CITY OF CHARLES TOWN

CITY COUNCIL
AGENDA • JULY 21, 2025
Revised

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

: **2025-769:** City Council Workshop Minutes - July 7, 2025
July 7th workshop minutes - draft.pdf

: **2025-770:** City Council Meeting Minutes - July 7, 2025
July 7th council meeting minutes - draft.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

: **2025-794:** Mayor's Report - July 21, 2025

: **2025-795:** Presentation to Eagle Scout

6. COMMITTEE REPORTS

: **2025-780:** Finance Committee Meeting - July 8, 2025
FinanceCommitteeReport_08July2025.pdf

: **2025-781:** Personnel Committee Meeting - July 14, 2025
Personnel Committee Report 7-14-25.pdf

7. CITY MANAGER REPORT

: **2025-796:** City Manager's Report - July 21, 2025
City Manager Report July 21 2025.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2025-771:** Public Hearing for Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative Code, Chapter 5 Administrative, Article 136 Rental Dwelling Units

: **2025-772:** Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative

Code, Chapter 5 Administrative, Article 136 Rental Dwelling Units
Rental Dwelling.pdf
Rental Dwelling Clean.pdf

: **2025-773:** Public Hearing for Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 17 Building and Housing Code, Chapter 3 Local Provisions, Article 1742 Certificate of Continuing Occupancy

: **2025-774:** Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 17 Building and Housing Code, Chapter 3 Local Provisions, Article 1742 Certificate of Continuing Occupancy
Article 1742 Zoning Inspection Clean.pdf

: **2025-743:** Public Hearing: *ANX2025-01* - 54 Federal Way Annexation Request -

: **2025-793:** Second Reading and Consideration of an Ordinance to Amend the Zoning Map by Annexing .1 Acres of Land on Federal Way and zoning the parcels to General Commercial
1._Staff_Report.pdf
2._Application.pdf
3._Petition-_Romero.pdf
4._Petition_-_Quijadas.pdf

: **2025-783:** Opioid Resolution
Resolution Opioid Funds.pdf

: **2025-798:** Economic Development Contract - Place and Main
Place & Main Revised.pdf

10. NEW BUSINESS

: **2025-691:** Locust Hill Proposed Deed of Easement for the Establishment of a School Bus Shelter
Proposed Deed of Easement - Locust Hill Bus Shelter SFG.pdf
241213 Locust Hill Metes & Bounds Survey_Deed of Easement - signed.pdf
2025 0227 Final_City Council Request_Deed of Easement.pdf
CTUB Jan. 24, 2024 minutes.pdf

: **2025-776:** Charles Town Tree Board -Tree Nursery at Evitts Run Park Proposal
sketch of design.pdf
IMG_2609.pdf
Nursery overhead view.pdf
Rural-Rainwater-Collection-Blog-Graphic-scaled.pdf

: **2025-777:** City Letter to the Public Service Commission (PSC) Addressing Case No. 25-0263-W-C CTUB vs. WV American Water

: **2025-778:** Lease Negotiating Committee for Charles Washington Hall and Rouse Hall
Ortegas - 2023.pdf
CW Hall and G.A.P. 2023.pdf
First Admendment to the Rouss Hall Lease.pdf

: **2025-779:** FY2026 General Fund Revision #1
FY 2026 GF Revision #1.pdf

FY26 GenFund Revision #1 State Worksheet.pdf

: **2025-775:** FY2026 Capital Budget - Revision #1
Capital Budget 1st Revision.pdf

: **2025-790:** JCDA Municipal Resolution
Resolution from City1.pdf
JCDA Municipal Resolution- joint resolution.pdf

: **2025-791:** Division of Highways District 5 Letter
City letter to DOH on George Street 2025.pdf

: **2025-797:** Standing Committee Appointment

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2025-782:** Article 1759 Vacant Buildings Discussion
Ord. 2024-004 Article 1759 Vacant Buildings - signed.pdf

12. APPROVAL OF BILLS

: **2025-799:** Payment of Bills - July 21, 2025
CAPITAL RESERVE COUNCIL REPORT 2025-07-21.pdf
GEN FUND COUNCIL REPORT 2025-07-21.pdf
PARKS N REC COUNCIL REPORT 2025-07-21.pdf
COUNCIL REPORT PCARD 07-21-25.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, City Council Special Meeting, July 28, 2025, at 5:30PM and City Council Meeting, August 4, 2025, at 7:00PM

: **2025-784:** Charles Town Police Department Monthly Statistics - May and June 2025
May 2025 CTPD Stats.pdf
June 2025 CTPD Stats.pdf

: **2025-785:** WV Fest 2025 Revenue and Expense Report
WV Revenue-Expense Sheet.pdf

: **2025-786:** Alden Roth Councilmember Oath of Office
Alden Roth Oath - July 8, 2025.pdf

: **2025-787:** A Resolution for Intent to Apply for Funding Through the Federal Emergency Management Agency Hazard Mitigation Grant Program 5% Initiative to Assist with GIS Mapping of Underground Utility Infrastructure
2025-003 - A Resolution of the City of Charles Town Confirming its Intent to Apply for Funding Through the FEMA Mitigation Grant.pdf

: **2025-788:** Council Select Committee on the Conditions of Annexation Committee for Prospect Place/Willow Springs
Prospect Place Committee.pdf

: **2025-789:** Charles Town Utility Board Meeting Minutes - June 25, 2025
2025.06.25 UB MINUTES .pdf

: **2025-687:** Resolution to Apply for a Transportation Alternatives Project (TAP) Grant for the West-End Connector Project
2025-004 - A Resolution in Support of a TAP Grant for the West End Connector Project.pdf

: **2025-801:** Mayor Report - June 17-July 3, 2025, and Charles Town Utility Board Meeting Update, June 25, 2025
mayor report 20250707.pdf

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

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-769: City Council Workshop Minutes - July 7, 2025

ATTACHMENTS:

- July 7th workshop minutes - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • July 7, 2025

Workshop **Council Chambers** **6:00 PM**

101 East Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

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

Ms. Alissa Meeks, Interim City Manager; Ms. Stephanie Grove, City Attorney; and Ms. Cindy Rezmer, Operations Director; were also in attendance.

2. WORK SESSION

2025-705: Candidate Interviews for Ward Vacancies

The City Council interviewed Mr. Alden Roth, the only applicant for the Ward 3 vacancy.

The Council agreed to hold a special meeting on July 28, 2025, at 5:30pm to interview the four candidates for the Ward 4 vacancy.

3. ADJOURNMENT

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-770: City Council Meeting Minutes - July 7, 2025

ATTACHMENTS:

- July 7th council meeting minutes - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • July 7, 2025

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	
Andie Sugrue	Councilmember	Present	

Ms. Alissa Meeks, Interim City Manager; Ms. Stephanie Grove, City Attorney; Ms. Cindy Rezmer, Operations Director; Ms. Lori Nice, Finance Director; Ms. Liz Cook, Business Development/Downtown Coordinator and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2025-699: City Council Workshop Minutes - June 16, 2025

There being no corrections, additions, or changs to the minutes Mayor George declared the June 16, 2025, workshop minutes approved.

2025-700: City Council Meeting Minutes - June 16, 2025

The following changes were made to the June 16, 2025, council meeting minutes:

Packet page 11 and 12 - Agenda items 2025-659, 2025-660, and 2025-653 voter box: add a "f" to Jeff Hynes.

3. PUBLIC COMMENT

Ms. Erfurt spoke on how much she enjoys living in Charles Town. She feels the town has a "culture of stewardship" and would like the to see more programs where citizens can take part in caring for their community.

4. WARD REPORTS

Ward #1

Mr. Kratovil had nothing to report.

Ms. Ricketts reported that the Jefferson County Commission will be holding Jefferson County Development Authority (JCDA) board appointment interviews at their July 8, 2025, meeting.

Ward #2

Mr. Hynes had nothing to report.

Mr. Tester wished everyone a belated Happy 4th of July.

Ward #3

Mr. Hartman had nothing to report.

Ward #4

Ms. Sugrue reported that the next "Walks About Nothing" will take place on July 16, 2025, at 6:00PM.

5. MAYOR'S REPORT

Mayor George reviewed the Mayor's Report with the Council.

2025-711: Charles Town Utility Board (CTUB) Report

Mayor George reviewed the Charles Town Utility Board (CTUB) report with the Council.

6. COMMITTEE REPORTS

2025-706: Infrastructure Committee Meeting - June 25, 2025

Ms. Ricketts reviewed the Infrastructure Committee Report with the Council.

2025-707: Personnel Committee Meeting - June 26, 2025

Mr. George reviewed the Personnel Report with the Council.

2025-708: Charles Town Board of Parks and Recreation Meeting - June 26, 2025

Ms. Ricketts reviewed the Charles Town Board of Parks and Recreation Report with the Council.

7. CITY MANAGER REPORT

2025-701: City Manager Report - July 7, 2025

Ms. Meeks reviewed the City Manager's Report with the Council.

2025-717: WV Fest Recap

Ms. Cook presented a recap of WV Fest and reviewed with Council the WV Fest revenue and expense report.

8. POLICE CHIEF REPORT

Chief Kutcher reviewed the June Monthly Stats Report with the Council.

He also reported the following:

- That on July 4, 2025, the police department received three firework complaints, and one person was arrested for the discharge of a firearm.

- That the police department assisted the Jefferson County Drug Task Force with search warrants downtown.
- That The Martinsburg Initiative (TMI) has hired a police social worker to begin July 21, 2025, with the Charles Town Police Department.
- That the Commission on Accreditation of Law Enforcement Authority (CALEA) assessment will begin in the middle of July.

9. UNFINISHED BUSINESS

2025-692: Article 147 Discussion

Mr. Tester moved to remove this agenda item from the Table. Mr. George seconded the motion, and it failed by a 2-6 vote.

RESULT:	**FAILED [2-6]**
MOVER:	Kevin Tester
SECONDER:	Micheal George
AYES:	George, Tester
NAYS:	Kratovil, Ricketts, Hynes, Hartman, Roth, Sugrue

2025-693: Real Estate Redevelopment - Possible Executive Session

The council agreed that there were no updates to discuss on this agenda item.

2025-694: B&O Status APUS - Possible Executive Session

The council agreed that there were no updates to discuss on this agenda item.

2025-695: Amending the Conditions of Annexation Committee for Prospect Place/Willow Springs

Mr. Hynes moved to reinstitute the Annexation Committee for Prospect Place/Willow Springs to include himself, Mayor George, Mr. Hartman, Mr. Roth, and city staff. 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, Sugrue

2025-712: Opioid Distribution Plan - Out Years

Mr. Hynes moved to tentatively dedicate the remaining and future opioid distribution funds to finance the police social worker position in the out years. 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, Sugrue

10. NEW BUSINESS

2025-689: Ward 3 Vacancy Candidate Appointment - Term Ending June 2027

Mr. Hynes moved to nominate Mr. Alden Roth to fill the Ward 3 council seat with a term ending June 2027. 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, Sugrue

Mayor George administered the oath of office, and Mr. Roth took his seat at the council table and participated in the rest of the meeting.

2025-690: Ward 4 Vacancy Candidate Appointment - Term Ending June 2027

The council agreed at the July 7, 2025, council workshop that the Ward 4 candidate interviews would take place on July 28, 2025, at 5:30PM.

2025-687: Resolution to Apply for a Transportation Alternatives Project (TAP) Grant for the West-End Connector Project

Mr. Hynes moved to approve the Resolution to Apply for a Transportation Alternatives Project (TAP) Grant for the West-End Connector Project. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

2025-688: School Resource Officer Resolution and Agreement

Mr. Kratovil moved to approve the 2025-2026 School Resource Officer Agreement and Resolution. 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, Sugrue

2025-698: Council Nomination for City Representation at County Commission Workshop

Mr. Hynes moved to nominate Mayor George as the City Representative at the Jefferson County Commission Community Discussion on the Future of Washington Street Properties on July 17, 2025. 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, Sugrue

The council agreed that Mayor George's statement to the Jefferson County Commission will focus on the consultant from Place and Main receiving full access to the buildings.

2025-710: FY26 Coal Severance Budget - 1st Revision

Mr. Hynes moved to approve the FY26 Coal Severance Budget Revision #1. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

2025-726: Place and Main Redevelopment Contract - Possible Executive Session

Mr. Tester moved to enter into Executive Session. Mr. Kratovil 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 direct Ms. Grove to continue to negotiate a contract with Place and Main. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

11. REFERRALS TO COMMITTEES/COMMISSIONS

2025-713: Referral to Ordinance Committee - Article 365 Charles Town Parking District

Mr. Tester moved to refer Article 365 to the Ordinance Committee. Mr. Roth seconded the motion, and it passed by a 7-1 vote.

RESULT:	**APPROVED [7-1]**
MOVER:	Kevin Tester
SECONDER:	Alden Roth
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Roth, Sugrue
NAYS:	Hartman

2025-714: Referral to Ordinance Committee - Article 745 Business and Occupation Tax

Mr. Kratovil moved to refer Article 745 to the Ordinance Committee. Mr. Tester seconded the motion, and it passed by a 7-1 vote.

RESULT:	**APPROVED [7-1]**
MOVER:	James Kratovil
SECONDER:	Kevin Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Roth, Sugrue
NAYS:	Hartman

2025-715: Referral to Ordinance Committee - Article 522 Private Outdoor Designated Areas (PODA)

Mr. Hynes moved to refer Article 522 to the Ordinance Committee. Mr. Kratovil seconded the motion, and it passed by a 5-3 vote.

RESULT:	**APPROVED [5-3]**
MOVER:	Jeff Hynes
SECONDER:	James Kratovil
AYES:	George, Kratovil, Hynes, Roth, Sugrue
NAYS:	Ricketts, Tester, Hartman

2025-716: Referral to Ordinance Committee - Charter of the City of Charles Town

Mr. Hynes moved to Table this agenda item indefinitely. 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, Sugrue

12. APPROVAL OF BILLS

2025-709: Payment of Bills - July 7, 2025

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, Sugrue

13. ADJOURNMENT

Mayor George asked if there was any other business to come before the council.

Mr. Hynes requested an agenda item to form a committee to negotiate the Charles Washington Hall and Rouse Hall leases on the July 21, 2025, council meeting agenda.

Mayor George asked if there was any objection to adjourning the meeting. Hearing none, he adjourned the meeting.

14. INFORMATION ONLY - NEXT MEETING, City Council Workshop, July 21, 2025, at 6:00PM; Regular City Council Meeting, July 21, 2025, at 7:00PM

2025-702: Charles Town Utility Board Meeting Minutes - May 28, 2025, and June 11, 2025

2025-703: Charles Town Utility Board Oath - Mayor George

2025-704: Public Comment Letters

2025-719: HEPMPO Nomination Letter 2025

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-794: Mayor's Report - July 21, 2025

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-795: Presentation to Eagle Scout

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-780: Finance Committee Meeting - July 8, 2025

ATTACHMENTS:

- FinanceCommitteeReport_08July2025.pdf

City of Charles Town Finance Committee Report
08 July 2025 Meeting

Drafted by: Jeff Hynes - Chairman

Call to Order 10:26AM

1. **Persons present:** Finance Committee Members: Councilman Kevin Tester, Councilman Nate Hartman, Councilman Jeff Hynes; and Interim City Manager Alissa Meeks, Financial Director Lori Nice and Accounting Clerk Briana Ballou. City Attorney Stephanie Grove and City Operations Director Cindy Rezmer

2. Unfinished Business

2025-727: HdL Update

No update was available as HdL did not send an invoice in June.

Recommendations to the City Council: None, information only

2025-728: License Fee Waiver Request - Possible Executive Session

This agenda item was addressed in Executive Session with agenda items 2025-733 and 2025-734 (New Business) and 2025-729 (Unfinished Business)

2025-729: B&O Waiver Requests - Possible Executive Session

This agenda item was addressed in Executive Session with agenda items 2025-733 and 2025-734 (New Business) and 2025-728 (Unfinished Business)

3. New Business

2025-730: FY2026 General Fund Revision #1

The committee held a discussion of the proposed FY2026 General Fund Revision #1, Which was necessary to account for the final carryover amount from FY2025. An item to review and approve this revision will be placed on the 7/21/2025 Council Agenda.

Recommendation: Discuss and approve FY2026 GF Revision #1 on 7/21/2025

2025-731: Business License Fee Structure Discussion

The committee reviewed and discussed the City's current business license fee structure to gain a better understanding of the fees charged. This conversation will be ongoing, and an update given to Council on a later date.

Recommendations to the City Council: None, information only

2025-732: Finance Policy Discussion

The committee briefly discussed reviewing the City's Finance Policy document for possible updates. Members will review the document and bring suggested talking points to future meetings. Items touched on at this meeting included an increase in the City's minimum Residual Fund requirement.

Recommendations to the City Council: None, information only

2025-733: License Fee Waiver Request – Possible Executive Session

This agenda item was addressed in Executive Session with agenda items 2025-734 (New Business) as well as 2025-728 and 2025-739 (Unfinished Business)

2025-733: License Fee Waiver Request – Possible Executive Session

The Committee entered Executive Session at 12:15PM to address this agenda item as well as agenda items 2025-728, 2025-729 (Unfinished Business) and 2025-733 (New Business).

After Executive Session, Councilman Hartman moved the following:

Vendor Account Numbers	Committee Action	Remarks
8238	**Approve All But $50** B&O Fee	
8245	**Approve All** License Fee	
7958	**Approve All But $200** License Fee **Approve All But $100** B&O Fee	

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

Recommendations to the City Council: None, information only

4. Finance Director Report

2025-639: June 2025 General Fund Budget Update

Director Nice reviewed the most recent budget numbers and reports that the city finished FY25 with a surplus of roughly $1.8M. This amount was a little over $1M higher than the $750k budgeted for 2026 and was due to over performance in revenues, the largest being Video Lottery and Developer Fees. There were also a few key expenditures that were not made by year end FY2025 which will be paid early in FY26. All Department heads effectively managed their budgets to at or below 100%. Revenues were roughly 9% higher than expected and expenditures roughly 7% less.

Recommendations to the City Council: None, information only

2025-640: June 2025 Capital Fund Budget Update

An FY26 Council Capital Budget Workshop is planned for July 21st at 6:00pm.

Recommendations to the City Council: None, information only

2025-641: June 2025 P&R Budget Update

Recommendations to the City Council: None, information only

2025-642: June 2025 Account Balance Update

Director Nice provided an updated format for the Monthly Account Balance Worksheet. This new format clarifies the purpose of each fund and account and provides a clearer picture of our total available funds.

The committee held a discussion on the future of the CWH Landlord Fund, as well as the availability of the $575,800 in the account. Staff will provide an update at our next meeting. The committee also held a discussion on the Housing Rehab Fund, and the remaining $67,589 in the account. The use of these funds to restart a possible rehab program will be added to an upcoming City Council meeting for discussion.

Recommendations to the City Council: None, information only

5. **Chairman's Report**
6. **The meeting was adjourned ooa 12:45PM**
7. **Next Scheduled Finance Committee meeting August 12, 2025 12:00PM.**

FY 2025-2026
General Fund Budget

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

ACCOUNT		FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
REVENUES						
30005	Unassigned Fund Balance (Carryover)	750,000	1,056,186	1,806,186	Estimated carryover balance for fiscal year ending 2026.	Increased carryover to reflect actual balance as of 6/30/25.
30101	Taxes - Ad Valorem	1,851,076		1,851,076		
30106	Supplemental Taxes	30,000		30,000	Property taxes owed from previous years, but paid in the current fiscal year.	
30200	Interest as Penalty	8,000		8,000		
30300	Gas & Oil Severance Tax	30,000		30,000	5% severance tax on gross receipts at the well head of oil and natural gas.	
30400	Utility Tax (2%)	250,000		250,000		
30500	Business & Occupation (B&O) Tax	2,032,082		2,032,082	Included estimated B&O receipts from HDL collections services.	
30600	Liquor Tax	25,000		25,000	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.	
30700	Animal Control Tax	1,600		1,600	This is donated back to the county each year under Dog Warden.	
30800	Hotel/Motel Tax	200,000		200,000	4 traditional hotels (Turf Motel, Days Inn, TravelLodge, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, AirBnB, Hotel Tonight, Evolve Vacation Rental Network)	
32000	Court Costs, Fees & Charges	260,000		260,000		
32100	Parking Violation Penalties	40,000		40,000		
32500	Business License Revenue	35,000		35,000		
32600	Building Permit Fees	550,000		550,000	Building activity increasing/expected to remain strong through FY2026 with new development projects on the horizon and increases in permit fee structure.	
32800	Franchise Tax	65,000		65,000	Two Cable Franchisees	
33000	International Registration Plan (IRP) Fees	70,000		70,000	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions.	
33900	Emergency Service Fee	1,700		1,700	Revenue from utility bills for EMS (5 cents)	
34000	Parks & Rec Fee	1,700		1,700	Revenue from utility bills for parks and recreation (5 cents)	
34200	Parking Meter Revenues	45,000		45,000	Revenue from parking meters and parking permits including ParkMobile app.	
34500	Rents & Concessions	60,000		60,000	CTUB rental of 661 space ($30,000); CW Hall 1st floor rental ($30,000)	
35300	Zoning Fee	20,000		20,000	Zoning applications	
35500	Street Improvement Fee	135,000		135,000	Revenue from utility bills for street improvements ($4 per month)	
36504	Federal Government Grants	291,667		291,667	DOJ/COPS grant for additional police officer. $125,000 across 3 years. HUD Grant for Revive program $250,000	
36600	State Government Grants	-		-		
36700	Other Grants	-		-		
36900	Contributions from Other Funds - Sales Tax	1,500,000		1,500,000	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets to cover BC debt). Quarterly sales tax distributions are averaging $450,000 or $1,800,000 annually.	
37600	Gaming Income	250,000		250,000	Gaming receipts average $19K to $23K per month.	
37900	Gain/Loss - Sale of Fixed Assets	-		-		
38007	Interest Income (Operating Acct)	35,000		35,000		
38100	Reimbursements	110,000		110,000	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.	
38100	Lein Reimbursements			-		
38200	Refunds - Overpayments	500		500		
38600	Insurance Claims	-		-		
39200	Property Rehabilitation	-		-		
38700	Filing Fees	300		300	Filing Fees Revenue - Election in FY25. $50.00 per person.	
39700	Video Lottery	600,000		600,000	Video lottery receipts average $13.4K to $22.2K per week.	
39900	Misc Revenue	5,000		5,000	Yard waste stickers and fingerprints	
39902	Special Events - WV Fest	10,000		10,000		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
39903 Special Events - General	1,000		1,000	Special activities fees	
39904 Special Events - CW Hall	5,000		5,000		
39907 Special Events - Car Show	5,000		5,000	Car show registration and sponsors.	
TOTAL REVENUES	**9,274,625**	**1,056,186**	**10,330,811**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
EXPENSES					
ECONOMIC DEVELOPMENT - 402					
03 Salaries	77,000		77,000	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement.	
04 FICA	6,200		6,200	FICA @ 7.65%	
05 Group Insurance	9,300		9,300	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	7,000		7,000	PERS II Employer Contribution 9%	
09 OPEB	2,000		2,000	Deferred Compensation Employer Contribution 3%	
11 Telephone	500		500	Cell phone	
14 Travel	3,000		3,000	2 National Conferences; airfare, lodging, per-diem	
20 Advertising/Legal Publications	500		500		
21 Training & Education			-	$2,500 rolled under City Manager's office.	
22 Dues & Subscriptions	2,000		2,000	IEDC Membership, Survey Subscription, Adobe subscription	
23 Professional Services	1,000		1,000	Engineering Services	
26 Insurance and Bonds	5,000		5,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
30 Contracted Services	1,000		1,000		
41 Departmental Supplies	3,000		3,000	Promotional items for events and City marketing and other departmental supplies.	
43 Auto Supplies			-	Under Maintenance budget	
TOTAL ECONOMIC DEVELOPMENT	**117,500**	**-**	**117,500**		
MAYOR'S OFFICE - 409					
01 Salary	12,500		12,500	Mayor's Salary	
04 FICA Tax Expense	1,000		1,000		
11 Telephone			-		
14 Travel Expense	2,000		2,000	WV Municipal League	
20 Advertising/Legal Publication			-		
21 Training & Education	1,000		1,000		
22 Dues & Subscriptions			-		
26 Insurance & Bonds	1,000		1,000		
41 Departmental Supplies	500		500	$453.00 - Ceremonial Keys to the City and Coins	
68 Community Contributions	2,000		2,000		
TOTAL MAYOR'S OFFICE	**20,000**	**-**	**20,000**		
COUNCIL - 410					
01 Salaries	40,000		40,000	Eight Council Members at $5,000 annual salary	
04 FICA Tax Expense	3,100		3,100		
14 Travel Expense	4,800		4,800	Conferences	
20 Advertising			-		
21 Training & Education	3,200		3,200	WV Municipal League Conference Registration ($450 per registration)	
26 Insurance & Bonds	3,200		3,200	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability	
41 Departmental Supplies	700		700		
TOTAL COUNCIL	**55,000**	**-**	**55,000**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY MANAGER - 412					
03 Salaries	215,000		215,000	City Manager & Deputy City Clerk Salary, 2.5% Merit and Holiday Supplement (Includes $5000 travel allowance for new City Manager.)	
04 FICA Tax Expense	17,500		17,500	FICA Tax @ 7.65%	
05 Group Insurance	20,000		20,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	19,000		19,000	9% Employer Contribution PERS I and II	
08 Overtime	1,200	1,300	2,500		Increased to match actual overtime in previous year.
09 OPEB	6,500		6,500	3% Employer Contribution Deferred Compensation plan	
11 Telephone	550		550	Mobile phone service	
14 Travel Expense	1,500		1,500	WVML Trip, City Clerk Election Training	
20 Advertising	2,000		2,000		
21 Training & Education	20,000		20,000	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500	
22 Dues & Subscriptions	1,000		1,000	Adobe subscriptions. ICMA and WVML Fees.	
23 Professional Services	500	37,500	38,000	Background checks for City Manager candidates.	City Manager recruiter expenses carried over from FY 2025.
26 Insurance & Bonds	15,000		15,000	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability	
30 Contracted Services			-		
41 Departmental Supplies	750		750	Misc. Office Supplies	
43 Auto Supplies (Gas & Oil)			-	Gas is covered under travel expenses.	
TOTAL CITY MANAGER	**320,500**	**38,800**	**359,300**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
TREASURER - 413					
03 Salaries	260,000		260,000	Director of Finance, Accounting Clerk I, Accounting Clerk II, Accounting Clerk III salaries, 2.5% merit, and holiday supplements.	
04 FICA Tax Expense	22,000		22,000	FICA Tax @ 7.65%	
05 Group Insurance	21,000		21,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	24,000		24,000	9% Employer Contribution PERS I and II	
08 Overtime	3,500		3,500		
09 OPEB	8,000		8,000	3% Employer Contribution Deferred Compensation plan	
11 Telephone	-		-	Director of Finance Cell Phone	
12 Printing	-		-		
14 Travel Expense	1,500		1,500	Director & Acct. Clerk III - WV Government Finance Officers Association Training	
18 Postage			-	Transfer cost to City Hall and Pitney Bowes machine.	
20 Advertising/Legal Pubs	2,500		2,500	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.	
21 Training & Education	-		-	$4,000 Rolled into City Manager's budget	
22 Dues & Subscriptions	500		500	Adobe subscription for Director & Accounting Clerk III	
23 Professional Services	2,500		2,500	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)	
24 Audit Costs	42,000	48,000	90,000	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit	Allowance for FY 2024 audit expenses.
26 Insurance & Bonds	15,000		15,000	General Liability, Worker's Compensation, Umbrella	
30 Contracted Services	25,000		25,000	Tyler Technologies - Incode Annual License Fee	
30 B&O Collections - Contracted Services	75,000		75,000		
38 Refunds	10,000		10,000		
41 Departmental Supplies	1,500	1,000	2,500	Misc. Office Supplies	Allowance for purchase of desk scanners for Finance employees.
TOTAL TREASURER	**514,000**	**49,000**	**563,000**		
COURT CLERK - 415					
03 Salaries	67,000		67,000	Court Clerk Salary, 2.5% merit, and holiday supplement	
04 FICA	5,500		5,500	FICA Tax @ 7.65%	
05 Group Insurance	19,000		19,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	6,000		6,000	9% Employer Contribution PERS I and II	
08 Overtime	1,200		1,200		
09 OPEB	2,000		2,000	3% Employer Contribution Deferred Compensation plan	
14 Travel	500		500	Court Clerk training and Election training	
18 Postage	100		100		
20 Advertising/Legal Publications			-		
21 Training & Education			-	$500 transferred to City Manager's budget. WVML training and Election training.	
22 Dues & Subscriptions			-		
23 Professional Services			-		
26 Insurance & Bonds	4,500		4,500	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella	
30 Contracted Services	25		25	Flu shot	
41 Departmental Supplies	600		600	Ink cartridges, paper stock	
TOTAL COURT CLERK	**106,425**	**-**	**106,425**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
POLICE JUDGES - 416					
03 Salaries	32,000		32,000	Two Municipal Court judges; two magistrates; two prosecuting attorneys; extra $2k for special judge, and holiday suppliments.	
04 FICA	2,400		2,400		
14 Travel	500		500	WV State mandated annual training for magistrates & judges	
21 Training & Education	1,000		1,000	WV State mandated annual training for magistrates & judges	
22 Dues and Subscriptions	100		100		
23 Professional Services	1,000		1,000		
26 Insurance & Bonds	2,500		2,500		
41 Departmental Supplies			-		
TOTAL POLICE JUDGES	**39,500**	**-**	**39,500**		
CITY ATTORNEY - 417					
03 Salaries	160,000		160,000	Attorney salary plus 2.5% merit and holiday supplement.	
04 FICA	13,000		13,000	FICA @ 7.65%	
05 Group Insurance	1,000		1,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	15,000		15,000	PERS II Employer Contribution 9%	
09 OPEB	6,000		6,000	Deferred Compensation Employer Contribution 3%	
11 Telephone	250		250		
14 Travel	1,000		1,000	Travel allowance for various trainings.	
20 Advertising/Legal Publications			-	Allowance for legal publications.	
21 Training & Education			-	Rolled under City Manager's office.	
22 Dues & Subscriptions	5,100		5,100	Allowance for legal subscriptions and memberships. Bar license and legal research database subscription.	
23 Professional Services	50,000		50,000	Cost for outside legal council.	
26 Insurance and Bonds	12,000		12,000		
41 Departmental Supplies	1,000		1,000		
TOTAL CITY ATTORNEY	**264,350**	**-**	**264,350**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
ENFORCEMENT AGENCY - 425					
03 Salaries	61,000		61,000	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance.	
04 FICA	4,900		4,900	FICA @ 7.65% of Salary	
05 Group Insurance	9,000		9,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	5,400		5,400	PERS II Employer Contribution 9%	
09 OPEB	2,500		2,500	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	500		500		
14 Travel	3,000		3,000	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas	
18 Postage	1,500		1,500	Certified Mailings	
20 Advertising/Legal Publications	500		500	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.	
21 Training & Education			-	$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)	
22 Dues & Subscriptions	1,000		1,000	ICC Membership ($160/yr)	
26 Insurance and Bonds	4,000		4,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
30 Contracted Services	25,000		25,000	Kimley-Horn Engineering Services	
30 Nuisance Properties-Contracted Services	45,000		45,000	Nuisance Properties cleanup and demos.	
30 Nuisance Properties Relocation - Contracted Services	5,000		5,000	Nuisance Properties housing relacation.	
41 Departmental Supplies	2,000		2,000	Building safety month supplies and code books	
43 Auto Supplies			-	Under Maintenance budget	
45 Uniforms	2,000		2,000	Jackets & shirts.	
TOTAL ENFORCEMENT AGENCY	**172,300**	**-**	**172,300**		
REGIONAL DEVELOPMENT AUTHORITY - 435					
22 Dues & Subscriptions	11,500		11,500	Region 9 Assessment - Fees are going up	
TOTAL REGIONAL DEVELOPMENT AUTHORITY	**11,500**	**-**	**11,500**		
Total City Administration	**2,297,075**	**107,800**	**2,404,875**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
BUILDING INSPECTIONS - 436					
03 Salaries	88,000		88,000	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance.	
04 FICA	7,000		7,000	FICA @ 7.65% of Salary	
05 Group Insurance	1,500		1,500	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	8,000		8,000	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods	
09 OPEB	3,000		3,000	457(b) Deferred Comp Employer Contribution (3%). $60.53 per pay period * 26 pay periods	
11 Telephone	1,000		1,000	Two lines; one is a hot spot. One is a cell phone.	
14 Travel	3,000		3,000	National ICC Conference; airfare, lodging, meals, gas	
17 R&M Auto			-	Under Maintenance budget	
18 Postage	1,000		1,000	Certified mailings for property Notice of Violations	
20 Advertising/Legal Publications	1,000		1,000	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.	
21 Training & Education			-	$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.	
22 Dues & Subscriptions	1,000		1,000	ICC membership dues; WICA subscription	
23 Professional Services	50,000		50,000	To cover expenses associated with inspections; compliance.	
26 Insurance & Bonds	6,000		6,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
30 Contracted Services			-		
41 Departmental Supplies	2,000		2,000	Building safety month supplies and code books.	
43 Auto Supplies			-	Under Maintenance budget	
45 Uniforms	2,000		2,000	Jackets & shirts.	
TOTAL BUILDING INSPECTIONS	**174,500**	**-**	**174,500**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
PLANNING & ZONING - 437					
03 Salaries	407,000		407,000	Assistant City Manager/Director of Community Development, City Planner/Zoning/Subdiv Administrator, Permit Tech, and Planner salaries, 2.5% merit, and holiday supplements.	
04 FICA	33,000		33,000	FICA @ 7.65% of Salary	
05 Group Insurance	68,000		68,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	38,000		38,000	PERS II Employer Contribution (9%)	
08 Overtime	1,500		1,500		
09 OPEB	12,500		12,500	457(b) Deferred Comp Employer Contribution (3%).	
11 Telephone	250		250	Director's department cell phone	
14 Travel	8,000		8,000	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Wendy - MGO Conference	
18 Postage	1,000		1,000	Certified Mailings; Legal notices, yard sign postings	
20 Advertising/Legal Publications	4,500		4,500	Advertising of BZA and public hearings for P/C meetings; hearing placards	
21 Training & Education			-	$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration amount $3,500; Leaders	
22 Dues & Subscriptions	3,000		3,000	AICP Membership; Wendy ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.	
23 Professional Services	5000		5,000	GIS Aerial imagery, Background Checks	
26 Insurance & Bonds	20,000		20,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
30 Contracted Services	44,000		44,000	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;	
31 Contracted Services - Tree Board			-	To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.	
38 Refunds	1,000		1,000		
41 Departmental Supplies	4,000		4,000	Public hearing signs, office supplies, promotional supplies	
53 Computer Software / Tech	10,000	3,000	13,000	MyPermit Now Monthly Fees	Allowance for additional Rental Registration module in MyPermit Now software
TOTAL PLANNING & ZONING	**660,750**	**3,000**	**663,750**		
Total City Bldg Inspection, P&Z, and Enforcement Agency	**$ 1,007,550**	**3,000**	**$ 1,010,550**		
ELECTIONS - 438					
12 Printing			-		
20 Advertising/Legal Publications			-	Publish ballot multiple times	
23 Professional Services			-		
30 Contracted Services			-	Poll workers for early voting and day of election.	
41 Departmental Supplies			-	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers	
TOTAL ELECTIONS	**-**	**-**	**-**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY HALL - 440					
3 Salaries	103,000		103,000	Director of Operations Salary, 2.5% merit, and holiday supplement	
4 FICA Taxes	8,300		8,300	FICA @ 7.65%	
5 Group Insurance	20,000		20,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
6 Retirement	9,000		9,000	9% Employer Contribution	
9 OPEB	4,000		4,000	3% Deferred Compensation Employer Contribution	
11 Telephone	20,000		20,000	WebEx Phone Services ($5,000), Internet Service ($3,600), Cell phone - Director ($400), Rouss Hall Elevator & Fire Alarm Phone Service ($4,000), CWH Fire Alarm Phone Service ($1,000).	
13 Utilities	40,000		40,000	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer, CWH Electric	
14 Travel Expense	2,000		2,000	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD	
15 Repair & Main. Bldg & Grounds	10,000		10,000	Elevator Services and City Hall maintenance.	
16 CH Repair & Maint Equip.			-		
18 Postage	4,000		4,000	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection. Reflects increase in postage.	
19 Bldg & Equipment Rental	250,000		250,000	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer	
20 Advertising/Legal Publications	4,000		4,000	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements	
21 Training & Education			-	$2,000 transferred to City Manager's budget	
22 Dues & Subscriptions	3,500		3,500	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)	
23 Professional Services	25,000		25,000	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.	
26 Insurance & Bonds	15,000		15,000	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial	
30 Contracted Services	287,000		287,000	Sustainable Strategies (Grant Consultant, Matt Ward) - $60,000 ($5,000 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $50,000 Payroll Processing Base Fees - $4,000 ADP Software Recurring Annual Fee - $20,000 Tek Advisors - $150,000 per year.	
32 Bank Charges	15,000	20,000	35,000	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	Allowance for additional credit card merchant fees due to delay in software upgrade.
37 Other Fees/Taxes	1,500		1,500	Late fees	
41 Departmental Supplies	12,000		12,000		
43 CH Auto Supplies (Gas/Oil)			-		
53 Computer Software / Tech	15,000		15,000	City Sonic Wall Annual License - $1,700 Clearcaster Annual License - $1,700 Granicus Annual License - $9,500 - Agenda management,Online training, Audio/Visual software for livestreaming meetings VEEAM Annual Maintenance - $600.00 Zoom Fees - $1,500 per year	
TOTAL CITY HALL	**848,300**	**20,000**	**868,300**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CONTRIBUTIONS/TRANSFERS - 444					
68 Contributions - Community Partnership Grants	100,000		100,000	Citizens Fire Co. $10,000; Independent Fire Co. $10,000; Library $20,000; Jef. Co. Com. Ministries $10,000; and EPTA $50,000.	
68 Community Grants			-		Allowance for community grants for non-profit organizations.
68 Contributions - Revive Grant	270,000	20,000	290,000	HUD Grant for Revive! Program. $250,000 with additional $20,000 support from City funds.	Grant funds brought forward from FY24 into FY25 that were allocated but not spent.
68 Contributions - Façade Improvement Program	15,000	10,000	25,000		Grant funds brought forward from FY24 into FY25 that were allocated but not spent.
68 Contributions - Homeless Solutions	25,000	(25,000)	-	County Homelessness position funding commitment	County Homelessness position has been disolved.
68 Contributions - Sidewalk Improvement Program	15,000	5,000	20,000	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest	Grant funds brought forward from FY24 into FY25 that were allocated but not spent.
TOTAL CONTRIBUTIONS/TRANSFERS	**425,000**	**10,000**	**435,000**		
PARKING - 571					
03 Salaries	46,000		46,000	Parking Enforcement Officer salary, contingency, 2.5% merit, holiday supplement, and clothing allowance	
04 FICA Tax Expense	3,700		3,700	FICA @ 7.65%	
05 Group Insurance	750		750	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement Expense	4,000		4,000	9% Employer Retirement Contribution	
08 Overtime	1,000		1,000		
09 OPEB	1,500		1,500	3% Deferred Compensation Employer Contribution	
13 Utilities	1,400		1,400	Electric Service	
16 Repair & Main - Equipment	1,000		1,000	Parking meter repairs and maintenance	
18 Postage	500		500		
19 Bldg & Equipment Rental	500		500		
20 Advertising / Legal Publications	500		500		
26 Insurance & Bonds	3,000		3,000	Prof Liability, Umbrella, Automobile, Worker's Comp	
30 Contracted Services	500		500		
41 Departmental Supplies	5,000		5,000	Office Supplies, Batteries, Handheld Printer Paper	
43 Auto Supplies (Gas/Oil)	500		500		
45 Uniforms	500		500	Jacket, Uniform Shirt, Patches, Badge, etc.	
53 Computer Software/Tech	4,000		4,000	United Public Safety/T2 Annual Fees	
TOTAL PARKING	**74,350**	**-**	**74,350**		
CONTINGENCIES - 699					
Other Contributions	308,000	42,000	350,000	Placeholder for $50,000 for emergency snow costs. $250,000 for unexpected cost throughout the year. (SAO caps this amount at 10% of receipts.)	Increase to allow for payment of unexpected expenses.
TOTAL CONTINGENCIES	**308,000**	**42,000**	**350,000**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
POLICE DEPARTMENT - 700					
03 Salaries	1,640,000		1,640,000	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. (5) Patrolman, (3) Patrolman First Class, (4) Corporals, (3) Sergeants, (2) Lieutenants, (1) Captain (Held by Chief), (1) Chief. (3) Administrative personnel.	
04 FICA	110,000		110,000	FICA Tax at 7.65%	
05 Group Insurance	289,000		289,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	145,000		145,000	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)	
07 Police Pension	30,000		30,000	Legacy CTPD Retirement System	
08 Overtime	160,000		160,000	Shift coverage, late arrest/call out, special events, school events, court, etc.	
09 OPEB	60,000		60,000	457(b) Deferred Compensation 3%	
11 Telephone	48,500		48,500	(4) department cell phones, MiFi/Craddle Points, for CAD in police vehicles, Internet, etc.	
13 Utilities	48,000		48,000	Electric and Internet Service, increase in FY25.	
14 Travel	4,000		4,000	Training, Conferences,etc.	
15 R&M Building & Grounds	2,500		2,500	Lights, Paint, Air Filters, Electrical supplies, Batteries	
16 R&M Equipment	5,000		5,000	Generator Service	
17 R&M Auto	50,000		50,000	Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, tire install/rotation, etc.	
18 Postage	1,300		1,300	Stamps, USPS Certified Mail, UPS/Fedex, etc.	
19 Building & Equipment Rental	100,000		100,000		
20 Advertising/Legal Publications	5,500		5,500	New Hire Ads 3-6 ads in local paper	
21 Training & Education	20,000		20,000	WVSP Academy, 16 hours in-service/8 supervisor hours.	
22 Dues & Subscriptions	2,000		2,000	WVCOP Dues, IACP, SRO, Journal	
23 Professional Services	5,000		5,000	Polygraph Exams, Psychological exam, Physical Exams, Diagnostic Imaging	
26 Insurance & Bonds	110,000		110,000	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance	
30 Contracted Services	48,000		48,000	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.	
37 Other Fees & Taxes	250		250	661 George St. Ambulance Fees	
41 Departmental Supplies	40,000		40,000	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery	
43 Auto Supplies	65,000		65,000	Gas, oil changes and tires for Police Vehicles	
45 Uniforms	30,000		30,000	Class A, BDU, duty gear, insignia, bullistic vest, coats, etc.	
53 Computer Software/Tech	29,000		29,000	CAD Motorola, Guardian Tracking, Police One Academy, Powerdms, VCS, Motorola Solutions (Watch Guard System), Revize (Website).	
TOTAL POLICE DEPARTMENT	**3,048,050**	**-**	**3,048,050**		
POLICE-SPECIAL DUTY CROSSING GUARDS - 704					
03 Salaries	35,000		35,000	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA. Holiday supplements.	
04 FICA Tax Expense	2,600		2,600		
26 Insurance & Bonds	1,750		1,750		
41 Departmental Supplies	250		250	Stop signs	
45 Uniforms	500		500	Reflective jackets and vests	
43 Auto Supplies (Gas & Oil)			-		
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**40,100**	**-**	**40,100**		
Total Police and Crossing Guards	**$ 3,088,150**	**-**	**$ 3,088,150**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
DOG WARDEN - 707					
Contributions	1,600		1,600	City passes along the dog tag fees to the County	
TOTAL DOG WARDEN	**1,600**	**-**	**1,600**		
MAINTENANCE - 750					
03 Salaries	330,000		330,000	Director and (4) Maintenance Staff salaries, 2.5% merit, holiday supplements, clothing allowances and contingency for CDL, Playground Inspection, and ASE certifications.	
04 FICA Tax Expense	27,000		27,000	FICA @ 7.65%	
05 Group Insurance	47,000		47,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	29,000		29,000	9% Employer Contribution	
08 Overtime	20,000		20,000		
09 OPEB	8,000		8,000	3% Deferred Compensation Employer Contribution	
11 Telephone	3,000		3,000	Field staff equipped with cell phones	
13 Utilities	15,000		15,000	Maintenance building electric, water, sewer, and internet	
14 Travel Expense	1,500		1,500	Maintain certifications; other skill enhancement training as required/proposed	
15 R&M Buildings and Grounds	55,000		55,000	General maintenance of city buildings.	
16 R&M Equipment	15,000		15,000	Regular maintenance of fleet equipment, primary expense is street sweeper repairs. We have a new leaf vacuum, so we don't have as much maintenance expense.	
17 R&M Auto	10,000		10,000	Regular maintenance of department and City vehicles	
18 Postage			-		
19 R&M Bldg and Equip Rental	1,000		1,000	Equipment rented as required to maintain various city buildings.	
20 Advertising	500		500	Spring and Fall Cleanup. Additional city sponsored projects as required.	
21 Training & Education	2,500		2,500	Maintain certifications; other skill enhancement training as required/proposed. CDL, Playground Inspection, ASE.	
22 Dues & Subscriptions	500		500	Camera subscription and CDL License Fees	
23 Professional Services	500		500	CDL physicals	
26 Insurance & Bonds	19,000		19,000	Liability, Worker's Comp, Vehicle Insurance	
30 Contracted Services	60,000		60,000	Trash Service, Box Rental Fees, Tree Services ($12,000), Snow Removal and Salt	
41 Departmental Supplies	35,000		35,000	General maintenance annual supplies. Christmas decorations, and light poles.	
43 Auto Supplies (Gas, Oil & Tires)	25,000		25,000	Gas, oil changes and tires for maintenance and City vehicles.	
45 Uniforms	5,000		5,000		
53 Software/Tech			-		
59 Capital Outlay			-		
TOTAL MAINTENANCE	**709,500**	**-**	**709,500**		
STREET LIGHTS - 751					
13 Utilities	130,000		130,000	Street lights electric.	
TOTAL STREET LIGHTS	**130,000**	**-**	**130,000**		
VISITOR'S CENTER - 901					
66 Contributions	100,000		100,000	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center.	
TOTAL VISITOR'S CENTER	**100,000**	**-**	**100,000**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
FAIRS/FESTIVALS - 903					
20 Advertising/Legal Publications	2,000		2,000		
30 Contracted Services	36,000		36,000	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1,500), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Gaming Trailer ($1,000)	
38 Refunds	100		100		
41 Departmental Supplies	25,000		25,000	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300), Signage ($1,500) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($2,000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500)	
52 Computer Software	1,300		1,300	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.	
68 Contributions	4,000		4,000	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.	
TOTAL FAIRS/FESTIVALS	**68,400**	**-**	**68,400**		
TRANSFERS - 960/698 SAO					
01 Transfers to Capital Reserve - Repaving	135,000		135,000	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures	
02 Transfers to Capital Reserve - One Time Funding		593,386	593,386		Transfer to Capital Fund to support capital projects.
03 Transfers Out - Parks & Rec	120,000		120,000	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.	
04 Transfers to Residual Fund		250,000	250,000		Transfer to Residual Fund to build up Rainy Day savings.
11 Transfers to Capital Reserve - Table Games	810,000		810,000	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.	
20 Transfers to Sales Tax		50,000	50,000		Reimbursement to Sales Tax from FY25 withdraw for city manager recruiter fees.
TOTAL TRANSFERS	**1,065,000**	**893,386**	**1,958,386**		
TOTAL EXPENSES	**9,274,625**	**1,056,186**	**10,330,811**		
REVENUES OVER EXPENSES	$ -	$ -	$ -		

the city of Charles Town, WV

General Fund June 2025 Budget to Actual

	REVENUES	Current Budget	June 2025	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations
	30005 Unassigned Fund Balance (Carryover)	4,724,453		4,724,453	(0)	100%	$500K reserve for revenue/expense FY24 + $659,452 remaining Revenue/Loss balance
	30101 Taxes - Ad Valorem	1,688,544	15,279	1,725,898	(37,354)	102%	
	30106 Supplemental Taxes	36,000	4,239	51,937	(15,937)	144%	Property taxes owed from previous years, but paid in the current fiscal year.
	30200 Interest as Penalty	10,000	986	14,237	(4,237)	142%	
	30300 Gas & Oil Severence Tax	33,000		24,053	8,947	73%	5% severance tax on gross receipts at the well head of oil and natural gas. $66K appears to be for 2 years. Confirm when payments are received.
	30400 Utility Tax (2%)	200,000	15,596	375,894	(175,894)	188%	
	30500 Business & Occupation (B&O) Tax	1,995,000	58,807	2,169,567	(174,567)	109%	$459K actuals in FY24 thru 2/29/2024. Collections should continue through August 31 then be accrued to FY24, resulting in another revision to carry over balance.
	30600 Liquor Tax	25,000		29,611	(4,611)	118%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.
	30700 Animal Control Tax	1,800	22	1,733	67	96%	
	30800 Hotel/Motel Tax	200,000	14,651	175,036	24,964	88%	4 traditional hotels (Turf Motel, Days Inn, TravelLodge, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, AirBnB, Hotel Tonight, Evolve Vacation Rental Network)
	32000 Court Costs, Fees & Charges	260,000	17,960	267,429	(7,429)	103%	
	3100 Parking Violation Revenue	40,000	3,950	43,411	(3,411)	109%	Revised based on new program details and current year performance.
	32500 Business License Revenue	30,000	15,834	147,684	(117,684)	492%	
	32600 Building Permit Fees	550,000	80,351	863,713	(313,713)	157%	Building activity increasing/expected to remain strong through FY2025 with new development projects on the horizon and increases in permit fee structure.
	32800 Franchise Tax	75,000		63,022	11,978	84%	Two Cable Franchisees; working with Shentel/GloFiber on franchisee compliance
	32900 Rental Registration Fees	-		40	(40)		
	33000 International Registration Plan (IRP) Fees	70,000		68,668	1,332	98%	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions.
	33900 Emergency Service Fee	1,700		2,253	(553)	133%	Revenue from utility bills for EMS (5 cents)
	34000 Parks & Rec Fee	1,700		2,253	(553)	133%	Revenue from utility bills for parks and recreation (5 cents)
	34200 Parking Meter Revenues	44,000	26,985	74,524	(30,524)	169%	Revenue from parking meters and parking permits including ParkMobile app.
	34500 Rents & Concessions	60,000	3,052	85,322	(25,322)	142%	CTUB rental of 661 space ($30k total); CW Hall Revenue is recorded as Due to Building Commission/CWH Landlord, so revising down to reflect true flow of revenues
	35300 Zoning Fee	17,000	1,003	63,256	(46,256)	372%	Zoning applications
	35500 Street Improvement Fee	195,000		176,064	18,936	90%	Revenue from utility bills for street improvements ($4 per month); pending fee decision from Council
	36504 Federal Government Grants	41,667		-	41,667	0%	DOJ/COPS grant for additional police officer. $125,000 across 3 years.
	36600 State Government Grants	-		2,970	(2,970)		
	36700 Other Grants	7,400		5,299	2,101	72%	
	36801 Contributions from Other Entities	15,000		15,000	-	100%	
	36900 Contributions from Other Funds - Sales Tax (1,050,000) & OPIOID (75,000)	1,125,000	125,000	1,125,000	-	100%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets).
	37600 Gaming Income	250,000	22,732	239,321	10,679	96%	Gaming receipts average $19K to $23K per month in the 2nd Quarter 2024.
	37900 Gain/Loss - Sale of Fixed Assets	-		-	-		
	38007 Interest Income (Operating Acct)	35,000		16,917	18,083	48%	
	38100 Reimbursements	110,000	64,006	239,574	(129,574)	218%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.
	38200 Refunds - Overpayments	400	2,414	15,527	(15,127)	3882%	
	38600 Insurance Claims	-		4,866	(4,866)		
	39200 Property Rehabilitation	-		100	(100)		
	38700 Filing Fees	325		675	(350)	208%	Filing Fees Revenue - Election in FY25. $50.00 per person.
	39700 Video Lottery	675,000	92,990	788,112	(113,112)	117%	Video lottery receipts average $13.4K to $22.2K per week.
	39900 Misc Revenue	10,000	945	9,474	526	95%	Yard waste stickers and fingerprints
	39902 Special Events - WV Fest	4,000	1,705	17,800	(13,800)	445%	
	39903 Special Events - General	900	50	1,275	(375)	142%	Special activities fees
	39904 Special Events - CW Hall	8,500		11,300	(2,800)	133%	
	39907 Special Events - Car Show	7,000	315	10,555	(3,555)	151%	Car show registration and sponsors.
	Total Revenues	**12,548,389**	**568,872**	**13,653,824**	**(1,105,436)**	**109%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Economic Development - 402	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	72,455	5,658	72,645	(190)	100%	Salary $68,844 plus 2.5% merit and holiday supplement.
04 FICA	5,554	433	5,557	(3)	100%	FICA @ 7.65%
05 Group Insurance	9,800	581	8,531	1,269	87%	Includes 14% premium increase projected by PEIA. $7,294 (Health Insurance), $540.48 (Life Insurance), Dental Ins ($266.16), Vision Ins ($111.00), EAP Premiums ($15.84)
06 Retirement	7,368	510	6,569	798	89%	PERS II Employer Contribution 9%
09 OPEB	2,108	142	1,675	433	79%	Deferred Compensation Employer Contribution 3%
11 Telephone	750	64	366	384	49%	Cell phone
14 Travel	3,200		2,123	1,077	66%	2 National Conferences; airfare, lodging, per-diem
20 Advertising/Legal Publications	-		-	-		
21 Training & Education	-		-	-		$2,500 rolled under City Manager's office.
22 Dues & Subscriptions	3,000		2,759	241	92%	IEDC Membership, Survey Subscription, Adobe subscription
23 Professional Services	3,000		2,960	40	99%	Engineering Services
26 Insurance and Bonds	5,000		4,093	907	82%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
30 Contracted Services	-		0	(0)		
41 Departmental Supplies	3,000		2,310	690	77%	Promotional items for events and City marketing and other departmental supplies.
43 Auto Supplies	-		-	-		
Total Economic Development	**115,234**	**7,388**	**109,588**	**5,646**	**95%**	
Federal Grants - 403	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
Professional Services	-		-	-		
Departmental Supplies	-		-	-		
Total Federal Grants	-	**-**	**-**	**-**		
Mayor's Office - 409	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
01 Salary	12,500	1,000	12,459	41	100%	Mayor's Salary
04 FICA Tax Expense	1,000	77	953	47	95%	
11 Telephone	-		-	-		
14 Travel Expense	2,000		-	2,000	0%	WV Municipal League
20 Advertising/Legal Publication	-		-	-		
21 Training & Education	1,000		-	1,000	0%	
26 Insurance & Bonds	1,000		876	124	88%	
41 Departmental Supplies	500		36	464	7%	$453.00 - Ceremonial Keys to the City and Coins
68 Community Contributions	2,000		696	1,305	35%	
Total Mayor's Office	**20,000**	**1,076**	**15,020**	**4,980**	**75%**	
Council - 410	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
01 Salaries	40,000	2,500	38,126	1,874	95%	Eight Council Members at $5,000 annual salary
04 FICA Tax Expense	3,100	191	2,916	184	94%	
14 Travel Expense	4,800		-	4,800	0%	Conferences
20 Advertising	-		-	-		
21 Training & Education	3,200		2,149	1,051	67%	Conference Registration ($450 per registration)
26 Insurance & Bonds	3,200		2,804	396	88%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
41 Departmental Supplies	700		136	564	19%	
Total Council	**55,000**	**2,691**	**46,131**	**8,869**	**84%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	City Manager - 412	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	185,525	29,836	196,536	(11,011)	106%	City Manager Salary ($120,000) + 2.5% Merit ($1,545) + Holiday Supplement ($500) Deputy City Clerk Salary (from $52,674 to $54,000) + 2.5% Merit ($695.25) + Holiday Supplement ($500) City Manager requesting promotion and salary increase for from Deputy City Clerk to City Clerk. Finance Committee approved dollar amount.
	04 FICA Tax Expense	14,945	2,359	15,220	(275)	102%	FICA Tax @ 7.65%
	05 Group Insurance	2,250	4	1,924	326	86%	Health, Dental, Vision, Life insurance, EAP
	06 Retirement	16,365	1,346	15,742	623	96%	9% Employer Contribution PERS I and II
	08 Overtime	3,000	1,004	2,416	584	81%	
	09 OPEB	5,900	414	4,867	1,033	82%	3% Employer Contribution Deferred Compensation plan
	11 Telephone	520	85	487	33	94%	Mobile phone service
	14 Travel Expense	1,500		-	1,500	0%	WVML Trip, City Clerk Election Training
	20 Advertising	-		-	-		
	21 Training & Education	19,500		7,677	11,823	39%	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500
	22 Dues & Subscriptions	1,000		-	1,000	0%	Adobe subscriptions. ICMA and WVML Fees.
	23 Professional Services	50,000		12,500	37,500	25%	Background checks for City Manager candidates. Not required this year.
	26 Insurance & Bonds	15,000		13,670	1,330	91%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
	41 Departmental Supplies	750		332	418	44%	Misc. Office Supplies
	43 Auto Supplies (Gas & Oil)	-		-	-		Gas is covered under travel expenses.
	Total City Manager	**316,255**	**35,048**	**271,372**	**44,883**	**86%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Treasurer - 413	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	235,000	19,143	231,730	3,270	99%	Director of Finance ($100,000), Accounting Clerk III ($44,762), Accounting Clerk II 0.5 FTE ($40,685), Accounting Clerk I ($37,500) plus 2.5% merit, holiday supplement, and overtime.
	04 FICA Tax Expense	19,000	1,530	18,006	994	95%	FICA Tax @ 7.65%
	05 Group Insurance	39,000	1,166	26,102	12,898	67%	Health, Dental, Vision, Life insurance, EAP
	06 Retirement	21,150	1,800	20,118	1,032	95%	9% Employer Contribution PERS I and II
	08 Overtime	4,000	857	3,638	362	91%	
	09 OPEB	7,050	545	6,148	902	87%	3% Employer Contribution Deferred Compensation plan
	11 Telephone	500		178	322	36%	Director of Finance Cell Phone
	12 Printing	-		-	-		
	14 Travel Expense	2,550		745	1,805	29%	Director & Acct. Clerk III - WV Government Finance Officers Association Training
	18 Postage	-		-	-		Transfer cost to City Hall and Pitney Bowes machine.
	20 Advertising/Legal Pubs	2,000		1,466	534	73%	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.
	21 Training & Education	-		-	-		$4,000 Rolled into City Manager's budget
	22 Dues & Subscriptions	800		-	800	0%	Adobe subscription for Director & Accounting Clerk III
	23 Professional Services	3,100		3,064	36	99%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)
	24 Audit Costs	42,000		17,400	24,600	41%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit
	26 Insurance & Bonds	15,350		15,305	45	100%	General Liability, Worker's Compensation, Umbrella
	30 Contracted Services	24,500		16,783	7,717	69%	Tyler Technologies - Incode Annual License Fee - $20,000 Business License Software Maintenance (Progressive Solutions) - $5,000
	30 B&O Collectrions - Contracted Services	132,500		104,456	28,044	79%	
	38 Refunds	160,000	532	150,842	9,158	94%	
	41 Departmental Supplies	4,500		3,698	802	82%	Paper folder machine ($500)
	59 Capital Outlay	-		-	-		
	Total Treasurer	**713,000**	**25,573**	**619,680**	**93,320**	**87%**	
	Court Clerk - 415	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	63,907	4,948	63,605	302	100%	Court Clerk Salary: $59,996 plus 2.5% merit, and holiday supplement
	04 FICA	5,215	379	4,909	306	94%	FICA Tax @ 7.65%
	05 Group Insurance	18,529	1,272	17,205	1,324	93%	Health, Dental, Vision, Life insurance, EAP + 14% premium increase
	06 Retirement	5,720	445	5,504	216	96%	9% Employer Contribution PERS I and II
	08 Overtime	900		570	330	63%	
	09 OPEB	1,860	126	1,542	318	83%	3% Employer Contribution Deferred Compensation plan
	14 Travel	400		380	20	95%	Court Clerk training and Election training
	18 Postage	100		35	65	35%	
	20 Advertising/Legal Publications	-		-	-		
	21 Training & Education	-		-	-		$500 transferred to City Manager's budget. WVML training and Election training.
	22 Dues & Subscriptions	-		-	-		
	23 Professional Services	-		-	-		
	24 Audit Costs	-		-	-		
	26 Insurance & Bonds	4,200		4,175	25	99%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella
	30 Contracted Services	25		25	-	100%	Flu shot
	38 Refunds	1,200		845	355	70%	
	41 Departmental Supplies	1,100		927	173	84%	Ink cartridges, paper stock
	Total Court Clerk	**103,156**	**7,170**	**99,721**	**3,435**	**97%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Police Judges - 416	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	32,000	1,350	23,924	8,076	75%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; and extra $2k for special judge.
	04 FICA	2,400	103	1,830	570	76%	
	14 Travel	500		240	260	48%	WV State mandated annual training for magistrates & judges
	21 Training & Education	1,000		-	1,000	0%	WV State mandated annual training for magistrates & judges
	22 Dues and Subscriptions	100		-	100	0%	
	23 Professional Services	1,000		-	1,000	0%	
	26 Insurance & Bonds	2,500		2,243	257	90%	
	41 Departmental Supplies	-		-	-		
	Total Police Judges	**39,500**	**1,453**	**28,237**	**11,263**	**71%**	
	City Attorney - 417	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	135,000	11,827	129,341	5,659	96%	
	04 FICA	12,000	905	9,895	2,105	82%	
	05 Group Insurance	13,000	2	1,280	11,720	10%	
	06 Retirement	13,500	1,064	10,714	2,786	79%	
	09 OPEB	4,500	355	3,687	813	82%	
	11 Telephone	2,000	36	194	1,806	10%	
	14 Travel	1,000		-	1,000	0%	
	20 Advertising/Legal Publications	1,000		-	1,000	0%	
	21 Training & Education	-		-	-		
	22 Dues & Subscriptions	1,600		-	1,600	0%	
	23 Professional Services	40,000		23,531	16,469	59%	Cost for outside legal council.
	26 Insurance and Bonds	4,900		902	3,998	18%	
	41 Departmental Supplies	500		226	274	45%	
	Total Attorney	**229,000**	**14,189**	**179,770**	**49,230**	**79%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Enforcement Agency - 425	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	57,700	4,312	56,315	1,385	98%	Code Enforcement Officer: $54,322.83 plus 2.5% merit and holiday supplement.
	04 FICA	4,419	330	4,308	111	97%	FICA @ 7.65% of Salary
	05 Group Insurance	8,640	610	8,042	598	93%	Includes 14% premium increase projected by PEIA. Current expenses include: Life Ins. ($545 per mo), Dental ($266 per mo), and Vision ($111 per mo).
	06 Retirement	5,090	388	4,784	306	94%	PERS II Employer Contribution 9%
	09 OPEB	2,035	129	1,855	180	91%	457(b) Deferred Compensation Employer Contribution (3%)
	11 Telephone	2,250	36	2,034	216	90%	
	14 Travel	1,500		-	1,500	0%	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas
	18 Postage	2,500		1,591	909	64%	Certified Mailings
	20 Advertising/Legal Publications	1,000		-	1,000	0%	
	21 Training & Education	-		-	-		$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)
	22 Dues & Subscriptions	1,000		360	640	36%	Women in Code Enforcement (WICED) Membership Fees ($35) ICC Membership ($160/yr)
	26 Insurance and Bonds	3,800		3,461	339	91%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	30 Contracted Services	38,750		-	25,448	34%	Kimley-Horn Engineering Services / Nuisance Properties; discuss process w/council. Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.
	30 Nuicance Properties-Contracted Services	-		13,302			
	41 Departmental Supplies	3,000		2,502	498	83%	Office printer, building safety month supplies, jackets, boots, code books
	43 Auto Supplies	-		-	-		Under Maintenance budget
	Total Enforcement Agency	**131,684**	**5,805**	**98,554**	**33,130**	**75%**	
	Regional Dev Authority - 435	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	22 Dues & Subscriptions	6,600		6,142	458	93%	Region 9 Assessment - Fees are going up
	Total Regional Dev. Authority	**6,600**	**-**	**6,142**	**458**	**93%**	
	Total City Administration	**1,689,779**	**100,394**	**1,474,215**	**255,215**		

