CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • APRIL 21, 2025

Regular Session **COUNCIL CHAMBERS** **7:00 PM**
101 E Washington Street, Charles Town, WV 25414

CALL TO ORDER

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

: **2025-459:** City Council Meeting Minutes - April 7, 2025
CouncilMinutes__7April2025_draft_rmt.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

: **2025-460:** Finance Committee Meeting Report - April 9, 2025
FinanceCommitteeReport_9Apr2025.pdf

: **2025-461:** Personnel Committee Meeting Report - April 14, 2025
Personnel Committee Report 4-14-25.pdf

7. CITY MANAGER REPORT

: **2025-463:** City Manager Report - April 21, 2025
City Manager Report - April 21, 2025.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2025-447:** Article 111 Council and Finance Policy Discussion
Ord. 2022-002 - Article 111 Council.pdf
Bid Policy Section 1.09.pdf

: **2025-470:** Jefferson County Development Authority Update
County Commission redline version for JCDA.pdf
WV State Code Development Authority.pdf
Current JCDA Bylaws from 2012.pdf
Bylaws Approved by JCDA May 2024 and waiting CC Approval.pdf

10. NEW BUSINESS

: **2025-449:** Charles Town Employee Handbook Review and Approval

Employee Handbook - April 21, 2025.pdf

: **2025-450:** Update on the Annexation Process of the Hill Farm Property, LLC and Possible Committee Formation

: **2025-464:** Arbor Day 2025 Proclamation
Arbor Day Proclamation_April2025.pdf

: **2025-465:** General Fund Revision #5

FY 2025 GF Revision #5.pdf
FY25 GenFund Revision #5 State Worksheet.pdf

: **2025-466:** Capital Fund Revision #3
Capital Budget 3rd Revision.pdf

: **2025-467:** Article 136 and Rental Registry Application Process and Fee
Article 136.pdf
Article 136 REDLINE.pdf
Rental Reg Use Application 2025.pdf
CT Rental Checklist 2025.pdf
NoV OCA w City Code.docx

: **2025-468:** Department of Transportation, Division of Highways Agreement with Jefferson County Board of Education regarding Wright Denny School Traffic Control.
DOH Letter of Proposed Agreement.pdf
DOH Proposed City Resolution.pdf
Agreement State Project Wright Denny School Traffic Control.pdf

: **2025-469:** Police Social Worker Program Presentation - Margaret Kursey

: **2025-462:** Real Estate Redevelopment Study - Possible Executive Session

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: **2025-471:** Payment of Bills - April 21, 2025
GEN FUND COUNCIL REPORT 2025-04-21.pdf
CAPITAL RESERVE COUNCIL REPORT 2025-04-21.pdf
PARKS N REC COUNCIL REPORT 2025-04-21.pdf
COUNCIL REPORT PCARD 04-21-25.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING Monday, May 5, 2025, at 7:00PM

: **2025-453:** Jefferson County Parks and Recreation Department Fireworks Event Request
JCPR Fireworks.pdf

: **2025-454:** Jefferson County Development Authority's (JCDA) By-Laws

: **2025-455:** Charles Town FY2026 Community Priorities Handout
Final DRAFT Charles Town Earmark Matrix FY26.pdf

: **2025-456:** Charles Town Police Department's March Statistical Report
March 2025 CTPD Stats.pdf

: **2025-457:** Resolution Authorizing the City to Enter into a Transporation Alternatives Project Agreement with the WV Division of Highways for Phase II Construction of the Augustine Avenue Trail
Resolution 2025-002.pdf

: **2025-458:** Charles Town Utility Board Meeting Minutes - March 26, 2025
2025.03.26 UB MINUTES .pdf

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

https://www.charlestownwv.us/government/agendas-and-minutes/

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-459: City Council Meeting Minutes - April 7, 2025

ATTACHMENTS:

- CouncilMinutes__7April2025_draft_rmt.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • April 7, 2025

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Bob Trainor	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Julie Philabaum	Councilmember	Remote	
Micheal George	Councilmember	Present	
Andie Sugrue	Councilmember	Present	

Mr. John Nissel, City Manager; Ms. Stephanie Grove, City Attorney; Ms. Alissa Meeks, Community Development Director; Ms. Lori Nice, Finance Director; Mr. James Newman, City Planner; Ms. Liz Cook, Business Development/Downtown Coordinator (Remote); and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2025-413: City Council Workshop Minutes - March 17, 2025

There being no corrections, additions, or changes, Mayor Trainor declared the March 17, 2025, workshop minutes approved.

2025-399: City Council Meeting Minutes - March 17, 2025

There being no corrections, additions, or changes, Mayor Trainor declared the March 17, 2025, minutes approved.

3. PUBLIC COMMENT

No one signed up for public comment.

4. WARD REPORTS

Ward #1

Mr. Kratovil had nothing to report.

Ms. Ricketts reported that in previous weeks there were multiple railroad crossing arms malfunctions on Route 51 that caused traffic backups in Charles Town.

Ward #2

Mr. Tester had nothing to report.

Mr. Hynes reported attending the Charles Town Now Adult Easter Egg Hunt event on Saturday, April 5, 2025. It was held at the newly acquired Depot Land, was well attended and he thoroughly enjoyed the event.

Ward #3

Ms. Philabaum had nothing to report.

Ward #4

Ms. Sugrue also attended the Easter egg hunt and enjoyed the event.

Mr. George had nothing to report.

