CITY OF CHARLES TOWN
FINANCE COMMITTEE
AGENDA • NOVEMBER 10, 2026

Finance Committee **COUNCIL CHAMBERS** **12:00 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. UNFINISHED BUSINESS

: **2026-2126:** CIP/Budget Update

: **2026-2127:** Financial Policy Update

: **2026-2128:** TIF District Discussion

: **2026-2129:** Salary Study Discussion

3. NEW BUSINESS

: **2026-2130:** License Fee Waiver Request - Possible Executive Session

: **2026-2131:** B&O Waiver Request - Possible Executive Session

4. FINANCE DIRECTOR REPORT

: **2026-2132:** HdL Update
HDL Credit Worksheet 10-26.pdf

: **2026-2133:** October 2026 General Fund Budget Update
October 2026 GF FINANCIALS.pdf

: **2026-2134:** October 2026 Capital Fund Budget Update
October 2026 Capital Budget Financials.pdf

: **2026-2135:** October 2026 P&R Fund Budget Update
October 2026 P&R Financials.pdf

: **2026-2136:** October 2026 Account Balance Update
10-31-26 Bank and Investment Account Balance.pdf

5. CHAIRMAN'S REPORT

6. ADJOURNMENT

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

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

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/10/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2126: CIP/Budget Update

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/10/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2127: Financial Policy Update

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/10/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2128: TIF District Discussion

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/10/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2129: Salary Study Discussion

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/10/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2130: License Fee Waiver Request - Possible Executive Session

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/10/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2131: B&O Waiver Request - Possible Executive Session

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/10/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2132: HdL Update

ATTACHMENTS:

- HDL Credit Worksheet 10-26.pdf

HdL Credit Worksheet
Friday, October 30, 2026

Beginning Credit Balance	$	49,750.00
Less: October 2024 15% Refund	$	6,089.36
Less: November 2024 15% Refund	$	730.26
Less: December 2024 15% Refund	$	1,903.23
Less: January 2025 15% Refund	$	1,820.96
Less: February 2025 15% Refund	$	1,389.66
Less: March 2025 15% Refund	$	3,727.09
Less: April & May 2025 15% Refund	$	3,381.38
Less: June 2025 15% Refund	$	1,106.74
Less: July 2025 15% Refund	$	3,307.60
Less: August 2025 15% Refund	$	95.13
Less: September 2025 15% Refund	$	58.68
Less: October 2025 15% Refund	$	670.41
Less: November 2025 15% Refund	$	374.42
Less: December 2025 15% Refund	$	1,347.68
Less: January 2026 15% Refund	$	2,788.31
Less: February 2026 15% Refund	$	168.24
Less: March 2026 15% Refund	$	1,688.17
Less:April 2026 15% Refund	$	37.50
Less:May 2026 15% Refund	$	8,415.68
Less:June 2026 15% Refund	$	3,002.68
Less:July2026 15% Refund	$	987.97
Less:August 2026 15% Refund	$	313.38
Less:September 2026 15% Refund	$	3,020.12
Less:October 2026 15% Refund	$	7,373.92
Remaining Credit Balance	**$**	**(1,028.43)**

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/10/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2133: October 2026 General Fund Budget Update

ATTACHMENTS:

- October 2026 GF FINANCIALS.pdf

FY 2026-2027
General Fund Budget

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

ACCOUNT	CURRENT BUDGET	OCTOBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
REVENUES							
300-050 Unassigned Fund Balance (Carryover)	2,208,120		2,208,120	(0)	100%	Estimated carryover balance for fiscal year ending 2026	Increased carryover to reflect actual balance as of 6/30/26
301-010 Taxes - Ad Valorem	2,021,996	59,142	1,189,627	832,369	59%	Property taxes	
301-060 Supplemental Taxes	40,000	4,606	22,243	17,757	56%	Property taxes owed from previous years, but paid in the current fiscal year	
302-000 Interest and Penalty	10,000	1,547	5,732	4,268	57%	Interest and penalties on property taxes	
303-000 Gas & Oil Severance Tax	20,000	29,122	29,122	(9,122)	146%	5% severance tax on gross receipts at the well head of oil and natural gas	
304-000 Utility Tax (2%)	300,000	59,948	122,222	177,778	41%	Public utility services taxes	
305-000 Business & Occupation (B&O) Tax	2,056,946	40,325	1,129,456	927,490	55%	B&O taxes as well as estimated receipts from HDL collections service efforts	
306-000 Liquor Tax	25,000		8,176	16,824	33%	Tax on purchase of intoxicating liquors	
307-000 Animal Control Tax	1,600	259	1,388	212	87%	This is donated back to the county each year under Dog Warden	
308-000 Hotel/Motel Tax	175,000	14,011	58,110	116,891	33%	3 traditional hotels (Rodeway Inn, Days Inn, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, Airbnb, Hotel Tonight, Evolve Vacation Rental Network)	
320-000 Court Costs, Fees & Charges	260,000	14,176	68,461	191,539	26%		
321-000 Parking Violation Penalties	40,000	2,840	10,540	29,460	26%		
325-000 Business License Revenue	45,000	22,074	36,114	8,886	80%		
326-000 Building Permit Fees	750,000	35,982	221,676	528,324	30%	Building activity increasing/expected to remain strong through FY2027 with new development projects on the horizon and increases in permit fee structure	
328-000 Franchise Tax	65,000		13,184	51,816	20%	Cable Franchise	
329-000 Rental Registration Fees	1,000		-	1,000	0%		
330-000 International Registration Plan (IRP) Fees	70,000	8,946	26,123	43,877	37%	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions	
339-000 Emergency Service Fee	1,700		620	1,080	36%	Revenue from utility bills for EMS (5 cents)	
340-000 Parks & Rec Fee	1,700		620	1,080	36%	Revenue from utility bills for parks and recreation (5 cents)	
342-000 Parking Meter Revenues	50,000	5,145	21,546	28,454	43%	Revenue from parking meters and parking permits including ParkMobile ap	
345-000 Rents & Concessions	60,000	5,730	22,920	37,080	38%	CTUB rental of 661 space ($30,000); CWH tenant rental ($30,000) Rouss Hall tenant rental ($5000)	
353-000 Zoning Fee	20,000	1,168	49,500	(29,500)	248%	Planning Commission zoning application fees	
355-000 Street Improvement Fee	150,000		48,322	101,678	32%	Revenue from utility bills for street improvements ($4 per month)	
365-040 Federal Government Grants	230,700	54,508	66,387	164,313	29%	DOJ/COPS grant for additional police officer. $125,000 across 3 years	Remaining HUD grant funds from FY 2026
366-000 State Government Grants	3,000		-	3,000	0%	Fairs and Festivals grant for WV Fest and Christmas Parade	
367-000 Other Grants	-		-	-		Donations to police department and Tree Board	
369-000 Contributions from Other Funds - Sales Tax ($1,600,000); Housing Rehab ($68,000); Vacant Structures ($24,000); OPIOID ($75,000)	1,767,000		475,000	1,292,000	27%	Ordinance requires sales tax contribution first pays debt first (payments to BC are rent payments in PD and CH budgets to cover BC debt). Quarterly sales tax distributions are averaging $500,000 or $2,000,000 annually. Housing Rehab supports Code Enforcement nuisance properties contracted services. Vacant Structures supports Code Enforcement vacant structures contracted services. OPIOID supports Police social worker services contracted services.	
376-000 Gaming Income	250,000	18,156	74,850	175,150	30%	Gaming receipts average $19K to $23K per month	
379-000 Gain/Loss - Sale of Fixed Assets	-		250	(250)			
380-000 Interest Income (Operating Acct)	25,000	2,062	7,943	17,057	32%	Interest on checking accounts	
381-000 Reimbursements	130,000	4,339	13,621	116,379	10%	SRO reimbursement ($60,000); crossing guards ($40,000); police overtime reimbursements ($10,000); Fuel Refunds ($9600); Pcard Rebate ($6000); Alarm Calls ($2000)	
381-000 Lein Reimbursements	-		-	-			
382-000 Refunds - Overpayments	500	320	19,725	(19,225)	3945%		
386-000 Insurance Claims	100,407		104,484	(4,077)			
392-000 Property Rehabilitation	7,500	300	400	7,100	5%	Vacant Structures Fees	
387-000 Filing Fees	200		-	200	0%	Filing Fees Revenue - Election in FY 2027. 1% of annual salary per person	
397-000 Video Lottery	700,000	73,112	139,532	560,468	20%	Video lottery receipts average $13.4K to $22.2K per week	
399-000 Misc Revenue	7,500	398	2,475	5,025	33%	Yard waste stickers and fingerprints	
399-010 Misc Revenue - CC Service Fees		1,050	3,788	(3,788)			
399-020 Special Events - WV Fest	15,000		-	15,000	0%	Vendor registration fees and sponsors for WV Fest	
399-030 Special Events - General	1,000	50	175	825	18%	Special activities fees	
399-040 Special Events - CW Hall	15,000	200	2,400	12,600	16%	CW Hall public rental fees	
399-070 Special Events - Car Show	7,500		11,414	(3,914)	152%	Car show registration and sponsors	
TOTAL REVENUES	**11,633,368**	**459,518**	**6,216,264**	**5,417,104**	53%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
EXPENSES							
ECONOMIC DEVELOPMENT - 402							
402-103 Salaries	83,000	6,105	27,375	55,625	33%	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement	
402-104 FICA	6,600	457	2,069	4,531	31%	FICA @ 7.65%	
402-105 Group Insurance	11,000	797	3,316	7,684	30%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
402-106 Retirement	7,000	549	2,464	4,536	35%	PERS I & II Employer Contribution 8%	
402-109 OPEB	650	50	201	449	31%	RHBT Insurance	Allowance for anticipated retirement insurance increase
402-110 Fringe Benefits	1,800	122	547	1,253	30%	457(b) Deferred Compensation Employer Contribution (3%)	
402-211 Telephone	500	67	133	367	27%	Cell phone	
402-214 Travel	3,000		157	2,843	5%	2 National Conferences; airfare, lodging, per-diem	
402-220 Advertising/Legal Publications	500		-	500	0%		
402-221 Training & Education	2,500		690	1,810	28%	Economic Development Certifications	
402-222 Dues & Subscriptions	3,100		224	2,876	7%	IEDC Membership (400), Music Subscription ($250); QR Code Subscriptions ($180); Map Ap Subscription ($2100); Imagine AI ($100)	
402-223 Professional Services	3,000		-	3,000	0%	Engineering services, appraisals, renderings	
402-341 Departmental Supplies	5,000	166	3,352	1,648	67%	Promotional items for events and City marketing and other departmental supplies. Welcome bags for new residents ($1,000)	
TOTAL ECONOMIC DEVELOPMENT	**127,650**	**8,313**	**40,530**	**87,120**	32%		
MAYOR'S OFFICE - 409							
409-101 Salary	12,500	1,000	4,000	8,500	32%	Mayor's Salary	
409-104 FICA Tax Expense	1,000	77	306	694	31%	FICA @ 7.65%	
409-211 Telephone	600	95	191	409	32%	Cell phone	
409-214 Travel Expense	2,000		596	1,404	30%	WV Municipal League conference & other trainings	
409-221 Training & Education	1,000		-	1,000	0%	WV Municipal League conference & other trainings	
409-341 Departmental Supplies	3,000		2,475	526	82%	Ceremonial Keys to the City and Coins	Allowance for purchase of ceremonial coins
409-568 Community Contributions	2,000		-	2,000	0%		
TOTAL MAYOR'S OFFICE	**22,100**	**1,172**	**7,567**	**14,533**	34%		
COUNCIL - 410							
410-101 Salaries	40,000	3,333	13,333	26,667	33%	Eight Council Members at $5,000 annual salary	
410-104 FICA Tax Expense	3,100	255	1,020	2,080	33%	FICA @ 7.65%	
410-214 Travel Expense	5,000		1,813	3,187	36%	WV Municipal League conference & other trainings	
410-221 Training & Education	4,100		1,103	2,997	27%	WV Municipal League Conference Registration ($450 per registration) & other trainings	Allowance for participation in Leadership Jefferson program
410-341 Departmental Supplies	1,000		-	1,000	0%		
TOTAL COUNCIL	**53,200**	**3,588**	**17,270**	**35,930**	32%		
CITY MANAGER - 412							
412-103 Salaries	205,000	8,074	95,108	109,892	46%		
412-104 FICA Tax Expense	18,000	642	7,338	10,662	41%	FICA Tax @ 7.65%	
412-105 Group Insurance	23,000	(368)	2,204	20,796	10%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
412-106 Retirement	18,000	459	3,904	14,096	22%	PERS I & II Employer Contribution 8%	
412-108 Overtime	2,500	314	808	1,692	32%		
412-109 OPEB	650	-	50	600	8%	RHBT Insurance	Allowance for anticipated retirement insurance increase
412-110 Fringe Benefits	6,200	144	1,192	5,008	19%	457(b) Deferred Compensation Employer Contribution (3%)	
412-211 Telephone	550		-	550	0%	Cell phone service	
412-214 Travel Expense	1,500		-	1,500	0%	WVML Trip, City Clerk Election Training	
412-220 Advertising	1,500	30	30	1,470	2%	Job advertising	
412-221 Training & Education	1,000		300	700	30%	WVML Conference, City Clerk Election Training	
412-222 Dues & Subscriptions	1,000		124	876	12%	ICMA and WVML Fees.	
412-223 Professional Services	50,500		-	50,500	0%	Background checks for City Manager candidates.	
412-341 Departmental Supplies	750	8	30	720	4%	Office Supplies	
TOTAL CITY MANAGER	**330,150**	**9,304**	**111,088**	**219,062**	34%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
TREASURER - 413							
413-103 Salaries	272,000	18,541	77,725	194,275	29%	Director of Finance, Accounting Clerk I, Accounting Clerk II, Accounting Clerk III salaries, 2.5% merit, and holiday supplements.	
413-104 FICA Tax Expense	23,000	1,441	6,231	16,769	27%	FICA Tax @ 7.65%	
413-105 Group Insurance	40,000	1,684	9,702	30,298	24%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
413-106 Retirement	25,000	1,719	6,556	18,444	26%	PERS I & II Employer Contribution 8%	
413-108 Overtime	6,700	561	4,383	2,317	65%		
413-109 OPEB	1,850	100	502	1,349	27%	RHBT Insurance	Allowance for anticipated retirement insurance increase
413-110 Fringe Benefits	7,100	556	2,289	4,811	32%	457(b) Deferred Compensation Employer Contribution (3%)	
413-214 Travel Expense	1,500		-	1,500	0%	Biannual Director & Acct. Clerk III - WV Government Finance Officers Association Training	
413-218 Postage	2,000		-	2,000	0%	Certified Mailings for collections communications	
413-220 Advertising/Legal Pubs	2,500	1,548	1,712	788	68%	Financial statement publication $625, Levy Estimate $425 and job advertising.	
413-221 Training & Education	1,000		-	1,000	0%	GFOA bi-annual trainings.	
413-222 Dues & Subscriptions	1,000		975	25	98%	GFOA memberships for Finance Director and Accounting Clerk III	
413-223 Professional Services	2,500		2,100	400	84%	Police pension annual report ($2100) Background Checks for New Hires ($100)	
413-224 Audit Costs	72,000		18,063	53,937	25%	Perry & Associates and J.C. Kunkle FY26 Compilation and Preparation of Audit	Allowance for FY 2025 audit expenses
413-230 Contracted Services - B&O Collections	20,000	7,047	10,083	9,917	50%	Fees for collection services	
413-238 Refunds	50,000	314	1,056	48,944	2%		
413-341 Departmental Supplies	1,500	249	282	1,218	19%	Office Supplies	
413-353 Computer Software/Tech	45,000	5,894	46,449	(1,449)	103%	Tyler Technologies - Incode Annual License Fee ($35,000 for ERPRO 10 & $10,000 for ERPRO 9)	
TOTAL TREASURER	**574,650**	**39,655**	**188,108**	**386,542**	33%		
COURT CLERK - 415							
415-103 Salaries	72,000	5,393	23,990	48,010	33%	Court Clerk Salary, 2.5% merit, and holiday supplement	
415-104 FICA	5,900	388	1,788	4,112	30%	FICA Tax @ 7.65%	
415-105 Group Insurance	21,000	1,679	6,850	14,150	33%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
415-106 Retirement	6,000	485	2,177	3,823	36%	PERS I & II Employer Contribution 8%	
415-108 Overtime	1,000	-	198	802	20%		
415-109 OPEB	650	50	201	449	31%	RHBT Insurance	Allowance for anticipated retirement insurance increase
415-110 Fringe Benefits	2,300	159	711	1,589	31%	457(b) Deferred Compensation Employer Contribution (3%)	
415-214 Travel	500		-	500	0%	Court Clerk training	
415-218 Postage	500		-	500	0%	Certified mailings for court communications	
415-220 Advertising/Legal Publications	-		-	-			
415-221 Training & Education	750		-	750	0%	WVML training and Election training.	
415-230 Contracted Services	25		-	25	0%	Flu shot	
415-238 Refunds	1,000		162	838	16%		
415-341 Departmental Supplies	750		31	719	4%	Ink cartridges, paper stock	
TOTAL COURT CLERK	**112,375**	**8,154**	**36,108**	**76,267**	32%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
POLICE JUDGES - 416							