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Building Inspections - 436	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	66,800	6,401	66,414	386	99%	Building Official/Inspector: $80,653.29 plus 2.5% merit plus holiday supplement
	04 FICA	5,046	490	5,081	(35)	101%	FICA @ 7.65% of Salary
	05 Group Insurance	1,650	2	948	702	57%	Dental/Life/Vision/EAP Premiums
	06 Retirement	7,100	576	5,523	1,577	78%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods
	09 OPEB	1,675	192	1,643	32	98%	457(b) Deferred Comp Employer Contribution (3%). $60.53 per pay period * 26 pay periods
	11 Telephone	1,010		689	321	68%	Two lines; one is a hot spot. $84.18 per month x 12 months = $1,010.16 per year in actual costs
	14 Travel	3,000		1,070	1,930	36%	National ICC Conference; Women in Code Enforcement Training; airfare, lodging, meals, gas
	17 R&M Auto	-		-	-		Under Maintenance budget
	18 Postage	1,000		-	1,000	0%	Certified mailings for property Notice of Violations
	20 Advertising/Legal Publications	1,500		1,278	222	85%	Job posting costs
	21 Training & Education	-		-	-		$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.
	22 Dues & Subscriptions	1,000		665	335	67%	ICC membership dues; WICA subscription
	23 Professional Services	87,000		84,700	2,300	97%	To cover expenses associated with inspections; compliance.
	26 Insurance & Bonds	6,000		5,224	776	87%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	41 Departmental Supplies	3,000		2,691	309	90%	Mobile printer for vehicle, jackets, boots, building safety month
	43 Auto Supplies	-		-	-		Under Maintenance budget
	Total Building Inspections	**185,781**	**7,661**	**175,927**	**9,854**	**95%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Planning & Zoning - 437	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	250,420	19,680	248,879	1,541	99%	Director of Community Development: $96,937, City Planner/Zoning/Subdiv Administrator: $84,721, Permit Tech: $50,141 plus 2.5% step increase on 1/1/2025 for all three positions. Includes Holiday Supplement pay ($500 x 3 employees = $1,500) and summer intern ($5,250).
	04 FICA	19,645	1,514	19,122	523	97%	FICA @ 7.65% of Salary
	05 Group Insurance	23,000	1,855	22,596	404	98%	Includes 14% increase projected by PEIA. Health/Dental/Life/Vision/EAP Premiums
	06 Retirement	23,215	1,781	21,087	2,128	91%	PERS II Employer Contribution (9%)
	08 Overtime	1,000	110	1,081	(81)	108%	
	09 OPEB	7,960	471	4,868	3,092	61%	457(b) Deferred Comp Employer Contribution (3%).
	11 Telephone	550	123	522	28	95%	Director's department cell phone
	14 Travel	5,200		-	5,200	0%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Kim - MGO Conference
	18 Postage	1,000		-	1,000	0%	Certified Mailings; Legal notices, yard sign postings
	20 Advertising/Legal Publications	4,500		1,329	3,171	30%	Advertising of BZA and public hearings for P/C meetings; hearing placards
	21 Training & Education	-		-	-		$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration amount $3,500; Leaders Code
	22 Dues & Subscriptions	3,000		956	2,044	32%	AICP Membership; Kim ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.
	23 Professional Services	8,000		3,756	4,244	47%	GIS Aerial imagery, Engineering Services, Background Checks
	26 Insurance & Bonds	20,000		14,917	5,083	75%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	30 Contracted Services	70,000	9,825	67,954	2,046	97%	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;
	31 Contracted Services - Tree Board	9,400		8,522	878	91%	To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.
	38 Refunds	2,500		1,584	916	63%	
	41 Departmental Supplies	4,000		3,483	517	87%	Public hearing signs, office supplies, promotional supplies
	53 Computer Software / Tech	9,000	730	8,779	221	98%	MyPermit Now Monthly Fees
	59 Capital Outlay	-		-	-		
	Total Planning and Zoning	**462,390**	**36,089**	**429,435**	**32,955**	**93%**	
	Total City Bldg Inspection, P&Z, and Enforcement Agency	**880,089**	**56,943**	**813,504**	**81,586**		
	Elections - 438	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	12 Printing	1,500		-	1,500	0%	
	20 Advertising/Legal Publications	500		315	185	63%	Publish ballot multiple times
	23 Professional Services	-		-	-		
	30 Contracted Services	5,000	140	4,080	920	82%	Poll workers for early voting and day of election.
	41 Departmental Supplies	3,500		3,325	175	95%	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers
	Total Elections	**10,500**	**140**	**7,720**	**2,780**	**74%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	City Hall - 440	Current Budget	June 2025	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations
	3 Salaries	97,960	7,526	95,946	2,014	98%	Director of Operations Salary: $92,500 + 2.5% Merit + Holiday Supplement
	4 FICA Taxes	7,835	576	7,340	495	94%	FICA @ 7.65%
	5 Group Insurance	20,000	1,272	17,892	2,108	89%	Health, Dental, Vision, Life, Employee Assistance Program
	6 Retirement	9,590	677	8,316	1,274	87%	9% Employer Contribution
	9 OPEB	3,270	232	3,056	214	93%	3% Deferred Compensation Employer Contribution
	11 Telephone	18,000	884	17,229	771	96%	WebEx Phone Services ($6,000), Internet Service ($3,012), Cell phone - Director ($384), Rouss Hall Phone Service ($7,200 per year/$600 per mo.) **Proposing upgrade to internet service. 1 Gbps with GloFiber. $1,900 per month, $22,800 per year. One time set up fee $1,900. $950 set up cost allocated to Police Dept, $950 set up cost allocated to City Hall. Please review quote in attachments.**
	13 Utilities	51,200	1,299	40,665	10,535	79%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer
	14 Travel Expense	500		370	130	74%	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD
	15 Repair & Main. Bldg & Grounds	11,500		3,239	8,261	28%	Elevator Services and City Hall maintenance.
	18 Postage	6,000	1,658	5,292	708	88%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection
	19 Bldg & Equipment Rental	250,000	20,645	247,784	2,216	99%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer
	20 Advertising/Legal Publications	5,000		3,470	1,530	69%	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements
	21 Training & Education	-		-	-		$2,000 transferred to City Manager's budget
	22 Dues & Subscriptions	3,500		2,351	1,149	67%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)
	23 Professional Services	25,000		20,467	4,533	82%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.
	26 Insurance & Bonds	18,000		17,582	418	98%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial
	30 Contracted Services	201,404	20,134	196,682	4,722	98%	Sustainable Strategies (Grant Consultant, Matt Ward) - $28,800 ($2,400 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Printer & Copier Lease - $14,400 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $35,000 Payroll Processing Base Fees - $3,864 ADP Software Recurring Annual Fee - $19,440 Tek Advisors - Moving this out of Capital Budget and into Operating budget - $75,000 per year.
	32 Bank Charges	59,500		44,747	14,753	75%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees
	37 Other Fees/Taxes	500		-	500	0%	Late fees
	41 Departmental Supplies	14,900	37	12,738	2,162	85%	
	43 CH Auto Supplies (Gas/Oil)	-		-			
	53 Computer Software / Tech	15,000		11,763	3,237	78%	City Sonic Wall Annual License - $1,700 Clearcaster Annual License - $1,700 Granicus Annual License - $9,500 - Agenda management,Online training, Audio/Visual software for livestreaming meetings VEEAM Annual Maintenance - $600.00 Zoom Fees - $1,500 per year
	Total City Hall	**818,659**	**54,941**	**756,931**	**61,728**	**92%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Contributions/Transfers - 444	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
68 Contributions - "But For" Organizations	60,000		60,000	-	100%	Citizens Fire Co. $95K and EPTA Requests $50K
68 Community Awards	4,000		4,000	-	100%	
68 Contributions - Revive Grant	20,000		-	20,000	0%	Unspent Revive! Funding rolled over to FY24
68 Contributions - Façade Improvement Program	15,000		5,000	10,000	33%	
68 Contributions - Homeless Solutions	25,000		13,902	11,098	56%	County Homelessness position funding commitment
68 Contribution - Nuisance Property Expenses	-		-	-		Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.
68 Contributions - Sidewalk Improvement Program	15,000	4,800	9,436	5,564	63%	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest
Total Contributions/Transfers	**139,000**	**4,800**	**92,338**	**46,662**	**66%**	
Parking - 571	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	41,614	3,024	32,464	9,151	78%	Base salary, contingency, 2.5% merit, holiday supplement, and clothing allowance
04 FICA Tax Expense	3,500	262	2,535	965	72%	FICA @ 7.65%
05 Group Insurance	9,300	2	477	8,823	5%	Health, Dental, Vision, Life, Employee Assistance Program
06 Retirement Expense	3,600	308	2,942	658	82%	9% Employer Retirement Contribution
08 Overtime	2,000	397	680	1,320	34%	
09 OPEB	1,400	91	953	447	68%	3% Deferred Compensation Employer Contribution
13 Utilities	1,450	108	1,396	54	96%	Electric Service
16 Repair & Main - Equipment	2,750		-	2,750	0%	Parking meter repairs and maintenance
18 Postage	500		8	492	2%	
19 Bldg & Equipment Rental	400		-	400	0%	
20 Advertising / Legal Publications	500		-	500	0%	
23 Professional Services	-		-	-		
26 Insurance & Bonds	3,000		2,563	437	85%	Prof Liability, Umbrella, Automobile, Worker's Comp
30 Contracted Services	600		571	29	95%	
41 Departmental Supplies	4,500		4,453	47	99%	Office Supplies, Batteries, Handheld Printer Paper
45 Uniforms	1,500		1,318	182	88%	Jacket, Uniform Shirt, Patches, Badge, etc.
53 Computer Software/Tech	4,000		3,408	592	85%	United Public Safety/T2 Annual Fees
Total Parking	**80,614**	**4,191**	**53,767**	**26,847**	**67%**	
Contingencies - 699	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**Budget Balance**	**Over/Under Budget**	**Approved Budget Notes and Explanations**
Other Contributions	20,973		-	20,973	0%	Placeholder for 3.2% COLA ($84,900 plus $16,980 for FICA/Retirement Cont.); $50,000 for emergency snow costs. $41,667 for COPS grant for additional police officer.
Total Contingencies	**20,973**	**-**	**-**	**20,973**	**0%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Police Department - 700	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	1,507,798	122,757	1,461,876	45,922	97%	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. Seven (7) Patrolman ($52,998.40 - $55,681.60) Two (2) Patrolman First Class ($58,510.40 - $64,542.40) Three (3) Sergeants ($76,689.60 - $86,756.80) Two (2) Lieutenants ($93,246.40 - $95,576.00) Three (3) Corporals ($67,808 - $82,617.60) Three (3) Administrative personnel ($36,276.00 - $55,910.40) One (1) Chief ($134,650)
	04 FICA	94,600	7,388	84,170	10,430	89%	FICA Tax at 7.65%
	05 Group Insurance	220,000	16,827	207,654	12,346	94%	PEIA/Health insurance increase from $9K to $12K per month.
	06 Retirement	140,000	12,380	136,942	3,058	98%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)
	07 Police Pension	64,000		20,179	43,821	32%	Legacy CTPD Retirement System
	08 Overtime	235,000	22,269	228,786	6,214	97%	
	09 OPEB	48,000	4,166	43,694	4,306	91%	457(b) Deferred Compensation 3%
	10 Prior Year SS Exemption Correction	-	(525)	(3,769)	3,769		
	11 Telephone	36,500	1,300	29,150	7,350	80%	
	13 Utilities	38,000	2,325	34,512	3,488	91%	Electric and Internet Service, increase in FY254.
	14 Travel	5,500		3,982	1,518	72%	
	15 R&M Building & Grounds	2,200		358	1,842	16%	Lights, Paint, Air Filters, Electrical supplies, Batteries
	16 R&M Equipment	4,500		4,398	102	98%	Generator Service
	17 R&M Auto	48,000	934	40,039	7,961	83%	Oil changes, Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, Tires, etc.
	18 Postage	1,300	146	1,205	95	93%	
	19 Building & Equipment Rental	100,000	8,121	97,809	2,191	98%	
	20 Advertising/Legal Publications	5,600		4,938	663	88%	New Hire Ads 3-6 ads in local paper
	21 Training & Education	10,000		5,677	4,323	57%	
	22 Dues & Subscriptions	2,000		1,612	388	81%	WVCOP Dues, IACP, SRO, Journal
	23 Professional Services	82,000	75,172	81,747	253	100%	Polygraph Exams, Physical Exams, Diagnostic Imaging
	26 Insurance & Bonds	105,000		97,481	7,519	93%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance
	30 Contracted Services	28,000	457	23,328	4,672	83%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.
	32 Bank Charges	250		-	250	0%	
	37 Other Fees & Taxes	250		-	250	0%	661 George St. Ambulance Fees
	41 Departmental Supplies	40,000		23,775	16,225	59%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery
	43 Auto Supplies	65,000	38	60,263	4,737	93%	Gas for Police Vehicles
	45 Uniforms	22,000		19,976	2,024	91%	
	53 Computer Software/Tech	37,000	2,810	32,865	4,135	89%	CAD, Guardian Tracking, Police One Academy, Powerdms, POSS-Essentials
	Total Police Dept	**2,942,498**	**276,564**	**2,742,646**	**199,852**	**93%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Police-Special Duty Crossing Guard - 704	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	34,803	1,730	30,300	4,503	87%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA.
	04 FICA Tax Expense	2,600	132	2,318	282	89%	
	26 Insurance & Bonds	1,850		1,779	71	96%	
	41 Departmental Supplies	250		-	250	0%	Stop signs
	45 Uniforms	400		-	400	0%	Reflective jackets and vests
	43 Auto Supplies (Gas & Oil)	-		-	-		
	Total Police - Special Duty Crossing Guard	**39,903**	**1,862**	**34,397**	**5,506**	**86%**	
	Total Police and Crossing Guards	**2,907,401**	**278,426**	**2,777,042**	**205,359**		
	Dog Warden - 707	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	Contributions	1,800	1,733	1,733	67	96%	City passes along the dog tag fees to the County
	Total Dog Warden	**1,800**	**1,733**	**1,733**	**67**	**96%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Maintenance - 750	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	263,643	19,462	252,439	11,204	96%	Promote Maintenance Supervisor to Director; increase in salary from $73,418 to $80,000, plus three (3) Maintenance Staff: $66,454, $49,995 and $42,064 plus 5.0% Merit and Holiday Supplement.
	04 FICA Tax Expense	21,491	1,678	20,303	1,188	94%	FICA @ 7.65%
	05 Group Insurance	29,000	1,813	24,563	4,437	85%	Health, Dental, Vision, Life, Employee Assistance Program
	06 Retirement	23,728	1,975	22,649	1,079	95%	9% Employer Contribution
	08 Overtime	13,500	2,479	12,960	540	96%	
	09 OPEB	7,909	382	6,399	1,510	81%	3% Deferred Compensation Employer Contribution
	11 Telephone	3,000	119	2,650	350	88%	Field staff equipped with cell phones
	13 Utilities	140,000	10,115	135,389	4,611	97%	Electric (street lights), water, sewer, and internet
	14 Travel Expense	500		-	500	0%	Maintain certifications; other skill enhancement training as required/proposed
	15 R&M Buildings and Grounds	64,000		48,897	15,103	76%	General maintenance of city buildings.
	16 R&M Equipment	8,000		3,427	4,573	43%	Regular maintenance of fleet equipment, primary expense is street sweeper repairs. We have a new leaf vacuum, so we don't have as much maintenance expense.
	17 R&M Auto	10,000		5,591	4,409	56%	Regular maintenance of department vehicles.
	19 R&M Bldg and Equip Rental	-		-	-		Equipment rented as required to maintain various city buildings.
	20 Advertising	-		-	-		Spring and Fall Cleanup. Additional city sponsored projects as required.
	21 Training & Education	-		-	-		Maintain certifications; other skill enhancement training as required/proposed
	22 Dues & Subscriptions	500		292	208	58%	Camera subscription and CDL License Fees
	23 Professional Services	500		224	276	45%	CDL physicals
	26 Insurance & Bonds	16,000		15,139	861	95%	Liability, Worker's Comp, Vehicle Insurance
	30 Contracted Services	64,000	993	56,442	7,558	88%	Trash Service, Box Rental Fees, Contractor for Tree Services, Snow Removal and Salt
	41 Departmental Supplies	32,000	1,507	25,341	6,659	79%	General maintenance annual supplies.
	43 Auto Supplies (Gas, Oil & Tires)	28,000		21,096	6,904	75%	Other city vehicle maintenance.
	45 Uniforms	13,000		12,399	601	95%	Cintas service cost increase
	53 Software/Tech	-		-	-		
	59 Capital Outlay	-		-	-		Elevator repairs, HVAC repairs, tires, various equipment.
	Total Streets	**738,771**	**40,523**	**666,202**	**72,569**	**90%**	

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
	Visitor's Center - 901	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	13 Utilities	-		-	-		Electric Service for Rouss Hall - moved to City Hall Utilities per State Auditor's budget
	15 R&M - Building & Grounds	-		-	-		
	23 Professional Services	-		-	-		
	30 Contracted Services	-		-	-		
	41 Departmental Supplies	-		-	-		
	66 Contributions	100,000	13,867	87,518	12,482	88%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center. Hotel/Motel Tax Revenue is trending 6% higher than FY24; primarily in August and January.
	Total Visitor's Center	**100,000**	**13,867**	**87,518**	**12,482**	**88%**	
	Fairs/Festivals - 903	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	19 Bldg & Equipment Rental	-		-	-		No longer needed, we bought a generator.
	20 Advertising/Legal Publications	1,875	450	549	1,326	29%	
	30 Contracted Services	36,000	12,100	19,730	16,270	55%	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($4,300), Signage ($2,000), Inflatables ($2,000), Labor ($2,100), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($1,000), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Labor ($700) **Halloween** Labor ($146) **Christmas Parade** Labor ($146)
	38 Refunds	100		85	15	85%	
	41 Departmental Supplies	22,000		10,834	11,166	49%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($325), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs **Christmas Wreaths - $3,000**
	52 Computer Software	1,300		-	1,300	0%	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.
	68 Contributions	4,025		4,025	-	100%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.
	Total Fairs/Festivals	**65,300**	**12,550**	**35,224**	**30,076**	**54%**	

DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS
Transfers - 960/698 SAO	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
01 Transfers to Capital Reserve - Repaving	190,000	15,307	153,530	36,470	81%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures
02 Transfers to Capital Reserve - One Time Funding	3,714,452		3,714,452	-	100%	$659,452 Revenue/Loss Allowance
03 Transfers Out - Parks & Rec	120,000	13,867	107,518	12,482	90%	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.
04 Transfers to Residual Fund	263,319		263,319	-	100%	
11 Transfers to Capital Reserve - Table Games	925,000	92,312	890,040	34,960	96%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.
Total Transfers	**5,212,771**	**121,486**	**5,128,859**	**83,912**	**98%**	
General Government - 975	**Current Budget**	**June 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
Contributions	-		-	-		
Total General Government	-	**-**	**-**	**-**		
Total Expenses	**-** **12,548,389**	**676,801**	**11,686,912**	**861,478**		**Provides for comparable year-over-year comparision of operating costs**
Surplus or Deficit	**(0)**	**(107,929)**	**1,966,913**	**(1,966,913)**		

the city of Charles Town, WV

FY 2025 Capital Reserve Budget - June 2025 Budget to Actual

Approved : 08-05-2024

CAPITAL BUDGET REVENUES

REVENUES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*MAY 2025*	*JUNE 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 AND 3 NOTES*
Capital Reserve Carryover		$ 4,881,215			$ 4,881,215	$ -	100%	Carryover balance from FY2024 Capital Reserve - Improvement Budget.	
36800 Contributions from GF ($659,452 Revenue/Loss & $3,055,000 Pool)		$ 3,714,452			$ 3,723,408	$ (8,956)	100%	Contributions from GF - $659,452 from Revenue/Loss and $3,055.000 from FY24 Carryover disignated for JMP Pool.	
33000 Developer Fees		$ 100,000	$ 98,128	$ 44,064	$ 568,196	$ (468,196)	568%	Estimated based on FY2024 receipts	
36800 Contributios from GF - Lottery / Gaming Revenue		$ 850,000	$ 97,170	$ 92,312	$ 949,317	$ (99,317)	112%	All lottery/gaming revenue remitted to Charles Town gets XFRD to Capital Reserve from GenFund.	
38000 Interest on Bank Accounts & Other Sources		$ 60,000	$ 2,726		$ 109,436	$ (49,436)	182%	Reveue from 3 diferent interest bearing checking accounts.	
TOTAL REVENUES	**$ -**	**$ 9,605,667**	**$ 198,024**	**$ 136,376**	**$ 10,231,572**	**$ (625,905)**	**107%**		

CAPITAL BUDGET EXPENSES

EXPENDITURES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*MAY 2025*	*JUNE 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 AND 3 NOTES*
975 GENERAL GOVERNMENT									
975-23 General Government Professional Services - Capital Improvement Plan		$ 125,000			$ -	$ 125,000	0%	Outsourcing costs to create a rigorous 5 year revolving capital improvement plan for all areas of the City.	
975-23 General Government Professional Services - Zoning & Subdivision Ordinance Overhaul	$ 100,000	$ 150,000	$ 3,940		$ 3,940	$ 146,060	3%	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.	
975-58 General Government Capital Outlay - Chairs for Staff		$ 10,000			$ 14,053	$ (4,053)	141%	20 chairs for staff.	
975-58 General Government Capital Outlay - Rouss Hall Landlord buy back		$ 140,000			$ -	$ 140,000	0%		
975-59 General Government Capital Outlay Technology - Computer Replacement		$ 43,000			$ 37,324	$ 5,676	87%	Computer replacement program for all General Government departments.	Allowance for additional computers that were purchased for new staff and out dated computers that were not functional.
975-59 GG Capital Outlay Technology - GovTech Software		$ 100,000	$ 29,141		$ 29,141	$ 70,859	29%	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and Incode (except for the court module). Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement.	
975-59 General Government Capital Outlay Technology - Data Center Centralization		$ 120,000			$ 122,152	$ (2,152)	102%		
975-59 General Governement Capital Outlay Technology - Payroll & Human Resource Onboarding Services Implementation Cost		$ -			$ -	$ -			
975-59 General Government Capital Outlay Technology - Zoom Room Equipment Upgrade		$ 5,790	$ 4,770		$ 4,770	$ 1,020	82%		
TOTAL GENERAL GOVERNMENT	**$ 100,000**	**$ 693,790**	**$ 37,852**	**$ -**	**$ 211,380**	**$ 482,410**	**30%**		

EXPENDITURES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*MAY 2025*	*JUNE 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 AND 3 NOTES*
976 PUBLIC SAFETY									
975-60 General Government Capital Outlay Technology Police Department - Computer Replacement		$ 65,050			$ 65,022	$ 28	100%	20 computers with greater than 8gb of memory are needed to view body camera footage.	Allowance for additional computers that were purchased due to outdated computers that were not functional
976-59 Public Safety Capital Outlay Vehicles - Police Cars		$ 113,300			$ 110,788	$ 2,512	98%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.	
976-60 Public Safety Capital Outlay Equipment - Officer Equipment		$ 57,000			$ 57,170	$ (170)	100%	Funding requested: $3723 for 18 Monadnock batons and pouches and $53,107 for 18 tasers.	
976-60 Public Safety Capital Outlay Equipment - Traffic Safety Equipment		$ 44,700			$ 44,699	$ 1	100%	Funding requested: $37,610 for 2 trailerable traffic signs; $1200 for 20 portable barricades; $2660 for 10 temporary signs and holders; $3230 for 100 traffic cones with lettering. This equipment will be jointly used with the maintancence department.	
976-62 Public Safety - Parking Meters		$ 10,700			$ 10,508	$ 192	98%	Routine replacement of a portion of the parking meters (24) in the downtown parking district.	
TOTAL PUBLIC SAFETY	**$ -**	**$ 290,750**	**$ -**	**$ -**	**$ 288,187**	**$ 2,563**	**99%**		

EXPENDITURES	ENCUMBERED	FY 2025 CURRENT BUDGET	MAY 2025	JUNE 2025	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION 2 AND 3 NOTES
977 STREETS & TRANSPORTATION									
977-57- Streets & Transportation Capital Outlay Buildings - Charles Washington Hall masonary tuck point repair		$ 12,000			$ 8,800	$ 3,200	73%	Brick wall on George Street side is deteriorating.	
977-57 Streets & Transportation Capital Outlay Buildings - Replace City Hall rooftop AC units		$ 25,000			$ -	$ 25,000	0%		
977-57 Streets & Transportation Capital Outlay Buildings - City Hall interior repair/maintenance		$ 60,500			$ 4,624	$ 55,876	8%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency.	
977-57 Streets & Transportation Capital Outlay Buildings - City Hall roof replacement		$ 128,000			$ 127,919	$ 81	100%	City Hall roof is over 20 years old and is failing.	
977-57 Streets & Transportation Capital Outlay Buildings - City Hall masonary tuck point repair		$ 35,000			$ 1,600	$ 33,400	5%	Flues and chimneys on City Hall roof have not been addressed for many years.	
977-57 Streets & Transportation Capital Outlay Buildings - Maintenance office air conditioner		$ 7,000			$ 5,440	$ 1,560	78%	The current window unit does not keep up with the heat.	
977-57 Streets & Transportation Capital Outlay Buildings - New maintenance equipment building		$ 150,000			$ -	$ 150,000	0%	Current building is maxed out on space.	
977-57 Streets & Transportation Capital Outlay Buildings - New/repair maintenance yard		$ 80,000			$ -	$ 80,000	0%	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going.	
977-57 Streets & Transportation Capital Outlay Buildings - Rouss Hall roof repair		$ -			$ -	$ -		Rouss Hall roof is rusted. A low odor roof coating will protect the roof for another 10 years.	
977-58 Streets & Transportation Capital Outlay Other Improvements - Paving Path from bridge to road by the skate park		$ 5,000			$ -	$ 5,000	0%	Connect the existing path on one side of the bridge to the other side.	
977-58 Streets & Transportation Capital Outlay Other Improvements - Happy Retreat & Stake Park Bridge		$ 100,000			$ 16,000	$ 84,000	16%		
977-58 Streets & Transportation Capital Outlay Other Improvements - ADA sidewalks & stormwater drain for Lawrence/Congress		$ 60,000			$ -	$ 60,000	0%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding.	
977-58 Streets & Transportation Capital Outlay Other Improvements -West End connector		$ -			$ -	$ -		Design and fund construction documents of Mordington Ave sidewalk from S George St to S West St. - pending grant.	
977-58 Streets & Transportation Capital Outlay Other Improvements - Flower planters	$ 5,000	$ 8,300	$ 2,921		$ 8,296	$ 4	100%	2 year plan to install flower planters on Washington Street.	Allowance for flower pedestals at City Hall
977-58 Streets & Transportation Capital Outlay Other Improvements - Potter's Field		$ 115,000	$ 8,703		$ 49,183	$ 65,817	43%	Installation of Interpretative signs, fencing, monument and landscaping.	
977-59 Streets & Transportation Capital Outlay Equipment - Bucket Truck	$ 153,000	$ 37,000			$ 15,000	$ 22,000	41%	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. This also includes a $20,000 allowance for purchase of Ranson's used truck to use in the interim. Epected expenditures in FY25 will be $20,000 used truck and $17,000 deposit for new truck. Leaving a FY26 encumberance of $153,000.	
977-59 Streets & Transportation Capital Outlay Equipment - Street line striper		$ 5,000			$ 4,985	$ 15	100%	Current striper constantly needs repaired.	
977-59 Streets & Transportation Capital Outlay Equipment - Utility Vehicle		$ 25,000			$ 21,431	$ 3,569	86%	Beneficial for events and watering flowers.	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Basic Stormwater Improvements		$ -			$ -	$ -		ACKNOWLEDGED IMPROVEMENT LOCATIONS - Install new sidewalk drain in 200 block of W. Washington (design completed - SW project); design improvements for 100 block of Shutter St; 400 block of S. Samuel, and culvert at 4th and Hunter	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Charles Street Flooding		$ -			$ -	$ -		Engineering costs to determine Charles Street flooding mitigation.	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Green Infrastructure Master Plan		$ 204,000			$ -	$ 204,000	0%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year.	

977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Samuel St. Emergency Repair		$ 172,000			$ 171,100	$ 900	99%		Allowance for stormwater emergency engineering and repair.
TOTAL STREETS & TRANSPORTATION	**$ 158,000**	**$ 1,228,800**	**$ 11,624**	**$ -**	**$ 434,378**	**$ 794,422**	**35%**		

EXPENDITURES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*MAY 2025*	*JUNE 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 AND 3 NOTES*
979 CULTURE & RECREATION									
979-56 Culture & Recreation Land - Depot Park Land Acquisition		$ 506,800			$ 503,008	$ 3,792	99%	Place holder for possible land acquisition from APUS for the Depot Park initiative.	Allowance for closing fees and environmental assessment.
979-58 Culture & Recreation Other Improvements - Evitts Run Park Security Boundary		$ 13,500			$ -	$ 13,500	0%	Install perimeter fence along Evitts Run to improve lack of security of City asset and protect park users.	
979-58 Culture & Recreation Other Improvements - Happy Retreat Ash Tree removal		$ -			$ -	$ -		These trees are a safety hazzard.	
979-58 Culture & Recreation Other Improvements - JMP Basketball Courts & Evits Run Resurfacing, Evits Run basketball court fence replacement, & 4 basketball hoops		$ 60,000			$ 57,936	$ 2,064	97%		
979-58 Culture & Recreation Other Improvements - Safety Lighting		$ 10,000			$ -	$ 10,000	0%		
979-58 Culture & Recreation Other Improvements - JMP Tennis Court ground penetrating radar		$ 9,900			$ 4,900	$ 5,000	49%		$3300 transfer to 977-58 Flower Planters and $6800 transfer to
979-58 Culture & Recreation Other Improvements - Skate Park		$ -			$ -	$ -		Purchase and installation of mobile pump track. Finance Committee recommends including in CIP plan.	
979-58 Culture & Recreation Other Improvements - Skate Park Mural and benches		$ 40,000			$ 18,847	$ 21,153	47%		
979-58 Culture & Recreation Other Improvements - Arts & Culture - Historical Signs		$ 20,000			$ 2,694	$ 17,306	13%	Finance Committee recommends including in CIP plan.	
979-58 Culture & Recreation Other Improvements - Wayfinding signage - 3-year program	$ 100,000	$ 97,400			$ -	$ 97,400	0%	CDD REQUEST $100K for wayfinding signage implementation phase 1 cost (3 years of phases) (request related to 2023 CTNOW ARPA Request)	
979-59 Culture & Recreation Equipment - JMP Slide		$ 14,200			$ -	$ 14,200	0%		
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 771,800**	**$ -**	**$ -**	**$ 587,385**	**$ 184,415**	**76%**		
Contingencies		$ 2,006,958			$ -	$ 2,006,958	0%		
Encumberances for Subsequent Years		$ 3,176,277			$ -	$ 3,176,277	0%	Grant related projects FY2026 estimated at $4,419,277 less expected grant funding + $358,000 multi-year non grant related capital projects.	
Transfer to Grant Projects		$ 1,437,292			$ -	$ 1,437,292	0%		
TOTAL EXPENSES	**$ 358,000**	**$ 9,605,667**	**$ 49,476**	**$ -**	**$ 1,521,330**	**$ 8,084,337**	**16%**		
REVENUES OVER EXPENSES		**$ -**	**$ 148,548**	**$ 136,376**	**$ 8,710,243**	**$ (8,710,243)**			

REPAVING BUDGET

REVENUES	*FY 2025 CURRENT BUDGET*	*MAY 2025*	*JUNE 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
Repaving Carryover	$ 1,472,865			$ 1,472,865	$ -	100%	Carryover balance from FY2024 Repaving Funds
36877 Contributions from GF - Repaving Fees	$ 130,000	$ 28,340	$ 15,307	$ 179,552	$ (49,552)	138%	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving
TOTAL REVENUES	**$ 1,602,865**	**$ 28,340**	**$ 15,307**	**$ 1,652,417**	**$ (49,552)**	**103%**	
EXPENDITURES	*FY 2025 CURRENT BUDGET*	*MAY 2025*	*JUNE 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
977-60 Streets & Transportation Capital Outlay Street Paving	$ 300,000	$ 3,820		$ 9,260	$ 290,740	3%	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs. Due to large scope and delays in the Request for Bid process, Finance Committee recommends caping FY2025 paving/repairs expenses at $300K.; $130K FY25 income; **$170K from paving reserves**
977-60 Streets & Transportation Capital Outlay Street Paving - Paving Contingency	$ 1,302,865			$ -	$ 1,302,865	0%	This contingency represents past income collected by CTUB earmarked for street paving.
TOTAL EXPENSES	**$ 1,602,865**	**$ 3,820**	**$ -**	**$ 3,304,835**	**$ 1,593,605**	**206%**	
REVENUES OVER EXPENSES	**$ -**	**$ 24,520**	**$ 15,307**	**$ (1,652,417)**	**$ (1,643,157)**		

GRANT PROJECTS BUDGET

	ENCUMBERED	*FY 2025 CURRENT BUDGET*	*MAY 2025*	*JUNE 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION #2 NOTES*
COPS GRANT									
Capital Reserve Carryover		$ 7,344			$ 7,344	$ -	100%	City expense of equipment purchase after application of grant funds.	
36501 Federal Grant Revenue - COPS Grant		$ 215,120			$ 215,120	$ (0)	100%	PD Equipment Grant of $400K - $143,414 remaining balance for FY26 & FY27	COPS Grant expired earlier than we anticipated.
TOTAL REVENUES	**$ -**	**$ 222,464**	**$ -**	**$ -**	**$ 222,464**	**$ (0)**	**100%**		
976-59 Public Safety Capital Outlay Vehicles - Police Vehicle Upfit Costs		$ 222,464	$ 1,229		$ 221,522	$ 942	100%	Funding requested: $79,050 for vehicle upfit equipment. $71,706 covered under DOJ COPS Equipment Grant. Note: $143,413 remaining balance for FY26 & FY27.	COPS Grant expired earlier than we anticipated.
TOTAL EXPENSES	**$ -**	**$ 222,464**	**$ 1,229**	**$ -**	**$ 221,522**	**$ 942**	**100%**		
COPS GRANT REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ (1,229)**	**$ -**	**$ 943**	**$ (943)**			

	ENCUMBERED	*FY 2025 CURRENT BUDGET*	*MAY 2025*	*JUNE 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	
AUGUSTINE AVENUE									
Capital Reserve Carryover	$ 426,000	$ 74,000			$ 74,000	$ -	100%	$350,000 Capito Earmark match & $76,443 Liberty reallocation match. $41,378 expense to the City after receiving grant funds.	
36600 State Grant Revenue - 2023 WVDOH TAP-II grant Augustine Avenue Trail Construction - (Reallocation from Liberty)		$ -			$ -			76,443.50 Match Phase I Construction	
36600 State Grant Grant Revenue - WVDOH TAP-II grant Augustine Avenue Trail Construction - Phase I		$ -			$ -	$ -		Design grant expected to be complete by close of FY25; will include FY24 TAP grant on construction once award details concrete and City commits to project in FY24 ($560K grant with $140K match)	
36501 Federal Grant Revenue - CDS - Senator Capito Grant Augustine Avenue Trail Construction		$ -			$ -	$ -		Trail Completion	
TOTAL REVENUES	**$ 426,000**	**$ 74,000**	**$ -**	**$ -**	**$ 74,000**	**$ -**	**100%**		
979-58 Culture & Recreation Other Improvements - Augustine Avenue Trail Construction - Construction Phase I		$ 74,000			$ 14,719	$ 59,281	20%	Construction - Phase 1 (Total cost = $773,595 Grant = $560,000 - Funded through WVDOT; City Match = $140,000. Paid in FY24). Anticipate construction begin FY24. An additional $1,700,000 estimated for project completion - CDS Grant = $1,400,000; City Match = $350,000, likely in FY 2025	
979-58 Culture & Recreation Other Improvements - Augustine Avenue Trail Construction - Construction Phase II & III Encumberance for FY26 & FY27.	$ 426,000	$ -			$ 350,000			CDS Grant = $1,400,000; City Match = $350,000, likely in FY 2026.	
TOTAL EXPENSES	**$ 426,000**	**$ 74,000**	**$ -**	**$ -**	**$ 364,719**	**$ 59,281**	**493%**		
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ (290,719)**	**$ (59,281)**			

	ENCUMBERED	FY 2025 CURRENT BUDGET	MAY 2025	JUNE 2025	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	
LIBERTY STREET FLOODING MITIGATION									
Capital Reserve Carryover		$ 705,774			$ 705,774	$ -	100%	FEMA match = $305,774	
TOTAL REVENUES		**$ 705,774**	**$ -**	**$ -**	**$ 705,774**	**$ -**	**100%**		
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Liberty Street Flooding Mitigation - Phase I		$ 705,774			$ 10,741	$ 695,033	2%	$750,000 Est Construction Cost - FEMA Match = $305,774; Chesapeake Match = 0.00	
TOTAL EXPENSES	**$ -**	**$ 705,774**	**$ -**	**$ -**	**$ 10,741**	**$ 695,033**	**2%**		
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 695,033**	**$ (695,033)**			

	ENCUMBERED	FY 2025 CURRENT BUDGET	MAY 2025	JUNE 2025	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	
JEFFERSON MEMORIAL POOL									
Capital Reserve Carryover		$ 650,174			$ 650,174	$ -	100%		
Pool House LWCF Grant		$ 250,000			$ -	$ 250,000			
Pool LWCF Grant	$ 1,600,695				$ -	$ -			
Transfer from Capital	$ 2,392,582	$ -			$ -	$ -		Transfer from Capital Carryover	
TOTAL REVENUES	**$ 3,993,277**	**$ 900,174**	**$ -**	**$ -**	**$ 650,174**	**$ 250,000**	**72%**		
979-58 Culture & Recreation Other Improvements - JMP Pool House Renovation-**Grant Expenditure**		$ 250,000			$ -	$ 250,000	0%	Land & Water Conservation Grant for Pool House renovation = $250,00; City Match = $250,000 Total Pool renovation estimated at $4,893.451.	
979-58 Culture & Recreation Other Improvements- **City Expenditure**		$ 650,174							
979-58 Culture & Recreation Other Improvements - JMP House Renovation-Grant Expenditure - **Grant Expenditure** for FY26	$ 1,600,695								
979-58 Culture & Recreation Other Improvements - JMP Pool Upgrade Encumbrance for FY26 - **City Expenditure**	$ 2,392,582	$ -			$ -	$ -		In support of identified LWCF grant funding expected to be required for FY2024. A FY2024 Congressional Directed Grant Funding request for $1,600,695 pends.	
TOTAL EXPENSES	**$ 3,993,277**	**$ 900,174**	**$ -**	**$ -**	**$ -**	**$ 250,000**	**0%**		
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 650,174**	**$ -**			

Charles Town Grant Assisted Projects

Updated: 2-Aug-24

CAPITAL	Estimates
FY2025 Funding Requirements	$ 1,437,292
FY2026 Funding Requirements	$ 2,818,582

Augustine Ave Trail		**$ 2,595,421**								
Design		**$ 145,421**								
Phase I & II		**$ 700,000**								
Phase III		**$ 1,750,000**								
			Grant	**Required Match**	**Total**	**Actual Cost**	**Additional City Cost**	**Total City Cost**	**Total Paid**	**Balance**
Design	TAP I		$ 116,337	$ 29,084	$ 145,421	$ 145,421	$ -	$ 29,084	$ 145,421	$ 2,450,000
Phase I & II Construction	TAP II		$ 560,000	$ 140,000	$ 700,000	$ 774,000	$ 74,000	$ 214,000	$ 774,000	$ 1,676,000
III Design & Construction	Sen Capito Earmark		$ 1,400,000	$ 350,000	$ 1,750,000	$ -			$ -	$ 1,676,000
			$ 2,076,337	$ 519,084	$ 2,595,421	$ 919,421	$ 74,000	$ 243,084	$ 919,421	
								20.9%		

Charles Town Expenditures

Before FY2023	$	145,421	
FY2023	$	161,322	
FY2024	$	140,000	
FY2025 (est)	$	74,000	Cap Reserve
FY2026 (est)	$	426,000	Cap Reserve
Total	$	946,743	

Project Funding Status

Total Project Pending	$	1,676,000
Est Charles Town Share	$	500,000
	$	1,176,000
Est Grant Funding	$	1,400,000

Actual Project Cost	**$ 1,419,178**	as of 2 Aug 2024
Liberty Street Flooding Mitigation	**$ 973,743**	
Project Est	**$ 846,733**	
15% Project Manage & Contin	**$ 127,010**	

			Grant	Required Match	Total	Actual Cost	Additional City Cost	Total City Cost	Total Paid	Balance
Design	DEP Grant		$ 102,559	$ 63,400	$ 165,959	$ 165,959	$ -	$ 63,400	$ 165,959	$ 1,253,219
Construction	CDS _ Capito	FEMA	$ 375,000	$ 705,774	$ 1,080,774	$ -	$ -	$ 705,774	$ -	$ 1,253,219
Construction	Chesapeake Bay Foundation	Green Streets	$ 172,445	$ -	$ 172,445	$ -	$ -	$ -	$ -	$ 1,253,219
	Totals		$ 650,004	$ 769,174	$ 1,419,178	$ 165,959	$ -	$ 769,174	$ 165,959	
								6.8%		

Charles Town Expenditures

Before FY2023	$ 63,400		
FY2025 (est)	$ 705,774	Cap Reserve	

Project Funding Status

Total Project Pending	$ 1,253,219
Est Charles Town Share	$ 705,774
	$ 547,445
Est Grant Funding	$ 547,455

Memorial Pool **$ 4,893,451**

Design

Pool House **$ 1,398,901**

Pool Construction **$ 3,494,550**

		Grant	Required Match	Total	Actual Cost	Additional City Cost	Total City Cost	Total Paid	Balance
Pool House									
Design (on Going)	City				$ 2,592				
Pool House	LWCF Grant	$ 250,000	$ 250,000	$ 500,000				$ -	$ 4,893,451
Pool									
Pool	LWCF Grant	$ 1,600,695	$ 1,600,695	$ 3,201,390				$ -	$ 4,893,451
		$ 1,850,695	$ 1,850,695	$ 3,701,390	$ 2,592	$ -	$ -	$ -	

Charles Town Expenditures

FY2024	$	2,592	
FY2025 (est)	$	650,174	Cap Reserve
FY2026 (est)	$	2,392,582	Cap Reserve

Project Funding Status

Total Project Pending	$	4,893,451
Charles Town Share	$	1,600,695
Charles Town Share	$	250,000
Grant Funding	$	1,600,695
LWCF Grant Funding	$	250,000
	$	3,701,390
Est Additional Funding	$	1,192,061

the city of Charles Town, WV

FY 2025 P&R Budget

REVENUES	FY 2025 CURRENT BUDGET	JUNE 2025	FY 2025 YEAR TO DATE	FY 2025 BUDGET BALANCE	FY 2025 % OVER/UNDER BUDGET	FINANCE NOTES
Carryover	113,000		113,000	-	100%	
00 Pool Admission	20,000		7,707	(12,293)	39%	
01 Pool Concession Stand	2,410		984	(1,426)	41%	
02 Pool Rental	4,000		1,380	(2,620)	35%	
03 Pool Passes	3,000		2,241	(759)	75%	
04 Swimming Lessons	9,000		12,275	3,275	136%	
07 Pavilion Rental	4,500	800	4,200	(300)	93%	
10 Park Donations	-		24,059			
12 Hotel/Motel	100,000	13,867	87,518	(12,482)	88%	
14 Tennis CIP Donations	-		800	800		
21 Junior Tennis			1,265	1,265		
22 Tennis Lessons	9,000		6,046	(2,954)	67%	
38 Interest	-		1,315	1,315		
39 Contributions from GF	20,000		20,000	-	100%	
TOTAL REVENUES	**284,910**	**14,667**	**282,790**	**(26,179)**	**99%**	

EXPENSES	FY 2025 CURRENT BUDGET	JUNE 2025	FY 2025 YEAR TO DATE	FY 2025 BUDGET BALANCE	FY 2025 % OVER/UNDER BUDGET	FINANCE NOTES
03 Salaries	52,000		43,795	(8,205)	84%	Pool - 20 Part-time employees Tennis - 11 Part-time employees
04 FICA Tax Expense	4,160		3,428	(732)	82%	FICA @ 7.65% of Salary
08 Overtime	-		1,022	1,022		
11 Telephone	900		364	(536)	40%	Jefferson Memorial Pool Phone Line
12 Printing	-		-	-		
13 Utilities	7,500	247	7,581	81	101%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $4,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $3,500
15 Buildings and Grounds	6,000		2,603	(3,397)	43%	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Driveway sealer ($1,087), Shingles, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies. Recommend assessing needs for FY25.
16 Pool supplies and equipment	11,000		879	(10,121)	8%	Tabs - $4,910, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts. Total in FY23 = $10,079. Recommend at least $11,000 on this line. Reclassing from Departmental Supplies.
18 Postage	-		-	-		
20 Advertising/Legal Pub	100		19	(81)	19%	Publishing fees
21 Training	500		-	(500)	0%	CPR/First Aid training
26 Insurance & Bonds	4,000		4,157	157	104%	Commercial Property, Umbrella Liability, Automobile, Worker's
30 Contracted Services	50,000	7,002	46,890	(3,110)	94%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000 Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300
32 Bank Charges	-		-	-		
37 Other Fees/Taxes	150		-	(150)	0%	Pool permit fee Health Department
41 Departmental Supplies	15,000		9,857	(5,143)	66%	Supplies ($256). Floats and whistles ($250), AED machine ($1,700)
42 Concession Stand Supplies	-		605	605		We can roll these costs under Departmental Supplies. No need for a separate line item.
45 Uniforms	600		451	(149)	75%	Jr. Tennis Girls and Boys Shirts and Jackets. Recommend $600
59 Capital Outlay	100,000		-	(100,000)	0%	
99 Contingencies	33,000		-	(33,000)	0%	
TOTAL EXPENSES	**284,910**	**7,249**	**121,653**	**(163,257)**	**43%**	
REVENUES OVER EXPENSES	**-**	**7,417**	**161,137**	**137,079**		

CITY OF CHARLES TOWN
BANK AND INVESTMENT ACCOUNTS
BALANCES AS OF JUNE 30, 2025

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
001 GENERAL FUND									
This pool of money is used to support the operations of the City. This Fund is monitored by the State of WV. The City must submit a budget to the State in March of each year for approval in the following April. All revisions to the budget must be sent to the State for approval. These funds support all operational expenses accross the City departments. These departments are Economic Development, Mayor's Office, Council, City Manager, Treasurer, Court Clerk, Police Judges, City Attorney, Enforcement Agency, Building Inspections, Planning & Zoning, Elections, City Hall, Contributions, Parking, Police, Crossing Guards, Maintenance, and Fairs and Festivals. Several revenues are received by the General Fund and passed through to other funds. Hotel/Motel Taxes are collected and half is transferred to the P&R Fund. The other half is given to the County CVB. Street Improvement Fees are collected and transferred to the Capital Fund Repaving Budget. Finally, Gaming and Vidoe Lottery Income is collected and transferred to the Capital Fund.								
General Fund	2792	General	Bank of Charles Town	001-101-00	$ 1,665,909		$ 1,665,909		General Fund operations.
002 COAL SEVERANCE									
This fund is a special revenue fund that is supported by the collection of a tax on the production of coal in the state. Because Jefferson County is not a coal producing county, we get a portion of the proceeds based on population. This budget is monitored by the State as well. The City must submit a budget to the State in March of each year to be approved in the following April just as we do for the General Fund. The Council has decided to use these funds to support the enhancement of the P&R pool. This P&R expenditure is approved by the State of WV.									
Coal Severance Tax Revenue Fund	2946	Coal Severance	Bank of Charles Town	002-101-05	$ 179,360		$ 179,360		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	$ 1,020,132	$ 1,020,132		$ 1,020,132	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	$ 798,152	$ 798,152		$ 798,152	Investment fund for GF budget stabalization.
008 SALES TAX									
The revenue that is received in this fund is the 1% city sales tax on the sale of goods and services that businesses operating within the Charles Town city limits must charge their customers. The State collects this tax for us and sends a quarterly payment to this fund. This money is unrestricted and can be used for whatever the City deems appropriate. Currently our ordinances declare that the money must first be used to pay debt obligations. In the FY 2026 General Fund budget the City is bringing in 1.5 million from the Sales Tax Fund. Approximately $325,000 of that money will be used to pay monthly bond/loan payments. The remaining $1,175,000 is allocated for City operations.									
Sales Tax	3012	Sales Tax	Bank of Charles Town	008-101-00	$ 4,218,833	$ 4,218,833	$ -	$ 4,218,833	$1.5 million committed to General Fund for FY 2026. Debt service is to be paid first per ordinance.
011 CHARLES WASHINGTON HALL LANDLORD FUND									
This fund was formed to create a LLC to redeem Federal and State historical tax credits associated with the renovation of Charles Washington Hall in 2014-2017. Money from this fund can be set aside to buy back the remaining portion of the LLC.									
CWH Landlord, LLC	3365	CWH Landlord	Bank of Charles Town	011-101-00	$ 575,083	$ 575,083	$ -	$ 575,083	Unrestricted revenues from the sale of federal historic tax credits. $25,000 allocated for possible option by out.
020 HOUSING REHAB FUND									
The Housing Rehabilitation Program was established in the 1980's when the City received HUD income for community housing rehabilitation. In the past, this was a loan program to the community. This program ceased several years ago. The City may want to pursue providing community grants to low income residents for housing repairs until the funds have been exhausted.									
Housing Rehab Program	2100	CDBG	Bank of Charles Town	020-101-00	$ 67,589	$ -	$ 67,589		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	$ 126,794	$ -	$ 126,794		Funds restricted for limited police activities per Department of Justice guidelines.
Police Investigation Account	2814	Investigative	Bank of Charles Town	021-101-01	$ 54,147		$ 54,147		Funds for police use.
026 OPIOID FUND									
These funds exist from a legal settlement of the State against opioid manufacturrers, distributors, and pharmacies due to their contribution to the misues of opioids. The State mandates that the money must be used for treatment and recovery programs, mental health services, support of law enforcement and first responders, provision of prevention education, or improved access to Narcan. There will be annual distributions of approximately $35,000 through 2028.									
Opioid Settlement Fund	2106	Opioid Fund	Bank of Charles Town	026-101-01	$ 193,459		$ 193,459		Special revenue fund. Council is determining use of funds per State
200 CAPITAL RESERVE FUND									
Capital Reserve money is used to support capital expenditures. These expenditures are normally no less than $5000. A capital expense may be a purchase of land, buildings, vehicles, equipment, or infrastructure construction. They are usually one time expenditures that become fixed assets, and may be supported by grants. There are 3 checking accounts associated with the Capital Fund. The first bank account is the Capital Reserve account which pays for the capital purchases. This account is supported from lottery proceeds, developer fees, and transfers from the General Fund. The second bank account is the Repaving account which pays for the paving and construction of roads. This account is supported from repaving fees assessed on Charles Town residents. The City collects $48 annually from each Charles Town household to support paving. The final account, the EPA account, is the bank account in which grants are received. This is a pass through account. The balance of this bank account should always be zero because the money received should be immediately transferred out to the account that it is reimbursing.									
Capital Reserve Fund	2822	Capital Reserve	Bank of Charles Town	200-101-00	$ 8,258,759	$ 2,000,000	$ 6,258,759	$ 2,000,000	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	$ 185,190	$ -	$ 185,190		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	$ 1,697,011		$ 1,697,011	$ 1,397,011	Special revenue for resurfacing projects approved in FY 2025 Capital Budget.
207 PARKS & RECREATION FUND									
The Parks & Recreation Fund is designated to support the operations of the parks, the pool, and P&R programs. Parks & Recreation is a separate entify from the City. There are 2 checking accounts associated with the P&R Fund. They are the P&R Operating account and the P&R Capital Improvement account. The Operations bank account is used to support the operations of the Parks Program. The main revenue for that account is Hotel/Motel Taxes that are collected in the General Fund and passed on to P&R per City ordinances. The Capital Improvement bank account is supported from community donations and transfers from the P&R Operating account. The Clifford Trust is included in this account. Some of the capital expenditures are restricted for specific purposes per the donors' requests.									
Parks & Rec	2881	Parks & Rec	Bank of Charles Town	207-101-00	$ 35,155		$ 35,155		Operating account for Parks and Recreation.
Parks & Rec Capital Improvement	7203	Parks & Rec	Bank of Charles Town	207-101-05	$ 114,459		$ 114,459		Account designated to P&R donations/contributions for future Parks capital improvement (i.e. tennis courts, pool, etc.)
400 BUILDING COMMISSION FUND									
The Building Commission is a separate entity from the City. It's purpose is to incur debt on behalf of the City. The properties that the debt are held against are owned by the Building Commission and leased to the City. This relationship exists between the Building Commission and the City until the debt is paid off. Then the property can be given back to the City. Currently there are 3 bonds/loans that the Building Commission holds for the City. The first one is a USDA Bond for Charles Washington Hall. The balance of the bond as of 5/15/2025 is $2,377,573 with monthly payments of $12,840. The second bond is another USDA Bond for Charles Washington Hall. The balance of this bond as of 5/15/25 is $751,198 with monthly payments of $3827. The final loan is held at the Bank of Charles Town at $1,637,630 as of 4/30/25. The monthly payments for this loan is $10,390.98. The Building Commission receives monthly lease payments from the General Fund to support these bond/loan payments. The Building Commission holds one year of bond/loan payments totaling approximately $325,000 in its checking account on reserve.									
Building Commission	4862	Bldg Commission	Bank of Charles Town	400-101-00	$ 336,098	$ -	$ 336,098		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	$ 27,779		$ 27,779		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	$ 550,550		$ 550,550		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	$ 124,865		$ 124,865		Account is used to deposit bond funds from developers and held until projects are completed.

