix-Watershed 5

Watershed 5 consisted of areas discharging to Evitts Run. The area lies to the south of Evitts run and is primarily made up of the development known as Craighill Estates which was designed by a professional surveying firm. Three stormwater facilities were identified that are associated with this development (SF5.1-3). An additional stormwater facility was identified in watershed 5 and seems to be associated with a private parking lot (SF5.4).

Storm Sewer and Culverts

Ten storm sewer networks were identified within watershed 5.

Networks 1-2 and 4-9 were all associated with the Craighill Estates development and were not evaluated as they were constructed per an engineered design plan.

System 3 consists of a culvert under Augustine Avenue and was not evaluated as it serves a DOH road and the upstream end where issues would be likely to occur is within Jefferson County.

System 10 provides drainage along Augustine Avenue and is most likely under DOH's jurisdiction but was evaluated.

Channel/Roadway Spread Analysis

No potential roadway spread issues or major open channels were identified within the watershed for analysis.

Overland Relief

No concerning areas for overland relief analysis were identified within watershed 5.

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CITY OF CHARLES TOWN WATERSHEDS

WATERSHED 5 H&H ANALYSIS EXHIBIT

CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

Date:	04/08/2026
Scale:	1" = 100'
Designed By:	ZJ/RLK/ZS
File No.	7037
Sheet	1 Of 1

100 0 100 200
SCALE: 1" = 100'

LEGEND

- KARST SWALE WITH MINIMAL DISTURBANCE
- 100 YEAR FLOOD HAZARD AREA
- D#.# — DEPRESSION WITH NO DRAINAGE, ASSUMED INFILTRATION
- DRAINAGE AREA ASSUMED TO INFILTRATE, DISCARDED FROM DOWNSTREAM ANALYSIS
- APPROXIMATE 100 YEAR PONDING BASED ON OLR ANALYSIS
- WATERSHED BOUNDARY (STUDY AREA)
- WATERSHED BOUNDARY (BEYOND CITY LIMITS)
- CITY LIMITS
- STREAM
- SF#.# — STORM WATER FACILITY
- INLET DRAINAGE DIVIDE
- C.## — CHANNEL/SPREAD COMP
- CHANNEL/SPREAD COMP DRAINAGE DIVIDE
- O.## — OLR (OVERLAND RELIEF) COMP
- OLR DRAINAGE DIVIDE
- STORM PIPE
- UNVERIFIED STORM PIPE
- ### — STORM STRUCTURE LABEL
- STORM SEWER MANHOLE
- STORM SEWER INLET
- STORM SEWER OUTFALL

Storm Sewer Pipe Analysis

Watershed 5

																							2 Year					10 Year				
																									2yr Karst Factor			0.43		10yr Karst Factor			0.55
Inlet/Structure Name	Downstream Structure	Structure Type	Inlet Size (in)			Inlet Profile	Approximate Top Elevation/Invert	Approximate Invert Up	Approximate Invert Down	Pipe Length (ft)	Pipe Material	Pipe Size (in)	Approximate Pipe Slope (%)	Pipe Mannings 'n'	Flow Area (ft^2)	Hydraulic Radius	Full Flow Capacity (cfs)	Inlet C Factor	Inlet Drainage Area (Acres)	Time to Inlet (min)	System C Factor	System Drainage Area (Acre)	System Time (Min)	Inlet Rainfall Intensity (in/hr)	Flow To Inlet (cfs)	System Rainfall Intensity (in/hr)	System Flow (cfs)	System Flow/Pipe Full Flow (%)	Inlet Rainfall Intensity (in/hr)	Flow To Inlet (cfs)	System Rainfall Intensity (in/hr)	System Flow (cfs)	System Flow/Pipe Full Flow (%)
5.1.15	5.1.14	End Section		48		Engineered Design, Not Evaluated																										
5.1.14	5.1.4	Manhole																														
5.1.13	5.1.12	Curb Inlet		144																												
5.1.12	5.1.11	Curb Inlet		120																												
5.1.11	5.1.1	Curb Inlet		120																												
5.1.10	5.1.5	Curb Inlet		120																												
5.1.9	5.1.2	Curb Inlet		120																												
5.1.8	5.1.1	Curb Inlet		120																												
5.1.7	5.1.6	Curb Inlet		48																												
5.1.6	5.1.5	Manhole																														
5.1.5	5.1.4	Manhole																														
5.1.4	5.1.3	Curb Inlet		120																												
5.1.3	5.1.2	Manhole																														
5.1.2	5.1.1	Manhole																														
5.1.1	5.1.0	Curb Inlet		48																												
5.1.0		Outfall																														
5.2.1	5.2.0	Curb Inlet		48		Engineered Design, Not Evaluated, Pass Through Structures-No Pipe																												
5.2.0		Curb Inlet		48																												
5.3.1	5.3.0	End Wall		24		DOH Culvert, Jefferson County Jurisdiction Upstream																												
5.3.0		End Section																														
5.4.4	5.4.2	Curb Inlet		144		Engineered Design, Not Evaluated																												
5.4.3	5.4.2	Curb Inlet		72																												
5.4.2	5.4.1	Curb Inlet		120																												
5.4.1	5.4.0	Manhole																														
5.4.0		End Section																														
5.5.1	5.5.0	End Section		24		Engineered Design, Not Evaluated																												
5.5.0		End Section																														
5.6.1	5.6.0	End Section		*48*		Engineered Design, Not Evaluated																												
5.6.0		End Section																														
5.7.13	5.7.0	Manhole				Engineered Design, Not Evaluated																												
5.7.12	5.7.1	Curb Inlet		144																												
5.7.11	5.7.3	Curb Inlet		120																												
5.7.10	5.7.2	Curb Inlet		48																												
5.7.9	5.7.6	Curb Inlet		120																												
5.7.8	5.7.7	End Section		30																												
5.7.7	5.7.6	Curb Inlet		72																												
5.7.6	5.7.5	Curb Inlet		96																												
5.7.5	5.7.4	Curb Inlet		48																												
5.7.4	5.7.3	Curb Inlet		120																												
5.7.3	5.7.2	Curb Inlet		144																												
5.7.2	5.7.1	Curb Inlet		48																												
5.7.1	5.7.13	Curb Inlet		72																												
5.7.0		End Section																														
5.8.9	5.8.2	Curb Inlet		144		Engineered Design, Not Evaluated																												
5.8.8	5.8.7	Curb Inlet		168																												
5.8.7	5.8.2	Curb Inlet		120																												
5.8.6	5.8.3	Curb Inlet		96																												
5.8.5	5.8.4	Curb Inlet		48																												
5.8.4	5.8.3	Manhole																														
5.8.3	5.8.2	Curb Inlet		48																												
5.8.2	5.8.1	Curb Inlet		120																												
5.8.1	5.8.0	Manhole																														
5.8.0		End Section																														
5.9.1	5.9.0	End Section		24		Engineered Design, Not Evaluated																												
5.9.0		End Section																														
5.10.3	5.10.0	Culvert Inlet		24		SAG	482.00	482.00	479.2	60	Concrete		24		4.7%	0.013	3.14	0.50	49.15	0.15	2.15	10	0.15	2.15	10	3.04	0.18	3.04	1.33	3%	4.18	0.41	4.18	2.42	5%
5.10.2	5.10.1	End Wall		24		SAG	481.00	481.00	480.75	22	Concrete		24		1.1%	0.013	3.14	0.50	23.78	0.15	5.32	15	0.15	7.47	15	3.36	0.50	3.36	1.76	7%	4.59	1.11	4.59	3.32	14%
5.10.1	5.10.0	Manhole					483.75	480.75	476.5	280	Concrete		24		1.5%	0.013	3.14	0.50	27.77																
5.10.0		Outfall					476.53				Concrete																								

NOTES

Structures assumed to be 3' deep unless direct field observations indicate significant difference

Negative pipe slopes are assumed to have the capacity equivalent to a slope of 0.1%

Appendix-Watershed 6

Watershed 6 consists of the area draining to Evitts Run in the north western portion of the City. No direct concentrated discharges to Evitts Run were identified in this watershed except the discharges of the sags at road crossings.

Storm Sewer and Culverts

Six individual storm networks were identified within watershed 6.

System 2 consists of two grate inlets on either side of MLK Jr Avenue and a discharge into a private parking lot along Washington Street.

Systems 1, 3, and 4 consist of one grate inlet and discharge point serving locations along Liberty and Park Streets.

System 5 consists of one suspected storm sewer inlet. The structure has a metal lid and is filled with sediment. No outfall location was located.

System 6 consists of one grate inlet that discharges to the bridge structure crossing Evitts Run under Washington Street.

Channel/Roadway Spread Analysis

Channel analysis for watershed 6 evaluated flows along four streets. The locations are listed in the table below.

Identifier	Location	Description
C.6.1	Washington St northside	Spread
C.6.2	Eagle Ave westside & MLK Intx	Roadside Ditch
C.6.3	Water St southwest side	Roadside Ditch
C.6.4	Liberty St northside	Spread

Overland Relief

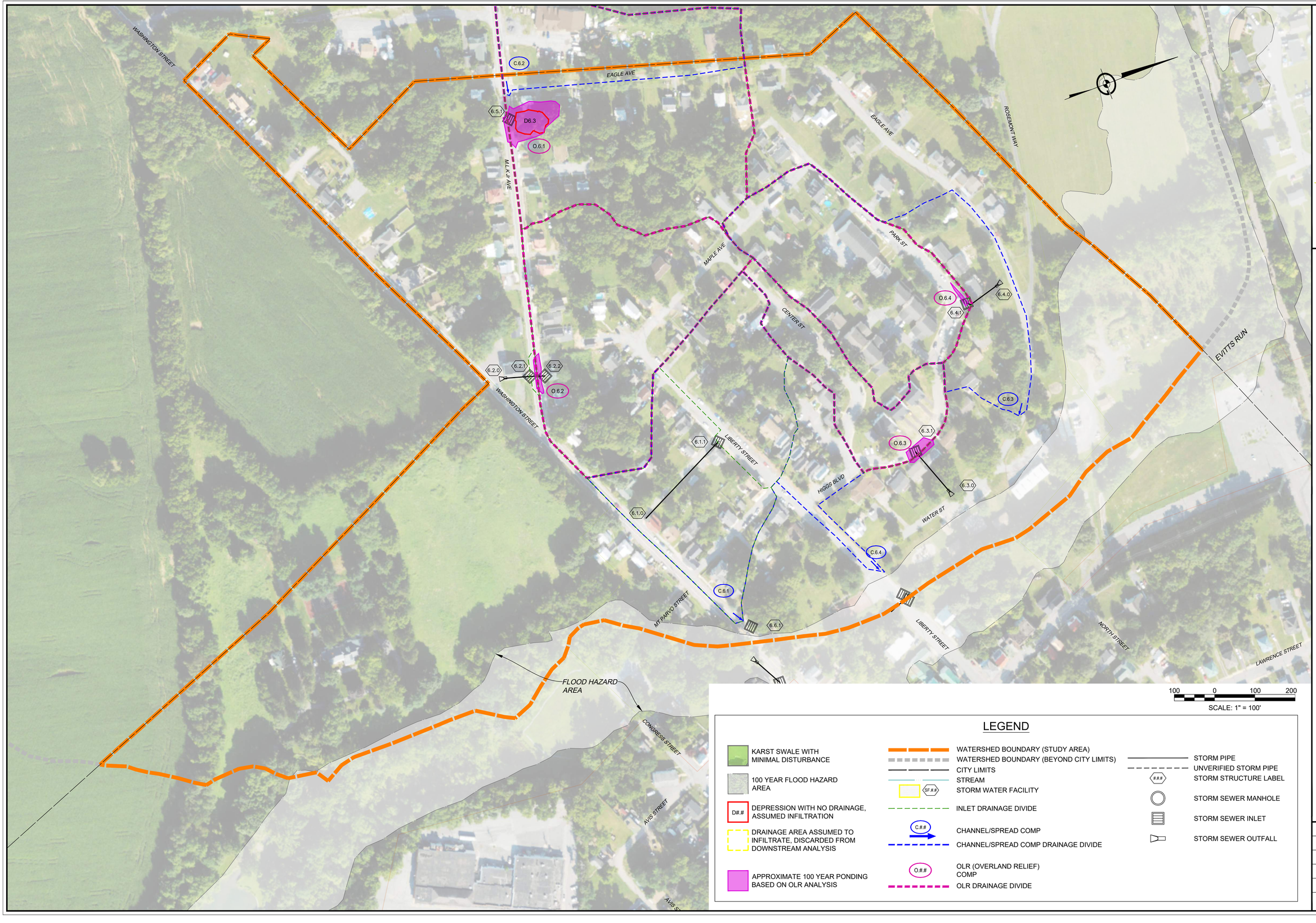
Four locations were evaluated for potential ponding. None of the locations had redundant grate inlets or throat inlets and no storm sewer capacity was deducted from the overland flow rates.

O.6.1 evaluated ponding were runoff must overtop the crown of MLK Jr Avenue. Structure 6.5.1 is believed to have provided drainage for the uphill side of MLK Jr Avenue and is currently filled with sediment and potentially has a buried outfall.

O.6.2 evaluates another location were runoff must cross the crown of MLK Jr Avenue near its intersection with Washington Street and has a grate inlet serving the low point uphill of the road.

O.6.3 evaluates the ponding resulting from runoff needing to overtop the curb and flow between houses along Higgs Boulevard.

O.6.4 evaluates the ponding resulting from runoff needing to overtop the curb and flow between houses along Park Street near its intersection with Higgs Boulevard.



100 0 100 200

SCALE: 1" = 100'

LEGEND

- KARST SWALE WITH MINIMAL DISTURBANCE
- 100 YEAR FLOOD HAZARD AREA
- D#.# DEPRESSION WITH NO DRAINAGE, ASSUMED INFILTRATION
- DRAINAGE AREA ASSUMED TO INFILTRATE, DISCARDED FROM DOWNSTREAM ANALYSIS
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CITY OF CHARLES TOWN WATERSHEDS

WATERSHED 6 H&H ANALYSIS EXHIBIT

CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

Date:	04/08/2026
Scale:	1" = 100'
Designed By:	ZJ/RLK/ZS
File No.	7037
Sheet	1 Of 1

Roadside Ditch and Roadway Spread Analysis

Watershed 6

												2 Year						10 Year						100 Year					
												2yr Karst Factor			0.47			10yr Karst Factor			0.58			100yr Karst Factor			0.68		
Identifier	Location	Description	Side Slope 1 (H ft:1 ft)	Side Slope 2 (H ft:1 ft)	Upstream Road Length(ft)	Upstream Intersections	Available Depth for Ditch/Gutter(ft)	Available Width for Spread (ft)	Approximate Running Slope (%)	Drainage Area (Acre)	C Factor	Tc (Min)	Rainfall Intensity (in/hr)	Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)	Rainfall Intensity (in/hr)	Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)	Rainfall Intensity (in/hr)	Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)
C.6.1	Washington St northside	Spread	NA	NA	500	1	0	10	6%	5.09	0.50	15	3.04	3.64	0.17	0.17	8.38	0.00	4.18	6.17	0.20	0.20	10.21	0.21	5.84	10.11	0.25	0.25	12.25	2.25
C.6.2	Eagle Ave westside & MLK Intx	Roadside Ditch	0.1	40	590	1	0.1	0	1%	2.55	0.50	10	3.72	2.23	0.27	0.17	8.50	8.50	5.07	3.75	0.33	0.23	11.50	Full	7.03	6.10	0.39	0.29	14.50	Full
C.6.3	Water St southwest side	Roadside Ditch	2	40	600	0	0.2	0.5	1%	6.20	0.50	15	3.04	4.43	0.34	0.14	7.00	6.50	4.18	7.52	0.42	0.22	11.00	Full	5.84	12.31	0.50	0.30	15.00	Full
C.6.4	Liberty St northside	Spread	NA	NA	480	1	0.1	4	5%	1.15	0.50	10	3.72	1.01	0.11	0.01	5.35	1.35	5.07	1.69	0.13	0.03	6.50	2.50	7.03	2.75	0.16	0.06	7.79	3.79

NOTES

For roadside ditches available depth is the approximated depth of the ditch outside the roadway, 0.1' is indicative of no defined roadside ditch

For spread comps available depth of 0' is indicative of no gutter pan and 0.1' is indicative of a gutter pan

For spread comps a negative available spread is indicative of a local depression that results in an initial spread for all storm events

Upstream Intersections within 500ft of the highpoint are excluded from the upstream intersection counts

Available width is the approximated area available for spread outside an assumed 10ft travel lane

Roadway surcharge depth is the expected depth of water at the edge of pavement

Mannings n assumptions; ditch/channel = 0.025; road/gutter spread = .016

Road cross slopes assumed at 2%

Overland Relief Analysis (OLR)

Watershed 6

										10 Year								100 Year							
										10yr Karst Factor	0.58							100yr Karst Factor	0.68						
Identifier	Location	Constraint Description	Approximated Weir Elevation	Inlets Present	Throat Inlet or 2 Grates Present	Storm sewer capacity (cfs)	Drainage Area (Acre)	C Factor	Tc (Min)	Rainfall Intensity (in/hr)	OLR Flow (cfs)	Depth (ft)	Approximated WSE	Buildings Impacted	Local Roadway Inundation (ft)	Primary Route Inundation (ft)	Singular Access Point Impacts	Rainfall Intensity (in/hr)	OLR Flow (cfs)	Depth (ft)	Approximated WSE	Buildings Impacted	Local Roadway Inundation (ft)	Primary Route Inundation (ft)	Singular Access Point Impacts
O.6.1	MLK Jr Ave	Roadway	513.50	0	No	0.00	7.22	0.50	15	4.18	8.75	0.21	513.71	2	0	50	No	5.84	14.34	0.26	513.76	3	0	75	No
O.6.2	MLK Jr Ave	Roadway	513.70	1	No	0.00	5.38	0.50	15	4.18	6.52	0.18	513.88	1	0	40	No	5.84	10.68	0.22	513.92	2	0	85	No
O.6.3	Higgs Blvd	Curb/Yards/Houses	529.00	1	No	0.00	1.86	0.50	10	5.07	2.73	0.05	529.05	0	70	0	No	7.03	4.45	0.07	529.07	0	80	0	No
O.6.4	Park St	Curb/Yards/Houses	519.00	1	No	0.00	4.16	0.50	10	5.07	6.12	0.12	519.12	0	0	0	No	7.03	9.94	0.17	519.17	0	0	0	No

NOTES

Weir coefficient assumed as 3.27

OLR flow accounts for storm sewer capacity where redundant inlets are present to ensure drainage

Storm sewer capacity is only accounted for were either throat inlets or redundant grate inlets are present within the 100 year ponding area

Storm Sewer Pipe Analysis

Watershed 6

																					2 Year					10 Year				
																							2yr Karst Factor		0.47			10yr Karst Factor		0.58	
Inlet/Structure Name	Downstream Structure	Structure Type	Inlet Size (in)	Inlet Profile	Approximate Top Elevation/Invert	Approximate Invert Up	Approximate Invert Down	Pipe Length (ft)	Pipe Material	Pipe Size (in)	Approximate Pipe Slope (%)	Pipe Mannings 'n'	Flow Area (ft^2)	Hydraulic Radius	Full Flow Capacity (cfs)	Inlet C Factor	Inlet Drainage Area (Acres)	Time to Inlet (min)	System C Factor	System Drainage Area (Acre)	System Time (Min)	Inlet Rainfall Intensity (in/hr)	Flow To Inlet (cfs)	System Rainfall Intensity (in/hr)	System Flow (cfs)	System Flow/Pipe Full Flow (%)	Inlet Rainfall Intensity (in/hr)	Flow To Inlet (cfs)	System Rainfall Intensity (in/hr)	System Flow (cfs)	System Flow/Pipe Full Flow (%)
6.1.1	6.1.0	Curb Inlet	24	Sag	520.03	517.03	494	259	PVC	12	8.9%	0.012	0.79	0.25	11.54	0.50	2.22	10	0.50	2.22	10	3.04	1.59	3.04	1.59	14%	4.18	2.69	4.18	2.69	23%
6.1.0		Outlet			494.00																										
6.2.2	6.2.1	Grate	24 x 24	Sag	514.00	511.00	510	40	CMP	15	2.5%	0.024	1.23	0.31	5.54	0.50	5.38	15	0.50	5.38	15	3.36	4.25	3.36	4.25	77%	4.59	7.16	4.59	7.16	129%
6.2.1	6.2.0	Grate	24 x 24	Sag	513.00	510.00	505.5	70	CMP	15	6.4%	0.024	1.23	0.31	8.87	0.50	0.04	5	0.50	5.42	15	3.72	0.03	3.36	4.28	48%	5.07	0.06	4.59	7.21	81%
6.2.0		Outlet			505.50																										
6.3.1	6.3.0	Grate	30 x 30	Sag	526.71	523.71	497.87	131	PVC	6	19.7%	0.012	0.20	0.13	2.70	0.50	1.86	10	0.50	1.86	10	3.04	1.33	3.04	1.33	49%	4.18	2.25	4.18	2.25	83%
6.3.0		Outlet			497.87																										
6.4.1	6.4.0	Grate	30 x 30	Sag	518.67	515.67	505.25	90	CMP	10	11.6%	0.024	0.55	0.21	4.05	0.50	4.16	10	0.50	6.02	15	3.04	2.97	3.36	4.75	117%	4.18	5.04	4.59	8.01	198%
6.4.0		Outlet			505.25																										
6.5.1				Sag	Suspected structure, filled with sediment, no outfall located											0.50	7.22	15				3.36	5.70				4.59	9.61			
6.6.1	6.6.0	Grate	30 x 30	Sag	522.91	520.03	511.73	260	PVC	15	3.2%	0.012	1.23	0.31	12.55	0.50	5.09	15	0.50	5.09	15	3.36	4.02	3.36	4.02	32%	4.59	6.78	4.59	6.78	54%
6.6.0		Outlet			511.73																										

NOTES

Structures assumed to be 3' deep unless direct field observations indicate significant difference

Negative pipe slopes are assumed to have the capacity equivalent to a slope of 0.1%

Appendix-Watershed 7

Watershed 7 consists of northern portions of the City that drain directly to Evitts Run along its eastern bank. No direct concentrated discharges to Evitts Run were identified in this watershed except the discharges of the low points at road crossings. Two potential stormwater facilities were identified within watershed 7. Both SF7.1 and SF7.2 appear to be associated with the American Public University System buildings as well as a third facility outside City limits noted as SF7.X on the watershed 7 H&H analysis exhibit.

Storm Sewer and Culverts

Eight storm systems were identified in watershed 7

System 1 and 2 consists of a private systems on the American Public University System facilty.

System 3 has two grate inlets at the George Street Railroad crossing. At least one additional inlet was located at this low point in the roadway near 7.3.2 and has been paved over.

System 4 consists of pipes that appear to be installed crossing North Street at its intersection with Lawrence Street. It is suspected these were originally culverts under North Street that were modified with expansion of the roadway and installation of sidewalks.

System 5 consists of a structure with a metal lid that is full of sediment. It may or may not be a storm sewer structure and may have provided drainage across the intersection of Liberty and Lawrence Streets at one time.

System 6 consists of an inlet and discharge point along Washington Street nears its crossing of Evitts Run.

System 7 is made up of two grate inlets draining the low point in Liberty Street at its crossing of Evitts Run. Grate 7.7.2 drains areas that are classified as watershed 6, however it is included as one system with 7.7.1 due to their similarities and proximity.

System 8 is a culvert under Lawrence Street at its crossing of the CSX Railroad.

Channel/Roadway Spread Analysis

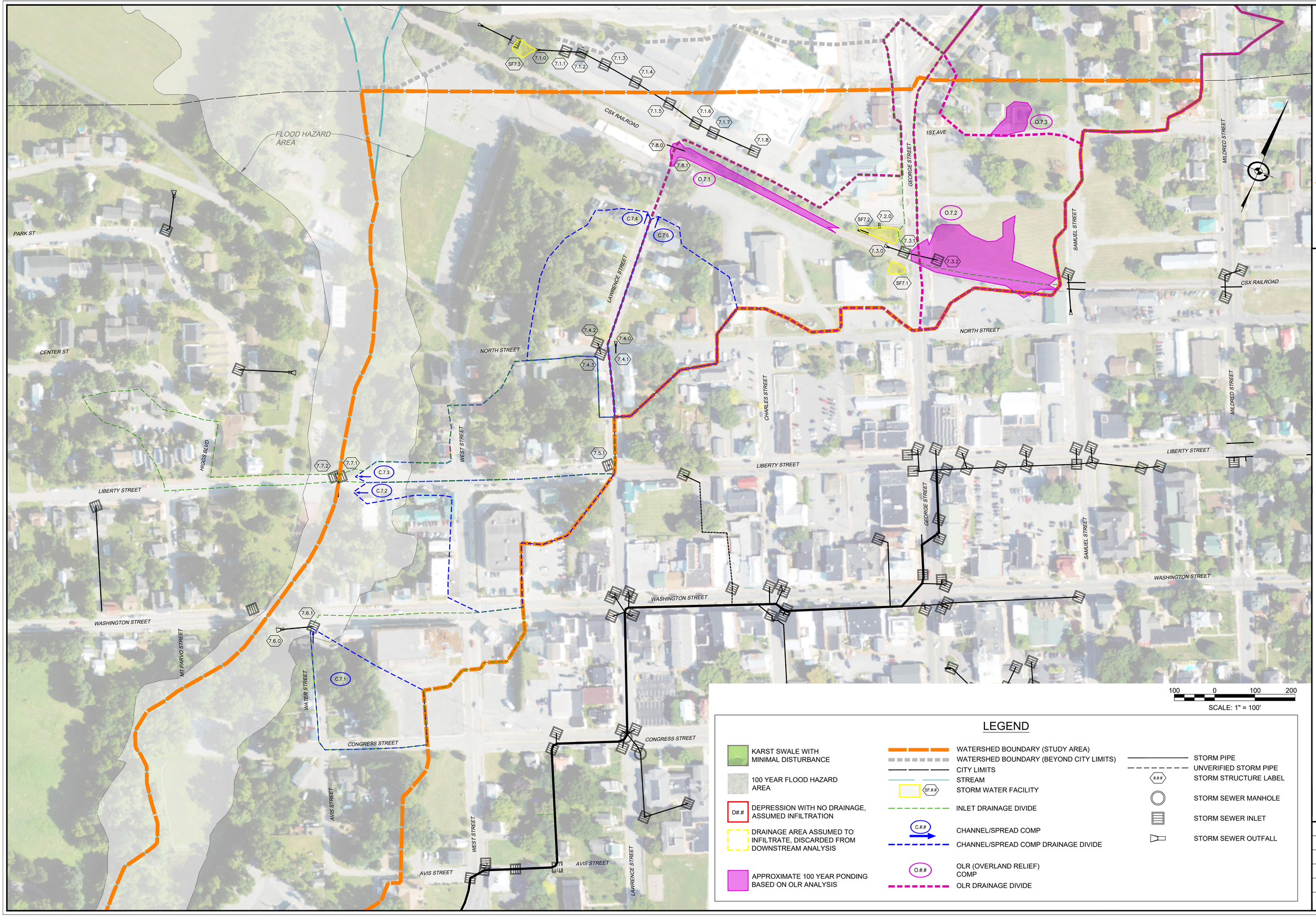
Five locations were evaluated for roadway spread within watershed 7 and a listed below.

Overland Relief

Three locations were evaluated for ponding in watershed 7.