416-103 Salaries	43,500	3,250	12,250	31,250	28%	Two Municipal Court judges ($6000); three magistrates ($18,000); two prosecuting attorneys($13,000); extra $2000 for special judge, and holiday supplements ($1750).	
416-104 FICA	3,600	249	937	2,663	26%	FICA Tax @ 7.65%	
416-214 Travel	500		-	500	0%	WV State mandated annual training for magistrates & judges	
416-221 Training & Education	1,000		-	1,000	0%	WV State mandated annual training for magistrates & judges	
416-223 Professional Services	1,000	454	734	266	73%	Fees for translator.	
416-345 Uniforms	500		-	500	0%		
TOTAL POLICE JUDGES	**50,100**	**3,953**	**13,921**	**36,179**	28%		
CITY ATTORNEY - 417							
417-103 Salaries	170,000	12,720	57,042	112,958	34%	Attorney salary plus 2.5% merit and holiday supplement	
417-104 FICA	13,600	972	4,361	9,239	32%	FICA @ 7.65%	
417-105 Group Insurance	2,000	156	754	1,246	38%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
417-106 Retirement	15,000	1,145	5,134	9,866	34%	PERS I & II Employer Contribution 8%	
417-109 OPEB	-		-	-		RHBT Insurance	
417-110 Fringe Benefits	5,500	382	1,711	3,789	31%	457(b) Deferred Compensation Employer Contribution (3%)	
417-211 Telephone	250	38	77	173	31%	Cell phone service	
417-214 Travel	2,000		548	1,452	27%	Travel allowance for WVML and various trainings.	
417-221 Training & Education	2,000		-	2,000	0%	WVML and other CLE registrations.	
417-222 Dues & Subscriptions	6,000		1,343	4,657	22%	Bar license and West Law legal research database subscription. IMLA membership.	
417-223 Professional Services	50,000	710	710	49,291	1%	Cost for outside legal council	
417-341 Departmental Supplies	750		56	695	7%	Office supplies	
TOTAL CITY ATTORNEY	**267,100**	**16,122**	**71,736**	**195,364**	27%		
ENFORCEMENT AGENCY - 425							
425-103 Salaries	65,000	4,769	21,847	43,153	34%	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance	
425-104 FICA	5,200	355	1,646	3,554	32%	FICA @ 7.65% of Salary	
425-1.05 Group Insurance	11,000	784	3,250	7,750	30%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
425-106 Retirement	5,500	429	1,925	3,575	35%	PERS I & II Employer Contribution 8%	
425-109 OPEB	650	50	201	449	31%	RHBT Insurance	Allowance for anticipated retirement insurance increase
425-110 Fringe Benefits	2,200	143	642	1,558	29%	457(b) Deferred Compensation Employer Contribution (3%)	
425-211 Telephone	500	38	77	423	15%	Cell phone service	
425-214 Travel	3,000	473	684	2,316	23%	International Code Council Conferences	
425-218 Postage	1,500		68	1,432	5%	Certified Mailings	
425-220 Advertising/Legal Publications	500		-	500	0%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices	
425-221 Training & Education	2,000		350	1,650	18%	International Code Council Conferences	
425-222 Dues & Subscriptions	500		5	495	1%	ICC Membership ($170), WV Code Official Dues ($40), Code Inspection License ($75), International Property Maintenance Code	
425-230 Contracted Services	25,000	-	-	25,000	0%		
425-230 Nuisance Properties - Contracted Services	68,000		-	68,000	0%	Nuisance Properties cleanup and demos. Supported by Rehab Funds.	
425-330 Nuisance Properties Relocation - Contracted Services	5,000		-	5,000	0%	Nuisance Properties housing relocation	
425-230 Vacant Properties - Contracted Services	24,000	250	750	23,250	3%	Allowance for vacant structures costs pertaining to Article 1759 Vacant Buildings. Supported by Vacant Structures Funds.	
425-341 Departmental Supplies	2,500		1,238	1,262	50%	Code books, door hangers, office supplies	
425-345 Uniforms	1,500		-	1,500	0%	Jackets & shirts	
TOTAL ENFORCEMENT AGENCY	**223,550**	**7,292**	**32,683**	**190,867**	15%		
REGIONAL DEVELOPMENT AUTHORITY - 435							
435-222 Dues & Subscriptions	11,500		11,304	196	98%	Region 9 Assessment	
TOTAL REGIONAL DEVELOPMENT AUTHORITY	**11,500**	**-**	**11,304**	**196**	98%		
TOTAL CITY ADMINISTRATION	**2,846,025**	**167,944**	**1,021,092**	**1,824,933**	36%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
BUILDING INSPECTIONS - 436							
436-103 Salaries	93,000	6,907	31,433	61,567	34%	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance	
436-104 FICA	7,500	525	2,395	5,105	32%	FICA @ 7.65% of Salary	
436-105 Group Insurance	2,100	174	845	1,255	40%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
436-106 Retirement	8,000	622	2,788	5,212	35%	PERS I & II Employer Contribution 8%	
436-109 OPEB	-		-	-		RHBT Insurance	
436-110 Fringe Benefits	3,000	207	929	2,071	31%	457(b) Deferred Compensation Employer Contribution (3%)	
436-211 Telephone	500	20	80	420	16%	Hot spot for tablet	
436-214 Travel	3,000	473	699	2,301	23%	ICC Conference; lodging, meals, gas	
436-220 Advertising/Legal Publications	500		-	500	0%	Job posting ads	
436-221 Training & Education	2,000		350	1,650	18%	ICC conferences and WV State Code Conference.	
436-222 Dues & Subscriptions	500		-	500	0%	ICC membership dues and Commercial & Residential Building inspection license	
436-223 Professional Services	50,000	1,000	4,875	45,125	10%	To cover expenses associated with inspections; compliance.	
436-341 Departmental Supplies	2,500		1,123	1,377	45%	Office supplies and code books	
436-345 Uniforms	1,500		-	1,500	0%	Jackets & shirts	
436-353 Computer Software/Tech	500		-	500	0%	Blue Beam-Plan review software	
TOTAL BUILDING INSPECTIONS	**174,600**	**9,927**	**45,517**	**129,082**	26%		
PLANNING & ZONING - 437							
437-103 Salaries	361,000	28,566	112,607	248,393	31%	Assistant City Manager/Director of Community Development, Zoning Administrator, Permit Tech, and Long-Range Planner salaries, 2.5% merit, and holiday supplements	
437-104 FICA	29,000	2,116	8,446	20,554	29%	FICA @ 7.65% of Salary	
437-105 Group Insurance	73,000	4,979	18,906	54,094	26%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
437-106 Retirement	30,000	2,291	9,452	20,548	32%	PERS I & II Employer Contribution 8%	
437-108 Overtime	1,000		-	1,000	0%		
437-109 OPEB	2,450	201	702	1,748	29%	RHBT Insurance	Allowance for anticipated retirement insurance increase
437-110 Fringe Benefits	10,000	573	2,380	7,620	24%	457(b) Deferred Compensation Employer Contribution (3%)	
437-211 Telephone	1,000	135	261	739	26%	Director's department cell phone	
437-214 Travel	4,000	6	661	3,339	17%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Wendy - MGO Conference	
437-218 Postage	1,000		-	1,000	0%	Certified mailings, legal notices, and yard sign postings	
437-220 Advertising/Legal Publications	4,500	214	536	3,964	12%	Advertising of BZA & public hearings for Planning Commission meetings; hearing placards; job posting ads	
437-221 Training & Education	5,000		-	5,000	0%	ICMA Gettysburg Leadership Institute ($1800), MGO Conference, Annual Conferences	
437-222 Dues & Subscriptions	3,500		286	3,214	8%	James AICP Membership ($550); Wendy ICC membership ($170); Alissa ICMA membership ($800) & WV Code Officials ($40); Adobe subscription ($1260).	
437-223 Professional Services	5,000		179	4,821	4%	GIS Aerial imagery, Background Checks	
437-230 Contracted Services	45,000	1,597	4,479	40,521	10%	Engineering and routine plan review; bond assessments	
437-238 Refunds	1,500		100	1,400	7%	Permit Refunds	
437-341 Departmental Supplies	3,250	1,098	1,554	1,696	48%	Public hearing signs, office supplies, and promotional supplies	
437-353 Computer Software / Tech	11,000	730	2,190	8,810	20%	MyPermit Now Monthly Fees (10,000), ArcGIS ($1000)	
TOTAL PLANNING & ZONING	**591,200**	**42,505**	**162,739**	**428,461**	28%		
TOTAL BUILD INSPECTION, P&Z, & ENFORCEMENT AGENCY	**$ 989,350**	**$ 59,725**	**$ 240,939**	**$ 748,411**	24%		
ELECTIONS - 438							
438-220 Advertising/Legal Publications	500		-	500	0%	Publish ballot multiple times	
438-230 Contracted Services	5,000		-	5,000	0%	Poll workers compensation for early voting and day of election.	
438-341 Departmental Supplies	3,000		-	3,000	0%	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers	
TOTAL ELECTIONS	**8,500**	-	**-**	**8,500**	0%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY HALL - 440							
440-103 Salaries	90,000	7,595	7,595	82,405	8%	Director of Operations Salary, 2.5% merit, and holiday supplement	
440-104 FICA Taxes	8,800	581	581	8,219	7%	FICA @ 7.65%	
440-105 Group Insurance	22,000	219	219	21,781	1%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	
440-106 Retirement	9,000	734	735	8,265	8%	PERS I & II Employer Contribution 8%	
440-109 OPEB	650	-	-	650	0%	RHBT Insurance	Allowance for anticipated retirement insurance increase
440-110 Fringe Benefits	3,700	228	228	3,472	6%	457(b) Deferred Compensation Employer Contribution (3%)	
440-211 Telephone	15,000	1,342	4,572	10,428	30%	WebEx Phone Services ($5,500), Cell phone - Director ($400), Rouss Hall Elevator & Fire Alarm Phone Service ($3,200), CWH Fire Alarm Phone Service ($2,000), City Hall Elevator & Fire Phone Service ($3000)	
440-213 Utilities	65,000	5,579	18,309	46,691	28%	City Hall Oil ($9000), City Hall Electric ($18,000), Rouss Hall Water & Electric ($4200), CW Hall Electric ($16,000), CW Hall Internet ($2000) & CH Internet ($12,000)	
440-214 Travel Expense	2,000		-	2,000	0%	WV Municipal League Election Training in Charleston, WV and annual HR conference	
440-215 Repair & Main. Bldg & Grounds	5,000	270	3,063	1,937	61%	City Hall, Rouss Hall, & CW Hall elevator services inspections and certifications.	
440-218 Postage	6,000	209	(368)	6,368	-6%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection. Reflects increase in postage.	
440-219 Bldg & Equipment Rental	250,000	20,819	81,979	168,021	33%	CWH Loan ($200,000), CTUB Rent ($30,600), Postage Lease($1500), City Copier Rental, Plat Printer	
440-220 Advertising/Legal Publications	6,000		209	5,792	3%	American Legal Publishing online ordinance updates, job postings, and board vacancy advertisements	
440-221 Training & Education	1,000		-	1,000	0%	WV Municipal League Election Training in Charleston, WV and annual HR conference	
440-222 Dues & Subscriptions	6,500	125	655	5,845	10%	Jefferson County Chamber of Commerce ($275), WVML Annual Dues ($2,400), The Journal ($170), ICMA ($200), Amazon Prime ($130), Survey Monkey ($1650), Zoom ($1050)	
440-223 Professional Services	25,000	1,800	9,505	15,495	38%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.	
440-226 Insurance & Bonds	240,000		232,252	7,748	97%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial	
440-230 Contracted Services	218,750	24,634	64,200	154,550	29%	Sustainable Strategies (Grant Consultant, Matt Ward) - $60,000 ($5,000 per month) Website Hosting Fee (Revize) - $5700 per year for 5 years Pest Control Services - $1000 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $15,000 Payroll Processing Base Fees - $12,000 Tek Advisors - $130,000 per year. Shredding Services - $500 Rouss Hall & CW Hall Alarm Services - $3500	
440-232 Bank Charges	50,000	5,721	31,300	18,700	63%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	
440-237 Other Fees/Taxes	17,750		16,257	1,493	92%	Ambulance fees	
440-341 Departmental Supplies	15,000	535	3,246	11,754	22%	City wide office supplies, toiletries, kitchen supplies, and water	
440-353 Computer Software / Tech	16,500		16,240	260	98%	Granicus Annual License - $10,000 - Agenda management, Online training, Audio/Visual software for livestreaming meetings VCS - $5000	
TOTAL CITY HALL	**1,073,650**	**70,391**	**490,778**	**582,872**	46%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CONTRIBUTIONS/TRANSFERS - 444							
444-568 Contributions - Community Partnership Grants	100,000		-	100,000	0%	Citizens Fire Co. $10,000; Independent Fire Co. $10,000; Library $20,000; Jef. Co. Com. Ministries $10,000; and EPTA $50,000.	
444-568 Community Grants	98,000		-	98,000	0%	Grant program for local non-profit organizations	Allowance for community grants for non-profit organizations
444-568 Contributions - Annexation Support	103,000		-	103,000	0%		Contribution to support annexation costs
444-568 Contributions - Revive Grant	259,000	50,000	75,000	184,000	29%	Revive! Program for small business commercial building upgrades in the downtown district.	$40,000 City Revive! grant funds awarded from FY 2026 and $189,000 remaining HUD grant from FY 2026
444-568 Contributions - Façade Improvement Program	54,500	2,150	11,592	42,908	21%	Grant program to assist property owners and tenants in the Historic Overlay District to beautify property fronts	Grant funds awarded in FY 2026
444-568 Contributions - Jefferson County P&R (Fireworks)	4,000		-	4,000	0%		
444-568 Contributions - Sidewalk Improvement Program	35,000		-	35,000	0%	Grant program to assist property owners with sidewalk repairs	Grant funds awarded in FY 2026
TOTAL CONTRIBUTIONS/TRANSFERS	**653,500**	**52,150**	**86,592**	**566,908**	13%		
PARKING - 571							
571-103 Salaries	49,000	3,184	14,739	34,261	30%	Parking Enforcement Officer salary, 2.5% merit, holiday supplement, and clothing allowance	