Total Bank Accounts……	**$ 18,880,622**			
Total Investment Accounts……	**$ 1,348,702**			
Total Funds……	**$ 20,229,324**	**$ 8,612,201**	**$ 11,617,124**	**$ 10,009,212**

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: 07/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-781: Personnel Committee Meeting - July 14, 2025

ATTACHMENTS:

- Personnel Committee Report 7-14-25.pdf

City of Charles Town Personnel Committee Report

July 14, 2025 Meeting

1. **CALL TO ORDER**

   Meeting was called to order at 5:00pm. Persons present: Councilmember Micheal George, Councilmember Jeff Hynes, Councilmember Kevin Tester, Councilmember Andie Sugrue, Assistant City Manager Alissa Meeks and GPS Consultant, Bret Bauer (via Zoom)

2. **UNFINISHED BUSINESS**

   2025-742: City Manager Search – Possible Executive Session

   Discussion with Bret Bauer on moving forward with selection of final candidates that will be invited to Charles Town to interview for the City Manager position. Committee voted to enter into Executive Session. At end of Executive Session, Committee determined that final interviews would take place with staff on July 31, 2025 and with Council on Aug 1, 2025. Councilman Hynes asked when candidate information would be shared with entire council. Mayor George to follow up with staff to distribute candidate materials to Council.

3. **NEW BUSINESS**

4. **Next regularly scheduled Personnel Committee meeting is August 11, 2025 at 5:00pm. City Manager interviews will be conducted July 31, 2025.**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-796: City Manager's Report - July 21, 2025

ATTACHMENTS:

- City Manager Report July 21 2025.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: July 21, 2025

This report is designed to provide information on substantive issues and meaningful project updates on items of importance to the Mayor and City Council. If the Council or general public have questions about any item or would like additional information, please contact Alissa Meeks for questions, needs, or concerns.

PARKS AND RECREATION

Skate Park: The paved/trail portion around the green space will be paved this week to begin at the entrance and wrap around to the end/corner of the grass.

Parks Board Applications: The City is still accepting applications for two (2) open Parks Board vacancies.

COMMUNITY AND ECONOMIC DEVELOPMENT

Ribbon Cutting - Miss Willas' Bookshop will host a ribbon-cutting on Saturday, July 26th at 1030AM. Over 1000 attendees from 38 states will be visiting Charles Town.

Nathaniel Drive Paving/Bond – Staff will be posting an RFP in the coming days to generate a paving quote for Nathaniel Drive.

Christmas in July – Christmas in July is happening during Hip After Six on July 25th. Santa will join Mayor George and Mayor Suits, of Ranson, to announce the themes of the Charles Town Ranson Christmas Parade.

Presentations - The Brownfields Assistance Center has asked for Charles Town's own, Liz Cook (Economic Development Coordinator) to be a presenter at the WV Brownfields/Main Street Conference this September. She will present on the topics of the Revive! Commercial Grant Program and Redevelopment that has taken place in the City, as well as appear on a panel with others across the state who work in economic development.

OPERATIONS & MAINTENANCE

7/16 Storm Damage – Many thanks and appreciation to our mayor, council, police, staff, community partners, local businesses and volunteers for immediate assistance and ongoing commitment post storm. The City will ensure the clean-up and remediation efforts return all streets and residences to a safe and habitable condition.

New AC Unit Replacement – Staff just signed the contract on another new AC replacement. There are currently five (5) units that have not been replaced since the 1990s (including the new one under

contract) that are dated and in need of replacement. After this unit's replacement, the CIP will have to reflect four (4) additional units to be replaced.

New A/C Mini-Split – A new mini-split A/C system will be installed in the City's server room which is housed at the 661 S. George complex.

City Hall Remediation – Retro Environmental Services was onsite at City Hall this week to provide an assessment and quote for asbestos remediation. When that remediation quote is generated, it will be reflected within the Capital Budget.

Street Paving – Staff is working with Hetzer Construction to secure a tentative paving schedule and to determine a method of notifying residents when their respective streets are impacted. Streets will start to be milled as early as Monday, July 21st.

Parking Passes – The City has sold 164 parking passes out of the total 180 allotment. There are plastic pass holders to accompany the permits that can be picked up at City Hall.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-771: Public Hearing for Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative Code, Chapter 5 Administrative, Article 136 Rental Dwelling Units

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-772: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative Code, Chapter 5 Administrative, Article 136 Rental Dwelling Units

Proposed Motion: Move to approve the Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative Code, Chapter 5 Administrative, Article 136 Rental Dwelling Units

ATTACHMENTS:

- Rental Dwelling.pdf
- Rental Dwelling Clean.pdf

ARTICLE 136

Rental Dwelling Units

136.01 Purpose.
136.02 Scope.
136.03 Definitions.
136.04 Prohibited activity.
136.05 Application for certificate of rental use and occupancy.
136.06 Certificate of rental use and occupancy; display; transfer; expiration.
136.07 Fees and conditions.
136.08 Annual renewal application.
136.09 Access to rental units.
136.10 Notice of violation.
136.11 Right of appeal.
136.12 Applicability of other laws.
136.13 Penalty.
136.14 Civil remedies.
136.15 Public information.

136.01 PURPOSE.

The purpose of this article is to promote health and safety standards for rental housing and to secure and preserve the integrity and character of residential districts within the City by implementing a system for the registration of Residential Dwelling Units to establish greater accountability of both landlords and tenants so that rental housing is safe, sanitary and suitable in accordance with applicable provisions of the State Building Code and other regulations as adopted by the City.
(Passed 9-19-16.)

136.02 SCOPE.

This article applies to all rental dwelling units within the City saving and excepting that it shall not apply to owner occupied dwellings wherein roomers or boarders are maintained in common living areas in accordance with other applicable codes and ordinances, nor shall it apply to hotels, and motels, nor shall it apply to owners of single family dwellings who, during their ownership, have occupied the dwelling for at least two (2) years immediately prior to rental and for which neither the lease term nor the actual period of rental occupancy shall exceed two (2) years, provided, however, that in any case in which the provisions of this section shall impose a hardship upon any owner of a single family dwelling by reason of extended military service or similar circumstances, such Owner shall have the right to apply to the Code Official for extension or reduction of the time periods set forth herein under the procedures set forth in Section 136.11 . In reviewing such application for extension or reduction this article, consideration shall be given to whether or not any claimed hardship is self-imposed, provided, however, that hardship resulting from voluntary service in the United States Armed Forces shall not be deemed to have been self-imposed.
(Passed 9-19-16

136.03 DEFINITIONS.

As used in this article:

(a) "Certificate of Rental Use and Occupancy" means the certificate issued by the Code Official which permits the use of a building for the rental unit or units set forth in same.

(b) "Code Official" means the officer or other designated authority charged with the administration and enforcement of the Building Code of this City, or his/her duly authorized agent.

(c) "Dwelling Unit" means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

(d) "Owner" means the owner or owners of a Rental Dwelling Unit.

(e) "Owner Occupied" means occupied by one or more of the individuals with whom title is vested by deed, will or intestate succession and shall also include one who is vested with the beneficial interest and possessory rights to the property by virtue of a trust instrument.

(f) "Lease" shall refer to an agreement, oral or written, wherein one grants to another use and possession of a rental unit for a period of more than seven days in exchange for some form of consideration, whether money, goods, services, or otherwise, and the verb form of "lease" shall mean the same as "rent" and "to rent" shall mean "to lease".

(g) "Property Manager" and the word "Manager" shall mean any natural person designated as an agent by the owner(s) for the purpose of managing a Rental Dwelling Unit.

(h) "Rental Dwelling Unit" and "Rental Unit" means any dwelling unit which is offered in whole or part for residential purposes and for which remuneration is received, but shall not be construed so as to include owner occupied dwellings wherein roomers or boarders are maintained in common living areas in accordance with other applicable codes and ordinances, nor shall it include hotels and motels, nor single family dwellings that have been occupied by their owners for at least two (2) years immediately prior to rental and for which neither the lease term nor the actual period of rental occupancy shall exceed two (2) years.

(i) "State Building Code" shall mean the State Building Code as defined by Part Seventeen of the Codified Ordinances of Charles Town and shall include the National Electrical Code.

(j) "Tenant" means an individual occupant of a Rental Dwelling Unit who has entered a lease agreement for occupancy of said unit for a period of more than seven (7) days or who has occupied such Unit for a period of more than seven (7) days in exchange for the giving of something of value to the owner.

(Passed 9-19-16.)

136.04 PROHIBITED ACTIVITY.

No owner or property manager shall lease or offer for rent any Rental Dwelling Unit for use in whole or in part for human habitation without a valid Certificate of Rental Use and Occupancy. It shall be unlawful for any owner, property manager or tenant to violate any of the provisions of this article.
(Passed 9-19-16.)

136.05 APPLICATION FOR CERTIFICATE OF RENTAL USE AND OCCUPANCY.

Applications for a Certificate of Rental Use and Occupancy shall be made in writing, on forms provided by the Code Official containing the following information in addition to such supplemental information as may be reasonably required by the Code Official:

(a) For the building or complex in which Rental Units are located:
  (1) The address(es) of the dwelling units;
  (2) B&O account ID;
  (3) The number of units in the building;
  (4) The names, addresses and telephone numbers of all owners, and any property manager; and
  (5) Any other uses existing or intended within the building;
  (6) In the case of an out of state non-resident owner, the name and residence address of the natural person who is a resident of the State of West Virginia and who the owner designates as an agent to receive notice and legal service of process on his or her behalf.

(b) For each Rental Unit:
  (1) The floor on which the unit is located;
  (2) The total habitable square feet;
  (3) The number of off-street or on location parking spaces available; and
  (4) The rental unit identification number (i.e., house #, apartment #).

(Passed 9-19-16.)

136.06 CERTIFICATE OF RENTAL USE AND OCCUPANCY; DISPLAY; TRANSFER; EXPIRATION.

(a) Unless the rental unit is found, upon inspection, not to conform to the requirements of this article, the Code Official shall issue a Certificate of Rental Use and Occupancy within forty-five (45) days of receipt of a completed application. The Certificate, and all renewals thereof, shall be issued for a period of one (1) year.

(b) The Certificate of Rental Use and Occupancy shall be transferable to subsequent owners of the respective dwelling unit(s), provided, however, that such subsequent owner shall first register and provide the information as herein required under Section 136.05 and shall pay a transfer fee of thirty dollars ($30.00).

(c) An example of the Certificate of Rental Use and Occupancy shall be available for inspection at City Hall during regular business hours.

(d) The Owner/Agent shall post a copy of the Certificate of Rental Use and Occupancy in a conspicuous location in the interior of the premises or near the interior electrical fuse or circuit box of each dwelling unit.
(Passed 9-19-16.)

136.07 FEES AND CONDITIONS.

(a) Each Owner shall be charged an inspection fee of one hundred dollars ($100.00) per Rental Unit for each inspection made in the usual course of the implementation of this article. There shall be no additional inspection fee when a re-inspection fee is required for compliance and compliance is accomplished. However, in the event that two (2) or more re-inspections are required in order to achieve compliance with this article, an additional re-inspection fee of twenty dollars ($20.00) shall be assessed for the second re-inspection and for each subsequent re-inspection. These fees are exclusive of and in addition to any associated building permit fees, as necessary.

(b) Owners missing scheduled inspections without prior notice and good cause, shall be assessed twenty dollars ($20.00) in addition to the inspection fee.

(c) In the event that the Code Official is required to attend Court or Deposition as a witness pertaining to the administration of this Article, the party requiring his/her appearance will be assessed an appearance fee equal to ($100) per hour or portion thereof for which the Code Official is required to attend Court or Deposition. Where less than twenty-four (24) hours advance notice is given of such required appearance, the fee shall be ($125) per hour or portion thereof.

(d) An Owner or Manager may request an inspection of his/her Rental Unit(s) at any time for the purpose of establishing compliance with this article and the State Building Code, either incident to a dispute with a tenant or other cause, provided, however, that a fee of ~~fifty dollars~~ one hundred ($100) per hour shall be assessed to such owner/manager per man-hour with a one-hour minimum charge for such inspection. A duplicate Certificate of Rental Use and Occupancy shall be provided to any owner/manager for a fee of one dollar ($1.00).

(e) A tenant may request an inspection for specific conditions by filing a request for same on a form provided by the Code Official at no cost. ~~Where circumstances warrant, the Code Official may waive or refund the fee to the tenant.~~(Passed 9-19-16.)

136.08 ANNUAL RENEWAL APPLICATION.

(a) For the purpose of this article, the registration/inspection year shall be defined as one year from date of issuance of Certificate of Rental U&O. The $100.00 annual registration fee shall be designated as the application and inspection fee for the registered unit.

(b) Annual inspections shall be scheduled by the Code Official during the year with at least fourteen (14) days' advance notice to the property owner or designated agent. Property owners not registered at the time of the scheduled inspection will be in violation of this article. Where deemed appropriate by the Code Official, follow-up inspections may be made at any reasonable time.
(Passed 9-19-16.)

136.09 ACCESS TO RENTAL UNITS.

The Owner/Manager shall provide the Code Official access to all areas of any building containing rental dwelling units at all reasonable times and shall make himself/herself available to accompany the Code Official during inspection. In the absence of the Owner/Manager, the Code Official shall have the right to inspect the interior of rental properties, including individual dwelling units, in order to carry out the provisions of this article under the following circumstances:

(a) ~~When requested to do so by a tenant in possession, provided, however, that the Code Official shall not be required to inspect upon the request of a tenant absent a written application on a form provided by the Code Official and the payment of an inspection fee of $20.00;~~

(b) After providing due notice to the occupants of unit or upon scheduling an inspection with one or more of the tenants in possession of a unit;

(c) Upon probable cause that a Code violation exists and the issuance of an administrative search warrant by a City Judge.

(Passed 9-19-16.)

136.10 NOTICE OF VIOLATION.

(a) When in the course of the inspection violations are discovered on the premises that do not affect the habitability or safety of a rental dwelling unit, such violations shall be cited in accordance with the administrative provisions of the applicable code or ordinance. Such violations shall not be construed as grounds to withhold or revoke the Certificate of Rental Use and Occupancy.

(b) Where conditions exist which affect the habitability of the dwelling, but do not pose an imminent hazard to the occupants, a Certificate of Rental Use and Occupancy may be issued along with a notice of violation. The notice of violation shall be in writing, must be served to the Owner or Agent containing a description of the property sufficient for identification and shall include:

(1) A statement of the deficient conditions for which the notice of violation it was issued;

(2) A reasonable time in which the violations are required to be eradicated; and

(3) A statement of the Owner's right of appeal.

The Owner shall, within the time period specified in the notice of violation, correct all deficiencies cited in violation of the State Building Code and City codes. The Certificate of Rental Use and Occupancy may be revoked ~~and a notice to vacate issued~~ if the dwelling unit is not in compliance within the time specified in the notice of violation. However, the Code Official may, upon written request, extend the period for compliance where the work has been delayed despite good-faith efforts to comply and where such extension presents no immediate threat to the health and safety of the occupants of the dwelling unit or other units or properties.

(c) ~~Where violations are found that, in the judgment of the Code Official, are sufficient to withhold or revoke the Certificate of Rental Use and Occupancy, the Code Official shall issue a notice to vacate. The notice to vacate shall:~~

~~(1) Be in writing;~~

~~(2) Be served to the owner or designated manager;~~

~~(3) Be conspicuously posted on the premises;~~

~~(4) Contain a description of the property sufficient for identification;~~

~~(5) State the reasons therefor;~~

~~(6) Include a copy of any relevant notice(s) of violation; and~~

~~(7) Include notification of the right of appeal.~~

(d) Nothing in this article shall be construed to prevent the Code Official from ordering the immediate vacation of any dwelling or dwelling unit where violations are discovered which pose an immediate threat to the health or safety of the occupants.

(e) ~~Occupancy of any rental dwelling unit in violation of a notice to vacate shall subject the Owner and/or the occupants to the penalties prescribed in Section 136.13 .~~

(Passed 9-19-16.)

136.11 RIGHT OF APPEAL.

Any property Owner shall have the right to appeal to the Building Code Board of Appeals from a decision of the Code Official where it is alleged that the Code Official has made erroneous factual findings or has misinterpreted the application of this article to such facts, provided, however, that and challenge to the Code Official's findings in regard to the State Building Code will be governed by the limited scope of appeal as set forth therein. Such appeal shall be in writing on forms provided stating the reasons therefore and shall be submitted to the Code Official within thirty (30) days of receipt of notice the action taken from which the appeal is taken and shall be accompanied with the appropriate appeal fee as established by the City Council for the taking of appeals to said Board. Upon receipt of the written appeal along with the appeal fee, the Code Official shall cause the appeal to be scheduled for hearing before the Building Code Board of Appeals. Except where conditions warrant immediate vacating of the dwelling, such appeal shall stay all action on the part of the Code Official in furtherance of the notice of violation from which the appeal was taken. Any appeal from a decision of the Building Code Board of Appeals shall be by writ of certiorari to the Circuit Court of Jefferson County and shall not automatically stay the enforcement of such decision.

(Passed 9-19-16.)

136.12 APPLICABILITY OF OTHER LAWS.

The provisions of this article shall not be construed so as to abrogate any common law or statutory rights and responsibilities of landlords and tenants. Neither the requirements of this article nor the requirements of any other ordinance of the City of Charles Town nor the requirements of State or federal law may be waived by any party to any lease.

(Passed 9-19-16.)

136.13 PENALTY.

Any person violating any provision of this Article is guilty of a misdemeanor. Each day for which a violation of any provision of this article exists shall constitute a separate offense subject to a fine for each first offense of $100.00, for each second offense, $200.00 and for each third and subsequent repeat offense $500.00. Any penalty imposed for a violation of this Article shall constitute a lien against all real estate owned by the person(s) fined in favor of the City of Charles Town, together with a lien for all costs and attorney fees incurred in the enforcement of such lien. The imposition of penalties prescribed herein shall not relieve the violator from responsibility for full compliance with all other applicable codes and ordinances, including any and all separate fines and penalties imposed thereunder. By virtue of the designation of an Agent under the provisions of this Article, the Owner or Owners and each of them will be jointly and severally accountable and liable for all actions and inactions of such Agent.

(Passed 9-19-16.)

136.14 CIVIL REMEDIES.

In addition to the penalties imposed by Section 136.13 , above, the Code Official may bring, before any court of competent

jurisdiction, an action seeking injunctive relief against any person in violation of any provision of this article. In any order granting such injunctive relief, the City of Charles Town shall be entitled to recovery of its attorney fees and expenses reasonably incurred in such action. By virtue of the designation of an Agent under the provisions of this Article, the Owner or Owners and each of them will be jointly and severally accountable and liable for all actions and inactions of such Agent.
(Passed 9-19-16.)

136.15 PUBLIC INFORMATION.

The official written results of inspections undertaken by virtue of this article shall be deemed public information ~~and subject to publication by the City of Charles Town.~~
(Ord. 9-19-16.)

ARTICLE 136

Rental Dwelling Units

136.01 Purpose.
136.02 Scope.
136.03 Definitions.
136.04 Prohibited activity.
136.05 Application for certificate of rental use and occupancy.
136.06 Certificate of rental use and occupancy; display; transfer; expiration.
136.07 Fees and conditions.
136.08 Annual renewal application.
136.09 Access to rental units.
136.10 Notice of violation.
136.11 Right of appeal.
136.12 Applicability of other laws.
136.13 Penalty.
136.14 Civil remedies.
136.15 Public information.

136.01 PURPOSE.

The purpose of this article is to promote health and safety standards for rental housing and to secure and preserve the integrity and character of residential districts within the City by implementing a system for the registration of Residential Dwelling Units to establish greater accountability of both landlords and tenants so that rental housing is safe, sanitary and suitable in accordance with applicable provisions of the State Building Code and other regulations as adopted by the City.

136.02 SCOPE.

This article applies to all rental dwelling units within the City saving and excepting that it shall not apply to owner occupied dwellings wherein roomers or boarders are maintained in common living areas in accordance with other applicable codes and ordinances, nor shall it apply to hotels, and motels, nor shall it apply to owners of single family dwellings who, during their ownership, have occupied the dwelling for at least two (2) years immediately prior to rental and for which neither the lease term nor the actual period of rental occupancy shall exceed two (2) years, provided, however, that in any case in which the provisions of this section shall impose a hardship upon any owner of a single family dwelling by reason of extended military service or similar circumstances, such Owner shall have the right to apply to the Code Official for extension or reduction of the time periods set forth herein under the procedures set forth in Section 136.11. In reviewing such application for extension or reduction this article, consideration shall be given to whether or not any claimed hardship is self-imposed, provided, however, that hardship resulting from voluntary service in the United States Armed Forces shall not be deemed to have been self-imposed.

136.03 DEFINITIONS.

As used in this article:

(a) "Certificate of Rental Use and Occupancy" means the certificate issued by the Code Official which permits the use of a building for the rental unit or units set forth in same.

(b) "Code Official" means the officer or other designated authority charged with the administration and enforcement of the Building Code of this City, or his/her duly authorized agent.

(c) "Dwelling Unit" means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

(d) "Owner" means the owner or owners of a Rental Dwelling Unit.

(e) "Owner Occupied" means occupied by one or more of the individuals with whom title is vested by deed, will or intestate succession and shall also include one who is vested with the beneficial interest and possessory rights to the property by virtue of a trust instrument.

(f) "Lease" shall refer to an agreement, oral or written, wherein one grants to another use and possession of a rental unit for a period of more than seven days in exchange for some form of consideration, whether money, goods, services, or otherwise, and the verb form of "lease" shall mean the same as "rent" and "to rent" shall mean "to lease".

(g) "Property Manager" and the word "Manager" shall mean any natural person designated as an agent by the owner(s) for the purpose of managing a Rental Dwelling Unit.

(h) "Rental Dwelling Unit" and "Rental Unit" means any dwelling unit which is offered in whole or part for residential purposes and for which remuneration is received, but shall not be construed so as to include owner occupied dwellings wherein roomers or boarders are maintained in common living areas in accordance with other applicable codes and ordinances, nor shall it include hotels and motels, nor single family dwellings that have been occupied by their owners for at least two (2) years immediately prior to rental and for which neither the lease term nor the actual period of rental occupancy shall exceed two (2) years.

(i) "State Building Code" shall mean the State Building Code as defined by Part Seventeen of the Codified Ordinances of Charles Town and shall include the National Electrical Code.

(j) "Tenant" means an individual occupant of a Rental Dwelling Unit who has entered a lease agreement for occupancy of said unit for a period of more than seven (7) days or who has occupied such Unit for a period of more than seven (7) days in exchange for the giving of something of value to the owner.

136.04 PROHIBITED ACTIVITY.

No owner or property manager shall lease or offer for rent any Rental Dwelling Unit for use in whole or in part for human habitation without a valid Certificate of Rental Use and Occupancy. It shall be unlawful for any owner, property manager or tenant to violate any of the provisions of this article.

136.05 APPLICATION FOR CERTIFICATE OF RENTAL USE AND OCCUPANCY.

Applications for a Certificate of Rental Use and Occupancy shall be made in writing, on forms provided by the Code Official containing the following information in addition to such supplemental information as may be reasonably required by the Code Official:

(a) For the building or complex in which Rental Units are located:

(1) The address(es) of the dwelling units;

(2) B&O account ID;

(3) The number of units in the building;

(4) The names, addresses and telephone numbers of all owners, and any property manager; and

(5) Any other uses existing or intended within the building;

(6) In the case of an out of state non-resident owner, the name and residence address of the natural person who is a resident of the State of West Virginia and who the owner designates as an agent to receive notice and legal service of process on his or her behalf.

(b) For each Rental Unit:

(1) The floor on which the unit is located;

(2) The total habitable square feet;

(3) The number of off-street or on location parking spaces available; and

(4) The rental unit identification number (i.e., house #, apartment #).

136.06 CERTIFICATE OF RENTAL USE AND OCCUPANCY; DISPLAY; TRANSFER; EXPIRATION.

(a) Unless the rental unit is found, upon inspection, not to conform to the requirements of this article, the Code Official shall issue a Certificate of Rental Use and Occupancy within forty-five (45) days of receipt of a completed application. The Certificate, and all renewals thereof, shall be issued for a period of one (1) year.

(b) The Certificate of Rental Use and Occupancy shall be transferable to subsequent owners of the respective dwelling unit(s), provided, however, that such subsequent owner shall first register and provide the information as herein required under Section 136.05 and shall pay a transfer fee of thirty dollars ($30.00).

(c) An example of the Certificate of Rental Use and Occupancy shall be available for inspection at City Hall during regular business hours.

(d) The Owner/Agent shall post a copy of the Certificate of Rental Use and Occupancy in a conspicuous location in the interior of the premises or near the interior electrical fuse or circuit box of each dwelling unit.

136.07 FEES AND CONDITIONS.

(a) Each Owner shall be charged an inspection fee of one hundred dollars ($100.00) per Rental Unit for each inspection made in the usual course of the implementation of this article. There shall be no additional inspection fee when a re-inspection fee is required for compliance and compliance is

accomplished. However, in the event that two (2) or more re-inspections are required in order to achieve compliance with this article, an additional re-inspection fee of twenty dollars ($20.00) shall be assessed for the second re-inspection and for each subsequent re-inspection. These fees are exclusive of and in addition to any associated building permit fees, as necessary.

(b) Owners missing scheduled inspections without prior notice and good cause, shall be assessed twenty dollars ($20.00) in addition to the inspection fee.

(c) In the event that the Code Official is required to attend Court or Deposition as a witness pertaining to the administration of this Article, the party requiring his/her appearance will be assessed an appearance fee equal to ($100) per hour or portion thereof for which the Code Official is required to attend Court or Deposition. Where less than twenty-four (24) hours advance notice is given of such required appearance, the fee shall be ($125) per hour or portion thereof.

(d) An Owner or Manager may request an inspection of his/her Rental Unit(s) at any time for the purpose of establishing compliance with this article and the State Building Code, either incident to a dispute with a tenant or other cause, provided, however, that a fee of one hundred ($100) per hour shall be assessed to such owner/manager per man-hour with a one-hour minimum charge for such inspection.

(e) Duplicate Certificate of Rental Use and Occupancy shall be provided to any owner/manager for a fee of one dollar

(f) A tenant may request an inspection for specific conditions by filing a request for same on a form provided by the Code Official at no cost.

136.08 ANNUAL RENEWAL APPLICATION.

(a) For the purpose of this article, the registration/inspection year shall be defined as one year from date of issuance of Certificate of Rental U&O. The $100.00 annual registration fee shall be designated as the application and inspection fee for the registered unit.

(b) Annual inspections shall be scheduled by the Code Official during the year with at least fourteen (14) days' advance notice to the property owner or designated agent. Property owners not registered at the time of the scheduled inspection will be in violation of this article. Where deemed appropriate by the Code Official, follow-up inspections may be made at any reasonable time.

136.09 ACCESS TO RENTAL UNITS.

The Owner/Manager shall provide the Code Official access to all areas of any building containing rental dwelling units at all reasonable times and shall make himself/herself available to accompany the Code Official during inspection. In the absence of the Owner/Manager, the Code Official shall have the right to inspect the interior of rental properties, including individual dwelling units, in order to carry out the provisions of this article under the following circumstances.

(a) After providing due notice to the occupants of unit or upon scheduling an inspection with one or more of the tenants in possession of a unit;

(b) Upon probable cause that a Code violation exists and the issuance of an administrative search warrant by a City Judge.

136.10 NOTICE OF VIOLATION.

(a) When in the course of the inspection violations are discovered on the premises that do not affect the habitability or safety of a rental dwelling unit, such violations shall be cited in accordance with the administrative provisions of the applicable code or ordinance. Such violations shall not be construed as grounds to withhold or revoke the Certificate of Rental Use and Occupancy.

(b) Where conditions exist which affect the habitability of the dwelling, but do not pose an imminent hazard to the occupants, a Certificate of Rental Use and Occupancy may be issued along with a notice of violation. The notice of violation shall be in writing, must be served to the Owner or Agent containing a description of the property sufficient for identification and shall include:

(1) A statement of the deficient conditions for which the notice of violation it was issued;

(2) A reasonable time in which the violations are required to be eradicated; and

(3) A statement of the Owner's right of appeal.

The Owner shall, within the time period specified in the notice of violation, correct all deficiencies cited in violation of the State Building Code and City codes. The Certificate of Rental Use and Occupancy may be revoked if the dwelling unit is not in compliance within the time specified in the notice of violation. However, the Code Official may, upon written request, extend the period for compliance where the work

has been delayed despite good-faith efforts to comply and where such extension presents no immediate threat to the health and safety of the occupants of the dwelling unit or other units or properties.

(c) Nothing in this article shall be construed to prevent the Code Official from ordering the immediate vacation of any dwelling or dwelling unit where violations are discovered which pose an immediate threat to the health or safety of the occupants.

136.11 RIGHT OF APPEAL.

Any property Owner shall have the right to appeal to the Building Code Board of Appeals from a decision of the Code Official where it is alleged that the Code Official has made erroneous factual findings or has misinterpreted the application of this article to such facts, provided, however, that and challenge to the Code Official's findings in regard to the State Building Code will be governed by the limited scope of appeal as set forth therein. Such appeal shall be in writing on forms provided stating the reasons therefore and shall be submitted to the Code Official within thirty (30) days of receipt of notice the action taken from which the appeal is taken and shall be accompanied with the appropriate appeal fee as established by the City Council for the taking of appeals to said Board. Upon receipt of the written appeal along with the appeal fee, the Code Official shall cause the appeal to be scheduled for hearing before the Building Code Board of Appeals. Except where conditions warrant immediate vacating of the dwelling, such appeal shall stay all action on the part of the Code Official in furtherance of the notice of violation from which the appeal was taken. Any appeal from a decision of the Building Code Board of Appeals shall be by writ of certiorari to the Circuit Court of Jefferson County and shall not automatically stay the enforcement of such decision.
(Passed 9-19-16.)

136.12 APPLICABILITY OF OTHER LAWS.

The provisions of this article shall not be construed so as to abrogate any common law or statutory rights and responsibilities of landlords and tenants. Neither the requirements of this article nor the requirements of any other ordinance of the City of Charles Town nor the requirements of State or federal law may be waived by any party to any lease.

136.13 PENALTY.

Any person violating any provision of this Article is guilty of a misdemeanor. Each day for which a violation of any provision of this article exists shall constitute a separate offense subject to a fine for each first offense of $100.00, for each second offense, $200.00 and for each third and subsequent repeat offense $500.00. Any penalty imposed for a violation of this Article shall constitute a lien against all real estate owned by the person(s) fined in favor of the City of Charles Town, together with a lien for all costs and attorney fees incurred in the enforcement of such lien. The imposition of penalties prescribed herein shall not relieve the violator from responsibility for full compliance with all other applicable codes and ordinances, including any and all separate fines and penalties imposed thereunder. By virtue of the designation of an Agent under the provisions of this Article, the Owner or Owners and each of them will be jointly and severally accountable and liable for all actions and inactions of such Agent.

136.14 CIVIL REMEDIES.

In addition to the penalties imposed by Section 136.13, above, the Code Official may bring, before any court of competent jurisdiction, an action seeking injunctive relief against any person in violation of any provision of this article. In any order granting such injunctive relief, the City of Charles Town shall be entitled to recovery of its attorney fees and expenses reasonably incurred in such action. By virtue of the designation of an Agent under the provisions of this Article, the Owner or Owners and each of them will be jointly and severally accountable and liable for all actions and inactions of such Agent.

136.15 PUBLIC INFORMATION.

The official written results of inspections undertaken by virtue of this article shall be deemed public information.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-773: Public Hearing for Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 17 Building and Housing Code, Chapter 3 Local Provisions, Article 1742 Certificate of Continuing Occupancy

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-774: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 17 Building and Housing Code, Chapter 3 Local Provisions, Article 1742 Certificate of Continuing Occupancy

Proposed Motion: Move to approve the Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 17 Building and Housing Code, Chapter 3 Local Provisions, Article 1742 Certificate of Continuing Occupancy

ATTACHMENTS:

- Article 1742 Zoning Inspection Clean.pdf

Article 1742 Certificate of Continuing Occupancy

1742.01 Purpose.
1742.02 Definitions.
1742.03 Requirement.
1742.04 Application.
1742.05 Inspections and issuance.
1742.06 Denial and appeal.
1742.07 Effect of Article.
1742.08 Violations and penalties.
1742.09 Civil remedies.

1742.01 Purpose.

Periodic inspections of buildings used for commercial and industrial purposes are necessary to protect the public's health, safety, and welfare and provide an opportunity to better assist owners in ensuring the safety of occupants and the public.

1742.02 Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

Code Official means the officer or other designated authority charged with the administration and enforcement of the Building Code of this City, or his/her duly authorized agent.

Commercial and industrial purposes means all permissible uses of property other than residential or governmental.

1742.03 Requirement.

Property Owners are required to obtain a Certificate of Continued Occupancy for either a change in tenant or property owner to ensure that the property remains in compliance with the City's adopted building and property maintenance code.

1742.04 Application.

Application for a Zoning Permit as provided in Article 1321.09 of the Charles Town Codified Ordinances shall also be considered application for a Certificate of Continued Occupancy for each instance in which a CCO is required as set forth in § above.

1742.05 Inspections and issuance.

A. No CCO shall be issued hereunder until an inspection is made by the Code Official, or portion thereof requiring a CCO hereunder, to determine whether the building and the proposed use comply with the applicable provisions of the City's Zoning

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Ordinance, the adopted Building Code, and any other laws pertaining to the use, occupancy, or maintenance of said premises.

B. The Code Official shall cause such inspection to be made within ten days of written application and shall issue a Certificate of Continuing Occupancy only after he or she shall have determined that the premises or proposed use complies with all applicable provisions of the aforesaid laws.

C. The CCO inspection shall be conducted in conjunction with any Zoning Inspection required under Article 1321.09.

D. If the Code Official shall determine that the premises or the proposed use are not in compliance with the aforesaid laws, he or she shall deliver written notice to the applicant, advising of the respects in which the premises or proposed use does not comply with such laws.

E. The Code Official may issue a temporary Certificate of Continuing Occupancy, notwithstanding a failure to comply with the aforesaid laws, permitting use or occupancy of the premises while corrective action is being taken and upon such further conditions as he or she deems reasonable, provided that no such temporary certificate shall be issued unless the Code Official determines that the same will not pose an imminent or substantial danger to the public health, safety or welfare. In no event shall such temporary certificate be valid for a period of more than 90 days unless good cause is shown to the Code Official or his or her designee.

F. A Notice of Violation may be issued in conjunction with a failed CCO or a temporary CCO.

1742.06 Denial and appeal.

Whenever the Code Official shall deny the issuance of a Certificate of Continuing Occupancy by reason of a determination that the premises or proposed use therefor does not comply with the applicable provisions of any law respecting the use, occupancy, or maintenance of said premises, the applicant may appeal the Code Official's decision in accordance with any appeal procedures provided by law which apply to the alleged violation.

DRAFT

1742.07 Effect of Article

This chapter is intended to supplement existing ordinances and other laws pertaining to the use, occupancy, and maintenance of premises within the City of Charles Town and shall not be construed to excuse any person from complying with such other laws.

1742.08 Violations and penalties.

Any person convicted of violating any provisions of this ordinance shall be subject to one or more of the following: a fine not exceeding $500.00

1742.09 Civil remedies.

In addition to any penalties which may be imposed herein, the provisions of this chapter may be enforced in an appropriate civil proceeding through injunctive relief or such other relief as the court deems proper.

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-743: Public Hearing: *ANX2025-01* - 54 Federal Way Annexation Request -

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-793: Second Reading and Consideration of an Ordinance to Amend the Zoning Map by Annexing .1 Acres of Land on Federal Way and zoning the parcels to General Commercial

Proposed Motion: Move to approve the Second Reading and Consideration of an Ordinance to Amend the Zoning Map by Annexing .1 Acres of Land on Federal Way and zoning the parcels to General Commercial

ATTACHMENTS:

- 1._Staff_Report.pdf
- 2._Application.pdf
- 3._Petition-_Romero.pdf
- 4._Petition_-_Quijadas.pdf

Annexation Request

ANX2025-01

Date: For the July 21 2025 City Council meeting – Second Read

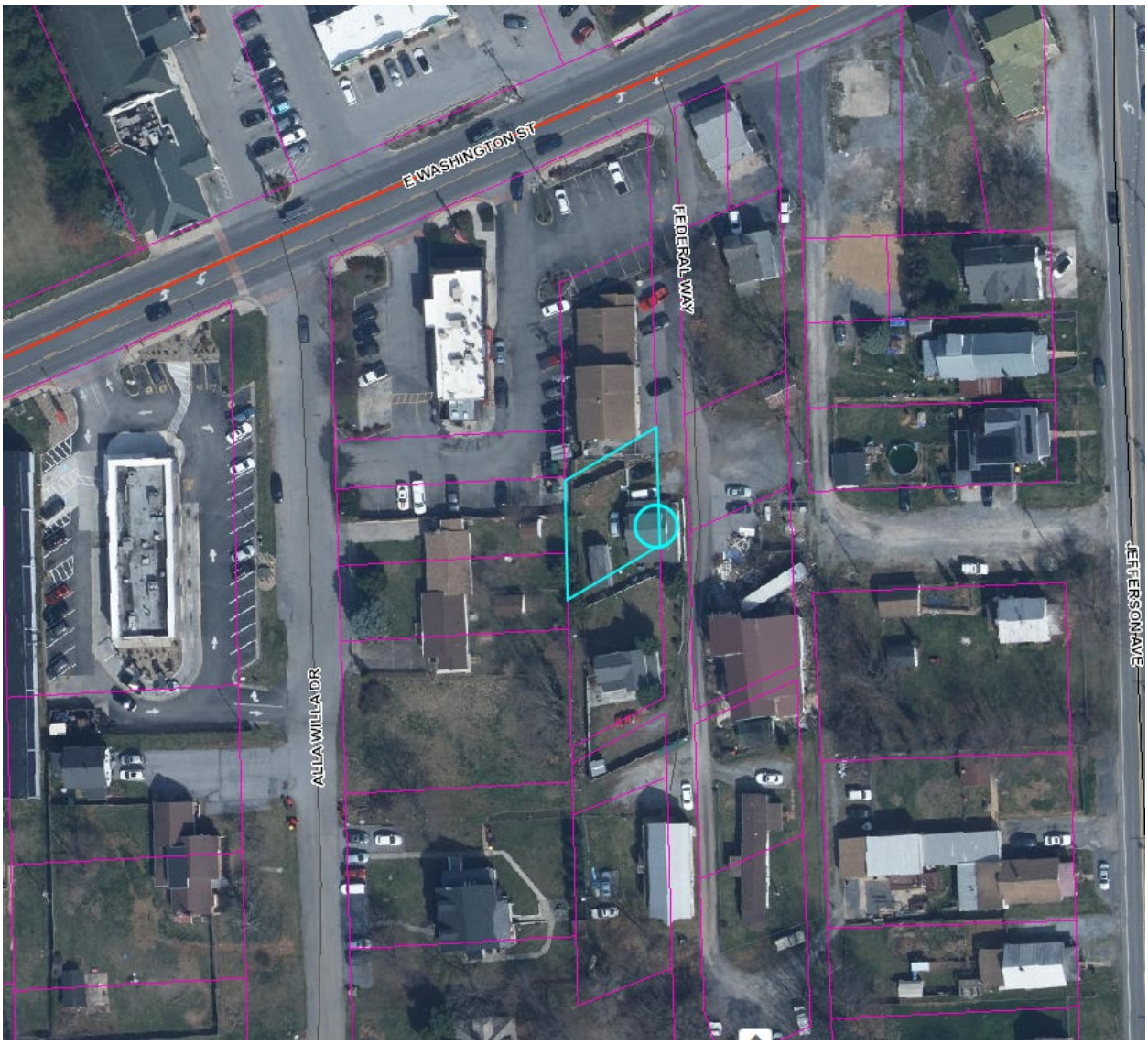
Applicant: Romero E. Quijadas

Property Owner: Romero E. Quijadas

Report by: James Newman, City Planner, Zoning/Subdivision Administrator.

Proposal: Annexation Request

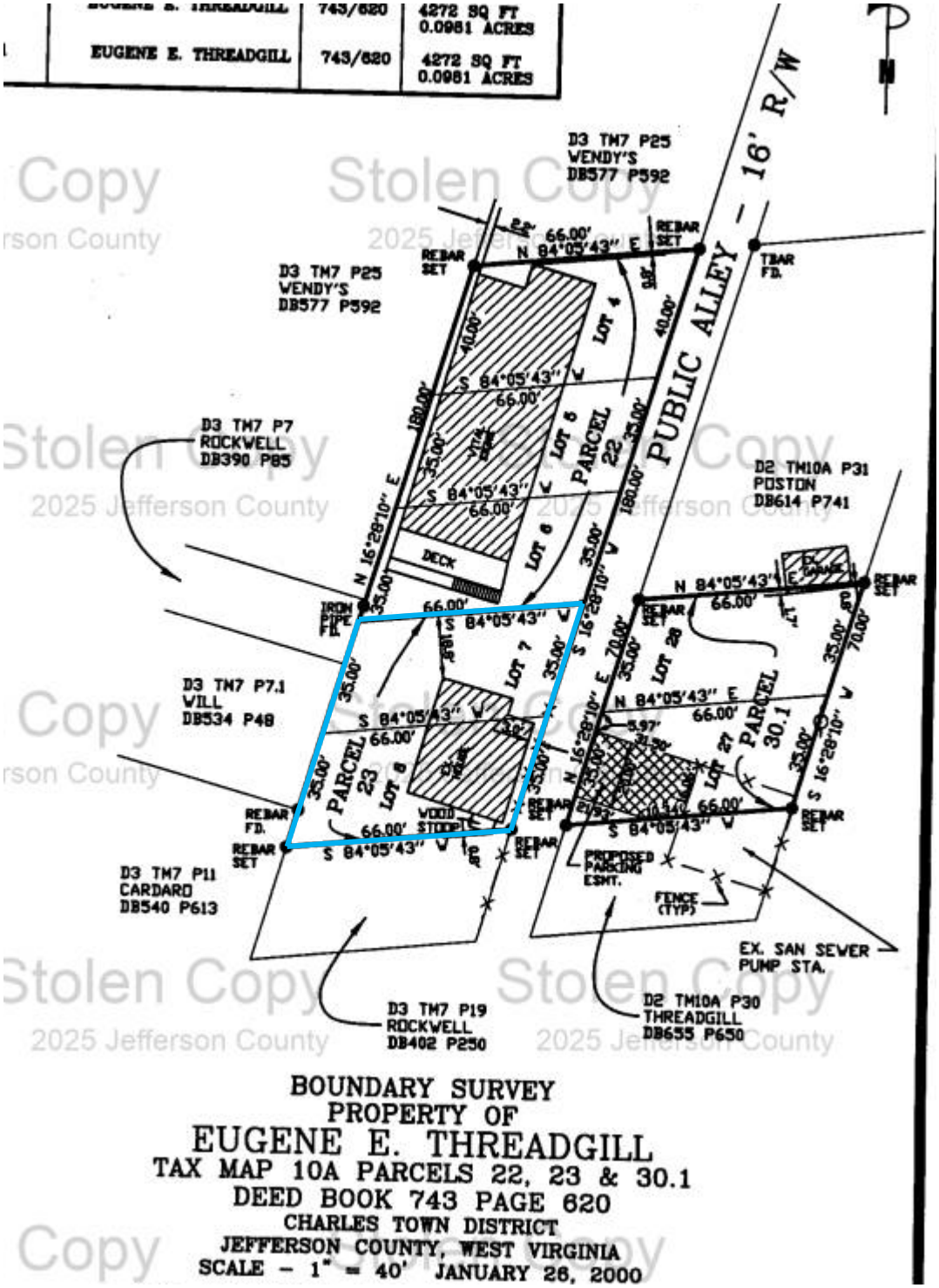
Property Location: TD 2 / Map: 10A / Pcl 23



PROJECT OVERVIEW

Request to annex two lots from Jefferson County into the municipal limits of the City of Charles Town. Each lot is 66 ft x 35 ft (2,310 sq. ft.); the combined area of the two lots is 1/10th of an acre in area.

PROPERTY SURVEY



Stolen Copy
2025 Jefferson County

ADJACENT ZONING

Adjacent properties within City limits are all zoned General Commercial;



Key

Red – General Commercial

Tan – Jefferson County zoning

CONDITIONS OF ANNEXATION

The applicant has not proffered any Conditions of Annexation.

USE

Applicant proposes to use the property as a taxi service. The use is classified as "Single Tenant Office Building", which is defined as:

"OFFICE BUILDING, SINGLE-TENANT – A building containing the offices of a single business or company. Generally contains offices, meeting rooms, and storage facilities. May have ancillary support services such as a cafeteria, gym facilities, and/or a daycare."

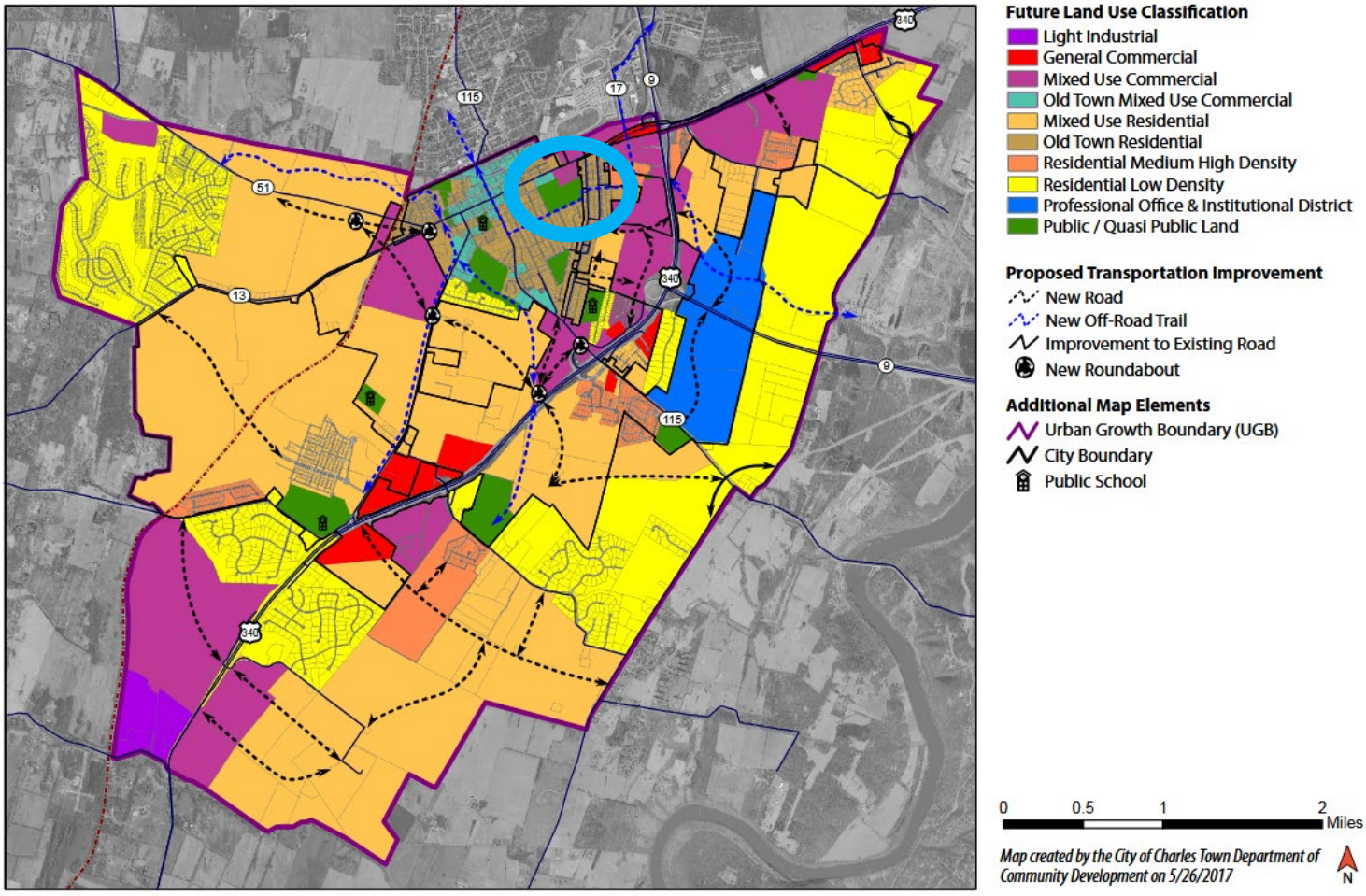
CHARLES TOWN ZONING ORDINANCE DISTRICT USE TABLE Key: P – Permitted Use S – Special Exception Use PA – Permitted Accessory Use SA – Special Exception Accessory Use		ZONING DISTRICTS						
		Residential Low Density	Residential Medium-High Density	Neighborhood Residential	Neighborhood Commercial	General Commercial	Old Town Mixed Use Commercials	Old Town Residential
ITE Code	Land Use	R-3	R-15	NR	NC	GC	OT-MUC	OT-R
715	Single Tenant Building			P	P	P	P	

COMPREHENSIVE PLAN

The 2040 Comprehensive Plan designates this property as Mixed-Use Commercial. The property is circled in blue below:

CITY OF CHARLES TOWN COMPREHENSIVE PLAN

UGB Future Land Use: 25-Year Growth Scenario



The Comprehensive Plan defines *Mixed-Use Commercial* Future Land Use as:

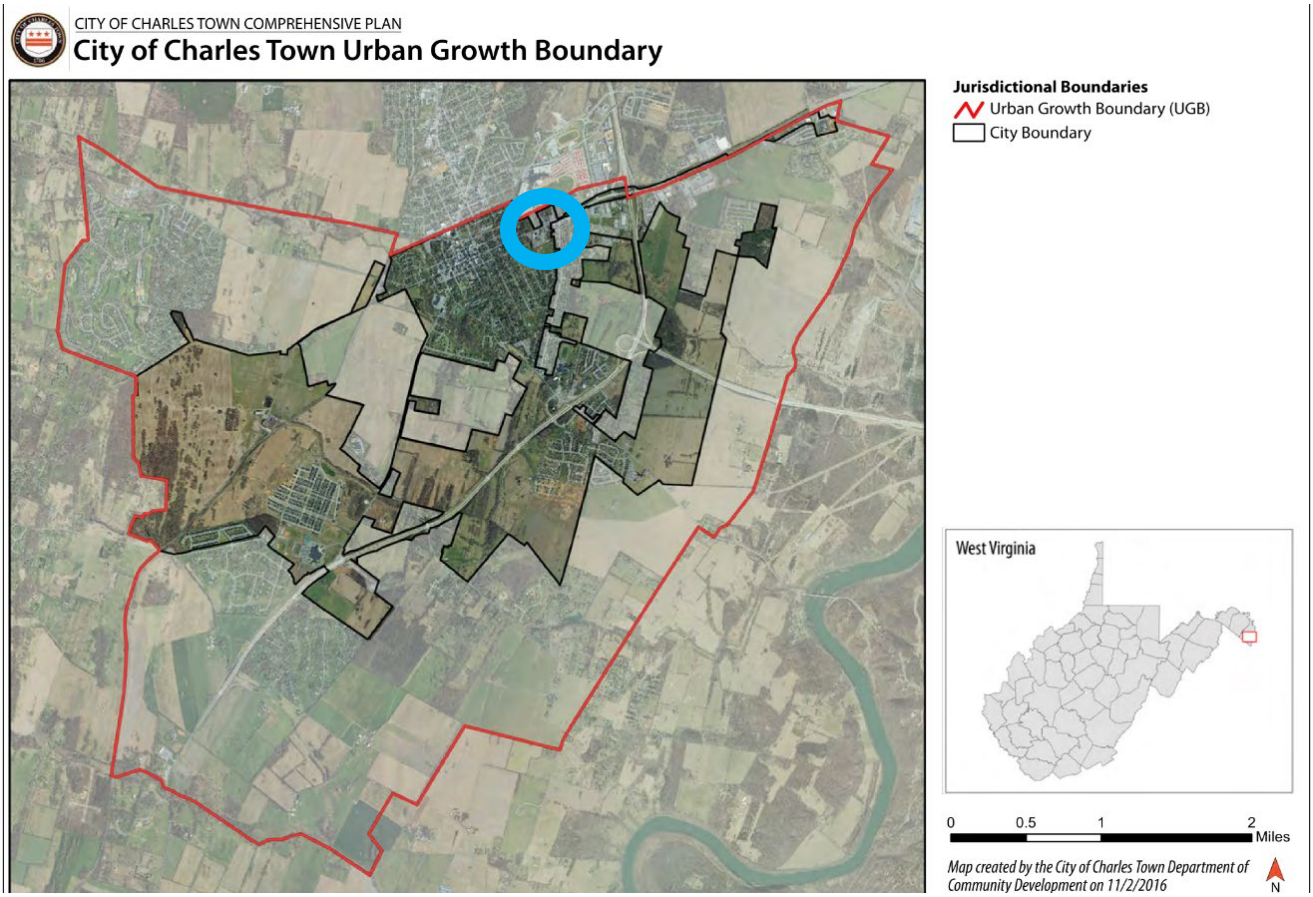
Mixed Use Commercial Future Land Use plans provide for necessary commercial uses of a convenient nature within residential areas. These plans encourage the formation and continuance of stable, healthy, and compatible environments that are located to provide nearby residential areas with convenient shopping and service facilities, reduce traffic congestion, and avoid the development of strip malls. The non-descript anywhere USA" look and feel of strip malls are not desired. This is similar with the Old Town Mixed Use which anticipates buildings pulled up to the front of the street and is a much more pedestrian centric environment.

Compatibility and integration with residential character of the area surrounding the mixed use commercial zone shall be of primary consideration. The City prefers vertical mixed use commercial development over horizontal mixed use development. However, in situations where horizontal mixed use development is proposed, greater attention to multimodal connectivity and accessibility will be imperative.

-Comprehensive Plan page 74

URBAN GROWTH BOUNDARY

The property lies within the Urban Growth Boundary for future annexations:



ANNEXATION CRITERIA

The Planning Commission shall consider the most appropriate Zoning District classification(s) for any property proposed for Annexation and provide a recommendation to City Council. Upon Annexation, City Council shall consider the Planning Commission's recommendation and designate the property within one or more appropriate Zoning Districts --- Zoning Ordinance Section 1321.05, Applicability

That language conflicts with the following:

The Urban Reserve (UR) District is the zoning classification which is applied to annexed parcels upon approval and assignment into the City's jurisdiction. The UR District is a temporary holding district meant to accommodate existing Uses until the most appropriate zoning classification is enacted through the zoning amendment provisions specified under Section 1321.12 of this Ordinance --- Zoning Ordinance Section 1322.05, Urban Reserve

PLANNING COMMISSION

The Planning Commission held a public hearing for this item on May 27, 2025. There were no public comments. The Commission voted to recommend that the Council approve the annexation and zone the properties to General Commercial.