5. MAYOR'S REPORT

Mayor Trainor reported that the Jefferson County Commission (JCC) has established the FY2026 salary for the JCC Social Services Coordinator (homelessness liaison) position at $92,344. They have included $29,162 in their FY2026 budget for the position. Charles Town plans to contribute $35,000; $11,098 from the FY2025 Operating Budget [Contributions/ Transfers – 444; Contributions – Homeless Solutions Account] and the balance from the FY2026 Operating Budget, same account. Mayor Trainor also informed Council that Mayor Pierson and the Ranson City Council have committed to contributing $18,182 towards the position, leaving a balance of $10,000. Mayor Trainor has reached out to the cities of Bolivar and Shepherdstown in hopes that between the two, they're contributions will equal the remaining balance.

6. COMMITTEE REPORTS

2025-400: Ordinance Committee Meeting Report - March 20, 2025

Mr. Tester reviewed the Ordinance Committee Report with Council.

2025-401: Personnel Committee Report - March 31, 2025

Mr. George reviewed the Personnel Committee Report with Council.

2025-409: Board of Parks and Recreation Commission Report - March 27, 2025

Ms. Ricketts reviewed the Parks and Recreation Commission Report with Council.

7. CITY MANAGER REPORT

2025-403: City Manager's Report - April 7, 2025

Mr. Nissel reviewed the City Manager Report with Council.

8. POLICE CHIEF REPORT

Chief Kutcher reviewed the Charles Town Police Department's (CTPD) March 2025 Statistical Report with Council. He reported that the police officer candidates for the CTPD's open position are moving forward in the hiring vetting process. Finally, he stated that there were no major issues associated with the protest that took place in downtown Charles Town on Saturday, April 5, 2025.

9. UNFINISHED BUSINESS

2025-370: Public Hearing for Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia in Regard to an Outdoor Dining Ordinance Article 907

Mr. Kratovil moved to open the public hearing. Mr. Tester seconded the motion, and there were no objections.

Staff announced that no one signed up for the public hearing.

Mr. Kratovil moved to close the public hearing. Mr. Tester seconded the motion, and there were no objections.

2025-371: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia in Regard to Part 9 Streets, Utilities and Public Services Code, Chapter 1 Street and Sidewalk Areas, Article 907 Outdoor Dining

Mr. Kratovil moved to approve the Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia in Regard to Part 9 Streets, Utilities and Public Services Code, Chapter 1 Street and Sidewalk Areas, Article 907 Outdoor Dining. Ms. Sugrue seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Andie Sugrue
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, George, Sugrue

2025-375: Opioid Distribution Plan

Ms. Ricketts moved to remove this agenda item from the Table. Mr. Tester seconded the motion, and there were no objections.

During the discussion Mr. Kratovil moved to Table this agenda item until more information is available to Council regarding the City's Opioid Fund application process and timing, distribution priorities, potential role of the WV State Opioid funds, and funding long-range program options. Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**TABLED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Jeff Hynes
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, George, Sugrue

10. NEW BUSINESS

2025-295: Finance Invoice Payment Policy

Mr. Hynes moved to approve the City's Budget and Fiscal Policies document of April 6, 2022, with the Table of Contents and cover changes as discussed. Mr. George seconded the motion, and it passed by unanimous vote.

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

2025-369: BR2025-01: Norborne Glebe Phase 14B Land Disturbance Bond Release

Mr. George moved to approve the land disturbance bond release in the amount of $123,437.00. Ms. Sugrue seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Micheal George
SECONDER:	Andie Sugrue
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, George, Sugrue

2025-368: BR2025-02: Stone Spring Phase 2 Bond Reduction

Mr. Hynes moved to approve the bond reduction from $14,782,413.45 to $1,661,776.74 for the Stone Spring housing development Phase 2. Mr. George seconded the motion, and it passed by unanimous vote.

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

2025-372: Plan for Filling Ward 3 Council Vacancy

Mr. Nissel proposed the following timeline for filling the Ward 3 vacancy:

- June, 5th, 12th, and 19th – advertise the vacancy in the Spirit and on the City's Website;
- July 7th – Hold a Council workshop to interview applicants;
- July 7th –Council meeting agenda item to appoint a councilmember for the vacant Ward 3 Council seat;
- July 21st – Administer the oath of office to the selected candidate.

Mr. Kratovil moved to approve the timeline for filling the Ward 3 Council vacancy. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2025-373: Jefferson County Development Authority Representative Update

Ms. Ricketts, Charles Town's representative on the Jefferson County Development Authority (JCDA) Board, reported that during the March 18, 2025, JCDA meeting the Board tabled indefinitely all the recommended changes requested by the Jefferson County Commission. Council agreed to include this agenda item on the April 21, 2025 City Council meeting agenda for an update on this issue.

2025-376: Discussion of FY2026 Congressional Directed Spending

Mr. Matt Ward, of Sustainable Solutions, reported on the current state of the Congressional Directed Spending (CDS) grants for FY2026.

Mr. Hynes moved to direct City staff to work with Sustainable Solutions to apply for CDS grants directed to the following projects :

- West Charles Town Connector Project and ADA Accessibility
- Happy Retreat Upgrade
- Stormwater Master Plan

Mr. George seconded the motion, and it passed by unanimous vote.

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

2025-402: Charles Town Augustine Avenue Phase II Agreement and Resolution

Mr. Kratovil moved to approve the August Avenue Phase II Agreement and Resolution. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2025-405: Infrastructure Committee Vacancy

Mr. George volunteered to fill the Infrastructure Committee vacancy until the appointments for the Standing Committee are completed at the June 2, 2025 Regular City Council meeting, and there were no objections.

2025-406: B&O Status - APUS - Possible Executive Session

Mr. Hynes moved to enter into Executive Session Mr. Tester seconded the motion, and there were no objections.

Ms. Sugrue recused herself for this agenda item due to a possible conflict of interest.

Mayor Trainor declared the Council in Executive Session.

Mayor Trainor declared the Council out of Executive Session.

No Council action was taken on this agenda item after the Executive Session.

2025-407: Real Estate Redevelopment - Possible Executive Session

This agenda item was discussed during agenda item 2025-406's Executive Session

No Council action was taken on this agenda item after the Executive Session.