571-104 FICA Tax Expense	3,900	238	1,151	2,749	30%	FICA @ 7.65%	
571-105 Group Insurance	11,000	768	3,234	7,766	29%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
571-106 Retirement Expense	4,500	195	895	3,605	20%	PERS I & II Employer Contribution 8%	
571-108 Overtime	1,000	60	636	364	64%		
571-109 OPEB	650	50	202	448	31%	RHBT Insurance	Allowance for anticipated retirement insurance increase
571-110 Fringe Benefits	1,700	96	428	1,272	25%	457(b) Deferred Compensation Employer Contribution (3%)	
571-113 Utilities	-		-	-		Electric Service for parking lot - moved to Street Lights	
571-116 Repair & Main - Equipment	1,000		-	1,000	0%	Parking meter repairs and maintenance	
571-218 Postage	500		-	500	0%		
571-219 Bldg & Equipment Rental	500		-	500	0%		
571-220 Advertising / Legal Publications	500		-	500	0%	Job advertising	
571-230 Contracted Services	500		-	500	0%	Flu shot	
571-341 Departmental Supplies	5,000	405	4,768	232	95%	Office supplies, batteries, handheld printer paper	
571-345 Uniforms	750	39	510	240	68%	Jacket, shirts, patches, badge, etc.	
571-353 Computer Software/Tech	4,000		3,828	172	96%	United Public Safety/T2 annual fees	
TOTAL PARKING	**84,500**	**5,035**	**30,390**	**54,110**	36%		
TRANSFERS - 698							
698-590 Transfers to Capital Reserve - Repaving	150,000	17,170	66,128	83,872	44%	Monthly Street Fee Remittance from CTUB is transferred to Capital Reserve for future street repaving expenditures	
698-591 Transfers to Capital Reserve - One Time Funding	880,730	-	880,730	-	100%		Transfer to Capital Fund to support capital projects
698-592 Transfers to Residual Fund	250,000		250,000	-	100%		Transfer to Residual Fund to build up Rainy Day savings
698-591 Transfers to Capital Reserve - Table Games	1,050,407	168,772	232,208	818,199	22%	Transfer of race track lottery, limited video lottery, table games, and Greenbrier table games received in the general fund to the capital fund.	
TOTAL TRANSFERS	**2,331,137**	**185,942**	**1,429,065**	**902,071**	61%		
CONTINGENCIES - 699							
699-568 Other Contributions	375,500		-	375,500	0%	Placeholder for $50,000 for emergency snow costs. $250,000 for unexpected cost throughout the year. $150,000 for salary, FICA, and retirement increases based on salary study. (SAO caps this amount at 10% of receipts.)	
TOTAL CONTINGENCIES	**375,500**	-	-	**375,500**	0%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
POLICE DEPARTMENT - 700							
700-103 Salaries	1,765,000	122,421	546,787	1,218,213	31%	Base Salaries plus contingency, 2.5% merit, longevity, sign-on bonus, shift differential, clothing allowance, holiday supplement for (8) Patrolman/PFC, (4) Corporals, (3) Sergeants, (2) Lieutenants, (1) Captain, (1) Chief (3) Administrative personnel	
700-104 FICA	157,000	7,853	35,949	121,051	23%	FICA Tax at 7.65%	
700-105 Group Insurance	265,000	17,021	70,639	194,361	27%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Reduction in insurance costs due to changes in personnel
700-106 Retirement	215,000	11,517	52,268	162,732	24%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)	
700-107 Police Pension	2,500	1,626	1,626	874	65%	Legacy CTPD Retirement System	
700-108 Overtime	200,000	13,119	76,115	123,885	38%	Shift coverage, late arrest/call out, special events, school events, court, etc.	
700-109 OPEB	11,000	752	3,009	7,991	27%	RHBT Insurance	Allowance for anticipated retirement insurance increase
700-110 Fringe Benefits	55,000	3,443	15,371	39,629	28%	457(b) Deferred Compensation Employer Contribution (3%)	
700-211 Telephone	12,000	1,197	3,610	8,390	30%	(4) department cell phones ($1750), WebEx phone services ($6300), Alarm phone line ($1350)	
700-213 Utilities	60,000	2,351	13,405	46,595	22%	Electric ($35,000), Internet Service ($12,000), MiFi/Cradle Points ($10,000)	
700-214 Travel	9,000		5,874	3,126	65%	Training, Conferences,etc. - (CALEA Conference 2nd Award - Omaha)	
700-215 R&M Building & Grounds	1,500	-	35	1,465	2%	Lights, Paint, Air Filters, Electrical supplies, Batteries	
700-216 R&M Equipment	10,000	3,930	3,930	6,070	39%	Generator service; radio & camera repair	
700-217 R&M Auto	50,000	3,328	33,130	16,870	66%	Air filters, vehicle repairs, state inspections, vehicle maintenance (brakes/rotors, tire repair/rotation, etc.)	
700-218 Postage	2,000	156	503	1,497	25%	Stamps, certified mail, UPS/FedEx, etc.	
700-219 Building & Equipment Rental	100,000	7,841	32,965	67,035	33%	661 Mortgage & copy machine leases	
700-220 Advertising/Legal Publications	5,500	344	1,932	3,568	35%	New Hire Ads 3-6 ads in local paper	
700-221 Training & Education	15,000	1,500	2,495	12,505	17%	WVSP Academy, 16 hours in-service/8 supervisor hours.	
700-222 Dues & Subscriptions	7,000		3,131	3,869	45%	WVCOP Dues, IACP, SRO, Journal, CALEA Annual Continuation Fee ($4,595)	
700-223 Professional Services	28,000	3,825	4,775	23,225	17%	Polygraph exams, psychological exam, physical exams, diagnostic imaging	Allowance for policy revision & CALEA Compliance
700-223 Professional Services - Social Worker Services	75,000	-	75,000	-	100%	Third party social worker services	
700-230 Contracted Services	30,000	3,200	10,035	19,965	33%	Cleaning Fees ($12,000), HVAC Service Maintenance 661 George St. ($5500), Alarm service ($6400)	
700-237 Other Fees & Taxes	250		-	250	0%	661 George St. Ambulance Fees	
700-341 Departmental Supplies	35,000	125	5,406	29,594	15%	Ammunition, office Supplies, cleaning supplies, water delivery	
700-343 Auto Supplies (Gas, Oil & Tires)	100,000	1,757	30,098	69,902	30%	Gas, oil changes and tires for police vehicles	Allowance for increase in fuel prices
700-345 Uniforms	35,000	356	8,432	26,568	24%	Class A, BDU, duty gear, insignia, ballistic vests ($4000 each), coats, etc.	
700-353 Computer Software/Tech	47,000	1,686	33,923	13,077	72%	Motorola - CAD ($12,200), Lexipole - Police One Academy ($1700), PowerDMS - Accreditation Documents ($4200), Motorola - In-Car & Body Camera Systems ($7000), RCN Technologies - Cradle Points Licensing ($3000), Target Solutions - Guardian Tracking - ($1350), TLO - Investigative Research ($1320), All Traffic Solutions - Speed trailer software ($1500), Magnetic Forensics - cell phone download ($12,000)	
TOTAL POLICE DEPARTMENT	**3,292,750**	**209,347**	**1,070,444**	**2,222,306**	33%		
POLICE-SPECIAL DUTY CROSSING GUARDS - 704							
704-103 Salaries	40,000	3,168	7,833	32,168	20%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA or merit. Holiday supplements.	
704-104 FICA Tax Expense	2,600	242	599	2,001	23%	FICA @ 7.65%	
704-341 Departmental Supplies	250		-	250	0%	Stop signs	
704-345 Uniforms	500		219	281	44%	Reflective jackets and vests	
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**43,350**	**3,410**	**8,650**	**34,700**	20%		
Total Police and Crossing Guards	**$ 3,336,100**	**$ 212,757**	**$ 1,079,094**	**$ 2,257,006**	32%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
DOG WARDEN - 707							
707-567 Contributions	1,800		-	1,800	0%	City donates the dog tag fees to the County Animal Control.	
TOTAL DOG WARDEN	**1,800**	**-**	**-**	**1,800**	0%		
MAINTENANCE - 750							
750-103 Salaries	327,057	22,541	98,610	228,447	30%	Director and (4) Maintenance Staff salaries, 2.5% merit, holiday supplements, clothing allowances and contingency for CDL, Playground Inspection, and ASE certifications.	
750-104 FICA Tax Expense	30,000	1,699	7,646	22,354	25%	FICA @ 7.65%	
750-105 Group Insurance	55,000	3,934	11,662	43,338	21%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
750-106 Retirement	28,000	1,951	8,835	19,165	32%	PERS I & II Employer Contribution 8%	
750-108 Overtime	20,000	335	2,598	17,402	13%		
750-109 OPEB	1,850	150	451	1,399	24%	RHBT Insurance	Allowance for anticipated retirement insurance increase
750-110 Fringe Benefits	9,000	590	2,529	6,471	28%	457(b) Deferred Compensation Employer Contribution (3%)	
750-211 Telephone	2,000	221	443	1,557	22%	Field staff equipped with cell phones	
750-213 Utilities	10,000	420	1,256	8,744	13%	Maintenance building electric ($5000), water & sewer ($1500), and internet ($1200)	
750-214 Travel Expense	1,500		-	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed	
750-215 R&M Buildings and Grounds	77,000	2,804	12,731	64,269	17%	General maintenance and repairs of all city buildings.	Allowance for HVAC repair at PD from FY 2026
750-216 R&M Equipment	20,000	415	572	19,428	3%	Regular maintenance of fleet equipment, primary expense is street sweeper repairs.	
750-217 R&M Auto	10,000		3,655	6,345	37%	Regular maintenance of maintenance department and City vehicles	
750-219 R&M Bldg and Equip Rental	1,000		-	1,000	0%	Equipment rented as required to maintain various city buildings.	
750-220 Advertising	500		139	361	28%	Spring and Fall Cleanup. Additional city sponsored projects as required. Job advertising.	
750-221 Training & Education	5,000		-	5,000	0%	Maintain certifications; other skill enhancement training as required/proposed. CDL, Playground Inspection ($1000), ASE ($500), Certified Pool Operators ($2000), Arborist training ($1000).	
750-222 Dues & Subscriptions	500		-	500	0%	Camera subscription and CDL license fees	
750-223 Professional Services	500		45	455	9%	CDL physicals	
750-230 Contracted Services	50,000	2,135	9,635	40,365	19%	Trash service, box rental fees, snow removal and salt	
750-230 Contracted Services - Trees	20,000		-	20,000	0%	Tree services	
750-341 Departmental Supplies	40,000	708	6,613	33,387	17%	General maintenance supplies, Christmas decorations ($10,000), and light poles.	
750-343 Auto Supplies (Gas, Oil & Tires)	30,000		7,643	22,357	25%	Gas, oil changes and tires for maintenance department and City vehicles.	$4000 allowance for increase in fuel prices & $1000 allowance for Bobcat tires from FY 2026
750-345 Uniforms	5,000		-	5,000	0%	Reflective jacket, shirts, vests, and pants	
TOTAL MAINTENANCE	**743,907**	**37,905**	**175,062**	**568,845**	24%		
STREET LIGHTS - 751							
751-213 Utilities	135,000	10,592	31,156	103,844	23%	Street lights electric (Increase for allowance of Stone Spring street lights)	
TOTAL STREET LIGHTS	**135,000**	**10,592**	**31,156**	**103,844**	23%		
P&R - 900							
900-103 Salaries	61,000	1,313	17,129	43,871	28%	Parks Manager salary, 2.5% merit, holiday supplement.	
900-104 FICA	5,000	95	1,290	3,710	26%	FICA @ 7.65%	
900-105 Group Insurance	11,000	(91)	2,467	8,533	22%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 3% premium increase projected by PEIA.)	Allowance for anticipated insurance costs
900-106 Retirement	5,000	61	1,485	3,515	30%	PERS I & II Employer Contribution 8%	
900-109 OPEB	650		186	464	29%	RHBT Insurance	Allowance for anticipated retirement insurance increase.
900-110 Fringe Benefits	2,000	20	360	1,640	18%	457(b) Deferred Compensation Employer Contribution (3%)	
900-211 Telephone	600	95	191	409	32%		
900-214 Travel Expense	2,000		615	1,385	31%		
900-221 Training & Education	1,500		-	1,500	0%		
900-341 Departmental Supplies	750		-	750	0%	Office supplies	
900-566 Contributions	107,500	7,666	42,049	65,451	39%	50% Hotel/Motel tax revenue to support Pool/Tennis/Park expenses in the Parks & Rec budget. Additional $20,000 donation from the City to the P&R for these expenses.	
TOTAL P&R	**$ 197,000**	**$ 9,160**	**$ 65,771**	**$ 131,229**	33%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2026	FY 2027 YTD ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
VISITOR'S CENTER - 901							
901-567 Contributions	87,500	7,666	22,049	65,451	25%	50% of Hotel/Motel Tax Revenue Contribution to Jefferson County Visitor's Center.	
TOTAL VISITOR'S CENTER	**87,500**	**7,666**	**22,049**	**65,451**	25%		
FAIRS/FESTIVALS - 903							
903-220 Advertising/Legal Publications	2,000		-	2,000	0%	Event Advertising	
903-230 Contracted Services	35,000		4,646	30,354	13%	Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1,500), Game Entertainment Avenue ($2,000) and other miscellaneous entertainment. **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Porta Potts ($900), Gaming Trailer ($1,000)	
903-238 Refunds	100		-	100	0%		
903-341 Departmental Supplies	25,000	44	5,181	19,819	21%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Art Supplies ($800), Chairs & Railing ($1,000), Signage ($1,500) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Candy ($2,000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500)	
903-568 Contributions	5,000		2,500	2,500	50%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.	
TOTAL FAIRS/FESTIVALS	**67,100**	**44**	**12,327**	**54,773**	18%		
TOTAL EXPENSES	**11,633,368**	**741,629**	**4,160,855**	**7,472,513**	36%		
REVENUES OVER EXPENSES	$ (0)	$ (282,111)	$ 2,055,409				