CITY COUNCIL

Council held a first read for this item on June 16, 2025, and unanimously approved the first read.

CONCLUSION

The applicant is proposing to annex two parcels into the municipal limits of the City. These parcels are the only ones on the west side of Federal Drive which are still in the County. This annexation will help fill in the City's Urban Growth Boundary, will bring the entire west side of Federal Drive into the City's jurisdiction, and provide tax revenue to the City. If annexed, the property will enter the Urban Reserve Zoning District.

RECOMMENDATION

Approval of the annexation, and zoning the property to General Commercial.

RECEIVED

MAR 13 2025

BY:

Annexation No._____

PETITION FOR ANNEXATION

Fee: $1,110

1. PUBLIC NOTICE
   Annexation requires public hearings at the Planning Commission and City Council.

1. DATE: March 12, 2025

2. APPLICANT'S NAME* Romero Edix Quijadas

Address: 54 Federal Way, Charles Town, WV 25414

Telephone Number (703)839-0123

Email Address RositaPerez0404@gmail.com

3. PROPERTY OWNER'S NAME same as above

Address:

Telephone Number ( )

Email Address

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

4. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY: (list all parcels that apply)

Property Address: 54 Federal Way, Charles Town, WV 25414

Tax Map # and Parcel(s): 19-02-010A-0023-0000

Property Area in Square Feet or Acres: 0.109 acres

5. PROVIDE SCALED MAP OF THE PROPERTY CLEARLY SHOWING THE PROPERTY'S LOCATION AND PROPERTY AREA IN SQUARE FEET AND/OR ACRES:

6. DESCRIPTION OF APPLICANT'S INTEREST IN THE PROPERTY:

[X] Owner [ ] Buyer [ ] Other (specify)

7. DESCRIPTION OF THE PRESENT USE(S) OF THE PROPERTY AND EXISTING ZONING DISTRICT:

The property is currently being used as a private residence. And the existing zoning is residential / light industrial / commercial.

8. REQUESTED ZONING FOR THE PROPERTY:

Urban Reserve

9 DESCRIPTION OF THE PROPOSED USE(S) OF THE PROPERTY:

Private residence

10. DESCRIBE HOW THE REQUESTED ZONING WILL BE CONSISTENT WITH THE OBJECTIVES AND POLICIES OF THE CHARLES TOWN COMPREHENSIVE PLAN:

Will follow up with rezoning request to General Commericial to match "neighborhood" after annexation is complete.

11. CONDITIONS OF ANNEXATION

If applicant is proposing conditions for the annexation, such conditions must be provided in writing as part of this application.

NOTES

Additional exhibits may be required by the Zoning Administrator such as a plot plan or site plan showing existing and if applicable, proposed structures, easements, watercourses, curb cuts and description of the uses of adjacent property that are necessary to describe existing or proposed conditions.

Any desire to amend or withdraw this petition must be submitted in writing to the Zoning Administrator. Also, if ownership of any part of or all of the real property subject to the petition shall change during the pendency of the petition, the Petitioner shall immediately notify the Zoning Administrator in writing.

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 the City of Charles Town Annexation Policy and relevant provisions of the Charles Town Zoning and Subdivision/Land Development Ordinances outlining applicable procedures.

Signature of Applicant

_____ Date _____

Signature of Owner(s) (If different than Applicant)

_____ Date _____

Please submit an original completed application to the following:

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

FOR CITY USE ONLY

Application Number:_____ Date Petition Received:_____

Fee: $_____ Check No._____ Receipt No._____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

BEFORE THE TOWN COUNCIL OF THE MUNICIPALITY OF CHARLES TOWN

IN RE:	)	**PETITION FOR ANNEXATION**
	)	**OF EDIX QUIJADAS ROMERO**

Your Petitioner would respectfully say unto the Honorable Mayor and the Members of the Town Council of Charles Town, as follows:

-1-

This Petition for Annexation is brought before the Mayor and Council pursuant to §8-6-4 of the West Virginia Code.

-2-

The Petitioner, Edix Quijadas Romero, is a qualified voter and the sole freeholder of certain lands located in Jefferson County, West Virginia, situate in the vicinity of the corporate limits of the City of Charles Town, and in the planned urban growth area thereof, which lands are described as that certain parcel of real estate in the Charles Town District comprised of Tax Map 10A, Parcel 23 as the same is more particularly shown and described on Exhibit "A" hereto attached and incorporated herein.

-3-

That filed simultaneously herewith is the companion Petition for annexation of Kendall Quijadas the only remaining qualified voter of the additional territory.

WHEREFORE, your Petitioner requests the following:

a) If satisfied that the Petition is sufficient in every respect, that the Town Council enter that fact into its journal and forward a certificate to that effect to the Jefferson County Commission.

b) That the Town Council provide, by ordinance, according to law, for the annexation of the additional territory.

c) That the Town Council perform all acts required of it under §8-6-4 of the West Virginia Code in connection with this proposed annexation.

Edix Quijadas Romero

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON, to-wit:

Edix Quijadas Romero, Petitioner named in the foregoing Petition for Annexation, being duly sworn, says that the facts and allegations contained therein are true, except so far as they are therein stated to be on information, and that so far as they are therein stated to be upon information, he believes them to be true.

EDIX QUIJADAS ROMERO

Taken, subscribed and sworn to before me, the undersigned Notary Public, this 7th day of March 2025, by **Edix Quijadas Romero**.

OFFICIAL SEAL
Notary Public, State of West Virginia
Jayne E Stotler
1753 Henshaw Road
Inwood, WV 25428
My commission expires June 8, 2028

Jayne E. Stotler
Notary Public

My commission expires: June 8, 2028

EDIX A. QUIJADAS ROMERO
METES AND BOUNDS DESCRIPTION
54 FEDERAL WAY CHARLESTOWN WV 25414
DEED BOOK 1247, PAGE 198
(TM) 2-10A-23

Beginning at an iron rebar set, the northwesterly corner to the land of Shirley J. Rockwell as recorded at deed book 402, page 250 among the land records of Jefferson County, WV, said point being the southwestern corner to the subject parcel;

Thence, with Rockwell, N 16°28'10" E, a distance of 70.00' to a point along the easterly line of Frank W. Turk as recorded at deed book 1143, page 208, corner to the lands of Rozas Maritza as recorded at Deed Book 995 and Page 297;

Thence, with the land of Maritz, N 84°05'43" E a distance of 66.00' to a point on the westerly right of way line of a 16' public alley known as Federal Way;

Thence, with the westerly line of Federal Way, S 16°28'10" W a distance of 70.00' to an iron rebar set, being the northeasterly corner to the land of said Rockwell;

Thence, with the northerly line of Rockwell, S 84°05'43" W a distance of 66.00' to an Iron rebar set, the point of beginning, having an area of 0.0981 acres as shown on the plat titled "Boundary Survey, Property of Eugene E. Threadgill" as recorded at deed book 934, page 661 among the land records of Jefferson County, WV.

EXHIBIT A

BEFORE THE TOWN COUNCIL OF THE MUNICIPALITY OF CHARLES TOWN

IN RE:	)	**PETITION FOR ANNEXATION**
	)	**OF KENDALL QUIJADAS**

Your Petitioner would respectfully say unto the Honorable Mayor and the Members of the Town Council of Charles Town, as follows:

-1-

This Petition for Annexation is brought before the Mayor and Council pursuant to §8-6-4 of the West Virginia Code.

-2-

The Petitioner, Kendall Quijadas, is a qualified voter residing at those certain lands located in Jefferson County, West Virginia, situate in the vicinity of the corporate limits of the City of Charles Town, and in the planned urban growth area thereof, which lands are described as all that certain parcel of real estate in the Charles Town District comprised of Tax Map 10A, Parcel 23 as the same is more particularly shown and described on Exhibit "A" hereto attached and incorporated herein.

-3-

Simultaneously with the filing of this Petition is the Petition of Edix Quijadas Romero, the sole freeholder of said parcel and the only other qualified voter thereon.

WHEREFORE, your Petitioner requests the following:

a) If satisfied that the Petition is sufficient in every respect, that the Town Council enter that fact into its journal and forward a certificate to that effect to the Jefferson County Commission.

b) That the Town Council provide, by ordinance, according to law, for the annexation of the additional territory.

c) That the Town Council perform all acts required of it under §8-6-4 of the West Virginia Code in connection with this proposed annexation.

Kendall Quijadas

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON, to-wit:

Kendall Quijadas, Petitioner named in the foregoing Petition for Annexation, being duly sworn, says that the facts and allegations contained therein are true, except so far as they are therein stated to be on information, and that so far as they are therein stated to be upon information, he believes them to be true.

KENDALL QUIJADAS

Taken, subscribed and sworn to before me, the undersigned Notary Public, this 7th day of March 2025, by **Kendall Quijadas**.

OFFICIAL SEAL
Notary Public, State of West Virginia
Jayne E Stotler
1753 Henshaw Road
Inwood, WV 25428
My commission expires June 8, 2028

Jayne E. Stotler
Notary Public

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EXHIBIT A

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-783: Opioid Resolution

Proposed Motion: Move to approve the Resolution Allocating Opioid Funds to Police Social Work Program

ATTACHMENTS:

- Resolution Opioid Funds.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 ALLOCATING OPIOID FUNDS TO POLICE SOCIAL WORK PROGRAM

WHEREAS, the City Council is the recipient of Opioid Settlement Funds intended to combat the opioid crisis and the lasting impacts of opioid addiction on the community and its citizens; and

WHEREAS, the Council has considered the best approach to utilize these funds in a manner that will provide the maximum benefit to the City ; and

WHEREAS, the City, pursuant the guidelines established by the State of West Virginia, has approved the following purposes for which OPIOID funds can be used: 1)Evidence based strategies, programming, and/or services used to expand the availability of treatment for individuals affected by substance use disorders or addiction. 2) To develop, promote, and provide evidence-based substance use prevention strategies, 3) To provide substance use avoidance and awareness, 4)To engage in enforcement or curtail the sale, distribution, promotion, or use of opioids and other drugs, 5) To decrease the oversupply of licit and illicit opioids, and 6) To support recovery from addiction to be performed by qualified providers; and

WHEREAS, the City Police Department has been at the forefront of the opioid epidemic and currently provides services directly related to combating illicit opioid use; and

WHEREAS, the Police Department has been faced with calls for service involving individuals experiencing substance abuse issues, homelessness, and other complex social and behavioral health needs, related to opioid use; and

WHEREAS, police officers are often the first responders to these situations but may not always have the specialized training or resources to handle them effectively, and the involvement of unarmed social workers in such situations can promote better outcomes; and

WHEREAS, collaboration between police officers and social workers has been shown to reduce police officers' time spent on non-criminal calls, improve crime victim cooperation, and strengthen police-community relationships; and

DRAFT

WHEREAS, the Martinsburg Initiative, a program founded in adjacent Berkeley County, has proven effective in combating the opioid crisis and has achieved enhanced results through collaboration with law enforcement agencies; and

WHEREAS, the Martinsburg Initiative seeks to expand its program to additional municipalities and counties, but requires additional funding to facilitate this expansion.

NOW THEREFORE LET IT BE RESOLVED that the City Council of Charles Town hereby allocates Opioid Funds in the amount of $75,000.00 to the City Police Department for the purpose of establishing a social worker position in collaboration with Martinsburg Initiative for one year, beginning on July 1, 2025;

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council allocates the remaining funds to a reserve account for potential funding for the police social work program in future years, subject to an analysis of the program's financial requirements and an evaluation of the program's effectiveness following its first year of implementation.

Adopted this 21st day of July, 2025.

Attest:

_____	_____
Michael George	Carolyn Vezzosi
Mayor	Deputy City Clerk

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-798: Economic Development Contract - Place and Main

ATTACHMENTS:

- Place & Main Revised.pdf

SERVICES AGREEMENT

This Services Agreement (the "**Agreement**") entered into effective as of July 2, 2025 (the "**Effective Date**") is made by and between Place + Main Advisors, LLC, a Michigan limited liability company ("**Provider**"), having its principal office at 3675 Whimbrel Way, East Lansing, Michigan 48823 and Discover Downtown Charles Town, Inc. dba Charles Town Now, a West Virginia non-profit ("**Client**"), having its principal office at 101 E Washington Street, Charles Town, WV 25414. Provider and Client may be referred to in this Agreement individually as a "**Party**" and together as the "**Parties**".

1. **Services and Deliverables**. Provider will provide to Client the services (the "**Services**") and deliverables (the "**Deliverables**") set out in the statement of work (the "**SOW**") attached to this Agreement as Exhibit A, separately agreed to and signed by the Parties, but which shall be deemed a part of this Agreement hereof. Any additional statement of works between the Parties will be deemed issued and accepted by the Parties only if: (a) signed by an authorized representative of each Party; and (b) incorporated into this Agreement as an amendment pursuant to Section 25. If any inconsistencies between the SOW (or any future statement of works) and this Agreement exist, the terms of this Agreement shall prevail.

2. **Term**. This Agreement is effective as of the date signed below and will remain in effect until the earlier of the date that this Agreement is terminated in accordance with its terms, or the date when the SOW has expired or been effectively terminated (the "**Term**").

3. **Period of Performance**. Pursuant to the SOW, Provider shall commence the Services on September 1, 2025 and shall continue to perform the Services up to January 31, 2026 (the "**Performance Period**"). The Performance Period may be renewed, extended, or modified at any time upon the mutual agreement of both Parties, and the execution of an updated statement of work under the terms of Section 1 of this Agreement.

4. **Fee Payment**. Client agrees to pay Provider $80,000.00 (the "**Fee**") for the completion of the Services and delivery of the Deliverables pursuant to the terms of this Agreement and the SOW.

5. **Fee Payment Schedule**. The Parties agree the payment of the Fee will be split into two equal payments as follows (the "**Fee Payment Schedule**"):

    a. The first payment of $40,000.00 will be invoiced following the first site visit, to be completed by October 31, 2025, and due within 30 days.

    b. The second payment of $40,000.00 will be due within 5 business days of the completion of the Services and delivery of the Deliverables as enumerated in the SOW and due within 30 days.

6. **Other Expenses; Relationship of the Parties**. The Parties agree that Provider is responsible for all out-of-pocket expenses related to the SOW and this Agreement. The Fee is considered all-inclusive for expenses relating to the delivery of Services and the Deliverables, including travel. Provider waives all rights and benefits of Client and Client

will not withhold taxes for the Fee paid to Provider. Moreover, the relationship between the Parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the Parties, and neither Party shall have authority to contract for or bind the other Party in any manner whatsoever.

7. **Invoices**. Provider will issue invoices for the Fee, separated into two invoices and delivered to Client 15 days prior to the two due dates enumerated in the Fee Payment Schedule. Provider will address the invoices to "Ms. Liz Cook, Downtown Coordinator" at the address of Client provided in the preamble of this Agreement. Client shall pay all invoiced amounts due to Provider within 30 days from receipt of Provider's invoice. Client shall make all payments hereunder to Provider in U.S. dollars by wire transfer or immediately available funds. In the event the Fee Payment Schedule payments are not received by Provider within 15 days after becoming due, Provider may: (a) charge interest on any such unpaid amounts at a rate of 5%, compounding monthly, or, if lower, the maximum amount permitted under applicable law, from the date such payment was due until the date paid; and suspend performance of all Services until payment has been made in full.

8. **Client's Duties and Responsibilities**.

a. Client will attend the Services sessions of Provider for the purposes of receiving the Services and Deliverables required under this Agreement and fulfilling the SOW executed by the Parties.

b. Client shall provide such materials or information as Provider may reasonably request in a timely manner and ensure that such materials or information are complete and accurate in all material respects. Failure to respond to such a request of Provider within 5 business days shall be a material breach of this Agreement by Client.

c. Client agrees to respond promptly to any Provider request to provide direction, information, approvals, authorizations, or decisions that are reasonably necessary for Provider to perform the Services in accordance with the requirements of this Agreement.

d. Client shall make its best faith effort to collaboratively work with Provider to provide necessary staffing and logistical support for Provider's visits to Client's premises to conduct the contracted Services. Client shall provide meeting space for Provider to conduct focus groups and other related meetings during said visits, if requested. In the event any Services session must be conducted virtually, Client will work together with Provider to ensure the Services may be adequately and properly performed in a digital setting.

e. Client shall cooperate with Provider in all matters relating to the Services and provide such access to Client's premises, and such office accommodation and other facilities as may reasonably be requested by Provider, for the purposes of

performing the Services. Client is responsible for the maintenance of its own meeting spaces it offers to Provider to conduct the Services, and any equipment it owns or keeps in such spaces that is then utilized by the Parties to conduct the Services.

f. Client will obtain and maintain all necessary licenses and consents and comply with all applicable laws in relation to the Services before the date on which the Services are to start.

g. If Provider's performance of its obligations under this Agreement is prevented or delayed by any act or omission of Client or its agents, subcontractors, consultants, or employees, Client agrees and understands Provider shall not be deemed in breach of its obligations under this Agreement or otherwise liable for any costs, charges, or losses sustained or incurred by Client, in each case, to the extent arising directly or indirectly from such prevention or delay.

9. Provider's Duties and Responsibilities.

a. Provider will devote qualified personnel and resources throughout the term of this Agreement to provide the Services and offer the Deliverables according to the terms and conditions of this Agreement. Provider agrees to work together with Client to include appropriate staff in the development of the Services strategy.

b. Provider shall take reasonable steps to resolve any issues with the Services or Deliverables it offers to Client, if reported in a timely manner by Client to Provider.

c. Provider agrees to work collaboratively with Client to develop appropriate Deliverables and curate the Services to Client's needs. Provider further agrees that no end-product Deliverable will be released to the public by Provider without the approval of Client.

10. Termination. In addition to any remedies that may be provided under this Agreement:

a. Either Party may terminate this Agreement before the Term ceases at any time and for any reason by providing 60 days' prior written notice. The termination date shall be 60 days after that notice is provided (the "**Termination Date**"). If Client terminates this Agreement, any funds already tendered to Provider by Client as of the Termination Date will be forfeited to Provider and Provider will have no obligation to account to Client or refund any money to Client. If Provider terminates this Agreement, any credit balance for Services not yet performed will be refunded to Client.

b. Provider may terminate this Agreement, with immediate effect upon written notice to Client, if Client: (i) fails to pay any amount when due under this Agreement; (ii) has not otherwise performed or complied with any terms of this Agreement, in whole or in part; (iii) becomes insolvent, files a petition for bankruptcy, or commences or has commenced against it proceedings relating to

bankruptcy, receivership, reorganization, or assignment for the benefit of creditors.

If the Jefferson Couty Commission has not provided authorization to enter the County-owned buildings on the 100 block of East Washington Street by the time of delivery of the retail market analysis, this Agreement will automatically terminate and no additional funds will be due beyond the $40,000 already paid. The Provider will not commence any work related to the real estate development plan until the Jefferson County Commission provides express authorization to enter the buildings for the purpose of reviewing the buildings in connection with with producing a real estate development plan.

d. As enumerated in the SOW, Provider is considered to have fulfilled its obligations under this Agreement, the Term will cease, and the SOW is deemed effectively terminated when any one of the following first occurs: (i) Provider accomplishes the Services and delivers the Deliverables pursuant to the SOW, and Client accepts such Services and Deliverables without unreasonable objections; or (ii) Provider does not receive a response from Client within 5 business days of Deliverables being delivered by Provider to Client, which shall be deemed an acceptance of such Deliverables and the Services hereunder.

11. **Intellectual Property**. All intellectual property rights, including copyrights, patents, patent disclosures and inventions (whether patentable or not), trademarks, service marks, trade secrets, know-how and other confidential information, trade dress, trade names, logos, corporate names, and domain names, together with all of the goodwill associated therewith, derivative works and all other rights (collectively, "Intellectual Property Rights") in and to all Deliverables, documents, work product, and other materials that are delivered to Client under this Agreement or prepared by or on behalf of Provider in the course of performing the Services, including any items identified as such in the SOW, except for any Confidential Information of Client or Client's materials, shall be owned by Provider. Provider hereby grants Client a license to use all Intellectual Property Rights free of additional charge and on a non-exclusive, worldwide, non-transferable, non-sublicensable, fully paid-up, royalty-free, and perpetual basis to the extent necessary to enable Client to make reasonable use of the Deliverables and the Services.

12. **Confidential Information**.

a. All non-public, confidential or proprietary information of Provider, including, but not limited to, trade secrets, technology, information pertaining to business operations and strategies, and information pertaining to customers, pricing, and marketing (collectively, "**Confidential Information**"), disclosed by Provider to Client, whether disclosed orally or disclosed or accessed in written, electronic or other form or media, and whether or not marked, designated or otherwise identified as "confidential," in connection with the provision of the Services and this Agreement, is confidential and shall not be disclosed or copied by Client

without the prior written consent of Provider. Confidential Information does not include information that is: (i) in the public domain; (ii) known to Client at the time of disclosure; or (iii) rightfully obtained by Client on a non-confidential basis from a third party.

b. Client agrees to use the Confidential Information only to make use of the Services and Deliverables.

c. Provider shall be entitled to injunctive relief for any violation of this Section 12.

13. **Limited Warranty.** Provider warrants to Client that it shall perform the Services using personnel of required skill, experience, and qualifications and in a professional and workmanlike manner in accordance with generally recognized industry standards for similar services and shall devote adequate resources to meet its obligations under this Agreement.

a. Provider shall not be liable for a breach of the warranty set forth in Section 13(a) unless Client gives written notice of the defective Services, reasonably described, to Provider within 5 business days of the time when Client discovers or ought to have discovered that the Services were defective.

b. Subject to Section 13(b), Provider shall, in its sole discretion, either: (i) repair or re-perform such Services (or the defective part); or (ii) credit or refund the price of such Services at the pro rata contract rate.

c. THE REMEDIES SET FORTH IN SECTION 13(c) SHALL BE CLIENT'S SOLE AND EXCLUSIVE REMEDY AND PROVIDER'S ENTIRE LIABILITY FOR ANY BREACH OF THE LIMITED WARRANTY SET FORTH IN SECTION 13(a).

14. **Disclaimer of Warranties**. PROVIDER DOES NOT GUARANTEE THAT ANY SERVICES WILL BE ERROR FREE. EXCEPT FOR THE WARRANTY SET FORTH IN SECTION 13(a) ABOVE, PROVIDER MAKES NO WARRANTY WHATSOEVER WITH RESPECT TO THE SERVICES, INCLUDING ANY: (A) WARRANTY OF MERCHANTABILITY; (B) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE; (C) WARRANTY OF TITLE; OR (D) WARRANTY AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY; WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE, OR OTHERWISE.

15. **Assumptions**. The Parties acknowledge the possibility of unintentional errors and miscommunication existing during the Term of this Agreement and will work in good faith to correct said errors or miscommunication in a direct, forthright, and expeditious manner to the satisfaction of both Parties involved.

16. **Limitation of Liability**.

a. IN NO EVENT SHALL PROVIDER BE LIABLE TO CLIENT OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE OR PROFIT, DIMINUTION IN VALUE, OR FOR ANY CONSEQUENTIAL,

INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE AND WHETHER OR NOT PROVIDER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE.

b. IN NO EVENT SHALL PROVIDER'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, EXCEED THE AGGREGATE AMOUNTS PAID TO PROVIDER PURSUANT TO THIS AGREEMENT.

17. **Waiver**. No waiver by Provider of any of the provisions of this Agreement is effective unless explicitly set forth in writing and signed by Provider. No failure to exercise, or delay in exercising, any rights, remedy, power, or privilege arising from this Agreement operates or may be construed as a waiver thereof. No single or partial exercise of any right, remedy, power, or privilege hereunder precludes any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

18. **Force Majeure**. No Party will be liable for any failure to perform its obligations where such failure is as a result of acts of nature (including fire, flood, earthquake, storm, hurricane, or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, epidemic, pandemic, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labor dispute, strike, lockout, or interruption or failure of electricity or telephone service. Any Party asserting force majeure as an excuse will have the burden of proving that reasonable steps were taken (under the circumstances) to minimize delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled, and that the other Party was timely notified of the likelihood or actual occurrence which would justify such an assertion, so that other prudent precautions could be contemplated.

19. **Assignment**. Client shall not assign any of its rights or delegate any of its obligations under this Agreement without the prior written consent of Provider. Any purported assignment or delegation in violation of this Section 19 is null and void. No assignment or delegation relieves Client of any of its obligations under this Agreement.

20. **Third Party Beneficiary.** The Provider and Client agree that the City of Charles Town is a third-party beneficiary to this Agreement and is entitled to the rights and benefits hereunder and may enforce the provisions hereof as if it were a party hereto.

21. **Governing Law**. All matters arising out of or relating to this Agreement are governed by and construed in accordance with the internal laws of the State of Michigan without giving effect to any choice or conflict of law provision or rule (whether of the State of Michigan or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than those of the State of Michigan.

22. **Submission to Jurisdiction**. Any legal suit, action, or proceeding arising out of or relating

to this Agreement shall be instituted in the federal courts of the United States of America or the courts of the State of Michigan in each case located in the City of East Lansing and County of Ingham, and each party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action, or proceeding.

23. **Notices**. Any notice, request, instruction, or other document required or permitted to be given under this Agreement by any Party to another Party will be in writing and will be given to such Party at its address set forth below or to such other address as the Party to whom notice is to be given may provide in a written notice to the Party giving such notice. Each such notice, request, or other communication will be effective: (i) if given by certified mail, 72 hours after such communication is deposited in the mails with certified postage prepaid addressed as aforesaid, (ii) one business day after being furnished to a nationally recognized overnight courier for next business day delivery, or (iii) on the date sent if sent by electronic mail or facsimile transmission, receipt confirmed, in each case:

a. **If to Provider**:

Place + Main Advisors, LLC
Attention: Joe Borgstrom, Member
3675 Whimbrel Way
East Lansing, MI 48823
joe@placeandmain.com

b. **If to Client**:

Charles Town Now
Attention: Liz Cook, Downtown Coordinator
101 E Washington St
Charles Town, WV 25414

24. **Severability**. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

25. **Survival**. Certain provisions of this Agreement, which by their nature should apply beyond their terms, will remain in force after any termination or expiration of this Agreement including, but not limited to, the following provisions: Confidentiality, Governing Law, Submission to Jurisdiction, and Survival.

26. **Amendment and Modification**. This Agreement may only be amended or modified in a writing which specifically states that it amends this Agreement and is signed by an authorized representative of each Party.

27. **Entire Agreement**. This Agreement, including the attached SOW, constitutes the entire agreement between the Parties regarding its contents, and supersedes any prior agreements or understandings made, whether oral or written, and all other communications between the Parties relating to the subject matter of this Agreement. The invalidation of any portion of this Agreement will not affect the validity of the remainder.

28. **Counterparts**. This Agreement and any corresponding SOWs may be executed in two or more counterparts, each of which will be an original, but all of which together constitute one and the same Agreement.

[Signature page follows]

The Parties have executed this Agreement as of the Effective Date.

PROVIDER:

Place + Main Advisors, LLC

By: Joseph B. Borgstrom
Its: Member

CLIENT:

Charles Town Now

By: Ann Paonessa
Its: President

[Signature page to Services Agreement]

Exhibit A

SOW and Deliverables

Exhibit A
Statement of Work – Charles Town, WV Scope of

Work

Place + Main Advisors will provide professional services to the City of Charles Town to assess market conditions, analyze redevelopment potential, and create marketing tools that support revitalization of the downtown core. This work will focus on up to 11 identified parcels and buildings, and will include the following:

1. Trade Area Analysis
Define the primary and secondary trade areas for Charles Town using geofencing and mobility data provided by Environics and Cobalt Community Research. This data will be used to determine real-world consumer draw areas based on actual visitation patterns.

2. Demographic Trends
Analyze population and household characteristics within the trade areas, including household income, household composition, home ownership versus rentership, rent rates, and projected demographic changes through 2030.

3. Retail Leakage and Gap Analysis
Compare consumer spending with the supply of retail goods and services to identify market leakage and over-saturation. This includes both current conditions and projected demand over the next five years.

4. Supportable Square Footage Analysis
Estimate the amount of commercial square footage that the market could reasonably support by retail sector. This analysis uses national sales-per-square-foot benchmarks and local market data to determine real estate demand.

5. Market Segmentation Analysis
Segment the consumer population based on shared lifestyle traits and purchasing behaviors. This will help guide business recruitment and marketing strategies by identifying which consumer types are most prevalent and how best to engage them.

6. Property Impact Factor Analysis
Evaluate the redevelopment potential of targeted buildings and parcels by analyzing zoning, location, accessibility, lease rates, tax structures, and the potential for expansion or reuse.

7. OppSync™ Analysis
Match supportable retail and residential uses to specific properties by aligning market demand

with building capacity and condition. This includes identifying potential tenant types, rent ranges, and demographic fits for each site.

8. Real Estate Physical Condition Analysis
Conduct a visual assessment of the targeted properties to understand their condition, key physical limitations, and rehabilitation needs. This analysis helps determine redevelopment readiness and potential costs.

9. Incentive Analysis
Identify local, state, and federal incentives that could be leveraged to support building reuse and new development. This includes tools such as tax credits, grants, and low-interest loan programs.

10. Traffic and Commute Pattern Analysis
Analyze daytime and evening traffic volumes and commute patterns to better understand how and when people move through downtown. This informs opportunities for business hours, target audiences, and land use alignment.

11. Building Program and Pro Forma Development
Create conceptual redevelopment scenarios and financial pro formas for up to 11 properties. These models will show development costs, projected revenues, and return-on-investment assumptions to support decision-making by property owners and developers.

12. Conceptual Design
Develop conceptual site plans and streetscape recommendations for selected sites. Designs will focus on walkability, connectivity, and visual appeal, with an emphasis on creating vibrant and functional public and private spaces.

13. Building Renovation Visualization
Produce photo-realistic renderings showing how selected buildings could look after renovation. These images will help the City and property owners communicate redevelopment potential and attract developer interest.

14. Developer Prospectus
Create a professionally designed prospectus that markets the City, the redevelopment opportunity, and specific properties. The prospectus will incorporate findings from the analysis, financial modeling, and visualizations to support outreach to developers and investors.

15. Marketing Recommendations
Deliver a set of strategic recommendations for how the City can promote its downtown redevelopment opportunity. This includes messaging themes, suggested communication channels, and tactics for reaching prospective developers and partners.

Final product will be delivered in PDF format.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-691: Locust Hill Proposed Deed of Easement for the Establishment of a School Bus Shelter

A request was received from the Locust Hill UOA for a deed of easement to install a non-permanent bus shelter on a parcel that is partially occupied by the fenced water town owned by CTUB.

The Charles Town Utility Board approved the request at their January 24, 2024, meeting.

Proposed Motion:
Move to approve the Deed of Easement.

ATTACHMENTS:

- Proposed Deed of Easement - Locust Hill Bus Shelter SFG.pdf
- 241213 Locust Hill Metes & Bounds Survey_Deed of Easement - signed.pdf
- 2025 0227 Final_City Council Request_Deed of Easement.pdf
- CTUB Jan. 24, 2024 minutes.pdf

THIS DEED OF EASEMENT, made this _____ day of _____, 2025, by and between the **CITY OF CHARLES TOWN**, a West Virginia municipal corporation, party of the first part, hereinafter referred to as Grantor; and the **LOCUST HILL UNITOWNER'S ASSOCIATION, INC.**, a West Virginia not-for-profit corporation, party of the second part, hereinafter referred to as Grantee.

WITNESSETH: That for and in consideration of the sum of Five and 00/100 Dollars ($5.00), cash in hand paid, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the said Grantor does hereby grant, bargain, sell and convey, and by these presents has granted, bargained, sold and conveyed unto the said Grantee, with covenants of general warranty, a perpetual, non-exclusive easement or right-of-way over, for the limited purpose of placing a non-temproary school bus shelter, across and upon that certain tract or parcel of land situate on existing Lot 391 in the Locust Hill Subdivision (Water Tank Site) in Charles Town District of Jefferson County, West Virginia, and more particularly described as follows:

> Beginning at a rebar (found) front corner to Lot 390 and Lot 391 and the western right-of-way line of Sawgrass Drive; thence, with the said right-of-way line, N 16° 29' 51" W, 7.16' to a stake set in the said right-of-way, the point of beginning; thence, leaving said right-of-way, S 72° 32' 02" W, 7.00' to a stake set; thence, N 17° 27' 58" W, 12.00' to a stake set; thence, N 72° 32' 02" E, 7.00', to a stake set in the said western right-of-way line of Sawgrass Drive; thence, with said right-of-way line, S 17° 27' 58" E, 12.00' to the point of beginning.

AND BEING a part of the same property conveyed unto the City of Charles Town by Deed dated the 14th day of October, 2002, from JDM Locust Hill, LLC, and recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 968, at Page 352.

DECLARATION OF CONSIDERATION OR VALUE AND APPLICABILITY OF WITHHOLDING TAX

Under the penalties of fine and imprisonment as provided by law, the undersigned Grantor does hereby declare that the property transferred by the document to which this declaration is appended is not subject to the State Excise Tax upon the privilege of transferring real estate in the State of West Virginia in that the total consideration is less than $100.00 in accordance with West Virginia Code §11-22-1.

The undersigned Grantor further declares under the penalties of perjury that the consideration payable on this transfer is zero and that said Grantor is, therefore, exempt from the requirement of withholding tax under West Virginia Code §11-21-71b.

WITNESS the following signature(s) and seal(s).

CITY OF CHARLES TOWN, a
West Virginia municipal corporation

BY: _____

Its: _____

STATE OF WEST VIRGINIA,

COUNTY OF JEFFERSON, to-wit:

I, _____, do hereby certify that _____, as _____(Title), who signed the writing above, bearing date the _____ day of _____, 2025, for the City of Charles Town, a West Virginia municipal corporation, has this day in my said county and state, before me acknowledged the said writing to be the act and deed of said corporation.

{ Affix Notarial Seal }

_____
NOTARY PUBLIC
My commission expires:_____

THIS INSTRUMENT PREPARED BY:
Jonathan L. Wertman, Esq. (11201)
PILL & PILL, PLLC
85 Aikens Center
P.O. Box 440
Martinsburg, WV 25402-0440

AFTER RECORDING, RETURN TO:
Locust Hill UnitOwner's Association, Inc.
c/o Christopher P. Stroech, Esq.
Panhandle Legal
116 W. Washington St., Ste. 2E
Charles Town, WV 25414

jlw/38307/Locust Hill Master File

Alpha
ARCHITECTS ENGINEERS

Legal Description City of Charles Town Easement for Bus Shelter

A tract or parcel of land situate on existing lot 391 in the Locust Hill Subdivision (Water Tank Site) in Charles Town District of Jefferson County WV and more particularly described as follows:

Beginning at a rebar (found) front corner to lot 390 and lot 391 and the eastern right of way of Sawgrass Drive, thence with the eastern right of way of Sawgrass Drive,

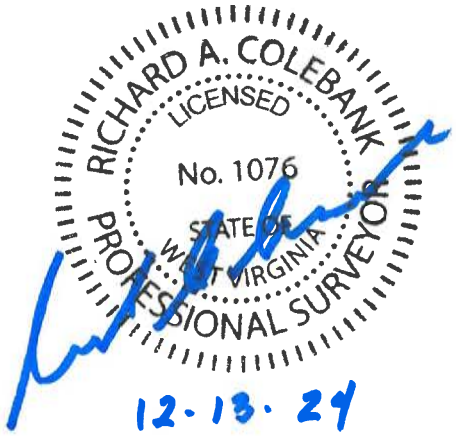
N 16° 29' 51" W, 7.16' to a stake set in the right of way of Sawgrass Drive, leaving said right of way line,

S 72° 32' 02" W, 7.00', to a stake set, thence,

N 17° 27' 58" W, 12.00' to a stake set, thence,

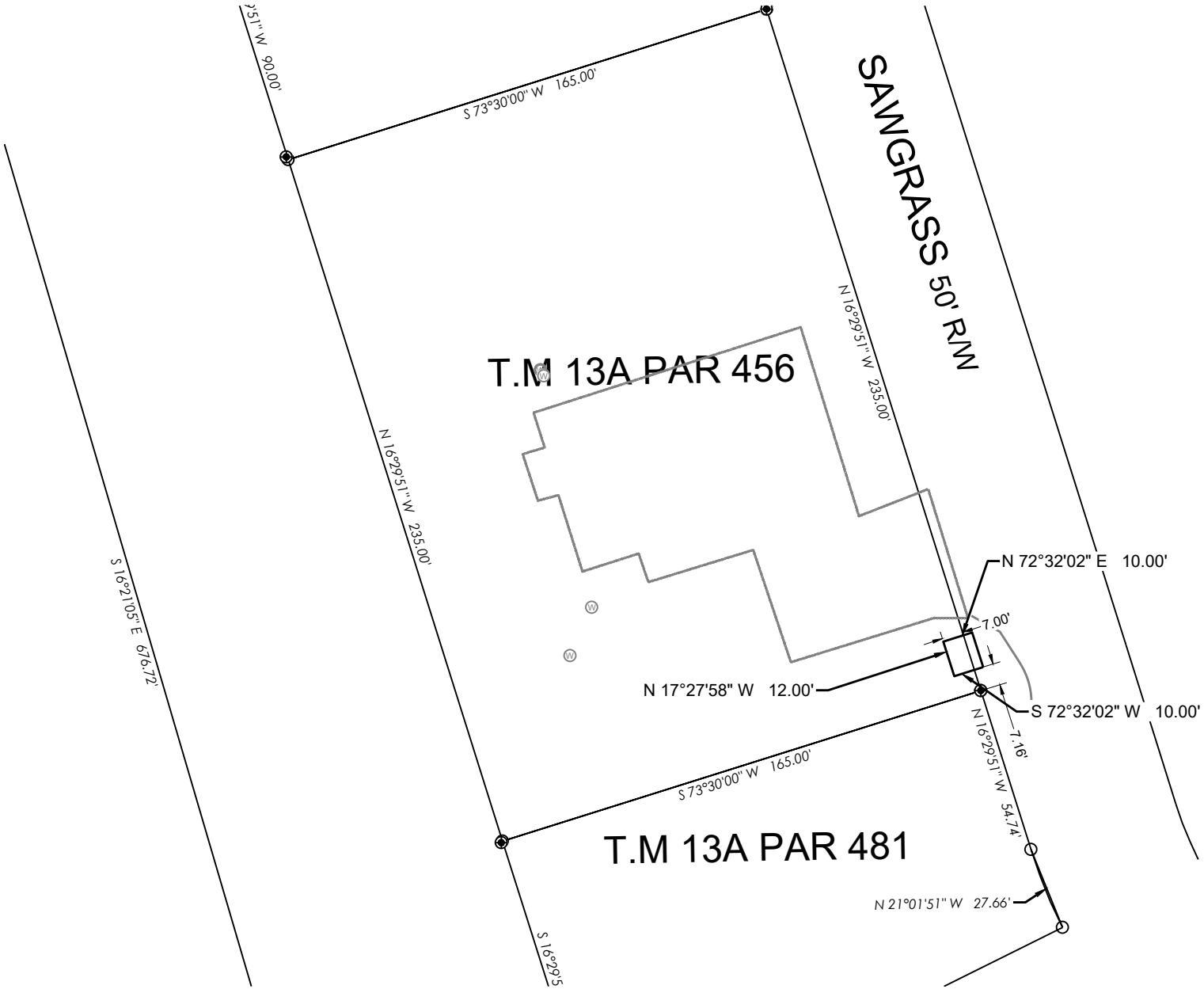
N 72° 32' 02" W, 7.00', to a stake set in the right of way of Sawgrass Drive.

Being a portion of the same tract or parcel of land conveyed to The City of Charles Town in Deed Book 968 Page 352 dated October 14th, 2002, as recorded in the Office of the County Clerk of Berkeley County, West Virginia.



209 Prairie Avenue / Morgantown, WV 26501-5934
304.296.8216 / 800.640.8216 / 304.296.8216 fax

think Alpha first.com


SAWGRASS 50' R/W
T.M 13A PAR 456
T.M 13A PAR 481
S 73°30'00" W 165.00'
N 16°29'51" W 235.00'
N 16°29'51" W 235.00'
S 16°21'05" E 676.72'
N 72°32'02" E 10.00'
7.00'
N 17°27'58" W 12.00'
S 72°32'02" W 10.00'
7.16'
N 16°29'51" W 54.74'
S 73°30'00" W 165.00'
N 21°01'51" W 27.66'

Locust Hill Unit Owners Association, Inc.

Clagett Management WV VA LLC
115 N. Queen Street, Martinsburg, WV 25420
Office 304-596-6630 FAX 304-596-6635

February 27, 2025

City Council City of Charles Town
John Nissel

Re: City of Charles Town, Parcel 02 13A0456

Now comes the Board of Directors for Locust Hill UOA in follow up to the Citys request for the Association to submit a metes & bounds survey and the prepared deed of easement to install a non-permanent bus stop shelter in the parcel and adjacent to the water tower on Sawgrass drive, for final approval and recordation in the land records.,

On behalf of the Board of Directors, please advise which City Council Meeting this matter will be placed on the agenda for final review and decision so a representative may attend, if necessary.

Respectfully submitted,

Locust Hill UOA, Inc.

Renee Sanders

Community Manager, CMCA, AMS
rsanders@clagett.com
304-596-6630 x1109

Encl: Deed of Easement
Metes & Bounds Survey w/sketch

Charles Town Utility Board
Regular Board Meeting
January 24, 2024

The Charles Town Utility Board held a regular meeting on January 24, 2024 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Tommy Stocks, Treasurer; and Heidi Parker, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Robert Rodecker, Legal Counsel; and Richard Lewis, Legal Counsel.

Jeff Whitten, Board member, was absent from the meeting with notice.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of January 10, 2024 Regular Meeting Minutes

The Chairman called for changes or corrections to the January 10, 2023 regular meeting minutes.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the January 10, 2024 minutes as presented.**

PUBLIC COMMENT

Public comment was received from Elizabeth Ricketts, Jacquelyn Milliron and Christine Wimer.

UNFINISHED BUSINESS

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

Action: **This item was moved to the end of the meeting.**

NEW BUSINESS

Locust Hill Unit Owners Association Request for Deed of Easement

A request from received from the Locust Hill UOA for a deed of easement to install a non-permanent bus shelter on a parcel that is partially occupied by the fenced water tower owned by CTUB. Ms. Renee Sanders of Clagett Management briefed the Board. Mrs. Stolipher mentioned the request would need to be approved by the Board and then forwarded to City Council for approval. She also suggested the easement and plat be drafted by the requester. The Board provided discussions.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the request from the Locust Hill UOA for a deed of easement to be drafted by the UOA for the bus shelter.**

Dewberry Valve Assessment Program Update

Richard Kincheloe from Dewberry provided a brief update on the valve assessment program being developed to ensure valves are exercised regularly in accordance with the American Water Works Association guidance. Once the operating procedure is developed, it will be very beneficial for staff to exercise valves along with the ability to locate all.

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

Source Water Protection Plan Update – Dewberry Proposal for Services

Mrs. Stolipher mentioned the Source Water Protection Plan is required to be updated by May 1, 2024 and has requested Dewberry to provide a proposal to update the plan. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved the proposal from Dewberry for $16,000.00 to update the source water protection plan.**

Capacity Improvement Fee Discussion requested by Heidi Parker

Mrs. Parker requested this item after learning of the increase in costs for several project components at the last meeting. She wanted to ensure capacity improvement fee (CIF) amounts are sufficient to cover future projects based on the increase in costs, inflation, etc. Mrs. Stolipher mentioned the water CIF was issued in December 2022 and to be reevaluated in December 2025 and the sewer CIF was issued in April 2022 and to be reevaluated in April 2025. She suggested completing the water and sewer strategic plans first before reevaluating the CIF's as they are the basis for the projects for those calculations. Mrs. Stolipher will bring the strategic plans to the Board for review in April 2024.

Action: **Motion made by Mrs. Parker to have Dewberry refigure the CIF's based on the most recent information available. After discussions, Mrs. Parker amended her original motion, second by Mr. Pierson, the Board unanimously decided to reevaluate in three months the need to have Dewberry reassess the CIF's based on the new water and sewer strategic plans.**

Industrial User #7 Rockwool Permit Modification Request

Mrs. Stolipher provided a request for a modification to CTUB's NPDES permit for Rockwool to increase their maximum daily flow from 17,000 to 30,000 gallons per day. After noticing Rockwool had flow exceedances starting in October 2023, Mrs. Stolipher notified DEP and met with Rockwool to discuss. With an increase in production and the consequences of the water hardness, Rockwool has requested to increase the permitted daily flow. Attorney Richard Lewis briefed the Board on the steps for a modification with WVDEP. Mrs. Stolipher mentioned staff will review the sewer user agreement with Rockwool and evaluate if additional CIF's are applicable.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved to submit the Rockwool NPDES permit modification to WVDEP as presented.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided the Revenue and Expense reports for November and December and mentioned moving the CTUB day to April 19th. She also proposed to provide monthly updates to the City Council to keep them informed of all matters taking place at CTUB. The Board suggested the Chairman provide those updates as he already attends both meetings.

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

Chairman Report

The Chairman had no updates to report.

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

APPROVAL OF BILLS

January 24, 2024

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

EXECUTIVE SESSION

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

Action: **Motion by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved convening into Executive Session at 4:55 P.M. to discuss Utility Manager Performance Evaluation Review. Mayor Bob Trainor was invited to the discussions.**

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved returning to public session. Executive session was declared over at 5:15 P.M.**

ADJOURNMENT

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

Action: **Motion by Mr. Pierson, second by Mr. Stocks, the Board unanimously adjourned the meeting at 5:15 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, February 14, 2024 at 4:00 P.M. at 661 S. George Street.

John Nissel
Chairman

Duke Pierson
Vice Chairman

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

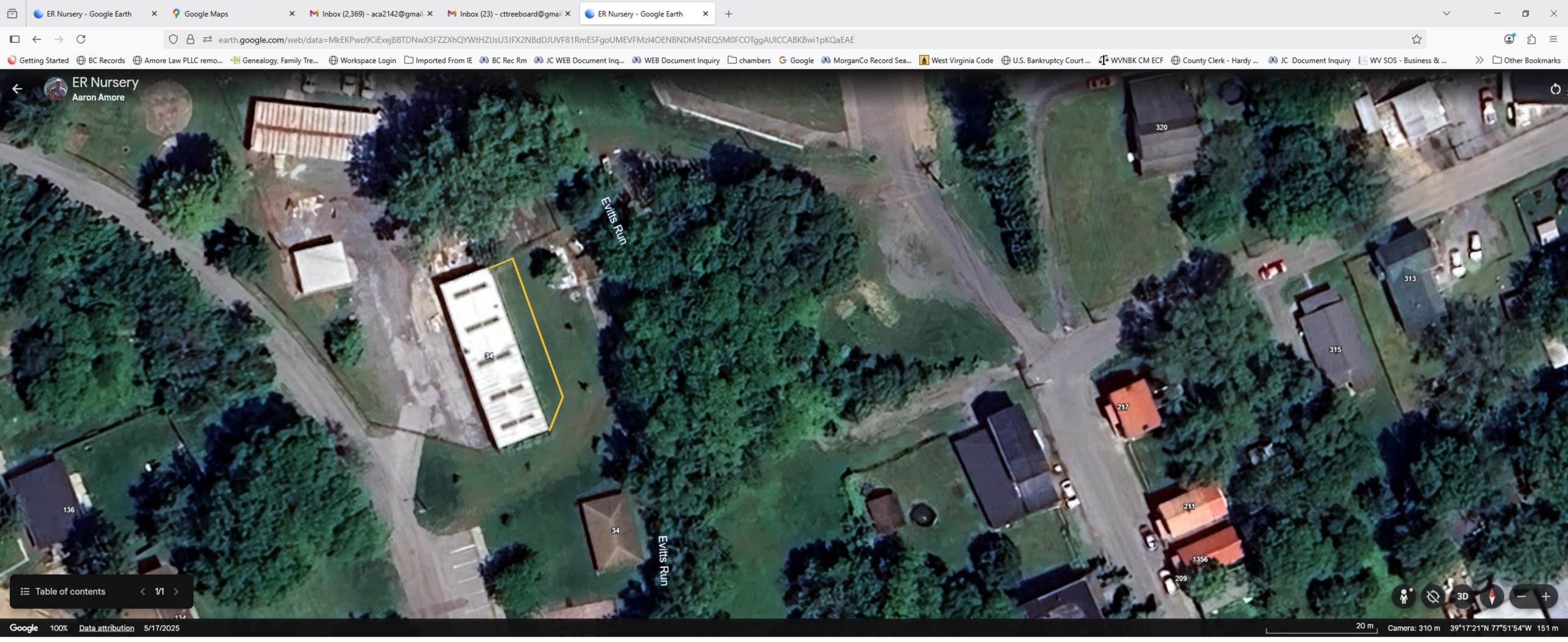
2025-776: Charles Town Tree Board -Tree Nursery at Evitts Run Park Proposal

ATTACHMENTS:

- sketch of design.pdf
- IMG_2609.pdf
- Nursery overhead view.pdf
- Rural-Rainwater-Collection-Blog-Graphic-scaled.pdf






ER Nursery - Google Earth
Google Maps
Inbox (2,369) - aca2142@gmail
Inbox (23) - cttreeboard@gmail
ER Nursery - Google Earth
earth.google.com/web/data=MkEKPwo9CiExejBBTDNwX3FZZXhQYWtHZlJsU3JFX2NBdDJUVF81RmESFgoUMEVFMzI4OENBNDM5NEQ5M0FCOTggAUICCABKBwi1pKQaEAE
Getting Started
BC Records
Amore Law PLLC remo...
Genealogy, Family Tre...
Workspace Login
Imported From IE
BC Rec Rm
JC WEB Document Inq...
WEB Document Inquiry
chambers
Google
MorganCo Record Sea...
West Virginia Code
U.S. Bankruptcy Court ...
WVNBK CM ECF
County Clerk - Hardy ...
JC Document Inquiry
WV SOS - Business & ...
Other Bookmarks
ER Nursery
Aaron Amore
Evitts Run
34
320
313
315
217
211
1356
209
136
34
Evitts Run
Table of contents
1/1
3D
Google
100%
Data attribution
5/17/2025
20 m
Camera: 310 m
39°17'21"N 77°51'54"W
151 m



City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-777: City Letter to the Public Service Commission (PSC) Addressing Case No. 25-0263-W-C CTUB vs. WV American Water

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-778: Lease Negotiating Committee for Charles Washington Hall and Rouse Hall

Councilmember Hynes requested this agenda item at the July 7, 2025, council meeting.

ATTACHMENTS:

- Ortegas - 2023.pdf
- CW Hall and G.A.P. 2023.pdf
- First Admendment to the Rouss Hall Lease.pdf

Charles Washington Hall – OTS, LLC
Lease Agreement - 2023

This Lease Agreement is made between CW Hall Manager, LLC, a West Virginia Limited Liability Company (hereinafter referred to as "Lessor"), that is managed by the City of Charles Town, a Municipal Corporation, whose mailing address is PO Box 14, Charles Town, WV 25414; and OTS, LLC. (Hereinafter referred to as "Lessee"), a restaurant whose mailing address is 100 W. Washington St. 101 Charles Town WV 25414.

Lessee offers to lease the following commercial space, known as the West Bay, from Lessor:

1) The first-floor restaurant space, located in the west bay of the building known as Charles Washington Hall, 100 W. Washington Street, Charles Town, WV 25414.

2) The basement of the building known as Charles Washington Hall, 100 W. Washington Street, Charles Town, WV 25414. The basement will be shared between center/east bay tenant and west bay tenant, provided, however, that no operations of the Lessee nor any items that the Lessee may store therein, shall interfere with the fixtures and systems contained therein.

3) All that/those certain trade equipment, systems, fixtures, furniture, and miscellaneous items, which are a part of, or contained in, the area to be leased by the Lessee, at the time of the execution of this Lease Agreement. See Appendix A for a list of trade equipment so leased as part of this agreement.

Term and Rent. Lessor leases to Lessee the premises identified above for an initial term of twenty-five (25) months commencing June 1, 2023, and terminating June 30, 2025, The rent shall be One Thousand Six Hundred **($1,600)** per month.

Security Deposit. Security Deposit will be equal to one months rent, due on the signing of the renewal option of this lease in year 2025.

Renewal Option. Provided the Lessee is not in default under the terms and conditions of this lease, Lessee shall have the right to renew this lease for an additional period of twelve (12) months under the same terms and conditions as stated herein, except that the rent shall increase to One Thousand Seventeen Hundred and Sixty Dollars ($1760). Lessee shall give Lessor notice in writing of Lessee's intention to exercise this option at least One Hundred and Eighty (180) calendar days prior to the expiration of this lease.

Rent Due. Rent is due and payable in advance on the first day of each month. A late fee of Fifty Dollars ($50) shall be assessed after the tenth (10) day of the month. Failure to pay rent on time may be cause for termination of this Lease Agreement.

Use. Lessee shall use and occupy the premises identified above for the operation and management of a restaurant. The premises shall be used by Lessee for no other purpose without the prior, written consent of the Lessor.

Assignment, Subletting. Lessee shall not further assign this lease or sublet any portion of the premises without prior, written consent of Lessor. Any such assignment or subletting without consent shall be void and, at the option of Lessor, may terminate this lease.

Care and Maintenance of Premises. Lessee shall be responsible for maintaining the restrooms on the first floor. Lessee acknowledges that the premises are in good order and repair to the extent reasonably known by a visual inspection of the premises. Lessee shall maintain the premises in good and safe condition and at the conclusion of this lease return premises in the same condition, ordinary wear and tear excepted.

The Lessor shall remain responsible for all major repairs to the premises and appurtenances and shall perform said repairs in a reasonable time after being given notice by the Lessee of the need for repair. The Lessee shall be responsible for all minor repairs to the premises and shall, during the term of this lease, use all reasonable precautions to prevent waste, damage, or injury to the premises. A major repair is defined as any repair, which, including parts and labor at the prevailing rates, exceeds the sum of Five

Hundred Dollars ($500). Lessee shall immediately notify Lessor of damage or concerns of damage, needed repairs, or the potential need for repair.

The Lessor shall be responsible for shoveling the sidewalks and leaving the same free and clear of ice and snow.

Lessee shall be responsible for the cost of leasing a dumpster and/or providing a system for the regular removal of all trash and debris originating in or on the premises leased by the Lessee herein. Lessee shall regularly clean interior and exterior spaces, including interior and exterior windows on that portion of the premises leased to the Lessee herein. The fenced area in rear will be shared with center/east bay tenant.

Lessee shall ensure immediate removal of used grease by a qualified contractor and shall clean the grease trap on a regular basis.

Alterations. Lessee shall not make any material alterations, additions, or improvements, in, to or about the premises without first obtaining the prior, written consent of the Lessor.

Ordinances and Statutes. Lessee shall comply with all statutes, ordinances and requirements of all Jefferson County, West Virginia and Charles Town, West Virginia municipal, West Virginia state, and federal authorities now in force, or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use thereof by the Lessee. Provided, however, that if compliance requires any structural alteration to the premises, Lessee shall have the right to terminate this lease.

Utilities. All applications and connections for necessary utility services that support the operations of the first floor of the building shall be made in the name of Lessee only, and Lessee shall be solely liable for utility charges as they become due, including those for water and sewer, electricity, trash removal, telephone, internet, and pest control. The meters associated with the first floor are numbered S310324315 and S310326458. The West Bay tenant will be responsible for S310326458.

Lessor represents that connections for electricity for the second floor of said premises are separate and shall be made in the name of Lessor and/or its agents, assignees or designees and the same shall be solely liable as they come due. These meters are numbered S18826689 and S310324474.

Water will be in the name of the center/east bay tenant, with the agreement that the center/east bay tenant will be responsible for seventy dollars ($70) of the charges, and west bay tenant will be responsible for the remainder of the charges less the seventy dollars.

**This will remain in effect until such a time that the electricity is evaluated and separated by Lessor.

The Lessor shall be responsible for maintaining an active fire alarm for the premises.

Entry and Inspection. Lessee shall permit Lessor and/or its agents or assignees to enter upon the premises at reasonable times and upon reasonable notice, for the purpose of inspecting the same.

Indemnification. Lessor shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the premises or any part thereof, leased herein by the Lessee, and Lessee agrees to hold Lessor harmless from any claims for such damages to the extent occurring on the premises leased by the Lessee herein. Lessor shall not be held liable for any loss of income by Lessee, unless caused by willful or malicious conduct of the Lessor.

Notices. All notices from Lessor to Lessee under this Lease and applicable law shall be delivers to the following address: 100 W. Washington St. Charles Town WV 25414.

Insurance. Lessee, at its expense and at all times, shall maintain plate glass and public liability insurance including bodily injury and property damage insuring Lessee and Lessor with a minimum of one million dollars ($1,000,000.00) in coverage. Lessee shall provide Lessor with a Certificate of Insurance showing Lessor as additional insured. The Certificate shall provide for a thirty (30) day written notice to Lessor in the event of cancellation or material change of coverage. Lessee shall provide said documentation to Lessor within ten (10) calendar days of the commencement of this lease. To the maximum extent permitted by insurance policies, which may be owned by Lessor or Lessee, Lessee and Lessor, for the benefit of each other, waive any and all rights of subrogation, which might otherwise exist. Failure of Lessee to provide

said documentation within the time frame stated above, or failure of Lessees to maintain public liability insurance during the term of this lease as described above may result in immediate termination of this lease at the sole discretion of the Lessor. If this lease shall have been so terminated by Lessor, Lessor may at any time thereafter resume possession of the premises by any lawful means and remove Lessees or other occupants and their effects in accordance with applicable law.