Although O.7.1 and O.7.2 were evaluated, they were not considered as a primary issue as much of the runoff is likely conveyed through the ballast underlying the railroad as well as potentially having jurisdictional implications associated with the roadway. The analysis presented ignores this flow capacity and verified the low probability of significant impacts to buildings.

O.7.3 evaluates flow across 1ST Avenues crown and associated ponding.



LEGEND

- KARST SWALE WITH MINIMAL DISTURBANCE
- 100 YEAR FLOOD HAZARD AREA
- D#.# — DEPRESSION WITH NO DRAINAGE, ASSUMED INFILTRATION
- DRAINAGE AREA ASSUMED TO INFILTRATE, DISCARDED FROM DOWNSTREAM ANALYSIS
- APPROXIMATE 100 YEAR PONDING BASED ON OLR ANALYSIS
- WATERSHED BOUNDARY (STUDY AREA)
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WATERSHED 7 H&H ANALYSIS EXHIBIT

CITY OF CHARLES TOWN WATERSHEDS

CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

Date:	04/08/2026
Scale:	1" = 100'
Designed By:	ZJ/RLK/ZS
File No.	7037
Sheet	1 Of 1

Roadside Ditch and Roadway Spread Analysis

Watershed 7

												2 Year						10 Year						100 Year					
												2yr Karst Factor			0.69			10yr Karst Factor			0.77			100yr Karst Factor			0.83		
Identifier	Location	Description	Side Slope 1 (H ft:1 ft)	Side Slope 2 (H ft:1 ft)	Upstream Road Length(ft)	Upstream Intersections	Available Depth for Ditch/Gutter(ft)	Available Width for Spread (ft)	Approximate Running Slope (%)	Drainage Area (Acre)	C Factor	Tc (Min)	Rainfall Intensity (in/hr)	Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)	Rainfall Intensity (in/hr)	Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)	Rainfall Intensity (in/hr)	Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)
C.7.1	Water St westside	Spread	NA	NA	530	0	0	0	5%	1.36	0.87	10	3.72	3.04	0.16	0.16	8.08	8.08	5.07	4.62	0.19	0.19	9.46	9.46	7.03	6.90	0.25	0.25	12.33	Full
C.7.2	Liberty St southside	Roadside Ditch	20	50	1030	1	0	10	2%	2.14	0.50	10	3.72	2.75	0.21	0.21	10.50	0.50	5.07	4.18	0.24	0.24	12.00	2.00	7.03	6.24	0.29	0.29	14.50	4.50
C.7.3	Liberty St northside	Spread	NA	NA	900	1	0	10	2%	2.53	0.50	10	3.72	3.25	0.20	0.20	9.83	0.00	5.07	4.94	0.23	0.23	11.54	1.54	7.03	7.38	0.27	0.27	13.42	3.42
C.7.4	Lawrence St westside	Spread	NA	NA	680	0	0	4	0.5%	1.82	0.50	10	3.72	2.34	0.23	0.23	11.29	7.29	5.07	3.55	0.26	0.26	13.21	9.21	7.03	5.31	0.31	0.31	15.38	Full
C.7.5	Lawrence St eastside	Spread	NA	NA	750	0	0	4	0.5%	2.12	0.63	10	3.72	3.43	0.26	0.26	13.04	9.04	5.07	5.21	0.31	0.31	15.25	Full	7.03	7.79	0.35	0.35	17.71	Full

NOTES

For roadside ditches available depth is the approximated depth of the ditch outside the roadway, 0.1' is indicative of no defined roadside ditch

For spread comps available depth of 0' is indicative of no gutter pan and 0.1' is indicative of a gutter pan

For spread comps a negative available spread is indicative of a local depression that results in an initial spread for all storm events

Upstream Intersections within 500ft of the highpoint are excluded from the upstream intersection counts

Available width is the approximated area available for spread outside an assumed 10ft travel lane

Roadway surcharge depth is the expected depth of water at the edge of pavement

Mannings n assumptions; ditch/channel = 0.025; road/gutter spread = .016

Road cross slopes assumed at 2%

Overland Relief Analysis (OLR)

Watershed 7

										10 Year								100 Year							
										10yr Karst Factor	0.77							100yr Karst Factor	0.83						
Identifier	Location	Constraint Description	Approximated Weir Elevation	Inlets Present	Culv, Throat Inlet or 2 Grates Present	Storm sewer capacity (cfs)	Drainage Area (Acre)	C Factor	Tc (Min)	Rainfall Intensity (in/hr)	OLR Flow (cfs)	Depth (ft)	Approximated WSE	Buildings Impacted	Local Roadway Inundation (ft)	Primary Route Inundation (ft)	Singular Access Point Impacts	Rainfall Intensity (in/hr)	OLR Flow (cfs)	Depth (ft)	Approximated WSE	Buildings Impacted	Local Roadway Inundation (ft)	Primary Route Inundation (ft)	Singular Access Point Impacts
O.7.1	Lawrence St and CSX RR	Roadway	511.00	1	Yes	3.84	19.42	0.63	20	3.77	31.68	0.71	511.71	0	45	0	No	5.33	50.28	0.85	511.85	0	60	0	No
O.7.2	George St and CSX RR	Roadway	514.10	1	No	0.00	12.18	0.53	20	3.77	18.74	0.47	514.57	0	0	45	No	5.33	28.56	0.56	514.66	0	0	55	No
O.7.3	1st Ave	Roadway	516.50	0	No	0.00	8.39	0.50	15	4.18	13.50	0.32	516.82	0	40	0	No	5.84	20.33	0.38	516.88	0	50	0	No

NOTES

Weir coefficient assumed as 3.27

OLR flow accounts for storm sewer capacity where redundant inlets are present to ensure drainage

Storm sewer capacity is only accounted for were either throat inlets or redundant grate inlets are present within the 100 year ponding area

Storm Sewer Pipe Analysis

Watershed 7

																						2 Year					10 Year				
																						2yr Karst Factor				0.69	10yr Karst Factor				0.77
Inlet/Structure Name	Downstream Structure	Structure Type	Inlet Size (in)	Inlet Profile	Approximate Top Elevation/Invert	Approximate Invert Up	Approximate Invert Down	Pipe Length (ft)	Pipe Material	Pipe Size (in)	Approximate Pipe Slope (%)	Pipe Mannings 'n'	Flow Area (ft^2)	Hydraulic Radius	Full Flow Capacity (cfs)	Inlet C Factor	Inlet Drainage Area (Acres)	Time to Inlet (min)	System C Factor	System Drainage Area (Acre)	System Time (Min)	Inlet Rainfall Intensity (in/hr)	Flow To Inlet (cfs)	System Rainfall Intensity (in/hr)	System Flow (cfs)	System Flow/Pipe Full Flow (%)	Inlet Rainfall Intensity (in/hr)	Flow To Inlet (cfs)	System Rainfall Intensity (in/hr)	System Flow (cfs)	System Flow/Pipe Full Flow (%)
7.1.8	7.1.7	Grate	30 x 30	Private system. Partially outside city limits. Not evaluated.																											
7.1.7	7.1.6	Grate	30 x 30																												
7.1.6	7.1.5	Grate	30 x 30																												
7.1.5	7.1.4	Grate	30 x 30																												
7.1.4	7.1.3	Grate	30 x 30																												
7.1.3	7.1.2	Grate	30 x 30																												
7.1.2	7.1.1	Grate	30 x 30																												
7.1.1	7.1.0	Grate	30 x 30																												
7.1.0		Outlet																													
7.2.0		Outlet		Private system. Suspected roof drain outfall.																											
7.3.2	7.3.1	Grate	12 x 18	Sag	514.00	512.00	512	80	CMP	15	0.0%	0.024	1.23	0.31	1.11	0.52	11.74	20	0.52	11.74	20	3.36	14.15	3.36	14.15	1276%	4.59	21.58	4.59	21.58	1946%
7.3.1	7.3.0	Grate	18 x 72	Sag	514.00	512.00	512	50	CMP	15	0.0%	0.024	1.23	0.31	1.11	0.90	0.74	5	0.54	12.48	20	3.72	1.71	3.36	15.70	1416%	5.07	2.60	4.59	23.93	2158%
7.3.0		Outlet			513.00																										
7.4.3	UNK	Grate	24 x 30	Non functioning, assumed to provide drainage across intersection only, potential historical culverts that were renovated with sidewalk installation.																											
7.4.2	UNK	Metal Lid																													
7.4.1	7.4.0	SW Opening																													
7.4.0		Outlet																													
7.5.1		Metal Lid			Function unclear, sedimented																										
7.6.1	7.6.0	Grate	18 x 24	Grade	489.00	486.00	484.54	75	PVC	10	1.9%	0.012	0.55	0.21	3.28	0.89	2.90	10	0.89	2.90	10	3.04	5.41	3.04	5.41	165%	4.18	8.31	4.18	8.31	253%
7.6.0		Outlet			484.54																										
7.7.1	Bridge	Grate	30 x 30	Sag	489.00	Outfalls under bridge/boxculvert										0.50	2.56	10				3.04	2.68				4.18	4.12			
7.7.2	Bridge	Grate	30 x 30	Sag	484.54											0.50	1.15	10				3.04	1.21				4.18	1.85			
7.8.1	7.8.0	Culv Inlet			510.00	510.00	509.75	75	HDPE	15	0.3%	0.012	1.23	0.31	3.84	0.63	19.42	20	0.63	19.42	20	3.36	28.36	3.36	28.36	738%	4.59	43.24	4.59	43.24	1126%
7.8.0		Outlet			509.75																										

NOTES

Structures assumed to be 3' deep unless direct field observations indicate significant difference

Negative pipe slopes are assumed to have the capacity equivalent to a slope of 0.1%

Appendix-Watershed 8

Watershed 8 appears to ultimately drain to Flowing Springs Run. The drainage area is made up of a northeast portion of the City containing the eastern terminal end of 1st Avenue, North and Liberty Streets.

Storm Sewer and Culverts

System 8.1 is the only identified storm sewer with watershed 8 and its outfall location was never fully verified. A resident provided input that the outfall was suspected to lie behind their garage under a wood pile.

Channel/Roadway Spread Analysis

Only one location was evaluated for roadway spread within watershed 8. O.8.1 analyzed flow along North Street prior to its intersection with Church Street.

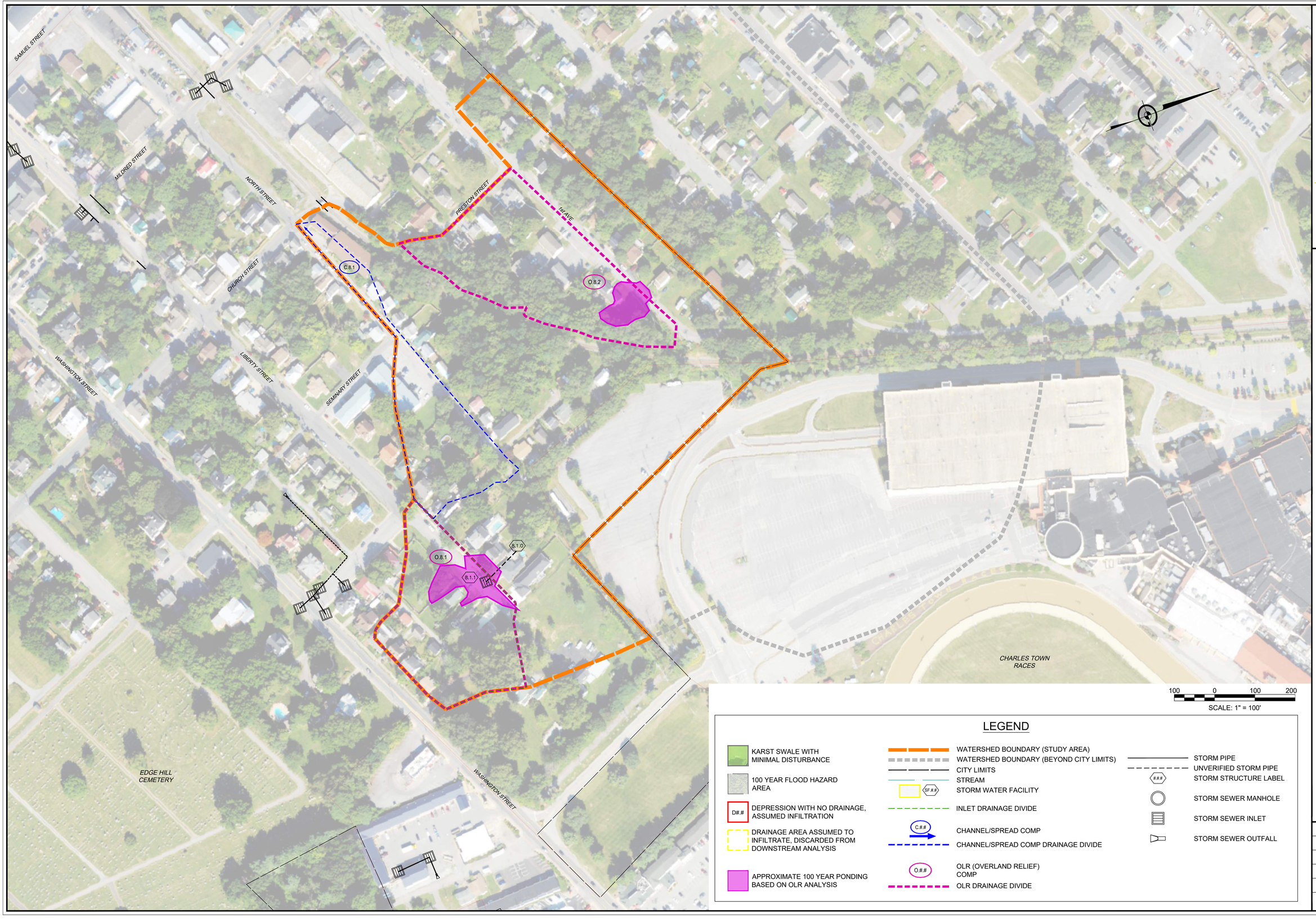
Identifier	Location	Description
C.8.1	North St northside	Spread

Overland Relief

Two locations were identified for ponding/overland relief analysis.

O.8.1 assesses the potential ponding within Liberty Street near its eastern terminal end. This condition appears to have been potentially worsened by the construction of a home at 548 Liberty Street. The construction efforts for the residence seem to have included additional sidewalk and pavement along Liberty Street that may have raised the ground surface and reduced flow capacity previously present at the terminal end of the road.

O8.2 evaluated flow depth across the crown of 1st Avenue and associated ponding.



100 0 100 200

SCALE: 1" = 100'

LEGEND

- KARST SWALE WITH MINIMAL DISTURBANCE
- 100 YEAR FLOOD HAZARD AREA
- D#.# DEPRESSION WITH NO DRAINAGE, ASSUMED INFILTRATION
- DRAINAGE AREA ASSUMED TO INFILTRATE, DISCARDED FROM DOWNSTREAM ANALYSIS
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WATERSHED 8 H&H ANALYSIS EXHIBIT

CITY OF CHARLES TOWN WATERSHEDS

CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

Date:	04/08/2026
Scale:	1" = 100'
Designed By:	ZJ/RLK/ZS
File No.	7037
Sheet	1 Of 1

Roadside Ditch and Roadway Spread Analysis

Watershed 8

												2 Year						10 Year						100 Year					
												2yr Karst Factor			0.60			10yr Karst Factor			0.70			100yr Karst Factor			0.77		
Identifier	Location	Description	Side Slope 1 (H ft:1 ft)	Side Slope 2 (H ft:1 ft)	Upstream Road Length(ft)	Upstream Intersections	Available Depth for Ditch/Gutter(ft)	Available Width for Spread (ft)	Approximate Running Slope (%)	Drainage Area (Acre)	C Factor	Tc (Min)	Rainfall Intensity (in/hr)	Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)	Rainfall Intensity (in/hr)	Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)	Rainfall Intensity (in/hr)	Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)
C.8.1	North St northside	Spread	NA	NA	800	0	0	0	1%	1.90	0.52	10	3.72	2.21	0.19	0.19	9.71	9.71	5.07	3.51	0.23	0.23	11.54	Full	7.03	5.35	0.27	0.27	13.54	Full

NOTES

For roadside ditches available depth is the approximated depth of the ditch outside the roadway, 0.1' is indicative of no defined roadside ditch

For spread comps available depth of 0' is indicative of no gutter pan and 0.1' is indicative of a gutter pan

For spread comps a negative available spread is indicative of a local depression that results in an initial spread for all storm events

Upstream Intersections within 500ft of the highpoint are excluded from the upstream intersection counts

Available width is the approximated area available for spread outside an assumed 10ft travel lane

Roadway surcharge depth is the expected depth of water at the edge of pavement

Mannings n assumptions; ditch/channel = 0.025; road/gutter spread = .016

Road cross slopes assumed at 2%

Overland Relief Analysis (OLR)

Watershed 8

										10 Year								100 Year							
										10yr Karst Factor	0.70							100yr Karst Factor	0.77						
Identifier	Location	Constraint Description	Approximated Weir Elevation	Inlets Present	Throat Inlet or 2 Grates Present	Storm sewer capacity (cfs)	Drainage Area (Acre)	C Factor	Tc (Min)	Rainfall Intensity (in/hr)	OLR Flow (cfs)	Depth (ft)	Approximated WSE	Buildings Impacted	Local Roadway Inundation (ft)	Primary Route Inundation (ft)	Singular Access Point Impacts	Rainfall Intensity (in/hr)	OLR Flow (cfs)	Depth (ft)	Approximated WSE	Buildings Impacted	Local Roadway Inundation (ft)	Primary Route Inundation (ft)	Singular Access Point Impacts
O.8.1	Liberty Street	Curb/Yards	538.40	1	No	0.00	3.14	0.50	10	5.07	5.57	0.09	538.49	3	130	0	Yes	7.03	8.50	0.12	538.52	3	160	0	Yes
O.8.2	1st Ave	Roadway	518.40	0	No	0.00	3.08	0.50	10	5.07	5.47	0.21	518.61	1	40	0	No	7.03	8.34	0.25	518.65	1	50	0	No

NOTES

Weir coefficient assumed as 3.27

Storm sewer capacity is only accounted for were culvert inlets, throat inlets or redundant grate inlets are present within the 100 year ponding area

Storm Sewer Pipe Analysis

Watershed 8

																					2 Year					10 Year				
																							2yr Karst Factor		0.60			10yr Karst Factor		0.70	
Inlet/Structure Name	**Downstream Structure**	**Structure Type**	**Inlet Size (in)**	**Inlet Profile**	**Approximate Top Elevation/Invert**	**Approximate Invert Up**	**Approximate Invert Down**	**Pipe Length (ft)**	**Pipe Material**	**Pipe Size (in)**	**Approximate Pipe Slope (%)**	**Pipe Mannings 'n'**	**Flow Area (ft^2)**	**Hydraulic Radius**	**Full Flow Capacity (cfs)**	**Inlet C Factor**	**Inlet Drainage Area (Acres)**	**Time to Inlet (min)**	**System C Factor**	**System Drainage Area (Acre)**	**System Time (Min)**	**Inlet Rainfall Intensity (in/hr)**	**Flow To Inlet (cfs)**	**System Rainfall Intensity (in/hr)**	**System Flow (cfs)**	**System Flow/Pipe Full Flow (%)**	**Inlet Rainfall Intensity (in/hr)**	**Flow To Inlet (cfs)**	**System Rainfall Intensity (in/hr)**	**System Flow (cfs)**	**System Flow/Pipe Full Flow (%)**
8.1.1	8.1.0	Grate	12 x 18	Sag	537.90	No pipe indentified, structure has cinder block openings towards suspected outfall										0.50	2.22	10	0.50	2.22	10	3.04	1.21	3.04	6.54		4.18	2.27	4.18	10.82	
8.1.0		Outfall suspected to be buried																							6.54					10.82	

NOTES

Structures assumed to be 3' deep unless direct field observations indicate significant difference

Negative pipe slopes are assumed to have the capacity equivalent to a slope of 0.1%

Appendix-Watershed 9

Watershed 9 is made up of a northeastern contiguous portion of the City expected to ultimately drain to Flowing Springs Run. Majority of the watershed is occupied by Edge Hill Cemetery. A portion of the commercial area associated with George Street between the historic area of town and the Route 9/340 interchange.

Two private stormwater facilities were identified in this watershed. SF9.1 is a newly installed underground detention system and SF9.2 lies both within the City and Jefferson County, SF9.2 is suspected to be previously installed water gardens / bioretention cells but a review of available documentation by City planning staff for design documents associated with this facility did not yield any results.

Storm Sewer and Culverts

Two storm sewer systems were identified within watershed 9.

System 1 consists of a private drainage system and stormwater facility installed with recent development along Alla Willa Drive.

System 2 is storm sewer associated with a private business and discharges directly into the public roadway.

Additional storm sewer was identified just outside the study area along George Street and is reflected in the developed exhibits.

Channel/Roadway Spread Analysis

Two adjacent locations along George Street were analyzed for potential roadway spread.

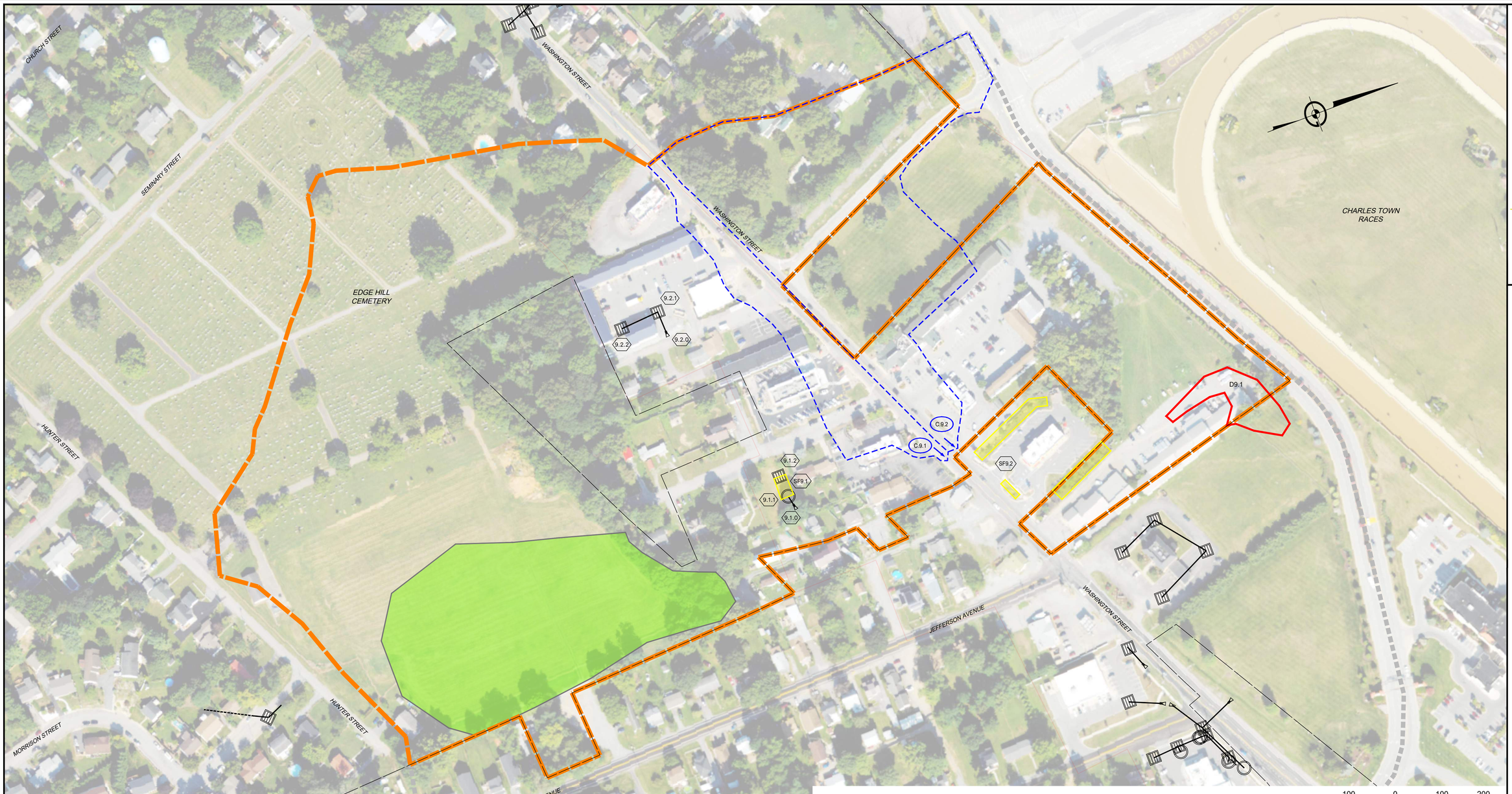
Identifier	Location	Description
C.9.1	Washington St southside	Spread
C.9.2	Washington St northside	Spread

Depressions

One depression was noted within watershed 9 based on resident feedback. D9.1 represents the low-lying area located on private property associated with 8335 East Washington Street and occupied by the TireVille business. Ponding occurs here and is likely worsened runoff from Washington Street. The inundation is primarily due to building elevations and lack of proper drainage within private property but is likely worsened by runoff from Washington Street.

Overland Relief

No locations were identified for overland relief analysis in watershed 9.