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/10/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2134: October 2026 Capital Fund Budget Update

ATTACHMENTS:

- October 2026 Capital Budget Financials.pdf

the city of Charles Town, WV

FY 2027 Capital Reserve Budget

ACCOUNT	FY 2027 CURRENT BUDGET	OCTOBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET REVENUES							
Capital Reserve Carryover	6,529,550		$ 6,529,550	$ (0)	100%	$2,063,655 carryover balance from FY2026 Capital Reserve. This is carryover for unfinished projects noted in red. $2,067,199 additional grant carryover transferred to the grant projects worksheet. (Carryover will be adjusted in the 1st Revision in July 2026.)	Adjust carry over amount to actual balance as of June 30, 2026
368-000 Contributions from GF	880,730	$ -	$ 880,730	$ -	100%	Contributions from GF (Determined in July 2026 1st Revision)	
368-000 Contributions from GF - Lottery / Gaming Revenue	1,050,407	$ 168,772	$ 232,208	$ 818,199	22%	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.	
341-000 Developer Proffers	255,000	$ 12,240	$ 116,660	$ 138,340	46%	Developer Proffer fees.	
380-000 Interest on Bank Accounts & Other Sources	100,000	$ 7,951	$ 30,654	$ 69,346	31%		
TOTAL REVENUES	**$ 8,815,687**	**$ 188,964**	**$ 7,789,802**	**$ 1,025,885**	**88%**		

ACCOUNT	FY 2027 CURRENT BUDGET	OCTOBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET EXPENSES							
975 GENERAL GOVERNMENT							
Information Technology							
Computer Replacement - 975-459 General Government Capital Outlay Technology	25,000		$ -	$ 25,000	0%	Computer replacement program for all General Government departments. (5 replacements are planned.)	
Tyler Tech Version 10 Software - 975-459 General Government Capital Outlay Technology	55,130	$ 8,555	$ 8,805	$ 46,325	16%	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and enhance Incode. Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement. ($55,130 carried over from FY26.)	
TOTAL INFORMATION TECHNOLOGY	**$ 80,130**	**$ 8,555**	**$ 8,805**	**$ 71,325**	**11%**		
Other - General Government							
City Charter Re-write - 975-223 General Government Professional Services	60,000		$ -	$ 60,000	0%		
Comprehensive Plan Update - 975-223 General Government Professional Services	125,000		$ -	$ 125,000	0%		Professional services to update the City's policy guide for decision making pertaining to future land use, growth & development, & resource preservation within the City's jurisdiction and Urban Growth Boundary
Finance Policy Re-write - 975-223 General Government Professional Services	50,000		$ -	$ 50,000	0%		
Rouss Hall Landlord buy back - 975-458 General Government Capital Outlay	140,000	$ 1,593	$ 1,593	$ 138,408	1%	$140,000 carried over from FY26.	
Zoning & Subdivision Ordinance Overhaul - 975-223 General Government Professional Services	172,850	$ 9,602	$ 9,602	$ 163,248	6%	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000. ($172,850 carried over from FY26.)	
Front Office Desks - 975-459 General Government Equipment	3,300		$ 3,205	$ 95	97%	$3300 carried over from FY26.	
TOTAL OTHER - GENERAL GOVERNMENT	**$ 551,150**	**$ 11,194**	**$ 14,400**	**$ 301,750**	**3%**		
TOTAL GENERAL GOVERNMENT	**$ 631,280**	**$ 19,749**	**$ 23,205**	**$ 373,075**	**4%**		

ACCOUNT	FY 2027 CURRENT BUDGET	OCTOBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
976 PUBLIC SAFETY							
Equipment							
Body Worn Cameras - 976-460 Public Safety Capital Outlay Equipment	32,000		$ -	$ 32,000	0%		Replace 19 body worn cameras with expired warranties. Version V700
Office Chairs - 976-460 Public Safety Capital Outlay Equipment	8,100		$ -	$ 8,100	0%		Replace 24 dilapidated office chairs.
Officer Equipment - 976-460 Public Safety Capital Outlay Equipment	17,500		$ 7,175	$ 10,325	41%	Equipment for new officer. (Taser, ballistic shield, baton, spike system, trauma aid kit, trauma pac kit, defibrillator, body worn camera, and desktop computer)	
TOTAL EQUIPMENT	**$ 57,600**	**$ -**	**$ 7,175**	**$ 10,325**	**12%**		
Information Technology							
Computer Replacement - 975-460 General Government Capital Outlay Technology Police Department	33,000		$ -	$ 33,000	0%	6 In-car Panasonic Tough Tablets (To replace generation 3 reaching end of life.)	
TOTAL INFORMATION TECHNOLOGY	**$ 33,000**	**$ -**	**$ -**	**$ 33,000**	**0%**		
Vehicles							
Police Cars - 976-459 Public Safety Capital Outlay Vehicles	144,000		$ 140,850	$ 3,150	98%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years. A third vehicle is requested this year for the new officer position.	
Police Vehicle Upfit Costs - 976-459 Public Safety Capital Outlay Vehicles	48,000		$ 24,286	$ 23,714	51%	Approximately $5000 per car is estimated for the 2 vehicles in the rotation schedule. This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant. Cost for 3rd car is $38,000.	
Replacement Police Vehicle & Upfit Costs - 976-459 Public Safety Capital Outlay Vehicles	100,407	$ 46,042	$ 46,042	$ 54,365	46%		
TOTAL VEHICLES	**$ 292,407**	**$ 46,042**	**$ 211,178**	**$ 81,229**	**72%**		
Parking							
Parking Meters - 976-462 Public Safety	5,000		$ 4,824	$ 176	96%	23 Parking meter mechanisms the replace the outdated Duncan meters as part of the replacement system implemented over the last 2 years.	
TOTAL PARKING	**$ 5,000**	**$ -**	**$ 4,824**	**$ 176**	**96%**		
TOTAL PUBLIC SAFETY	**$ 388,007**	**$ 46,042**	**$ 223,177**	**$ 124,730**	**58%**		

ACCOUNT	FY 2027 CURRENT BUDGET	OCTOBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
977 STREETS & TRANSPORTATION							
Buildings							
Charles Washington Hall - Roof Replacement - 977-457 Streets & Transportation Capital Outlay Buildings	50,000		$ 6,767	$ 43,233	14%	This is a small section of the rooftop that contains 4 rooftop AC units. This area has failed sealant and degraded membranes. It will be replaced with a 2 Ply-Cold System which has a useful life of 30 years. ($50,000 carried over from FY26.)	
Charles Washington Hall - Painting of Exterior Windows/Doors/Trim - 977-457 Streets & Transportation Capital Outlay Buildings	60,000		$ -	$ 60,000	0%		Painting of all outside wood surfaces at CWH. (Windows, doors, soffit, and facia)
City Hall - Brick Repointing - 977-457 Streets & Transportation Capital Outlay Buildings	40,000		-	$ 40,000	0%		Repair damaged mortar at City Hall.
City Hall - Elevator Replacement - 977-457 Streets & Transportation Capital Outlay Buildings	70,000		-	$ 70,000	0%		Replace City Hall elevator car and mechanical units.
City Hall - Replace Rooftop AC Units - 977-457 Streets & Transportation Capital Outlay Buildings	45,730		$ -	$ 45,730	0%	Replacement of 2 City Hall rooftop AC units. ($45,730 carried over from FY26.)	
City Hall - Restore Roof Section 2 - 977-457 Streets & Transportation Capital Outlay Buildings	20,000		$ -	$ 20,000	0%		Section 2 of the City Hall roof is in poor condition. This is an allowance to restore that area of the roof.
Maintenance Yard Study & Engineering - 977-457 Streets & Transportation Capital Outlay Buildings	220,700		$ -	$ 220,700	0%	Maintenance yard study. Current maintenance yard is in poor condition and needs replaced or renovated. In FY26 Council requested that a study be conducted for the best location of the Maintenance Yard along with associated engineering. The engineering remains to be completed. ($220,700 carried over from FY26.)	
Rouss Hall - Brick Repointing -977-457 Streets & Transportation Capital Outlay Buildings	20,000		$ -	$ 20,000	0%		The west wall is severely deteriorated. This will provide an allowance to repair the mortar.
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-457 Streets & Transportation Capital Outlay Buildings	209,975		$ -	$ 209,975	0%	All window sills at Rouss Hall have peeling paint and rotted wood. ($209,975 carried over from FY26.)	
Rouss Hall - Apply roof coating - 977-457 Streets & Transportation Capital Outlay Buildings	31,250		$ -	$ 31,250	0%	The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a useful life of 10 years. ($31,250 carried over from FY26.)	
TOTAL BUILDINGS	**$ 767,655**	**$ -**	**$ 6,767**	**$ 760,888**	**1%**		