Destruction of Premises. In the event of a partial destruction of the premises during the term hereof, from any cause, Lessor shall forthwith repair the same, provided that such repairs can be made within sixty (60) days under existing governmental laws and regulations, but such partial destruction shall not terminate this lease. If such repairs cannot be made within said sixty (60) days, this lease may be terminated at the option of either party. In the event that the building in which the which the demised premises may be situated is destroyed to extent of not less than one-third of the replacement costs thereof, Lessor may elect to terminate this lease whether the demised premises be insured or not. A total destruction of the building in which the premises may be situated shall terminate this lease.

Lessor's Remedies on Default of Covenants and Conditions. If Lessee defaults in the performance of any of the covenants or conditions hereof, Lessor may give Lessee notice of such default and if Lessee does not cure any such default within ten (10) calendar days after the giving of such notice (or if such other default is of such a nature that it cannot be completely cured within such period, if Lessee does not commence such curing within ten (10) calendar days and thereafter proceed with reasonable diligence and in good faith to cure such default), then Lessor may terminate this lease on not less than five (5) calendar days' notice to Lessee. On the date specified in such notice the term of this lease shall terminate, and Lessee shall then quit and surrender the premises to Lessor, without extinguishing Lessee's liability. If this lease shall have been so terminated by Lessor, Lessor may at any time thereafter resume possession of the premises by any lawful means and remove Lessee or other occupants and their effects in accordance with applicable law.

Waiver. No failure of Lessor to enforce any term hereof shall be deemed to be a waiver.

Heirs, Assigns, Successors. This lease is binding upon and inures to the benefit of the heirs, assigns and successors in interest to the parties hereto.

Subordination. This lease is and shall be subordinated to all existing liens and encumbrances against the property.

Signs. Lessee is entitled to erect no more than two (2) signs outside the front street-level entrance to the premises, upon approval of the City of Charles Town Historic Landmarks Commission. It is anticipated in this Lease Agreement that no more than two (2) signs shall front on Washington Street. Prior, written consent of the Lessor shall be required before any additional signs beyond the number anticipated herein shall be permitted.

Title. Lessor represents and warrants to Lessee that it has good and marketable fee simple title to the leased premises.

Lessee's Right to Terminate. Lessee shall have the right to terminate this lease with ninety (90) calendar days' notice to the Lessor. Provided, however, that Lessee's termination of this Lease Agreement shall not otherwise extinguish the Lessee's liability for any of its obligations becoming due prior to the termination of this Lease Agreement.

Entire Agreement. The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by both parties.

Lessor Owned and Provided Equipment: Lessee shall be responsible for proper use and maintenance of equipment.

Reach in Refrigerator -AR493 – 6121286 Used/2018

Reach in Freezer – AF23 – 6146971 Used/2018

Range 36", 6 Open Burners-X36-6r -1702100101662 Used/2018

Gas Countertop Griddle- GG26G – 1616119330 Used/2018

Gas Fryer – SR142GP – 1611MA0235 Used/2018

Gas Convection Oven – BCO-G1 – 555111707010 Used/2018

Deli Refrigerador SP60-16 – 1520044 Used/2018

Signatures:

CW Hall Manager, LLC: Robert M Trainor

By: ROBERT M TRAINOR

Date: 26 MAY 2023

Ortega's Taco Shop:

By: NATALIE GREENE

Date: MAY 31, 2023

Charles Washington Hall – G.A.P. Coalition, Inc.
Lease Agreement - 2023

This Lease Agreement is made between CW Hall Manager, LLC, a West Virginia Limited Liability Company (hereinafter referred to as "Lessor"), that is managed by the City of Charles Town, a Municipal Corporation, whose mailing address is PO Box 14, Charles Town, WV 25414; and Jefferson G.A.P. Coalition, Inc. (hereinafter referred to as "Lessee"), a West Virginia non-profit Corporation whose mailing address is 100 W. Washington St. Suite 101 Charles Town WV 25414

Lessee offers to lease the following commercial space, known as the center/east bay, from Lessor:

1) The first-floor retail space, located in the center/east bay of the building known as Charles Washington Hall, 100 W. Washington Street, Charles Town, WV 25414.
2) The basement of the building known as Charles Washington Hall, 100 W. Washington Street, Charles Town, WV 25414. The basement will be shared between center/east bay tenant and west bay tenant, provided, however, that no operations of the Lessee, nor any items that the Lessee, may store therein, shall interfere with the fixtures and systems contained therein.
3) All that/those certain trade equipment, systems, fixtures, furniture, and miscellaneous items, which are a part of, or contained in, the area to be leased by the Lessee, at the time of the execution of this Lease Agreement. See Appendix A for a list of trade equipment so leased as part of this agreement.

Term and Rent. Lessor leases to Lessee the premises identified above for an initial term of twenty-five (25) months commencing June 1, 2023, and terminating June 30, 2025. For year one, the rent shall be Five Hundred Dollars ($500) per month, and one percent (1%) of sales originating in the center/east bay per month. After twelve months, the rent shall be five hundred dollars plus one point five (1.5%) percent of sales originating in the center/east bay per month.

Security Deposit. Security Deposit will be equal to one month's rent, due on the signing of the renewal option of this lease in year 2025.

Renewal Option. Provided the Lessee is not in default under the terms and conditions of this lease, Lessee shall have the right to renew this lease for an additional period of twelve (12) months under the same terms and conditions as stated herein, except that the rent shall increase to six hundred dollars ($600) per month, plus two percent (2%) of sales originating in the center/east bay per month. Lessee shall give Lessor notice in writing of Lessee's intention to exercise this option at least One Hundred and Eighty (180) calendar days prior to the expiration of this lease.

Rent Due. Rent is due and payable in advance on the first day of each month. A late fee of Fifty Dollars ($50) shall be assessed after the tenth (10) day of the month. Failure to pay rent on time may be cause for termination of this Lease Agreement.

Use. Lessee shall use and occupy the premises identified above for the operation and management of a retail store with a local-foods focus. The premises shall be used by Lessee for no other purpose without the prior, written consent of the Lessor.

Assignment, Subletting. Lessee shall not further assign this lease or sublet any portion of the premises without prior, written consent of Lessor. Any such assignment or subletting without consent shall be void and, at the option of Lessor, may terminate this lease.

Second Floor Access. Lessee agrees to allow access to the second floor of the building to Lessor and/or any of its agents, assignees, designees or sub-lessors via the first-floor entrance on N. George Street. Lessor, its agents, assignees, designees or sub- lessors shall have the right to use the entrance on N. George Street, the alcove immediately inside the entrance and the staircase and *elevator* inside said *alcove,* for access to the second floor.

Care and Maintenance of Premises. Lessee acknowledges that the premises are in good order and repair to the extent reasonably known by a visual inspection of the premises. Lessee shall maintain the premises in good and safe condition and at the conclusion of this lease return premises in the same condition, ordinary wear and tear excepted.

The Lessor shall remain responsible for all major repairs to the premises and appurtenances and shall perform said repairs in a reasonable time after being given notice by the Lessee of the need for repair. The Lessee shall be responsible for all minor repairs to the premises and shall, during the term of this lease, use all reasonable precautions to prevent waste, damage, or injury to the premises. A major repair is defined as any repair, which, including parts and labor at the prevailing rates, exceeds the sum of five hundred dollars ($500) Lessee shall immediately notify Lessor of damage or concerns of damage, needed repairs, or the potential need for repair.

The Lessor shall be responsible for shoveling the sidewalks and leaving the same free and clear of ice and snow.

Lessee shall be responsible for the cost of leasing a dumpster and/or providing a system for the regular removal of all trash and debris originating in or on the premises leased by the Lessee herein. Lessee shall regularly clean interior and exterior spaces, including interior and exterior windows on that portion of the premises leased to the Lessee herein. The fenced area in rear will be shared with west bay tenant.

Alterations. Lessee shall not make any material alterations, additions, or improvements, in, to or about the premises without first obtaining the prior, written consent of the Lessor.

Ordinances and Statutes. Lessee shall comply with all statutes, ordinances and requirements of all Jefferson County, West Virginia and Charles Town, West Virginia municipal, West Virginia state, and federal authorities now in force, or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use thereof by the Lessee. Provided, however, that if compliance requires any structural alteration to the premises, Lessee shall have the right to terminate this lease.

Utilities: All applications and connections for necessary utility services that support the operations of the first floor of the building shall be made in the name of Lessee only, and Lessee shall be solely liable for utility charges as they become due, including those for water and sewer, electricity, trash removal, telephone, internet, and pest control. The meters associated with the first floor are numbered S310324315 and S310326458. The center/east bay tenant will be responsible for S310324315.

Lessor represents that connections for electricity for the second floor of said premises are separate and shall be made in the name of Lessor and/or its agents, assignees or designees and the same shall be solely liable as they come due. These meters are numbered S18826689 and S310324474.

**This will remain in effect until such time that the electricity is evaluated and separated by Lessor.

Water will be in the name of the center/east bay tenant, with the agreement that the center/east bay tenant will be responsible for seventy dollars ($70) of the charges, and west bay tenant will be responsible for the remainder of the charges less the seventy dollars.

The Lessor shall be responsible for maintaining an active fire alarm for the premises.

Entry and Inspection. Lessee shall permit Lessor and/or its agents or assignees to enter upon the premises at reasonable times and upon reasonable notice, for the purpose of inspecting the same.

Indemnification. Lessor shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the premises or any part thereof, leased herein by the Lessee, and Lessee agrees to hold Lessor harmless from any claims for such damages to the extent occurring on the

premises leased by the Lessee herein. The Lessor shall not be held liable for any loss of income by Lessee, unless caused by willful or malicious conduct of the Lessor.

Notices. All notices from Lessor to Lessee under this Lease and applicable law shall be delivers to the following address: 100 W. Washington St. Charles Town WV 25414.

Insurance. Lessee, at its expense and at all times, shall maintain plate glass and public liability insurance including bodily injury and property damage insuring Lessee and Lessor with a minimum of one million dollars ($1,000,000.00) in coverage. Lessee shall provide Lessor with a Certificate of Insurance showing Lessor as additional insured. The Certificate shall provide for a thirty (30) day written notice to Lessor in the event of cancellation or material change of coverage. Lessee shall provide said documentation to Lessor within ten (10) calendar days of the commencement of this lease. To the maximum extent permitted by insurance policies, which may be owned by Lessor or Lessee, Lessee and Lessor, for the benefit of each other, waive any and all rights of subrogation, which might otherwise exist. Failure of Lessee to provide said documentation within the time frame stated above, or failure of Lessees to maintain public liability insurance during the term of this lease as described above may result in immediate termination of this lease at the sole discretion of the Lessor. If this lease shall have been so terminated by Lessor, Lessor may at any time thereafter resume possession of the premises by any lawful means and remove Lessees or other occupants and their effects in accordance with applicable law.

Destruction of Premises. In the event of a partial destruction of the premises during the term hereof, from any cause, Lessor shall forthwith repair the same, provided that such repairs can be made within sixty (60) days under existing governmental laws and regulations, but such partial destruction shall not terminate this lease. If such repairs cannot be made within said sixty (60) days, this lease may be terminated at the option of either party. In the event that the building in which the demised premises may be situated to an extent of not less than one-third of the replacement costs thereof, Lessor may elect to terminate this lease whether the demised premises be insured or not. A total destruction of the building in which the premises may be situated shall terminate this lease.

Lessor's Remedies on Default of Covenants and Conditions. If Lessee defaults in the performance of any of the covenants or conditions hereof, Lessor may give Lessee notice of such default and if Lessee does not cure any such default within ten (10) calendar days after the giving of such notice (or if such other default is of such a nature that it cannot be completely cured within such period, if Lessee does not commence such curing within ten (10) calendar days and thereafter proceed with reasonable diligence and in good faith to cure such default), then Lessor may terminate this lease on not less than five (5) calendar days' notice to Lessee. On the date specified in such notice the term of this lease shall terminate, and Lessee shall then quit and surrender the premises to Lessor, without extinguishing Lessee's liability. If this lease shall have been so terminated by Lessor, Lessor may at any time thereafter resume possession of the premises by any lawful means and remove Lessee or other occupants and their effects in accordance with applicable law.

Waiver. No failure of Lessor to enforce any term hereof shall be deemed to be a waiver.

Heirs, Assigns, Successors. This lease is binding upon and inures to the benefit of the heirs, assigns and successors in interest to the parties hereto.

Subordination. This lease is and shall be subordinated to all existing liens and encumbrances against the property.

Signs. Lessee is entitled to erect no more than two (2) signs outside the front street-level entrance to the premises, upon approval of the City of Charles Town Historic Landmarks Commission. It is anticipated in this Lease Agreement that no more than two (2) signs shall front on Washington Street. Prior, written

consent of the Lessor shall be required before any additional signs beyond the number anticipated herein shall be permitted.

Title. Lessor represents and warrants to Lessee that it has good and marketable fee simple title to the leased premises.

Lessee's Right to Terminate. Lessee shall have the right to terminate this lease with ninety (90) calendar days' notice to the Lessor. Provided, however, that the Lessee's termination of this Lease Agreement shall not otherwise extinguish the Lessee's liability for any of its obligations becoming due prior to the termination of this Lease Agreement.

Entire Agreement. The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by both parties.

Lessor Owned and Provided Equipment: Lessee shall be responsible for proper use and maintenance of equipment.

Open Produce Display Case (2) – SC-0P35E-6S-B-LED – 1742294-05 Used/2018

Produce Misting System – Used/2018

Refrigerated Merchandiser – GF22BM-LED – 1742296-05 – Used/2018

Freezer Merchandiser (2)- Used/2018

Refrigerated Deli Display Case Used/2018

Signatures

CW Hall Manager, LLC: Robert M Trainor

By: ROBERT M TRAINOR

Date: 26 MAY 2023

G.A.P. Coalition Inc: Richard T Coyle

By: Richard T Coyle

Date: 5/26/23

FIRST AMENDMENT
TO
AGREEMENT FOR THE USE OF ROUSS HALL PROPERTY

This FIRST AMENDMENT TO AGREEMENT FOR THE USE OF ROUSS HALL PROPERTY (this "First Amendment") is dated effective as of the ____ day of August, 2023, by and among the **City of Charles Town**, a political subdivision of the State of West Virginia (the "City"), the **Jefferson Arts Council**, a West Virginia non-profit corporation (the "JAC"), **Firehouse Gallery Ltd**, a West Virginia non-profit corporation formerly known as the Washington Street Artists' Cooperative ("Firehouse"), and the **Jefferson County Convention & Visitors Bureau**, a West Virginia non-profit corporation (the "CVB"). The City, the JAC, Firehouse, and the CVB are sometimes referred to herein collectively as the "Parties" and each individually as a "Party".

RECITALS

WHEREAS, the City, the JAC, and Firehouse are parties to that certain Agreement for the Use of Rouss Hall Property for the Mutual Benefit of the Jefferson County Arts Council, and the Washington Street Artists' Cooperative (WSAC) dated the 20th day of April, 2021 (the "Original Agreement");

WHEREAS, the CVB desires to use space within the Premises used by the JAC and Firehouse pursuant to the Original Agreement, and the JAC and Firehouse desire that such use be permitted; and

WHEREAS, the Parties now desire to amend the Original Agreement to expressly provide for such use as more particularly provided in this First Amendment.

AGREEMENT

NOW, THEREFORE, in consideration of the covenants and agreements hereinafter set forth, the Parties hereto hereby agree as follows:

1. **Amendments**. The Parties agree the Original Agreement shall be, and hereby is, amended as follows, effective immediately:

a. The preamble of the Original Agreement is deleted in its entirety and the following text is substituted in lieu of the deleted text:

> This Agreement for the use of the city-owned Rouss Hall property is entered into this 20th day of April 2021 between and among the **City of Charles Town**, a political subdivision of the State of West Virginia (the "City"), the **Jefferson Arts Council**, a West Virginia non-profit corporation (the "JAC"), **Firehouse Gallery Ltd**, a West Virginia non-profit corporation formerly known as the Washington Street Artists' Cooperative ("Firehouse"), and the **Jefferson County Convention & Visitors Bureau**, a West Virginia non-profit corporation (the "CVB"). The JAC, Firehouse, and the CVB are sometimes referred to herein collectively as the "users" and each individually as a "user".

b. The fourth (4th) paragraph of the Original Agreement is deleted in its entirety and the following text is substituted in lieu of the deleted text:

WHEREAS, the users have expressed a willingness to collectively use the premises located on the first floor of 108 N. George Street ("Rouss Hall"), for nurturing arts and culture in the City and Jefferson County, and for promoting visitation and tourism to such areas, and as a venue for their group's governance activities.

c. The fifth (5th) paragraph of the Original Agreement is deleted in its entirety and the following text is substituted in lieu of the deleted text:

NOW, THEREFORE, in consideration of the recitals and the mutual promises contained herein, the City, the JAC, Firehouse, and the CVB agree as follows:

d. Section Two – Term of the Original Lease is deleted in its entirety and the following text is substituted in lieu of the deleted text:

SECTION TWO – TERM

The initial term of this agreement is for three (3) years beginning on April 20, 2021, and expiring on April 19, 2024. One or more of the users shall have the option to extend this agreement for one (1) additional term of one (1) year (April 20, 2024, through April 19, 2025) by providing to the City written notice of the exercise of such option at least sixty (60) days prior to expiration of the initial term; *provided that:*

(i) the option shall be in effect and may be exercised only if the users are not in default under this agreement either at the time of exercise or the commencement of the additional term; and

(ii) in the event the option is exercised by less than all of the users:

(A) the user or users that exercise the option shall be jointly and severally responsible for all obligations of all users under this agreement including, without limitation, payment of the total monthly rent and payment of $150 per month for utilities; and

(B) a management agreement, as contemplated under Section Four and revised and updated in light of the change in users, shall be provided to the City within sixty (60) days of the exercise of the option.

Notwithstanding the foregoing, if the City chooses to no longer appropriate hotel occupancy tax collections to the CVB at any time during the term of this agreement, then the CVB shall have the option to withdraw from this agreement and terminates its effect as to the CVB, effective immediately upon giving written notice to the City, JAC, and Firehouse. In such event, thereafter: (i) CVB shall have no rights or obligations under this agreement; (ii) the premises shall be used only for the purposes of promoting arts and humanities in the City and Jefferson County; and (iii) JAC and Firehouse shall contribute a total of $150 per month toward the payment of utilities with each contributing at least $75 per month.

e. The first (1st) sentence of Section Three – Rental Rate of the Original Agreement is deleted in its entirety and the following text is substituted in lieu of the deleted text:

> The total monthly rent for the space shall be $300 per month, with each of the JAC and Firehouse paying at least $150 per month.

The remainder of Section Three of the Original Agreement remains intact.

f. The first (1st) sentence of the first (1st) paragraph of Section Four – Use of Premises and Management Agreement of the Original Agreement is deleted in its entirety and the following text is substituted in lieu of the deleted text:

> The premises are to be used for the purposes of promoting arts and humanities in the City and Jefferson County and promoting visitation and tourism to such areas.

The remainder of Section Four of the Original Agreement remains intact.

g. The second (2nd) sentence of Section Seven – Utilities of the Original Agreement is deleted in its entirety and the following text is substituted in lieu of the deleted text:

> Users shall contribute a total of $150 per month toward the payment of utilities with each of the JAC, Firehouse, and the CVB contributing at least $50 per month.

The remainder of Section Seven of the Original Agreement remains intact.

h. The first and second indented items in Section Seventeen – Notices of the Original Agreement (being the respective names and addresses for Jefferson Arts Council and Washington Street Artists' Cooperative) are deleted in their entirety and the following text is substituted in lieu of the deleted text:

> **Jefferson Arts Council:** President, Jefferson Arts Council, P.O. Box 38, Charles Town, WV 25414;
>
> **Firehouse Gallery Ltd:** President, Firehouse Gallery Ltd, P.O. Box 576, Charles Town, WV 25414;
>
> **Jefferson County Convention & Visitors Bureau:** 37 Washington Court, Harpers Ferry, WV 25425; and

The remainder of Section Seventeen of the Original Agreement remains intact.

2. **Management Agreement**. Within sixty (60) days of execution of this First Amendment by all of the Parties, the JAC, Firehouse, and the CVB shall prepare, execute, and deliver to the City a revised management agreement, as contemplated in the second (2nd) paragraph of Section Four – Use of Premises and Management Agreement of the Original Agreement, updated to reflect the addition of the CVB as a user of the premises.

3. **Conflict of Terms**. In the event of a conflict or inconsistency between the terms, covenants, conditions, and provisions of the Original Agreement and those of this First Amendment, the terms, covenants, conditions, and provisions of this First Amendment shall control and govern the rights and obligations of the parties.

4. **Ratification**. Except to the extent amended hereby or inconsistent herewith, all of the terms, covenants, conditions, and provisions of the Original Agreement shall remain in full force and effect, and the Parties hereby acknowledge and confirm that the same are in full force and effect.

5. **Execution**. This First Amendment may be executed in one or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument. Facsimile or other electronic signatures shall be accepted by the Parties as originals.

IN WITNESS WHEREOF, the Parties have caused this First Amendment to be executed by their respective officers thereunto duly authorized, intending it effective as of the date first written above.

THE CITY OF CHARLES TOWN

Date: 29 Aug 2023

By: Robert W Larson

Its: Mayor

JEFFERSON ARTS COUNCIL

Date: 9/1/2023

By: Suzy R Smith

Its: President

FIREHOUSE GALLERY LTD

Date: 8/31/2023

By: [signature]

Its: President

JEFFERSON COUNTY CONVENTION & VISITORS BUREAU

Date: 8/29/2023

By: Quentin Lauer Yates

Its: CEO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Initiator:

SCHEDULED

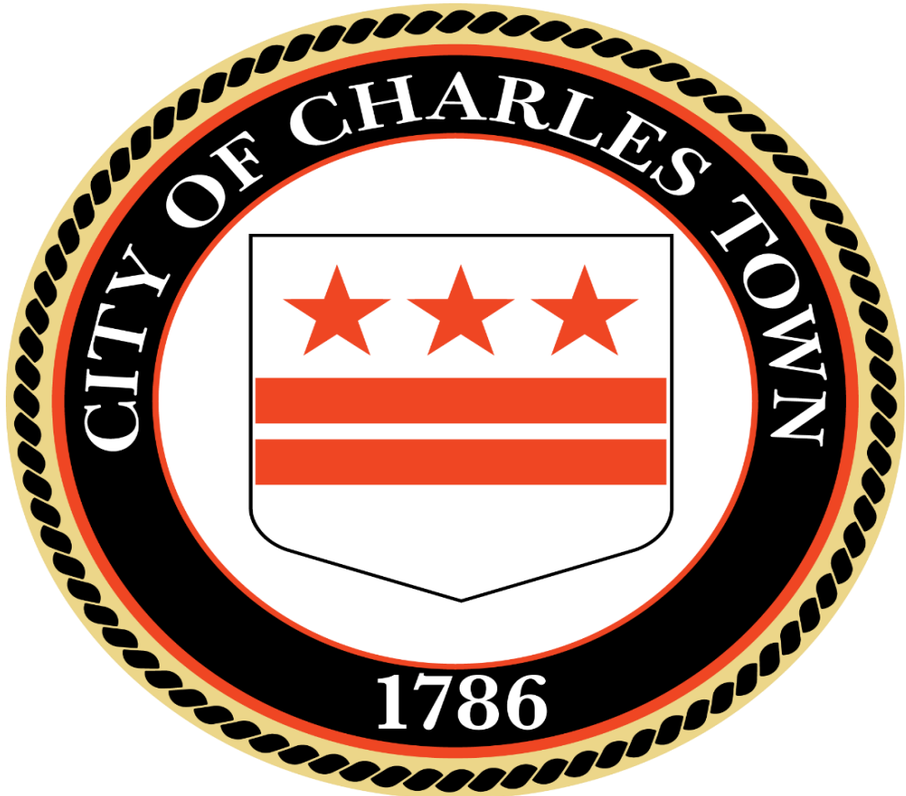
AGENDA ITEM (ID #)

2025-779: FY2026 General Fund Revision #1

Proposed Motion: Move to approve the FY2026 General Fund Budget Revision #1

ATTACHMENTS:

- FY 2026 GF Revision #1.pdf
- FY26 GenFund Revision #1 State Worksheet.pdf



FY 2025-2026
General Fund Budget

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

ACCOUNT		FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
REVENUES						
30005	Unassigned Fund Balance (Carryover)	750,000	1,056,186	1,806,186	Estimated carryover balance for fiscal year ending 2026.	Increased carryover to reflect actual balance as of 6/30/25.
30101	Taxes - Ad Valorem	1,851,076		1,851,076		
30106	Supplemental Taxes	30,000		30,000	Property taxes owed from previous years, but paid in the current fiscal year.	
30200	Interest as Penalty	8,000		8,000		
30300	Gas & Oil Severance Tax	30,000		30,000	5% severance tax on gross receipts at the well head of oil and natural gas.	
30400	Utility Tax (2%)	250,000		250,000		
30500	Business & Occupation (B&O) Tax	2,032,082		2,032,082	Included estimated B&O receipts from HDL collections services.	
30600	Liquor Tax	25,000		25,000	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.	
30700	Animal Control Tax	1,600		1,600	This is donated back to the county each year under Dog Warden.	
30800	Hotel/Motel Tax	200,000		200,000	4 traditional hotels (Turf Motel, Days Inn, TravelLodge, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, AirBnB, Hotel Tonight, Evolve Vacation Rental Network)	
32000	Court Costs, Fees & Charges	260,000		260,000		
32100	Parking Violation Penalties	40,000		40,000		
32500	Business License Revenue	35,000		35,000		
32600	Building Permit Fees	550,000		550,000	Building activity increasing/expected to remain strong through FY2026 with new development projects on the horizon and increases in permit fee structure.	
32800	Franchise Tax	65,000		65,000	Two Cable Franchisees	
33000	International Registration Plan (IRP) Fees	70,000		70,000	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions.	
33900	Emergency Service Fee	1,700		1,700	Revenue from utility bills for EMS (5 cents)	
34000	Parks & Rec Fee	1,700		1,700	Revenue from utility bills for parks and recreation (5 cents)	
34200	Parking Meter Revenues	45,000		45,000	Revenue from parking meters and parking permits including ParkMobile app.	
34500	Rents & Concessions	60,000		60,000	CTUB rental of 661 space ($30,000); CW Hall 1st floor rental ($30,000)	
35300	Zoning Fee	20,000		20,000	Zoning applications	
35500	Street Improvement Fee	135,000		135,000	Revenue from utility bills for street improvements ($4 per month)	
36504	Federal Government Grants	291,667		291,667	DOJ/COPS grant for additional police officer. $125,000 across 3 years. HUD Grant for Revive program $250,000	
36600	State Government Grants	-		-		
36700	Other Grants	-		-		
36900	Contributions from Other Funds - Sales Tax	1,500,000		1,500,000	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets to cover BC debt). Quarterly sales tax distributions are averaging $450,000 or $1,800,000 annually.	
37600	Gaming Income	250,000		250,000	Gaming receipts average $19K to $23K per month.	
37900	Gain/Loss - Sale of Fixed Assets	-		-		
38007	Interest Income (Operating Acct)	35,000		35,000		
38100	Reimbursements	110,000		110,000	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.	
38100	Lein Reimbursements			-		
38200	Refunds - Overpayments	500		500		
38600	Insurance Claims	-		-		
39200	Property Rehabilitation	-		-		
38700	Filing Fees	300		300	Filing Fees Revenue - Election in FY25. $50.00 per person.	
39700	Video Lottery	600,000		600,000	Video lottery receipts average $13.4K to $22.2K per week.	
39900	Misc Revenue	5,000		5,000	Yard waste stickers and fingerprints	
39902	Special Events - WV Fest	10,000		10,000		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
39903 Special Events - General	1,000		1,000	Special activities fees	
39904 Special Events - CW Hall	5,000		5,000		
39907 Special Events - Car Show	5,000		5,000	Car show registration and sponsors.	
TOTAL REVENUES	**9,274,625**	**1,056,186**	**10,330,811**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
EXPENSES					
ECONOMIC DEVELOPMENT - 402					
03 Salaries	77,000		77,000	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement.	
04 FICA	6,200		6,200	FICA @ 7.65%	
05 Group Insurance	9,300		9,300	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	7,000		7,000	PERS II Employer Contribution 9%	
09 OPEB	2,000		2,000	Deferred Compensation Employer Contribution 3%	
11 Telephone	500		500	Cell phone	
14 Travel	3,000		3,000	2 National Conferences; airfare, lodging, per-diem	
20 Advertising/Legal Publications	500		500		
21 Training & Education			-	$2,500 rolled under City Manager's office.	
22 Dues & Subscriptions	2,000		2,000	IEDC Membership, Survey Subscription, Adobe subscription	
23 Professional Services	1,000		1,000	Engineering Services	
26 Insurance and Bonds	5,000		5,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
30 Contracted Services	1,000		1,000		
41 Departmental Supplies	3,000		3,000	Promotional items for events and City marketing and other departmental supplies.	
43 Auto Supplies			-	Under Maintenance budget	
TOTAL ECONOMIC DEVELOPMENT	**117,500**	**-**	**117,500**		
MAYOR'S OFFICE - 409					
01 Salary	12,500		12,500	Mayor's Salary	
04 FICA Tax Expense	1,000		1,000		
11 Telephone			-		
14 Travel Expense	2,000		2,000	WV Municipal League	
20 Advertising/Legal Publication			-		
21 Training & Education	1,000		1,000		
22 Dues & Subscriptions			-		
26 Insurance & Bonds	1,000		1,000		
41 Departmental Supplies	500		500	$453.00 - Ceremonial Keys to the City and Coins	
68 Community Contributions	2,000		2,000		
TOTAL MAYOR'S OFFICE	**20,000**	**-**	**20,000**		
COUNCIL - 410					
01 Salaries	40,000		40,000	Eight Council Members at $5,000 annual salary	
04 FICA Tax Expense	3,100		3,100		
14 Travel Expense	4,800		4,800	Conferences	
20 Advertising			-		
21 Training & Education	3,200		3,200	WV Municipal League Conference Registration ($450 per registration)	
26 Insurance & Bonds	3,200		3,200	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability	
41 Departmental Supplies	700		700		
TOTAL COUNCIL	**55,000**	**-**	**55,000**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY MANAGER - 412					
03 Salaries	215,000		215,000	City Manager & Deputy City Clerk Salary, 2.5% Merit and Holiday Supplement (Includes $5000 travel allowance for new City Manager.)	
04 FICA Tax Expense	17,500		17,500	FICA Tax @ 7.65%	
05 Group Insurance	20,000		20,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	19,000		19,000	9% Employer Contribution PERS I and II	
08 Overtime	1,200	1,300	2,500		Increased to match actual overtime in previous year.
09 OPEB	6,500		6,500	3% Employer Contribution Deferred Compensation plan	
11 Telephone	550		550	Mobile phone service	
14 Travel Expense	1,500		1,500	WVML Trip, City Clerk Election Training	
20 Advertising	2,000		2,000		
21 Training & Education	20,000		20,000	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500	
22 Dues & Subscriptions	1,000		1,000	Adobe subscriptions. ICMA and WVML Fees.	
23 Professional Services	500	37,500	38,000	Background checks for City Manager candidates.	City Manager recruiter expenses carried over from FY 2025.
26 Insurance & Bonds	15,000		15,000	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability	
30 Contracted Services			-		
41 Departmental Supplies	750		750	Misc. Office Supplies	
43 Auto Supplies (Gas & Oil)			-	Gas is covered under travel expenses.	
TOTAL CITY MANAGER	**320,500**	**38,800**	**359,300**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
TREASURER - 413					
03 Salaries	260,000		260,000	Director of Finance, Accounting Clerk I, Accounting Clerk II, Accounting Clerk III salaries, 2.5% merit, and holiday supplements.	
04 FICA Tax Expense	22,000		22,000	FICA Tax @ 7.65%	
05 Group Insurance	21,000		21,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	24,000		24,000	9% Employer Contribution PERS I and II	
08 Overtime	3,500		3,500		
09 OPEB	8,000		8,000	3% Employer Contribution Deferred Compensation plan	
11 Telephone	-		-	Director of Finance Cell Phone	
12 Printing	-		-		
14 Travel Expense	1,500		1,500	Director & Acct. Clerk III - WV Government Finance Officers Association Training	
18 Postage			-	Transfer cost to City Hall and Pitney Bowes machine.	
20 Advertising/Legal Pubs	2,500		2,500	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.	
21 Training & Education	-		-	$4,000 Rolled into City Manager's budget	
22 Dues & Subscriptions	500		500	Adobe subscription for Director & Accounting Clerk III	
23 Professional Services	2,500		2,500	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)	
24 Audit Costs	42,000	48,000	90,000	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit	Allowance for FY 2024 audit expenses.
26 Insurance & Bonds	15,000		15,000	General Liability, Worker's Compensation, Umbrella	
30 Contracted Services	25,000		25,000	Tyler Technologies - Incode Annual License Fee	
30 B&O Collections - Contracted Services	75,000		75,000		
38 Refunds	10,000		10,000		
41 Departmental Supplies	1,500	1,000	2,500	Misc. Office Supplies	Allowance for purchase of desk scanners for Finance employees.
TOTAL TREASURER	**514,000**	**49,000**	**563,000**		
COURT CLERK - 415					
03 Salaries	67,000		67,000	Court Clerk Salary, 2.5% merit, and holiday supplement	
04 FICA	5,500		5,500	FICA Tax @ 7.65%	
05 Group Insurance	19,000		19,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	6,000		6,000	9% Employer Contribution PERS I and II	
08 Overtime	1,200		1,200		
09 OPEB	2,000		2,000	3% Employer Contribution Deferred Compensation plan	
14 Travel	500		500	Court Clerk training and Election training	
18 Postage	100		100		
20 Advertising/Legal Publications			-		
21 Training & Education			-	$500 transferred to City Manager's budget. WVML training and Election training.	
22 Dues & Subscriptions			-		
23 Professional Services			-		
26 Insurance & Bonds	4,500		4,500	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella	
30 Contracted Services	25	1,000	1,025	Flu shot	Allowance for cost of appeals.
41 Departmental Supplies	600		600	Ink cartridges, paper stock	
TOTAL COURT CLERK	**106,425**	**1,000**	**107,425**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
POLICE JUDGES - 416					
03 Salaries	32,000		32,000	Two Municipal Court judges; two magistrates; two prosecuting attorneys; extra $2k for special judge, and holiday suppliments.	
04 FICA	2,400		2,400		
14 Travel	500		500	WV State mandated annual training for magistrates & judges	
21 Training & Education	1,000		1,000	WV State mandated annual training for magistrates & judges	
22 Dues and Subscriptions	100		100		
23 Professional Services	1,000		1,000		
26 Insurance & Bonds	2,500		2,500		
41 Departmental Supplies			-		
TOTAL POLICE JUDGES	**39,500**	**-**	**39,500**		
CITY ATTORNEY - 417					
03 Salaries	160,000		160,000	Attorney salary plus 2.5% merit and holiday supplement.	
04 FICA	13,000		13,000	FICA @ 7.65%	
05 Group Insurance	1,000		1,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	15,000		15,000	PERS II Employer Contribution 9%	
09 OPEB	6,000		6,000	Deferred Compensation Employer Contribution 3%	
11 Telephone	250		250		
14 Travel	1,000		1,000	Travel allowance for various trainings.	
20 Advertising/Legal Publications			-	Allowance for legal publications.	
21 Training & Education			-	Rolled under City Manager's office.	
22 Dues & Subscriptions	5,100		5,100	Allowance for legal subscriptions and memberships. Bar license and legal research database subscription.	
23 Professional Services	50,000		50,000	Cost for outside legal council.	
26 Insurance and Bonds	12,000		12,000		
41 Departmental Supplies	1,000		1,000		
TOTAL CITY ATTORNEY	**264,350**	**-**	**264,350**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
ENFORCEMENT AGENCY - 425					
03 Salaries	61,000		61,000	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance.	
04 FICA	4,900		4,900	FICA @ 7.65% of Salary	
05 Group Insurance	9,000		9,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	5,400		5,400	PERS II Employer Contribution 9%	
09 OPEB	2,500		2,500	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	500		500		
14 Travel	3,000		3,000	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas	
18 Postage	1,500		1,500	Certified Mailings	
20 Advertising/Legal Publications	500		500	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.	
21 Training & Education			-	$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)	
22 Dues & Subscriptions	1,000		1,000	ICC Membership ($160/yr)	
26 Insurance and Bonds	4,000		4,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
30 Contracted Services	25,000		25,000	Kimley-Horn Engineering Services	
30 Nuisance Properties-Contracted Services	45,000		45,000	Nuisance Properties cleanup and demos.	
30 Nuisance Properties Relocation - Contracted Services	5,000		5,000	Nuisance Properties housing relacation.	
41 Departmental Supplies	2,000		2,000	Building safety month supplies and code books	
43 Auto Supplies			-	Under Maintenance budget	
45 Uniforms	2,000		2,000	Jackets & shirts.	
TOTAL ENFORCEMENT AGENCY	**172,300**	**-**	**172,300**		
REGIONAL DEVELOPMENT AUTHORITY - 435					
22 Dues & Subscriptions	11,500		11,500	Region 9 Assessment - Fees are going up	
TOTAL REGIONAL DEVELOPMENT AUTHORITY	**11,500**	**-**	**11,500**		
Total City Administration	**2,297,075**	**108,800**	**2,405,875**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
BUILDING INSPECTIONS - 436					
03 Salaries	88,000		88,000	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance.	
04 FICA	7,000		7,000	FICA @ 7.65% of Salary	
05 Group Insurance	1,500		1,500	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	8,000		8,000	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods	
09 OPEB	3,000		3,000	457(b) Deferred Comp Employer Contribution (3%). $60.53 per pay period * 26 pay periods	
11 Telephone	1,000		1,000	Two lines; one is a hot spot. One is a cell phone.	
14 Travel	3,000		3,000	National ICC Conference; airfare, lodging, meals, gas	
17 R&M Auto			-	Under Maintenance budget	
18 Postage	1,000		1,000	Certified mailings for property Notice of Violations	
20 Advertising/Legal Publications	1,000		1,000	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.	
21 Training & Education			-	$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.	
22 Dues & Subscriptions	1,000		1,000	ICC membership dues; WICA subscription	
23 Professional Services	50,000		50,000	To cover expenses associated with inspections; compliance.	
26 Insurance & Bonds	6,000		6,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
30 Contracted Services			-		
41 Departmental Supplies	2,000		2,000	Building safety month supplies and code books.	
43 Auto Supplies			-	Under Maintenance budget	
45 Uniforms	2,000		2,000	Jackets & shirts.	
TOTAL BUILDING INSPECTIONS	**174,500**	**-**	**174,500**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
PLANNING & ZONING - 437					
03 Salaries	407,000		407,000	Assistant City Manager/Director of Community Development, City Planner/Zoning/Subdiv Administrator, Permit Tech, and Planner salaries, 2.5% merit, and holiday supplements.	
04 FICA	33,000		33,000	FICA @ 7.65% of Salary	
05 Group Insurance	68,000		68,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	38,000		38,000	PERS II Employer Contribution (9%)	
08 Overtime	1,500		1,500		
09 OPEB	12,500		12,500	457(b) Deferred Comp Employer Contribution (3%).	
11 Telephone	250		250	Director's department cell phone	
14 Travel	8,000		8,000	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Wendy - MGO Conference	
18 Postage	1,000		1,000	Certified Mailings; Legal notices, yard sign postings	
20 Advertising/Legal Publications	4,500		4,500	Advertising of BZA and public hearings for P/C meetings; hearing placards	
21 Training & Education			-	$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration amount $3,500; Leaders	
22 Dues & Subscriptions	3,000		3,000	AICP Membership; Wendy ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.	
23 Professional Services	5000		5,000	GIS Aerial imagery, Background Checks	
26 Insurance & Bonds	20,000		20,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
30 Contracted Services	44,000		44,000	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;	
31 Contracted Services - Tree Board			-	To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.	
38 Refunds	1,000		1,000		
41 Departmental Supplies	4,000		4,000	Public hearing signs, office supplies, promotional supplies	
53 Computer Software / Tech	10,000	3,000	13,000	MyPermit Now Monthly Fees	Allowance for additional Rental Registration module in MyPermit Now software
TOTAL PLANNING & ZONING	**660,750**	**3,000**	**663,750**		
Total City Bldg Inspection, P&Z, and Enforcement Agency	**$ 1,007,550**	**3,000**	**$ 1,010,550**		
ELECTIONS - 438					
12 Printing			-		
20 Advertising/Legal Publications			-	Publish ballot multiple times	
23 Professional Services			-		
30 Contracted Services			-	Poll workers for early voting and day of election.	
41 Departmental Supplies			-	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers	
TOTAL ELECTIONS	**-**	**-**	**-**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY HALL - 440					
3 Salaries	103,000		103,000	Director of Operations Salary, 2.5% merit, and holiday supplement	
4 FICA Taxes	8,300		8,300	FICA @ 7.65%	
5 Group Insurance	20,000		20,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
6 Retirement	9,000		9,000	9% Employer Contribution	
9 OPEB	4,000		4,000	3% Deferred Compensation Employer Contribution	
11 Telephone	20,000		20,000	WebEx Phone Services ($5,000), Internet Service ($3,600), Cell phone - Director ($400), Rouss Hall Elevator & Fire Alarm Phone Service ($4,000), CWH Fire Alarm Phone Service ($1,000).	
13 Utilities	40,000		40,000	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer, CWH Electric	
14 Travel Expense	2,000		2,000	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD	
15 Repair & Main. Bldg & Grounds	10,000		10,000	Elevator Services and City Hall maintenance.	
16 CH Repair & Maint Equip.			-		
18 Postage	4,000		4,000	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection. Reflects increase in postage.	
19 Bldg & Equipment Rental	250,000		250,000	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer	
20 Advertising/Legal Publications	4,000		4,000	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements	
21 Training & Education			-	$2,000 transferred to City Manager's budget	
22 Dues & Subscriptions	3,500		3,500	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)	
23 Professional Services	25,000		25,000	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.	
26 Insurance & Bonds	15,000		15,000	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial	
30 Contracted Services	287,000		287,000	Sustainable Strategies (Grant Consultant, Matt Ward) - $60,000 ($5,000 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $50,000 Payroll Processing Base Fees - $4,000 ADP Software Recurring Annual Fee - $20,000 Tek Advisors - $150,000 per year.	
32 Bank Charges	15,000	20,000	35,000	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	Allowance for additional credit card merchant fees due to delay in software upgrade.
37 Other Fees/Taxes	1,500		1,500	Late fees	
41 Departmental Supplies	12,000		12,000		
43 CH Auto Supplies (Gas/Oil)			-		
53 Computer Software / Tech	15,000		15,000	City Sonic Wall Annual License - $1,700 Clearcaster Annual License - $1,700 Granicus Annual License - $9,500 - Agenda management,Online training, Audio/Visual software for livestreaming meetings VEEAM Annual Maintenance - $600.00 Zoom Fees - $1,500 per year	
TOTAL CITY HALL	**848,300**	**20,000**	**868,300**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CONTRIBUTIONS/TRANSFERS - 444					
68 Contributions - Community Partnership Grants	100,000		100,000	Citizens Fire Co. $10,000; Independent Fire Co. $10,000; Library $20,000; Jef. Co. Com. Ministries $10,000; and EPTA $50,000.	
68 Community Grants			-		Allowance for community grants for non-profit organizations.
68 Contributions - Revive Grant	270,000	20,000	290,000	HUD Grant for Revive! Program. $250,000 with additional $20,000 support from City funds.	Grant funds brought forward from FY25 into FY26 that were allocated but not spent.
68 Contributions - Façade Improvement Program	15,000	10,000	25,000		Grant funds brought forward from FY25 into FY26 that were allocated but not spent.
68 Contributions - Homeless Solutions	25,000	(25,000)	-	County Homelessness position funding commitment	County Homelessness position has been disolved.
68 Contributions - Charles Town Now		70,000	70,000		Contribution to support Washington Street redevelopment study.
68 Contributions - Sidewalk Improvement Program	15,000	5,000	20,000	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest	Grant funds brought forward from FY25 into FY26 that were allocated but not spent.
TOTAL CONTRIBUTIONS/TRANSFERS	**425,000**	**80,000**	**505,000**		
PARKING - 571					
03 Salaries	46,000		46,000	Parking Enforcement Officer salary, contingency, 2.5% merit, holiday supplement, and clothing allowance	
04 FICA Tax Expense	3,700		3,700	FICA @ 7.65%	
05 Group Insurance	750		750	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement Expense	4,000		4,000	9% Employer Retirement Contribution	
08 Overtime	1,000		1,000		
09 OPEB	1,500		1,500	3% Deferred Compensation Employer Contribution	
13 Utilities	1,400		1,400	Electric Service	
16 Repair & Main - Equipment	1,000		1,000	Parking meter repairs and maintenance	
18 Postage	500		500		
19 Bldg & Equipment Rental	500		500		
20 Advertising / Legal Publications	500		500		
26 Insurance & Bonds	3,000		3,000	Prof Liability, Umbrella, Automobile, Worker's Comp	
30 Contracted Services	500		500		
41 Departmental Supplies	5,000		5,000	Office Supplies, Batteries, Handheld Printer Paper	
43 Auto Supplies (Gas/Oil)	500		500		
45 Uniforms	500		500	Jacket, Uniform Shirt, Patches, Badge, etc.	
53 Computer Software/Tech	4,000		4,000	United Public Safety/T2 Annual Fees	
TOTAL PARKING	**74,350**	**-**	**74,350**		
CONTINGENCIES - 699					
Other Contributions	308,000	42,000	350,000	Placeholder for $50,000 for emergency snow costs. $250,000 for unexpected cost throughout the year. (SAO caps this amount at 10% of receipts.)	Increase to allow for payment of unexpected expenses.
TOTAL CONTINGENCIES	**308,000**	**42,000**	**350,000**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
POLICE DEPARTMENT - 700					
03 Salaries	1,640,000		1,640,000	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. (5) Patrolman, (3) Patrolman First Class, (4) Corporals, (3) Sergeants, (2) Lieutenants, (1) Captain (Held by Chief), (1) Chief. (3) Administrative personnel.	
04 FICA	110,000		110,000	FICA Tax at 7.65%	
05 Group Insurance	289,000		289,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	145,000		145,000	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)	
07 Police Pension	30,000		30,000	Legacy CTPD Retirement System	
08 Overtime	160,000		160,000	Shift coverage, late arrest/call out, special events, school events, court, etc.	
09 OPEB	60,000		60,000	457(b) Deferred Compensation 3%	
11 Telephone	48,500		48,500	(4) department cell phones, MiFi/Craddle Points, for CAD in police vehicles, Internet, etc.	
13 Utilities	48,000		48,000	Electric and Internet Service, increase in FY25.	
14 Travel	4,000		4,000	Training, Conferences,etc.	
15 R&M Building & Grounds	2,500		2,500	Lights, Paint, Air Filters, Electrical supplies, Batteries	
16 R&M Equipment	5,000		5,000	Generator Service	
17 R&M Auto	50,000		50,000	Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, tire install/rotation, etc.	
18 Postage	1,300		1,300	Stamps, USPS Certified Mail, UPS/Fedex, etc.	
19 Building & Equipment Rental	100,000		100,000		
20 Advertising/Legal Publications	5,500		5,500	New Hire Ads 3-6 ads in local paper	
21 Training & Education	20,000		20,000	WVSP Academy, 16 hours in-service/8 supervisor hours.	
22 Dues & Subscriptions	2,000		2,000	WVCOP Dues, IACP, SRO, Journal	
23 Professional Services	5,000		5,000	Polygraph Exams, Psychological exam, Physical Exams, Diagnostic Imaging	
26 Insurance & Bonds	110,000		110,000	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance	
30 Contracted Services	48,000		48,000	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.	
37 Other Fees & Taxes	250		250	661 George St. Ambulance Fees	
41 Departmental Supplies	40,000		40,000	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery	
43 Auto Supplies	65,000		65,000	Gas, oil changes and tires for Police Vehicles	
45 Uniforms	30,000		30,000	Class A, BDU, duty gear, insignia, bullistic vest, coats, etc.	
53 Computer Software/Tech	29,000		29,000	CAD Motorola, Guardian Tracking, Police One Academy, Powerdms, VCS, Motorola Solutions (Watch Guard System), Revize (Website).	
TOTAL POLICE DEPARTMENT	**3,048,050**	**-**	**3,048,050**		
POLICE-SPECIAL DUTY CROSSING GUARDS - 704					
03 Salaries	35,000		35,000	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA. Holiday supplements.	
04 FICA Tax Expense	2,600		2,600		
26 Insurance & Bonds	1,750		1,750		
41 Departmental Supplies	250		250	Stop signs	
45 Uniforms	500		500	Reflective jackets and vests	
43 Auto Supplies (Gas & Oil)			-		
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**40,100**	**-**	**40,100**		
Total Police and Crossing Guards	**$ 3,088,150**	**-**	**$ 3,088,150**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
DOG WARDEN - 707					
Contributions	1,600		1,600	City passes along the dog tag fees to the County	
TOTAL DOG WARDEN	**1,600**	**-**	**1,600**		
MAINTENANCE - 750					
03 Salaries	330,000		330,000	Director and (4) Maintenance Staff salaries, 2.5% merit, holiday supplements, clothing allowances and contingency for CDL, Playground Inspection, and ASE certifications.	
04 FICA Tax Expense	27,000		27,000	FICA @ 7.65%	
05 Group Insurance	47,000		47,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	29,000		29,000	9% Employer Contribution	
08 Overtime	20,000		20,000		
09 OPEB	8,000		8,000	3% Deferred Compensation Employer Contribution	
11 Telephone	3,000		3,000	Field staff equipped with cell phones	
13 Utilities	15,000		15,000	Maintenance building electric, water, sewer, and internet	
14 Travel Expense	1,500		1,500	Maintain certifications; other skill enhancement training as required/proposed	
15 R&M Buildings and Grounds	55,000		55,000	General maintenance of city buildings.	
16 R&M Equipment	15,000		15,000	Regular maintenance of fleet equipment, primary expense is street sweeper repairs. We have a new leaf vacuum, so we don't have as much maintenance expense.	
17 R&M Auto	10,000		10,000	Regular maintenance of department and City vehicles	
18 Postage			-		
19 R&M Bldg and Equip Rental	1,000		1,000	Equipment rented as required to maintain various city buildings.	
20 Advertising	500		500	Spring and Fall Cleanup. Additional city sponsored projects as required.	
21 Training & Education	2,500		2,500	Maintain certifications; other skill enhancement training as required/proposed. CDL, Playground Inspection, ASE.	
22 Dues & Subscriptions	500		500	Camera subscription and CDL License Fees	
23 Professional Services	500		500	CDL physicals	
26 Insurance & Bonds	19,000		19,000	Liability, Worker's Comp, Vehicle Insurance	
30 Contracted Services	60,000		60,000	Trash Service, Box Rental Fees, Tree Services ($12,000), Snow Removal and Salt	
41 Departmental Supplies	35,000		35,000	General maintenance annual supplies. Christmas decorations, and light poles.	
43 Auto Supplies (Gas, Oil & Tires)	25,000		25,000	Gas, oil changes and tires for maintenance and City vehicles.	
45 Uniforms	5,000		5,000		
53 Software/Tech			-		
59 Capital Outlay			-		
TOTAL MAINTENANCE	**709,500**	**-**	**709,500**		
STREET LIGHTS - 751					
13 Utilities	130,000		130,000	Street lights electric.	
TOTAL STREET LIGHTS	**130,000**	**-**	**130,000**		
VISITOR'S CENTER - 901					
66 Contributions	100,000		100,000	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center.	
TOTAL VISITOR'S CENTER	**100,000**	**-**	**100,000**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
FAIRS/FESTIVALS - 903					
20 Advertising/Legal Publications	2,000		2,000		
30 Contracted Services	36,000		36,000	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1,500), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Gaming Trailer ($1,000)	
38 Refunds	100		100		
41 Departmental Supplies	25,000		25,000	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300), Signage ($1,500) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($2,000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500)	
52 Computer Software	1,300		1,300	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.	
68 Contributions	4,000		4,000	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.	
TOTAL FAIRS/FESTIVALS	**68,400**	**-**	**68,400**		
TRANSFERS - 960/698 SAO					
01 Transfers to Capital Reserve - Repaving	135,000		135,000	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures	
02 Transfers to Capital Reserve - One Time Funding		522,386	522,386		Transfer to Capital Fund to support capital projects.
03 Transfers Out - Parks & Rec	120,000		120,000	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.	
04 Transfers to Residual Fund		250,000	250,000		Transfer to Residual Fund to build up Rainy Day savings.
11 Transfers to Capital Reserve - Table Games	810,000		810,000	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.	
20 Transfers to Sales Tax		50,000	50,000		Reimbursement to Sales Tax from FY25 withdraw for city manager recruiter fees.
TOTAL TRANSFERS	**1,065,000**	**822,386**	**1,887,386**		
TOTAL EXPENSES	**9,274,625**	**1,056,186**	**10,330,811**		
REVENUES OVER EXPENSES	$ -	$ -	$ -		

LGSD BR (Ver. 2020)

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

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

City of Charles Town
GOVERNMENT ENTITY

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

101 E. Washington Street
STREET OR PO BOX

Charles Town | 25414
CITY | ZIP CODE

Municipality
Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	750,000	1,056,186		1,806,186
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			1,056,186		

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
412	City Manager's Office	320,500	38,800		359,300
413	Treasurer's Office	514,000	49,000		563,000
437	Planning & Zoning	660,750	3,000		663,750
440	City Hall	848,300	20,000		868,300
444	Contributions / Transfers to Other Funds	425,000	80,000		505,000
698	Transfers/Reimb. (Audit Findings)	945,000	822,386		1,767,386
699	Contingencies*	308,000	42,000		350,000
415	City Clerk	106,425	1,000		107,425
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			1,056,186		

APPROVED BY THE STATE AUDITOR

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

AUTHORIZED SIGNATURE OF ENTITY

7/21/2025
APPROVAL DATE

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-775: FY2026 Capital Budget - Revision #1