LEGEND

- KARST SWALE WITH MINIMAL DISTURBANCE
- 100 YEAR FLOOD HAZARD AREA
- D#.# — DEPRESSION WITH NO DRAINAGE, ASSUMED INFILTRATION
- DRAINAGE AREA ASSUMED TO INFILTRATE, DISCARDED FROM DOWNSTREAM ANALYSIS
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GREENWAY ENGINEERING
PROUDLY SERVING WEST VIRGINIA & VIRGINIA
OFFICES IN: MARTINSBURG, WV WINCHESTER, VA & ASHBURN, VA

CITY OF CHARLES TOWN WATERSHEDS

WATERSHED 9 H&H ANALYSIS EXHIBIT

CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

Date:	04/08/2026
Scale:	1" = 100'
Designed By:	ZJ/RLK/ZS
File No.	7037
Sheet	1 Of 1

Roadside Ditch and Roadway Spread Analysis

Watershed 9

												2 Year						10 Year						100 Year					
												2yr Karst Factor			0.51			10yr Karst Factor			0.62			100yr Karst Factor			0.71		
Identifier	Location	Description	Side Slope 1 (H ft:1 ft)	Side Slope 2 (H ft:1 ft)	Upstream Road Length(ft)	Upstream Intersections	Available Depth for Ditch/Gutter(ft)	Available Width for Spread (ft)	Approximate Running Slope (%)	Drainage Area (Acre)	C Factor	Tc (Min)	Rainfall Intensity (in/hr)	Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)	Rainfall Intensity (in/hr)	Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)	Rainfall Intensity (in/hr)	Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)
C.9.1	Washington St southside	Spread	NA	NA	1490	1	0.1	8	2%	6.32	0.50	15	3.04	4.90	0.23	0.13	11.50	3.50	4.18	8.19	0.28	0.18	13.92	5.92	5.84	13.10	0.33	0.23	16.63	8.63
C.9.2	Washington St northside	Spread	NA	NA	1000	1	0.1	8	2%	1.76	0.88	10	3.72	2.94	0.19	0.09	9.50	1.50	5.07	4.87	0.23	0.13	11.46	3.46	7.03	7.73	0.27	0.17	13.38	5.38

NOTES

For roadside ditches available depth is the approximated depth of the ditch outside the roadway, 0.1' is indicative of no defined roadside ditch

For spread comps available depth of 0' is indicative of no gutter pan and 0.1' is indicative of a gutter pan

For spread comps a negative available spread is indicative of a local depression that results in an initial spread for all storm events

Upstream Intersections within 500ft of the highpoint are excluded from the upstream intersection counts

Available width is the approximated area available for spread outside an assumed 10ft travel lane

Roadway surcharge depth is the expected depth of water at the edge of pavement

Mannings n assumptions; ditch/channel = 0.025; road/gutter spread = .016

Road cross slopes assumed at 2%

Storm Sewer Pipe Analysis

Watershed 9

																					2 Year					10 Year				
																							2yr Karst Factor		0.51			10yr Karst Factor		0.62	
Inlet/Structure Name	**Downstream Structure**	**Structure Type**	**Inlet Size (in)**	**Inlet Profile**	**Approximate Top Elevation/Invert**	**Approximate Invert Up**	**Approximate Invert Down**	**Pipe Length (ft)**	**Pipe Material**	**Pipe Size (in)**	**Approximate Pipe Slope (%)**	**Pipe Mannings 'n'**	**Flow Area (ft^2)**	**Hydraulic Radius**	**Full Flow Capacity (cfs)**	**Inlet C Factor**	**Inlet Drainage Area (Acres)**	**Time to Inlet (min)**	**System C Factor**	**System Drainage Area (Acre)**	**System Time (Min)**	**Inlet Rainfall Intensity (in/hr)**	**Flow To Inlet (cfs)**	**System Rainfall Intensity (in/hr)**	**System Flow (cfs)**	**System Flow/Pipe Full Flow (%)**	**Inlet Rainfall Intensity (in/hr)**	**Flow To Inlet (cfs)**	**System Rainfall Intensity (in/hr)**	**System Flow (cfs)**	**System Flow/Pipe Full Flow (%)**
9.1.2	9.1.1	Grate	20 x 20	Sag	Undergound SWM/Private System, Not Evaluated																										
9.1.1	9.1.0	MH																													
9.1.0		Outlet																													
9.2.2	9.2.1	Grate	24 x 24	Sag	Private System, Not Evaluated																										
9.2.1	9.2.0	Grate	18																												
9.2.0		Outlet																													

NOTES

Structures assumed to be 3' deep unless direct field observations indicate significant difference

Negative pipe slopes are assumed to have the capacity equivalent to a slope of 0.1%

Appendix-Watershed 10

Watershed 10 consists of areas draining to Evitts Run across George Street in the vicinity of its intersections with Samuel Street and Jefferson Avenue. The watershed is dominated by a karst swale, much of which has prudently been preserved as Jefferson Memorial Park. Areas draining to this karst swale were assumed to infiltrate for analysis performed downstream.

Storm Sewer and Culverts

The storm sewer and culvert infrastructure within watershed 10 is minimal and consists of seven individual storm sewer systems/culverts.

System 1 provides drainage around 1189 S George Street and conveys the water across George Street. This is the only direct pipe discharge to the Evitts Run riparian area in the watershed.

System 2 consists of a culvert across Nathaniel Drive and is not included in the evaluation as it was constructed utilizing an engineered design and is assumed to function appropriately.

System 3 consists of roadway drainage for Nathaniel Drive and is not included in the evaluation as it was constructed utilizing an engineered design and is assumed to function appropriately.

System 4 consists of a roadside grate inlet along Forrest Avenue and is expected to discharge within Jefferson Memorial Park. A suspected buried outfall location has been identified that shows evidence of surface discharge.

System 5 provides drainage for the sag at the intersection of Brooke Street and Morrison Street utilizing a curb inlet. The discharge could not be located and is expected to be a subterranean infiltration outfall due to its location within a karst swale.

System 6 consists of a grate inlet on 4th Street and has one connected pipe evident with significant sedimentation within the structure. The identified pipe appears to be discharging into the structure, and it is assumed that the outfall pipe is either buried, both within the structure and at its discharge point, or that the structure itself was installed as an infiltration point.

System 7 consists of a pass-through curb inlet and is located at the cul-de-sac on 4th Street.

Channel/Roadway Spread Analysis

No significant open space channels were identified with watershed 10 other than the karst swale dominating the watershed. This swale was not analyzed as the water infiltrates within the swale and results in little overland flow.

The roadways within watershed 10 have many identified inundation concerns. While the southern portion of Morrison Street lacks a roadside ditch along the eastern side, this was not

included in the evaluation as much of the runoff crosses the street as sheet flow at various points and discharges to Jefferson Memorial Park. The roadside ditches and roadway spreads that were analyzed are listed in the table below.

Identifier	Location	Description
C.10.1	Samuel St eastside	Roadside ditch
C.10.2	Samuel St westside	Roadside ditch
C.10.3	Samuel St eastside	Spread
C.10.4	Forrest Ave northside	Roadside ditch
C.10.5	Mildred St eastside	Spread
C.10.6	Mildred St westside	Spread
C.10.7	Church St westside	Spread
C.10.8	Seminary St westside	Spread
C.10.9	Seminary St eastside	Roadside ditch
C.10.10	Brooke St westside	Spread
C.10.10	Morrison St eastside	Spread
C.10.12	Morrison St westside	Spread

Depressions

Watershed 10 contains two major depressions and two minor depressions with no available discharge. These depressions lie within the identified historical karst swale allowing for significant infiltration. As there was no observable evidence of overtopping downstream of these depressions, the drainage areas to these depressions were assumed to infiltrate during all storms and discarded for analysis performed downstream.

Both major depressions appear to have been historically created by the construction of roads that occurred prior to 1978. These depressions could be further evaluated utilizing methodology described in FHWA HEC 22 and infiltration testing to confirm the validity of the infiltration assumption for larger storm events.

The detention pond identified as SF10.1 was designed as an infiltration pond and has no outfall; this is identified as depression D10.1. Should the infiltration capacity of the pond be exhausted during a severe storm the water must discharge across George Street resulting in inundation of the major route. Based on the topography data, two residences appear to have potential flooding concerns should infiltration capacity be overwhelmed. Current standards require pond liners in karst prone areas and discourage infiltration practices due to the increased risk of sinkholes. It is known that at least one detention pond constructed prior to current standards in the local area has recurring sinkhole formation requiring ongoing mitigation. Due to the ponds close proximity to a primary route further geotechnical investigation would be prudent.

The depression identified as S.10.2 consists of a depression above Forrest Avenue. Three houses and Forrest Avenue are threatened by resulting inundation if the infiltration capacity is overwhelmed based on the topography data.

The two minor depressions lie in the backyards of the residences along Brooke and Morrison Streets. D10.3 and D10.4 are utilized to identify them. These depressions have the potential to impact three residences based on review of the topography data. The depressions were classified as minor due to the small scale and imperviousness of the respective drainage areas, as well as their minimal relative depth.

Overland Relief

Four points were identified for overland relief analysis. O.10.1 analyzes potential flow across Forrest Avenue and the analysis ignores the drainage area upstream of D10.2. O.10.2 analyzes runoff and potential resulting inundation on 4th Street near its terminus at Hunter Street. One inlet (10.6.1) provides drainage for this point of concentration and the outfall point was not located. The resulting ponding from the analyses indicates two residences and 4th Street would be impacted during the 100-year storm event. O.10.3 addresses the flows crossing Hunter Street from Edge Hill Cemetery which must pass between the houses fronting Hunter Street. The potential inundation would threaten two residences and inundate Hunter Street. O10.4 analyzes where runoff concentrates at the intersection of Brooke and Morrison Street. Inlet 10.5.1 provides drainage for the area, but no outfall was located for the structure. The resulting 100-year inundation per the analyses would threaten one residence and inundate the intersection.

CITY OF CHARLES TOWN WATERSHEDS

WATERSHED 10 H&H ANALYSIS EXHIBIT

CITY OF CHARLES TOWN - JEFFERSON COUNTY, WEST VIRGINIA

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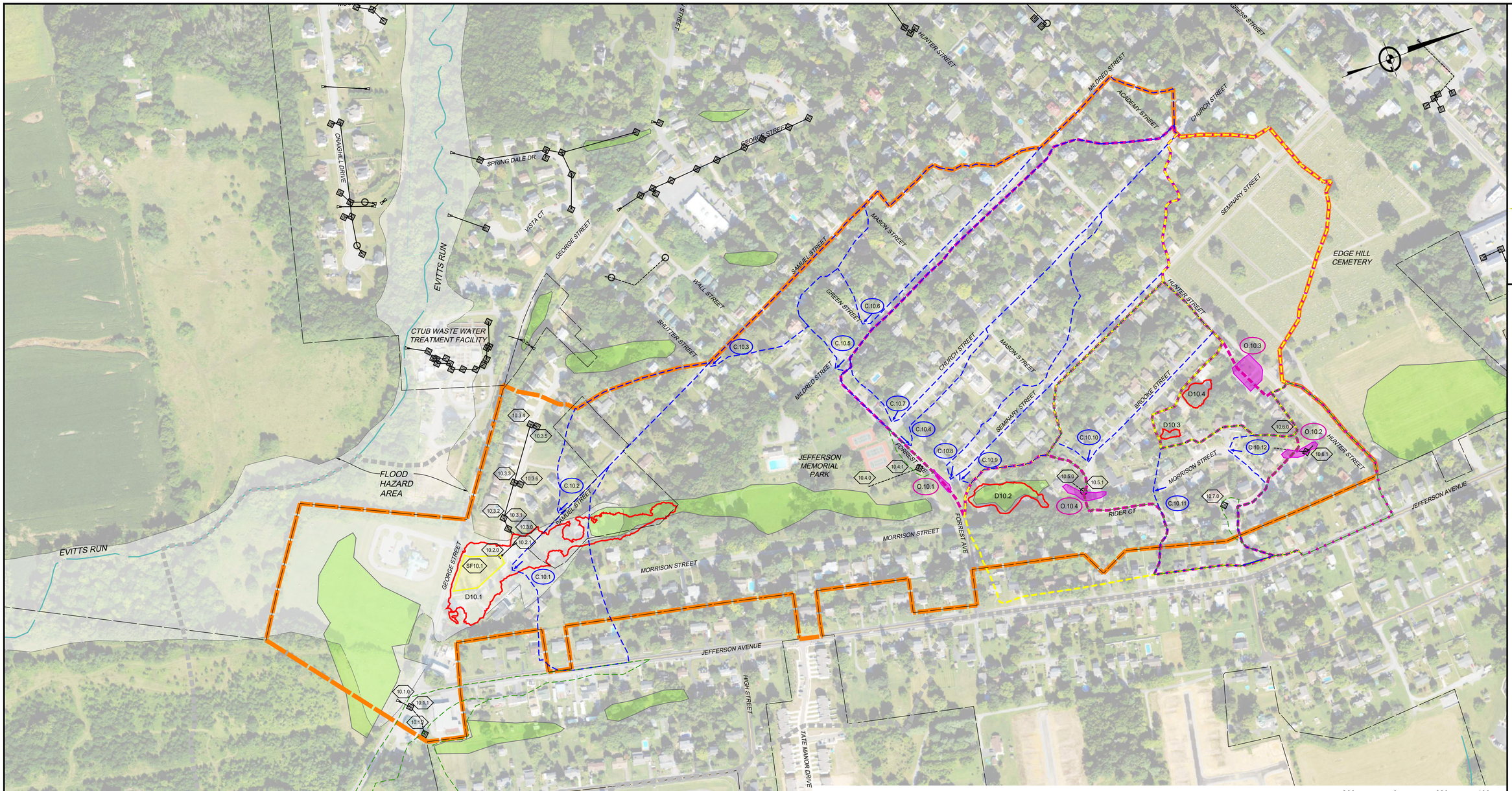

200 0 200 400

SCALE: 1" = 200'

LEGEND

- KARST SWALE WITH MINIMAL DISTURBANCE
- 100 YEAR FLOOD HAZARD AREA
- D#.# — DEPRESSION WITH NO DRAINAGE, ASSUMED INFILTRATION
- DRAINAGE AREA ASSUMED TO INFILTRATE, DISCARDED FROM DOWNSTREAM ANALYSIS
- APPROXIMATE 100 YEAR PONDING BASED ON OLR ANALYSIS
- WATERSHED BOUNDARY (STUDY AREA)
- WATERSHED BOUNDARY (BEYOND CITY LIMITS)
- CITY LIMITS
- STREAM
- SF.## — STORM WATER FACILITY
- INLET DRAINAGE DIVIDE
- C.## — CHANNEL/SPREAD COMP
- CHANNEL/SPREAD COMP DRAINAGE DIVIDE
- O.## — OLR (OVERLAND RELIEF) COMP
- OLR DRAINAGE DIVIDE
- STORM PIPE
- UNVERIFIED STORM PIPE
- ### — STORM STRUCTURE LABEL
- STORM SEWER MANHOLE
- STORM SEWER INLET
- STORM SEWER OUTFALL

Date:	04/08/2026
Scale:	1" = 200'
Designed By:	ZJ/RLK/ZS
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Sheet	1 Of 1

Roadside Ditch and Roadway Spread Analysis

Watershed 10

												2 Year						10 Year						100 Year					
												2yr Karst Factor	0.47					10yr Karst Factor	0.58					100yr Karst Factor	0.68				
Identifier	Location	Description	Side Slope 1 (H ft:1 ft)	Side Slope 2 (H ft:1 ft)	Upstream Road Length(ft)	Upstream Intersections	Available Depth for Ditch/Gutter(ft)	Available Width for Spread (ft)	Approximate Running Slope (%)	Drainage Area (Acre)	C Factor	Tc (Min)	Rainfall Intensity (in/hr)	Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)	Rainfall Intensity (in/hr)	Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)	Rainfall Intensity (in/hr)	Flow (cfs)	Depth of flow (ft)	Roadway Surcharge (ft)	Spread (ft)	Travel Lane Spread (ft)
C.10.1	Samuel St eastside	Roadside ditch	50	10	600	0	0.1	1	1%	4.67	0.50	10	3.72	4.08	0.24	0.14	7.00	6.00	5.07	6.87	0.30	0.20	10.00	9.00	7.03	11.16	0.36	0.26	13.00	Full
C.10.2	Samuel St westside	Roadside ditch	4	50	900	0	0.1	1	3%	3.47	0.40	10	3.72	2.43	0.19	0.09	4.50	3.50	5.07	4.08	0.24	0.14	7.00	6.00	7.03	6.64	0.34	0.24	12.00	Full
C.10.3	Samuel St eastside	Spread	NA	NA	950	0	0	4	2%	2.17	0.43	10	3.72	1.63	0.15	0.15	7.63	3.63	5.07	2.74	0.19	0.19	9.25	5.25	7.03	4.46	0.22	0.22	11.08	7.08
C.10.4	Forrest Ave northside	Roadside ditch	50	40	975	1	0.3	2	2%	13.11	0.50	20	2.72	8.38	0.31	0.01	0.50	0.00	3.77	14.33	0.38	0.08	4.00	2.00	5.33	23.76	0.45	0.15	7.50	5.50
C.10.5	Mildred St eastside	Spread	NA	NA	1994	2	0	6	5%	10.34	0.49	20	2.72	6.48	0.23	0.23	11.63	5.63	3.77	11.08	0.28	0.28	14.00	8.00	5.33	18.36	0.34	0.34	16.96	Full
C.10.6	Mildred St westside	Spread	NA	NA	1425	1	0	5	2%	5.51	0.50	15	3.04	3.94	0.21	0.21	10.58	5.58	4.18	6.68	0.26	0.26	12.88	7.88	5.84	10.94	0.31	0.31	15.54	Full
C.10.7	Church St westside	Spread	NA	NA	1700	0	0	8	2%	11.97	0.50	20	2.72	7.65	0.29	0.29	14.58	6.58	3.77	13.09	0.36	0.36	17.92	9.92	5.33	21.69	0.43	0.43	21.42	Full
C.10.8	Seminary St westside	Spread	NA	NA	1950	2	0	3	3%	6.02	0.50	15	3.04	4.30	0.20	0.20	10.13	7.13	4.18	7.30	0.25	0.25	12.38	9.38	5.84	11.95	0.30	0.30	14.88	Full
C.10.9	Seminary St eastside	Roadside ditch	40	40	1225	1	0.2	3	3%	2.02	0.50	10	3.72	1.77	0.15	0.00	0.00	0.00	5.07	2.97	0.19	0.00	0.00	0.00	7.03	4.83	0.23	0.03	1.50	0.00
C.10.10	Brooke St westside	Spread	NA	NA	775	0	0	8	3%	5.56	0.50	15	3.04	3.97	0.20	0.20	9.83	1.83	4.18	6.74	0.24	0.24	12.00	4.00	5.84	11.04	0.29	0.29	14.46	6.46
C.10.10	Morrison St eastside	Spread	NA	NA	625	0	0	6	3%	11.94	0.49	20	2.72	7.48	0.27	0.27	13.50	7.50	3.77	12.79	0.33	0.33	16.42	Full	5.33	21.20	0.37	0.37	18.46	Full
C.10.12	Morrison St westside	Spread	NA	NA	200		0	-6	1%	7.00	0.47	15	3.04	4.70	0.26	0.26	12.88	Full	4.18	7.98	0.31	0.31	15.71	Full	5.84	13.07	0.38	0.38	18.92	Full

NOTES

For roadside ditches available depth is the approximated depth of the ditch outside the roadway, 0.1' is indicative of no defined roadside ditch

For spread comps available depth of 0' is indicative of no gutter pan and 0.1' is indicative of a gutter pan

For spread comps a negative available spread is indicative of a local depression that results in an initial spread for all storm events

Upstream Intersections within 500ft of the highpoint are excluded from the upstream intersection counts

Available width is the approximated area available for spread outside an assumed 10ft travel lane

Roadway surcharge depth is the expected depth of water at the edge of pavement

Mannings n assumptions; ditch/channel = 0.025; road/gutter spread = .016

Road cross slopes assumed at 2%

Overland Relief Analysis (OLR)

Watershed 10

										10 Year								100 Year							
										10yr Karst Factor	0.58							100yr Karst Factor	0.68						
Identifier	Location	Description	Approximated Weir Elevation	Inlets Present	Throat Inlet or 2 Grates Present	Storm sewer capacity (cfs)	Drainage Area (Acre)	C Factor	Tc (Min)	Rainfall Intensity (in/hr)	OLR Flow (cfs)	Depth (ft)	Approximated WSE	Buildings Impacted	Local Roadway Inundation (ft)	Primary Route Inundation (ft)	Singular Access Point Impacts	Rainfall Intensity (in/hr)	OLR Flow (cfs)	Depth (ft)	Approximated WSE	Buildings Impacted	Local Roadway Inundation (ft)	Primary Route Inundation (ft)	Singular Access Point Impacts
O.10.1	Forrest Ave	Roadway	491.00	0	No	0.00	27.32	0.50	20	3.77	29.87	0.23	491.23	0	0	60	No	5.33	49.51	0.30	491.30	0	0	115	No
O.10.2	4th St	Curb	515.00	1	No	0.00	6.14	0.47	15	4.18	7.00	0.37	515.37	2	50	0	No	5.84	11.46	0.45	515.45	2	110	0	No
O.10.3	Hunter St	Houses/Yards	517.50	0	No	0.00	12.78	0.30	20	3.77	8.38	0.52	518.02	2	80	0	No	5.33	13.90	0.63	518.13	2	100	0	No
O.10.4	Brooke St	Houses/Yards/Roadway	493.00	1	No	0.00	20.22	0.49	20	3.77	21.66	0.29	493.29	1	10	0	No	5.33	35.91	0.38	493.38	1	20	0	No

NOTES

Weir coefficient assumed as 3.27

OLR flow accounts for storm sewer capacity where redundant inlets are present to ensure drainage

Storm sewer capacity is only accounted for were either throat inlets or redundant grate inlets are present within the 100 year ponding area

Storm Sewer Pipe Analysis

Watershed 10

																						2 Year					10 Year				
																						2yr Karst Factor				0.47	10yr Karst Factor				0.58
Inlet/Structure Name	Downstream Structure	Structure Type	Inlet Size (in)	Inlet Profile	Approximate Top Elevation/Invert	Approximate Invert Up	Approximate Invert Down	Pipe Length (ft)	Pipe Material	Pipe Size (in)	Approximate Pipe Slope (%)	Pipe Mannings 'n'	Flow Area (ft^2)	Hydraulic Radius	Full Flow Capacity (cfs)	Inlet C Factor	Inlet Drainage Area (Acres)	Time to Inlet (min)	System C Factor	System Drainage Area (Acre)	System Time (Min)	Inlet Rainfall Intensity (in/hr)	Flow To Inlet (cfs)	System Rainfall Intensity (in/hr)	System Flow (cfs)	System Flow/Pipe Full Flow (%)	Inlet Rainfall Intensity (in/hr)	Flow To Inlet (cfs)	System Rainfall Intensity (in/hr)	System Flow (cfs)	System Flow/Pipe Full Flow (%)
10.1.2	10.1.1	Grade	18 x 24	Sag	475.00	472.00	470.05	136	Concrete	12	1.4%	0.013	0.79	0.25	4.22	0.46	5.34	15	0.46	5.34	15	3.36	3.88	3.36	3.88	92%	4.59	6.54	4.59	6.54	155%
10.1.1	10.1.0	Grade	18 x 18	Sag	473.05	470.05	470	55	Concrete	24	0.1%	0.013	3.14	0.50	7.17	0.46	4.54	10	0.46	9.88	15	3.04	2.98	3.36	7.18	100%	4.18	5.06	4.59	12.10	169%
10.1.0		Outlet			470.00																										
10.2.1	10.2.0	Culvert Inv	15	Sag	466.00																										
10.2.0		Outlet	15		465.50																										
10.3.6	10.3.3	Curb Inlet	72	Grade	487.26																										
10.3.5	10.3.4	Curb Inlet	72	Grade	501.81																										
10.3.4	10.3.3	Curb Inlet	72	Grade	501.76																										
10.3.3	10.3.2	Curb Inlet	72	Grade	487.03																										
10.3.2	10.3.1	Curb Inlet	84	Grade	478.16																										
10.3.1	10.3.0	Curb Inlet	72	Grade	475.43																										
10.3.0		Outlet	15		470.71																										
10.4.1	10.4.0	Grade	24 x 24	Sag	490.54				PVC	12			0.79	0.25		0.3	0.25	5				3.72	0.13	Outlet Not Located			5.07	0.22	Outlet Not Located		
10.4.0		Outlet			Not Located																										
10.5.1	10.5.0	Curb Inlet	48	Sag	492.43				Concrete	15			1.23	0.31		0.49	20.80	20				3.36	16.10	Outlet Not Located			4.59	27.13	Outlet Not Located		
10.5.0		Outlet			Not Located																										
10.6.1	10.6.0	Grade	30 x 30	Sag	516.00											0.47	6.14	15				3.36	4.56	Outlet Not Located			4.59	7.68	Outlet Not Located		
10.6.0		Outlet			Not Located																										
10.7.0		Pass Through	36	Sag	527.70											0.5	0.21	5				3.72	0.18	NA			5.07	0.31	NA		

Engineered Design, Not Evaluated

NOTES

Structures assumed to be 3' deep unless direct field observations indicate significant difference

Negative pipe slopes are assumed to have the capacity equivalent to a slope of 0.1%

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/21/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1936: Parks and Recreation Department Transfer to Move from Community Development Division to Operations Division

Parks and Recreation Department transfer to move from Community Development Division to Operations Division.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/21/26
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1944: Board of Parks and Recreation Commission and Board of Zoning Appeals Appointments

Board of Parks and Commission appointment for a partial term ending June 1, 2027

Mr. Danny Shirkey is applying for the Board of Zoning Appeals partial term ending December 31, 2026.

ATTACHMENTS:

- Boards and Commissions Application DShirkey_unflat.pdf

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: September 7, 2026

Name: Daniel Shirkey

Address: 934 S Samuel Street, Charles Town, WV 25414

Email: dshirkey87@gmail.com

Phone: (571) 243-5324

Length of time lived in the City of Charles Town: 8 years and 3 months

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.

American Society of Civil Engineers

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

I view the opportunity to serve on the Board of Zoning Appeals as a meaningful way to support the public interest while expanding my professional experience. With a professional background in land development and education in Civil Engineering and Environmental & Water Resources Engineering, I am prepared to contribute technical insight, engage collaboratively, and consider diverse community perspectives.

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: 09/21/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1945: 2026 Integrated Preparedness Planning Workshop Discussion

ATTACHMENTS:

- 2026 IPPW, Welcome Letter [PDF].pdf

2026 Integrated Preparedness Planning Workshop

Welcome to the 2026 Integrated Preparedness Planning Workshop (IPPW), hosted by the West Virginia Emergency Management Division (WVEMD). This workshop brings together state and local stakeholders to review preparedness priorities, align resources, and shape statewide emergency preparedness.

Workshop Focus & Regional Discussions

WVEMD Staff will facilitate interactive, open discussions designed to deliver a comprehensive snapshot of each region's operational landscape. Discussions will focus on four core pillars:

- **Threats & Hazards:** Evaluating regional risk profiles, areas losing ground, most prepared areas, and major progress achieved.
- **Core Capabilities:** Reviewing key capabilities based in the five Mission Areas of Prevention, Protection, Mitigation, Response, and Recovery.
- **Extended POETE Framework:** Examining current statuses and needs across Planning, Organization, Equipment, Training, Exercises, and other relevant categories.
- **Regional Comments & Concerns:** Addressing local operational challenges, resource limitations, and open floor feedback.

Regional Summary

- The blank "Regional Summary" form on the last page will be the primary tool for our interactive, open discussions during the IPPW.

- Some questions or topics to consider:
    - **Planning**
        - Which local emergency plans or annexes (e.g., CBRNE, debris management, mass care) are currently outdated, unmaintained, or lacking clear operational procedures?
        - Do your current plans explicitly outline how state or mutual aid resources will be requested, received, and integrated locally?
        - How do your plans specifically address access and functional needs, non-English speaking populations, and isolated communities during a complex emergency?
        - Are there discrepancies between local emergency management plans and neighboring jurisdictions that could cause confusion during a multi-agency response?
    - **Organization**
        - What critical ICS or EOC positions suffer from high turnover, single-point-of-failure reliance, or insufficient depth?
        - Does your local EOC have clearly defined rosters, succession plans, and clear triggers for activation across various threat levels?
        - Are local partner agencies (fire, law enforcement, public health, public works) structured and trained to seamlessly integrate into a unified state command structure?
        - Are existing mutual aid agreements formalized, or do they rely on informal handshakes?
    - **Equipment**
        - What specialized equipment or technology gaps directly hinder your ability to execute core response missions of an incident?
        - Are your primary and back-up communications systems (e.g., radios, satellite, CAD, EOC management software) fully interoperable with other systems or assets?
        - What critical emergency response equipment is approaching end-of-life or lacks a sustainable funding mechanism for long-term maintenance and replacement?
        - Do you have the logistical capacity (e.g., transport, staging, storage) to deploy, operate, and sustain your equipment during an extended event?
        - What are some swiftwater rescue capabilities (e.g. Unmanned Aerial Vehicles) or equipment in your region?
    - **Training**
        - What specific operational skills or capabilities are weakest across your personnel?
        - Which partner agencies or municipal leaders need required or additional NIMS/ICS training for their designated roles during an EOC activation?