ACCOUNT	FY 2027 CURRENT BUDGET	OCTOBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
Streets/Infrastructure							
Art Alley Brick Stamped Pavement - 977-458 Streets & Transportation Capital Outlay Other Improvements	25,000		$ -	$ 25,000	0%		Repave Art Alley and apply brick imprint.
Brick Sidewalk Replacement - Washington St. - 977-458 Streets & Transportation Capital Outlay Other Improvements	55,000		$ -	$ 55,000	0%		Replace brick sidewalk from the Post Office on W. Washington Street to 120 S. George St.
Charles Street Engineering Study - 977-461 Streets & Transportation Capital Outlay Stormwater Improvements	369,975		$ -	$ 369,975	0%	Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications. ($79,975 carried over from FY26.)	Allowance to produce engineering-ready documents to make storm water corrections, bury utility lines, level the street, and transform streetscape into usable event space.
Depot Square Design - 977-458 Streets & Transportation Capital Outlay Other Improvements	-		$ -	$ -		Design for potential uses and amenities of the City's new town square. ($50,000 carried over from FY26.)	
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-458 Streets & Transportation Capital Outlay Other Improvements	100,000		$ -	$ 100,000	0%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Grant match was paid in FY26. This is an allowance for overages. Reduction Funding. ($5240 carried over from FY26.)	
Stormwater Assessment Study - 977-461 Streets & Transportation Capital Outlay Stormwater Improvements	354,780		$ -	$ 354,780	0%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($125,955 carried over from FY26.)	Allowance to proceed to the full inventory and detailed analysis of Watersheds 1, 2, 3, 7, & 10
TOTAL STREETS/INFRASTRUCTURE	**$ 904,755**	**$ -**	**$ -**	**$ 824,755**	**0%**		
Vehicles							
Bucket Truck - 977-459 Streets & Transportation Capital Outlay Equipment	175,000		$ 166,890	$ 8,110	95%	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in July of FY27. ($175,000 carried over from FY26.)	
Dump Truck - 977-459 Streets & Transportation Capital Outlay Equipment	90,000		$ -	$ 90,000	0%		This dump truck includes a landscaping dump bed for hauling brush and snow
Street Sweeper - 977-459 Streets & Transportation Capital Outlay Equipment	350,000		$ 344,890	$ 5,110	99%	The current sweeper is unreliable and constantly being repaired.	
Pick-up Truck - 977-459 Streets & Transportation Capital Outlay Equipment	70,000		$ -	$ 70,000	0%	Replacement of 2016 truck to include emergency lighting and utility bed.	
TOTAL VEHICLES	**$ 685,000**	**$ -**	**$ 511,780**	**$ 173,220**	**75%**		
Streets & Transportation Other							
Charles Washington Hall - 2 Refrigerators - 977-459 Streets & Transportation Capital Outlay Equipment	8,000		$ 6,435	$ 1,565	80%		2 commercial refrigerators on 1st floor of Charles Washington Hall. (8000 carried over from FY26)
Maintenance Yard Storage Containers - 977-459 Streets & Transportation Capital Outlay Equipment	25,000	$ 2,700	$ 2,700	$ 22,300	11%		
Trash Can Replacement - Downtown - 977-459 Streets & Transportation Capital Outlay Equipment	70,000		$ -	$ 70,000	0%		Replace 40 deteriorating trash in the Downtown District
TOTAL STREETS & TRANSPORTATION OTHER	**$ 103,000**	**$ 2,700**	**$ 9,135**	**$ 93,865**	**9%**		
TOTAL STREETS & TRANSPORTATION	**$ 2,460,410**	**$ 2,700**	**$ 527,682**	**$ 1,852,728**	**21%**		

ACCOUNT	FY 2027 CURRENT BUDGET	OCTOBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
979 CULTURE & RECREATION							
Parks & Recreation							
Jefferson Memorial Park Tennis Court Resurfacing & Fencing - 979-458 Culture & Recreation Other Improvements	300,000		$ -	$ 300,000	0%		Mill, pave, and apply acrylic sport court coating on the tennis courts. Install chain link fencing around the courts.
Parks Master Plan - 979-223 Culture & Recreation Professional Services	200,000		$ -	$ 200,000	0%		
TOTAL PARKS & RECREATION	**$ 500,000**	**$ -**	**$ -**	**$ 200,000**	**0%**		
Culture							
Christmas lights replacement along Washington & George Streets - 979-458 Culture & Recreation Other Improvements	25,000		$ 12,256	$ 12,744	49%	Current lights are failing and need to be replaced.	
Historical Signs - 979-458 Culture & Recreation Other Improvements	10,000		$ -	$ 10,000	0%		
Wayfinding signage - 979-458 Culture & Recreation Other Improvements	297,400	$ 96,436	$ 96,436	$ 200,964	32%	CDD REQUEST $100K for Wayfinding Signage implementation (3 years of phases at $100,000 per year ending in FY27.) (Request related to 2023 CTNOW ARPA Request) ($197,400 carried over from FY26.)	
TOTAL CULTURE	**$ 332,400**	**$ 96,436**	**$ 108,692**	**$ 223,708**	**33%**		
TOTAL CULTURE AND RECREATION	**$ 832,400**	**$ 96,436**	**$ 108,692**	**$ 423,708**	**13%**		
Building Improvements Contingency	349,160		$ -	$ 349,160	0%	Developer fees transferred from Building Commission in FY 2026 to the Capital Fund. This is the remaining balance as of 6/30/26. ($349,160 carried over from FY26.)	
Contingencies	2,087,231		$ -	$ 2,087,231	0%	This amount will be adjusted in the 1st Revision in July 2026.	
Encumbrances for Subsequent Years	-		$ -	$ -			
Transfer to Grant Projects	2,067,199		$ -	$ 2,067,199	**0%**	$76,444 to Augustine Avenue Project. $1,990,755 to JMP Pool Project.	
TOTAL EXPENSES	**$ 8,815,687**	**$ 164,927**	**$ 882,756**	**$ 7,277,831**	**10%**		
REVENUES OVER EXPENSES	**$ (0)**	**$ 24,036**	**$ 6,907,046**				

GRANT PROJECTS BUDGET

ACCOUNT	FY 2027 CURRENT BUDGET	OCTOBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
AUGUSTINE AVENUE GRANT PROJECT						
REVENUES						
Capital Reserve Carryover	$ 76,444		$ -	$ 76,444	0%	This is a State project with 4 Federal grants that require upfront matches. The State will administer the project, therefore the City will only need to pay the matches. We will not receive any revenue or pay expenses that need to be reimbursed. All matches have been paid in previous years except a 76,444 match that is allocated for construction overages. The $76,444 is carried over from FY26.
Augustine Avenue Trail Design Phase III DOH Reimbursement	$ 111,115	$ 22,394	$ 121,675	$ (10,560)	110%	DOH reimbursement for the design of Phase III. ($111,115 carried over from FY26.)
TOTAL REVENUES	**$ 187,559**	**$ 22,394**	**$ 121,675**	**$ 65,884**	**65%**	
EXPENSES						
Augustine Avenue Trail Construction - Construction Phase II & III Encumbrance for FY27 - 979-458 Culture & Recreation Other Improvements	$ 76,444		$ -	$ 76,444	0%	This allowance is for a grant match potential overages on the project in which the City may be responsible. ($76,444 carried over from FY26.)
Augustine Avenue Trail Design Phase III - 979-458 Culture & Recreation Other Improvements	$ 111,115		$ 79,487	$ 31,628	72%	Phase III design expenses. ($111,115 carried over from FY26.)
TOTAL EXPENSES	**$ 187,559**	**$ -**	**$ 79,487**	**$ 108,072**	**42%**	
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ 22,394**	**$ 42,188**			

ACCOUNT	FY 2027 CURRENT BUDGET	OCTOBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
LIBERTY STREET FLOODING MITIGATION GRANT PROJECT						
REVENUES						
Capital Reserve Carryover	$ -		$ -	$ -		
365-000 Federal Grants - Chesapeake Bay Foundation	$ 70,253		$ -	$ 70,253	0%	Total award is $172,445. This grant does not require a match. $77,600 was received in FY24, which leaves a remaining balance of $94,845 to be received. This is a reimbursable grant so we must budget all expenses and administer the project. ($70,253 carried over from FY26.)
365-000 Federal Grants - FEMA	$ 375,000		$ -	$ 375,000	0%	Total award is $680,774. FEMA will pay the City $375,000 and the City is required to match $305,774. This is a reimbursable grant so we must budget all expenses and administer the project. ($375,000 carried over from FY26.)
TOTAL REVENUES	**$ 445,253**	**$ -**	**$ -**	**$ 445,253**	**0%**	
EXPENSES						
Liberty Street Flooding Mitigation - Phase I - 977-461 Streets & Transportation Capital Outlay Stormwater Improvements	$ 445,253		$ 33,655	$ 411,598	8%	Total construction cost is $1,420,000. We have received two grants to support this project, both of which are reimbursable, therefore we must budget the entire cost of the project. $88,600 was paid in prior years, leaving the remaining cost at $1,331,400. ($445,253 carried over from FY26.)
TOTAL EXPENSES	**$ 445,253**	**$ -**	**$ 33,655**	**$ 411,598**	**8%**	
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ (33,655)**			