Proposed Motion: Move to approve the FY2026 Capital Budget Revision #1

ATTACHMENTS:
- Capital Budget 1st Revision.pdf

the city of Charles Town WV

FY 2026 Capital Reserve Budget

Approved : 6/16/2025

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET REVENUES						
Capital Reserve Carryover		$ 5,550,704	$ 3,002,355	$ 8,553,059	Carryover balance from FY2025 Capital Reserve (This is carryover for unfinished projects noted in red. Carryover will be adjusted in the 1st Revision in July 2025.)	Adjust carry over amount to actual balanace as of June 30 2025
36800 Contributions from GF			$ 593,386	$ 593,386	Contributions from GF (Determined in July 2025 1st Revision)	
36800 Contributios from GF - Lottery / Gaming Revenue		$ 810,000		$ 810,000	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.	
33000 Developer Fees		$ 150,000		$ 150,000	Developer Proffer fees.	
38000 Interest on Bank Accounts & Other Sources		$ 80,000		$ 80,000		
TOTAL REVENUES	**$ -**	**$ 6,590,704**	**$ 3,595,741**	**$ 10,186,445**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET EXPENSES						
975 GENERAL GOVERNMENT						
Information Technology						
City Hall WIFI Replacements - 975-59 General Government Capital Outlay		$ 10,000		$ 10,000		
Computer Replacement - 975-59 General Government Capital Outlay Technology		$ 15,000		$ 15,000	Computer replacement program for all General Government departments. (5 replacements are planned.)	
CW Hall WIFI Installation - 975-59 General Government Capital Outlay		$ 15,000		$ 15,000		
Tyler Tech Version 10 Software - 975-59 General Government Capital Outlay Technology		$ 71,000		$ 71,000	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and enhance Incode. Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement. ($71,000 carried over from FY25.)	
TOTAL INFORMATION TECHNOLOGY	**$ -**	**$ 111,000**	**$ -**	**$ 111,000**		
Other - General Government						
Drone - 975-15 General Government Capital Outlay Equipment			25,000	$ 25,000		Supports advertising, event coverage, photography, structural inspections, damage assessment, police search and rescue, hostile environment response, and fire and disaster management.
Rouss Hall Landlord buy back - 975-58 General Government Capital Outlay		$ 140,000		$ 140,000	$140,000 carried over from FY25.	
Salary Study - 975-23 General Government Professional Services			$ 30,000	$ 30,000		Investing in initiatives to track and retain talent. Improving performance, and reducing long-term costs associated with turnover. To ensure we can identify high-performing individuals, support growth, and build a workforce committed to long-term success.
Zoning & Subdivision Ordinance Overhaul - 975-23 General Government Professional Services		$ 246,000		$ 246,000	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000. ($146,000 carried over from FY25 & $100,000 encimbered in FY25.)	
TOTAL OTHER - GENERAL GOVERNMENT	**$ -**	**$ 386,000**	**$ 55,000**	**$ 441,000**		
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 497,000**	**$ 55,000**	**$ 552,000**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES
976 PUBLIC SAFETY						
Equipment						
Officer Equipment - 976-60 Public Safety Capital Outlay Equipment		$ 18,500	$ -	$ 18,500	4 - APX N50 Portable Radios (3 Admin Staff & 1 spare)	
Speed Alert 24 Radar Trailer - 976-60 Public Safety Capital Outlay Equipment			$ 21,000	$ 21,000		The current trailer is outdated. The new equipment allows the PD to remotely monitor vehicle speeds and provides the ability to electronically notify residents of road closures and broadcast community event information. This enhanced functionality ensures more effective communication and public safety outreach.
TOTAL EQUIPMENT		**$ 18,500**	**$ 21,000**	**$ 39,500**		
Information Technology						
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department		$ 52,000		$ 52,000	12 In-car Panasonic Tough Tablets (To replace generation 1 & 2)	
Cell Phone Forensic Downloading Equipment - 975-60 General Government Capital Outlay Technology PD		$ 27,000		$ 27,000	Possible grant funding.	
Cradle Point WIFI Mobile Routers - 975-60 General Government Capital Outlay Technology Police Dept.		$ 18,500		$ 18,500	9 Routers at $14,400 and $4100 installation labor.	
TOTAL INFORMATION TECHNOLOGY		**$ 97,500**	**$ -**	**$ 97,500**		
Vehicles						
Police Cars - 976-59 Public Safety Capital Outlay Vehicles		$ 118,000		$ 118,000	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.	
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles		$ 12,000		$ 12,000	This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant.	
Police Cars - 976-59 Public Safety Capital Outlay Vehicles			$ 60,000	$ 60,000		Replace vehicle due to fire loss
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles			$ 45,000	$ 45,000		Replacement Vehicle uplift cost due to fire loss
TOTAL VEHICLES	**$ -**	**$ 130,000**	**$ 105,000**	**$ 235,000**		
Parking						
Parking Meters - 976-62 Public Safety		$ 16,000		$ 16,000	10 - Model 90 Duplex Meter Housings at $6100; 15 -Model 90 Single Meter Housings at $4900; POM Parking Meter assembly at $5000.	
TOTAL PARKING	**$ -**	**$ 16,000**	**$ -**	**$ 16,000**		
TOTAL PUBLIC SAFETY	**$ -**	**$ 262,000**	**$ 126,000**	**$ 388,000**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES
977 STREETS & TRANSPORTATION						
Buildings						
Charles Washington Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			22,500	$ 22,500		This is a small section of the rooftop that contains 4 rooftop AC units. This area has failed sealant and degraded membranes. It will be replaced with a 2 Ply-Cold System which has a usefull life of 30 years.
Charles Washington Hall - Paint Interior - 977-57 Streets & Transportation Capital Outlay Buildings			8,000	$ 8,000		Repainting of stairway walls, stage face, upper balcony ledge, and doors and trim.
Charles Washington Hall - Refinish Floor - 977-57 Streets & Transportation Capital Outlay Buildings			10,000	$ 10,000		Replacement of ballroom floor, steps, elevator ramp and bathroom landing.
Charles Washington Hall - Replace Blinds - 977-57 Streets & Transportation Capital Outlay Buildings			20,000	$ 20,000		Replacement of ballroom blinds.
City Hall - replace rooftop AC units - 977-57 Streets & Transportation Capital Outlay Buildings		$ 25,000	$ 30,000	$ 55,000	$25,000 carried over from FY25.	Replacement of 2 City Hall rooftop AC units
City Hall - interior repair/maintenance - 977-57 Streets & Transportation Capital Outlay Buildings		$ 55,000	$ 50,000	$ 105,000	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency. ($55,000 carried over from FY25.)	Additional funds needed for engineering costs, asbestos removal, ceiling tiles, and relocation of 1st floor wall.
City Hall - water damage repair - 977-57 Steets & Transprotation Capital Outlay Buildings			$ 25,000	$ 25,000		2nd Floor water damage repair, including brick repointing, asbestos removal, and interior renovation.
Maintenance Equipment Building Engineering - 977-57 Transportation Capital Outlay Buildings			$ 100,000	$ 100,000		The site for a new manitenance building is located in a flood plain. This cost will cover engineering design for flood plain compliance.
Maintenance Equipment Building - 977-57 Streets & Transportation Capital Outlay Buildings		$ 150,000		$ 150,000	Current building is maxed out on space. ($150,000 carried over from FY25.)	
Maintenance Building - Reskin Existing Buildings & Garage Doors - 977-57 Streets & Transportation Capital Outlay Buildings			$ 110,000	$ 110,000		The maintenance yard is in poor condition. Improvements have not been made for years. Reskinning the buildings will make the appearance of the yard more pleasant for the community. (100,000) Five garage doors are in poor condition as well and need replaced. (10,000)
Maintenance Yard Study - 977-57 Streets & Transportation Capital Outlay Buildings		$ 80,000		$ 80,000	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going. (80,000 carried over from FY25.)	
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-57 Streets & Transportation Capital Outlay Buildings			$ 80,000	$ 80,000		All window sills at Rouss Hall have peeling paint and rotted wood. Correcting this disrepair will put the building in good condition.
Rouss Hall - Replace Gallery Floor - 977-57 Streets & Transportation Capital Outlay Buildings			$ 25,000	$ 25,000		Replacement of 1st floor Art Gallery Floor including construction of ADA compliant ramp.
Rouss Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			$ 42,500	$ 42,500		The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a usefull life of 10 years.
TOTAL BUILDINGS	**$ -**	**$ 310,000**	**$ 523,000**	**$ 833,000**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES
Streets/Infrastructure						
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements			80,000	$ 80,000		Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications.
Depot Square Design - 977-58 Streets & Transportation Capital Outlay Other Improvements			50,000	$ 50,000		Design for potential uses and amenities of the City's new town square.
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 60,000		$ 60,000	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding. ($60,000 carried over from FY25.)	
Stormwater Assessment Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 204,000		$ 204,000	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($204,000 carried over from FY25.)	
TOTAL STREETS/INFRASTRUCTURE	**$ -**	**$ 264,000**	**$ 130,000**	**$ 394,000**		
Vehicles						
Bucket Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 175,000		$ 175,000	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. ($22,000 carried over from FY25 and $153,000 encumbered in FY25.)	
Dump Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 90,000		$ 90,000		
Pick-up Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 65,000		$ 65,000		
TOTAL VEHICLES	**$ -**	**$ 330,000**	**$ -**	**$ 330,000**		
Other - Streets & Transportation						
Flower planters - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 5,000	$ 10,000	$ 15,000	FY25 & 26 two year plan to install flower planters on Washington Street. ($5000 encumbered in FY25.)	An initiative to replace the aging flower pedestals along Washington Street. This aims to enhance the overall aesthetic appeal of the downtown area by systematically replacing outdated or deteriorating pedestals with durable, visually consistent alternatives.
Potter's Field - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 66,000		$ 66,000	Installation of Interpretative signs, fencing, monument and landscaping. (66,000 carried over from FY25.)	
TOTAL OTHER - STREETS & TRANSPORTATION	**$ -**	**$ 71,000**	**$ 10,000**	**$ 81,000**		
TOTAL STREETS & TRANSPORTATION		**$ 975,000**	**$ 663,000**	**$ 1,638,000**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES
979 CULTURE & RECREATION						
Parks & Recreation						
Bridges at Happy Retreat & Stake Park - 979-58 Culture & Recreation Other Improvements		$ 84,000		$ 84,000	$84,000 carried over from FY25.	
Parks Master Plan - 979-23 Culture & Recreation Professional Services			$ 100,000	$ 100,000		Preparation of future development and redevelopment of the Charles Town Parks system, green space, and trails for a ten year period.
Pickle Ball Courts - 979-59 Culture & Recreation Capital Other Improvements			$ 65,000	$ 65,000		Allowance for 60 X 60 paved court, 4 ft. chain link fence around the court, resurfacing in 2 colors, and 2 portable pickle ball nets
Paving Path from bridge to road by the Skate Park - 979-58 Culture & Recreation Other Improvements		$ 5,000		$ 5,000	Connect the existing path on one side of the bridge to the other side. ($5000 carried over from FY25.)	
Pick-up Truck - 977-59 Culture & Recreation Capital Outlay Equipment		$ 50,000		$ 50,000	This truck will be for the use of the Parks Manager.	
TOTAL PARKS & RECREATION	**$ -**	**$ 139,000**	**$ 165,000**	**$ 304,000**		
Culture						
Decorative String Lights for Art Alley and Charles Street - 979-58 Culture & Recreation Other Improvements			$ 6,000			Installation of lights at Charles Street and Art Alley for safety and City beautification. This will complete the 2nd half of Charles Street.
Depot Square Christmas Design - 979-58 Culture & Recreation Other Improvements			$ 60,000			Outfitting the Depot Square with Christmas decorations and the beginning stages of holiday marketplace implementation. (Electric to the Depot Square 25,000; five marketplace huts $20,000; lights and Christmas decorations 15,000)
Historical Signs - 979-58 Culture & Recreation Other Improvements		$ 17,000		$ 17,000		
Movie Screen - 977-59 Culture & Recreation Capital Outlay Equipment			$ 15,000	$ 15,000		25 X 14 movie screen with inflatable frame for event use.
Wayfinding signage - 979-58 Culture & Recreation Other Improvements	$ 100,000	$ 197,400		$ 197,400	CDD REQUEST $100K for Wayfinding Signage implementation (3 years of phases at $100,000 per year ending in FY27.) (Request related to 2023 CTNOW ARPA Request) ($97,400 carried over from FY25 and $100,000 encumbered in FY25.)	
Festival Blow Up Games - 979-58 Culture & Recreation Other Improvements			$ 6,000	$ 6,000		Basketball Shootout and Football Blitz blowup games for use at Festivals and P&R events. This will help save money with rental expenses during WV Fest.
TOTAL CULTURE	**$ 100,000**	**$ 214,400**	**$ 87,000**	**$ 235,400**		
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 353,400**	**$ 252,000**	**$ 539,400**		
Contingencies		$ 166,000	$ 2,499,741	$ 2,665,741	This amount will be adjusted in the 1st Revision in July 2025.	
Encumberances for Subsequent Years		$ 350,000		$ 350,000	$100,000 for Wayfinding Signage; $250,000 for Augustine Avenue Project	
Transfer to Grant Projects		$ 3,987,304		$ 3,987,304	$76,444 to Augustine Avenue Project. $861,555 to Liberty Street Project. $3,049,305 to JMP Pool Project.	
TOTAL EXPENSES	**$ 100,000**	**$ 6,590,704**	**$ 3,595,741**	**$ 10,120,445**		
REVENUES OVER EXPENSES	**$ (100,000)**	**$ -**	**$ -**	**$ 66,000**		

REPAVING BUDGET

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES
REVENUES					
Repaving Carryover		$ 290,000	$ 1,391,704	$ 1,681,704	Carryover balance from FY2025 Repaving Funds. This amount will be adjusted in the first revision in July 2025.
36877 Contributions from GF - Repaving Fees		$ 150,000		$ 150,000	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving
38000 Interest on Bank Accounts & Other Sources		$ 50,000		$ 50,000	
TOTAL REVENUES	**$ -**	**$ 490,000**	**$ 1,391,704**	**$ 1,881,704**	
EXPENDITURES					
977-60 Streets & Transportation Capital Outlay Street Paving		$ 305,000		$ 305,000	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs.
Paving Contingency - 977-60 Streets & Transportation Capital Outlay Street Paving		$ 185,000	$ 1,391,704	$ 1,576,704	This contingency represents past income collected by CTUB earmarked for street paving. It will be adjusted in the first revision in July 2025.
TOTAL EXPENSES	**$ -**	**$ 490,000**	**$ 1,391,704**	**$ 1,881,704**	
REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-790: JCDA Municipal Resolution

Attached are two resolutions for council's consideration.
1. Resolution from the City of Charles Town
2. Joint resolution for Mayor to bring forward at the mayor's meeting with other municipalities

ATTACHMENTS:
- Resolution from City1.pdf
- JCDA Municipal Resolution- joint resolution.pdf

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

A RESOLUTION OBJECTING TO THE REMOVAL OF MUNICIPAL REPRESENTATION FROM THE JEFFERSON COUNTY DEVELOPMENT AUTHORITY

WHEREAS, the Jefferson County Development Authority ("JCDA") was established under West Virginia Code § 7-12-1 et seq., and has been governed by bylaws adopted pursuant to § 7-12-5, which remain in force; and

WHEREAS, the JCDA bylaws expressly provide that the Jefferson County Commission shall appoint one board member to represent each municipality located within the County, and that each town or city council shall submit names for the Commission's consideration (§2, JCDA Bylaws); and

WHEREAS, the City of Charles Town has historically maintained a representative on the JCDA board as provided by these bylaws, in order to protect the interests of its residents and to participate in county-level economic development planning and implementation; and

WHEREAS, on Tuesday July 8, 2025, the Jefferson County Commission voted without prior notice or stated cause to remove all current JCDA board members, including those representing municipalities, and subsequently restructured the board to eliminate municipal representation entirely; and

WHEREAS, no lawful amendment to the JCDA bylaws has been adopted by the Authority board, nor does the Jefferson County Commission possess unilateral authority under state law to override or ignore the bylaws' requirements; and

WHEREAS, this action has effectively disenfranchised the City of Charles Town and other municipalities in Jefferson County from having a voice in the most critical function of economic development in violation of the JCDA bylaws and a longstanding trend of cooperation between the County and the Municipalities;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CHARLES TOWN:

1. The City of Charles Town **formally objects** to the Jefferson County Commission's removal of municipal seats from the JCDA without due process or proper legal authority.

2. The City respectfully insists that the Commission:
    - Reinstate the municipal representation on the JCDA board,
    - Reinstate Councilmember Elizabeth Ricketts, who was serving a term as the Charles Town representative with a year remaining on her term, or
    - Provide legal justification for the removal of said representation, including clarification of the basis for restructuring the board in a manner inconsistent with adopted bylaws.
3. The City requests that the Jefferson County Commission refrain from making any new appointments to the JCDA board until this issue is resolved in compliance with the law and through consultation with the municipalities of Jefferson County.
4. A copy of this Resolution shall be forwarded to the Jefferson County Commission, all other municipalities in Jefferson County, the Jefferson County Development Authority, and any relevant state oversight entities.

Adopted the _____ day of _____, 2025.

Attest:

_____
Micheal George
Mayor

_____
Carolyn Vezzosi
Deputy City Clerk

A RESOLUTION OF THE MUNICIPALITIES OF JEFFERSON COUNTY OBJECTING TO THE REMOVAL OF MUNICIPAL REPRESENTATION FROM THE JEFFERSON COUNTY DEVELOPMENT AUTHORITY

WHEREAS, the Jefferson County Development Authority ("JCDA") was established by ____ Order under West Virginia Code § 7-12-1 et seq., and is governed by bylaws adopted pursuant to § 7-12-5; and

WHEREAS, those bylaws clearly require the Jefferson County Commission to appoint one representative from each municipality within the county to serve on the JCDA board, based on nominations submitted by each city or town council; and

WHEREAS, the municipalities of Charles Town, Ranson, Harpers Ferry, Bolivar, and Shepherdstown have historically maintained representation on the JCDA board in accordance with those bylaws, reflecting the vital economic and planning roles each town plays in the region; and

WHEREAS, on July 8, 2025, the Jefferson County Commission voted to remove all members of the JCDA board without stated cause, and simultaneously voted to restructure the board in a way that **eliminated all municipal seats**; and

WHEREAS, no lawful amendment to the JCDA's bylaws has been adopted by its Board of Directors to authorize this change, nor does state law grant the Commission unilateral authority to override the governance structure previously established and maintained; and

WHEREAS, the Commission's actions have effectively **disenfranchised all Jefferson County municipalities** from participation in countywide economic development planning, undermining a decades-long tradition of collaboration and shared governance over the JCDA; and

WHEREAS, this move raises significant concerns under the Open Meetings Act, the JCDA's bylaws, and state code § 7-12-3, 7-12-4, and 7-12-5, and has created confusion, instability, and a chilling effect on municipal engagement;

NOW, THEREFORE, BE IT RESOLVED THAT:

We, the duly elected governing bodies of **Charles Town**, **Ranson**, **Harpers Ferry**, **Bolivar**, and **Shepherdstown**, jointly state the following:

1. We **formally object** to the removal of our municipal seats from the Jefferson County Development Authority without due process or legal amendment to its bylaws;

2. We call on the Jefferson County Commission to:
    - **Immediately restore municipal representation** on the JCDA board in accordance with the existing bylaws;

    - **Reinstate the board members who were serving dutifully, including the municipal representatives so nominated by their town or city** in compliance with state law and JCDA governing documents;

3. We reaffirm our collective interest in county economic development and our commitment to ensuring it is conducted **equitably, transparently, and legally**.

4. We reserve the right to pursue **further legal, ethical, or legislative remedies** should municipal representation not be restored promptly and in good faith.

Adopted jointly this ___ day of _____, 2025.

SIGNED ON BEHALF OF THEIR RESPECTIVE GOVERNING BODIES:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-791: Division of Highways District 5 Letter

ATTACHMENTS:

- City letter to DOH on George Street 2025.pdf

To be placed on City letter head

Date: July 21, 2025

West Virginia Department of Transportation
Division of Highways - District 5 office
P.O. Box 99 (Route 50)
Burlington, WV 26710-0099

Re: Request for Safety Improvements to WV-115/North George St/Charles Town Road

To J. Lee Thorne, District 5:

On behalf of the City of Charles Town, I am writing to request your attention and assistance regarding ongoing traffic safety concerns along WV-115/N. George St/Charles Town Road, particularly the 200-500 blocks. As you know, this is a state-maintained roadway within our city limits. Our residents have raised concerns at public meetings related to speeding, driver behavior, and the safety of pedestrians in this corridor, noting that children live in the area and walk to school at Wright Denny Intermediate School and the Opportunity Learning Center.

The City recently conducted a two-week speed study using pneumatic tube counters, which revealed that over 49,000 vehicles traveled this stretch during the study period. Alarmingly, 74% of vehicles were recorded traveling at speeds that constitute enforceable violations under the current posted speed limit of 25 miles per hour.

In particular, residents have voiced deep concern about the risks posed to children walking or biking in the area as there is speeding and only one pedestrian crossing in this area of roadway, at the intersection of George Street and Congress Street.

At a minimum, we request your consideration of improvements to expand the roadway striping to include fog lines/edge lines. This would provide additional visual narrowing of the travel lanes, which could help calm traffic especially as drivers enter the more urbanized downtown core. There are currently edge lines on WV-115/North George Street, however they stop at Blakeley Pl and Mason St. The edge lines could be continued all the way to Congress Street, or the City could be allowed to add the white t-markers in paint that designate parking spots. Currently, residents do use the sides of the street for parking, but those spaces are not designated on the pavement.

The City of Charles Town would also appreciate a collaborative review of other possible traffic calming or safety interventions appropriate for this type of state-owned roadway. These could include, but are not limited to:

- Enhanced signage (including digital speed feedback signs)

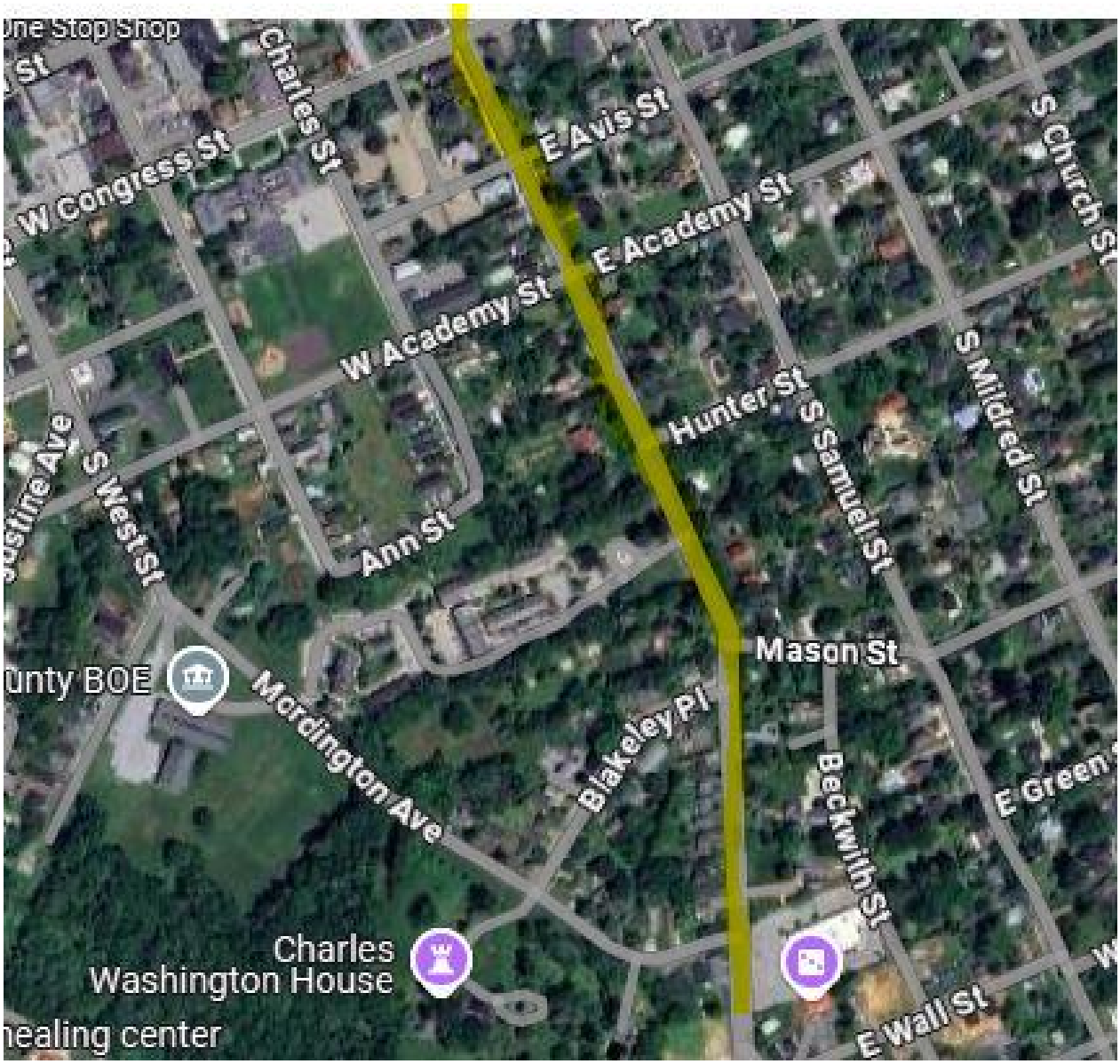
- Pavement markings that alert drivers to pedestrian activity, such as crosswalks at Mordington Avenue and Academy Street

- Curb extensions or delineators where feasible

The City of Charles Town recognizes the complexities involved in modifying a state-maintained road, but we also believe that safety should be a shared priority between the state and local jurisdictions. The City believes that the minor adjustment of adding fog/edge lines would be a quick, cost effective way to reduce speeds. We would welcome a meeting or site visit with your engineering staff to further evaluate options and next steps.

Thank you for your time and consideration of this important matter. We look forward to working together to improve conditions on WV-115/North George Street and to ensure the safety and well-being of our community members.

Sincerely,
Mayor and Council


One Stop Shop
Charles St
W Congress St
E Avis St
E Academy St
S Church St
W Academy St
Hunter St
S Samuel St
S Mildred St
S West St
Ann St
Mason St
unty BOE
Mordington Ave
Blakeley Pl
Beckwith St
E Green
Charles
Washington House
ealing center
E Wall St

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-797: Standing Committee Appointment

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-782: Article 1759 Vacant Buildings Discussion

Councilmember Hartman requested this agenda item to discuss updating the definitions in the Ordinance to reflect separate categories and fees or penalties for residential vs commercial properties.

ATTACHMENTS:

- Ord. 2024-004 Article 1759 Vacant Buildings - signed.pdf

ARTICLE 1759
Vacant Buildings

1759.01 Purpose and scope.

1759.02 Definitions.

1759.03 Registration of vacant buildings; enforcement.

1759.04 Maintenance of vacant buildings.

1759.05 Appeals.

1759.06 Schedule of registry fees.

1759.07 Severability.

1759.08 Transition Provisions.

1759.01 PURPOSE AND SCOPE.

This Article is enacted pursuant to W. V. Code Chapter 8, Article 12, Section 16c for the purpose of ensuring that each Vacant Building in the City is properly monitored and maintained so as to provide for public health, safety, and welfare, including being safe for entry by police officers, fire fighters, and other emergency personnel in times of emergency. This article provides for registration and inspection of Vacant Buildings.

1759.02 DEFINITIONS.

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

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

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

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

Building Code, as adopted and amended by the City under Article 1705 of the Codified Ordinances.

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

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

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

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

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

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

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

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

(g) "Staff" means the Vacant Buildings Official and any of his or her staff or other City employees to which the Vacant Buildings Official delegates duties.

(h) "Vacant Building" means any residential Building that has not been occupied lawfully as a residence, or any non-residential Building that has not been occupied lawfully for its ordinary expected use, during the immediately preceding six (6) consecutive months or, in the case of seasonal Buildings, such as vacation homes, one (1) year.

(1) Occupancy will be determined by the status and use of the utilities, property condition, and similar factors, including, but not limited to, the following:

(A) A Building shall not be considered occupied merely due to entry for purposes not consistent with its ordinary expected use.

(B) A Building that is unsecured and occupied by one or more unauthorized persons shall not be considered occupied lawfully for purposes of the above definition.

(2) Notwithstanding anything to the contrary above, the following shall not be considered a Vacant Building:

(A) A new Building under construction while a building permit for the construction is issued, the work is proceeding on schedule with appropriate inspection requests, and the permit is unexpired.

(3) When this Article refers to a Vacant Building with respect to filing a lien thereon, or registering the same in the Vacant Buildings Registry, or otherwise as the context requires, such reference shall include the real property upon which the Vacant Building is located.

(i) "Vacant Buildings Official" means the City Building Official designated under Article 1705 of the Codified Ordinances.

1759.03 REGISTRATION OF VACANT BUILDINGS; ENFORCEMENT.

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

(b) Notice of Requirement to Register. Prior to the last day of April in each year, the Vacant Buildings Official shall cause a Notice of Requirement to Register to be published as a Class II legal advertisement (as defined in W. Va. Code § 59-3-2) and mailed by regular U.S. mail to: the name and address of the Owner, as appearing in the Vacant Buildings Registry, of each Vacant Building then registered in such registry; and the name and last known address of the Owner, according to the records of the Jefferson County Tax Office, of each Building that Staff has determined to be, or reasonably suspects to be, a Vacant Building. The Notice of Requirement to Register shall provide notice that: (i) the Owner of any Vacant Building within the City is required to register that Vacant Building in the Vacant Buildings Registry by submission of a completed Vacant Building Registration no later than the first day of July in the subject year; (ii) upon the initial registration of a Vacant Building in such registry, or in the event of re-registration of a Vacant Building that previously was registered but later removed from the registry, payment of a registry fee in the specified applicable amount must accompany submission of the Vacant Building Registration; (iii) in the event that a Vacant Building Registration is not timely submitted with respect to a Building then or subsequently determined to be a Vacant Building pursuant to Section 1759.03(e), such Vacant Building shall be involuntary registered pursuant to Section 1759.03(e) and the Owner of the Vacant Building shall be charged a registry fee in the specified applicable amount whether or not the subject Vacant Building is then registered in the Vacant Buildings Registry pursuant to registration in a prior year; (iv) if any applicable registry fee is not timely paid, the City may bring a civil action against the Owner to collect such registry fee and/or file a lien against the subject real property for the amount of such registry fee; and (v) a Non-resident Owner of a Vacant Building is required to designate a Local Agent to accept service of process and certain notices on behalf of the Non-Resident Owner. Publication of the Notice of Requirement to Register shall state where a person may obtain a blank Vacant Building Registration, and a blank Vacant Building Registration shall be sent with any mailed Notice of Requirement to Register.

(1) Neither the failure of the Vacant Buildings Official to mail a Notice of Requirement to Register to any Owner of a Vacant Building nor the non-receipt of a Notice of Requirement to Register by any Owner of a Vacant Building will relieve the Owner of the requirements under this Article.

(c) Non-resident Owners. Each Non-resident Owner is required to provide to the Vacant Buildings Official signed and notarized document designating the name and address of a person who resides within the State of West Virginia and who the Non-resident Owner authorizes to accept service of process and notices of fees due under this section on behalf of the Non-resident Owner and who is designated as the Non-resident Owner's responsible agent for the purposes of receipt of notification in the event of an emergency affecting the public health, safety, or welfare (a "Local Agent"). Once provided, such document shall remain in effect until cancelled in writing by the Owner; *provided that*, the Owner shall be responsible for notifying the Vacant Buildings Official of any changes in the name or address of a Local Agent. Failure to provide such document by July 1 of the first year following enactment of this Article in which a Non-resident Owner owns a Vacant Building is a violation of this Ordinance subject to the General Penalty fine specified in Section 101.99 of the Codified Ordinances. Any provision herein requiring notice to or service upon an Owner shall be satisfied by notice to or service upon the Owner's designated Local Agent.

(d) Voluntary Registration. By July 1 of each year, the Owner of any Vacant Building within the City is required to register the Vacant Building in the Vacant Building Registry by submitting a completed Vacant Building Registration to the Vacant Buildings Official. A Vacant Building Registration will not be considered effective unless and until any registry fees required under Section 1759.03(g) are received by the Vacant Buildings Official.

(e) Involuntary Registration. Staff shall investigate any Building that is suspected to be a Vacant Building and determine whether it shall be considered a Vacant Building. Upon Staff's determination that a Building is a Vacant Building, Staff shall: (i) set forth in a written statement its findings supporting the determination; (ii) place the Owner of such Vacant Building on the list of persons to receive Notice of Requirement to Register pursuant to Section 1759.03(b); (iii) notify the Owner of the Vacant Building in writing by Certified Mail or Alternative Means of Service of Staff's determination that the Building is a Vacant Building that the Owner must register in the City's Vacant Buildings Registry by submission of a completed Vacant Building Registration by the following July 1, after which the City will involuntarily register the Vacant Building, with all applicable fees due; and (iv) in the event the Owner fails to register the Vacant Building by timely submitting a completed Vacant Building Registration, involuntarily register the Vacant Building in the Vacant Building Registry and assess against the Owner any registry fees required under Section 1759.03(g) whether or not the subject Vacant Building is then registered in the Vacant Buildings Registry pursuant to voluntary or involuntary registration in a prior year.

(f) Exemption from Registration. The Owner of a Vacant Building may submit in writing to the Vacant Buildings Official, for presentation to and consideration by City Council, a request for exemption from registration of such Vacant Building in the Vacant Buildings Registry due to inability to occupy the Building for a period stated and for reasons stated in the request. Upon a finding of good cause shown, City Council may exempt the Building from registration for a time specified in City Council's decision. Examples of circumstances when good cause for an exemption may exist include when the Vacant Building is being actively marketed for sale following the Owner's move to other

property, or when the Vacant Building is being offered for lease following a prior tenant's vacation of the property.

(g) Registry Fees.

(1) The voluntary registry fee set forth in Section 1759.06(a) for the applicable type of Building shall be assessed to the Owner of a Vacant Building upon its initial voluntary registration by the Owner and also in the instance that the Vacant Building is voluntarily re-registered in the Vacant Buildings Registry after previously having been registered and later removed from such registry. Thereafter, the voluntary registry fee shall not be further assessed for so long as the Owner continues to voluntarily register the Vacant Building annually. The voluntary registry fee shall be submitted with the Owner's submission of the Vacant Building Registration by which the Vacant Building is first registered (or first re-registered in the case of a prior registration and removal from the registry) and due at that time.

(2) The involuntary registry fee set forth in Section 1759.06(b) for the applicable type of Building shall be assessed to the Owner of a Vacant Building in each year that it is involuntarily registered pursuant to Section 1759.03(e). In addition to the involuntary registry fee, the Owner shall reimburse the City for all its costs incurred in notifying the Owner of Staff's determination of Vacant Building status and of the registry fee due. The Owner shall be notified in writing of the involuntary registry fee due, together with all costs reimbursable to the City hereunder, by Certified Mail or Alternative Means of Service, which amounts are due when service of the notice is deemed made under Section 1759.02(a) or Section 1759.02(d), as the case may be.

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

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

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

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

(h) Removal from Registry. In the event a Building in the Vacant Buildings Registry becomes lawfully occupied or is removed from the subject real property, the Owner of the Building is required to provide to the Vacant Buildings Official a written notice explaining the situation, together with evidence thereof (such as a copy of a lease of the property, photographs of demolition, etc.), and requesting removal of the Building from the Vacant Buildings Registry. Upon Staff's verification of lawful occupation or removal of the Building, the Building shall be removed from the Vacant Buildings Registry. In the event Staff is unable to verify lawful occupation or removal of the Building, the Vacant Buildings Official shall notify the Owner of the Building in writing by Certified Mail or Alternative Means that Staff has determined that it is unable to verify lawful occupation or removal of the Building and that the Building shall continue to be considered a Vacant Building and remain registered in the Vacant Buildings Registry.

1759.04 MAINTENANCE OF VACANT BUILDINGS.

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

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

(c) Alternative Enforcement. Nothing in this Section 1759.04 shall be considered to affect or limit the City's authority or actions to enforce any other provisions of the Codified Ordinances pertaining to a Vacant Building or its condition, including without limitation provisions of Articles 1101 and 1705.

1759.05 APPEALS.

An Owner adversely affected by a determination made pursuant to this Article (excepting a determination regarding a request for exemption from registration made pursuant to Section 1759.03(f)) may appeal such determination to City Council by filing with the City Clerk a written notice of appeal within thirty (30) days of the date on which service of the notice of the subject determination is deemed made under Section 1759.02(a) or Section 1759.02(d), as the case may be, after which 30 day period the right to an appeal shall expire. The decision of City Council on any such appeal, as well as a determination by City Council regarding a request for exemption from registration made pursuant to Section 1759.03(f), may be appealed by an Owner to the Circuit Court of Jefferson County within thirty (30) days of the Owner's receipt of the subject decision or determination, after which 30-day period the right to an appeal shall expire.

1759.06 SCHEDULE OF REGISTRY FEES.

(a) Voluntary Registry Fee. The following voluntary registry fee, as specified for the type of Building at issue based upon its use when last occupied, shall be charged upon the voluntary registration of a Vacant Building pursuant to Section 1759.03(d) as provided in Section 1759.03(g)(1):

(1) Less than one-year: $250

(2) At least one year but less than two years: $500

(3) At least two years but less than three years: $1,000

(4) Plus an additional $1,000 per year for each year thereafter.

(b) Involuntary Registry Fee. Any vacant property existing upon the registry, and not voluntarily registered pursuant to Article 1759.03(b), will be subject to registration fees each year in accordance with the schedule above, with the exception of the initial fee, which shall be assessed at twice the rate."

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

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

(2) To monitor and administer this Article.

1759.07 SEVERABILITY.

If any provision of this Article is held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not otherwise affect or

invalidate the other provisions hereto, all of which are hereby declared, and shall be construed, to be separate and severable.

1759.08 TRANSITION PROVISIONS.

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

Passed on First Reading: April 1, 2024

Passed on Second Reading: May 6, 2024
(following public hearing)

Robert M. Trainor
Mayor

Attest:

John Nissel
City Manager/Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-799: Payment of Bills - July 21, 2025

Proposed Motion: Move to approve the bills for payment.

ATTACHMENTS:

- CAPITAL RESERVE COUNCIL REPORT 2025-07-21.pdf
- GEN FUND COUNCIL REPORT 2025-07-21.pdf
- PARKS N REC COUNCIL REPORT 2025-07-21.pdf
- COUNCIL REPORT PCARD 07-21-25.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GANTT'S EXCAVATING & CONTRACTING INC	7/18/25	LBIERTY ST DRAINGE IMPROV	CAPITAL RESERVE	STREETS & TRANSPORTATI	183,537.94
				TOTAL:	183,537.94
KLICK LEWIS	7/08/25	PD TAHOE 8760 CAR#14	CAPITAL RESERVE	PUBLIC SAFETY	57,812.47
				TOTAL:	57,812.47
MAGNET FORENSICS	7/18/25	PD CELL DOWNLOADNG EQPMNT	CAPITAL RESERVE	GENERAL GOVERNMENT	16,571.00
				TOTAL:	16,571.00
TEK ADVISORS	7/18/25	JULY25 PD TOUGH TABLETS	CAPITAL RESERVE	GENERAL GOVERNMENT	47,498.00
				TOTAL:	47,498.00

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

200	CAPITAL RESERVE	305,419.41
	GRAND TOTAL:	305,419.41

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: CAP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 7/08/2025 THRU 7/18/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CITY OF CHARLES TOWN PETTY CASH	7/18/25	PD PETTY CASH REPLENISH	GENERAL FUND	PARKING	73.00
	7/18/25	PD PETTY CASH REPLENISH	GENERAL FUND	POLICE DEPARTMENT	33.75
	7/18/25	PD PETTY CASH REPLENISH	GENERAL FUND	POLICE DEPARTMENT	58.53
	7/18/25	PD PETTY CASH REPLENISH	GENERAL FUND	POLICE DEPARTMENT	11.12
				TOTAL:	176.40
DOMUS LIBRI ASSOCIATES	7/18/25	REFUND COA 2025-15	GENERAL FUND	PLANNING & ZONING	60.00
				TOTAL:	60.00
EASTERN PANHANDLE REGIONAL PLANNING &	7/18/25	FY26 REGION9 ASSESSMENT	GENERAL FUND	REGIONAL DEV AUTHORITY	11,303.82
				TOTAL:	11,303.82
FIRST-CITIZENS BANK & TRUST CO	7/18/25	JUNE 25 3RD FLOOR COPIER	GENERAL FUND	CITY HALL	110.00
				TOTAL:	110.00
FRONTIER, INC.	7/18/25	JULY25 CWH FIRE ALARM 1	GENERAL FUND	CITY HALL	70.95
	7/18/25	JULY25 RH FIRE ALARM #1&2	GENERAL FUND	CITY HALL	195.57
				TOTAL:	266.52
GLOBAL ENVIRONMENTAL & REMEDIATION, LL	7/18/25	CH ASBESTOS SURVEY	GENERAL FUND	STREETS & HIGHWAYS	483.00
				TOTAL:	483.00
GOGOV, INC	7/18/25	7/1-12/31 GOGOV APP SUBSC	GENERAL FUND	CITY HALL	3,534.00
				TOTAL:	3,534.00
GOVERNMENT PROFESSIONAL SOLUTIONS LLC	7/18/25	CMO SEARCH SERV PHASE2	GENERAL FUND	CITY MANAGER'S OFFICE	8,000.00
				TOTAL:	8,000.00
HDL COMPANIES INC	7/18/25	MAY JUNE25 B&O COLL SERV	GENERAL FUND	TREASURER'S OFFICE	10,472.27
				TOTAL:	10,472.27
JEFFERSON COUNTY CIRCUIT COURT	7/16/25	APPEAL G KORTNEY CRT COST	GENERAL FUND	CITY CLERK'S OFFICE	245.00
				TOTAL:	245.00
JEFFERSON COUNTY EMERGENCY COMMUNICATI	7/18/25	APRIL25 CAD/MOBILE&CRDL	GENERAL FUND	POLICE DEPARTMENT	521.30
	7/18/25	MAY25 CAD/MOBILE & CRDL P	GENERAL FUND	POLICE DEPARTMENT	552.17
				TOTAL:	1,073.47
JOHNSON CONTROLS SECURITY SOLUTIONS	7/18/25	RH 1ST QRTR 26 ALARM SERV	GENERAL FUND	CITY HALL	370.39
	7/18/25	RH 1ST QRTR 26 ALARM SERV	GENERAL FUND	CITY HALL	344.55-
	7/18/25	FY26 CH ALARM SERV	GENERAL FUND	CITY HALL	3,099.69
	7/18/25	JUNE25 RH ALARM SERV	GENERAL FUND	CITY HALL	123.47
	7/18/25	JUNE25 CH ALARM SERV	GENERAL FUND	CITY HALL	258.31
				TOTAL:	3,507.31
KONICA MINOLTA BUSINESS SOLUTIONS INC	7/18/25	JULY26 CH& PD WEBEX SERV	GENERAL FUND	CITY HALL	386.39
	7/18/25	JULY26 CH& PD WEBEX SERV	GENERAL FUND	POLICE DEPARTMENT	505.10
				TOTAL:	891.49
MATTHEW ANDERSON, PE, PLLC	7/18/25	SKTE PRK FRMNG & HR FNDTN	GENERAL FUND	PLANNING & ZONING	50.00
				TOTAL:	50.00
ON THE LEVEL CONTRACTING	7/18/25	OVERPMNT B&O ACT 1879	GENERAL FUND	TREASURER'S OFFICE	80.00
				TOTAL:	80.00
PEIA	7/11/25	JULY25 PEIA INS CONT	GENERAL FUND	NON-DEPARTMENTAL	5,900.03

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/11/25	JULY25 RHBT CONT	GENERAL FUND	NON-DEPARTMENTAL	115.70
	7/11/25	JULY25 RHBT CONT	GENERAL FUND	NON-DEPARTMENTAL	54.00
	7/11/25	JULY25 PEIA INS CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	756.58
	7/11/25	JULY25 RHBT CONT	GENERAL FUND	ECONOMIC DEVELOPMENT	10.20
	7/11/25	JULY25 PEIA INS CONT	GENERAL FUND	CITY MANAGER'S OFFICE	108.96
	7/11/25	JULY25 PEIA INS CONT	GENERAL FUND	TREASURER'S OFFICE	2,876.72
	7/11/25	JULY25 RHBT CONT	GENERAL FUND	TREASURER'S OFFICE	30.60
	7/11/25	JULY25 PEIA INS CONT	GENERAL FUND	CITY CLERK'S OFFICE	1,564.93
	7/11/25	JULY25 RHBT CONT	GENERAL FUND	CITY CLERK'S OFFICE	10.20
	7/11/25	JULY25 PEIA INS CONT	GENERAL FUND	CITY ATTORNEY	54.48
	7/11/25	JULY25 PEIA INS CONT	GENERAL FUND	ENFORCEMENT AGENCY	756.58
	7/11/25	JULY25 RHBT CONT	GENERAL FUND	ENFORCEMENT AGENCY	10.20
	7/11/25	JULY25 PEIA INS CONT	GENERAL FUND	BUILDING INSPECTION	54.48
	7/11/25	JULY25 PEIA INS CONT	GENERAL FUND	PLANNING & ZONING	2,375.99
	7/11/25	JULY25 RHBT CONT	GENERAL FUND	PLANNING & ZONING	20.40
	7/11/25	JULY25 PEIA INS CONT	GENERAL FUND	CITY HALL	1,564.93
	7/11/25	JULY25 RHBT CONT	GENERAL FUND	CITY HALL	10.20
	7/11/25	JULY25 PEIA INS CONT	GENERAL FUND	PARKING	54.48
	7/11/25	JULY25 PEIA INS CONT	GENERAL FUND	POLICE DEPARTMENT	21,046.83
	7/11/25	JULY25 RHBT CONT	GENERAL FUND	POLICE DEPARTMENT	193.80
	7/11/25	JULY25 PEIA INS CONT	GENERAL FUND	STREETS & HIGHWAYS	2,367.57
	7/11/25	JULY25 RHBT CONT	GENERAL FUND	STREETS & HIGHWAYS	20.40
				TOTAL:	39,958.26
PITNEY BOWES INC	7/18/25	JUNE25 POSTAGE REFILL	GENERAL FUND	CITY HALL	541.25
				TOTAL:	541.25
POTOMAC EDISON COMPANY, INC.	7/08/25	JUNE25 PD&CTUB ELEC SERV	GENERAL FUND	NON-DEPARTMENTAL	1,096.79
	7/14/25	JUNE 25 CH&MD&PK ELEC SER	GENERAL FUND	CITY HALL	235.74
	7/14/25	JUNE 25 CH&MD&PK ELEC SER	GENERAL FUND	CITY HALL	276.45
	7/14/25	JUNE 25 CH&MD&PK ELEC SER	GENERAL FUND	CITY HALL	177.10
	7/14/25	JUNE 25 CH&MD&PK ELEC SER	GENERAL FUND	CITY HALL	254.54
	7/14/25	JUNE 25 CH&MD&PK ELEC SER	GENERAL FUND	CITY HALL	103.54
	7/14/25	JUNE 25 CH&MD&PK ELEC SER	GENERAL FUND	CITY HALL	289.84
	7/07/25	JUNE25 CWH ELEC SERV	GENERAL FUND	CITY HALL	1,231.67
	7/07/25	JUNE25 2ND FL GRGE OFF EL	GENERAL FUND	CITY HALL	241.19
	7/08/25	JUNE25 PD&CTUB ELEC SERV	GENERAL FUND	POLICE DEPARTMENT	3,290.38
	7/14/25	JUNE 25 CH&MD&PK ELEC SER	GENERAL FUND	STREETS & HIGHWAYS	192.08
	7/14/25	JUNE 25 CH&MD&PK ELEC SER	GENERAL FUND	INVALID DEPARTMENT	3,396.58
	7/14/25	JUNE 25 CH&MD&PK ELEC SER	GENERAL FUND	INVALID DEPARTMENT	107.61
	7/14/25	JUNE 25 CH&MD&PK ELEC SER	GENERAL FUND	INVALID DEPARTMENT	4,837.79
	7/14/25	JUNE 25 CH&MD&PK ELEC SER	GENERAL FUND	INVALID DEPARTMENT	166.69
	7/14/25	JUNE 25 CH&MD&PK ELEC SER	GENERAL FUND	INVALID DEPARTMENT	37.33
	7/14/25	JUNE 25 CH&MD&PK ELEC SER	GENERAL FUND	INVALID DEPARTMENT	209.25
	7/14/25	JUNE 25 CH&MD&PK ELEC SER	GENERAL FUND	INVALID DEPARTMENT	163.85
	7/14/25	JUNE 25 CH&MD&PK ELEC SER	GENERAL FUND	INVALID DEPARTMENT	38.20
	7/14/25	JUNE 25 CH&MD&PK ELEC SER	GENERAL FUND	INVALID DEPARTMENT	45.88
	7/14/25	JUNE 25 CH&MD&PK ELEC SER	GENERAL FUND	INVALID DEPARTMENT	663.70
	7/14/25	JUNE 25 CH&MD&PK ELEC SER	GENERAL FUND	INVALID DEPARTMENT	162.79
	7/07/25	JUNE25 CRSSWDS ELEC SERV	GENERAL FUND	INVALID DEPARTMENT	177.40
				TOTAL:	17,396.39
SMOOTS, LLC	7/18/25	WAIVER RMBSMNT	GENERAL FUND	TREASURER'S OFFICE	700.00
				TOTAL:	700.00
SOUTH CENTRAL PLANNING & DEVELOPMENT C	7/18/25	JUNE25 PERMIT SOFTWARE	GENERAL FUND	PLANNING & ZONING	730.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	730.00
JOHN DEERE FINANCIAL	7/18/25	HR GRASS SEED	GENERAL FUND	STREETS & HIGHWAYS	106.00
				TOTAL:	106.00
SUN LIFE	7/18/25	AUGUST25 DENTAL INS	GENERAL FUND	NON-DEPARTMENTAL	724.15
	7/18/25	AUGUST25 DENTAL INS	GENERAL FUND	ECONOMIC DEVELOPMENT	84.07
	7/18/25	AUGUST25 DENTAL INS	GENERAL FUND	CITY MANAGER'S OFFICE	160.75
	7/18/25	AUGUST25 DENTAL INS	GENERAL FUND	TREASURER'S OFFICE	290.39
	7/18/25	AUGUST25 DENTAL INS	GENERAL FUND	CITY CLERK'S OFFICE	77.07
	7/18/25	AUGUST25 DENTAL INS	GENERAL FUND	CITY ATTORNEY	117.37
	7/18/25	AUGUST25 DENTAL INS	GENERAL FUND	ENFORCEMENT AGENCY	61.53
	7/18/25	AUGUST25 DENTAL INS	GENERAL FUND	BUILDING INSPECTION	94.96
	7/18/25	AUGUST25 DENTAL INS	GENERAL FUND	PLANNING & ZONING	271.98
	7/18/25	AUGUST25 DENTAL INS	GENERAL FUND	CITY HALL	101.98
	7/18/25	AUGUST25 DENTAL INS	GENERAL FUND	PARKING	34.04
	7/18/25	AUGUST25 DENTAL INS	GENERAL FUND	POLICE DEPARTMENT	1,873.01
	7/18/25	AUGUST25 DENTAL INS	GENERAL FUND	STREETS & HIGHWAYS	243.85
				TOTAL:	4,135.15
LYLE C TABB & SONS, INC.	7/18/25	JUNE 25 BOX RENTAL	GENERAL FUND	STREETS & HIGHWAYS	900.00
				TOTAL:	900.00
TEK ADVISORS	7/18/25	JUNE25 TECH SERV	GENERAL FUND	CITY HALL	9,189.66
	7/18/25	JUNE25 TECH SERV	GENERAL FUND	CITY HALL	1,231.25
				TOTAL:	10,420.91
UNITED WAY OF THE EASTERN PANHANDLE, I	7/18/25	JUNE25 TEEN COURT FEE	GENERAL FUND	NON-DEPARTMENTAL	370.77
				TOTAL:	370.77
US BANK	7/09/25	JUNE25 AP PCARD PMNT	GENERAL FUND	NON-DEPARTMENTAL	22,968.48
	7/10/25	JUNE25 FLEET PCART PMNT	GENERAL FUND	NON-DEPARTMENTAL	6,056.29
	7/14/25	JUNE25 CH/PD PCARD PMNT	GENERAL FUND	NON-DEPARTMENTAL	11,507.06
				TOTAL:	40,531.83
WV STATE TREASURER'S OFFICE	7/07/25	JUNE 25 MUNICIPAL CRT FEE	GENERAL FUND	NON-DEPARTMENTAL	4,271.80
				TOTAL:	4,271.80

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

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

001	GENERAL FUND	160,315.64
	GRAND TOTAL:	160,315.64

TOTAL PAGES: 4

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: AP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 7/07/2025 THRU 7/18/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
CBP ENTERPRISES	7/18/25	JUNE25 EV MOWING SERV	PARKS & REC	PARKS & REC		960.00
	7/18/25	JUNE25 HR MOWING SERV	PARKS & REC	PARKS & REC		920.00
	7/18/25	JUNE25 CRAIG H MOWING SER	PARKS & REC	PARKS & REC		985.00
	7/18/25	JUNE25 JMP MOWING SERV	PARKS & REC	PARKS & REC		1,580.00
	7/18/25	JUNE25 WKP MOWING SERV	PARKS & REC	PARKS & REC		1,180.00
					TOTAL:	5,625.00
CHET HINES	7/18/25	HR MOWER FUEL 7/8	PARKS & REC	PARKS & REC		8.19
					TOTAL:	8.19
LEAH QUIGLEY	7/18/25	JMP PAV RENTAL REFUND	PARKS & REC	PARKS & REC		100.00
					TOTAL:	100.00
POTOMAC EDISON COMPANY, INC	7/07/25	JUNE 25 JMP ELEC SERV	PARKS & REC	PARKS & REC		12.07
					TOTAL:	12.07
STACEY HOUGH	7/18/25	JFFRSN JNR TENNIS PICNICS	PARKS & REC	PARKS & REC		68.56
	7/18/25	JFFRSN JNR TENNIS PICNICS	PARKS & REC	PARKS & REC		134.98
	7/18/25	JFFRSN JNR TENNIS PICNICS	PARKS & REC	PARKS & REC		96.46
					TOTAL:	300.00

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

207	PARKS & REC	6,045.26
	GRAND TOTAL:	6,045.26

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 03-CT BOARD OF P&R
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PARK1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 7/07/2025 THRU 7/18/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10-42 TACTICAL LLC	6/03/25	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	1,078.88
	6/03/25	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	1,122.80
	6/03/25	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	316.97
	6/03/25	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	316.97
	6/03/25	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	345.00
	6/03/25	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	1,770.07
	6/03/25	GARZA&SKONESNY UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	3,086.14
	6/03/25	COWELL UNIFORM	GENERAL FUND	POLICE DEPARTMENT	1,546.65
				TOTAL:	9,583.48
7-ELEVEN	6/11/25	CAR#11 FUEL 5/11	GENERAL FUND	POLICE DEPARTMENT	42.12
	6/11/25	CAR#4 FUEL 4/30	GENERAL FUND	POLICE DEPARTMENT	70.52
	6/11/25	CAR#4 FUEL 5/09	GENERAL FUND	POLICE DEPARTMENT	62.66
	6/11/25	CAR#4 FUEL 5/16	GENERAL FUND	POLICE DEPARTMENT	59.35
	6/11/25	CAR#4 FUEL 5/21	GENERAL FUND	POLICE DEPARTMENT	68.63
	6/11/25	CAR#4 FUEL 5/25	GENERAL FUND	POLICE DEPARTMENT	63.00
	6/11/25	CAR#21 FUEL 5/08	GENERAL FUND	POLICE DEPARTMENT	46.19
	6/11/25	CAR#21 FUEL 5/27	GENERAL FUND	POLICE DEPARTMENT	45.08
	6/11/25	CAR# 26 FUEL 5/04	GENERAL FUND	POLICE DEPARTMENT	39.96
	6/11/25	CAR# 26 FUEL 5/21	GENERAL FUND	POLICE DEPARTMENT	42.63
	6/11/25	CAR# 27 FUEL 5/04	GENERAL FUND	POLICE DEPARTMENT	50.64
	6/11/25	CAR# 27 FUEL 5/18	GENERAL FUND	POLICE DEPARTMENT	45.59
	6/11/25	CAR# 27 FUEL 5/25	GENERAL FUND	POLICE DEPARTMENT	49.27
	6/12/25	2016 CHEVY FUEL 5/22	GENERAL FUND	STREETS & HIGHWAYS	99.65
				TOTAL:	785.29
AC &T CO., INC	6/03/25	APRIL25 JMP PT SERV	PARKS & REC	PARKS & REC	289.00
	6/03/25	WLLNGHAM KNLS PRK PT SERV	PARKS & REC	PARKS & REC	115.00
	6/03/25	APRIL25 SKATE PARK PT SERV	PARKS & REC	PARKS & REC	178.00
				TOTAL:	582.00
ADVENTURES ON THE GORGE	6/12/25	WV LEADERSHIP HOTEL	GENERAL FUND	ECONOMIC DEVELOPMENT	250.00
	6/12/25	WV LEADERSHIP HOTEL	GENERAL FUND	ECONOMIC DEVELOPMENT	250.00
				TOTAL:	500.00
ALL AMERICAN PAVING LLC	6/03/25	REPAVNG MORISON DR	CAPITAL RESERVE	STREETS & TRANSPORTATI	5,440.00
	6/03/25	POTHOLE PATCHES HUNTER ST	CAPITAL RESERVE	STREETS & TRANSPORTATI	3,820.00
				TOTAL:	9,260.00
AMAZON	6/12/25	CA PHONE CHRG ADPTR & CHRG	GENERAL FUND	ENFORCEMENT AGENCY	12.99
	6/12/25	CA PHONE CHRG ADPTR & CHRG	GENERAL FUND	ENFORCEMENT AGENCY	29.98
	6/03/25	CH HAND SOAP REFILL	GENERAL FUND	CITY HALL	88.55
	6/03/25	CH BULLETIN BOARD	GENERAL FUND	CITY HALL	19.49
	6/03/25	CH POSTCRD & EXPDBL FOLDER	GENERAL FUND	CITY HALL	86.40
	6/03/25	CH POSTCARDS	GENERAL FUND	CITY HALL	46.26
	6/12/25	PRINTER TONER	GENERAL FUND	POLICE DEPARTMENT	109.89
	6/12/25	PD DRY ERASE BOARD	GENERAL FUND	POLICE DEPARTMENT	71.27
	6/12/25	PD PRIME YEARLY MEMBERSHIP	GENERAL FUND	POLICE DEPARTMENT	129.00
	6/12/25	PD SHOE REFUND	GENERAL FUND	POLICE DEPARTMENT	16.01-
	6/12/25	DMGD DRY ERASE BOARD REFUN	GENERAL FUND	POLICE DEPARTMENT	81.12-
	6/12/25	WVFEST CARDSTOCK & TABLE C	GENERAL FUND	FAIR ASSOC/FESTIVAL	54.47
	6/12/25	WVFEST	GENERAL FUND	FAIR ASSOC/FESTIVAL	20.32
	6/12/25	WVFEST	GENERAL FUND	FAIR ASSOC/FESTIVAL	417.27
	6/12/25	WVFEST	GENERAL FUND	FAIR ASSOC/FESTIVAL	71.23
	6/12/25	WVFEST	GENERAL FUND	FAIR ASSOC/FESTIVAL	470.76
	6/12/25	WVFEST	GENERAL FUND	FAIR ASSOC/FESTIVAL	39.57