Note: Ms. Sugrue was present during this item's discussion.

2025-408: Jefferson County Parks and Recreation Fireworks Partnership Request

Mr. George moved to approve the donation of $4,000 to Jefferson County Parks and Recreation for their fireworks event.

Mr. Hynes seconded the motion, and it passed by a 5-2 vote.

Note: Funds to be transferred from 699 – Contingencies to 444 Contributions/Transfers – Community Awards; Revision 5

RESULT:	**APPROVED [5-2]**
MOVER:	Micheal George
SECONDER:	Jeff Hynes
AYES:	Hynes, Tester, Philabaum, George, Sugrue
NAYS:	Kratovil, Ricketts

2025-410: Charles Town Parks and Recreation Commission Discussion

Mr. Kratovil moved to Table this agenda item until the May 5, 2025, Council meeting. Ms. Ricketts seconded the motion, and it passed by a 5-2 vote.

RESULT:	**TABLED [5-2]**
MOVER:	James Kratovil
SECONDER:	Elizabeth Ricketts
AYES:	Kratovil, Ricketts, Hynes, Tester, Sugrue
NAYS:	Philabaum, George

11. REFERRALS TO COMMITTEES/COMMISSIONS

2025-367: Zoning Inspections Referred to Ordinance Committee

Mr. Kratovil moved to refer the Zoning Code, specifically the "Zoning Inspections" section to the Ordinance Committee. Ms. Ricketts seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Elizabeth Ricketts
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, George, Sugrue

12. APPROVAL OF BILLS

2025-404: Payment of Bills - April 7, 2025

Mr. Kratovil moved to approve the payment of the bills. Hearing no objections Mayor Trainor declared the bills approved for payment.

13. ADJOURNMENT

Mayor Trainor asked if there was any other business to come before the Council.

Mr. Hynes requested that an item be placed on the April 21, 2025, Council meeting agenda to provide an update on the annexation process for the Hill Farm Partners, LLC property and the possibility of forming an annexation committee.

Hearing no other business requests, Mayor Trainor declared the meeting adjourned at 10:26PM.

14. INFORMATION ONLY:
SPECIAL COUNCIL MEETING – Tuesday, April 15, 2025 at 6:00PM
REGULAR COUNCIL MEETING – Monday, April 21, 2025, at 7:00PM

2025-411: Charles Town Police Department Statistical Report - February 2025

2025-412: Charles Town Utility Board Meeting Minutes - March 12, 2025

2025-414: Scott Updike Tree Board Oath of Office

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-460: Finance Committee Meeting Report - April 9, 2025

ATTACHMENTS:

- FinanceCommitteeReport_9Apr2025.pdf

City of Charles Town Finance Committee Report
9 April 2025 Meeting

Drafted by: Bob Trainor - Chairman

Call to Order ooa 10:02AM

1. **Persons present:** Finance Committee Members: Ms. Julie Philabaum and Mr. Bob Trainor; City Manager, Mr. John Nissel; Financial Director, Ms. Lori Nice; Accounting Clerk III, Ms. Briana Ballou; and Charles Town Police Chief, Chris Kutcher

2. Unfinished Business

2025-415: HdL Update

Staff provided the Committee with an updated status on HdL's activities *(attach (1))*.

Recommendations to the City Council: None, information only

2025-416: License Fee Waiver Request - Possible Executive Session

This agenda item was addressed in Executive Session with agenda items 2025-418 and 2025-419 (New Business) and 2025-417 (Unfinished Business)

2025-417: B&O Waiver Requests - Possible Executive Session

This agenda item was addressed in Executive Session with agenda items 2025-418 and 2025-419 (New Business) and 2025-416 (Unfinished Business)

3. New Business

2025-418: License Fee Waiver Request – Possible Executive Session

This agenda item was addressed in Executive Session with agenda items 2025-416 and 2025-417 (Unfinished Business) and 2025-419 (New Business)

2025-419: B&O Waiver Requests - Possible Executive Session

The Committee entered into Executive Session to address this agenda item as well as agenda items 2025-416, 2025-417 (Unfinished Business) and 2025-418 (New Business).
After Executive Session, Mr. Hynes moved the following:

Vendor Account Numbers	Committee Action	Remarks
8393	**Deny** B&O and License Fee Waiver Request	
8383 & 2763	**Approve** B&O Fee Waiver request	
1695, 1605, & 8199	**Approve** License Fee Waiver Request	
8005 & 7942	**Approve** B&O and License Fee Waiver request	
8238	**Tabled**	

Ms. Philabaum seconded the motion and it passed by unanimous vote – 3 to 0.

Recommendations to the City Council: None, information only

2025-420: General Fund Revision #5

Staff reviewed the proposed 5th Revision to the FY2025 General Fund Budget as follows:

Activity	Subtraction	Addition	Remarks
Revenue 36900 Contributions from Other Funds - Sales Tax		**$50,000**	From Sales Tax Account
402-23 Professional Services	**$2,000**		Washington Street Concept
412-23 Professional Services	**$50,000**		City Manager Search
437-23 Professional Services	**$3,000**		Annexation Survey
444-Community Awards	**$4,000**		Fireworks Donation
699-Other Contributions		**$9,000**	Proposed #699 Balance = $30,973
Totals	**$59,000**	**$59,000**	

Recommendations to the City Council: Review and approve the proposed General Fund Revision #5

2025-421: Capital Fund Revision #3

Staff reviewed the proposed 3rd Revision to the FY2025 Capital Fund Budget as follows:

Activity	Adjustment	Budget	Remarks
977-58 Streets & Transportation Capital Outlay Other Improvements - Paving Path from bridge to road by the skate park	**+$3,300**	**$8,300**	Paving Path to Evitts Run bridge
979-56 Culture & Recreation Land - Depot Park Land Acquisition	**+$6,800**	**$506,800**	Closing Costs
979-58 Culture & Recreation Other Improvements - JMP Tennis Court ground penetrating radar	**-$10,100**	**+$9.900**	Reflects Actual Cost
Total Increase/Decrease of Capital Budget	**$00.00**		

Recommendations to the City Council: Review and approve the proposed Capital Budget Revision #3

4. Finance Director Report

2025-422: February & March General Fund Budget Update

Staff reviewed the February and March Fund Budget update *(attach (2)).*

Recommendations to the City Council: None, information only

2025-423: February & March Capital Fund Budget Update

Staff reviewed the February and March Capital Fund Budget update *(attach (3)).*

Recommendations to the City Council: None, information only

2025-424: February & March P&R Budget Update

Staff reviewed the Parks and Recreation Budget statements through March 2025 *(attach (4))*.

Recommendations to the City Council: None, information only

2025-425: Account Balance Update

Staff reviewed the City's Account Balances *(attach (5))*.

Recommendations to the City Council: None, information only

2025-425: COPS Grants Update

Staff informed the Committee that the COPS equipment grant monies have been drawn down from the Department of Justice. The outfit equipment for the 2026 police vehicles will be purchased in FY2025 for installation on the vehicles in FY2026.

Regarding the COPS Community Resource Officer, Chief Kutcher anticipates filling that position in May 2025. The monies for this initiative expire in September 2027. However, Ms. Nice anticipates that the expiration date can be extended if required.

2025-427: Audit RFP Update

The Committee agreed to hold a special Finance Committee meeting on Wednesday, 30 April 2025 at 10:00AM to ascertain and recommend to Council the auditor contract.

Recommendations to the City Council: None, information only

5. Chairman's Report

6. The meeting was adjourned ooa 12:20PM

7. Next Scheduled Finance Committee meeting is Wednesday, 30 April 2025 at 10:00AM.

HdL Billing Status

Updated ***9-Apr-25***

Invoices	Collected	50%	Less 15%	Credit Applied	Credit Due
September 2024 Beginning Balance	$ -	$ -	$ -	$ -	$ 49,750.00
October 2024	$ 40,595.76	$ 20,297.88	$ 14,208.52	$ 6,089.36	$ 43,660.64
November 2024	$ 4,868.38	$ 2,434.19	$ 1,703.93	$ 730.26	$ 42,930.38
December 2024	$ 12,688.18	$ 6,344.09	$ 4,440.86	$ 1,903.23	$ 41,027.15
January 2025	$ 12,139.76	$ 6,069.88	$ 4,248.92	$ 1,820.96	$ 39,206.19
February 2025	$ 9,264.41	$ 4,632.21	$ 3,242.54	$ 1,389.66	$ 37,816.53

the city of Charles Town, WV

General Fund March 2025 Budget to Actual

9 April 2025 - FC Report Attachment (2)
19 Pages

	REVENUES	Current Budget	February 2025	March 2025	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations
30005	Unassigned Fund Balance (Carryover)	4,724,453			4,724,453	(0)	100%	$500K reserve for revenue/expense FY24 + $659,452 remaining Revenue/Loss balance
30101	Taxes - Ad Valorem	1,688,544	447,278	167,199	1,644,508	44,036	97%	
30106	Supplemental Taxes	36,000	8,131	4,234	40,102	(4,102)	111%	Property taxes owed from previous years, but paid in the current fiscal year.
30200	Interest as Penalty	10,000	1,573	864	11,494	(1,494)	115%	
30300	Gas & Oil Severence Tax	33,000			24,053	8,947	73%	5% severance tax on gross receipts at the well head of oil and natural gas. $66K appears to be for 2 years. Confirm when payments are received.
30400	Utility Tax (2%)	200,000	7,980	43,853	252,003	(52,003)	126%	
30500	Business & Occupation (B&O) Tax	1,995,000	408,013	47,897	2,073,867	(78,867)	104%	$459K actuals in FY24 thru 2/29/2024. Collections should continue through August 31 then be accrued to FY24, resulting in another revision to carry over balance.
30600	Liquor Tax	25,000	8,267		21,748	3,252	87%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.
30700	Animal Control Tax	1,600	16	30	1,679	(79)	105%	
30800	Hotel/Motel Tax	200,000	9,788	10,363	134,534	65,466	67%	4 traditional hotels (Turf Motel, Days Inn, TravelLodge, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, AirBnB, Hotel Tonight, Evolve Vacation Rental Network)
32000	Court Costs, Fees & Charges	260,000	27,822	26,312	204,394	55,606	79%	
3100	Parking Violation Revenue	40,000	3,580	5,010	30,261	9,739	76%	Revised based on new program details and current year performance.
32500	Business License Revenue	30,000	4,570	20,390	116,844	(86,844)	389%	
32600	Building Permit Fees	550,000	115,906	67,752	589,790	(39,790)	107%	Building activity increasing/expected to remain strong through FY2025 with new development projects on the horizon and increases in permit fee structure.
32800	Franchise Tax	75,000	15,167		47,146	27,854	63%	Two Cable Franchisees; working with Shentel/GloFiber on franchisee compliance
33000	International Registration Plan (IRP) Fees	70,000	4,951	10,579	53,684	16,316	77%	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions.
33900	Emergency Service Fee	1,700	174		1,375	325	81%	Revenue from utility bills for EMS (5 cents)
34000	Parks & Rec Fee	1,700	174		1,375	325	81%	Revenue from utility bills for parks and recreation (5 cents)
34200	Parking Meter Revenues	44,000	2,368	2,316	44,771	(771)	102%	Revenue from parking meters and parking permits including ParkMobile app.
34500	Rents & Concessions	60,000	7,837	7,178	71,046	(11,046)	118%	CTUB rental of 661 space ($30k total); CW Hall Revenue is recorded as Due to Building Commission/CWH Landlord, so revising down to reflect true flow of revenues
35300	Zoning Fee	17,000	4,586	43,092	59,446	(42,446)	350%	Zoning applications
35500	Street Improvement Fee	135,000	13,592		107,599	27,401	80%	Revenue from utility bills for street improvements ($4 per month); pending fee decision from Council
36504	Federal Government Grants	41,667			-	41,667	0%	DOJ/COPS grant for additional police officer. $125,000 across 3 years.
36600	State Government Grants	-			2,970	(2,970)		
36700	Other Grants	7,400			1,829	5,571		
36900	Contributions from Other Funds - Sales Tax	1,000,000		250,000	750,000	250,000	75%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets).
37600	Gaming Income	250,000	19,020	18,788	174,317	75,683	70%	Gaming receipts average $19K to $23K per month in the 2nd Quarter 2024.
37900	Gain/Loss - Sale of Fixed Assets	-			-	-		
38007	Interest Income (Operating Acct)	35,000	1,204	1,420	15,527	19,473	44%	
38100	Reimbursements	110,000	31,737	13,927	129,356	(19,356)	118%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.
38200	Refunds - Overpayments	400	12	154	4,691	(4,291)	1173%	
38600	Insurance Claims	-			4,866	(4,866)		
39200	Property Rehabilitation	-			100	(100)		
38700	Filing Fees	325			675	(350)	208%	Filing Fees Revenue - Election in FY25. $50.00 per person.
39700	Video Lottery	600,000	48,971	91,155	547,912	52,088	91%	Video lottery receipts average $13.4K to $22.2K per week.
39900	Misc Revenue	10,000	895	977	5,980	4,020	60%	Yard waste stickers and fingerprints
39902	Special Events - WV Fest	4,000		1,125	1,125	2,875	28%	
39903	Special Events - General	900	75	25	1,125	(225)	125%	Special activities fees
39904	Special Events - CW Hall	8,500		950	5,050	3,450	59%	