ACCOUNT	FY 2027 CURRENT BUDGET	OCTOBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
JEFFERSON MEMORIAL POOL GRANT PROJECT						
REVENUES						
Capital Reserve Carryover	$ 1,990,755		$ -	$ 1,990,755	0%	This is the City's portion of the cost of this project after receiving the Pool House LWCF and Pool LWCF Grants listed below totaling $1,850,692. The $1,990,755 includes the remaining City's $22,103 Pool House LWCF Grant match and $1,600,695 Pool LWCF Grant match and the remaining $1,198,610 is the City's out of pocket expenses not supported by grants.
365-000 Federal Grants-Pool House LWCF	$ 22,103		$ -	$ 22,103	0%	Total award is $499,994. National Park Service LWCF will pay the City $249,997 and the City is required to match $249,997. This is a reimbursable grant so we must budget all expenses and administer the project. ($22,103 carried over from FYU26.)
365-000 Federal Grants-Pool LWCF Grant	$ 893,908		$ -	$ 893,908	0%	Total award is $3,201,390. National Park Service LWCF will pay the City $1,600,695 and the City is required to match $1,600,695. This is a reimbursable grant so we must budget all expenses and administer the project. ($893,908 carried over from FY26.)
TOTAL REVENUES	**$ 2,906,766**	**$ -**	**$ -**	**$ 2,906,766**	**0%**	
EXPENSES						
JMP Pool House Renovation - 979-458 Culture & Recreation Other Improvements - **Pool 1**	$ 831,636	$ 101,187	$ 332,289	$ 499,347	40%	Total construction cost is $1,400,000. We have received a $499,994 grant to support this project, $249,997 will be received from National Park Service and the City must match $249,997. This grant is reimbursable, therefore we must budget the entire cost of the project. ($831,636 carried over from FY26.)
JMP Pool Upgrade - 979-458 Culture & Recreation Other Improvements **- Pool 2**	$ 2,075,130	$ 552,630	$ 986,597	$ 1,088,533	48%	Total construction cost is $3,500,000. We have received a $3,201,390 grant to support this project, $1,600,695 will be received from National Park Service and the City must match $1,600,695. This grant is reimbursable, therefore we must budget the entire cost of the project. ($2.075.130 carried over from FY26.)
TOTAL EXPENSES	**$ 2,906,766**	**$ 653,818**	**$ 1,318,886**	**$ 1,587,880**	**45%**	
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ (653,818)**	**$ (1,318,886)**			

GRANT PROJECT STATUS REPORT

AUGUSTINE AVENUE

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

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

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

City's Outstanding Balance: 0.00 Unless overages occur.

LIBERTY STREET FLOODING MITIGATION

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

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

PROJECT COST		GRANT BREAKDOWN				CITY'S OBLIGATION					FEDERAL FUNDING RECEIVED				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes	Description	Amount	Amount Paid	Balance	Notes
Flooding Mitigation Contract	1,125,725	Chesapeake Bay	172,445	172,445	0	FEMA Match	305,774	305,774	-		Chesapeake Bay	172,445	77,600	94,845	Paid in FY 2024.
Management & Contingency	293,453	FEMA	680,774	375,000	305,774	Out of Pocket Expenses	766,522	652,421	114,101	$10,741 paid in FY 2025. $608,025 paid in FY2026. $33,655 paid in FY 2027.	FEMA	375,000		375,000	
						Reimbursable Grant Funding Expenses	375,000	375,000	-						
Total Cost	**1,419,178**	**Totals**	**853,219**	**547,445**	**305,774**	**Total**	**1,447,296**	**1,333,195**	**114,101**		**Total**	**547,445**	**77,600**	**469,845**	

City's Outstanding Balance: 114,101

Grant Outstanding Balance: 469,845

JEFFERSON MEMORIAL POOL

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

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

PROJECT COST		GRANT BREAKDOWN				CITY'S OBLIGATION					FEDERAL FUNDING RECEIVED				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes	Description	Amount	Amount Paid	Balance	Notes
Pool House	1,398,901	LWCF Pool House	500,000	250,000	250,000	LWCF Pool House Match	250,000	250,000	-	Paid in FY2026	LWCF Pool House	250,000	113,106	136,894	
Pool Construction	3,494,550	LWCF Pool	3,201,390	1,600,695	1,600,695	LWCF Pool Match	1,600,698	1,600,698	-	Paid in FY2026	LWCF Pool	1,600,698	706,787	893,911	
						Out of pocket expenses	1,198,610		1,198,610						
						Reimbursable Grant Funding Expenses	1,850,698	1,355,348	495,350	$690,280 paid in FY 2026. $665,068.59 paid in FY 2027.					
Total Cost	**4,893,451**	**Totals**	**3,701,390**	**1,850,695**	**1,850,695**	**Total**	**4,900,006**	**3,206,046**	**1,693,960**		**Total**	**1,850,698**	**819,893**	**1,030,805**	

City's Outstanding Balance: 1,693,960

Grant Outstanding Balance: 1,030,805

REPAVING BUDGET

ACCOUNT	FY 2027 CURRENT BUDGET	OCTOBER 2026	FY 2027 YEAR TO DATE ACTUAL	FY 2027 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
REVENUES							
Repaving Carryover	$ 1,571,997		$ 1,571,997	$ 0	100%	Carryover balance from FY 2026 Repaving Funds. This is the amount of contingency left over from FY26. This amount will be adjusted in the first revision in July 2026.	Adjust carry over amount to actual balance as of June 30, 2026
369-100 Contributions from GF - Repaving Fees	$ 175,000	$ 17,170	$ 66,128	$ 108,872	38%	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving	
380-000 Interest on Bank Accounts & Other Sources	$ 20,000	$ 2,124	$ 7,901	$ 12,099	40%		
TOTAL REVENUES	**$ 1,766,997**	**$ 19,294**	**$ 1,646,026**	**$ 120,972**			
EXPENDITURES							
977-460 Streets & Transportation Capital Outlay Street Paving	$ 350,000		$ -	$ 350,000	0%	Jan 2023 Infrastructure Committee report identified 23 streets for repaving/repairs. This is an allowance for continuation of the repaving project.	
Paving Contingency - Streets & Transportation Capital Outlay Street Paving	$ 1,416,997		$ -	$ 1,416,997	0%		
TOTAL EXPENSES	**$ 1,766,997**	**$ -**	**$ -**	**$ 1,766,997**	**$ -**		
REVENUES OVER EXPENSES	**$ 0**	**$ 19,294**	**$ 1,646,026**				

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/10/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2135: October 2026 P&R Fund Budget Update

ATTACHMENTS:

- October 2026 P&R Financials.pdf

the city of Charles Town, WV

FY 2027 P&R

REVENUES	CURRENT BUDGET	SEPTEMBER 2026	OCTOBER 2026	FY 2027 YEAR TO DATE	FY 2027 BUDGET BALANCE	FY 2027 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	145,405			145,405	0	100%		FY 2026 carryover brought into FY 2027.
207-340-000 Pool Admission	32,000			7,858	24,142	25%		
207-340-010 Pool Concession Stand	8,000			2,603	5,397	33%		
207-340-020 Pool Rental	4,000			-	4,000	0%		
207-340-030 Pool Passes	3,500			-	3,500	0%		
207-340-040 Swimming Lessons	5,000			-	5,000	0%		
207-340-100 Park Donations	6,000			-	6,000	0%		
207-340-120 Hotel/Motel	87,500	7,027	7,666	22,049	65,451	25%		
207-340-140 Tennis CIP Donations	-			-	-			
207-340-210 Junior Tennis	850			-	850	0%		
207-340-220 Tennis Lessons	7,500	4,831		4,831	2,669	64%		
207-340-520 Sale of Items	-			-	-			
207-340-700 Pavilion Rental	3,000	100	200	1,100	1,900	37%		
207-380-000 Interest on Investments	2,000	226	250	889	1,111	44%		
207-369-000 Contributions from GF	20,000			20,000	-	100%		
207-399-000 Misc. Rev.- CC Convenience Fees	1,000			133	867	13%		Convenience fees charged to customers to recover credit card processing costs.
TOTAL REVENUES	**325,755**	**12,183**	**8,116**	**204,869**	**120,886**	**122%**		

EXPENSES	CURRENT BUDGET	SEPTEMBER 2026	OCTOBER 2026	FY 2027 YEAR TO DATE	FY 2027 BUDGET BALANCE	FY 2027 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
207-900-103 Salaries	91,825	3,629		24,066	67,759	26%	Pool - 15 Part-time employees @ $71,000 Tennis - 6 Part-time employees @ $12,000 Bonuses for Pool Staff and Concessions $3325	
207-900-104 FICA Tax Expense	7,600	278		3,425	4,175	45%	FICA @ 7.65% of Salary	
207-900-108 Overtime	3,000			-	3,000	0%		
207-900-211 Telephone	1,000			-	1,000	0%	Jefferson Memorial Pool Phone Line ($80 a month)	
207-900-213 Utilities	16,200	2,043	656	4,097	12,103	25%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $7,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $8,000	
207-900-215 Buildings and Grounds	12,000			982	11,018	8%	Grass/Weed killer, Light bulbs, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies, and Kiddie Matt mulch (moved from Department Supplies).	
207-900-216 Pool supplies and equipment	7,500			2,992	4,508	40%	Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts.	
207-900-217 Automobile Repair & Maintenance	1,000	13		13	987	1%		Air filters, vehicle repairs, state inspections, vehicle maintenance (brakes/rotors, tire repair/rotation, etc.)
207-900-220 Advertising/Legal Pub	500	159		159	341	32%	Publishing fees	
207-900-221 Training	3,000	1,773		2,628	372	88%	Pool Operation Certifications, Lifeguard Certifications (10 @ $200), Food Handler's Card (10 @ @15)	Allowance for Park Manager Pool Operation Certification
207-900-222 Dues	120			-	120	0%	NRPA Membership	
207-900-226 Insurance & Bonds	-			-	-		Commercial Property, Umbrella Liability, Automobile,	
207-900-230 Contracted Services	52,500	6,947	8,061	23,795	28,705	45%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $35,000; Porta Potty Setup/Clean and Service - $7,000 Payroll Processing - $2500 Annual Pest Control Services - $500 JMP Trash Service - $6500	
207-900-230 Community Foundation Landscaping - Contracted Services	6,000			4,161	1,840	69%	Landscaping at JMP per JB Smith Foundation Trust contribution.	
207-900-232 Bank Charges - CC Fees	1,000			252	748	25%		Credit card processing fees.
207-900-236 Refunds	500			-	500	0%		
207-900-237 Other Fees/Taxes	300			299	1	100%	Pool permit fee Health Department	
207-900-341 Departmental Supplies	8,000	202		4,310	3,690	54%	Floats and whistles, soccer, tennis, & volleyball nets, camera supplies, story trail supplies, dog waste bags	
207-900-341 Junior Tennis Supplies	850			-	850	0%	Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls	
207-900-342 Concession Stand Supplies	4,000	297		2,268	1,732	57%		
207-900-343 Auto Supplies (Gas, Oil & Tires)	1,500	55		103	1,397	7%		Gas, oil changes and tires
207-900-345 Uniforms	2,500			-	2,500	0%	Life guard bathing suits	
207-900-359 Capital Outlay	94,860			-	94,860	0%		
207-699-568 Contingencies	10,000			-	10,000			
TOTAL EXPENSES	**325,755**	**15,395**	**8,717**	**73,550**	**252,205**	**23%**		
REVENUES OVER EXPENSES	**0**	**(3,211)**	**(602)**	**131,319**				