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	6/12/25	WVFEST	GENERAL FUND	FAIR ASSOC/FESTIVAL	154.30
				TOTAL:	1,724.62
APPLE	6/12/25	MAY25 MUSIC SUBSCRPTN	GENERAL FUND	ECONOMIC DEVELOPMENT	21.35
				TOTAL:	21.35
APPLE VALLEY WASTE SERVICE, INC.	6/03/25	APRIL 25 CH&JMP TRASH SERV	GENERAL FUND	STREETS & HIGHWAYS	660.13
	6/03/25	APRIL 25 CH&JMP TRASH SERV	PARKS & REC	PARKS & REC	525.00
				TOTAL:	1,185.13
BLACK BEAR	6/12/25	WV LEADERSHIP MEAL 5/21	GENERAL FUND	ECONOMIC DEVELOPMENT	16.03
				TOTAL:	16.03
BLACK BEAR INN & SUITES	6/12/25	HOTEL 5/5-8 TRAINING KUTCH	GENERAL FUND	POLICE DEPARTMENT	137.11
	6/12/25	HOTEL 5/5-8 TRAINING KUTCH	GENERAL FUND	POLICE DEPARTMENT	411.33
				TOTAL:	548.44
BORLIE MECHANICAL CONTRACTING LLC	6/03/25	BI-ANNUAL HVAC MAINT	GENERAL FUND	STREETS & HIGHWAYS	1,250.00
				TOTAL:	1,250.00
BP	6/11/25	CAR#5 4/30 FUEL	GENERAL FUND	POLICE DEPARTMENT	60.03
	6/11/25	CAR#5 FUEL 5/02	GENERAL FUND	POLICE DEPARTMENT	60.99
	6/11/25	CAR#5 FUEL 5/9	GENERAL FUND	POLICE DEPARTMENT	58.44
	6/11/25	CAR#5 FUEL 5/14	GENERAL FUND	POLICE DEPARTMENT	56.83
	6/11/25	CAR#5 FUEL 5/16	GENERAL FUND	POLICE DEPARTMENT	56.58
	6/11/25	CAR#5 FUEL 5/28	GENERAL FUND	POLICE DEPARTMENT	49.21
	6/11/25	CAR#5 FUEL 5/24	GENERAL FUND	POLICE DEPARTMENT	54.13
	6/11/25	CAR#13 FUEL 5/28	GENERAL FUND	POLICE DEPARTMENT	76.66
	6/11/25	CAR#5 FUEL 5/29	GENERAL FUND	POLICE DEPARTMENT	49.89
	6/11/25	CAR#4 FUEL 5/29	GENERAL FUND	POLICE DEPARTMENT	67.81
	6/11/25	CAR#21 FUEL 4/29	GENERAL FUND	POLICE DEPARTMENT	29.85
	6/11/25	CAR#21 FUEL 4/30	GENERAL FUND	POLICE DEPARTMENT	50.34
	6/11/25	CAR# 3 FUEL 4/30	GENERAL FUND	POLICE DEPARTMENT	26.03
	6/11/25	CAR# 3 FUEL 5/09	GENERAL FUND	POLICE DEPARTMENT	59.07
	6/11/25	CAR# 3 FUEL 5/15	GENERAL FUND	POLICE DEPARTMENT	58.73
	6/11/25	CAR# 3 FUEL 5/21	GENERAL FUND	POLICE DEPARTMENT	60.21
	6/11/25	CAR#6 FUEL 5/04	GENERAL FUND	POLICE DEPARTMENT	86.00
	6/11/25	CAR#6 FUEL 5/06	GENERAL FUND	POLICE DEPARTMENT	79.50
	6/11/25	CAR#6 FUEL 5/13	GENERAL FUND	POLICE DEPARTMENT	55.00
	6/11/25	CAR#6 FUEL 5/18	GENERAL FUND	POLICE DEPARTMENT	51.00
	6/11/25	CAR#6 FUEL 5/21	GENERAL FUND	POLICE DEPARTMENT	54.50
	6/11/25	CAR#6 FUEL 5/25	GENERAL FUND	POLICE DEPARTMENT	55.50
	6/11/25	CAR#6 FUEL 5/27	GENERAL FUND	POLICE DEPARTMENT	68.00
	6/11/25	CAR# 19 FUEL 5/14	GENERAL FUND	POLICE DEPARTMENT	37.40
	6/11/25	CAR#3 FUEL 5/3	GENERAL FUND	POLICE DEPARTMENT	63.39
				TOTAL:	1,425.09
BUC-EE'S	6/12/25	CAR#1 FUEL 5/08	GENERAL FUND	POLICE DEPARTMENT	45.82
				TOTAL:	45.82
CARPER'S AUTO SERVICE	6/12/25	CA TRAX OIL SERV	GENERAL FUND	STREETS & HIGHWAYS	84.99
				TOTAL:	84.99
COLONIAL FARM NURSERY	6/12/25	FLOWERS	GENERAL FUND	STREETS & HIGHWAYS	451.82
	6/12/25	FLOWERS	GENERAL FUND	STREETS & HIGHWAYS	577.45
				TOTAL:	1,029.27

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
COMCAST CORPORATION	6/03/25	MAY25 PD INTERNET SERV	GENERAL FUND	POLICE DEPARTMENT	303.35
	6/03/25	MAY25 PD TV SERV	GENERAL FUND	POLICE DEPARTMENT	10.46
	6/03/25	MAY 25 MD INTERNET SERV	GENERAL FUND	STREETS & HIGHWAYS	97.25
				TOTAL:	411.06
CORNERSTONE LANDSCAPE SUPPLY	6/12/25	MULCH 661 S GEORGE	GENERAL FUND	STREETS & HIGHWAYS	313.12
	6/12/25	MULCH EVITS RUN PK	CAPITAL RESERVE	CULTURE & RECREATION	230.72
				TOTAL:	543.84
CREAMERS AUTO SERVICE CENTER, LLC	6/03/25	CAR#1 MOUNT&BALANCE 4 TIRE	GENERAL FUND	POLICE DEPARTMENT	155.40
	6/03/25	CAR#24 OIL SERV	GENERAL FUND	POLICE DEPARTMENT	68.67
	6/03/25	CAR#5 OIL SERV & REPAIRS	GENERAL FUND	POLICE DEPARTMENT	98.95
	6/03/25	CAR#5 OIL SERV & REPAIRS	GENERAL FUND	POLICE DEPARTMENT	1,697.48
				TOTAL:	2,020.50
CHARLES TOWN UTILITY BOARD	6/03/25	3/15-4/15 RH WATER SERV	GENERAL FUND	CITY HALL	100.67
	6/03/25	3/15-4/15 CH WATER SERV	GENERAL FUND	CITY HALL	102.47
	6/03/25	3/15-4/15 PD& CTUB WATER S	GENERAL FUND	POLICE DEPARTMENT	275.18
	6/03/25	3/15-4/15 MD WATER SERV	GENERAL FUND	STREETS & HIGHWAYS	60.01
				TOTAL:	538.33
DEAD ROCK ELECTRICAL SERVICES	6/03/25	JMP ELEC LINE REPAIR	PARKS & REC	PARKS & REC	2,095.00
				TOTAL:	2,095.00
DELTA HOTELS	6/12/25	WV LEADERSHIP HOTEL 5/21-2	GENERAL FUND	ECONOMIC DEVELOPMENT	129.00
	6/12/25	WV LEADERSHIP HOTEL 5-21-2	GENERAL FUND	ECONOMIC DEVELOPMENT	129.00
				TOTAL:	258.00
DRIVE EZ MD	6/12/25	MAINST CONF TOLL	GENERAL FUND	ECONOMIC DEVELOPMENT	18.00
				TOTAL:	18.00
DUNKIN DONUTS	6/12/25	FOOD FOR MAYOR MEETING 5/1	GENERAL FUND	CITY MANAGER'S OFFICE	58.97
	6/12/25	FOOD MAYOR MEETING 5/20	GENERAL FUND	CITY MANAGER'S OFFICE	17.48
				TOTAL:	76.45
EARTH PLANTER	6/03/25	8 PEDESTALS FOR PLANTERS	CAPITAL RESERVE	STREETS & TRANSPORTATI	2,921.00
				TOTAL:	2,921.00
EXECUTIVE EMERGENCY LIGHTING LLC	6/03/25	MIRRORS FOR NEW CRUISERS	CAPITAL RESERVE	PUBLIC SAFETY	1,228.76
				TOTAL:	1,228.76
EXXON MOBILE	6/12/25	WV LEADERSHIP FUEL 5/21	GENERAL FUND	ECONOMIC DEVELOPMENT	37.32
	6/12/25	WV LEADERSHIP MEAL 5/22	GENERAL FUND	ECONOMIC DEVELOPMENT	17.15
	6/12/25	WV LEADERSHIP FUEL 5/22	GENERAL FUND	ECONOMIC DEVELOPMENT	46.93
				TOTAL:	101.40
FACEBOOK.COM	6/12/25	WVFEST PROMOTION	GENERAL FUND	FAIR ASSOC/FESTIVAL	75.00
	6/12/25	WVFEST ADVERTIZING	GENERAL FUND	FAIR ASSOC/FESTIVAL	5.07
	6/12/25	WVFEST ADVERTIZING	GENERAL FUND	FAIR ASSOC/FESTIVAL	33.24
				TOTAL:	113.31
FILTERBUY	6/12/25	CH FILTERS	GENERAL FUND	STREETS & HIGHWAYS	82.18
				TOTAL:	82.18
FRONTIER, INC.	6/03/25	JUNE25 CWHALL FIRE ALRM #2	GENERAL FUND	CITY HALL	93.98
	6/03/25	JUNE25 CWHALL FIRE ALRM #2	GENERAL FUND	CITY HALL	2.82

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	96.80
GALLS, LLC	6/03/25	PK UNIFORM KING	GENERAL FUND	PARKING	327.47
	6/03/25	3 NAMEPLATES SKONEZNY GARZ	GENERAL FUND	POLICE DEPARTMENT	52.86
	6/03/25	PD UNIFORM PALMER	GENERAL FUND	POLICE DEPARTMENT	212.62
				TOTAL:	592.95
GOOGLE	6/12/25	DVLPER ACT FOR NEW CITY AP	GENERAL FUND	CITY HALL	25.00
				TOTAL:	25.00
GRANICUS	6/03/25	COUNCIL RCRDNG HRDWRE & SE	CAPITAL RESERVE	GENERAL GOVERNMENT	4,770.00
				TOTAL:	4,770.00
GRIFFITH ENERGY SERVICES, INC	6/03/25	CH HTNG OIL DELVR 5/16	GENERAL FUND	CITY HALL	396.11
				TOTAL:	396.11
HARBOR FREIGHT	6/12/25	2 PADLOCKS FOR BALLOT BOXE	GENERAL FUND	ELECTIONS	19.06
				TOTAL:	19.06
HOME DEPOT INC	6/12/25	CH&MD WATER	GENERAL FUND	CITY HALL	63.72
	6/12/25	CH&MD WATER	GENERAL FUND	POLICE DEPARTMENT	9.10
	6/12/25	INSULATED DUCT FOR CH	GENERAL FUND	STREETS & HIGHWAYS	67.98
	6/12/25	SAW BLADE AND WOOD	GENERAL FUND	STREETS & HIGHWAYS	44.94
	6/12/25	CONCRETE/ PODA SIGNS	GENERAL FUND	STREETS & HIGHWAYS	29.90
	6/12/25	BOLTS & NUTS FOR STREET SI	GENERAL FUND	STREETS & HIGHWAYS	99.14
	6/12/25	PLYWOOD FOR WV SIGN	GENERAL FUND	FAIR ASSOC/FESTIVAL	107.79
	6/12/25	SAW BLADE AND WOOD	GENERAL FUND	FAIR ASSOC/FESTIVAL	35.00
	6/12/25	CONCRETE EVITTS RUN PARK	CAPITAL RESERVE	CULTURE & RECREATION	225.96
	6/12/25	WEEDBLOCK & STAPLES EVITTS	CAPITAL RESERVE	CULTURE & RECREATION	43.90
	6/12/25	POOL PLUMBING	PARKS & REC	PARKS & REC	12.98
	6/12/25	1 BAG CONCRETE	PARKS & REC	PARKS & REC	5.98
				TOTAL:	746.39
JEFFERSON COUNTY HEALTH DEPT	6/12/25	WVFEST	GENERAL FUND	FAIR ASSOC/FESTIVAL	74.87
				TOTAL:	74.87
JEFFERSON PUBLISHING COMPANY, INC.	6/03/25	NPH COA 212 N GEOR& FIP PE	GENERAL FUND	PLANNING & ZONING	34.18
	6/03/25	NPH SP EXCPTN SOMERSET LLC	GENERAL FUND	PLANNING & ZONING	33.26
	6/03/25	ANXTN RQST FEDERAL WAY&ELM	GENERAL FUND	PLANNING & ZONING	42.32
	6/03/25	ANXTN RQST FEDERAL WAY&ELM	GENERAL FUND	PLANNING & ZONING	7.50
	6/03/25	SAMPLE BALLOT MNCPL ELEC	GENERAL FUND	ELECTIONS	117.90
	6/03/25	SAMPLE BALLOT CITY ELEC	GENERAL FUND	ELECTIONS	106.86
				TOTAL:	342.02
JEFFERSON RENTALS	6/12/25	POST HOLE DIGGER	GENERAL FUND	PLANNING & ZONING	122.09
				TOTAL:	122.09
JERSEY MIKES	6/12/25	5/21 POLL WRKR LUNCH	GENERAL FUND	ELECTIONS	87.69
				TOTAL:	87.69
KENT PARSONS FORD, INC	6/03/25	2019 EXPLORER FUEL PMP REP	GENERAL FUND	STREETS & HIGHWAYS	1,359.61
				TOTAL:	1,359.61
L.L.BEAN FOR BUSINESS	6/12/25	CH STAFF BRANDED APPAREL	GENERAL FUND	CITY HALL	444.05
	6/12/25	CH STAFF BRANDED APPAREL	GENERAL FUND	CITY HALL	32.90
				TOTAL:	476.95

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
LIBERTY GET N GO	6/11/25	CAR#11 FUEL 5/21	GENERAL FUND	POLICE DEPARTMENT	50.33
	6/11/25	CAR#5 FUEL 5/7	GENERAL FUND	POLICE DEPARTMENT	60.02
	6/11/25	CAR# 2 FUEL 5/6	GENERAL FUND	POLICE DEPARTMENT	36.52
	6/11/25	CAR# 2 FUEL 5/16	GENERAL FUND	POLICE DEPARTMENT	29.22
	6/11/25	CAR# 12 FUEL 5/21	GENERAL FUND	POLICE DEPARTMENT	58.74
	6/11/25	CAR# 19 FUEL 5/22	GENERAL FUND	POLICE DEPARTMENT	39.21
	6/12/25	2016 CHEVY FUEL 5/5	GENERAL FUND	STREETS & HIGHWAYS	100.10
	6/12/25	2016 CHEVY FUEL 5/13	GENERAL FUND	STREETS & HIGHWAYS	93.94
	6/12/25	FORD 2015 FUEL 5/14	GENERAL FUND	STREETS & HIGHWAYS	72.45
	6/12/25	SWEEPER FUEL 5/16	GENERAL FUND	STREETS & HIGHWAYS	109.18
	6/12/25	SCAG FUEL 5/02	GENERAL FUND	STREETS & HIGHWAYS	30.16
	6/12/25	2017 F350 FUEL 5/2	GENERAL FUND	STREETS & HIGHWAYS	87.14
	6/12/25	2017 F350 FUEL 5/15	GENERAL FUND	STREETS & HIGHWAYS	83.53
	6/12/25	SCAG FUEL 5/16	GENERAL FUND	STREETS & HIGHWAYS	20.73
	6/12/25	MOWER FUEL 4/29	GENERAL FUND	STREETS & HIGHWAYS	7.83
	6/12/25	BOB CAT FUEL 5/15	GENERAL FUND	STREETS & HIGHWAYS	20.17
	6/12/25	MOWER FUEL 5/19	GENERAL FUND	STREETS & HIGHWAYS	7.60
	6/12/25	WEED EATER FUEL 5/20	GENERAL FUND	STREETS & HIGHWAYS	6.96
	6/12/25	2023 CHEVY FUEL 5/9	GENERAL FUND	STREETS & HIGHWAYS	93.76
	6/12/25	GAS CAN FUEL 5/16	GENERAL FUND	STREETS & HIGHWAYS	18.95
	6/12/25	2023 CHEVY FEL 5/21	GENERAL FUND	STREETS & HIGHWAYS	91.61
				TOTAL:	1,118.15
MACKAY METERS INC	6/03/25	KEYS FOR PK METERS	GENERAL FUND	PARKING	157.00
				TOTAL:	157.00
MARTINS FUEL	6/12/25	WV LEADERSHIP FUEL 5/20	GENERAL FUND	ECONOMIC DEVELOPMENT	28.08
	6/11/25	CAR# 15 FUEL 5/02	GENERAL FUND	POLICE DEPARTMENT	38.90
	6/11/25	CAR# 15 FUEL 5/08	GENERAL FUND	POLICE DEPARTMENT	38.70
	6/11/25	CAR# 15 FUEL 5/16	GENERAL FUND	POLICE DEPARTMENT	37.20
	6/11/25	CAR# 15 FUEL 5/21	GENERAL FUND	POLICE DEPARTMENT	38.30
	6/11/25	CAR# 15 FUEL 5/29	GENERAL FUND	POLICE DEPARTMENT	44.20
	6/12/25	CAR#1 FUEL 5/01	GENERAL FUND	POLICE DEPARTMENT	69.64
	6/12/25	CAR#1 FUEL 5/12	GENERAL FUND	POLICE DEPARTMENT	68.49
				TOTAL:	363.51
MEADOWS FARMS, INC	6/12/25	BUSHES EVITTS RUN PK	CAPITAL RESERVE	CULTURE & RECREATION	769.88
				TOTAL:	769.88
NAPA	6/12/25	GLASS CLEANER	GENERAL FUND	STREETS & HIGHWAYS	11.69
				TOTAL:	11.69
NOTARYSTAMP.COM	6/12/25	C VEZZOSI NOTARY STAMO	GENERAL FUND	CITY MANAGER'S OFFICE	27.98
				TOTAL:	27.98
PATTON BUILDING SERVICES INC	6/03/25	CH&PD CLEANING SERV	GENERAL FUND	CITY HALL	933.50
	6/03/25	CH&PD CLEANING SERV	GENERAL FUND	POLICE DEPARTMENT	933.50
				TOTAL:	1,867.00
PITNEY BOWES BANK INC PURCHASE POWER	6/03/25	RED INK CARTRIDGE	GENERAL FUND	CITY HALL	120.78
	6/03/25	POSTAGE LEASE 3/25-6/25	GENERAL FUND	CITY HALL	371.49
				TOTAL:	492.27
DONALD B RICE TIRE CO INC	6/03/25	CAR#4 4 TIRES	GENERAL FUND	POLICE DEPARTMENT	582.64
	6/03/25	CAR#1 4 TIRES	GENERAL FUND	POLICE DEPARTMENT	582.64
				TOTAL:	1,165.28

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ROYAL FARMS	6/11/25	CAR# 28 FUEL 5/03	GENERAL FUND	POLICE DEPARTMENT	40.55
				TOTAL:	40.55
SHEETZ	6/11/25	CAR#4 FUEL 5/02	GENERAL FUND	POLICE DEPARTMENT	64.83
	6/11/25	CAR#4 FUEL 5/8	GENERAL FUND	POLICE DEPARTMENT	70.64
	6/11/25	CAR#4 FUEL 5/14	GENERAL FUND	POLICE DEPARTMENT	65.32
	6/11/25	CAR#4 FUEL 5/22	GENERAL FUND	POLICE DEPARTMENT	55.87
	6/11/25	CAR? FUEL 5/23	GENERAL FUND	POLICE DEPARTMENT	56.76
	6/11/25	CAR#18 FUEL 4/30	GENERAL FUND	POLICE DEPARTMENT	38.00
	6/11/25	CAR#18 FUEL 5/01	GENERAL FUND	POLICE DEPARTMENT	25.51
	6/11/25	CAR#18 FUEL 5/03	GENERAL FUND	POLICE DEPARTMENT	46.50
	6/11/25	CAR#18 FUEL 5/08	GENERAL FUND	POLICE DEPARTMENT	50.00
	6/11/25	CAR#18 FUEL 5/09	GENERAL FUND	POLICE DEPARTMENT	28.00
	6/11/25	CAR#18 FUEL 5/10	GENERAL FUND	POLICE DEPARTMENT	35.00
	6/11/25	CAR#18 FUEL 5/15	GENERAL FUND	POLICE DEPARTMENT	55.00
	6/11/25	CAR#18 FUEL 5/16	GENERAL FUND	POLICE DEPARTMENT	20.00
	6/11/25	CAR#18 FUEL 5/17	GENERAL FUND	POLICE DEPARTMENT	28.00
	6/11/25	CAR#18 FUEL 5/21	GENERAL FUND	POLICE DEPARTMENT	20.25
	6/11/25	CAR#18 FUEL 5/22	GENERAL FUND	POLICE DEPARTMENT	28.00
	6/11/25	CAR#18 FUEL 5/23	GENERAL FUND	POLICE DEPARTMENT	35.00
	6/11/25	CAR#18 FUEL 5/24	GENERAL FUND	POLICE DEPARTMENT	37.50
	6/11/25	CAR#18 FUEL 5/29	GENERAL FUND	POLICE DEPARTMENT	56.00
	6/11/25	CAR#25 FUEL 5/07	GENERAL FUND	POLICE DEPARTMENT	44.49
	6/11/25	CAR#16 FUEL 5/08	GENERAL FUND	POLICE DEPARTMENT	61.25
	6/11/25	CAR#16 FUEL 5/15	GENERAL FUND	POLICE DEPARTMENT	47.29
	6/11/25	CAR#21 FUEL 5/15	GENERAL FUND	POLICE DEPARTMENT	37.00
	6/11/25	CAR#21 FUEL 5/21	GENERAL FUND	POLICE DEPARTMENT	33.00
	6/11/25	CAR# 29 FUEL 4/30	GENERAL FUND	POLICE DEPARTMENT	28.42
	6/11/25	CAR# 29 FUEL 5/01	GENERAL FUND	POLICE DEPARTMENT	31.17
	6/11/25	CAR# 29 FUEL 5/02	GENERAL FUND	POLICE DEPARTMENT	25.70
	6/11/25	CAR# 29 FUEL 5/03	GENERAL FUND	POLICE DEPARTMENT	21.51
	6/11/25	CAR# 29 FUEL 5/07	GENERAL FUND	POLICE DEPARTMENT	26.33
	6/11/25	CAR# 29 FUEL 5/08	GENERAL FUND	POLICE DEPARTMENT	24.03
	6/11/25	CAR# 29 FUEL 5/09	GENERAL FUND	POLICE DEPARTMENT	25.59
	6/11/25	CAR# 29 FUEL 5/10	GENERAL FUND	POLICE DEPARTMENT	17.07
	6/11/25	CAR# 29 FUEL 5/14	GENERAL FUND	POLICE DEPARTMENT	28.02
	6/11/25	CAR# 29 FUEL 5/15	GENERAL FUND	POLICE DEPARTMENT	24.31
	6/11/25	CAR# 29 FUEL 5/16	GENERAL FUND	POLICE DEPARTMENT	21.83
	6/11/25	CAR# 29 FUEL 5/17	GENERAL FUND	POLICE DEPARTMENT	19.24
	6/11/25	CAR# 29 FUEL 5/21	GENERAL FUND	POLICE DEPARTMENT	26.98
	6/11/25	CAR# 29 FUEL 5/22	GENERAL FUND	POLICE DEPARTMENT	21.87
	6/11/25	CAR# 29 FUEL 5/23	GENERAL FUND	POLICE DEPARTMENT	27.61
	6/11/25	CAR# 29 FUEL 5/24	GENERAL FUND	POLICE DEPARTMENT	26.69
	6/11/25	CAR# 28 FUEL 4/30	GENERAL FUND	POLICE DEPARTMENT	46.00
	6/11/25	CAR# 28 FUEL 5/01	GENERAL FUND	POLICE DEPARTMENT	40.48
	6/11/25	CAR# 28 FUEL 5/08	GENERAL FUND	POLICE DEPARTMENT	46.53
	6/11/25	CAR# 28 FUEL 5/10	GENERAL FUND	POLICE DEPARTMENT	50.64
	6/11/25	CAR# 28 FUEL 5/14	GENERAL FUND	POLICE DEPARTMENT	40.01
	6/11/25	CAR# 28 FUEL 5/16	GENERAL FUND	POLICE DEPARTMENT	44.00
	6/11/25	CAR# 28 FUEL 5/17	GENERAL FUND	POLICE DEPARTMENT	37.00
	6/11/25	CAR# 28 FUEL 5/22	GENERAL FUND	POLICE DEPARTMENT	47.01
	6/11/25	CAR# 28 FUEL 5/23	GENERAL FUND	POLICE DEPARTMENT	41.02
	6/11/25	CAR# 28 FUEL 5/27	GENERAL FUND	POLICE DEPARTMENT	49.00
	6/11/25	CAR# 28 FUEL 5/29	GENERAL FUND	POLICE DEPARTMENT	46.00
	6/11/25	CAR# 3 FUEL 5/24	GENERAL FUND	POLICE DEPARTMENT	62.94
	6/11/25	CAR# 26 FUEL 5/23	GENERAL FUND	POLICE DEPARTMENT	59.59

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	6/11/25	CAR#26 FUEL 5/06	GENERAL FUND	POLICE DEPARTMENT	38.31
	6/11/25	CAR#26 FUEL 5/18	GENERAL FUND	POLICE DEPARTMENT	34.27
	6/11/25	CAR# 9 FUEL 5/01	GENERAL FUND	POLICE DEPARTMENT	45.02
	6/11/25	CAR# 9 FUEL 5/08	GENERAL FUND	POLICE DEPARTMENT	42.27
	6/11/25	CAR# 25 FUEL 5/16	GENERAL FUND	POLICE DEPARTMENT	32.84
	6/11/25	CAR# 9 FUEL 5/16	GENERAL FUND	POLICE DEPARTMENT	42.49
	6/11/25	CAR# 9 FUEL 5/23	GENERAL FUND	POLICE DEPARTMENT	37.87
	6/11/25	CAR# 19 FUEL 5/07	GENERAL FUND	POLICE DEPARTMENT	39.14
	6/11/25	CAR# 19 FUEL 5/12	GENERAL FUND	POLICE DEPARTMENT	38.99
	6/11/25	CAR# 19 FUEL 5/19	GENERAL FUND	POLICE DEPARTMENT	32.72
	6/11/25	CAR# 19 FUEL 5/26	GENERAL FUND	POLICE DEPARTMENT	30.42
	6/12/25	CAR#1 FUEL 5/05	GENERAL FUND	POLICE DEPARTMENT	47.89
	6/12/25	CAR#1 FUEL 5/17	GENERAL FUND	POLICE DEPARTMENT	70.61
	6/12/25	CAR#1 FUEL 5/23	GENERAL FUND	POLICE DEPARTMENT	72.72
	6/11/25	BI JEEP FUEL 5/06	GENERAL FUND	STREETS & HIGHWAYS	37.07
	6/11/25	BI JEEP FUEL 5/13	GENERAL FUND	STREETS & HIGHWAYS	37.26
	6/11/25	BI JEEP FUEL 5/28	GENERAL FUND	STREETS & HIGHWAYS	32.52
	6/12/25	CA TRAX FUEL 5/08	GENERAL FUND	STREETS & HIGHWAYS	26.23
				TOTAL:	2,784.44
SHENTEL BUSINESS	6/03/25	2/22-5-21 PD INTERNET SERV	GENERAL FUND	POLICE DEPARTMENT	4,401.20
				TOTAL:	4,401.20
SHERWIN - WILLIAMS	6/12/25	WVFEST PAINT	GENERAL FUND	FAIR ASSOC/FESTIVAL	44.47
				TOTAL:	44.47
SOUTHERN STATES INC	6/12/25	RETURN WEED EATER PARTS	GENERAL FUND	STREETS & HIGHWAYS	38.97-
	6/12/25	SPRAY WEED KILLER	GENERAL FUND	STREETS & HIGHWAYS	94.58
	6/12/25	POTTING DIRT PLANTERS	GENERAL FUND	STREETS & HIGHWAYS	209.34
	6/12/25	POTTING DIRT PLANTERS	GENERAL FUND	STREETS & HIGHWAYS	54.99
	6/12/25	WEED EATER PARTS	GENERAL FUND	STREETS & HIGHWAYS	38.97
	6/12/25	GRASS SEEDS	PARKS & REC	PARKS & REC	13.99
				TOTAL:	372.90
SPECIALTY PRINTING	6/03/25	2000 WINDOW ENVELOPE	GENERAL FUND	CITY HALL	393.00
	6/03/25	1500 REGULAR ENVELOPES	GENERAL FUND	CITY HALL	337.00
				TOTAL:	730.00
STAPLES ADVANTAGE INC	6/03/25	CH COFFEE&CUTELRY& TR PLAN	GENERAL FUND	TREASURER'S OFFICE	19.99
	6/03/25	LEDGER SZ COPY PAPER	GENERAL FUND	CITY HALL	64.21
	6/03/25	CH COFFEE&CUTELRY& TR PLAN	GENERAL FUND	CITY HALL	95.91
	6/03/25	CH COPY PAPER/BATTERIES/PO	GENERAL FUND	CITY HALL	201.57
	6/03/25	CH CLEANING SUPPLIES	GENERAL FUND	CITY HALL	941.62
				TOTAL:	1,323.30
STARBUCKS	6/12/25	WV LEADERSHIP MEAL 5/22	GENERAL FUND	ECONOMIC DEVELOPMENT	6.69
	6/12/25	WV LEADERSHIP MEAL 5/22	GENERAL FUND	ECONOMIC DEVELOPMENT	11.24
				TOTAL:	17.93
SUBWAY	6/12/25	WV LEADERSHIP MEAL 5/21	GENERAL FUND	ECONOMIC DEVELOPMENT	15.72
				TOTAL:	15.72
SUNOCO	6/11/25	CAR#4 FUEL 5/27	GENERAL FUND	POLICE DEPARTMENT	45.00
				TOTAL:	45.00
THE JOURNAL,MARTINSBURG	6/03/25	RECRUITMNT AD 4/20-4/27	GENERAL FUND	POLICE DEPARTMENT	870.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	870.00
TIREVILLE	6/12/25	TIRES FOR DUMP TRAILER	GENERAL FUND	STREETS & HIGHWAYS	360.50
				TOTAL:	360.50
TOTALLYPROMOTIONAL.COM	6/12/25	WVFEST WATER CUPS	GENERAL FUND	FAIR ASSOC/FESTIVAL	1,033.50
				TOTAL:	1,033.50
TOWN MART CITGO	6/12/25	WV LEADERSHIP FUEL 5/26	GENERAL FUND	ECONOMIC DEVELOPMENT	36.63
	6/11/25	CAR# 12 FUEL 5/01	GENERAL FUND	POLICE DEPARTMENT	46.22
	6/11/25	CAR# 12 FUEL 5/4	GENERAL FUND	POLICE DEPARTMENT	52.23
	6/11/25	CAR# 12 FUEL 5/6	GENERAL FUND	POLICE DEPARTMENT	48.95
	6/11/25	CAR# 12 FUEL 5/7	GENERAL FUND	POLICE DEPARTMENT	47.68
	6/11/25	CAR# 12 FUEL 5/13	GENERAL FUND	POLICE DEPARTMENT	51.63
	6/11/25	CAR# 12 FUEL 5/11	GENERAL FUND	POLICE DEPARTMENT	52.42
	6/11/25	CAR# 12 FUEL 5/14	GENERAL FUND	POLICE DEPARTMENT	53.65
	6/11/25	CAR# 12 FUEL 5/19	GENERAL FUND	POLICE DEPARTMENT	57.39
	6/11/25	CAR# 12 FUEL 5/25	GENERAL FUND	POLICE DEPARTMENT	54.39
	6/11/25	CAR# 12 FUEL 5/28	GENERAL FUND	POLICE DEPARTMENT	56.62
	6/11/25	CAR#26 FUEL 5/11	GENERAL FUND	POLICE DEPARTMENT	35.43
	6/11/25	CAR# 8 FUEL 5/4	GENERAL FUND	POLICE DEPARTMENT	14.22
	6/11/25	CAR# 19 FUEL 5/5	GENERAL FUND	POLICE DEPARTMENT	35.88
	6/11/25	CAR#26 FUEL 5/13	GENERAL FUND	POLICE DEPARTMENT	38.21
	6/12/25	STAUBS TRUCK FUEL 5/2	GENERAL FUND	STREETS & HIGHWAYS	55.78
	6/12/25	STAUB TRUCK FUEL 5/9	GENERAL FUND	STREETS & HIGHWAYS	72.45
	6/12/25	STAUB TRUCK FUEL 5/16	GENERAL FUND	STREETS & HIGHWAYS	36.48
	6/12/25	STAUB TRUCK FUEL 5/23	GENERAL FUND	STREETS & HIGHWAYS	63.07
				TOTAL:	909.33
TRANSUNION	6/12/25	APRIL25 INVESTIGATION SBSC	GENERAL FUND	POLICE DEPARTMENT	100.00
				TOTAL:	100.00
UNITED STATES FLAG STORE	6/12/25	FLAGS AND POLES	GENERAL FUND	STREETS & HIGHWAYS	333.27
				TOTAL:	333.27
UNIVERSITY OF PITTSBURGH POLICE	6/12/25	KERNS TRAINING	GENERAL FUND	POLICE DEPARTMENT	375.00
				TOTAL:	375.00
US POSTAL SERVICE	6/12/25	CM 105 N CHURCH ST	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	6/12/25	CM 424 E 1ST	GENERAL FUND	ENFORCEMENT AGENCY	10.24
	6/12/25	CM 415 W LIBERTY	GENERAL FUND	ENFORCEMENT AGENCY	10.24
	6/12/25	CM 411 W LIBERTY	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	6/12/25	501 BROOKE ST	GENERAL FUND	ENFORCEMENT AGENCY	9.96
				TOTAL:	50.36
VISTA PRINT	6/12/25	WVFEST 25 FLYERS	GENERAL FUND	FAIR ASSOC/FESTIVAL	128.39
				TOTAL:	128.39
VITAL SIGNS PLUS, INC.	6/03/25	SIGNS FOR WVFEST/TREE BRD/	GENERAL FUND	ECONOMIC DEVELOPMENT	1,110.00
	6/03/25	CC ENTRY ERROR	GENERAL FUND	ECONOMIC DEVELOPMENT	54.00
	6/03/25	SIGNS FOR WVFEST/TREE BRD/	GENERAL FUND	PLANNING & ZONING	48.00
	6/03/25	SIGNS FOR WVFEST/TREE BRD/	GENERAL FUND	FAIR ASSOC/FESTIVAL	48.00
				TOTAL:	1,260.00
WALMART INC	6/12/25	ELECTION DAY FOOD	GENERAL FUND	ELECTIONS	51.02
	6/12/25	CH NAPKINS & PLATES	GENERAL FUND	CITY HALL	22.87

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	6/12/25	MD COFFEE	GENERAL FUND	STREETS & HIGHWAYS	27.60
	6/12/25	TENNIS BALLS JMP SUMMER TE	PARKS & REC	PARKS & REC	81.22
				TOTAL:	182.71
WASTE MANAGEMENT INC	6/03/25	JUNE25 MD TRASH SERV	GENERAL FUND	STREETS & HIGHWAYS	321.33
				TOTAL:	321.33
WITMER PUBLIC SAFETY GROUP INC	6/03/25	GIDEON TRAUMA KIT	GENERAL FUND	POLICE DEPARTMENT	115.90
	6/03/25	3 STREAMLIGHT STINGER FLAS	GENERAL FUND	POLICE DEPARTMENT	417.04
	6/03/25	PD 2 HANDCUFFS	GENERAL FUND	POLICE DEPARTMENT	71.19
	6/03/25	3 HOBLE STRAPS	GENERAL FUND	POLICE DEPARTMENT	39.75
	6/03/25	PD FORENSIC TRNSPRT HOOD	GENERAL FUND	POLICE DEPARTMENT	41.25
	6/03/25	PD 3 FLASHLIGHTS	GENERAL FUND	POLICE DEPARTMENT	134.65
	6/03/25	PD 3 FLASHLIGHTS	GENERAL FUND	POLICE DEPARTMENT	282.39
				TOTAL:	1,102.17
WV MUNICIPAL LEAGUE	6/12/25	J HYNES REGIST ANNUAL CONF	GENERAL FUND	CITY COUNCIL	300.00
				TOTAL:	300.00
YETI	6/12/25	EMPOYEE AWARD PHILABAUM	GENERAL FUND	CITY HALL	65.12
				TOTAL:	65.12
ZACHARY THOMPSON	6/12/25	PRISONER TRANSPORT TRAININ	GENERAL FUND	POLICE DEPARTMENT	1,000.00
				TOTAL:	1,000.00
ZOOM.US	6/12/25	MAY25 ONLINE MTNG SUBCRPTN	GENERAL FUND	ECONOMIC DEVELOPMENT	394.62
				TOTAL:	394.62
ZORO	6/12/25	COPPER CAP POOL	PARKS & REC	PARKS & REC	16.10
				TOTAL:	16.10

========== FUND TOTALS ==========	
001 GENERAL FUND	49,327.06
200 CAPITAL RESERVE	19,450.22
207 PARKS & REC	3,332.27
GRAND TOTAL:	72,109.55

TOTAL PAGES: 9

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PCARD
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 6/01/2025 THRU 6/30/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-784: Charles Town Police Department Monthly Statistics - May and June 2025

ATTACHMENTS:

- May 2025 CTPD Stats.pdf
- June 2025 CTPD Stats.pdf

Charles Town Police Department
Monthly Stat Report

May 2025

911 Hangup	3
Abandoned Vehicle	11
Aggressive Animal	1
Alarm	36
Animal Complaint	2
Assault	2
ATV Complaint	
BOLO	5
Breaking and Entering	
Breaking and Entering Veh	
Building Check	54
Burglary	
Capias Recall by Court	18
Capias Service	13
Civil Matter	
Court/Bailiff Duty	2
Destruction of Property	4
Directed Patrol	304
Disabled Vehicle	12
Disturbance	36
Dog Locked in Vehicle	1
Domestic Battery	3
Drug Activity	13
DUI	1
EMS Assist	7
Fingerprinting	9
Fire Assist	1
Fireworks Complaint	3
Follow Up	32
Foot Patrol	12
Found Property	5
Fraud	5
Gunshots Heard	1
Harassment	1
Hardcopy Check	1
Indecent Activity	1
Information	1
Intoxicated Person	1
Juvenile Complaint	5

Loose Dog	1
Missing Person	
Motorist Assist	2
MVA w/ Entrapment	
MVA Hit and Run	3
MVA No Injury	30
MVA Into Structure	
MVA w/ Injury	3
Nuisance	1
Open Door	3
Out of Car (Investigation/Mtg/Court)	12
Overdose	1
Overdose-Death	
Panhandling	1
Parking Complaint	7
Public Assist (In Person Contact)	26
Public Service (Phone Contact)	71
Pursuit	
Reckless Driver	1
Road Patrol	7
Sexual Assault	
Special Event/Detail	5
Stolen Tag	
Suspicious Activity	6
Suspicious Mail	
Suspicious Person	8
Suspicious Vehicle	11
Terrorist Threats	
Theft	3
Threats	1
Traffic Hazzard	8
Trespassing	1
Unattended Death	1
VIN Verification	2
Walk In	
Warrant Service	8
Welfare Check	35
Wildlife Complaint	
Total calls of service	**864**

Assists/Back-Ups:				
	Ranson	7	Sheriffs Dept.	16
	Harpers Ferry		State Police	2
	Shepherdstown		Other (not including CTPD)	
			Total Assists	**25**

	Male	Female	Caucasian	African American	Hispanic	Asian	Other/ Unknown	Total
Defendants:	25	8	15	8	3	0	7	**33**
Total Charges	37	12	26	13	3	0	7	**49**
Citations:								**240**
- Moving								**126**
- Nonmoving								**98**
- Criminal								**13**
- S Ticket (Parking)								**3**
Stops	125	85	159	27	18	4	2	**210**
Warnings:								**161**
Stops	96	62	117	20	8	3	10	**158**
Total	**246**	155	**291**	**55**	**29**	**7**	**19**	
Incident Report								**72**
Parking								
- Citations								**236**
-Warnings								**23**

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

May 2025

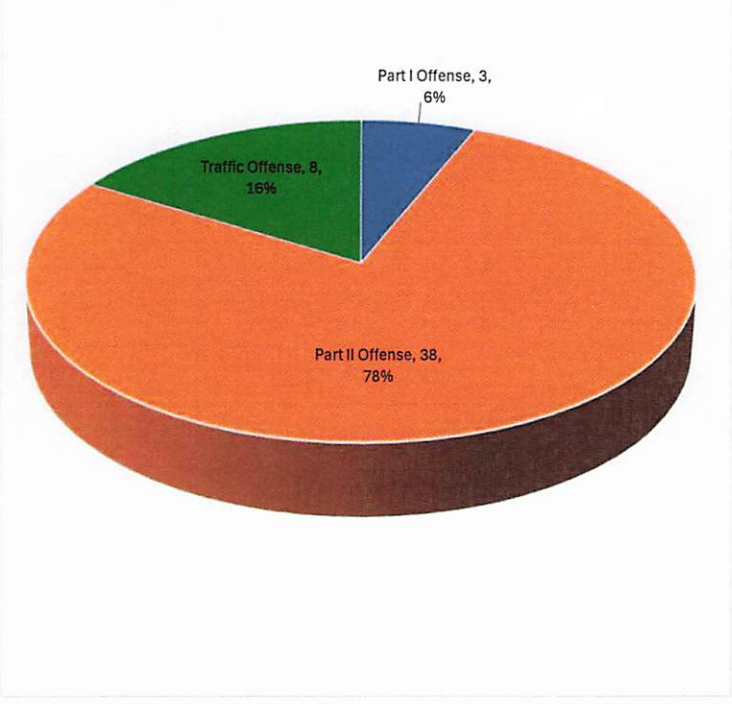
	Male	Female	Caucasian	African American	Hispanic	Asian	Unknown
PART I OFFENSE							
Burglary (Daytime)	1		1				
Burglary (Nighttime)							
Grand Larceny							
Malicious Assault							
Malicious Wounding							
Attempted Murder 1st Degree							
Murder 1st Degree							
Petit Larceny	2		1	1			
Robbery - Attempted							
Robbery							
Robbery 2nd Degree							
Sexual Assault 1st Degree							
Shoplifting							
Shoplifting 2nd Offense							
Shoplifting 3rd Offense							
Strangulation							
TOTAL	3	0	2	1	0	0	0
PART II OFFENSE							
Assault							
Assault on an Officer							
Attempted to Defeat Drug/Alcohol Screening Test							
Battery		1		1			
Bond Violation							
Breaking and Entering Non Residence	1			1			
Capias Served	1	1	2				
Child Abuse Resulting in Injury							
Child Neglect Creating Risk of Injury							
Computer Fraud							
Conspiracy							
Conspiracy to Distribute MDMA							
Conspiracy to Breaking and Entering							
Conspiracy to Possess w/Intent to Deliver Cocaine							
Conspiracy to Possess w/Intent to Deliver Heroin							
Conspiracy to Possess w/Intent to Deliver Methamphetamine							
Conspiracy to Commit Petit Larceny							
Destruction of Property	9		1		2		6
Disorderly Conduct		1	1				
Disruption of School							
Distribution of Schedule I Controlled Substance							
Disturbing the Peace							
Domestic Assault	1		1				
Domestic Battery	1	1	1	1			
Domestic Battery 2nd Offense							
Domestic Battery 3rd Offense							
Driving Revoked for DUI	1			1			
Driving Revoked for DUI 2nd		1	1				
Driving Revoked for DUI 3rd		1	1				
Driving Revoked Non DUI Admin							
DUI							
DUI 2nd							
DUI 3rd							
DUI Aggravated							
DUI Causing Bodily Injury							
DUI - Drugs							

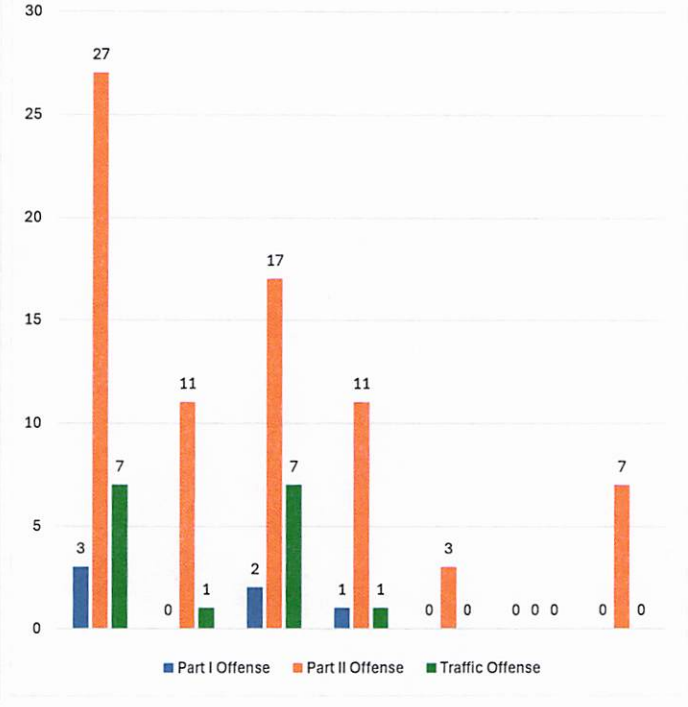
Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

DUI - Drugs 3rd Offense							
DUI w/ Minor							
Embezzlement							
Failure to Register Dog							
Failure to Vaccinate Dog							
False Reporting of an Emergency							
Felon in Possession of Firearm							
Fingerprint Refusal							
Fleeing on Foot							
Fleeing in Vehicle							
Forgery							
Fraudulent Use of Access Device							
Fugitive From Justice	1		1				
Incest							
Interfering with Emergency Communication							
Interlock Violation							
Leash Law Violation							
Non-Consensual Disclosure of Private Intimate Images							
Obstructing an Officer							
Obtain Money, Property, Services by False Pretense	1		1				
Open Container							
Open Container in Vehicle							
Pedestrian in Roadway							
Pimping							
Possession Deadly Weapon by Minor							
Possession of Alcohol Under 21							
Possession of Controlled Substance (Schedule IV)							
Possession of Crack Cocaine	2		1	1			
Possession of Cocaine	1			1			
Possession of Heroin							
Possession of Marijuana	4	4	2	4	1		1
Possession of Oxycodone	1		1				
Possession of Psilocybin Mushrooms (Schedule I CDS)	1		1				
Possession of Stolen Property							
Possession of Vape Product under 18							
Possession w/ Intent to Deliver Cocaine							
Possession w/ Intent to Deliver Heroin							
Possession w/ Intent to Deliver Methamphetamine							
Possession w/ Intent to Deliver MDMA (Molly)							
Probation Violation							
Prohibited Person in Poss of Firearm							
Prostitution							
Prostitution 2nd Offense							
Providing Alcohol to Under 21							
Public Intoxication		1	1				
Reckless Driving							
Resisting Arrest							
Sexual Abuse 1st Degree							
Sexual Assault 2nd Degree							
Sexual Assault3rd Degree							
Threats of Terroristic Acts							
Transfer Receive Stolen Property	1			1			
Trespassing							
Unlawful Taking of Vehicle	1		1				
Underage Possession of Firearm (Federal Warrant)							
Uttering							
Wanton Endangerment							
TOTAL	**27**	**11**	**17**	**11**	**3**	**0**	**7**

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	1			1			
Driving Suspended 2nd Offense							
Driving Suspended 3rd Offense	1		1				
Driving Too Fast for Conditions							
Exp/No MVI							
Expired/No Operators							
Expired/No Registration	1		1				
Fail to Keep Right							
Fail to Maintain Control							
Fail to Obey Traffic Control Device							
Fail to Obtain WV Operators							
Fail to Yield at Intersection	1		1				
Failure to Update Address on License							
Following to Closely							
Improper Passing							
Improper Registration							
Leaving the Scene of Accident with Property Damage	1		1				
Left of Center							
No Insurance/No Proof of Insurance	1		1				
No Motorcycle Endorsement							
No Parking Violation							
No Seatbelt							
Red Light Violation							
Speeding		1	1				
Stop Sign Violation	1		1				
TOTAL	7	1	7	1	0	0	0
TOTAL CHARGES	**37**	**12**	**26**	**13**	**3**	**0**	**7**





Charles Town Police Department

SRO Monthly Report

Washington High School / Charles Town Middle School / 2025/2026 / May 2025

INVOLVEMENTS:					
Alcohol Related	0	Fire/Shelter Drills	0	SRO Use of Force	0
Battery on School Employee	0	Found Property	0	Suspensions	11
Citizen Assist	10	Incident Reports	7	Threats	0
Directed Patrols	0	Juvenile Petitions	1	Tobacco Related	3
Disturbance	3	Marijuana Possession	1	Trespassing	0
Evacuations	0	Parental Contacts	6	Vandalism/Theft	0
Extra Curricular Activities	0	Parking Complaints	3	Vehicle Accident	0
Fights	0	Reckless Driver	3	Welfare Check	0
Fire Department Assist	0	Social Media Related	9	***Total Involvements***	***57***

Officer Notes/Misc. Information: Last Month of School.

YOUTH SERVICES:	
Total Classes Taught:	3
Students in Class:	90
Topics Taught:	1
One on One Contacts:	25
Total Students Served:	160

Charles Town Police Department

Total Traffic Citation Report, by Violation

Violation	Description	Total
17A-3-16	Expired Registration	29
17A-9-2	No Or Expired Registration	37
17B-2-1	No Operators	3
17B-4-3(a)	Driving Suspended/2nd/3rd	8
17B-4-3(b)	Driving Revoked For DUI/2nd/3rd	2
17C-12-5	Stop Sign Violation	3
17C-14-2	Improper Backing	1
17C-15-1	Unsafe-Improperly Equipped Vehicle	1
17C-15-49	Seatbelts Required	2
17C-16-9	No Or Expired MVI	19
17C-2-3(c)	Fail To Obey Officer Directing Traffic	1
17C-3-4	Fail To Obey Traffic Control Device	3
17C-3-5	Fail To Obey Traffic Light	17
17C-4-2	Leaving The Scene Of An Accident	1
17C-5-2(f)	Aggravated DUI >.15	1
17C-6-1a	Failure To Maintain Control	5
17C-6-1b	Speeding	74
17C-7-4	Passing On Right-Off Road	2
17C-7-8	One Way And Traffic Island Violation	2
17C-8-3	Turning Left Improperly	1
17C-9-1	Fail Yield At Intersection	2
17D-2A-3	No Insurance	4
17D-2A-4	No Proof Of Insurance	6
CTPD171.07	Failure To Appear For Trial (CAPIAS)	2
CTPD361.08	Parking For Prohibited Purposes	3
CTPD509.04(c)	Fighting Or Making Threats	5
CTPD531.03	Possession Of Marijuana <15gms	6
Report Totals		**240**

Report Includes:

All dates of issue between `00:00:00 05/01/25` and `23:59:59 05/31/25`, All agencies matching `CTPD`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

Charles Town Police Department

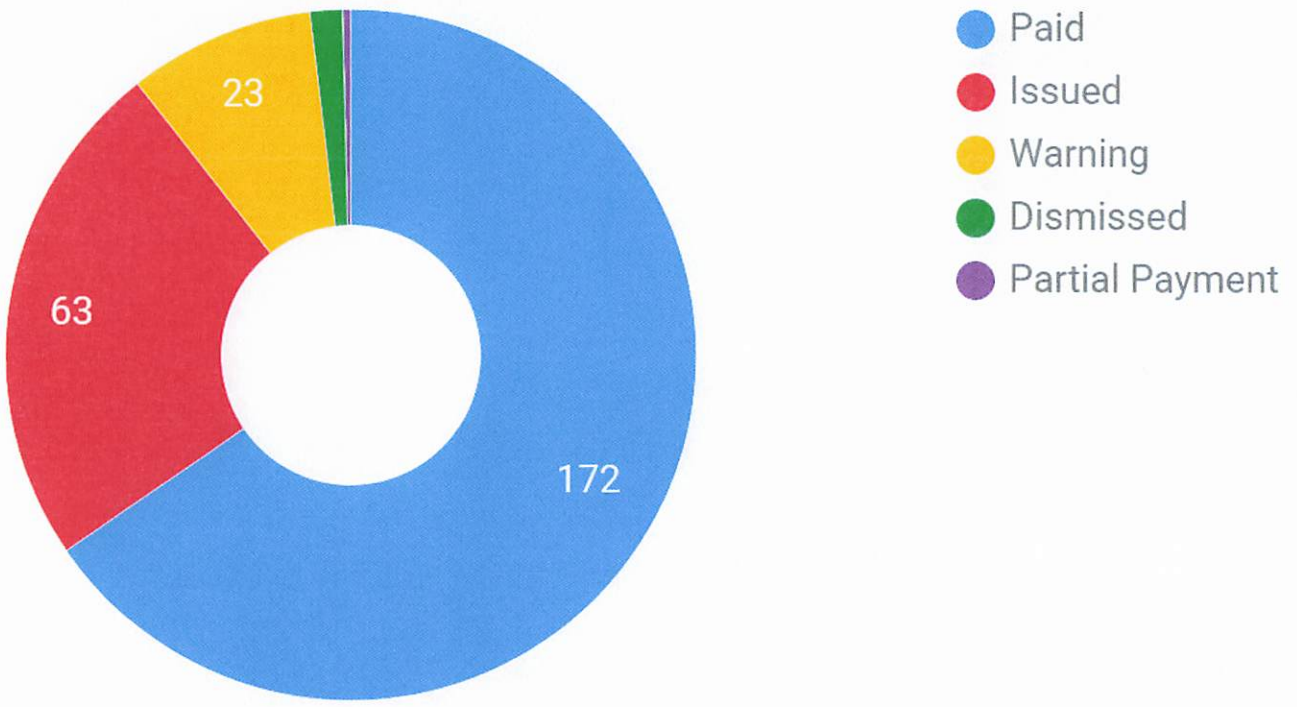
Total Traffic Warning Report, by Violation

Violation	Description	Total
17A-3-15	Improper Display Of Registration	5
17A-3-16	Expired Registration	30
17A-9-2	No Or Expired Registration	1
17A-9-3	Improper Registration	1
17B-2-12	Expired Operators	1
17B-2-13	Operators Fail To Change Address	1
17C-14-15	Use Handheld Communication Device	1
17C-15-1	Unsafe-Improperly Equipped Vehicle	20
17C-15-4	Head Lamp Requirements	1
17C-16-9	No Or Expired MVI	6
17C-3-4	Fail To Obey Traffic Control Device	36
17C-6-1a	Failure To Maintain Control	3
17C-6-1b	Speeding	39
17C-7-10	Following Too Closely	2
17C-7-3	Improper Passing/Audible Signal	3
17C-7-4	Passing On Right-Off Road	1
17C-7-6	Left of Center	1
17C-7-8	One Way And Traffic Island Violation	2
17C-7-9	Improper Lane Change	1
17C-8-8	Improper Stopping/Turning/Signaling	3
17C-9-1	Fail Yield At Intersection	3

Report Totals: **161**

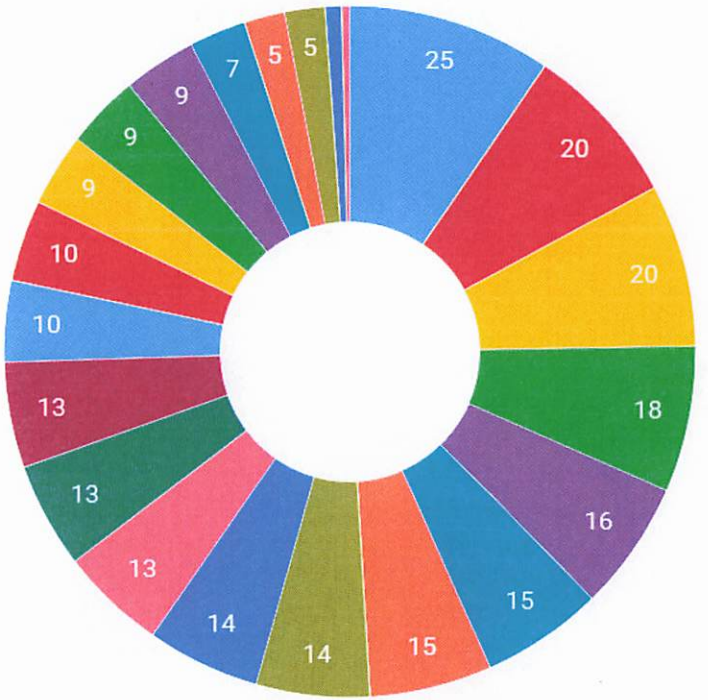
Report Includes:
All dates between `00:00:00 05/01/25` and `23:59:59 05/31/25`, All agencies matching `CTPD`, All issuing officers, All areas, All violations

City of Charles Town - Tickets By Status (May. 2025)



Data as of 6/14/2025, 12:00:00 AM

City of Charles Town - Tickets By Location (May. 2025)