	39907 Special Events - Car Show	7,000			10,240	(3,240)	146%	Car show registration and sponsors.
	Total Revenues	**12,273,189**	**1,193,689**	**835,588**	**11,911,936**	**361,252**	**97%**	

	DEPARTMENT LINE ITEMS							NOTES AND EXPLANATIONS
	Economic Development - 402	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	72,455	5,630	5,658	55,672	16,783	77%	Salary $68,844 plus 2.5% merit and holiday supplement.
	04 FICA	5,554	431	433	4,259	1,295	77%	FICA @ 7.65%
	05 Group Insurance	9,800	705	676	6,631	3,169	68%	Includes 14% premium increase projected by PEIA. $7,294 (Health Insurance), $540.48 (Life Insurance), Dental Ins ($266.16), Vision Ins ($111.00), EAP Premiums ($15.84)
	06 Retirement	7,368	507	509	5,296	2,072	72%	PERS II Employer Contribution 9%
	09 OPEB	2,108	113	142	1,305	803	62%	Deferred Compensation Employer Contribution 3%
	11 Telephone	750	32		238	512	32%	Cell phone
	14 Travel	4,200	630		745	3,456	18%	2 National Conferences; airfare, lodging, per-diem
	20 Advertising/Legal Publications	-	2		26	(26)		
	21 Training & Education	-			-	-		$2,500 rolled under City Manager's office.
	22 Dues & Subscriptions	2,000	74		910	1,090	46%	IEDC Membership, Survey Subscription, Adobe subscription
	23 Professional Services	1,000			-	1,000	0%	Engineering Services
	26 Insurance and Bonds	5,000		248	3,144	1,856	63%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	30 Contracted Services	-	1,285		1,285			
	41 Departmental Supplies	3,000	48		722	2,278	24%	Promotional items for events and City marketing and other departmental supplies.
	43 Auto Supplies	-			-	-		
	Total Economic Development	**113,234**	**9,455**	**7,665**	**80,234**	**34,286**	**71%**	
	Federal Grants - 403	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	Professional Services	-			-	-		
	Departmental Supplies	-			-	-		
	Total Federal Grants	-	-	-	-	-		

DEPARTMENT LINE ITEMS							NOTES AND EXPLANATIONS
Mayor's Office - 409	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
01 Salary	12,500	1,042	1,042	9,375	3,125	75%	Mayor's Salary
04 FICA Tax Expense	1,000	80	80	717	283	72%	
11 Telephone	-			-	-		
14 Travel Expense	2,000			-	2,000	0%	WV Municipal League
20 Advertising/Legal Publication	-			-	-		
21 Training & Education	1,000			-	1,000	0%	
26 Insurance & Bonds	1,000		44	686	314	69%	
41 Departmental Supplies	500			36	464	7%	$453.00 - Ceremonial Keys to the City and Coins
68 Community Contributions	2,000			696	1,305	35%	
Total Mayor's Office	**20,000**	**1,121**	**1,165**	**11,510**	**8,490**	**58%**	
Council - 410	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
01 Salaries	40,000	3,333	3,333	29,792	10,208	74%	Eight Council Members at $5,000 annual salary
04 FICA Tax Expense	3,100	255	255	2,279	821	74%	
14 Travel Expense	4,800			-	4,800	0%	Conferences
20 Advertising	-			-	-		
21 Training & Education	3,200			1,849	1,351	58%	Conference Registration ($450 per registration)
26 Insurance & Bonds	3,200		141	2,197	1,003	69%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
41 Departmental Supplies	700			136	564	19%	
Total Council	**55,000**	**3,588**	**3,729**	**36,253**	**18,747**	**66%**	