        - What niche training (e.g., crisis communications, GIS mapping, EOC software, HAZMAT recertification) do local personnel need?
        - How are new emergency management personnel and local elected/appointed officials onboarded to ensure baseline operational readiness?
    - **Exercises**
        - What plans, capabilities, or new SOPs have been tested or validated through a formal exercise in the past few years?
        - What persistent issues or recurring gaps from past After Action Reports have not yet been addressed in exercise scenarios?
        - What complex scenarios (e.g., cyberattack on critical infrastructure, complex coordinated attack, extended power failure) require state-level collaboration and joint exercises?
        - What local tabletop, functional, or full-scale exercises are already scheduled over the next few years that state agencies can support or integrate into?

To reiterate, the IPPW brings together state and local stakeholders to review preparedness priorities, align resources, and shape statewide emergency preparedness.

Region

Threats/Hazards			Core Capabilities	
Greatest Risk:			**Greatest Challenge:**	
Losing Ground:			**Losing Ground:**	
Most Prepared:			**Most Prepared:**	
Most Progress in Last Year:			**Most Progress in Last Year:**	

Planning	Organizational	Equipment	Training	Exercise

Swiftwater Rescue	Search & Rescue	Drones (Aerial & Underwater)	Hazardous Materials	Other

Concerns & Comments

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/21/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1947: Letter of Support for Charles Town Now's Hometown Grant Application

ATTACHMENTS:

- Letter of Support for Charles Town Now - Hometown 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

T-Mobile Hometown Grants Program

RE: Letter of Support – Charles Town Now Downtown Public Art & Placemaking Project

MAYOR
Micheal George

CITY COUNCIL
James Kratovil
Elizabeth Ricketts
Jeff Hynes
Kevin Tester
Nate Hartman
Alden Roth
Julie Smith
Andie Sugrue

INTERIM CITY MANAGER
Alissa Meeks

Dear Hometown Grants Selection Committee:

On behalf of the Mayor and City Council of the City of Charles Town, West Virginia, we are pleased to offer our strong support for Charles Town Now's application to the T-Mobile Hometown Grants Program for its Downtown Public Art & Placemaking Project.

Charles Town Now proposes to transform an existing alley in the heart of downtown Charles Town into an inviting public art destination featuring three original murals created by three collaborating artists. The project will activate a currently underutilized space by introducing public art, color, and visual interest while creating another reason for residents and visitors to walk through and explore our historic downtown.

The City of Charles Town is committed to the improvement of this space and is making a complementary investment by replacing the alley's existing pavement with stamped concrete designed to resemble traditional pavers. The proposed murals will build upon this municipal investment, allowing the physical improvements and public art to work together to create an attractive and memorable pedestrian space.

Charles Town is proud of its historic character and its identity**.** We believe that preserving our heritage while encouraging creativity, public art, and thoughtful placemaking is important to the continued vitality of our downtown. This project supports that vision and complements other efforts to make downtown Charles Town an engaging place to live, work, visit, shop, and dine.

Our downtown is home to a strong collection of locally owned small businesses and is inherently walkable. Transforming this alley into a public art destination will improve the pedestrian experience, encourage foot traffic and exploration, strengthen civic pride, and contribute to the overall vitality of the downtown business district.

The City values its partnership with Charles Town Now and supports its continued efforts to enhance and promote downtown Charles Town. We believe the Downtown Public Art & Placemaking Project is a worthwhile investment in our community and respectfully encourage T-Mobile to support the project through the Hometown Grants Program.

Sincerely,

Mayor
City of Charles Town, West Virginia

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/21/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1949: 2027 Municipal Election Discussion

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/21/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1954: Appeal of the Historic Landmarks Commission Ruling on the Facade Improvement Grant

The building owner would like to appeal the Historic Landmarks Commission's ruling for the Façade Improvement Grant for 202 W. Washington St (FIP2026-05 - 202 W. Washington St - Grant Request).

ATTACHMENTS:

- HLC Report.pdf
- FIP_GRANT_APPLICATION_2018.pdf
- Staff Report.pdf

September 17, 2026

Mayor George and Council,

We wanted to reach out to you in regards to a grant application that we reviewed at our 9/14/26 meeting for the property located at 202 W. Washington St. We voted as a commission to permanently table the request. It has been our belief that this grant is for the assistance of preserving and restoring our historical structures within the city's Historic Overlay District, rather than the promotion of individual business via signage and/or advertisements. Per the details of the grant itself "All eligible projects accepted for the program must reflect "true to age" improvements."

Although the details of the grant application mention signage among many other examples of appropriate façade improvements of our historic structures, we believe the spirit of the program is to help offset the high costs associated with preservation efforts. Although signage that is compatible with other buildings on the block and conform to our design review standards are stated as acceptable, the prior statement of a "true to age" improvement directly contradicts each other as a true to age improvement would be signage that was original to the structure. For example, signage that is historical and contributes to the history of the building whether it be an advertisement such as a turn-of-the-century Coca-Cola ad or the original signage that pertains to the building's historical purpose. In contrast, a new sign identifying a current business does not meet the standards outlined in the grant's current form even though the sign itself meets current standards.

The Commission would greatly appreciate guidance regarding the City's intended purpose and administration of the Façade Improvement Program. The recent application highlighted what we believe may be a conflict between the program's stated objective of encouraging "true to age" improvements and the inclusion of signage among the examples of eligible projects. To ensure consistent treatment of future applications, we would welcome any feedback from City Council and the Administration regarding the administration of this Grant Program. This will enable our commission to consistently and appropriately deny or approve future applications of this nature and ensure that future applicants receive fair, consistent, and objective consideration based upon a clearly understood program purpose.

Sincerely,

Amanda L. Updike
Chair, City of Charles Town Historic Landmarks Commission

CITY OF CHARLES TOWN

Department Community Development
Division of Planning & Zoning

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 724-3248 ♦ Fax: (304) 725-1014 ♦ Web: www.charlestownwv.us

To: Applicants of the Façade Improvement Program
From: Seth A. Rivard, Director of Community Development
Date: October 15, 2018
Subject: Façade Improvement Program Submission Requirements

Policy for Façade Improvement Program for paint and materials:

1. Appropriate paint colors for Charles Town are color tones that would have been traditionally and predominately found in the mid-Atlantic region. Colors on a structure must be appropriate to the period from which the structure was constructed. (this applies to FIP and would be a general statement of recommendation that identify the types of the colors the Design Review Standards states "must" be used).
2. Color tones chosen should complement the details of the building and the composition of the color should not obscure or hide the details.
3. For depiction purposes, six (6) samples of the paint swatches will be required to be submitted. This will allow one sample of chosen paint colors per HLC member and one for the file. Renderings are allowed, but are not a substitution of the paint swatches.
4. In the event the applicant changes material or paint colors once an application is submitted, the applicant shall provide updated material to the Department of Community Development.

Policy for Two Bids:

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

Policy on Composite Material:

1. The HLC, at its discretion, may consider composite material. The HLC will closely examine how the composite material will look in relationship to the original material. This could include, but is not limited to, shape, size, profile and texture. At least one sample of the proposed material will be required at time of application submission.

Policy for Façade Improvement Program Expiration Date:

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

Yard Sign

1. “This project was funded in part through the City of Charles Town’s Façade Improvement Program.” This sign shall be posted for a minimum of 3 weeks and should be up while the project activity is underway.

CITY OF CHARLES TOWN
FAÇADE IMPROVEMENT PROGRAM







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

Phone: 304-724-3248
Fax: 304-725-1014
Website: www.charlestownwv.us

Investing in the Future of Charles Town

Charles Town's Façade Improvement Program was designed as an effort to improve and enhance the overall look and experience of downtown Charles Town. The program is intended to assist property owners and/or tenants within the Charles Town Historic Overlay District (HOD) in beautifying and rehabilitating property fronts for the purposes of attracting both customers and prospective business owners and serving as a tool for revitalization of the downtown area.

Property owners or tenants who choose to participate in this program are eligible to receive financial assistance, in the form of a **50/50 funds match, up to $5,000.00**, for eligible projects and revitalization efforts in the Historic Overlay District of Charles Town. The program is managed by the City of Charles Town's Historic Landmarks Commission. Design and program components may be amended periodically to accommodate new or modified City policies and procedures.

PROGRAM ELIGIBILITY

Property owners who own properties within the boundaries of the Historic Overlay District, or their tenants, are eligible to apply for the program.

ELIGIBLE PROJECTS

All projects accepted for the program must reflect "true to age" improvements. All improvements must be consistent with Design Review Standards established by the Charles Town Historic Landmarks Commission (CTHLC) as well as the Codified Ordinances of the City of Charles Town. Only exterior, street-facing improvements are eligible to receive match funding. Eligible improvements include, but are not limited to:

- Awnings appropriate for the façade improvement and architecture;
- Exterior painting consistent with other downtown buildings and accepted as recognized historical coloring;
- Non-illuminating signs that are compatible with other buildings on the block and that conform to Historic Landmarks Commission Standards and the Codified Ordinances of the City of Charles Town;
- Exterior masonry repair;
- Repair to exterior facades that face the street or corners in which one side faces the street;
- Sign removal, replacement, or repair that follows Historic Landmarks Commission Standards and the Codified Ordinances of the City of Charles Town;
- Repair or replacement to cornices, windows, decorative detail, doors, awnings, or window display lighting;
- Exterior lighting structures and hardware on the street-facing side of the building;
- Structural landscaping features;

- Addition or modification to entryways that allow for greater access for people with disabilities;
- Reconstruction of features that were part of the original structure and can be documented;
- Removal of historically inappropriate elements or features.

INELIGIBLE PROJECTS

New construction projects, government properties, and national franchise properties are not eligible to participate in the Façade Improvement Program. Ineligible improvements include:

- Interior improvements;
- Roofing;
- Paving;
- Structural improvements;
- Security measures;
- Loading docks;
- Parking entrances;
- Removal of structurally important features.

APPLICATION PROCESS

Each applicant will be eligible to apply for up to $5,000.00 each fiscal year. In order to be considered for a Façade Improvement Program 50/50 matching grant, the property owner and tenant shall complete the following tasks:

1. Review the Design Review Standards, including eligible and ineligible projects.
2. Complete and submit the Certificate of Appropriateness Application and Façade Improvement Program Application.
3. Submit before and after sketches, photographs, or other illustrations and a written, detailed description of the project to be considered for the matching grant.
4. Complete the property owner's or tenant's 50% matching portion of the estimated project cost and submit proposed/estimated cost. Bids must be provided if the work is being done by a contractor.

If the application and request is approved, the following will be required:

5. Apply for and obtain all necessary permits.
6. Submit receipts/invoices to the City once the project is complete.

CONDITIONS OF APPROVAL

Proposals, estimates, sketches/photographs, and project descriptions will be reviewed by the CTHLC and a determination will be made as to acceptance into the program. In addition to previously listed requirements, all properties must be paid to date on all municipal taxes. Each property will be eligible for one grant per twelve (12) month period. Grants may be limited based on availability.

APPROVAL PROCEDURES

Upon receipt of application and required materials for consideration, each application will be reviewed and the property will be deemed eligible or ineligible for grant funding by staff. If deemed eligible, The HLC will make a decision based on compliance of the project with the Charles Town Historic Landmarks Commission Design Review Standards, the Codified Ordinances of the City of Charles Town, and character of the project as compared with existing properties in the surrounding area. **Since the awarding of the grant funding will also act as approval of the Certificate of Appropriateness (COA), *both* the COA application and Façade Improvement Program Application will need to be submitted together for review and consideration.**

If approved for grant funding, the City will contact the applicant, a Grant Approval Agreement will be signed by the property owner, and the applicant may begin his/her matching portion of the project. If the application is denied, the applicant will receive notification and an explanation of the denial. The City may also provide recommendations for modifications that could be made in order for the project to receive consideration for approval at a later date.

PROJECT MANAGEMENT

All property owners or tenants accepted into the Façade Improvement Program will be fully responsible for managing construction of projects, including, but not limited to, obtaining bids, selecting contractors, obtaining approvals, permits, and insurance, overseeing construction work, and paying all invoices for work, materials, and supplies.

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

Property owners or tenants may not discriminate on the basis of race, gender, religion, national origin, ethnicity, ancestry, origin, sexual orientation, marital status, creed, age, or disability in the solicitation of contractors, subcontractors, workers, and suppliers.

The City makes no guarantees on quality and soundness of construction or other repairs, additions, or removals. Any contractor or subcontractor working on the project must be licensed and insured. In addition, any contractor or subcontractor must have a valid business license issued by the City of Charles Town. The property owner or tenant is responsible for ensuring that all contractors and subcontractors meet these requirements.

PAYMENT OF MATCHING FUNDS

Construction may begin only after the application has been approved by the Historic Landmarks Commission, an agreement has been signed, all required permits have been obtained, and formal approval to begin the project has been given to the applicant in writing. **Any work completed prior to formal written approval will not be eligible for funding.**

Grants will be issued after the property owner's portion of the project has been completed and the City has received receipts detailing the completed work. Upon completion, City staff must be contacted for a site inspection. If the project meets all standards, the City shall provide funding for no more than 50% of the total cost of the project, not to exceed $5,000.00.

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

APPLYING AS A TENANT

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

ADDITIONAL INFORMATION

The City recommends that any property owner or tenants interested in applying for acceptance into the Façade Improvement Program contact City staff prior to submitting an application. Questions about the program may be directed to the City Planner. Applications may be obtained at City Hall and at www.charlestownwv.us.

APPLICATION

Applicant's Name: _____ Date: ____/____/____
Day Month Year

Company Name: _____ Phone: _____

Mailing Address: _____ Fax: _____

_____ E-mail: _____

Project Address: _____ , Charles Town, WV 25414

Have you received rebates from the City's Façade Improvement Program in the past 12 months? ☐Yes ☐No

Is this property:

New construction? ☐Yes ☐No

Government-owned property? ☐Yes ☐No

A national franchise? ☐Yes ☐No

Description of the Façade Improvement project:

_____

_____

_____

_____

_____

_____

Estimated Project Start Date: ____/____/____ (Day / Month / Year)
Estimated Project End Date: ____/____/____ (Day / Month / Year)

Estimated Total Project Budget: _____

Grant Amount Requested: _____

The following items are included with this application:

- ❑ Before/after sketches or photographs or illustrations
- ❑ Detailed proposal and/or contractor estimates

I have reviewed the following documents, as they pertain to my application:

- ❑ Codified Ordinances of the City of Charles Town
- ❑ Charles Town Historic Landmarks Commission Design Review Standards
- ❑ Façade Improvement Program Manual

<u>If the application and request is approved, the following will be required</u>:

- Apply for and obtain all necessary permits.
- Submit receipts/invoices to the City once the project is complete.
- City inspection of improvements to ensure compliance with the COA and intended outcomes based on the funding application submittal.

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

Property Owner's Printed Name: _____

Property Owner's Signature: _____

Date of Application: _____

Tenant's Signature: _____
(If tenant is undertaking the proposed work)

COA Application No._____

CERTIFICATE OF APPROPRIATENESS APPLICATION

ZONING ORDINANCE SECTION 1322.13, HISTORIC OVERLAY DISTRICT
AND
ARTICLE 141 OF THE CHARLES TOWN CODIFIED ORDINANCE
AND
DESIGN REVIEW STANDARDS

All proposed activity must be approved by the Historic Landmarks Commission (HLC) via issuance of a Certificate of Appropriateness (COA).

Many of the activities for which a COA is required also requires building permit, which is a separate process from obtaining a COA.

If applying for the Façade Improvement Program, the "Addendum – Façade Improvement Program" will be required in addition to this application.

1. APPLICANT'S NAME _____

Address: _____

Telephone Number: (___) _____ Fax Number (___) _____

Email Address: _____

Relationship to Owner: ___Lessee ___Contractor ___Architect ___Consultant ____Other: (explain)_____

2. CURRENT PROPERTY OWNER'S NAME_____

Address: _____

Telephone Number: (___) _____ Fax Number (___) _____

Email Address: _____

3. PHYSICAL ADDRESS: _____

Tax Map # and Parcel(s): _____

Zoning District: _____

4. DESCRIPTION OF FORMER USE(S) OF THE PROPERTY

_____

_____

5. DESCRIBE THE CURRENT OR PROPOSED USE OF THE SUBJECT PROPERTY

_____

_____

_____

_____

6. TYPE OF WORK:

A. _____ Exterior alteration or repairs.

B. _____ New Construction: 1)____Primary Structure; 2)____Garage;
3)____New Addition; 4)____Other;

C. _____Demolition: 1)____Whole Structure; 2)____Part of Structure;

D. _____Relocation of Structure

7. EXTERIOR ALTERATION OR REPAIR

A. Check all that apply for which approval of the proposed activity is requested.

____Architectural feature (decorative ornamentation)	____Metal trim	____Iron fences
____Material changes (wood, brick, metal, etc.)	____Windows - replacement, removal, elimination or new opening	____New construction
____Roof – Change in shape/profile	____Shutters	____Additions or alterations
____Skylights or dormers	____Door and transoms	____Signs
____Masonry - cleaning, tuckpointing, removal of masonry or other changes to the masonry	____Cut stone steps	____Solar panels
____Removal of historic markings and paintings	____Security Features	____Mothballing
____Wood cornices and concealed box gutters	____Porch or deck	____Demolition
____Wood trim	____Awnings and canopies	

B. List and describe in detail all work to be done for each item checked. Include the following materials when appropriate:

1) Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. Detailed drawings are required for major changes in architectural features.
2) If material changes are proposed, please provide a description of them. The architect's specifications or brochures may suffice; however, the Commission may request samples of new materials.

C. SIGNS:

1) See page 6 of this application for more information.
2) Signage activities are regulated under Article 1324 (Signs) and Section 1322.13 (Historic Overlay District) of the City of Charles Town's Zoning Ordinance and by extension the Design Review Standards. **All permitted sign sizes, location of placement and additional sign standards are regulated by Article 1324 and shall meet those standards.** The HLC role is to review the sign for appropriateness within the Historic Overlay District.

D. NEW CONSTRUCTION: Describe the nature of the proposed project. Include the following materials when appropriate:

1) Site plan with measured distances.
2) Elevation drawings of each façade and specifications which clearly show the exterior appearance of the project.
3) Samples or other description of materials to be used.
4) Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

E. DEMOLITION OF STRUCTURE

1) Describe the structure's condition and reason for demolition.
2) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
3) Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

F. RELOCATION OF STRUCTURE

1) Explain what will be moved, why, and proposed changes.
2) If a building will be moved into a district from outside, include photographs.
3) Include a site plan of the proposed location in the district and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

G. MOTHBALLING OF STRUCTURE

1) Describe how the structure will be secured from unwanted entry.
2) Describe measures to be taken to keep the weather and pest out.
3) If the property owner will not be in the state of West Virginia, designate a local contact.
4) If any door(s) or window(s) are to be boarded up, they must be painted to look like a door or window or decals that look like door and window must be adhered to the boards on the window or door.
5) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
6) Describe how the property will be maintained so as to not become a code violation, such yard maintenance.

DESCRIPTION OF THE PROPOSED ACTIVITY:

_____

_____

_____

_____

_____

_____

_____

_____

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 1324, Section 1322.12, of the Zoning Ordinance and relevant provisions of the Charles Town Design Review Standards pertaining to this application.

Signature of Applicant

_____ Date _____

Signature of Property Owner

_____ Date _____

Please submit an original completed petition to the following:

Zoning Administrator
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

Signs – Additional Information

ESTIMATED COST OF SIGN(S) (Excluding Labor & Installation):

_____

SIGN CONTRACTOR:

_____

Contractor License #: WV & City of Charles Town:

_____

TYPE OF SIGN

Type of Sign	Check One	Type of Sign	Check One
Free Standing		Suspended	
Building Mounted		Awning	
Window Lettering		Other (List)	

Where on the property or building will the sign(s) be located?

_____

SIGN MATERIAL:

_____

SIGN DIMENSIONS:

Height	Width	Depth

WILL SIGN(S) BE LIGHTED? If yes, list the type of lighting to be used:

_____

PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage) Insurance Company:

_____

PROVIDE AN ILLUSTRATION OR PHOTOGRAPH OF THE PROPOSED SIGN(S)

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

Fee: $_____ Paid: $_____ Check No._____

Receipt No._____

Zoning Administrator Approval:_____ Date:_____

Historic Landmarks Commission Approval:_____Date:_____

Comments:_____

_____

_____

_____

_____

_____

Grant Approval Agreement

1. **I understand that grant monies shall not be distributed until all proposed work is completed and inspected.**

2. **I understand that I have to provide receipts related to the project. If a contractor was used, a written invoice must be provided to the City before funds will be granted. For projects that involve a contractor, receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks). If a contractor was not used, receipts must be provided to the City Staff before a reimbursement will be issued. Only materials may be reimbursed for projects that do not use a contractor. Receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks).**

3. **I understand that an inspection of the project must be performed by City staff upon completion of the project.**

4. **I agree to follow the plan submitted with the application and I understand that failure to do so may disqualify the project for grant funding.**

5. **I agree to all of the attached "Conditions of Approval", if any, as developed by the Historic Landmarks Commission.**

6. **I agree to complete all improvements within one year of approval from the Historic Landmarks Commission. Any time extension must be filed and approved by the Historic Landmarks Commission.**

Property Owners Signature _____ **Date** _____

Façade Improvement Grant
FIP 2026-05

Date: For the September 14, 2026 Historic Landmarks Commission meeting
Applicant: Mark Sellers
Property Owner: SELLERS MARK W & BILLIE JO
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Façade Improvement Grant
Property Location: 202 W. Washington St. (Tax District 3, Map 2B, Parcel 22)
Current Zoning: Old Town Mixed-Use Commercial



HISTORIC SURVEY BUILDING INFORMATION: 203? W. Washington Street. Commercial, c. 1920s. This 1920s period brick commercial building follows the simple lines of the early 20th century. **Contributing.**

SITE– Staff photograph taken August 26, 2026



FUNDING MECHANISM

Property owners or tenants who choose to participate in this program are eligible to receive financial assistance, in the form of a 50/50 funds match, up to $5,000.00 Any work completed prior to formal written approval will not be eligible for funding.

PROPOSAL

A request for up to $5,000 with a Façade Improvement Grant. Applicant seeks reimbursement for:

-New Signage

ZONING ORDINANCE REQUIREMENTS

Wall Signs

Wall Signs on historic Buildings shall be placed within the sign frieze, or distinct place within which a Wall Sign was intended to be located, if the Building was designed for such. No Wall Sign shall extend beyond such space. If there is no sign frieze, the Wall Sign shall be placed below the typical second floor window area. The design and coloration of such Signs shall be compatible with the character of the Building.

Maximum area: One ft² per lineal foot of the individual tenant/business occupied building wall where the sign will be attached; Up to 64 ft².

Maximum height: Not to extend above vertical wall.

Proposed sign details:
Height: 2 ft.
Width: 8 ft.
Depth: 1 inch.
Material: High Density Urethane.



HDU is composed of polyurethane foam. It is a lightweight, closed-cell foam material that is resistant to moisture, chemicals, and UV rays.[1]

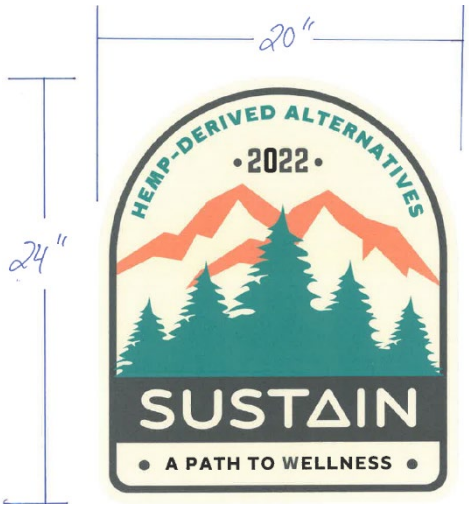
The proposed wall sign area is 16 sq. ft., and is located below the top of the vertical wall. The sign meets the Zoning Ordinance requirements.

[1] https://www.cprsigns.com/post/the-pros-and-cons-of-hdu-signs?srsltid=AfmBOopzfte5Pf49Qp6fmpGhVFHdBFvt_22Z0rLD2PcKsVxmcfEphGxU

Window Signs

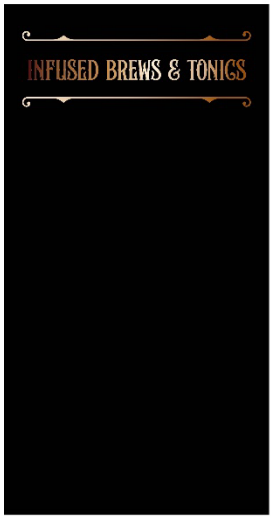
No permit required except that Window Signs that collectively cover more than 25 percent of the glass area shall be classified as Wall Signs.

Door Sign with Logo - Proposed sign details:
Height: 2 ft./24 inches
Width: 1.6 ft./20 inches
Depth: .1 inch
Material: Vinyl sticker



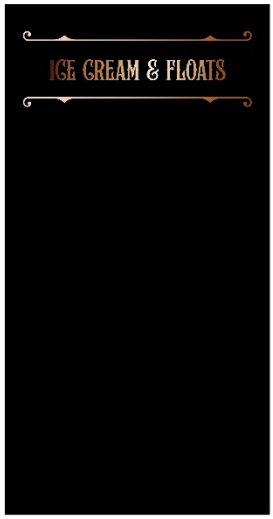
Window Signs:
The combined area of the window signs and door sign is 23.7 sq. ft. The total area of the windows is 96.5 sq. ft. That comes out to 24.5%, therefore the window signs do not need a permit or COA for approval. However, because the applicant is requesting grant funds to construct the signs, the Commission may vote to approve or deny funding for the window signs.

40x77 total sq ft 21.38ft



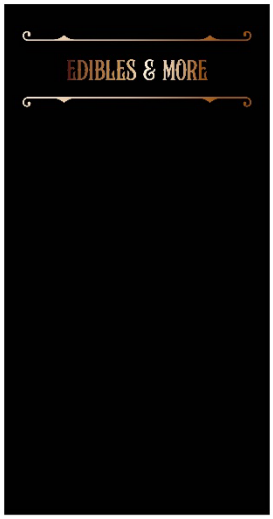
graphic
11"x34.5"
2.635 sq ft

40x77 total sq ft 21.38ft



graphic
11"x34.5"
2.635 sq ft

40x77 total sq ft 21.38ft



graphic
11"x34.5"
2.635 sq ft

61x77 total sq ft 32.618ft



graphic
40"x46"
12.77 sq ft

PROPOSED DESIGN LAYOUT



GRANT REQUIREMENTS

A. Policy for Two Bids:

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

B. Application Process:

Each applicant will be eligible to apply for up to $5,000.00 each fiscal year. In order to be considered for a Façade Improvement Program 50/50 matching grant, the property owner and tenant shall complete the following tasks:

1. Review the Design Review Standards, including eligible and ineligible projects.

2. Complete and submit the Certificate of Appropriateness Application and Façade Improvement Program Application.

3. Submit before and after sketches, photographs, or other illustrations and a written, detailed description of the project to be considered for the matching grant.

4. Complete the property owner's or tenant's 50% matching portion of the estimated project cost and submit proposed/estimated cost. Bids must be provided if the work is being done by a contractor.

WORK SCOPE

-Wall and Window Signs

QUOTES

Applicant has provided two quotes; a minimum of two are required.

1. Davis Designs - $3,103 – City match would be $1,551.50
2. Fast Signs - $18,515.96 – City match would be $5,000.

AVAILABLE FUNDS

$23,662.26 remain available.

RECOMMENDATION

Approval of the request, up to $5,000.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/21/26
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1938: Article 135 - Update Municipal Ordinance 135 to reflect State Code 8A-2-3 Municipal Planning Commission.