SHELIA CLIFFORD TRUST CAPITAL PROJECT

REVENUES	CURRENT BUDGET	SEPTEMBER 2026	OCTOBER 2026	FY 2027 YEAR TO DATE	FY 2027 BUDGET BALANCE	FY 2027 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	515,830			515,830	(0)	100%	Balance of portfolio at 2/28/26.	FY 2026 carryover brought into FY 2027.
207-340-216 Clifford Trust Restricted Donation	-			-	-		Additional donations received from the Clifford Trust.	
207-380-000 Interest on Investments	-			-	-		Interest earned on money market checking account.	
207-380-050 Dividends	15,000	1,566	1,560	6,173	8,827	41%	Dividends received on investments.	
207-380-100 Gains/ Losses on Investments	-			-	-		Gains/Losses received on investments.	
TOTAL REVENUES	**530,830**	**1,566**	**1,560**	**522,003**	**8,827**	**98%**		
EXPENSES	**CURRENT BUDGET**	**SEPTEMBER 2026**	**OCTOBER 2026**	**FY 2027 YEAR TO DATE**	**FY 2027 BUDGET BALANCE**	**FY 2027 % BUDGET**	**FINANCE NOTES**	**REVISION #1 NOTES**
207-900-223 Professional Services	2,600	238	239	952	1,648	37%	Portfolio management fees. (Approximately $212.00 a month.)	
207-900-459 Clifford Trust Capital Expenditures	528,230			-	528,230	-	baths with garden as specified in the Trust Agreement.	
TOTAL EXPENSES	**530,830**	**238**	**239**	**952**	**529,878**	**0%**		
REVENUES OVER EXPENSES	**-**	**1,327**	**1,321**	**521,051**				

REGION 3 EPA CLEAN PARKS THRIVING COMMUNITIES GRANT

REVENUES	CURRENT BUDGET	SEPTEMBER 2026	OCTOBER 2026	FY 2027 YEAR TO DATE	FY 2027 BUDGET BALANCE	FY 2027 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
207-366-000 State Government Grants	350,000	36,000		36,000	314,000	10%		
TOTAL REVENUES	**350,000**	**36,000**	**2,026**	**36,000**	**314,000**	**10%**		
EXPENSES	**CURRENT BUDGET**	**SEPTEMBER 2026**	**OCTOBER 2026**	**FY 2027 YEAR TO DATE**	**FY 2027 BUDGET BALANCE**	**FY 2027 % BUDGET**	**FINANCE NOTES**	**REVISION #1 NOTES**
207-900-230 Contracted Services	350,000	26,000		26,000	324,000	7%		
TOTAL EXPENSES	**350,000**	**26,000**	**2,026**	**26,000**	**324,000**	**7%**		
REVENUES OVER EXPENSES	**-**	**10,000**	**(2,026)**	**10,000**				

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/10/26
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2136: October 2026 Account Balance Update

ATTACHMENTS:

- 10-31-26 Bank and Investment Account Balance.pdf

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

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
001 GENERAL FUND									
This pool of money is used to support the operations of the City. This Fund is monitored by the State of WV. The City must submit a budget to the State in March of each year for approval in the following April. All revisions to the budget must be sent to the State for approval. These funds support all operational expenses accross the City departments. These departments are Economic Development, Mayor's Office, Council, City Manager, Treasurer, Court Clerk, Police Judges, City Attorney, Enforcement Agency, Building Inspections, Planning & Zoning, Elections, City Hall, Contributions, Parking, Police, Crossing Guards, Maintenance, and Fairs and Festivals. Several revenues are received by the General Fund and passed through to other funds. Hotel/Motel Taxes are collected and half is transferred to the P&R Fund. The other half is given to the County CVB. Street Improvement Fees are collected and transferred to the Capital Fund Repaving Budget. Finally, Gaming and Vidoe Lottery Income is collected and transferred to the Capital Fund. The Vacant Structures bank account is required in the City's Article 1759 Vacant Buildings Ordinance. Vacant structure fees are deposited into this account and expenditures related to maintaining and ensuring the safety of these buildings are disbursed from these funds.								
General Fund	2792	General	Bank of Charles Town	001-101-010	$ 1,829,202		$ 1,829,202		General Fund operations.
Vacant Structures	9110	General	Bank of Charles Town	001-101-030	$ 24,190		$ 24,190		Vacant buildings maintenance.
002 COAL SEVERANCE									
This fund is a special revenue fund that is supported by the collection of a tax on the production of coal in the state. Because Jefferson County is not a coal producing county, we get a portion of the proceeds based on population. This budget is monitored by the State as well. The City must submit a budget to the State in March of each year to be approved in the following April just as we do for the General Fund. The Council has decided to use these funds to support the enhancement of the P&R pool. This P&R expenditure is approved by the State of WV.									
Coal Severance Tax Revenue Fund	2946	Coal Severance	Bank of Charles Town	002-101-050	$ 127,313		$ 127,313		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	003-101-070	$ 1,509,271	$ 1,509,271		$ 1,509,271	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	003-101-200	$ 924,849	$ 924,849		$ 924,849	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	008-101-000	$ 6,113,787	$ 6,113,787	$ -	$ 6,113,787	$1.5 million committed to General Fund for FY 2026. Debt service is to be paid first per ordinance.
011 CHARLES WASHINGTON HALL LANDLORD FUND									
This fund was formed to create a LLC to redeem Federal and State historical tax credits associated with the renovation of Charles Washington Hall in 2014-2017. Because those obligations have been fulfilled the money in this account has been transferred to the Capital Reserve Fund and designated to building repair.									
CWH Landlord, LLC	3365	CWH Landlord	Bank of Charles Town	011-101-000	$ 772	$ 772	$ -	$ 772	Unrestricted revenues from the sale of federal historic tax credits. $25,000 allocated for possible option by out.
020 HOUSING REHAB FUND									
The Housing Rehabilitation Program was established in the 1980's when the City received HUD income for community housing rehabilitation. In the past, this was a loan program to the community. This program ceased several years ago. The money is now being used in the General Fund to support nuisance property expenses.									
Housing Rehab Program	2100	CDBG	Bank of Charles Town	020-101-000	$ 69,041	$ -	$ 69,041		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	021-101-020	$ 127,581	$ -	$ 127,581		Funds restricted for limited police activities per Department of Justice guidelines.
Police Investigation Account	2814	Investigative	Bank of Charles Town	021-101-010	$ 49,373		$ 49,373		Funds for police use.
026 OPIOID FUND									
These funds exist from a legal settlement of the State against opioid manufacturrers, distributors, and pharmacies due to their contribution to the misues of opioids. The State mandates that the money must be used for treatment and recovery programs, mental health services, support of law enforcement and first responders, provision of prevention education, or improved access to Narcan. There will be annual distributions of approximately $35,000 through 2028. The council has determined that this money will be used to support social worker salaries for services on drug related calls.									
Opioid Settlement Fund	2106	Opioid Fund	Bank of Charles Town	026-101-010	$ 157,164		$ 157,164		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	200-101-000	$ 6,041,475	$ 2,137,231	$ 3,904,244	$ 2,137,231	Funding for capital projects and grant projects approved in FY 2026 Capital Budget.
EPA/RLF Fund	2911	Capital Reserve	Bank of Charles Town	200-101-200	$ 702	$ -	$ 702		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	200-101-090	$ 1,679,101		$ 1,679,101	$ 1,402,162	Special revenue for resurfacing projects approved in FY 2025 Capital Budget.
207 PARKS & RECREATION FUND									
The Parks & Recreation Fund is designated to support the operations of the parks, the pool, and P&R programs. Parks & Recreation is a separate entify from the City. There are 3 checking accounts associated with the P&R Fund. They are the P&R Operating account, the P&R Capital Improvement account, and the Clifford Trust. The Operations bank account is used to support the operations of the Parks Program. The main revenue for that account is Hotel/Motel Taxes that are collected in the General Fund and passed on to P&R per City ordinances. The Capital Improvement bank account is supported from community donations and transfers from the P&R Operating account. The Clifford Trust is restricted for specific purposes per the donors' request. These funds are to be used to enhance Jefferson Memorial Park by constructing a dog watering station with a pavilion and heated bird baths with a garden.									
Parks & Rec	2881	Parks & Recreation	Bank of Charles Town	207-101-000	$ 96,294		$ 96,294		Operating account for Parks and Recreation.
Parks & Rec Capital Improvement	7203	Parks & Recreation	Bank of Charles Town	207-101-050	$ 95,102		$ 95,102		Account designated to P&R donations/contributions for future Parks capital improvement (i.e. tennis courts, pool, etc.)
JMP-Sheila Clifford Trust	2876	Parks & Recreation	Bank of Charles Town	207-101-040	$ 521,051		$ 521,051		Funds for the construction of a dog watering station and pavilion as well as heated bird baths and gardens at Jefferson Memorial Park.
400 BUILDING COMMISSION FUND									
The Building Commission is a separate entity from the City. It's purpose is to incur debt on behalf of the City. The properties that the debt are held against are owned by the Building Commission and leased to the City. This relationship exists between the Building Commission and the City until the debt is paid off. Then the property can be given back to the City. Currently there are 3 bonds/loans that the Building Commission holds for the City. The first one is a USDA Bond for Charles Washington Hall. The balance of the bond as of 5/15/2025 is $2,377,573 with monthly payments of $12,840. The second bond is another USDA Bond for Charles Washington Hall. The balance of this bond as of 5/15/25 is $751,198 with monthly payments of $3827. The final loan is held at the Bank of Charles Town at $1,637,630 as of 4/30/25. The monthly payments for this loan is $10,390.98. The Building Commission receives monthly lease payments from the General Fund to support these bond/loan payments. The Building Commission holds one year of bond/loan payments totaling approximately $325,000 in its checking account on reserve.									
Building Commission	4862	Bldg Commission	Bank of Charles Town	400-101-000	$ 321,470	$ -	$ 321,470		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	700-101-000	$ 130,001		$ 130,001		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	700-101-200	$ 607,301		$ 607,301		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	900-101-000	$ 99,279		$ 99,279		Account is used to deposit bond funds from developers and held until projects are completed.

Total Bank Accounts……	**$ 18,992,166**			
Total Investment Accounts……	**$ 1,532,150**			
Total Funds……	**$ 20,524,316**	**$ 10,685,909**	**$ 9,838,406**	**$ 12,088,071**

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.*