	DEPARTMENT LINE ITEMS							NOTES AND EXPLANATIONS
	City Manager - 412	Current Budget	February 2025	March 2025	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations
	03 Salaries	185,525	13,853	13,813	139,074	46,451	75%	City Manager Salary ($120,000) + 2.5% Merit ($1,545) + Holiday Supplement ($500) Deputy City Clerk Salary (from $52,674 to $54,000) + 2.5% Merit ($695.25) + Holiday Supplement ($500) City Manager requesting promotion and salary increase for from Deputy City Clerk to City Clerk. Finance Committee approved dollar amount.
	04 FICA Tax Expense	14,945	1,071	1,083	10,727	4,218	72%	FICA Tax @ 7.65%
	05 Group Insurance	2,250	176	176	1,602	648	71%	Health, Dental, Vision, Life insurance, EAP
	06 Retirement	16,365	1,259	1,274	12,523	3,842	77%	9% Employer Contribution PERS I and II
	08 Overtime	1,500	141	342	1,151	349	77%	
	09 OPEB	5,900	414	414	3,831	2,069	65%	3% Employer Contribution Deferred Compensation plan
	11 Telephone	520	42		319	201	61%	Mobile phone service
	14 Travel Expense	1,500			-	1,500	0%	WVML Trip, City Clerk Election Training
	20 Advertising	-			-	-		
	21 Training & Education	21,000	4,902		7,247	13,753	35%	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500
	22 Dues & Subscriptions	1,000			-	1,000	0%	Adobe subscriptions. ICMA and WVML Fees.
	23 Professional Services	-			-	-		Background checks for City Manager candidates. Not required this year.
	26 Insurance & Bonds	15,000		634	10,778	4,222	72%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
	41 Departmental Supplies	750	80		182	568	24%	Misc. Office Supplies
	43 Auto Supplies (Gas & Oil)	-			-	-		Gas is covered under travel expenses.
	Total City Manager	**266,255**	**21,937**	**17,736**	**187,433**	**78,822**	**70%**	

	DEPARTMENT LINE ITEMS							NOTES AND EXPLANATIONS
	Treasurer - 413	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	235,000	19,171	19,018	174,442	60,558	74%	Director of Finance ($100,000), Accounting Clerk III ($44,762), Accounting Clerk II 0.5 FTE ($40,685), Accounting Clerk I ($37,500) plus 2.5% merit, holiday supplement, and overtime.
	04 FICA Tax Expense	19,000	1,485	1,482	13,551	5,449	71%	FICA Tax @ 7.65%
	05 Group Insurance	39,000	1,501	1,501	22,104	16,896	57%	Health, Dental, Vision, Life insurance, EAP
	06 Retirement	21,150	1,748	1,743	15,734	5,416	74%	9% Employer Contribution PERS I and II
	08 Overtime	4,000	247	352	2,691	1,309	67%	
	09 OPEB	7,050	545	544	4,757	2,293	67%	3% Employer Contribution Deferred Compensation plan
	11 Telephone	500			178	322	36%	Director of Finance Cell Phone
	12 Printing	-			-	-		
	14 Travel Expense	3,000			745	2,255	25%	Director & Acct. Clerk III - WV Government Finance Officers Association Training
	18 Postage	-			-	-		Transfer cost to City Hall and Pitney Bowes machine.
	20 Advertising/Legal Pubs	2,000			947	1,053	47%	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.
	21 Training & Education	-			-	-		$4,000 Rolled into City Manager's budget
	22 Dues & Subscriptions	800			-	800	0%	Adobe subscription for Director & Accounting Clerk III
	23 Professional Services	3,000			2,989	11	100%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)
	24 Audit Costs	42,000			17,400	24,600	41%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit
	26 Insurance & Bonds	15,000		828	12,015	2,985	80%	General Liability, Worker's Compensation, Umbrella
	30 Contracted Services	24,500			-	24,500	0%	Tyler Technologies - Incode Annual License Fee - $20,000 Business License Software Maintenance (Progressive Solutions) - $5,000
	30 B&O Collectrions - Contracted Services	132,500	21,032	3,243	112,358	20,142	85%	
	38 Refunds	160,000	7,548	1,105	149,295	10,705	93%	
	41 Departmental Supplies	4,500	197	232	3,678	822	82%	Paper folder machine ($500)
	59 Capital Outlay	-			-	-		
	Total Treasurer	**713,000**	**53,474**	**30,048**	**532,884**	**180,116**	**75%**	

	DEPARTMENT LINE ITEMS							NOTES AND EXPLANATIONS
	Court Clerk - 415	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	63,907	4,948	4,850	48,908	14,999	77%	Court Clerk Salary: $59,996 plus 2.5% merit, and holiday supplement
	04 FICA	5,215	379	385	3,785	1,430	73%	FICA Tax @ 7.65%
	05 Group Insurance	18,529	1,360	1,360	13,281	5,248	72%	Health, Dental, Vision, Life insurance, EAP + 14% premium increase
	06 Retirement	5,720	445	453	4,404	1,316	77%	9% Employer Contribution PERS I and II
	08 Overtime	1,000		182	570	430	57%	
	09 OPEB	1,860	126	126	1,213	647	65%	3% Employer Contribution Deferred Compensation plan
	14 Travel	500			380	120	76%	Court Clerk training and Election training
	18 Postage	100			35	65		
	20 Advertising/Legal Publications	200			-	200	0%	
	21 Training & Education	-			-	-		$500 transferred to City Manager's budget. WVML training and Election training.
	22 Dues & Subscriptions	-			-	-		
	23 Professional Services	-			-	-		
	24 Audit Costs	-			-	-		
	26 Insurance & Bonds	4,500		219	3,298	1,202	73%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella
	30 Contracted Services	25			25	-	100%	Flu shot
	38 Refunds	500			370			
	41 Departmental Supplies	1,100			927	173	84%	Ink cartridges, paper stock
	Total Court Clerk	**103,156**	**7,258**	**7,574**	**77,196**	**25,830**	**75%**	