Article 135 - Update Municipal Ordinance 135 to reflect State Code 8A-2-3 Municipal Planning Commission.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/21/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1946: Payment of Bills - September 21, 2026

ATTACHMENTS:

- CAPITAL RESERVE COUNCIL REPORT 2026-09-21.pdf
- COUNCIL REPORT PCARD 9-21-2026.pdf
- GEN FUND COUNCIL REPORT 2026-09-21.pdf
- PARKS N REC COUNCIL REPORT 2026-09-21.pdf
- 09-21-26 GEN FUND TABLE DROP.pdf

Expense Approval Report

Charles Town, WV

By Fund

Payment Dates 9/18/2026 - 9/18/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Fund: 200 - CAPITAL RESERVE						
Department: 976 - PUBLIC SAFETY						
WITMER PUBLIC SAFETY GROU	INV955986	09/16/2026	Expendable Baton	200-976-460		186.34
					Department 976 - PUBLIC SAFETY Total:	**186.34**
Department: 977 - STREETS & TRANSPORTATION						
GANTT'S EXCAVATING & CON	INV0002623	09/16/2026	July26 Liberty St Stormwater Infrastructure	200-977-461		3064.50
GANTT'S EXCAVATING & CON	INV0002624	09/16/2026	Aug 26 Liberty St Stormwater Infrastructure	200-977-461		15169.50
GARLAND/DBS INC	INV0002625	09/16/2026	Aug 26 CWHall Roof Replacement	200-977-457		6767.33
					Department 977 - STREETS & TRANSPORTATION Total:	**25001.33**
					Fund 200 - CAPITAL RESERVE Total:	**25187.67**
					Grand Total:	**25187.67**

Report Summary

Fund Summary

Fund	Payment Amount
200 - CAPITAL RESERVE	25187.67
Grand Total:	**25187.67**

Account Summary

Account	Account Name	Payment Amount
200-976-460	Pub Safety CapOutlay Equipment	186.34
200-977-457	Streets Cap Outlay Buildings	6767.33
200-977-461	STREETS & TRANS. - SW PROJECT	18234.00
	Grand Total:	**25187.67**

Project Account Summary

Project Account K	Payment Amount
None	25187.67
Grand Total:	**25187.67**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Expense Approval Report

Charles Town, WV

By Fund

Post Dates 8/1/2026 - 8/31/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Fund: 001 - GENERAL FUND						
CHARLES TOWN UTILITY BOAF	INV0002082	08/07/2026	July 26 CTUB Water Service	001-114-020		95.76
						95.76
Department: 402 - ECONOMIC DEVELOPMENT						
ADOBE INC	INV0002559	08/03/2026	Aug 26 Adobe Stock Access Fee	001-402-222		29.99
MARTINS	INV0002570	08/03/2026	Supplies for Historic Tax Credit Training	001-402-341		42.23
VISTA PRINT	INV0002560	08/04/2026	Walk about Nothing Hoodies	001-402-341		354.31
Sauder.com	INV0002564	08/07/2026	ED New Office Cabinets X 4	001-402-341		953.54
ImagineArt	0C93AB0F-0004	08/10/2026	FY27 Subscription Graphic Software	001-402-222		70.00
APPLE	INV0002562	08/10/2026	Aug 26 Music Subscription	001-402-222		21.35
WALGREENS	INV0002563	08/24/2026	Photos for Walk About Nothing Anniversary	001-402-341		27.26
WALMART INC	INV0002571	08/24/2026	Walks Anniversary Awards	001-402-341		23.53
					Department 402 - ECONOMIC DEVELOPMENT Total:	**1522.21**
Department: 409 - MAYOR'S OFFICE						
EMBASSY SUITES INC	INV0002413	08/10/2026	George Hotel 8/3-7 Municipal League Conf	001-409-214		596.00
					Department 409 - MAYOR'S OFFICE Total:	**596.00**
Department: 410 - CITY COUNCIL						
EMBASSY SUITES INC	INV0002414	08/10/2026	Hynes Hotel 8/3-7 Municipal League Conf	001-410-214		596.00
EMBASSY SUITES INC	INV0002415	08/10/2026	Sugrue Hotel 8/3-7 Tax Refund	001-410-214		-83.44
EMBASSY SUITES INC	INV0002415	08/10/2026	Sugrue Hotel 8/3-7 Municipal League Conf	001-410-214		25.10
EMBASSY SUITES INC	INV0002415	08/10/2026	Sugrue Hotel 8/3-7 Municipal League Conf	001-410-214		679.44
EMBASSY SUITES INC	INV0002416	08/10/2026	Hartman Hotel 8/3-7 Municipal League Conf	001-410-214		596.00
					Department 410 - CITY COUNCIL Total:	**1813.10**
Department: 412 - CITY MANAGER'S OFFICE						
ADOBE INC	3535964431	08/03/2026	Aug 26 Acrobat AI Assistant Plus	001-412-222		7.41
ADOBE INC	3566835393	08/03/2026	Aug26 Acrobat Pro Subscription	001-412-222		31.79
STAPLES ADVANTAGE INC	7685796560	08/24/2026	LR Planner Filing Cabnts, Pens, White Brd& Charger	001-412-341		21.89
					Department 412 - CITY MANAGER'S OFFICE Total:	**61.09**
Department: 415 - CITY CLERK'S OFFICE						
STAPLES ADVANTAGE INC	7686194095	08/27/2026	Pink Paper & 3X Cardstock/Traffic Ticket Notice	001-415-341		31.14
					Department 415 - CITY CLERK'S OFFICE Total:	**31.14**
Department: 417 - CITY ATTORNEY						
EMBASSY SUITES INC	INV0002519	08/10/2026	Grove Hotel Nights 8/04-06 & Parking	001-417-214		548.46
THOMSON REUTERS	853953434	08/25/2026	July 26 Legal Research Database Subscription	001-417-222		444.19
					Department 417 - CITY ATTORNEY Total:	**992.65**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Department: 425 - ENFORCEMENT AGENCY						
Fire Marshals Association of W	INV0002404	08/04/2026	CE Fall 26 Training Seminar	001-425-221		200.00
WV CODE OFFICIALS ASSOCIA	INV0002406	08/12/2026	BI & CE Fall Training Registration Fees	001-425-221		150.00
US POSTAL SERVICE	INV0002408	08/13/2026	CM NOV 405 S Lawrence	001-425-218		11.31
US POSTAL SERVICE	INV0002409	08/13/2026	CM NOV 206 S Lawrence	001-425-218		11.31
INTERNATIONAL CODE COUN(	INV0002410	08/13/2026	24 Code Books X 2 (BI & CE)	001-425-341		1068.19
US POSTAL SERVICE	INV0002411	08/28/2026	CM NOV 118 N West	001-425-218		11.31
US POSTAL SERVICE	INV0002412	08/28/2026	CM NOV 107 Wall St.	001-425-218		11.31
					Department 425 - ENFORCEMENT AGENCY Total:	**1463.43**
Department: 436 - BUILDING INSPECTION						
Fire Marshals Association of W	INV0002402	08/04/2026	BI Fall 26 Training Seminar	001-436-221		200.00
WV CODE OFFICIALS ASSOCIA	INV0002406	08/12/2026	BI & CE Fall Training Registration Fees	001-436-221		150.00
INTERNATIONAL CODE COUN(	INV0002410	08/13/2026	24 Code Books X 2 (BI & CE)	001-436-341		1068.19
MATTHEW ANDERSON, PE, PL	25639	08/25/2026	8/20 Commercial Insp 201 N George	001-436-223		125.00
					Department 436 - BUILDING INSPECTION Total:	**1543.19**
Department: 437 - PLANNING & ZONING						
INTERNATIONAL CODE COUN(	INV0002405	08/07/2026	FY27 City of Charles Town ICC dues	001-437-222		180.00
AMAZON	INV0002124	08/11/2026	Planner Architectural Ruler	001-437-341		18.00
STAPLES ADVANTAGE INC	7685796560	08/24/2026	LR Planner Filing Cabnts, Pens, White Brd& Charger	001-437-341		389.51
					Department 437 - PLANNING & ZONING Total:	**587.51**
Department: 440 - CITY HALL						
JERSEY MIKES	INV0002463	08/03/2026	Council Capital Workshop Lunch	001-440-341		115.35
MARTINS	INV0002464	08/03/2026	Council Capital Workshop Snack&drinks	001-440-341		59.98
GOOGLE	INV0002469	08/03/2026	July 26 Google Workspace Subscription	001-440-222		14.98
PATTON BUILDING SERVICES I	137927	08/05/2026	July 26 CH Cleaning Services	001-440-230		933.50
PATTON BUILDING SERVICES I	137927	08/05/2026	July 26 CWH Cleaning Services	001-440-230		125.00
ZOOM.US	364789978	08/06/2026	Aug 26 Online Meeting Subscription	001-440-222		52.43
STAPLES ADVANTAGE INC	INV0001981	08/06/2026	CH Coffee & Dishwand	001-440-341		143.96
CHARLES TOWN UTILITY BOAF	INV0002082	08/07/2026	July 26 RH Water Service	001-440-213		94.68
CHARLES TOWN UTILITY BOAF	INV0002082	08/07/2026	July 26 CH Water Service	001-440-213		92.72
COMCAST CORPORATION	INV0002123	08/11/2026	Aug 26 CWHall Internet Service	001-440-213		153.85
BACKGROUNDCHECKS.COM	3COZBCo3-0012	08/13/2026	S Galleher Background Check	001-440-223		54.98
ENVIRO-TECH PEST SERVICES	4955059	08/14/2026	Aug 26 CH Pest Service	001-440-230		77.04
STAPLES ADVANTAGE INC	7685410088	08/17/2026	8/13 CH Bathroom & Cleaning Supplies	001-440-341		1087.53
SAVE-A-LOT	INV0002447	08/24/2026	Ch Water X 7	001-440-341		66.43
SHENTEL BUSINESS	INV0002278	08/25/2026	Sept26 CH & PD Internet Service	001-440-213		950.00
STAPLES ADVANTAGE INC	7686194095	08/27/2026	Pink Paper & 3X Cardstock/Traffic Ticket Notice	001-440-341		9.16
JEFFERSON COUNTY COMMIS	INV0002300	08/27/2026	FY25 Property Tax Depot District Acquisition	001-440-237		16180.53
					Department 440 - CITY HALL Total:	**20212.12**
Department: 571 - PARKING						
GALLS, LLC	035626023	08/10/2026	PK Uniform Belt	001-571-345		26.35
GALLS, LLC	035632900	08/10/2026	PK Hat	001-571-345		40.35

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
10-42 TACTICAL LLC	8108	08/10/2026	Moore Cargo Pants X 3	001-571-345		403.52
VITAL SIGNS PLUS, INC.	11835	08/20/2026	PD Braille Room # & Name plate holder &PK Decal	001-571-341		70.00
					Department 571 - PARKING Total:	**540.22**
Department: 700 - POLICE DEPARTMENT						
SHEETZ	INV0002009	08/03/2026	Car#27 Fuel 7/31	001-700-343		60.11
SHEETZ	INV0002010	08/03/2026	Car#29 Fuel 8/01	001-700-343		42.46
7-ELEVEN	INV0002011	08/03/2026	Car#29 Fuel 8/01	001-700-343		40.33
SHEETZ	INV0002012	08/03/2026	Car#18 Fuel 8/02	001-700-343		22.00
SHEETZ	INV0002013	08/03/2026	Car#16 Fuel 7/31	001-700-343		56.44
7-ELEVEN	INV0002015	08/03/2026	Car#17 Fuel 7/31	001-700-343		44.00
7-ELEVEN	INV0002016	08/03/2026	Car#17 Fuel 8/01	001-700-343		39.00
7-ELEVEN	INV0002017	08/03/2026	Car#14 Fuel 8/02	001-700-343		50.00
SHEETZ	INV0002018	08/03/2026	Car#26 Fuel 8/02	001-700-343		51.95
SHEETZ	INV0002019	08/03/2026	Car#26 Fuel 7/31	001-700-343		37.47
Delta Airlines	INV0002531	08/03/2026	Baggage Fee for Flight to Calea Conference	001-700-214		45.00
TRANSUNION	6707023-202607-1	08/04/2026	July 26 Investigation Subscription	001-700-222		110.00
SHEETZ	INV0002051	08/04/2026	Car#18 Fuel 8/03	001-700-343		40.00
SHEETZ	INV0002052	08/04/2026	Car#25 Fuel 8/03	001-700-343		50.73
7-ELEVEN	INV0002053	08/04/2026	Car#14 Fuel 8/04	001-700-343		67.00
EZ PASS	INV0002532	08/04/2026	Car#13 & Car#18 Travel	001-700-214		35.36
PATTON BUILDING SERVICES I	137927	08/05/2026	July 26 PD Cleaning Services	001-700-230		933.50
CREAMERS AUTO SERVICE CEI	151706	08/05/2026	Car#18 Oil Service	001-700-343		91.82
CREAMERS AUTO SERVICE CEI	151861	08/05/2026	Car#26 Oil Service	001-700-343		91.82
SHEETZ	INV0002056	08/05/2026	Car#18 Fuel 8/04	001-700-343		33.00
TOWN MART CITGO	INV0002057	08/05/2026	Car#12 Fuel 8/03	001-700-343		79.56
BP	INV0002058	08/05/2026	Car#7 Fuel 8/04	001-700-343		74.90
CALEA	INV0002533	08/05/2026	CALEA Award Plaques	001-700-341		326.33
EXXON MOBILE	INV0002103	08/06/2026	Car#27 Fuel 8/5	001-700-343		59.03
SHEETZ	INV0002106	08/06/2026	Car#25 Fuel 8/5	001-700-343		61.45
SHEETZ	INV0002107	08/06/2026	Car#17 Fuel 8/5	001-700-343		51.00
7-ELEVEN	INV0002108	08/06/2026	Car#14 Fuel 8/5	001-700-343		77.00
BP	INV0002111	08/06/2026	Car#11 Fuel 8/5	001-700-343		56.56
AMAZON	INV0002534	08/06/2026	Toner for PD Printer	001-700-341		335.95
ENVIRO-TECH PEST SERVICES	494612	08/07/2026	Aug 26 PD Pest Service	001-700-230		91.49
CHARLES TOWN UTILITY BOAF	INV0002082	08/07/2026	July 26 PD Water Service	001-700-213		194.41
LIBERTY GET N GO	INV0002104	08/07/2026	Car#29 Fuel 8/5	001-700-343		32.77
SHEETZ	INV0002105	08/07/2026	Car#10 Fuel 8/6	001-700-343		64.81
TOWN MART CITGO	INV0002109	08/07/2026	Car#12 Fuel 8/4	001-700-343		79.12
BP	INV0002110	08/07/2026	Car#3 Fuel 8/5	001-700-343		42.11
TOWN MART CITGO	INV0002535	08/07/2026	Car#19 Fuel 8/5	001-700-343		84.25
7-ELEVEN	INV0002536	08/07/2026	Car # 24 Fuel 08/06	001-700-343		36.00
AMAZON	INV0002537	08/07/2026	Command Strips, Labels& Toner	001-700-341		542.59
AUTOZONE, INC.	01114452466	08/10/2026	Window Vinyl Scrapers X 2	001-700-341		17.26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CREAMERS AUTO SERVICE CEI	151896	08/10/2026	Car#19 Oil Service	001-700-343	115.97
ALL TRAFFIC SOLUTIONS INC	I831210	08/10/2026	FY27 Traffic Suite App	001-700-353	1500.00
EXXON MOBILE	INV0002132	08/10/2026	Car#27 Fuel 8/8	001-700-343	58.93
SHEETZ	INV0002133	08/10/2026	Car#29 Fuel 8/7	001-700-343	38.00
SHEETZ	INV0002134	08/10/2026	Car#29 Fuel 8/8	001-700-343	52.57
SHEETZ	INV0002135	08/10/2026	Car#18 Fuel 8/09	001-700-343	71.00
SHEETZ	INV0002136	08/10/2026	Car#25 Fuel 8/09	001-700-343	63.11
SHEETZ	INV0002137	08/10/2026	Car#17 Fuel 8/7	001-700-343	42.01
7-ELEVEN	INV0002138	08/10/2026	Car#17 Fuel 8/8	001-700-343	41.01
TOWN MART CITGO	INV0002139	08/10/2026	Car#12 Fuel 8/6	001-700-343	70.00
BP	INV0002140	08/10/2026	Car#3 Fuel 8/7	001-700-343	58.50
ROYAL FARMS	INV0002141	08/10/2026	Car#26 Fuel 8/7	001-700-343	50.24
LIBERTY GET N GO	INV0002142	08/10/2026	Car#26 Fuel 8/8	001-700-343	39.80
BP	INV0002143	08/10/2026	Car#11 Fuel 8/7	001-700-343	24.24
AMAZON	INV0002538	08/10/2026	Battery Jump Start X 2	001-700-217	449.90
10-42 TACTICAL LLC	8116	08/11/2026	Kutcher & Desarno Name tape	001-700-345	52.55
SHEETZ	INV0002161	08/11/2026	Car#18 Fuel 8/10	001-700-343	32.00
SHEETZ	INV0002162	08/11/2026	Car#16 Fuel 8/10	001-700-343	82.10
SHEETZ	INV0002164	08/11/2026	Car#14 Fuel 8/10	001-700-343	73.50
MARTINS FUEL	INV0002165	08/11/2026	Car#15 Fuel 8/10	001-700-343	59.40
SHEETZ	INV0002391	08/11/2026	Car#1 Fuel 8/10	001-700-343	85.61
BP	INV0002241	08/12/2026	Car#7 Fuel 8/11	001-700-343	80.03
SHEETZ	INV0002251	08/12/2026	Car#25 Fuel 8/11	001-700-343	58.26
SHEETZ	INV0002273	08/12/2026	Car#18 Fuel 8/11	001-700-343	31.00
WALMART INC	INV0002539	08/12/2026	Camera Return X 1	001-700-341	-97.00
WALMART INC	INV0002539	08/12/2026	Video Camera & SD Cards X 4	001-700-341	141.98
SHEETZ	INV0002231	08/13/2026	Car#29 Fuel 8/12	001-700-343	43.15
LIBERTY GET N GO	INV0002232	08/13/2026	Car#4 Fuel 8/11	001-700-343	78.01
SHEETZ	INV0002233	08/13/2026	Car#18 Fuel 8/12	001-700-343	37.00
7-ELEVEN	INV0002236	08/13/2026	Car#14 Fuel 8/12	001-700-343	48.00
TOWN MART CITGO	INV0002238	08/13/2026	Car#12 Fuel 8/11	001-700-343	71.99
TIMOTHY R. CROSS	INV0002540	08/13/2026	Car#6 Detailing	001-700-217	180.00
SHEETZ	INV0002230	08/14/2026	Car#27 Fuel 8/13	001-700-343	49.99
7-ELEVEN	INV0002234	08/14/2026	Car#17 Fuel 8/12	001-700-343	47.00
SHEETZ	INV0002235	08/14/2026	Car#17 Fuel 8/13	001-700-343	38.77
ROYAL FARMS	INV0002237	08/14/2026	Car#14 Fuel 8/11	001-700-343	75.00
BP	INV0002239	08/14/2026	Car#3 Fuel 8/13	001-700-343	43.07
SHEETZ	INV0002240	08/14/2026	Car#26 Fuel 8/13	001-700-343	47.60
SHEETZ	INV0002242	08/14/2026	Car#7 Fuel 8/13	001-700-343	65.18
BP	INV0002243	08/17/2026	Car#3 Fuel 8/16	001-700-343	72.58
SHEETZ	INV0002244	08/17/2026	Car#18 Fuel 8/16	001-700-343	42.00
LIBERTY GET N GO	INV0002245	08/17/2026	Car#29 Fuel 8/14	001-700-343	43.28
7-ELEVEN	INV0002246	08/17/2026	Car#29 Fuel 8/16	001-700-343	50.77
SHEETZ	INV0002247	08/17/2026	Car#16 Fuel 8/15	001-700-343	68.42

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SHEETZ	INV0002248	08/17/2026	Car#	001-700-343	49.38
SHEETZ	INV0002249	08/17/2026	Car#10 Fuel 8/14	001-700-343	55.58
LIBERTY GET N GO	INV0002250	08/17/2026	Car#25 Fuel 8/13	001-700-343	59.30
SHEETZ	INV0002252	08/17/2026	Car#17 Fuel 8/14	001-700-343	44.01
SHEETZ	INV0002253	08/17/2026	Car#17 Fuel 8/15	001-700-343	44.02
7-ELEVEN	INV0002254	08/17/2026	Car#14 Fuel 8/16	001-700-343	61.00
BP	INV0002255	08/17/2026	Car#3 Fuel 8/15	001-700-343	64.76
7-ELEVEN	INV0002256	08/17/2026	Car#26 Fuel 8/15	001-700-343	40.87
7-ELEVEN	INV0002257	08/17/2026	Car#26 Fuel 8/16	001-700-343	43.59
MARTINS FUEL	INV0002258	08/17/2026	Car#15 Fuel 8/14	001-700-343	40.90
BP	INV0002259	08/17/2026	Car#11 Fuel 8/14	001-700-343	77.17
TEAM ONE	26745	08/18/2026	Ciampa/Newlin Pistol/Riffle Training	001-700-221	995.00
SHEETZ	INV0002261	08/18/2026	Car#21 Fuel 8/17	001-700-343	20.35
EXXON MOBILE	INV0002262	08/18/2026	Car#21 Fuel 8/17	001-700-343	55.90
TOWN MART CITGO	INV0002263	08/18/2026	Car#12 Fuel 8/15	001-700-343	61.78
SHEETZ	INV0002264	08/18/2026	Car#18 Fuel 8/17	001-700-343	29.00
AMAZON	INV0002541	08/18/2026	Power Charger Blocks for Battery Jump Start	001-700-217	22.99
SHEETZ	INV0002267	08/19/2026	Car#21 Fuel 8/18	001-700-343	19.07
LOVES#537	INV0002268	08/19/2026	Car#21 Fuel 8/18	001-700-343	53.23
SHEETZ	INV0002269	08/19/2026	Car#25 Fuel 8/18	001-700-343	55.42
SHEETZ	INV0002270	08/19/2026	Car#14 Fuel 8/18	001-700-343	69.00
7-ELEVEN	INV0002271	08/19/2026	Car#7 Fuel 8/18	001-700-343	69.57
MARTINS FUEL	INV0002392	08/19/2026	Car#1 Fuel 8/18	001-700-343	82.27
VITAL SIGNS PLUS, INC.	11835	08/20/2026	PD Braille Room # & Name plate holder &PK Decal	001-700-341	301.50
CREAMERS AUTO SERVICE CEI	152022	08/20/2026	Car#3 oil Service, WV Inspection & Mount 4 Tires	001-700-217	18.67
CREAMERS AUTO SERVICE CEI	152022	08/20/2026	Car#3 oil Service, WV Inspection & Mount 4 Tires	001-700-343	271.37
CREAMERS AUTO SERVICE CEI	152083	08/20/2026	Car#1 Oil Service	001-700-343	115.58
CREAMERS AUTO SERVICE CEI	152085	08/20/2026	Car#11 Oil Service	001-700-343	91.82
CREAMERS AUTO SERVICE CEI	152110	08/20/2026	Car#21 Oil Service7 WV Inspection	001-700-217	18.67
CREAMERS AUTO SERVICE CEI	152110	08/20/2026	Car#21 Oil Service7 WV Inspection	001-700-343	91.82
MUTH RAYMOND	2345	08/20/2026	Car#11 Repair Ignition Wire to Radio, Light Check	001-700-217	402.50
10-42 TACTICAL LLC	8134	08/20/2026	S Smith & L Silva Pants	001-700-345	212.18
10-42 TACTICAL LLC	8141	08/20/2026	Francisco PantsX2, Shoes & Belt	001-700-345	290.35
SHEETZ	INV0002272	08/20/2026	Car#27 Fuel 8/19	001-700-343	55.34
SHEETZ	INV0002274	08/20/2026	Car#18 Fuel 8/19	001-700-343	62.00
SHEETZ	INV0002275	08/20/2026	Car#17 Fuel 8/19	001-700-343	38.00
SHEETZ	INV0002276	08/20/2026	Car#14 Fuel 8/19	001-700-343	65.00
TOWN MART CITGO	INV0002277	08/20/2026	Car#12 Fuel 8/18	001-700-343	70.79
HOLIDAY INN EXPRESS & SUIT	INV0002543	08/20/2026	Francisco Hotel 8/17 Travel to Academy	001-700-214	107.00
LIBERTY GET N GO	INV0002279	08/21/2026	Car#4 Fuel 8/19	001-700-343	80.20
SHEETZ	INV0002280	08/21/2026	Car#26 Fuel 8/20	001-700-343	47.48
PILOT	INV0002393	08/21/2026	Car#1 Fuel 8/20	001-700-343	74.66
SHEETZ	INV0002281	08/24/2026	Car#27 Fuel 8/21	001-700-343	61.21
LIBERTY GET N GO	INV0002282	08/24/2026	Car#29 Fuel 8/22	001-700-343	49.02