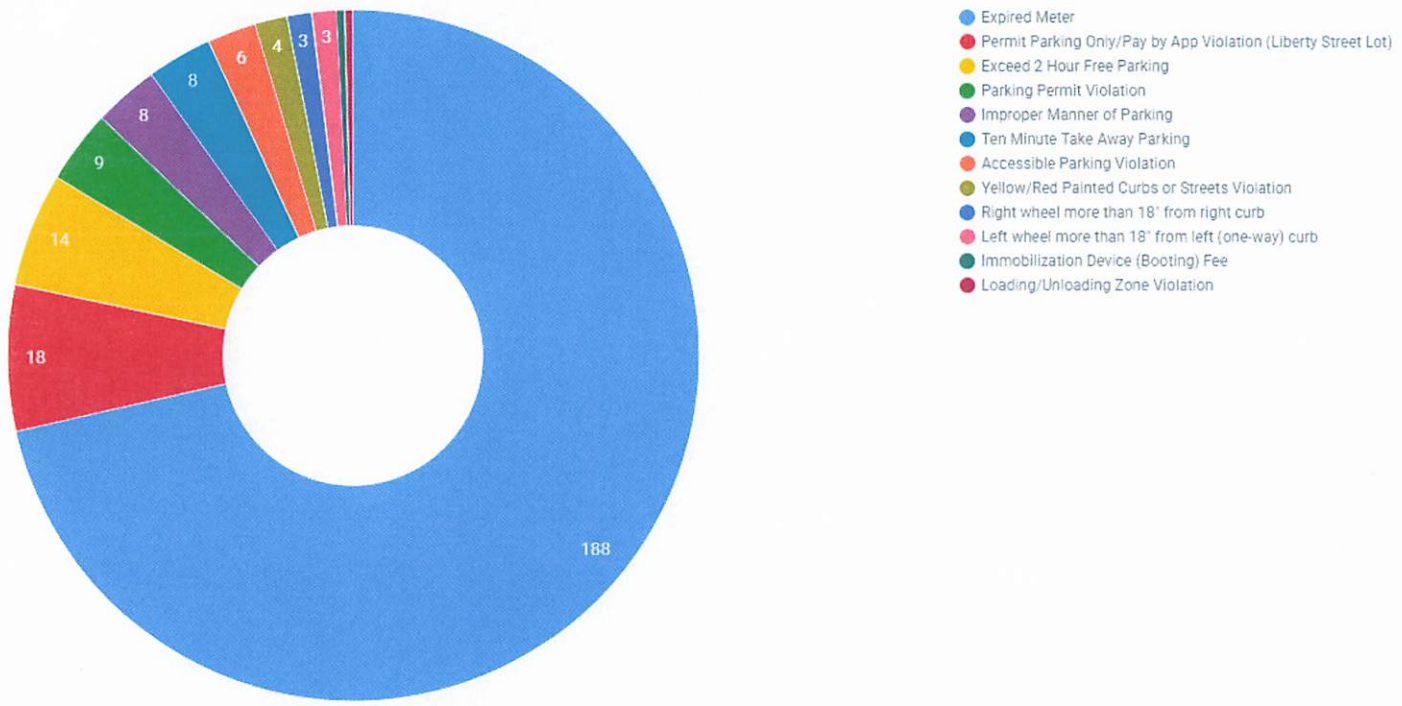


- 200 BLOCK WEST LIBERTY STREET
- LIBERTY STREET PARKING LOT
- 100 BLOCK EAST LIBERTY STREET
- 100 BLOCK SOUTH CHARLES STREET
- 100 BLOCK NORTH SAMUEL STREET
- 100 BLOCK WEST CONGRESS STREET
- 100 BLOCK SOUTH LAWRENCE STREET
- 100 BLOCK NORTH CHARLES STREET
- 100 BLOCK SOUTH SAMUEL STREET
- 200 BLOCK WEST WASHINGTON STREET
- CHARLES STREET PARKING LOT
- 200 BLOCK NORTH GEORGE STREET
- 100 BLOCK WEST LIBERTY STREET
- 200 BLOCK WEST CONGRESS STREET
- 100 BLOCK NORTH LAWRENCE STREET
- 100 BLOCK WEST WASHINGTON STREET

1/2

Data as of 6/14/2025, 12:00:00 AM

City of Charles Town - Tickets By Violation (May. 2025)



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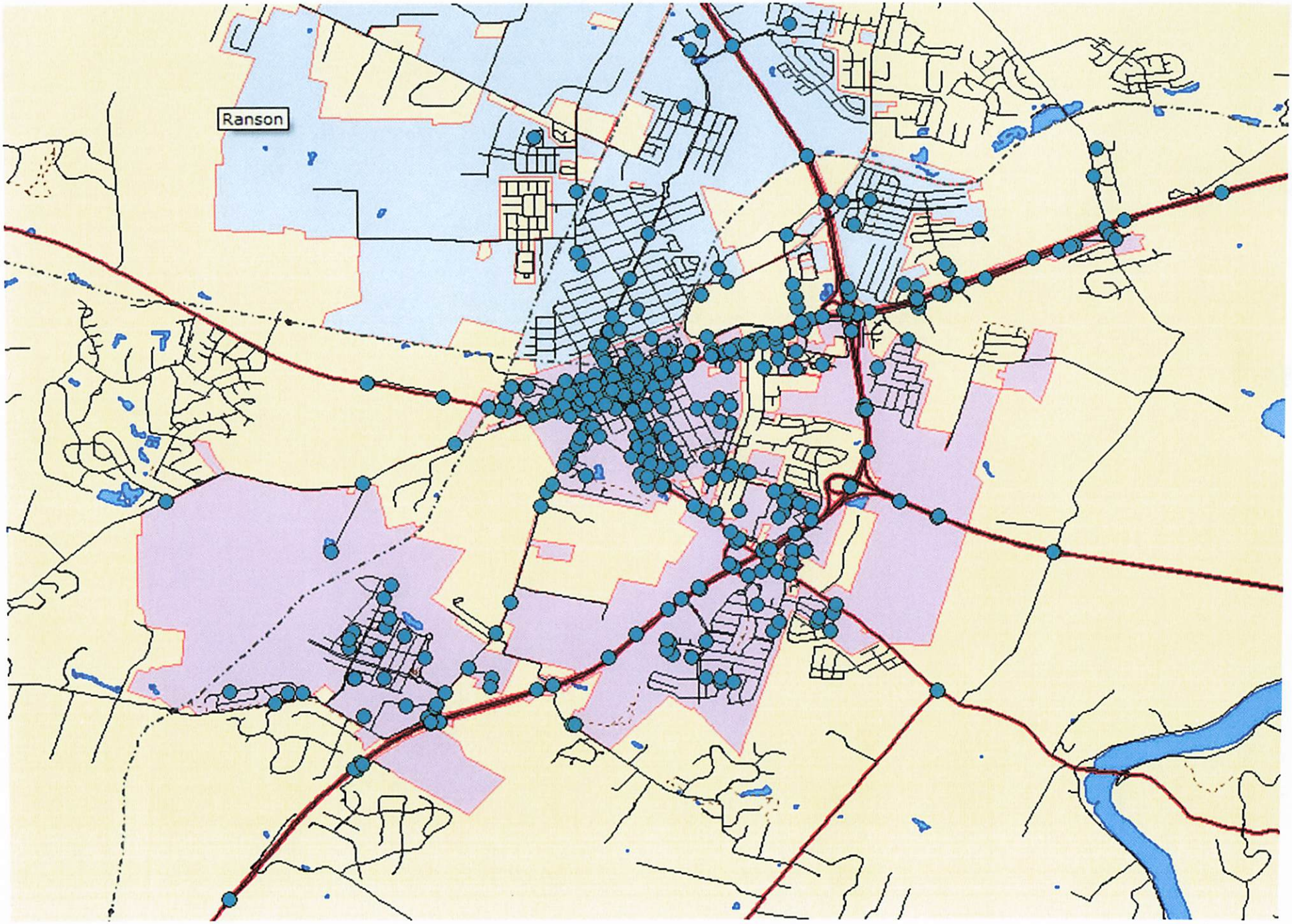
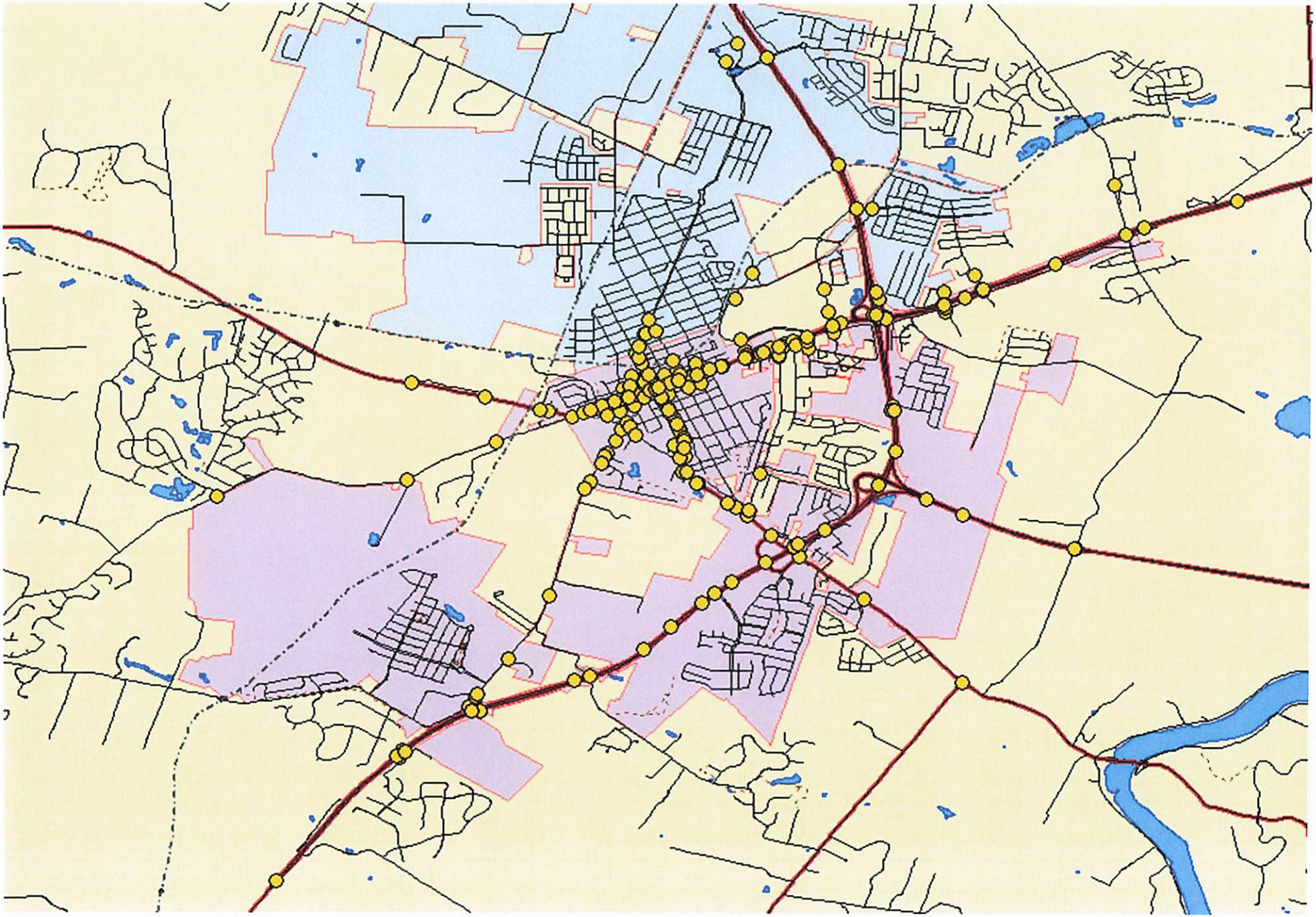

Ranson

May 2025 – All CTPD Traffic Stops



Charles Town Police Department
Monthly Stat Report

June 2025

911 Hangup	14
Abandoned Vehicle	6
Abuse/Neglect	
Alarm	31
Animal Complaint	1
Assault	1
ATV Complaint	
BOLO	2
Breaking and Entering	
Breaking and Entering Veh	
Building Check	55
Burglary	
Capias Recall by Court	19
Capias Service	3
Civil Matter	1
Court/Bailiff Duty	3
Destruction of Property	4
Directed Patrol	252
Disabled Vehicle	6
Disturbance	20
Dog Locked in Vehicle	2
Domestic Battery	2
Drug Activity	1
DUI	1
EMS Assist	6
Fingerprinting	5
Fire Assist	2
Fireworks Complaint	
Follow Up	19
Foot Patrol	25
Found Property	8
Fraud	2
Gunshots Heard	2
Hardcopy Check	2
Indecent Activity	2
Injured Animal	
Intoxicated Person	9
Juvenile Complaint	2

Motorist Assist	9
MVA w/ Entrapment	1
MVA Hit and Run	12
MVA No Injury	20
MVA Into Structure	1
MVA Pedestrian Struck	1
MVA w/ Injury	1
Nuisance	2
Open Door	2
Out of Car (Investigation/Mtg/Court)	21
Panhandling	
Overdose	4
Overdose-Death	
Parking Complaint	10
Public Assist (In Person Contact)	21
Public Service (Phone Contact)	76
Pursuit	
Reckless Driver	
Road Patrol	
Shoplifting	1
Special Event/Detail	2
Stolen Vehicle	
Suspicious Activity	8
Suspicious Mail	
Suspicious Person	9
Suspicious Vehicle	9
Swear to Complaints	1
Theft	4
Threats	1
Traffic Hazzard	4
Trespassing	4
Unattended Death	1
Vehicle Fire	
Warrant Service	9
Welfare Check	23
Wildlife Complaint	3
Wires Down	
Total calls of service	**768**

Assists/Back-Ups:	Ranson	**9**	Sheriffs Dept.	**18**
	Harpers Ferry		State Police	**2**
	Shepherdstown		Other (not including CTPD)	**3**
			Total Assists	**32**

	Male	Female	Caucasian	African American	Hispanic	Asian	Other/ Unknown	Total
Defendants:	21	4	15	10	0	0	0	**25**
Total Charges	37	7	33	11	0	0	0	**44**
Citations:								**205**
- Moving								**92**
- Nonmoving								**105**
- Criminal								**5**
- S Ticket (Parking)								**3**
Stops	99	67	121	21	21	1	2	**166**
Warnings:								**103**
Stops	62	38	76	12	7	0	5	**100**
Total	**182**	109	**212**	**43**	**28**	**1**	**7**	
Incident Report								**61**
Parking								
- Citations								**236**
-Warnings								**23**

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

June 2025

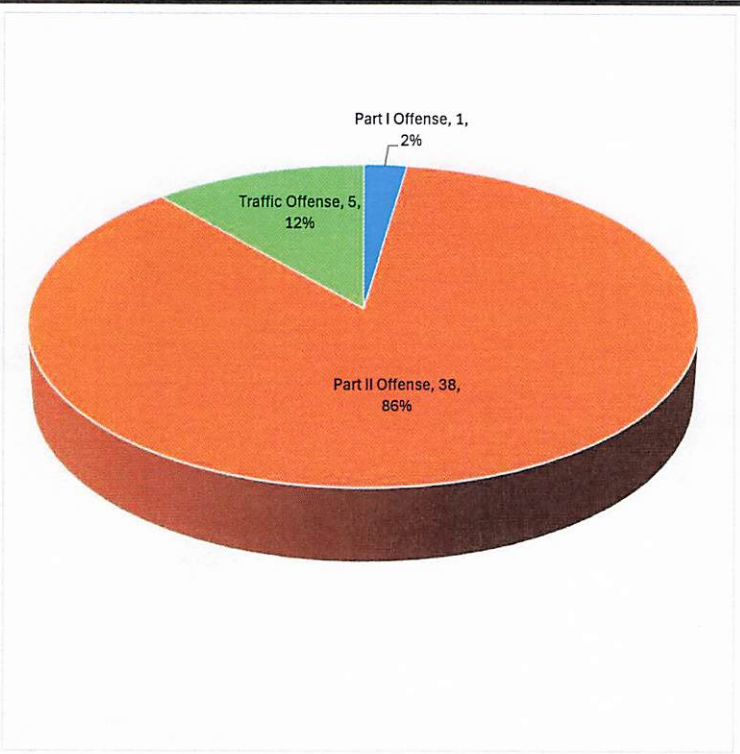
	Male	Female	Caucasian	African American	Hispanic	Asian	Unknown
PART I OFFENSE							
Burglary (Daytime)							
Burglary (Nighttime)							
Grand Larceny							
Malicious Assault							
Malicious Wounding							
Attempted Murder 1st Degree							
Murder 1st Degree							
Petit Larceny							
Robbery - Attempted							
Robbery							
Robbery 2nd Degree							
Sexual Assault 1st Degree							
Shoplifting	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	1		1				
Brandishing a Firearm							
Breaking and Entering							
Capias Served	2	1	2	1			
Child Abuse Resulting in Injury							
Child Neglect Creating Risk of Injury							
Computer Fraud							
Conspiracy							
Conspiracy to Distribute MDMA							
Conspiracy to Breaking and Entering							
Conspiracy to Possess w/Intent to Deliver Cocaine							
Conspiracy to Possess w/Intent to Deliver Heroin							
Conspiracy to Possess w/Intent to Deliver Methamphetamine							
Conspiracy to Commit Petit Larceny							
Destruction of Property		1		1			
Disorderly Conduct							
Disruption of School							
Distribution of Crack Cocaine							
Disturbing the Peace							
Domestic Assault							
Domestic Battery	3	1		4			
Domestic Battery 2nd Offense							
Domestic Battery 3rd Offense							
Driving Revoked for DUI	1		1				
Driving Revoked for DUI 2nd							
Driving Revoked for DUI 3rd	2		2				
Driving Revoked Non DUI Admin							
DUI	1		1				
DUI 2nd							
DUI 3rd							
DUI Aggravated		1	1				
DUI Causing Bodily Injury							
DUI - Drugs							

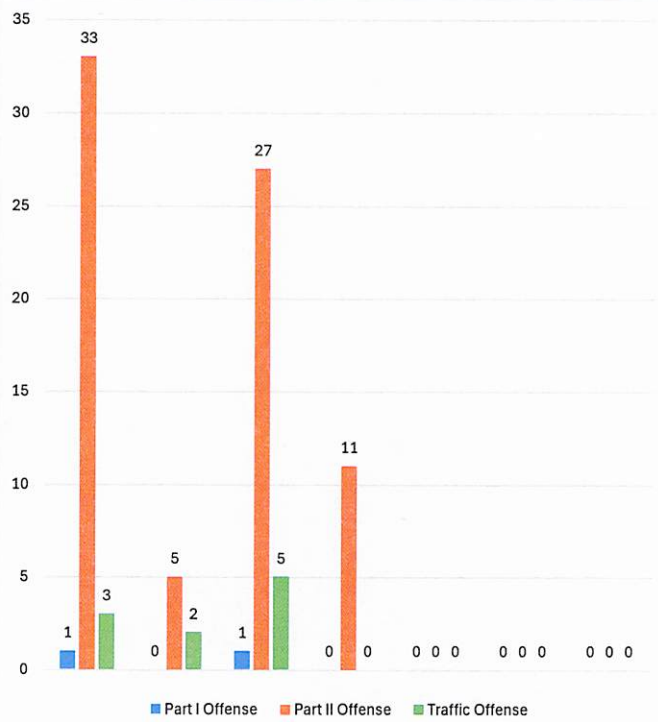
Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

DUI - Drugs 3rd Offense							
DUI w/ Minor							
Embezzlement							
Failure to Register for Child Abuse Registry							
False Alarm of Fire							
False Reporting of an Emergency							
Felon in Possession of Firearm							
Fingerprint Refusal							
Fleeing on Foot							
Fleeing in Vehicle w/ Reckless Indifference							
Forgery	1			1			
Fraudulent Schemes							
Fugitive From Justice	2			2			
Incest							
Interfering with Emergency Communication							
Interlock Violation							
Littering							
Non-Consensual Disclosure of Private Intimate Images							
Obstructing an Officer							
Obtain Money, Property, Services by False Pretense							
Open Container							
Open Container in Vehicle							
Pedestrian in Roadway							
Pimping							
Possession Deadly Weapon by Minor							
Possession of Alcohol Under 21							
Possession of Cocaine							
Possession of Fentanyl							
Possession of Heroin							
Possession of Marijuana	1			1			
Possession of Methamphetamine							
Possession of Oxycodone							
Possession of Xanax							
Possession of Vape Product under 18							
Possession w/ Intent to Deliver Cocaine							
Possession w/ Intent to Deliver Heroin							
Possession w/ Intent to Deliver Methamphetamine							
Possession w/ Intent to Deliver MDMA (Molly)							
Probation Revocation							
Prohibited Person in Poss of Firearm							
Prostitution							
Prostitution 2nd Offense							
Providing Alcohol to Under 21							
Public Intoxication							
Reckless Driving							
Resisting Arrest							
Sexual Abuse 1st Degree	2		2				
Sexual Assault 2nd Degree							
Throwing or Shooting Missiles	6		6				
Transfer Receive Stolen Property							
Trespassing							
Unlawful Possession/Transport into WV Fentanyl							
Underage Consumption		1	1				
Use of Obscene Matter to Seduce Minor	10		10				
Uttering	1			1			
TOTAL	**33**	**5**	**27**	**11**	**0**	**0**	**0**

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							
Driving Too Fast for Conditions							
Exp/No MVI							
Expired/No Operators							
Expired/No Registration	1		1				
Fail to Keep Right							
Fail to Maintain Control		1	1				
Fail to Obey Stop Sign							
Fail to Obtain WV Operators							
Fail to Report Accident							
Failure to Yield Right of Way Private Drive	1		1				
Following to Closely							
Improper Backing							
Improper Registration							
Leaving the Scene of Accident							
Left of Center							
No Insurance/No Proof of Insurance	1		1				
No Motorcycle Endorsement							
No Parking Violation							
No Seatbelt							
Passing on Right							
Red Light Violation							
Speeding		1	1				
Stopping on Highway							
TOTAL	**3**	**2**	**5**	**0**	**0**	**0**	**0**
TOTAL CHARGES	**37**	**7**	**33**	**11**	**0**	**0**	**0**





Charles Town Police Department

Total Traffic Citation Report, by Violation

Violation	Description	Total
17A-3-16	Expired Registration	27
17A-9-2	No Or Expired Registration	42
17A-9-3	Improper Registration	2
17B-2-1	No Operators	7
17B-2-12	Expired Operators	1
17B-2-3a	GDL License Violations	1
17B-4-3(a)	Driving Suspended/2nd/3rd	5
17B-4-3(b)	Driving Revoked For DUI/2nd/3rd	2
17B-4-3a	Driving Suspended or Revoked	2
17B-4-4	Permitting No Operators	1
17C-16-9	No Or Expired MVI	27
17C-3-4	Fail To Obey Traffic Control Device	4
17C-3-5	Fail To Obey Traffic Light	7
17C-4-2	Leaving The Scene Of An Accident	1
17C-5-2(e)	Basic DUI <.15	1
17C-6-1(a)	Too Fast For Conditions	1
17C-6-1a	Failure To Maintain Control	6
17C-6-1b	Speeding	44
17C-7-9	Improper Lane Change	1
17C-7-9(3)	Improper Use Of Turn Lane	1
17C-9-1	Fail Yield At Intersection	2
17C-9-4	Fail To Yield From Private Road	1
17D-2A-3	No Insurance	8
17D-2A-4	No Proof Of Insurance	3
CTPD171.07	Failure To Appear For Trial (CAPIAS)	3
CTPD361.04(b)	Parking Time Limit (Non Business Dist)	1
CTPD361.08	Parking For Prohibited Purposes	2
CTPD531.03	Possession Of Marijuana <15gms	1
CTPD545.12	Throwing Or Shooting Missiles	1
Report Totals		**205**

Report Includes:

All dates of issue between `00:00:00 06/01/25` and `23:59:59 06/30/25`, All agencies matching `CTPD`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

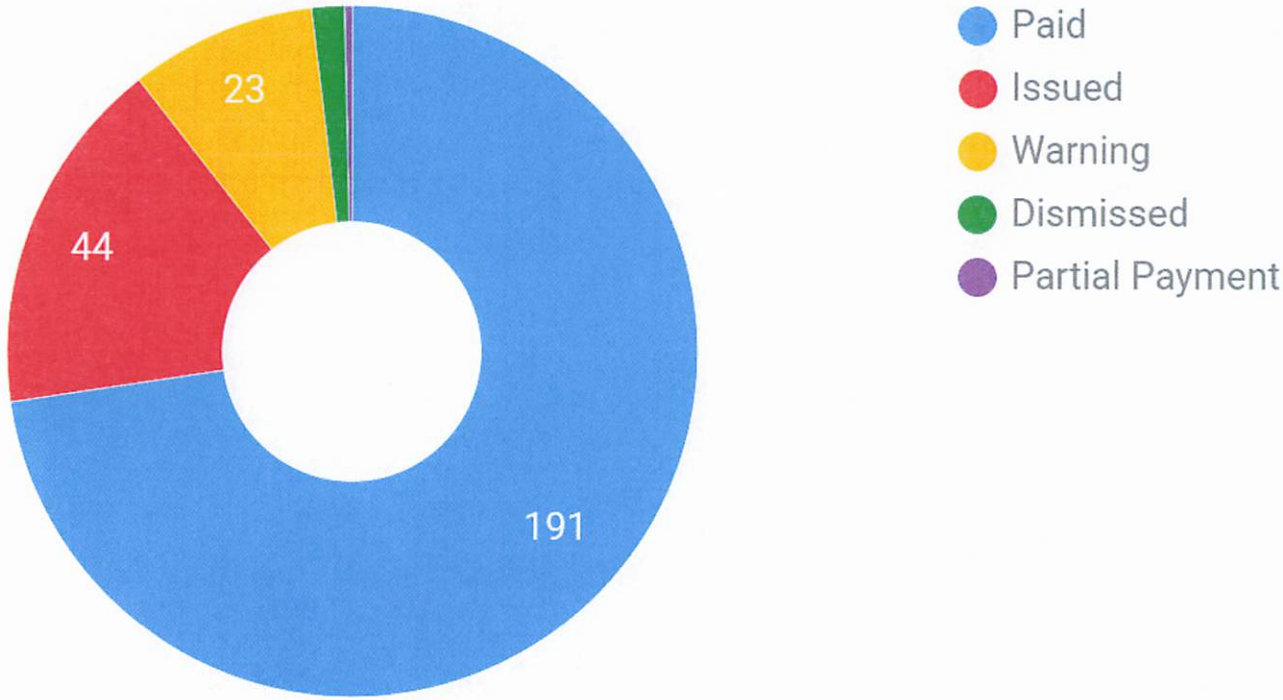
Charles Town Police Department

Total Traffic Warning Report, by Violation

Violation	Description	Total
17A-3-15	Improper Display Of Registration	5
17A-3-16	Expired Registration	30
17A-9-2	No Or Expired Registration	1
17C-10-4	Drivers To Exercise Due Care	1
17C-14-2	Improper Backing	1
17C-15-1	Unsafe-Improperly Equipped Vehicle	12
17C-15-4	Head Lamp Requirements	3
17C-15-5	Tail Lamp Requirements	1
17C-16-9	No Or Expired MVI	6
17C-3-4	Fail To Obey Traffic Control Device	13
17C-5-3	Reckless Driving	1
17C-6-1a	Failure To Maintain Control	2
17C-6-1b	Speeding	15
17C-7-11	Crossing Median	1
17C-7-3	Improper Passing/Audible Signal	2
17C-7-6	Left of Center	2
17C-7-8	One Way And Traffic Island Violation	1
17C-9-1	Fail Yield At Intersection	3
17C-9-5	Fail To Yield-Emergency Vehicle	1
CTPD347.04(c)(3)	Uncovered Load	2
	Report Totals:	**103**

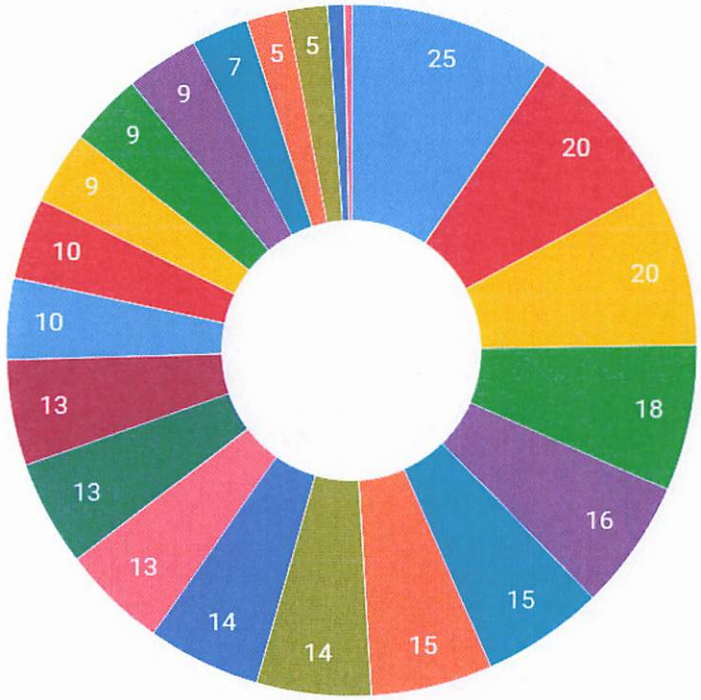
Report Includes:
All dates between `00:00:00 06/01/25` and `23:59:59 06/30/25`, All agencies matching `CTPD`, All issuing officers, All areas, All violations

City of Charles Town - Tickets By Status (May. 2025)



Data as of 7/7/2025, 12:00:00 AM

City of Charles Town - Tickets By Location (May. 2025)

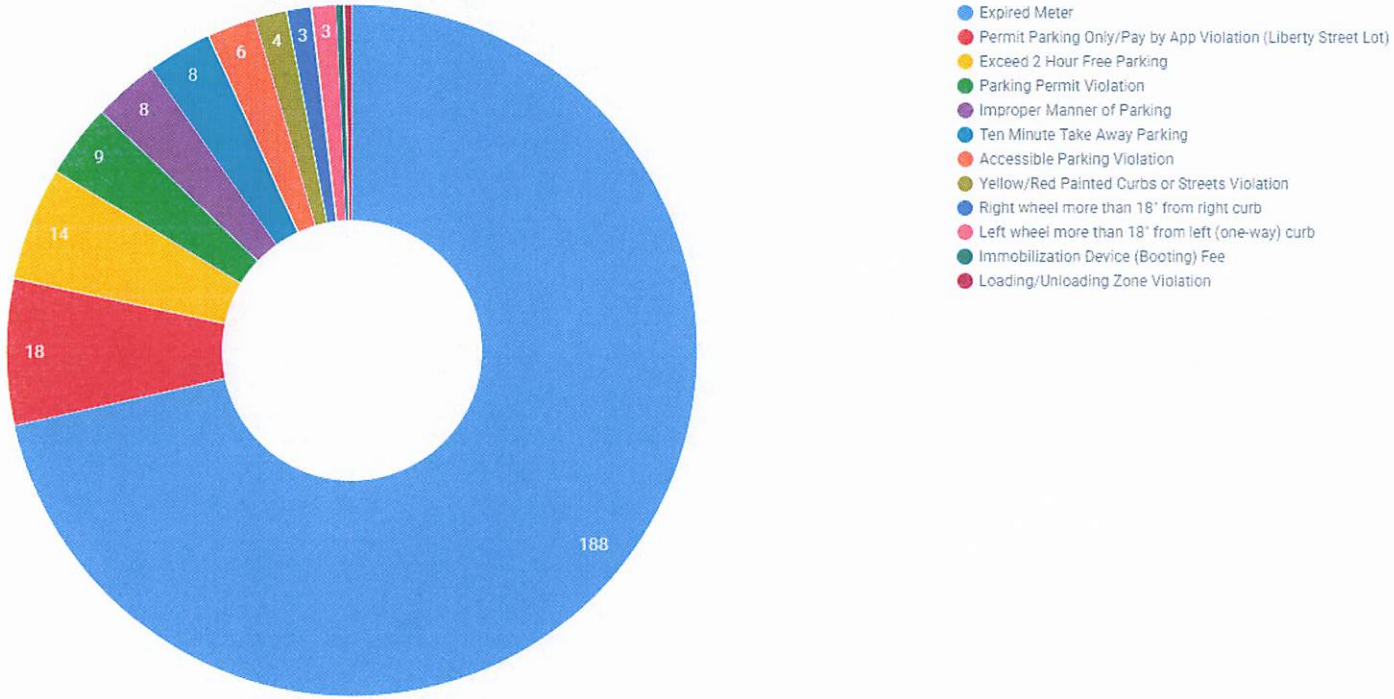


- 200 BLOCK WEST LIBERTY STREET
- LIBERTY STREET PARKING LOT
- 100 BLOCK EAST LIBERTY STREET
- 100 BLOCK SOUTH CHARLES STREET
- 100 BLOCK NORTH SAMUEL STREET
- 100 BLOCK SOUTH LAWRENCE STREET
- 100 BLOCK WEST CONGRESS STREET
- 100 BLOCK NORTH CHARLES STREET
- 100 BLOCK SOUTH SAMUEL STREET
- 200 BLOCK WEST WASHINGTON STREET
- 200 BLOCK NORTH GEORGE STREET
- CHARLES STREET PARKING LOT
- 200 BLOCK WEST CONGRESS STREET
- 100 BLOCK WEST LIBERTY STREET
- 100 BLOCK WEST WASHINGTON STREET
- 200 BLOCK NORTH CHARLES STREET

1/2

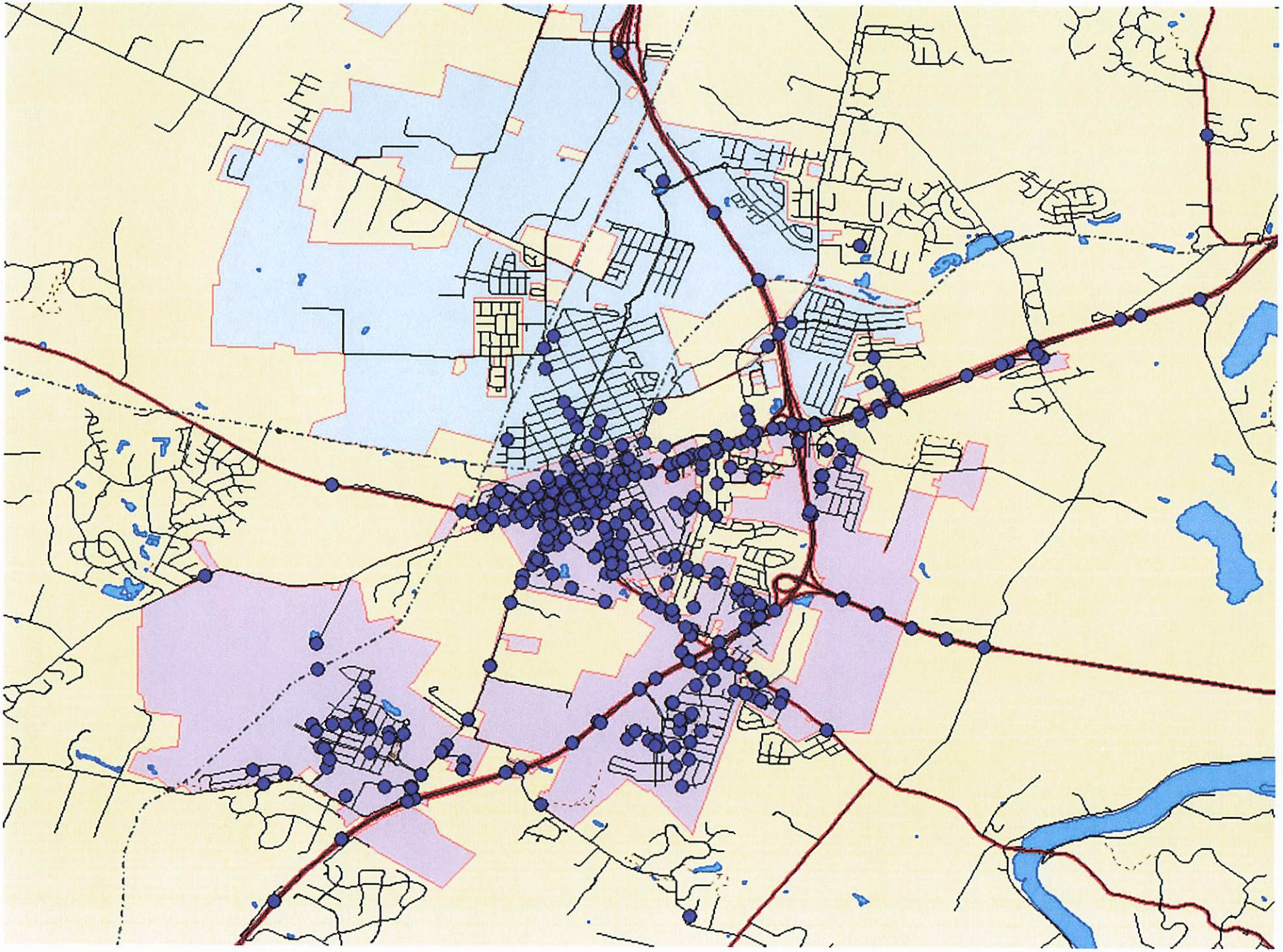
Data as of 7/7/2025, 12:00:00 AM

City of Charles Town - Tickets By Violation (May. 2025)

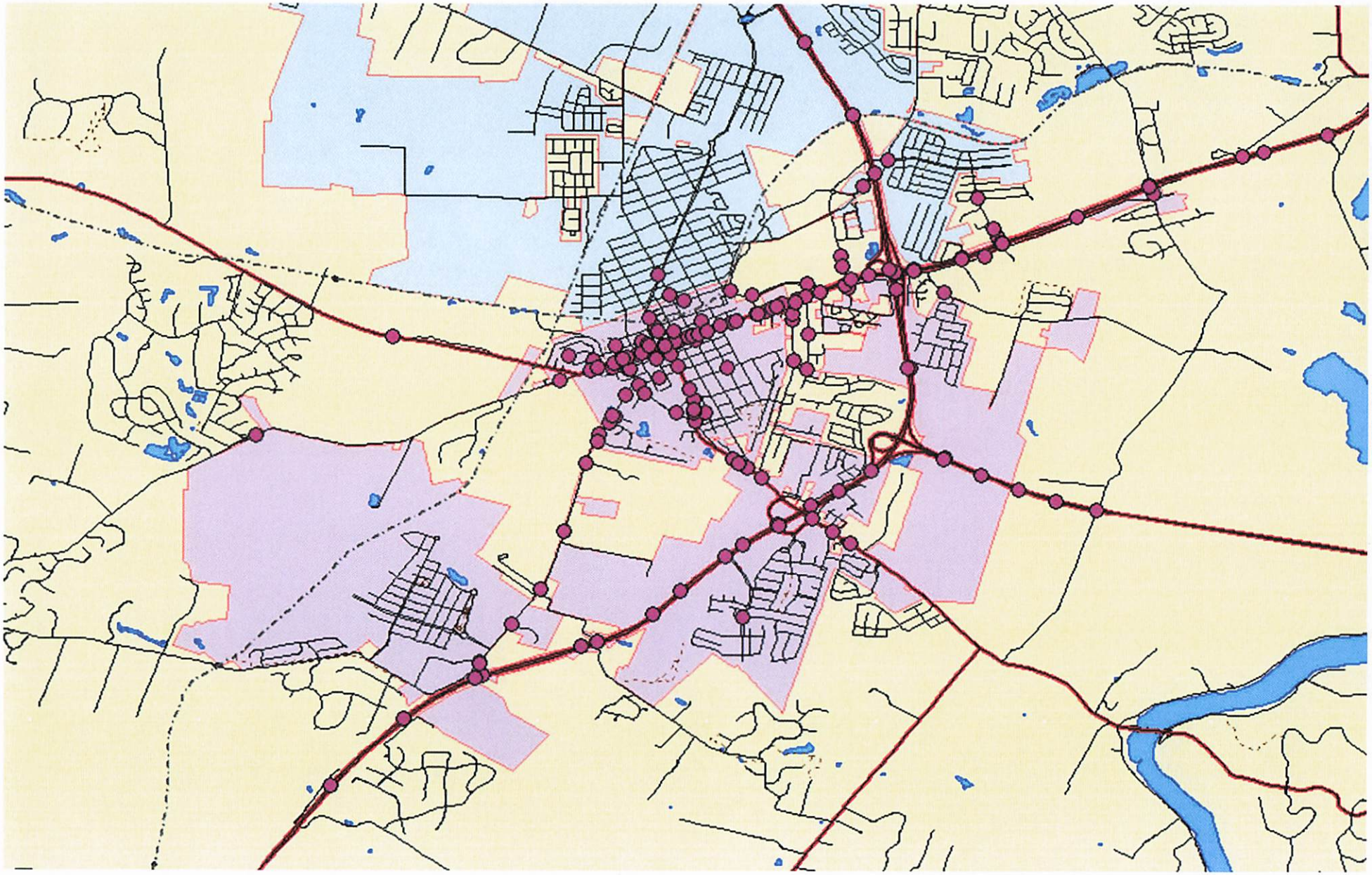


Data as of 7/7/2025, 12:00:00 AM

June 2025 – All CTPD Calls



June 2025 – All CTPD Traffic Stops



City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-785: WV Fest 2025 Revenue and Expense Report

ATTACHMENTS:

- WV Revenue-Expense Sheet.pdf

WV FEST 2025 REVENUE AND EXPENSE REPORT

REVENUES			
Sponsorships	$9,250.00		Skinner/JCCVB/Techy
Vendor Fees	$9,180.00		
TOTAL REVENUES		**$18,430.00**	
EXPENSES			
Advertisement	$339.79		
Athletes	$4,400.00		
Bands	$5,800.00		
Caricature artist	$1,215.00		
Food for band	$359.68		Check & snacks for green room
Games/Inflatables	$1,593.59		
Hotel for Band	$453.00		
JC Health Department Permit	$74.87		Mass gathering permit
MC	$300.00		
Misc supplies	$1,303.06		Card stock, table cloth, paint for com project, tents, art supplies
Prizes	$60.00		Goody bags for Are You Smarter
PT Service	$947.00		
Signs	$1,175.00		
Sound system	$4,000.00		
Staff Overtime	$6,517.82		CH + PD
Volunteer food/drinks	$376.51		Snack/drinks avaliable at City Hall and food coupons
Water station/cups	$1,167.53		Water dispenser, wood, water cups
TOTAL EXPENSES		**$30,082.85**	
TOTAL LOSS		**($11,652.85)**	

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-786: Alden Roth Councilmember Oath of Office

ATTACHMENTS:

- Alden Roth Oath - July 8, 2025.pdf

CITY OF CHARLES TOWN, WEST VIRGINIA
CITY COUNCIL MEMBER OATH OF OFFICE

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

I, **ALDEN ROTH,** do solemnly swear that I will faithfully discharge and perform the duties of the position of City Council Member to the best of my skill, judgment, and according to law.

Alden Roth
City Council Member

The above oath was taken and subscribed before Micheal George, Mayor of the City of Charles Town, on this 7th day of July 2025.

Micheal George
Mayor

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-787: A Resolution for Intent to Apply for Funding Through the Federal Emergency Management Agency Hazard Mitigation Grant Program 5% Initiative to Assist with GIS Mapping of Underground Utility Infrastructure

ATTACHMENTS:

- 2025-003 - A Resolution of the City of Charles Town Confirming its Intent to Apply for Funding Through the FEMA Mitigation 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

RESOLUTION
FEMA Grant Application

A RESOLUTION OF THE CITY OF CHARLES TOWN CONFIRMING ITS INTENT TO APPLY FOR FUNDING THROUGH THE FEDERAL EMERGENCY MANAGEMENT AGENCY HAZARD MITIGATION GRANT PROGRAM 5% INITIATIVE

BE IT RESOLVED, that the Council of the City of Charles Town confirms its intent to apply for grant funding through the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) 5% Initiative to assist with GIS mapping of its underground utility infrastructure.

BE IT FURTHER RESOLVED that the Council of the City of Charles Town authorizes Cindy Rezmer, Operations Director to act on its behalf and sign all applicable documentation required for submission of the grant application pursuant to the provisions of the program.

BE IT FURTHER RESOLVED that the Council of the City of Charles Town authorizes the Eastern Panhandle Regional Planning and Development Council (Region 9) to submit the request for funding on its behalf and administer any grant funding resulting from the funding request.

I, Micheal George, Mayor of the City, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Council of the City of Charles Town at a regular meeting held June 16, 2025 and said Resolution has been recorded in the Minutes of the Council of the City of Charles Town and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the City of Charles Town, this 16th day of June, 2025.

Micheal George
Mayor

Attest:

Carolyn Vezzosi
Deputy City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-788: Council Select Committee on the Conditions of Annexation Committee for Prospect Place/Willow Springs

ATTACHMENTS:

- Prospect Place Committee.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

July 7, 2025

MAYOR
Micheal George

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

INTERIM CITY MANAGER
Alissa Meek

Re: Council Select Committee on the Conditions of Annexation Committee for Prospect Place/ Willow Springs

Dear Council Members,

A previously established Council Select Committee has been revised to reflect the newly elected Council members representing Ward 3 and therefore, the Committee has been reinstituted to perform the following:

1. Reivew proposed changes to the Prospect Place Conditions of Annexation (COA)
2. Provide support and recommendations to City staff regarding potential revisions and/or negotiating terms of the Annexation between the City and the LLC entity.

The following personnel are hereby appointed to the revised Select Committee:

Mayor Mike George
Mr. Hynes -Representative of the Planning Commission
Mr. Nate Hartman – Ward 3
Mr. Alden Roth – Ward 3
Ms. Alissa Meeks, Assistant City Manager/Director of Community Development
Mr. James Newman, City Planner

All Committee meetings will conform with applicable City ordinances, rules and regulations.

Alissa Meeks
City Manager, Interim

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-789: Charles Town Utility Board Meeting Minutes - June 25, 2025

ATTACHMENTS:

- 2025.06.25 UB MINUTES .pdf

Charles Town Utility Board
Regular Board Meeting
June 25, 2025

The Charles Town Utility Board held a regular meeting on June 25, 2025 at 4:00 P.M. Members of the Board present were John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member; Patrick Kratovil, Board Member; and newly appointed board member, Mayor Micheal George. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; and Robert Rodecker, Legal Counsel (Zoom).

CALL TO ORDER

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

SWEARING IN OF NEW CHAIRMAN

The Vice Chairman swore in the new Chairman, Micheal George.

APPROVAL OF MINUTES

Approval of June 11, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the June 11, 2025 regular meeting minutes. Mrs. Stolipher proposed a correction to change the PSC hearing date to July 30th instead of June. With no objections from the Board, the minutes were approved as amended.

PUBLIC COMMENT

Public comment was received by Jacquelyn Milliron.

UNFINISHED BUSINESS

Update on WV PSC Cases - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

i. 25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development

Mr. Rodecker provided he is still waiting for feedback from the other party on the revised lease agreement as there is no timeline for a response.

Action: No action required by the Board.

ii. 25-0263-W-C – West Virginia American Water Complaint Case

Mr. Rodecker mentioned he is continuing to prepare for the July 30 hearing in Charles Town. Mrs. Stolipher provided she has requested to be on a County Commission agenda to discuss this case.

Action: No action required by the Board.

NEW BUSINESS

Public Service Commission Presentation by Jim Ellars - Mainline/Alternate Mainline Extension Agreements

Mr. Jim Ellars from the PSC provided an overview on the differences between mainline and alternate mainline extension agreements and the PSC administrative rules that correlate with each for both water and sewer. He also discussed how to apply the agreements in varying situations. The Board provided discussions. Mr. Ellars addressed the Board's questions and concerns.

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

Draft Consumer Confidence Reports

Mrs. Stolipher included the drafts of the reports for the Boards review. Mrs. Stolipher will post final versions on the website and Facebook page, provide a link on the utility bills and hand-deliver to the Glen Haven and Cavaland developments. Mrs. Parker provided comments and suggested adding a column to the chart showing if there are violations or not by red or green check marks for an easier read.

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

Kay Casto Chaney, PLLC Legal Services Agreement Amendment No. 2

Mrs. Stolipher provided the amendment No. 2 to the Kay Casto Cheney agreement is to extend services of the existing contract for the Collection System Project for an increase of an additional $30,000, but not to exceed $170,000 for the total contract.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the Kay Casto Chaney, PLLC Legal Services Agreement Amendment No. 2**

Collection System Project – Resolution No. 10 – CIF Payment No. 7

Mrs. Stolipher included the pay application for Resolution No. 10, CIF Payment No. 7 in the amount of $26,287.75 for work completed. Mr. Maxey requested clarification on the payment being funded from the CIF account. Mrs. Stolipher stated the percentages and funding strategies were agreed to throughout the process and what was committed to for the funding agencies.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved Resolution No. 10 – CIF Payment No. 7.**

Collection System Project – Resolution No. 11 – CWSRF No. 4, Pay Application No. 3

Mrs. Stolipher included the pay application for Resolution No. 11, CWSRF Payment No. 4, Pay Application No. 3 in the amount of $21,600 for work completed.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved Resolution No. 11, CWSRF Payment No. 4, Pay Application No. 3.**

Renewal and Replacement Project - Resolution No. 30 - Contractor Pay Application No. 30

Mrs. Stolipher included the pay application for Resolution No. 30 – Contractor Pay Application No. 30 in the amount of $266,712.95 for work completed. She mentioned there will be one more pay application to close out the project.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution No. 30 – Contractor Pay Application No. 30.**

Collection System Project - Change Order No. 2

Chris Eckenrode presented Change Order No. 2 for HRI to perform a jack and bore of the 48" casing pipe under the entirety of Augustine Avenue rather than open-cutting to prevent a major disturbance to the surrounding area due to road closures. He proposed the Board approve the unit costs for soil at $80/foot at $2317/LF and for rock at $80/foot at $3237/LF. Mr. Eckenrode mentioned the subcontractor performing the jack and bore will be Snyder Environmental as they are local and have the equipment. The Board provided discussions.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Change Order No. 2.**

Charles Town South Third Amendment to Lease Agreement

Mrs. Stolipher provided the third lease amendment with Verizon for the Route 9 tank to replace equipment with no rent increase. Mike Hofe, CTUB's consultant, reviewed the agreement finding no issues.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the Charles Town South Third Amendment to Lease Agreement.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher mentioned the approved CIP have both the water and sewer plant expansions costing an estimated $40 million, but suggested adding inflation since these are projects are still years out. Mr. Eckenrode was in agreeance. Mrs. Stolipher provided this information as been provided to Rafetelis and they will present their findings at the July 23rd meeting.

Mr. Eckenrode also mentioned he will have the review of the specs and standards complete this week and ready for the Board to adopt at the next meeting. He also provided an update on the work being done for the Collections System project.

Mrs. Shultz provided the new software will go live next month for the financial module and the billing in August.

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

Chairman Report

The Chairman mentioned he will not be at the next board meeting due to a prior engagement.

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

APPROVAL OF BILLS

June 25, 2025

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

ADJOURNMENT
There being no further business at this time, the Board adjourned the meeting at 5:19 P.M.

INFORMATION ONLY
The next meeting is scheduled for Wednesday, July 9, 2025 at 4:00 P.M. at 661 S. George Street.

Micheal George
Chairman

Ashley Stottlemyer
Secretary

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-687: Resolution to Apply for a Transportation Alternatives Project (TAP) Grant for the West-End Connector Project

ATTACHMENTS:

- 2025-004 - A Resolution in Support of a TAP Grant for the West End Connector Project.pdf

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

A Resolution in Support of Charles Town Application for a Transportation Alternative Program Grant from the West Virginia Department of Transportation for the "West End Connector" Project

WHEREAS, the City of Charles Town, WV seeks to create enhanced walkability, connectivity, and safety on and around the streets and roads in the community; and

WHEREAS, sidewalk and trail facilities in certain areas of on the "West End" of downtown have significant gaps or unsafe, deteriorating conditions; and

WHEREAS, Charles Town officials, neighborhood organizations, business groups and other key entities have worked with expert transportation engineers to undertake a planning effort to improve the sidewalk and trail facilities in the West End; and

WHEREAS, the target areas for the improvement of sidewalk and trail facilities through the West End Connector include Mordington Avenue between S. George Street and Southwest Street, and West Street to W. North Street;

WHEREAS, the planned "West End Connector" will connect pedestrians and bicyclists to key community hubs and assets including the Augustine Trail, the Charles Town Police Department, the Happy Retreat Community Center, the Jefferson County Board of Education, the Fisherman's Hall Community Center, the downtown main street, Evitts Run Park, the Charles Town Skate Park, the Jefferson County Boys & Girls Club, and the Ranson Civic Center; and

WHEREAS, the City of Charles Town has an effective partnership and relationship with WVDOH officials who conduct the Transportation Alternative Program (TAP) grants, over the course of several successful projects in recent years; and

WHEREAS, the City has resources to cover the 20% match requirement for a TAP grant, but insufficient funding to cover the entire cost of the West End Connector project;

NOW, THEREFORE LET IT BE RESOLVED, that the City of Charles Town authorizes an application by the City for a Transportation Alternative Program Grant from the W.V. Department of Transportation, in the amount of $228,000; and

LET IT BE FURTHER RESOLVED, that the City of Charles Town authorizes a match in the amount of $57,000 to provide a 20% match for this TAP grant. The source of this funding will be City of Charles Town general revenues and reserves.

Adopted the 7th day of July, 2025.

Attest:

Michael George
Mayor

Carolyn Vezzosi
Deputy City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/21/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-801: Mayor Report - June 17-July 3, 2025, and Charles Town Utility Board Meeting Update, June 25, 2025

ATTACHMENTS:

- mayor report 20250707.pdf

Report to Council: Charles Town Utility Board Regular Meeting – June 25, 2025

Overview

This report summarizes the proceedings and key actions from the Charles Town Utility Board's regular meeting held on June 25, 2025, at 4:00 PM. The meeting addressed ongoing projects, legal agreements, financial approvals, and operational updates relevant to municipal utility management.

Organizational Matters

- The meeting was called to order at 4:00 PM by the Vice Chairman.
- Micheal George was sworn in as the new Chairman.
- Jim Ellars (PSC) presented on mainline vs. alternate mainline extension agreements and related administrative rules for water and sewer.
- Consumer Confidence Reports were reviewed. A suggestion was made to add a column indicating violations for clarity. Final reports will be posted online, linked on utility bills, and distributed to specific developments.
- **WV Public Service Commission (PSC) Cases**

Case Reference	Subject	Status/Action
25-0079-W-PC	Sidewinder Service Agreement (Mountain Pure)	Awaiting feedback; no action required
25-0263-W-C	WV American Water Complaint	Preparing for July 30 hearing; no action required

Legal and Project Approvals

Item/Resolution	Description/Amount	Action Taken
Kay Casto Chaney, PLLC Legal Services Amendment No. 2	Contract extension (+$30,000, not to exceed $170,000)	Approved unanimously
Collection System Project – Resolution No. 10 (CIF Payment No. 7)	$26,287.75	Approved unanimously
Collection System Project – Resolution No. 11 (CWSRF Payment No. 4, Pay App No. 3)	$21,600	Approved unanimously
Renewal and Replacement Project – Resolution No. 30 (Contractor Pay App No. 30)	$266,712.95	Approved unanimously
Collection System Project – Change Order No. 2	Jack and bore under Augustine Ave; unit costs approved	Approved unanimously
Charles Town South Third Amendment to Lease Agreement	Verizon equipment replacement at Route 9 tank (no rent increase)	Approved unanimously

Utility Manager Report

- Capital Improvement Plan (CIP) for water and sewer plant expansions is estimated at $40 million; inflation adjustments suggested.
- Rafetelis will present related findings at the July 23 meeting.
- Progress updates provided on project specifications and the Collection System project.
- New financial software module to go live next month; billing module in August.

Chairman Report

- Chairman will be absent from the next board meeting due to a prior engagement. 7/9

Reporting Period: June 17, 2025 – July 3, 2025
Prepared by: Micheal George

Public Safety

- **Renewed Chief Kutcher's Contract:**
  I am pleased to announce the renewal of Chief Kutcher's contract for an additional two years, ensuring continued leadership and stability for our police department.
- **Police Promotions Meeting (7/2):**
  Met with Chief Kutcher and staff to discuss the possibility of opining the captain position to allow promotion in the CTPD.
- **Policemen's Pension and Relief Fund (6/26):**
  As Chair of the Board of Trustees, I led the meeting where we approved the Cost-of-Living Adjustment (COLA) and selected date for the officers' election, supporting the long-term welfare of our public safety personnel.

Community & Economic Development

- **Grant Collaboration (6/23):**
  Met with Sustainable Strategies and city staff to strategize on current and future grant opportunities, aiming to secure additional funding for city projects and services.
- **Contract Review with Place + Main Advisor (6/26):**
  Engaged in a detailed discussion with Joe Borgstrom from Place + Main Advisor and Charles Town Now regarding proposed changes to our contact.

City Operations

- **Personnel Committee (6/26):**
  Participated in the Personnel Committee meeting to address staffing needs and policy updates, reinforcing our commitment to effective city management.
- **CTUB Meeting (6/25):**
  Chaired the Charles Town Utility Board meeting, focusing on infrastructure and service delivery.

Community Engagement

- **Pool Bid Opening (6/26):**
  Attended the public bid opening for the city pool project, a key step toward enhancing recreational opportunities for residents.

- **Swearing-in of Magistrate Jennifer Deal and Bob Trainer:**
  John King has resigned as the magistrate and I would like to thank him for his service. Had the honor of swearing in our new magistrate, Jennifer Deal and Bob Trainer, marking a new chapter for our city's judicial team.
- **Parks and Recreation Meeting (6/26):**
  Attended the Parks and Recreation meeting to discuss upcoming programs and facility improvements.
- **Walk About Nothing – Ribbon Cutting Edition (7/2):**
  Participated in the ribbon cutting for the Rezbar & Dee Vintage during the "Walk About Nothing" , celebrating new community spaces and walkability initiatives.

Media & Public Relations

- **Spirit of Jefferson Interview (6/27):**
  Spoke with the Spirit of Jefferson newspaper regarding the city's budget, providing transparency and information to our residents.

Looking Ahead

The city remains focused on advancing public safety, improving community amenities, and fostering open communication with residents. I thank all staff, partners, and community members for their dedication and engagement.

Upcoming Scheduled Meetings

- Vacation 7/8-10
- Personnel Committee 7/14
- Staff Meeting 7/15
- CTUB 7/9
- Locus Hill Deed/Easement 7/10
- Vincent Cuttill Eagle Scout Ceremony 7/20
- Council Budget Workshop 7/21
- City Council Meeting 7/21

Respectfully submitted,
Micheal George
Mayor, City of Charles Town