	DEPARTMENT LINE ITEMS							NOTES AND EXPLANATIONS
	Police Judges - 416	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	32,000	1,800	1,750	19,874	12,126	62%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; and extra $2k for special judge.
	04 FICA	2,400	138	134	1,520	880	63%	
	14 Travel	500			240	260	48%	WV State mandated annual training for magistrates & judges
	21 Training & Education	1,000			-	1,000	0%	WV State mandated annual training for magistrates & judges
	22 Dues and Subscriptions	100			-	100	0%	
	23 Professional Services	1,000			-	1,000	0%	
	26 Insurance & Bonds	2,500		113	1,757	743	70%	
	41 Departmental Supplies	-			-	-		
	Total Police Judges	**39,500**	**1,938**	**1,997**	**23,392**	**16,108**	**59%**	
	City Attorney - 417	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	135,000	11,827	11,827	93,860	41,140	70%	
	04 FICA	12,000	905	905	7,180	4,820	60%	
	05 Group Insurance	13,000	131	131	1,051	11,949	8%	
	06 Retirement	13,500	1,064	1,064	8,052	5,448	60%	
	09 OPEB	4,500	355	355	2,800	1,700	62%	
	11 Telephone	2,000	18		122	1,878	6%	
	14 Travel	1,000			-	1,000	0%	
	20 Advertising/Legal Publications	1,000			-	1,000	0%	
	21 Training & Education	-			-	-		
	22 Dues & Subscriptions	1,500			-	1,500	0%	
	23 Professional Services	40,000			23,531	16,469	59%	Cost for outside legal council.
	26 Insurance and Bonds	5,000		529	902	4,098	18%	
	41 Departmental Supplies	500			226	274	45%	
	Total Attorney	**229,000**	**14,300**	**14,810**	**137,724**	**91,276**	**60%**	

	DEPARTMENT LINE ITEMS							NOTES AND EXPLANATIONS
	Enforcement Agency - 425	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	57,700	4,312	4,312	43,379	14,321	75%	Code Enforcement Officer: $54,322.83 plus 2.5% merit and holiday supplement.
	04 FICA	4,419	330	330	3,319	1,100	75%	FICA @ 7.65% of Salary
	05 Group Insurance	8,640	682	654	6,159	2,481	71%	Includes 14% premium increase projected by PEIA. Current expenses include: Life Ins. ($545 per mo), Dental ($266 per mo), and Vision ($111 per mo).
	06 Retirement	5,090	388	388	3,814	1,276	75%	PERS II Employer Contribution 9%
	09 OPEB	2,035	129	158	1,474	561	72%	457(b) Deferred Compensation Employer Contribution (3%)
	11 Telephone	2,250	18		1,962	288	87%	
	14 Travel	1,500			-	1,500	0%	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas
	18 Postage	2,500	147		1,405	1,095	56%	Certified Mailings
	20 Advertising/Legal Publications	1,000			-	1,000	0%	
	21 Training & Education	-			-	-		$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)
	22 Dues & Subscriptions	1,000			360	640	36%	Women in Code Enforcement (WICED) Membership Fees ($35) ICC Membership ($160/yr)
	26 Insurance and Bonds	3,800		197	2,721	1,079	72%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	30 Contracted Services	51,100				37,798	26%	Kimley-Horn Engineering Services / Nuisance Properties; discuss process w/council. Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.
	30 Nuicance Properties-Contracted Services	-			13,302			
	41 Departmental Supplies	3,000			2,434	566	81%	Office printer, building safety month supplies, jackets, boots, code books
	43 Auto Supplies	-			-	-		Under Maintenance budget
	Total Enforcement Agency	**144,034**	**6,007**	**6,039**	**80,328**	**63,706**	**56%**	
	Regional Dev Authority - 435	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	22 Dues & Subscriptions	6,600			6,142	458	93%	Region 9 Assessment - Fees are going up
	Total Regional Dev. Authority	**6,600**	**-**	**-**	**6,142**	**458**	**93%**	
	Total City Administration	**1,709,179**	**119,078**	**90,764**	**1,173,095**	**517,839**		

DEPARTMENT LINE ITEMS							NOTES AND EXPLANATIONS
Building Inspections - 436	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
03 Salaries	57,300	6,401	6,401	47,211	10,089	82%	Building Official/Inspector: $80,653.29 plus 2.5% merit plus holiday supplement
04 FICA	4,296	490	490	3,612	684	84%	FICA @ 7.65% of Salary
05 Group Insurance	1,650	108	108	780	870	47%	Dental/Life/Vision/EAP Premiums
06 Retirement	7,100	576	576	4,083	3,017	58%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods
09 OPEB	1,575	192	192	1,163	412	74%	457(b) Deferred Comp Employer Contribution (3%). $60.53 per pay period * 26 pay periods
11 Telephone	1,010	40	11	649	361	64%	Two lines; one is a hot spot. $84.18 per month x 12 months = $1,010.16 per year in actual costs
14 Travel	3,000			823	2,177	27%	National ICC Conference; Women in Code Enforcement Training; airfare, lodging, meals, gas
17 R&M Auto	-			-	-		Under Maintenance budget
18 Postage	1,000			-	1,000	0%	Certified mailings for property Notice of Violations
20 Advertising/Legal Publications	1,500			1,278	222	85%	Job posting costs
21 Training & Education	-			-	-		$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.
22 Dues & Subscriptions	1,000			665	335	67%	ICC membership dues; WICA subscription
23 Professional Services	85,000			84,700	300	100%	To cover expenses associated with inspections; compliance.
26 Insurance & Bonds	6,000		290	4,104	1,896	68%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
41 Departmental Supplies	3,000			2,678	322	89%	Mobile printer for vehicle, jackets, boots, building safety month
43 Auto Supplies	-			-	-		Under Maintenance budget
Total Building Inspections	**173,431**	**7,807**	**8,068**	**151,746**	**21,685**	**87%**	