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SHEETZ	INV0002283	08/24/2026	Car#29 Fuel 8/22	001-700-343	32.16
SHEETZ	INV0002284	08/24/2026	Car#18 Fuel 8/23	001-700-343	42.00
SHEETZ	INV0002285	08/24/2026	Car#21 Fuel 8/21	001-700-343	38.47
SHEETZ	INV0002286	08/24/2026	Car#21 Fuel 8/23	001-700-343	35.85
EXXON MOBILE	INV0002287	08/24/2026	Car#21 Fuel 8/23	001-700-343	52.58
LIBERTY GET N GO	INV0002288	08/24/2026	Car#25 Fuel 8/20	001-700-343	33.54
SHEETZ	INV0002289	08/24/2026	Car#17 Fuel 8/22	001-700-343	41.81
7-ELEVEN	INV0002290	08/24/2026	Car#17 Fuel 8/21	001-700-343	43.00
7-ELEVEN	INV0002291	08/24/2026	Car#14 Fuel 8/22	001-700-343	76.01
TOWN MART CITGO	INV0002292	08/24/2026	Car#3 Fuel 8/20	001-700-343	26.56
7-ELEVEN	INV0002293	08/24/2026	Car#26 Fuel 8/22	001-700-343	48.72
MARTINS FUEL	INV0002294	08/24/2026	Car#15 Fuel 8/21	001-700-343	52.10
7-ELEVEN	INV0002295	08/24/2026	Car#7 Fuel 8/21	001-700-343	79.40
TOWN MART CITGO	INV0002296	08/24/2026	Car#11 Fuel 8/21	001-700-343	67.67
PILOT	INV0002394	08/24/2026	Car#1 Fuel 8/21	001-700-343	35.40
EMBASSY SUITES INC	INV0002395	08/24/2026	Academy Graduation Htl Night 8/20-21	001-700-214	115.00
TIMOTHY R. CROSS	0014	08/25/2026	Car#1 Detailing	001-700-217	180.00
DONALD B RICE TIRE CO INC	14144158	08/25/2026	Car#3 4 New Tires	001-700-343	728.00
SHENTEL BUSINESS	INV0002278	08/25/2026	Sept26 CH & PD Internet Service	001-700-213	950.00
SHEETZ	INV0002298	08/25/2026	Car#18 Fuel 8/24	001-700-343	44.00
SHEETZ	INV0002299	08/25/2026	Car#14 Fuel 8/24	001-700-343	70.01
STATION SQUARE	INV0002396	08/25/2026	Graduation Hotel Parking 8/20-21	001-700-214	16.00
BP	INV0002301	08/26/2026	Car#4 Fuel 8/25	001-700-343	76.94
SHEETZ	INV0002302	08/26/2026	Car#18 Fuel 8/26	001-700-343	36.00
SHEETZ	INV0002303	08/26/2026	Car#16 Fuel 8/25	001-700-343	78.06
LIBERTY GET N GO	INV0002304	08/26/2026	Car#25 Fuel 8/24	001-700-343	57.64
SHEETZ	INV0002305	08/26/2026	Car#14 Fuel 8/25	001-700-343	65.00
TOWN MART CITGO	INV0002306	08/26/2026	Car#12 Fuel 08/24	001-700-343	85.53
pearsonplus.com	INV0002397	08/26/2026	Book Supervision of Police Personnel	001-700-341	94.98
pearsonplus.com	INV0002398	08/26/2026	Book Org Behavior & Mgmt in Law Enforcement	001-700-341	94.98
pearsonplus.com	INV0002399	08/26/2026	Book Police Administration	001-700-341	94.98
pearsonplus.com	INV0002400	08/26/2026	Book Law Enforcement in the 21st Century	001-700-341	94.98
HOLIDAY INN EXPRESS & SUIT	INV0002545	08/26/2026	Francisco Hotel 8-23 travel to Academy	001-700-214	107.00
SHEETZ	INV0002323	08/27/2026	Car#17 Fuel 8/26	001-700-343	34.10
SHEETZ	INV0002381	08/27/2026	Car#18 Fuel 08/26	001-700-343	38.00
SHEETZ	INV0002401	08/27/2026	Car#1 Fuel 8/26	001-700-343	90.27
LIBERTY GET N GO	INV0002424	08/27/2026	Sweeper Fuel 8/25	001-700-343	100.89
7-ELEVEN	INV0002319	08/28/2026	Car# Fuel /	001-700-343	69.22
LIBERTY GET N GO	INV0002321	08/28/2026	Car#25 Fuel 8/26	001-700-343	61.38
SHEETZ	INV0002322	08/28/2026	Car#25 Fuel 8/27	001-700-343	59.06
7-ELEVEN	INV0002324	08/28/2026	Car#14 Fuel 8/27	001-700-343	85.00
TOWN MART CITGO	INV0002325	08/28/2026	Car#12 Fuel 8/25	001-700-343	75.98
BFS	INV0002326	08/28/2026	Car#12 Fuel 8/27	001-700-343	68.86
BP	INV0002327	08/28/2026	Car#3 Fuel 8/26	001-700-343	76.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
7-ELEVEN	INV0002328	08/28/2026	Car#26 Fuel 8/27	001-700-343		46.42
SHEETZ	INV0002329	08/28/2026	Car#7 Fuel 8/27	001-700-343		83.31
7-ELEVEN	INV0002546	08/28/2026	Car#24 Fue 08/27	001-700-343		56.51
AMAZON	INV0002547	08/28/2026	Latex Gloves & Batteries	001-700-341		109.47
AMAZON	INV0002548	08/28/2026	Cleaning Wipes X 6	001-700-341		73.10
BP	INV0002376	08/31/2026	Car#4 Fuel 08/30	001-700-343		74.35
7-ELEVEN	INV0002377	08/31/2026	Car#29 Fuel 8/29	001-700-343		35.43
LIBERTY GET N GO	INV0002378	08/31/2026	Car#29 Fuel 8/28	001-700-343		63.16
SHEETZ	INV0002379	08/31/2026	Car#18 Fuel 8/29	001-700-343		57.00
SHEETZ	INV0002380	08/31/2026	Car#18 Fuel 8/30	001-700-343		35.00
SHEETZ	INV0002382	08/31/2026	Car#21 Fuel 08/30	001-700-343		36.07
LOVES#537	INV0002383	08/31/2026	Car#21 Fuel 08/28	001-700-343		55.18
SHEETZ	INV0002384	08/31/2026	Car#21 Fuel 8/30	001-700-343		16.74
SHEETZ	INV0002385	08/31/2026	Car#17 Fuel 8/28	001-700-343		49.00
7-ELEVEN	INV0002387	08/31/2026	Car#15 Fuel 8/29	001-700-343		72.00
BP	INV0002388	08/31/2026	Car#3 Fuel 8/29	001-700-343		82.94
TOWN MART CITGO	INV0002389	08/31/2026	Car#3 Fuel 08/36	001-700-343		22.11
TOWN MART CITGO	INV0002390	08/31/2026	Car#11 Fuel 8/28	001-700-343		76.00
					Department 700 - POLICE DEPARTMENT Total:	**18761.34**
Department: 704 - POLICE-SPECIAL DUTY						
AMAZON	INV0002542	08/20/2026	Jackets X 2 for Xng Guards	001-704-345		117.35
					Department 704 - POLICE-SPECIAL DUTY Total:	**117.35**
Department: 750 - STREETS & HIGHWAYS						
SHEETZ	INV0002014	08/03/2026	BI Jeep Fuel 7/31	001-750-343		54.44
LIBERTY GET N GO	INV0002428	08/03/2026	P23 Fuel 07/30	001-750-343		129.16
HOME DEPOT INC	INV0002449	08/03/2026	Concrete for Signs	001-750-341		6.47
APPLE VALLEY WASTE SERVICI	0007112607	08/04/2026	July 26 MD Trash Service	001-750-230		695.51
CARPER'S AUTO SERVICE	12877	08/04/2026	B26 WV Inspection	001-750-217		19.00
CARPER'S AUTO SERVICE	12878	08/04/2026	S26 WV Inspection	001-750-217		19.00
ZORO	INV0002430	08/04/2026	Street Paint Yellow Line on Liberty St	001-750-341		58.58
LIBERTY GET N GO	INV0002431	08/05/2026	Gas Can	001-750-343		20.81
LIBERTY GET N GO	INV0002440	08/05/2026	Gas Can 08/03	001-750-343		9.06
LIBERTY GET N GO	INV0002441	08/05/2026	Gas Can 8/03	001-750-343		13.40
COMCAST CORPORATION	INV0002037	08/06/2026	Aug 26 MD Internet Service	001-750-213		105.81
HOME DEPOT INC	INV0002432	08/06/2026	MD Measuring Wheel, Masonry Bits, Cable Tie	001-750-341		156.91
CHARLES TOWN UTILITY BOAF	INV0002082	08/07/2026	July 26 MD Water Service	001-750-213		71.57
LIBERTY GET N GO	INV0002442	08/07/2026	P12 Fuel 8/5	001-750-343		121.71
WALMART INC	INV0002443	08/07/2026	MD Coffee 8/06	001-750-341		26.94
LIBERTY GET N GO	INV0002450	08/10/2026	P25 Fuel 8/07	001-750-343		44.97
HOME DEPOT INC	INV0002451	08/10/2026	MD Paint Roller & Tray	001-750-341		11.47
CARPER'S AUTO SERVICE	12879	08/11/2026	P16 Window and Fuel Pump Repairs	001-750-217		1295.37
GENUINE PARTS COMPANY - I	980273	08/11/2026	Mudflap Holder for Dump Truck	001-750-216		36.12
SHEETZ	INV0002163	08/11/2026	BI Jeep Fuel 8/10	001-750-343		55.97

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
LIGHTBULBS.COM	INV0002439	08/11/2026	Light Bulbs 661 S George	001-750-341		67.29
SOUTHERN STATES INC	W383625	08/11/2026	Auto-cut for Weed Eater	001-750-216		11.49
SOUTHERN STATES INC	W384656	08/11/2026	Flower Fertilizer	001-750-341		21.48
7-ELEVEN	INV0002419	08/12/2026	P16 Fuel 8/10	001-750-343		117.28
SHEETZ	INV0002420	08/12/2026	Sweeper Fuel 8/10	001-750-343		79.32
SHEETZ	INV0002407	08/13/2026	CE Trax Fuel 8/12	001-750-343		39.86
LIBERTY GET N GO	INV0002437	08/13/2026	P23 Fuel 08/11	001-750-343		125.56
LIBERTY GET N GO	INV0002452	08/13/2026	M19 Fuel 8/11	001-750-343		42.12
7-ELEVEN	INV0002421	08/14/2026	Sweeper Fuel 8/13	001-750-343		95.33
LIBERTY GET N GO	INV0002453	08/14/2026	D23 Fuel 8/12	001-750-343		170.51
JEFFERSON PUBLISHING COMI	74429	08/17/2026	Aug 6 Ad Maintenance Crew I Job Opening	001-750-220		69.50
JEFFERSON PUBLISHING COMI	74430	08/17/2026	Aug 13 Ad Maintenance Crew I Job Opening	001-750-220		69.50
ENVIRO-TECH PEST SERVICES	495288	08/19/2026	Aug 26 CWHall Pest Service	001-750-215		125.19
ENVIRO-TECH PEST SERVICES	495289	08/19/2026	Aug 26 RH Pest Service	001-750-215		79.18
SHEETZ	INV0002265	08/19/2026	BI Jeep Fuel 8/18	001-750-343		56.91
VITAL SIGNS PLUS, INC.	11665	08/20/2026	Tornwworth& Candlewood & Hannahs Way Street Sign	001-750-341		255.00
SHEETZ	INV0002266	08/20/2026	CH Jeep Fuel 8/18	001-750-343		36.62
LIBERTY GET N GO	INV0002444	08/20/2026	P12 Fuel 8/18	001-750-343		101.30
SAVE-A-LOT	INV0002445	08/21/2026	MD Water X 2	001-750-341		18.98
ROCS	INV0002422	08/24/2026	P16 Fuel 8/20	001-750-343		105.76
HOME DEPOT INC	INV0002423	08/24/2026	New Faucet 661 S George	001-750-215		80.44
LIBERTY GET N GO	INV0002446	08/24/2026	Gas Can 8/20	001-750-343		8.63
LIBERTY GET N GO	INV0002454	08/24/2026	P26 Fuel 8/20	001-750-343		112.68
LIBERTY GET N GO	INV0002455	08/24/2026	M19 Fuel 8/21	001-750-343		36.25
HOME DEPOT INC	INV0002456	08/24/2026	Sink Line for 661 S George	001-750-215		12.90
WASTE MANAGEMENT INC	3474395-2413-8	08/27/2026	Sept26 MD Trash Service	001-750-230		334.93
ADVANCED AUTO PARTS PROI	7767623925466	08/28/2026	Diesel Exhaust Fluid	001-750-217		21.13
SHEETZ	INV0002320	08/31/2026	BI Jeep Fuel 8/28	001-750-343		49.76
LIBERTY GET N GO	INV0002425	08/31/2026	Sweeper Fuel 8/27	001-750-343		91.12
7-ELEVEN	INV0002426	08/31/2026	P17 Fuel 8/28	001-750-343		99.08
BACKGROUNDCHECKS.COM	INV0002465	08/31/2026	Maintenance Crew Position Check	001-750-223		44.99
					Department 750 - STREETS & HIGHWAYS Total:	**5532.36**
Department: 903 - FAIR ASSOC/FESTIVAL						
AMAZON	INV0002572	08/27/2026	Car Show White Plastic Goodie Bags	001-903-341		-22.46
AMAZON	INV0002572	08/27/2026	Car Show Tattoos Refund	001-903-341		-8.55
AMAZON	INV0002572	08/27/2026	Car Show Cups & Tattoos&Regist Forms	001-903-341		76.01
AMAZON	INV0002573	08/28/2026	Car Show Card Refund for Card Stock	001-903-341		-13.90
AMAZON	INV0002573	08/28/2026	Car Show Card Stock & Craft Sticks	001-903-341		20.10
HOME DEPOT INC	INV0002448	08/31/2026	Car Show Water X 8	001-903-341		71.84
AMAZON	INV0002574	08/31/2026	Car Show Card Stock	001-903-341		13.77
AMAZON	INV0002575	08/31/2026	Car Show Plastic Goodie Bags& Tattoos	001-903-341		30.72
					Department 903 - FAIR ASSOC/FESTIVAL Total:	**167.53**
					Fund 001 - GENERAL FUND Total:	**54037.00**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Fund: 200 - CAPITAL RESERVE						
Department: 975 - GENERAL GOVERNMENT						
WB MASON CO INC.	264009155	08/27/2026	New Desks CH Front Office	200-975-459		3205.32
					Department 975 - GENERAL GOVERNMENT Total:	**3205.32**
Department: 976 - PUBLIC SAFETY						
MUTH RAYMOND	2327	08/20/2026	Car#20, 22 & 23 Uplift	200-976-459		22585.72
MUTH RAYMOND	2328	08/20/2026	Car#20,22&23 Equipment- Led Light Bar	200-976-459		1700.01
					Department 976 - PUBLIC SAFETY Total:	**24285.73**
Department: 979 - CULTURE & RECREATION						
MOSCA DESIGN	46921	08/12/2026	Mainstreet Xmas Light Replacement	200-979-458		12256.02
					Department 979 - CULTURE & RECREATION Total:	**12256.02**
					Fund 200 - CAPITAL RESERVE Total:	**39747.07**
Fund: 207 - PARKS & REC						
Department: 900 - PARKS & REC						
WEBSTAURANT	INV0002429	08/03/2026	Baking Soda for JMP Pool	207-900-216		110.50
WALMART INC	INV0002489	08/03/2026	JMP Concession Magic Erasers	207-900-341		12.94
APPLE VALLEY WASTE SERVICI	0007112607	08/04/2026	July 06 JMP Trash Service	207-900-230		553.14
DOGWASTEDEPOT.COM	827582	08/05/2026	Dog Waste Bags	207-900-341		359.08
BACKGROUNDCHECKS.COM	INV0002490	08/05/2026	R Colvin Lifeguard Background Check	207-900-230		29.99
WALMART INC	INV0002491	08/05/2026	Rechargeable Batteries for Radios	207-900-341		68.63
7-ELEVEN	INV0002492	08/06/2026	P&R Jeep Fuel 8/05	207-900-343		48.27
CHARLES TOWN UTILITY BOAF	INV0002082	08/07/2026	July 26 Water Service JMP Pool	207-900-213		415.47
CHARLES TOWN UTILITY BOAF	INV0002082	08/07/2026	July 26 Water Service ER Bathroom	207-900-213		56.16
POOL GEEK	INV0002433	08/07/2026	JMP Pool Testing Drops	207-900-216		23.52
HOME DEPOT INC	INV0002434	08/07/2026	P&R Screws for Concession Stand	207-900-341		1.57
Reibii.com	INV0002435	08/07/2026	Racks for JMP Pool	207-900-341		697.84
WALMART INC	INV0002493	08/07/2026	Rust Cleaning Equipment	207-900-341		9.44
Earth Grounds Landscaping	3252	08/11/2026	JMP Pool & Veteran Memorial & Signs Landscaping	207-900-230		4160.50
NATIONAL RECREATION & PAI	INV0002495	08/11/2026	26 NRPA Conference Fees Bailey	207-900-221		855.00
WALMART INC	INV0002496	08/11/2026	Food & Drinks restock for JMP Concessions	207-900-342		70.08
ENVIRO-TECH PEST SERVICES	494991	08/12/2026	Aug 26 JMP Pool Pest Service	207-900-230		54.57
WALMART INC	INV0002497	08/14/2026	Drink Restock JMP Concession	207-900-342		27.88
ALL AMERICAN PAVING LLC	1 4-2144	08/17/2026	JMP Walking Path Repair	207-900-215		825.00
WEBSTAURANT	INV0002438	08/17/2026	Baking Soda for JMP Pool	207-900-216		110.55
VITAL SIGNS PLUS, INC.	11725	08/20/2026	JMP Pool Signage	207-900-341		333.00
AC &T CO., INC	55890Q	08/26/2026	Aug 26 Willingham Knolls PT Service	207-900-230		115.00
AC &T CO., INC	55891Q	08/26/2026	Aug 26 Skate Park PT Service	207-900-230		178.00
COMCAST CORPORATION	INV0002297	08/26/2026	Aug 26 JMP Pool Internet Service	207-900-213		183.81
AC &T CO., INC	10072ET	08/31/2026	Aug 26 JMP PT Service	207-900-230		248.50
CVS	INV0002427	08/31/2026	Batteries for Skate Park Cameras	207-900-341		40.58

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
WALMART INC	INV0002498	08/31/2026	Tennis Balls for Fall Junior Tennis	207-900-341		111.92
					Department 900 - PARKS & REC Total:	**9700.94**
					Fund 207 - PARKS & REC Total:	**9700.94**
					Grand Total:	**103485.01**

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	54037.00
200 - CAPITAL RESERVE	39747.07
207 - PARKS & REC	9700.94
Grand Total:	**103485.01**

Account Summary

Account	Account Name	Payment Amount
001-114-020	DUE FROM WATER DEPT	95.76
001-402-222	ECONOMIC DEV - DUES & SUBSCRIP	121.34
001-402-341	ECONOMIC DEV - DEPT. SUPPLIES	1400.87
001-409-214	MO - Travel Expense	596.00
001-410-214	CITY CO Travel Expense	1813.10
001-412-222	CMO Dues & Subscriptions	39.20
001-412-341	CMO Departmental Supplies	21.89
001-415-341	CLERK Departmental Supplies	31.14
001-417-214	ATTORNEY TRAVEL	548.46
001-417-222	ATTORNEY DUES & SUBSCRIPTIONS	444.19
001-425-218	ENFORCEMENT AG - POSTAGE	45.24
001-425-221	ENFORCEMENT AG - TRAINING & ED	350.00
001-425-341	ENFORCEMENT AG - DEPT. SUPPLIE	1068.19
001-436-221	BI Training & Education	350.00
001-436-223	BI PROFESSIONAL SERVICES	125.00
001-436-341	BI Departmental Supplies	1068.19
001-437-222	P&Z Dues & Subscriptions	180.00
001-437-341	P&Z Departmental Supplies	407.51
001-440-213	CH Utilities	1291.25
001-440-222	CH Dues & Subscriptions	67.41
001-440-223	CH Professional Services	54.98
001-440-230	CH Contracted Services	1135.54
001-440-237	CH OTHER FEES / TAXES	16180.53
001-440-341	CH Departmental Supplies	1482.41
001-571-341	PARKING Departmental Supplies	70.00
001-571-345	PARKING Uniforms	470.22
001-700-213	PD UTILITIES	1144.41
001-700-214	PD TRAVEL EXPENSE	425.36
001-700-217	PD R&M AUTO	1272.73
001-700-221	PD TRAINING & EDUCATION	995.00
001-700-222	PD DUES AND SUBSCRIPTIONS	110.00
001-700-230	PD CONTRACTED SERVICES	1024.99
001-700-341	PD DEPARTMENTAL SUPPLIES	2131.10

Account Summary

Account	Account Name	Payment Amount
001-700-343	PD AUTO SUPPLIES (GAS OIL TIRE	9602.67
001-700-345	PD UNIFORMS	555.08
001-700-353	PD COMPUTER SOFTWARE/TECH	1500.00
001-704-345	POL SPEC DUTY UNIFORMS	117.35
001-750-213	STREETS UTILITIES	177.38
001-750-215	STREETS R&M BLDG AND GROUNDS	297.71
001-750-216	STREETS R&M EQUIPMENT	47.61
001-750-217	STREETS R&M AUTO	1354.50
001-750-220	STREETS ADVERTISING	139.00
001-750-223	STREETS PROFESSIONAL SVCS	44.99
001-750-230	STREETS CONTRACTED SERVICES	1030.44
001-750-341	STREETS DEPARTMENT SUPPLIES	623.12
001-750-343	STREETS AUTO SUPPLIES GAS OIL	1817.61
001-903-341	FAIR/FESTIVAL Department Suppy	167.53
200-975-459	Gen Gov Capital Outlay-Technol	3205.32
200-976-459	Pub Safety Cap Outlay Vehicles	24285.73
200-979-458	Culture & Rec Cap Outlay Impro	12256.02
207-900-213	UTILITIES	655.44
207-900-215	R & M - BUILDINGS & GROUNDS	825.00
207-900-216	REPAIR & MAIN. EQUIP	244.57
207-900-221	TRAINING	855.00
207-900-230	CONTRACTED SERVICES	5339.70
207-900-341	DEPARTMENTAL SUPPLIES	1635.00
207-900-342	POOL CONCESSIONS	97.96
207-900-343	P&R AUTO SUPPLIES (GAS, OIL & TIRES)	48.27
	Grand Total:	**103485.01**

Project Account Summary

Project Account K	ıyment Amount
None	103485.01
Grand Total:	**103485.01**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Expense Approval Report

Charles Town, WV

By Fund

Post Dates 9/4/2026 - 9/18/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Fund: 001 - GENERAL FUND						
WV STATE TREASURER'S OFFI	INV0002462	09/08/2026	Aug 26 Municipal Court Fees	001-201-050		4,150.49
US BANK	INV0002386	09/09/2026	Aug 26 AP PCard Payment	001-201-110		77,862.92
US BANK	INV0002475	09/09/2026	Aug 26 Fleet Pcard Payment	001-201-110		7,612.31
POTOMAC EDISON COMPANY	INV0002521	09/10/2026	Monthly PD & CTUB Electricity	001-114-020		1,724.18
US BANK	INV0002576	09/15/2026	Aug 26 CH& PD PCard Payment	001-201-110		20,193.50
SUN LIFE	INV0002603	09/16/2026	Oct 26 Employee Dental Insurance Contributions	001-225-010		264.89
UNITED WAY OF THE EASTERN	INV0002605	09/16/2026	Aug 26 Teen Court Fees	001-201-070		380.82
PEIA	INV0002568	09/17/2026	Sept 26 Employee PEIA Insurance Contribution	001-225-000		4,793.72
PEIA	INV0002569	09/17/2026	Sept 26 Employee RHBT BILLING	001-225-000		238.95
						117,221.78
Department: 402 - ECONOMIC DEVELOPMENT						
Ryan Baker	INV0002313-R	09/04/2026	Walks About Nothing Anniversary Event	001-402-223		-200.00
SUN LIFE	INV0002603	09/16/2026	Oct 26 ED Dental Insurance Contribution	001-402-105		94.91
PEIA	INV0002568	09/17/2026	Sept 26 ED PEIA Insurance Contribution	001-402-105		687.08
PEIA	INV0002569	09/17/2026	Sept 26 ED RHBT BILLING	001-402-111		50.15
					Department 402 - ECONOMIC DEVELOPMENT Total:	**632.14**
Department: 412 - CITY MANAGER'S OFFICE						
SUN LIFE	INV0002603	09/16/2026	Oct 26 CMO Dental Insurance Contribution	001-412-105		210.94
PEIA	INV0002568	09/17/2026	Sept 26 CMO PEIA Insurance Contribution	001-412-105		-1,564.00
PEIA	INV0002569	09/17/2026	Sept 26 CMO RHBT Contribution	001-412-111		-50.15
					Department 412 - CITY MANAGER'S OFFICE Total:	**-1,403.21**
Department: 413 - TREASURER'S OFFICE						
HDL COMPANIES INC	08312026	09/16/2026	Aug 26 B&O Collection Service	001-413-230		3,036.47
SUN LIFE	INV0002603	09/16/2026	Oct 26 TR Dental Insurance Contribution	001-413-105		261.94
PEIA	INV0002568	09/17/2026	Sept 26 TR PEIA Insurance Contribution	001-413-105		1,376.14
PEIA	INV0002569	09/17/2026	Sept 26 TR RHBT Contribution	001-413-111		100.30
					Department 413 - TREASURER'S OFFICE Total:	**4,774.85**
Department: 415 - CITY CLERK'S OFFICE						
SUN LIFE	INV0002603	09/16/2026	Oct 26 CK Dental Insurance Contribution	001-415-105		124.86
PEIA	INV0002568	09/17/2026	Sept 26 CK PEIA Insurance Contribution	001-415-105		1,523.48
PEIA	INV0002569	09/17/2026	Sept 26 CK RHBT BILLING	001-415-111		50.15
					Department 415 - CITY CLERK'S OFFICE Total:	**1,698.49**
Department: 417 - CITY ATTORNEY						
SUN LIFE	INV0002603	09/16/2026	Oct 26 CA Dental Insurance Contribution	001-417-105		122.73

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
PEIA	INV0002568	09/17/2026	Sept 26 CA PEIA Insurance Contribution	001-417-105		1.98
					Department 417 - CITY ATTORNEY Total:	**124.71**
Department: 425 - ENFORCEMENT AGENCY						
SOUTH CENTRAL PLANNING &	27T-248	09/16/2026	Aug26 Permitting Module/GIS Integration/Vacant Bui	001-425-230		250.00
SUN LIFE	INV0002603	09/16/2026	Oct 26 CE Dental Insurance Contribution	001-425-105		81.66
PEIA	INV0002568	09/17/2026	Sept 26 CE PEIA Insurance Contribution	001-425-105		687.08
PEIA	INV0002569	09/17/2026	Sept 26 CE RHBT BILLING	001-425-111		50.15
					Department 425 - ENFORCEMENT AGENCY Total:	**1,068.89**
Department: 436 - BUILDING INSPECTION						
SUN LIFE	INV0002603	09/16/2026	Oct 26 BI Dental Insurance Contribution	001-436-105		141.00
PEIA	INV0002568	09/17/2026	Sept 26 BI PEIA Insurance Contribution	001-436-105		1.98
					Department 436 - BUILDING INSPECTION Total:	**142.98**
Department: 437 - PLANNING & ZONING						
SOUTH CENTRAL PLANNING &	27T-248	09/16/2026	Aug26 Permitting Module/GIS Integration/Vacant Bui	001-437-353		730.00
KIMLEY-HORN AND ASSOCIAT	37001872	09/16/2026	Aug 26 Planning & Site Reviews	001-437-230		2,882.77
SUN LIFE	INV0002603	09/16/2026	Oct 26 PZ Dental Insurance Contribution	001-437-105		567.64
PEIA	INV0002568	09/17/2026	Sept 26 PZ PEIA Insurance Contribution	001-437-105		4,476.12
PEIA	INV0002569	09/17/2026	Sept 26 PZ RHBT BILLING	001-437-111		200.60
					Department 437 - PLANNING & ZONING Total:	**8,857.13**
Department: 440 - CITY HALL						
BOLYARD ENTERPRISES INC	101539	09/16/2026	9-3 CH Window Cleaning	001-440-230		1,070.00
MID-ATLANTIC FIRE SECURITY	22650	09/16/2026	FY27 CWH Extinguishers Insp/Replacmnt	001-440-215		70.00
MID-ATLANTIC FIRE SECURITY	22650	09/16/2026	FY27 CH Extinguishers Insp/Replacmnt	001-440-215		56.00
JOHNSON CONTROLS US HOL	42777899	09/16/2026	2nd Qrtr FY27 CWHall Alarm Service	001-440-230		398.17
KONICA MINOLTA BUSINESS S	820097285	09/16/2026	Sept 26 CH Monthly Webex Service	001-440-211		459.36
MILLENIUM INSURANCE GRO	COC 10.2026	09/16/2026	October 26 Insurance Broker Retainer	001-440-223		1,800.00
MILLENIUM INSURANCE GRO	COC POP Pla	09/16/2026	Premium Only Plan Document Section 125	001-440-223		200.00
FRONTIER COMMUNICATIONS	INV0002587	09/16/2026	Sept 26 RH Elevator Alarm Service	001-440-211		90.48
FRONTIER COMMUNICATIONS	INV0002588	09/16/2026	Sept 26 RH Fire Alarm 1&2 Service	001-440-211		249.98
FRONTIER COMMUNICATIONS	INV0002589	09/16/2026	Sept 26 CWHall Fire Alarm #2 Service	001-440-211		97.27
FRONTIER COMMUNICATIONS	INV0002590	09/16/2026	Sept 26 CWHall Alarm #1 Service	001-440-211		96.29
WEST VIRGINIA LABOR LAW P	INV0002606	09/16/2026	2027 State & Federal Labor Law Poster Set	001-440-341		377.00
ORACLE ELEVATOR HOLDCO I	O-12360	09/16/2026	FY27 Annual Inspection 108 N George Elevator	001-440-215		1,578.85
ORACLE ELEVATOR HOLDCO I	SIN407388	09/16/2026	FY 27 108 N George Elevator Maintenance Service	001-440-215		1,087.97
POTOMAC EDISON COMPANY	INV0002608	09/17/2026	Aug 26 CH AC electricity	001-440-213		67.94
POTOMAC EDISON COMPANY	INV0002608	09/17/2026	Aug 26 CH Upstairs #2	001-440-213		142.94
POTOMAC EDISON COMPANY	INV0002608	09/17/2026	Aug 26 CH Planning & Zoning	001-440-213		143.20
POTOMAC EDISON COMPANY	INV0002608	09/17/2026	Aug 26 Rouss Hall	001-440-213		201.33
POTOMAC EDISON COMPANY	INV0002608	09/17/2026	Aug 26 CH Upstairs #1	001-440-213		171.68
POTOMAC EDISON COMPANY	INV0002608	09/17/2026	Aug 26 CH Offices	001-440-213		229.73
					Department 440 - CITY HALL Total:	**8,588.19**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Department: 571 - PARKING						
SUN LIFE	INV0002603	09/16/2026	Oct 26 PK Dental Insurance Contribution	001-571-105		65.97
PEIA	INV0002568	09/17/2026	Sept 26 PK PEIA Insurance Contribution	001-571-105		687.08
PEIA	INV0002569	09/17/2026	Sept 26 PK RHBT BILLING	001-571-111		50.15
					Department 571 - PARKING Total:	**803.20**
Department: 700 - POLICE DEPARTMENT						
POTOMAC EDISON COMPANY	INV0002521	09/10/2026	Monthly PD & CTUB Electricity	001-700-213		3,500.61
THE JOURNAL,MARTINSBURG	004283021	09/16/2026	9/9 PD Classified Ad	001-700-220		619.00
BOLYARD ENTERPRISES INC	101541	09/16/2026	9/3 661S George Window Cleaning	001-700-230		1,870.00
MCKINNEY'S AUTO REPAIR &	111103	09/16/2026	Car#29 Oil Service	001-700-343		128.51
MID-ATLANTIC FIRE SECURITY	22650	09/16/2026	FY27 PD Extinguishers Insp/Replacmnt	001-700-215		35.00
KONICA MINOLTA BUSINESS S	820097285	09/16/2026	Sept 26 PD Monthly Webex Service	001-700-211		508.86
SUN LIFE	INV0002603	09/16/2026	Oct 26 PD Dental Insurance Contribution	001-700-105		1,875.17
TARGET SOLUTIONS LEARNIN(	INV151568	09/16/2026	FY27 Guardian Tracking Software	001-700-353		1,293.33
PEIA	INV0002568	09/17/2026	Sept 26 PD PEIA Insurance Contribution	001-700-105		14,868.70
PEIA	INV0002569	09/17/2026	Sept 26 PD RHBT BILLING	001-700-111		752.25
					Department 700 - POLICE DEPARTMENT Total:	**25,451.43**
Department: 750 - STREETS & HIGHWAYS						
BOLYARD ENTERPRISES INC	101540	09/16/2026	9-3 CWHall Window Cleaning	001-750-230		1,790.00
LYLE C TABB & SONS, INC.	2026 8 171	09/16/2026	Aug26 Box Rental	001-750-230		675.00
MID-ATLANTIC FIRE SECURITY	22650	09/16/2026	FY27 MD Extinguishers Insp/Replacmnt	001-750-215		331.00
SUN LIFE	INV0002603	09/16/2026	Oct 26 MD Dental Insurance Contribution	001-750-105		282.41
BOLAND TRANE SERVICES INC	SVC00221134	09/16/2026	7/27 PD HVAC Display Screen Installation	001-750-215		2,600.00
PEIA	INV0002568	09/17/2026	Sept 26 MD PEIA Insurance Contribution	001-750-105		2,139.72
PEIA	INV0002569	09/17/2026	Sept 26 MD RHBT BILLING	001-750-111		100.30
POTOMAC EDISON COMPANY	INV0002608	09/17/2026	June& July & Aug 26 MD Electricity (& Refund)	001-750-213		328.98
					Department 750 - STREETS & HIGHWAYS Total:	**8,247.41**
Department: 751 - STREET LIGHT UTILITIES						
POTOMAC EDISON COMPANY	INV0002418	09/04/2026	Aug 26 Crosswinds Electricity	001-751-213		183.06
POTOMAC EDISON COMPANY	INV0002474	09/08/2026	Aug 26 Depot District #3 Electricity	001-751-213		11.02
POTOMAC EDISON COMPANY	INV0002608	09/17/2026	Aug 26 Spruce Hill North Streets Electricity	001-751-213		683.45
POTOMAC EDISON COMPANY	INV0002608	09/17/2026	Aug 26 Traffic Signal N George	001-751-213		36.91
POTOMAC EDISON COMPANY	INV0002608	09/17/2026	Aug 26 Traffic Light Mildred Street	001-751-213		40.79
POTOMAC EDISON COMPANY	INV0002608	09/17/2026	Aug 26 Parking Lots Electricity	001-751-213		110.35
POTOMAC EDISON COMPANY	INV0002608	09/17/2026	Aug 26 Lawrence Street	001-751-213		149.51
POTOMAC EDISON COMPANY	INV0002608	09/17/2026	Aug 26 Samuel Street	001-751-213		156.59
POTOMAC EDISON COMPANY	INV0002608	09/17/2026	Aug 26 Decorative Lighting	001-751-213		170.04
POTOMAC EDISON COMPANY	INV0002608	09/17/2026	Aug 26 Charles Street	001-751-213		193.46
POTOMAC EDISON COMPANY	INV0002608	09/17/2026	Aug 26 Street Lights/Decorative Lighting	001-751-213		5,126.47
POTOMAC EDISON COMPANY	INV0002608	09/17/2026	Aug 26 Street Lights Charles Town Community	001-751-213		3,485.21
POTOMAC EDISON COMPANY	INV0002608	09/17/2026	Aug 26 N Charles Christmas Lights	001-751-213		17.31
					Department 751 - STREET LIGHT UTILITIES Total:	**10,364.17**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Department: 900 - PARKS & REC						
SUN LIFE	INV0002603	09/16/2026	Oct 26 P&R Dental Insurance Contribution	001-900-105		79.40
PEIA	INV0002568	09/17/2026	Sept 26 P&R PEIA Insurance Contribution	001-900-105		687.08
PEIA	INV0002569	09/17/2026	Sept 26 P&R RHBT BILLING	001-900-111		50.15
					Department 900 - PARKS & REC Total:	**816.63**
Department: 901 - VISITORS CENTER						
JEFFERSON COUNTY CONVEN	INV0002592	09/16/2026	Aug 26 Hotel-Motel Tax Collection	001-901-567		7,026.52
					Department 901 - VISITORS CENTER Total:	**7,026.52**
Department: 903 - FAIR ASSOC/FESTIVAL						
BOYS AND GIRLS CLUB OF JEFI	INV0002582	09/16/2026	Car Show Proceeds Boys & Girls Club of JC	001-903-568		2,000.00
					Department 903 - FAIR ASSOC/FESTIVAL Total:	**2,000.00**
					Fund 001 - GENERAL FUND Total:	**196,415.31**
					Grand Total:	**196,415.31**

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	196615.31
Grand Total:	**196615.31**

Account Summary

Account	Account Name	Payment Amount
001-114-020	DUE FROM WATER DEPT	1,724.18
001-201-050	State Court Fees Payable	4,150.49
001-201-070	TEEN COURT FEES PAYABLE	380.82
001-201-110	PCARD PAYABLE	105,668.73
001-225-000	Insurance Contributions Payabl	5,032.67
001-225-010	Dental & Vision Payable	264.89
001-402-105	ECONOMIC DEV - GROUP INSURANCE	781.99
001-402-111	ECONOMIC DEV - OPEB	50.15
001-402-223	ECO DEV - PROFESSIONAL SERVICE	0.00
001-412-105	CMO Group Insurance	-1,353.06
001-412-111	CMO OPEB	-50.15
001-413-105	TREAS Group Insurance	1,638.08
001-413-111	TREAS OPEB Other	100.30
001-413-230	TREAS Contracted Services	3,036.47
001-415-105	CLERK Group Insurance	1,648.34
001-415-111	CLERK OPEB	50.15
001-417-105	ATTORNEY INSURANCE	124.71
001-425-105	ENFORCEMENT AG - GROUP INSURAN	768.74
001-425-111	ENFORCEMENT AG - OPEB	50.15
001-425-230	EA Contracted Services	250.00
001-436-105	BI Group Insurance	142.98
001-437-105	P&Z Group Insurance	5,043.76
001-437-111	P&Z OPEB	200.60
001-437-230	P&Z Contracted Services	2,882.77
001-437-353	P&Z COMPUTER SOFTWARE	730.00
001-440-211	CH Telephone	993.38
001-440-213	CH Utilities	956.82
001-440-215	CH Maint Repairs Bldg & Ground	2,792.82
001-440-223	CH Professional Services	2,000.00
001-440-230	CH Contracted Services	1,468.17
001-440-341	CH Departmental Supplies	377.00
001-571-105	PARKING Group Insurance	753.05
001-571-111	PARKING OPEB	50.15
001-700-105	PD GROUP INSURANCE	16,743.87
001-700-111	PD OPEB	752.25

Account Summary

Account	Account Name	Payment Amount
001-700-211	PD TELEPHONE	508.86
001-700-213	PD UTILITIES	3,500.61
001-700-215	PD R&M BUILDING & GROUNDS	35.00
001-700-220	PD ADVERTISING & LEGAL PUBLICA	619.00
001-700-230	PD CONTRACTED SERVICES	1,870.00
001-700-343	PD AUTO SUPPLIES (GAS OIL TIRE	128.51
001-700-353	PD COMPUTER SOFTWARE/TECH	1,293.33
001-750-105	STREETS GROUP INSURANCE	2,422.13
001-750-111	STREETS OPEB	100.30
001-750-213	STREETS UTILITIES	328.98
001-750-215	STREETS R&M BLDG AND GROUNDS	2,931.00
001-750-230	STREETS CONTRACTED SERVICES	2,465.00
001-751-213	STREET LIGHT UTILITIES	10,364.17
001-900-105	P&R Group Insurance	766.48
001-900-111	P&R OPEB	50.15
001-901-567	VISITOR CTR CONTRIBUTIONS	7,026.52
001-903-568	FAIR/FEST CONTRIBUTIONS/TRANS	2,000.00
	Grand Total:	**196,615.31**

Project Account Summary

Project Account Ke	Payment Amount
None	196,615.31
Grand Total:	**196,615.31**

Authorization Signatures

. COUNCIL MEMBER

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Expense Approval Report

Charles Town, WV

By Fund

Post Dates 9/4/2026 - 9/18/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Fund: 207 - PARKS & REC						
Department: 900 - PARKS & REC						
POTOMAC EDISON COMPANY	INV0002473	09/08/2026	Aug 26 JMP Electricity	207-900-213		11.92
CBP ENTERPRISES	16896	09/16/2026	Aug 26 Evitts Run Mowing Services	207-900-230		1020.00
CBP ENTERPRISES	16897	09/16/2026	Aug 26 Happy Retreat Mowing Services	207-900-230		1340.00
CBP ENTERPRISES	16898	09/16/2026	Aug 26 Craig Hill Mowing Services	207-900-230		1000.00
CBP ENTERPRISES	16899	09/16/2026	Aug 26 JMP Mowing Services	207-900-230		1240.00
CBP ENTERPRISES	16900	09/16/2026	Aug 26 Willingham Knolls Mowing Services	207-900-230		1080.00
Torren Ehrin	INV0002632	09/16/2026	Ehrin Lifeguard Certification Reimbursement	207-900-221		165.00
Blakes Galles	INV0002633	09/16/2026	Galles Lifeguard Certification Reimbursement	207-900-221		363.00
Zane Lambert	INV0002634	09/16/2026	Lambert Lifeguard Certification Reimbursemen	207-900-221		363.00
Spencer LeFebvre	INV0002635	09/16/2026	LeFebvre Lifeguard Certification Reimbursemer	207-900-221		185.00
Kayla McCoy	INV0002636	09/16/2026	McCoy Lifeguard Certification Reimbursement	207-900-221		363.00
Nevaeh Scott	INV0002637	09/16/2026	Scott Lifeguard Certification Reimbursement	207-900-221		363.00
					Department 900 - PARKS & REC Total:	**7493.92**
					Fund 207 - PARKS & REC Total:	**7493.92**
					Grand Total:	**7493.92**

Report Summary

Fund Summary

Fund	Payment Amount
207 - PARKS & REC	7493.92
Grand Total:	**7493.92**

Account Summary

Account N	Account Name	Payment Amount
207-900-213	UTILITIES	11.92
207-900-221	TRAINING	1802.00
207-900-230	CONTRACTED SERVICES	5680.00
	Grand Total:	**7493.92**

Project Account Summary

Project Account Ke	Payment Amount
None	7493.92
Grand Total:	**7493.92**

Authorization Signatures

. COUNCIL MEMBER

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Expense Approval Report

Charles Town, WV

By Fund

Payment Dates 9/21/2026 - 9/21/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 001 - GENERAL FUND					
Department: 413 - TREASURER'S OFFICE					
Rocky Rinker	INV0002651	09/21/2026	Reimbursement 2X Charge Pa	001-413-238	120.00
				Department 413 - TREASURER'S OFFICE Total:	**120.00**
				Fund 001 - GENERAL FUND Total:	**120.00**
				Grand Total:	**120.00**

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	120.00
Grand Total:	**120.00**

Account Summary

Account Number	Account Name	Payment Amount
001-413-238	TREAS Refunds	120.00
	Grand Total:	**120.00**

Project Account Summary

Project Account Key	Payment Amount
None	120.00
Grand Total:	**120.00**

Authorization Signatures

. COUNCIL MEMBER

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/21/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1950: Charles Town Police Department August Statistical Report

ATTACHMENTS:

- August 2026 CTPD Stats.pdf

Charles Town Police Department
Monthly Stat Report

August 2026

911 Hangup	25
Abandoned Vehicle	9
Abuse/Neglect	1
Alarm	22
Assault	2
ATV Complaint	3
BOLO	2
Breaking and Entering	
Building Check	18
Business Engagement	18
Capias Recall by Court	17
Capias Service	21
Code Enforcement	1
Community Engagement	4
Court/Bailiff Duty	3
Crossing Guard Duties	1
Destruction of Property	2
DHHR Referral	1
Directed Patrol	123
Disabled Vehicle	5
Disturbance	33
Dog Locked in Vehicle	
Domestic Battery	5
Drug Activity	10
DUI	2
EMS Assist	18
Fingerprinting	2
Fire Assist	1
Follow Up	23
Foot Patrol	12
Found Property	1
Fraud	1
Harrassment	2
Hardcopy Check	4
Indecent Activity	1
Injured Animal	
Intoxicated Person	
Juvenile Complaint	3

Missing Person	
Motorist Assist	9
MVA w/ Entrapment	
MVA Hit and Run	2
MVA No Injury	15
MVA Pedistrian Struck	1
MVA w/ Injury	
Nuisance	1
Open Door	1
Out of Car (Investigation/Mtg/Court)	18
Overdose	1
Overdose-Death	
Panhandling	
Parking Complaint	9
Public Assist (In Person Contact)	31
Public Service (Phone Contact)	70
Reckless Driver	2
Road Patrol	9
Shooting	
Shoplifting	2
Special Event/Detail	9
Stolen Vehicle	
Suspicious Activity	8
Suspicious Mail	
Suspicious Person	6
Suspicious Vehicle	7
Theft	8
Threats, Verbal/Physical	
Traffic Hazzard	7
Transport	
Trespassing	5
Unattended Death	
VIN Verification	3
Warrant Service	8
Welfare Check	28
Wildlife Complaint	1
Wires Down	
Total calls of service	**657**

Assists/Back-Ups:	Ranson	**10**	Sheriffs Dept.	**37**
	Harpers Ferry		State Police	
	Shepherdstown		Other (not including CTPD)	
			Total Assists	**47**

	Male	Female	Caucasian	African American	Hispanic	Asian	Other/ Unknown	Total
Defendants:	27	9	23	11	1	0	1	**36**
Total Charges	51	15	44	16	1	0	5	**66**
Citations:								**174**
- Moving								**65**
- Nonmoving								**89**
- Criminal								**18**
- S Ticket (Parking)								**2**
Stops	92	61	113	17	14	7	2	**153**
Warnings:								**164**
Stops	96	69	135	11	12	3	4	**165**
Total	**215**	139	**271**	**39**	**27**	**10**	**7**	
Incident Report								**72**
Parking								
- Citations								**108**
-Warnings								**12**

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

August 2026

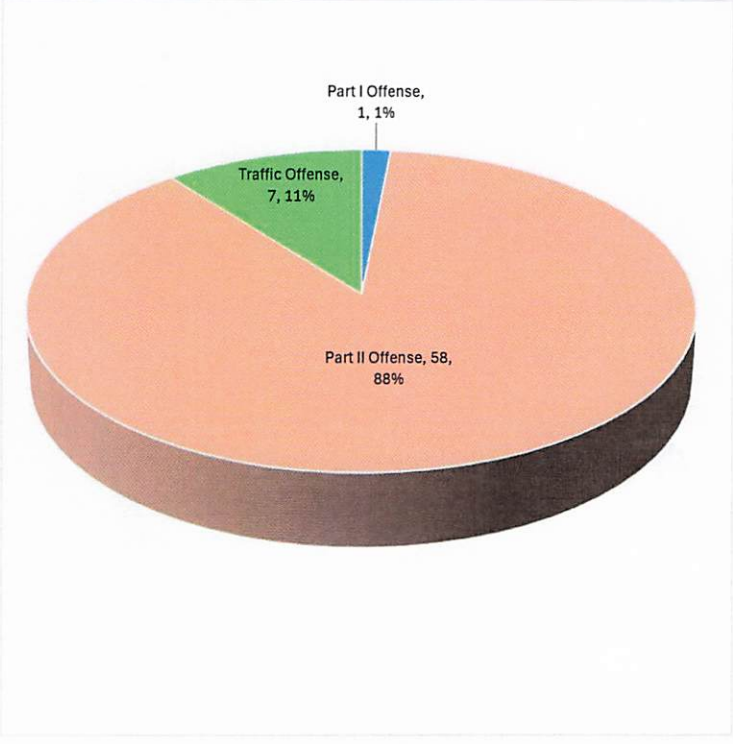
	Male	Female	Caucasian	African American	Hispanic	Asian	Unknown
PART I OFFENSE							
Arson 1st Degree							
Attempted Murder 1st Degree							
Burglary (Daytime)							
Burglary (Nighttime)							
Grand Larceny							
Malicious Assault							
Malicious Wounding							
Murder 1st Degree							
Petit Larceny							
Robbery							
Robbery - Attempted							
Robbery 2nd Degree							
Sexual Assault 1st Degree							
Shoplifting	1		1				
Shoplifting 2nd Offense							
Shoplifting 3rd Offense							
Strangulation							
TOTAL	1	0	1	0	0	0	0
PART II OFFENSE							
Assault							
Assault on an Officer							
Attempted to Defeat Drug/Alcohol Screening Test							
Battery							
Battery on Police Officer 2nd Offense		1					1
Breaking and Entering - Attempted							
Capias Served	10	4	9	5			
Child Abuse Resulting in Injury							
Child Neglect Creating Risk of Injury							
Computer Fraud							
Conspiracy to Breaking and Entering							
Conspiracy to Distribute MDMA							
Conspiracy to Possess w/Intent to Deliver Cocaine							
Conspiracy to Possess w/Intent to Deliver Heroin							
Conspiracy to Shoplifting							
Criminal Invasion of Privacy	11		11				
Destruction of Property							
Disorderly Conduct		1	1				
Disruption of School							
Distribution of Crack Cocaine							
Disturbing the Peace							
Domestic Assault	1		1				
Domestic Assault 2nd Offense	1		1				
Domestic Battery	1	1	1				1
Domestic Battery 2nd Offense	1			1			
Domestic Battery 3rd Offense							
Driving Revoked for DUI	2		2				
Driving Revoked for DUI 2nd							
Driving Revoked for DUI 3rd							
Driving Revoked Non DUI Admin							
DUI	1		1				
DUI 2nd							
DUI 3rd							
DUI Aggravated	1		1				

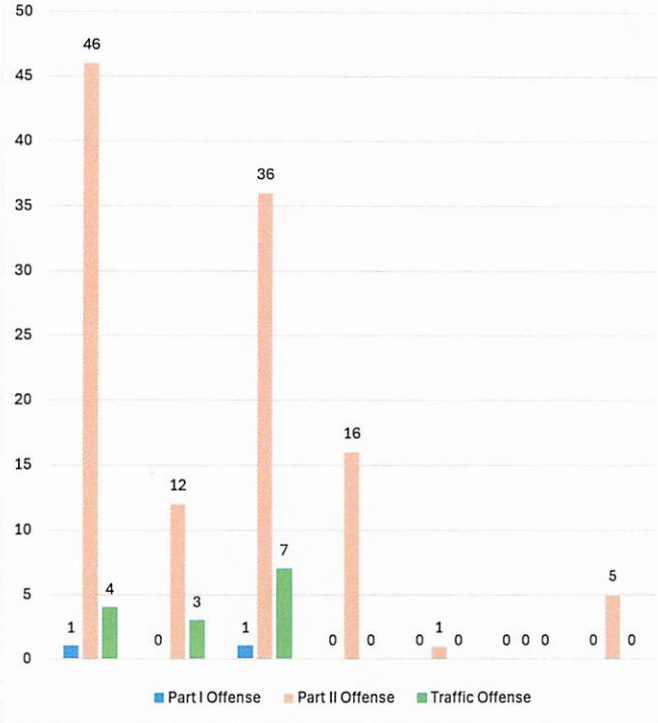
Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

DUI - Drugs							
DUI - Drugs 3rd Offense							
DUI Causing Bodily Injury							
DUI w/ Minor							
Engage in Business W/O Business Franchise Registration							
Failure to Make Required Payments							
False Information	1		1				
False Reporting of an Emergency							
Felon in Possession of Firearm							
Fingerprint Refusal		1					1
Fleeing in Vehicle w/ Reckless Indifference							
Fleeing on Foot	1			1			
Forgery of Prescription							
Fraudulently Obtain Schedule V CDS							
Fraudulently Obtain Schedule V CDS Attempt							
Fugitive From Justice							
Interfering with Emergency Communication	1			1			
Interlock Violation							
Littering							
Non-Consensual Disclosure of Private Intimate Images							
Obstructing an Officer	2	1	1	1			1
Obtain Money, Property, Services by False Pretense							
Open Container							
Open Container in Vehicle							
Parole Violation	1		1				
Pimping							
Possession Deadly Weapon by Minor							
Possession of Acetaminophen/Tramadol							
Possession of Alcohol Under 21							
Possession of Cocaine		1		1			
Possession of Crack Cocaine							
Possession of Marijuana	8	1	4	4	1		
Possession of Methamphetamine							
Possession of Oxycodone							
Possession of Suboxone	1			1			
Possession of Tramadol							
Possession w/ Intent to Deliver Crack Cocaine	1			1			
Possession w/ Intent to Deliver Heroin							
Possession w/ Intent to Deliver Methamphetamine							
Probation Revocation							
Prohibited Person in Poss of Firearm							
Prostitution							
Providing Alcohol to Under 21							
Public Intoxication							
Reckless Driving							
Resisting Arrest		1					1
Sexual Abuse 1st Degree							
Sexual Assault 2nd Degree							
Threats of Terroristic Acts							
Transfer Receive Stolen Property							
Trespassing							
Underage Consumption of Alcohol							
Unlawful Restraint	1		1				
Uttering of Forged Prescription							
Wanton Endangerment							
TOTAL	**46**	**12**	**36**	**16**	**1**	**0**	**5**

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

TRAFFIC OFFENSE							
Cell Phone Violation							
Child Safety Restraint Violation							
Defective Equipment							
Driving Suspended							
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							
Fail to Keep Right							
Fail to Maintain Control							
Fail to Obey Traffic Control Device							
Fail to Obtain WV Operators							
Fail to Report Accident							
Following to Closely							
Improper Backing							
Improper Registration		1	1				
Leaving the Scene of Accident w/ Damage	1		1				
Left of Center							
No Insurance/No Proof of Insurance	1	1	2				
No Motorcycle Endorsement							
No Parking Violation							
No Seatbelt							
Passing on Right							
Red Light Violation							
Speeding	1		1				
Stop Sign Violation							
TOTAL	**4**	**3**	**7**	**0**	**0**	**0**	**0**
TOTAL CHARGES	**51**	**15**	**44**	**16**	**1**	**0**	**5**





Charles Town Police Department

SRO Monthly Report

Washington High School / Charles Town Middle School / 2026/2027 / August 2026

INVOLVEMENTS:					
Alcohol Related	0	Fire/Shelter Drills	2	SRO Use of Force	0
Battery on School Employee	0	Found Property	0	Suspensions	6
Citizen Assist	0	Incident Reports	1	Threats	0
Directed Patrols	0	Juvenile Petitions	1	Tobacco Related	1
Disturbance	0	Marijuana Possession	1	Trespassing	0
Evacuations	0	Parental Contacts	1	Vandalism/Theft	1
Extra Curricular/Sporting Events	4	Parking Complaints	4	Vehicle Accident	1
Fights	0	Reckless Driver	0	Welfare Check	0
Fire Department Assist	0	Social Media Related	0	***Total Involvements***	***23***

Officer Notes/Misc. Information: Summer Break(May 31st - Aug 17th) Beginning of the Year Class Meetings

YOUTH SERVICES:	
Total Classes Taught:	0
Students in Class:	0
Topics Taught:	0
One on One Contacts:	150
Total Students Served:	150

Charles Town Police Department

Community Policing Monthly Report

Downtown Charles Town / Residential Developments / Parks

August 2026

INVOLVEMENTS:	NUMBER
Building Check	4
Directed Patrol	6
Downtown Foot Patrol	2
Special Event/Detail (see specifics in Notes section)	3
Community Contact (talking with residents and visitors)	3
Business Contact (talking with business owners and employees)	14
Park patrol (Jefferson Memorial/Evitts Run/Skate Park, Willingham Knolls/Happy Retreat)	5
TOTAL INVOLVEMENTS	**37**

Officer Notes/Misc. Information:

Attended following events: Weekly Farmer's Market, National Night Out

Charles Town Police Department

Police Social Worker Monthly Report

August 2026

INVOLVEMENTS:	NUMBER
Alcohol Related	0
Drug Related	0
Mental Health Related	1
Domestic Violence Related	0
Trainings attended	0
Meetings attended	4
Outreach completed	1
Events attended	1
Homeless Related	1
TOTAL INVOLVEMENTS	**8**

Police Social Worker Notes/Misc. Information:
SUPAR meeting
Jefferson-Berekely Alliance Board meeting
Trainings Attended:
WV 2026 Mental Health Summit
Community Connections Made:
WE CARE/ Tri-state meeting

Charles Town Police Department

Total Traffic Citation Report, by Violation

Violation	Description	Total
17A-3-16	Expired Registration	30
17A-3-18	Registration Change Address	1
17A-9-2	No Or Expired Registration	21
17A-9-3	Improper Registration	2
17B-2-1	No Operators	5
17B-2-12	Expired Operators	2
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	5
17C-12-5	Stop Sign Violation	1
17C-14-15	Use Handheld Communication Device	2
17C-15-1	Unsafe-Improperly Equipped Vehicle	1
17C-15-2	Driving Without Headlights	1
17C-15-49	Seatbelts Required	3
17C-16-9	No Or Expired MVI	15
17C-3-4	Fail To Obey Traffic Control Device	4
17C-3-5	Fail To Obey Traffic Light	4
17C-4-2	Leaving The Scene Of An Accident	2
17C-4-4	Duty Upon Striking Unattended Vehicle	1
17C-5-2(e)	Basic DUI <.15	1
17C-5-2(f)	Aggravated DUI >.15	1
17C-6-1(a)	Too Fast For Conditions	3
17C-6-1a	Failure To Maintain Control	2
17C-6-1b	Speeding	31
17C-9-1	Fail Yield At Intersection	1
17C-9-3	Fail To Yield-Thru Highway	1
17D-2A-3	No Insurance	7
17D-2A-4	No Proof Of Insurance	3
CTPD171.07	Failure To Appear For Trial (CAPIAS)	10
CTPD333.03	Hazardous Driving	2
CTPD361.08	Parking For Prohibited Purposes	2
CTPD501.02(a)	Obstructing/False Information	1
CTPD509.01(a)	Disorderly Conduct	1
CTPD531.03	Possession Of Marijuana <15gms	5
CTPD533.07(a)	Littering	1
Report Totals		**174**

Report Includes:

All dates of issue between `00:00:00 08/01/26` and `23:59:59 08/31/26`, All agencies matching `CTPD`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

Charles Town Police Department

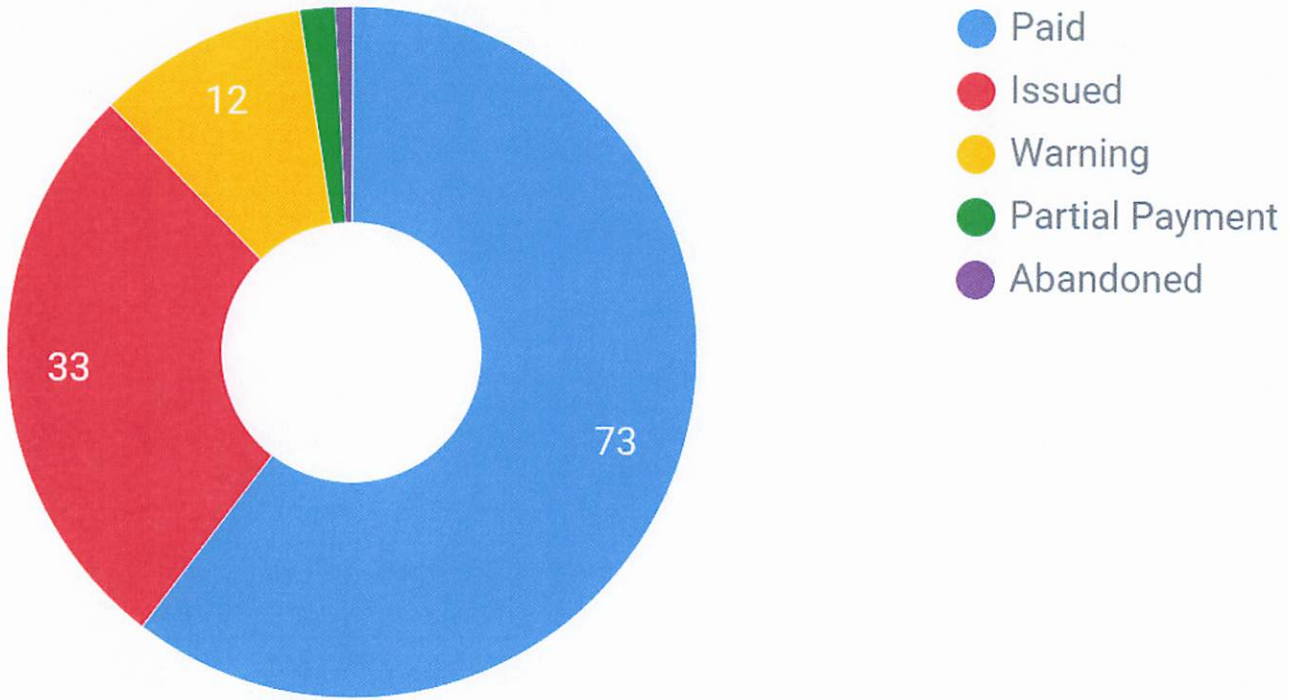
Total Traffic Warning Report, by Violation

Violation	Description	Total
17A-3-15	Improper Display Of Registration	5
17A-3-16	Expired Registration	16
17A-9-3	Improper Registration	1
17C-12-5	Stop Sign Violation	3
17C-13-3	Parking Violation	2
17C-14-15	Use Handheld Communication Device	1
17C-15-1	Unsafe-Improperly Equipped Vehicle	11
17C-15-4	Head Lamp Requirements	1
17C-15-49	Seatbelts Required	1
17C-15-5	Tail Lamp Requirements	1
17C-16-9	No Or Expired MVI	4
17C-3-4	Fail To Obey Traffic Control Device	15
17C-3-5	Fail To Obey Traffic Light	13
17C-3-5(c)	Right on Red	1
17C-6-1a	Failure To Maintain Control	4
17C-6-1b	Speeding	62
17C-7-1	Fail to Keep Right	2
17C-7-4	Passing On Right-Off Road	3
17C-7-6	Left of Center	1
17C-7-8	One Way And Traffic Island Violation	1
17C-7-8b	Following Too Close	1
17C-7-9(3)	Improper Use Of Turn Lane	1
17C-9-1	Fail Yield At Intersection	2
17C-9-3	Fail To Yield-Thru Highway	1
17C-9-4	Fail To Yield From Private Road	1
17C-9-5	Fail To Yield-Emergency Vehicle	1
CTPD303.08	Fail To Stop For Police Vehicle/Order	1
CTPD333.03	Hazardous Driving	1
CTPD349.15	Shortcutting Traffic Control Device	6
CTPD349.19	Obstruction Of Traffic	1

Report Totals: **164**

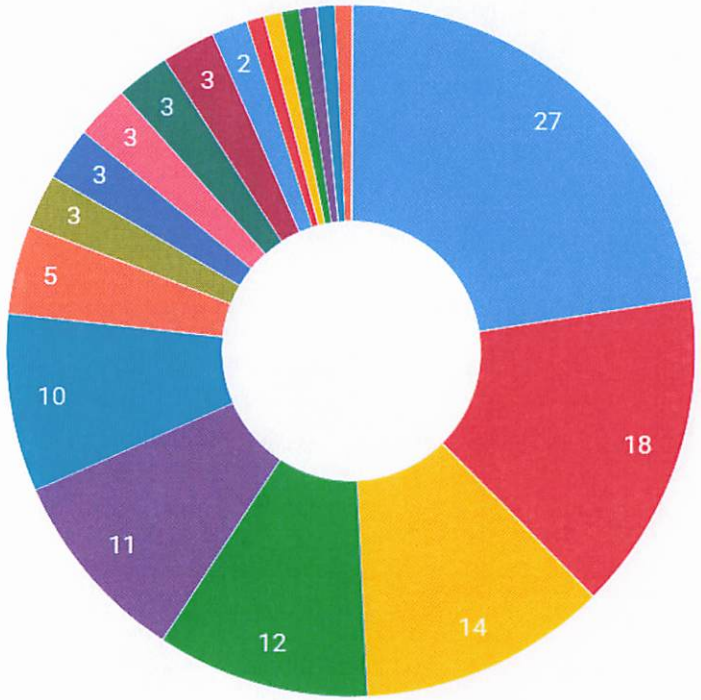
Report Includes:
All dates between `00:00:00 08/01/26` and `23:59:59 08/31/26`, All agencies matching `CTPD`, All issuing officers, All areas, All violations

City of Charles Town - Tickets By Status (Aug. 2026)



Data as of 9/8/2026, 12:00:00 AM

City of Charles Town - Tickets By Location (Aug. 2026)

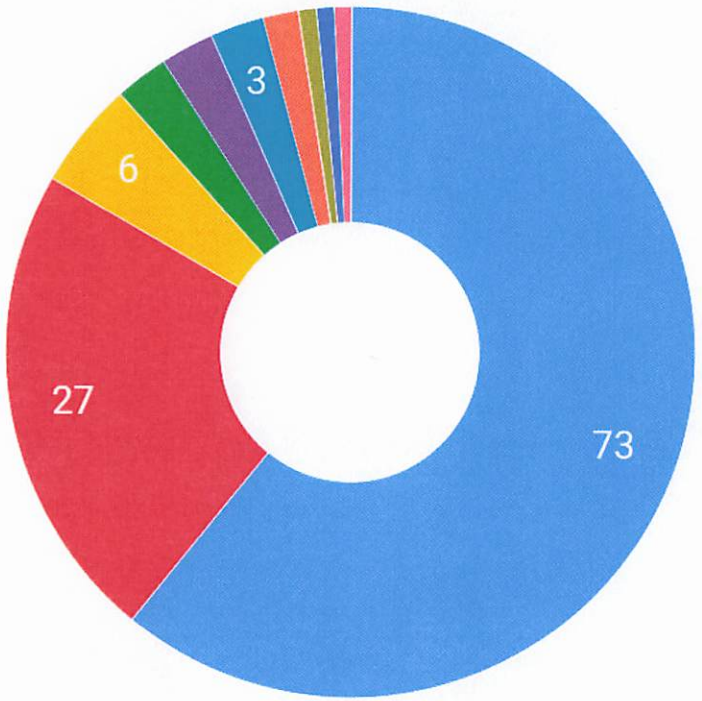


- LIBERTY STREET PARKING LOT
- 100 BLOCK NORTH CHARLES STREET
- 200 BLOCK NORTH GEORGE STREET
- 100 BLOCK WEST LIBERTY STREET
- 100 BLOCK EAST LIBERTY STREET
- 100 BLOCK SOUTH CHARLES STREET
- 200 BLOCK WEST WASHINGTON STREET
- 100 BLOCK NORTH SAMUEL STREET
- CHARLES STREET PARKING LOT
- 100 BLOCK SOUTH SAMUEL STREET
- 200 BLOCK WEST LIBERTY STREET
- 100 BLOCK WEST WASHINGTON STREET
- 100 BLOCK WEST CONGRESS STREET
- 200 BLOCK WEST CONGRESS STREET
- 100 BLOCK NORTH LAWRENCE STREET
- 100 BLOCK SOUTH LAWRENCE STREET

1/2

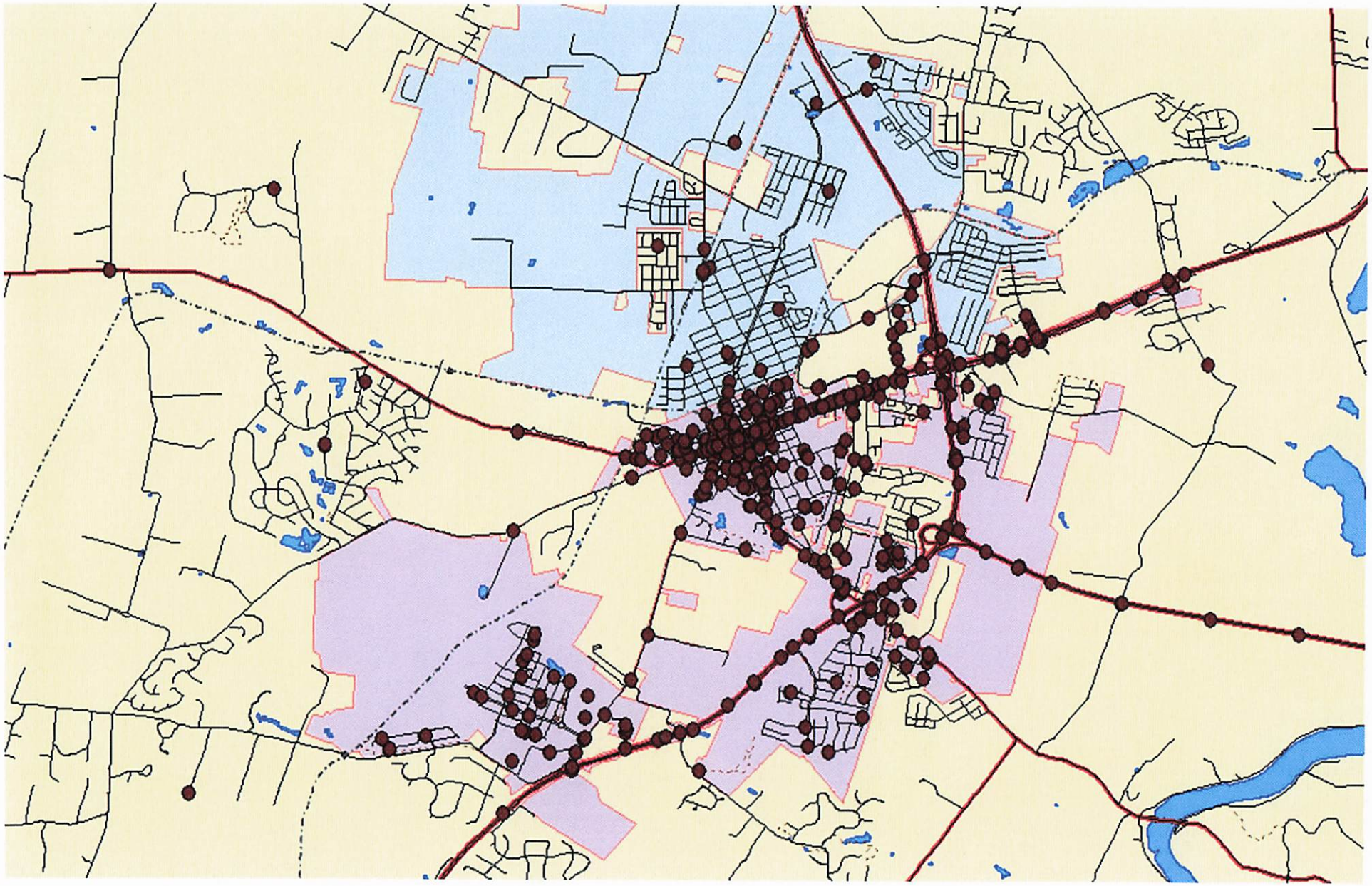
Data as of 9/8/2026, 12:00:00 AM

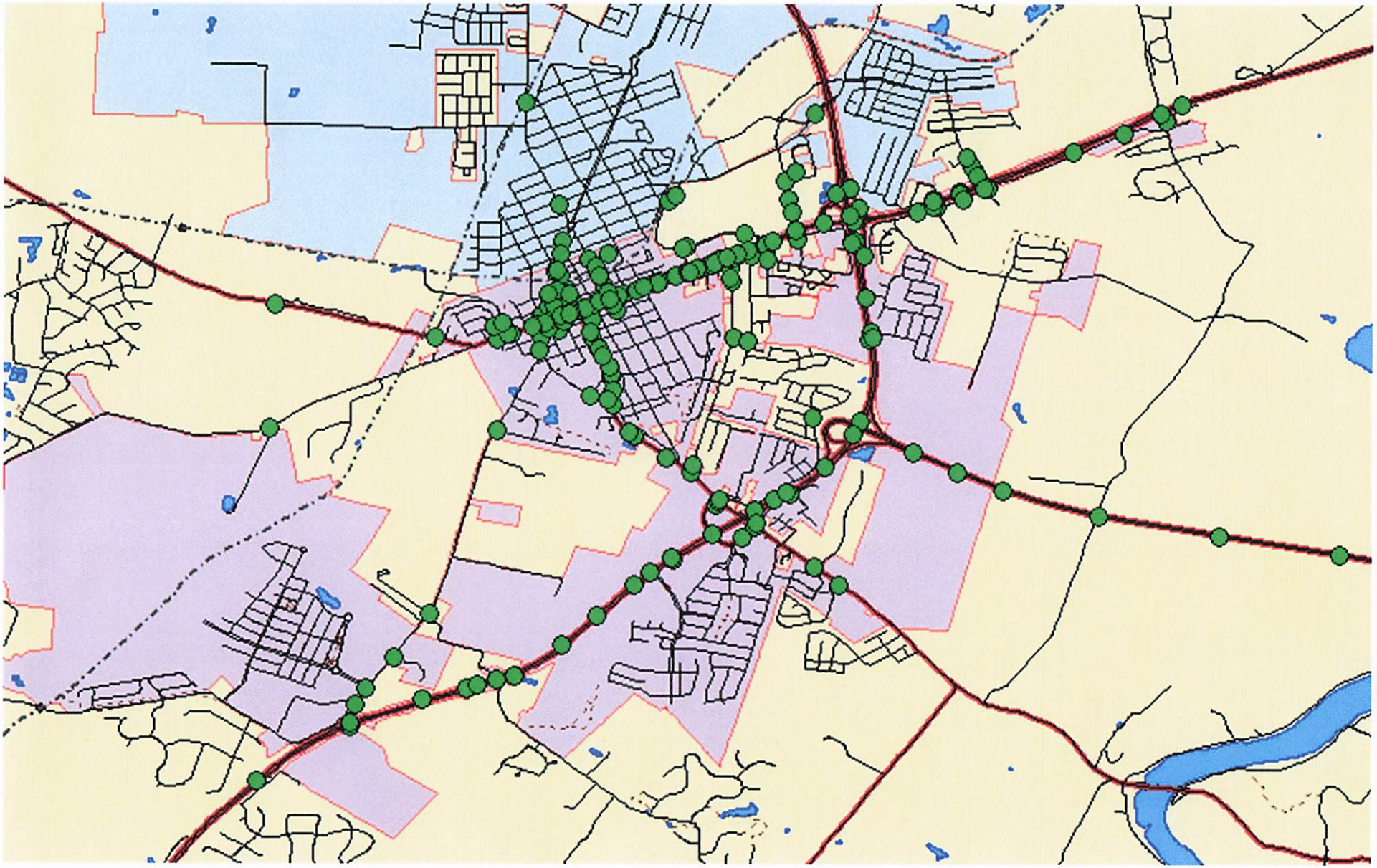
City of Charles Town - Tickets By Violation (Aug. 2026)



- Expired Meter
- Permit Parking Only/Pay by App Violation (Liberty Street Lot)
- Exceed 2 Hour Free Parking
- Parking Permit Violation
- Yellow/Red Painted Curbs or Stree...
- Right wheel more than 18" from ri...
- Accessible Parking Violation
- Immobilization Device (Booting) F...
- Left wheel more than 18" from left...
- Ten Minute Take Away Parking

Data as of 9/8/2026, 12:00:00 AM





City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/21/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1951: Email from Specialty Equipment Market Association (SEMA)

ATTACHMENTS:
- 2026 09 03 Charles Town Zoning Letter.pdf

Chair of the Board
* Melanie White

Chair-Elect
* Norris Marshall

Immediate Past Chairman & Secretary
* Kyle Fickler

Treasurer
* Chris Douglas

Board of Directors
Bill Bader
Rich Butler
Jeff Hermann
Brian Herron
Doug Lane
Tim McCarthy
Kelle Oeste
Kim Pendergast
Melissa Scoles
Marcus Umlauff

CEO
Mike Spagnola

General Counsel
David P. Goch

* Executive Committee

1575 S. Valley Vista Dr.
Diamond Bar, CA 91765-3914

909-610-2030

E-mail: sema@sema.org
Website: www.sema.org

September 4, 2026

Mayor and Members of the Charles Town City Council
City of Charles Town
Charles Town, West Virginia

Re: Proposed Changes to OT-MUC Permitted Uses

Dear Mayor George and Members of the City Council:

On behalf of the Specialty Equipment Market Association (SEMA), I am writing to express our concern with the proposed changes to permitted uses in Charles Town's Old Town–Mixed Use Commercial (OT-MUC) District that would make several existing automotive-related uses legally nonconforming and prohibit similar businesses from locating in the district in the future.

SEMA represents more than 7,000 businesses in the automotive specialty-equipment and aftermarket industry, the vast majority of which are small businesses. Our members manufacture, distribute, sell, and install products and services that allow consumers to repair, maintain, personalize, and enhance their vehicles.

SEMA recognizes and respects the City's desire to guide development in a manner consistent with its long-term vision for downtown Charles Town. However, we are concerned that categorically excluding automobile sales, quick-lube businesses, automobile care centers, automobile parts and service centers, and gasoline and service stations singles out one segment of the local economy based principally on the nature of the business rather than its actual impact on neighboring properties.

That approach would establish a troubling precedent. Automotive businesses are often locally owned small businesses that provide essential services, employment, and tax revenue to their communities. A well-maintained automotive repair shop, parts business, or dealership can operate compatibly within a mixed-use commercial district just as other commercial uses can. Conversely, virtually any type of business can create land-use concerns if issues such as traffic, noise, lighting, outdoor storage, or property maintenance are not appropriately addressed.

Rather than prohibiting an entire category of businesses, we encourage the City to address those concerns through objective, generally applicable standards. Requirements governing hours of operation, screening, lighting, signage, outdoor storage, noise, building appearance, and similar impacts would allow the City to protect the character it is seeking for the OT-MUC district without determining that automotive businesses, as a class, are incompatible with that vision.

We are particularly concerned about placing existing Charles Town automotive businesses into legally non-conforming status. Although these businesses would be permitted to continue operating, non-conforming status can create long-term uncertainty for property owners and businesses considering future investment in their facilities. The proposed one-year abandonment provision also means that a property that has historically supported an automotive business could

permanently lose that use following an extended interruption. Over time, the practical effect would be to eliminate these businesses from the district.

The automotive aftermarket is an important part of both the Charles Town community and West Virginia's broader economy. In the Charles Town area alone, the industry generates approximately $2.52 million in economic impact and $861,000 in wages and benefits. Statewide, the industry generates approximately $1.33 billion in economic impact, supports 5,368 jobs, and provides nearly $347.6 million in wages and benefits, while generating approximately $146.3 million in tax revenue. These are businesses and jobs that are deeply rooted in communities across the state and cannot simply be relocated to another state or replaced by online commerce.

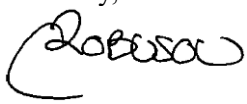
Charles Town should certainly be able to establish reasonable standards for development within its downtown. We believe, however, that those standards should focus on the characteristics and impacts of a particular property or proposed use, rather than broadly excluding automotive businesses from participating in the district's future.

We respectfully ask the City Council to reconsider the proposed automotive exclusions before taking final action and to explore performance-based standards that would accomplish the City's planning objectives without singling out automotive businesses or relegating existing employers to non-conforming status.

SEMA would welcome the opportunity to work with the City and its staff on an approach that protects Charles Town's vision for its downtown while allowing responsible automotive businesses to continue investing, creating jobs, and serving the community.

Thank you for your consideration.

Sincerely,



Senior Director, State Government Affairs
Specialty Equipment Market Association (SEMA)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/21/26
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1952: Resolution to Update the Comprehensive Plan - Signed

ATTACHMENTS:

- 2026-007 - Resolution Authorizing and Directing the Updateof the Historically HIP Charles Town 2040 Comprehensive Plan.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

RESOLUTION AUTHORIZING AND DIRECTING THE UPDATE OF THE HISTORICALLY HIP CHARLES TOWN 2040 COMPREHENSIVE PLAN

WHEREAS, the City of Charles Town, WV is committed to responsible growth, sound planning, and the continued enhancement of the quality of life for its residents, businesses, and visitors; and

WHEREAS, the City's Comprehensive Plan serves as the official policy and planning document to guide future land use, development, transportation, infrastructure, economic development, housing, parks and recreation, community facilities, environmental stewardship, and other matters impacting the future of the City for short, mid, and long-term durations;

WHEREAS, changing conditions, population growth, development patterns, infrastructure needs, economic conditions, community priorities, legal requirements, recent state legislation, and other factors necessitate a periodic review and update of the Comprehensive Plan to ensure that it continues to reflect the current and anticipated needs of the City; and

WHEREAS, the City Council recognizes the importance of establishing a clear, coordinated, and forward-looking vision for the future growth and development of Charles Town; and

WHEREAS, the City Council desires that the Comprehensive Plan update incorporate meaningful opportunities for public participation and input from residents, property owners, businesses, community organizations, regional partners, and other interested stakeholders; and

WHEREAS, the City Council strives to maintain compliance with West Virginia State Code regulations §8A-3-11 which outline the details of updating the Comprehensive Plan post adoption.

NOW, THEREFORE, BE IT RESOLVED, The City Council hereby authorizes and directs the Planning Commission to begin the initiation of and prepare the documents for the amended update to the City of Charles Town Comprehensive Plan in accordance with all applicable laws.

Adopted the 8th day of September 2026.

Attest:

Micheal George
Mayor

Carolyn Vezzosi
Deputy City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/21/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1953 - Non-Codified Ordinance - Old Town Mixed-Use Commercial Automotive Uses - Signed

ATTACHMENTS:

- 2026-001 - An Ordinance Amending, Changing, and Modifying the Zoning Ordinance so that Article 1332 Shal be Modified to Change the Permitted Uses in the Old Town Mixed-Use Commerical Zoning District - 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

AN ORDINANCE AMENDING, CHANGING, AND MODIFYING THE ZONING ORDINANCE SO THAT ARTICLE 1332 SHALL BE MODIFIED TO CHANGE THE PERMITTED USES IN THE OLD TOWN MIXED-USE COMMERCIAL ZONING DISTRICT

WHEREAS, the City desires to enhance the desirability of its downtown;

WHEREAS, the City's 2040 Comprehensive Plan Objective 4.1 Strategy 4.1.2 calls for the City to "*Continuously examine and where appropriate implement Best Management Practices for land use planning concepts*";

WHEREAS, City is better served by increased scrutiny of land use categories;

WHEREAS, pursuant to Sections 1321.12(A) City's Zoning Ordinance, the proposed amendment is being made pursuant to a public hearing;

WHEREAS, the City's Planning Commission also held a public hearing for this request on their meeting on July 27 2026, and recommended approval of the proposed changes;

NOW, CITY COUNCIL FINDS AND DECLARES, that notice required under the City's Zoning Ordinance regarding the proposed amendment was duly given;

FURTHER FINDS AND DECLARES, that notice required under the City's Zoning Ordinance regarding a public hearing before City Council on the proposed amendment was duly given and such public hearing was duly held at a regular meeting of City Council held on September 8, 2026;

FURTHER FINDS AND DECLARES, that the requested amendment is consistent with the City's Comprehensive Plan,

FURTHER FINDS AND DECLARES, that the proposed amendment will benefit and promote the general welfare of the public by restricting land uses not complementary with the downtown core and OT-MUC Zoning District

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that the Zoning Ordinance be amended, changed, and modified so that automobile uses shall not be permitted within the OT-MUC Zoning District.

This Ordinance shall take effect upon enactment.

First Reading: August 17, 2026

Public Hearing: September 8, 2026

Second Reading: September 8, 2026

Enacted this 8th day of September, 2026

CITY OF CHARLES TOWN

Michael George
Mayor

Attest:

Carolyn Vezzosi
Assistant City Clerk