	DEPARTMENT LINE ITEMS							NOTES AND EXPLANATIONS
	Planning & Zoning - 437	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	250,420	18,667	19,655	189,889	60,531	76%	Director of Community Development: $96,937, City Planner/Zoning/Subdiv Administrator: $84,721, Permit Tech: $50,141 plus 2.5% step increase on 1/1/2025 for all three positions. Includes Holiday Supplement pay ($500 x 3 employees = $1,500) and summer intern ($5,250).
	04 FICA	19,645	1,428	1,504	14,601	5,044	74%	FICA @ 7.65% of Salary
	05 Group Insurance	22,000	2,211	2,160	16,575	5,425	75%	Includes 14% increase projected by PEIA. Health/Dental/Life/Vision/EAP Premiums
	06 Retirement	23,215	1,680	1,769	16,653	6,562	72%	PERS II Employer Contribution (9%)
	08 Overtime	2,000			971	1,029	49%	
	09 OPEB	7,960	461	471	3,663	4,297	46%	457(b) Deferred Comp Employer Contribution (3%).
	11 Telephone	550	61		275	275	50%	Director's department cell phone
	14 Travel	7,200			-	7,200	0%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Kim - MGO Conference
	18 Postage	1,000			-	1,000	0%	Certified Mailings; Legal notices, yard sign postings
	20 Advertising/Legal Publications	4,500	354	113	901	3,599	20%	Advertising of BZA and public hearings for P/C meetings; hearing placards
	21 Training & Education	-			-	-		$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration amount $3,500;
	22 Dues & Subscriptions	3,000			405	2,595	13%	AICP Membership; Kim ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.
	23 Professional Services	5,000		1,250	1,556	3,444	31%	GIS Aerial imagery, Engineering Services, Background Checks
	26 Insurance & Bonds	20,000		856	11,730	8,270	59%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	30 Contracted Services	60,000		18,399	45,744	14,256	76%	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;
	31 Contracted Services - Tree Board	9,400			7,400	2,000	79%	To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.
	38 Refunds	500			364	136		
	41 Departmental Supplies	4,000	54	70	3,384	616	85%	Public hearing signs, office supplies, promotional supplies
	53 Computer Software / Tech	9,000	730	730	6,589	2,411	73%	MyPermit Now Monthly Fees
	59 Capital Outlay	-			-	-		
	Total Planning and Zoning	**449,390**	**25,645**	**46,977**	**320,700**	**128,690**	**71%**	
	Total City Bldg Inspection, P&Z, and Enforcement Agency	**827,689**	**48,915**	**68,749**	**633,007**	**248,367**		
	Elections - 438	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	12 Printing	3,000			-	3,000	0%	
	20 Advertising/Legal Publications	500	90		90	410	18%	Publish ballot multiple times
	23 Professional Services	-			-	-		
	30 Contracted Services	5,000			-	5,000	0%	Poll workers for early voting and day of election.
	41 Departmental Supplies	2,000			539	1,461	27%	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers
	Total Elections	**10,500**	**90**	**-**	**629**	**9,871**	**6%**	

	DEPARTMENT LINE ITEMS							NOTES AND EXPLANATIONS
	City Hall - 440	Current Budget	February 2025	March 2025	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations
	3 Salaries	97,960	7,526	7,526	74,496	23,464	76%	Director of Operations Salary: $92,500 + 2.5% Merit + Holiday Supplement
	4 FICA Taxes	7,835	576	576	5,699	2,136	73%	FICA @ 7.65%
	5 Group Insurance	20,000	1,385	1,385	13,901	6,099	70%	Health, Dental, Vision, Life, Employee Assistance Program
	6 Retirement	9,590	677	677	6,656	2,934	69%	9% Employer Contribution
	9 OPEB	3,270	255	255	2,450	820	75%	3% Deferred Compensation Employer Contribution
	11 Telephone	18,000	1,139	1,107	14,032	3,968	78%	WebEx Phone Services ($6,000), Internet Service ($3,012), Cell phone - Director ($384), Rouss Hall Phone Service ($7,200 per year/$600 per mo.) **Proposing upgrade to internet service. 1 Gbps with GloFiber. $1,900 per month, $22,800 per year. One time set up fee $1,900. $950 set up cost allocated to Police Dept, $950 set up cost allocated to City Hall. Please review quote in attachments.**
	13 Utilities	51,200	5,833	5,070	33,585	17,615	66%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer
	14 Travel Expense	2,000			370	1,630	19%	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD
	15 Repair & Main. Bldg & Grounds	12,000		1,227	2,639	9,361	22%	Elevator Services and City Hall maintenance.
	18 Postage	4,000	200	502	3,033	967	76%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection
	19 Bldg & Equipment Rental	250,000	20,104	110	173,468	76,532	69%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer
	20 Advertising/Legal Publications	5,000	600	91	2,704	2,296	54%	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements
	21 Training & Education	-			-	-		$2,000 transferred to City Manager's budget
	22 Dues & Subscriptions	3,500			508	2,992	15%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)
	23 Professional Services	25,000	1,800	1,800	16,867	8,133	67%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.
	26 Insurance & Bonds	18,000		335	16,119	1,881	90%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial
	30 Contracted Services	201,404	14,160	18,085	140,044	61,360	70%	Sustainable Strategies (Grant Consultant, Matt Ward) - $28,800 ($2,400 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Printer & Copier Lease - $14,400 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $35,000 Payroll Processing Base Fees - $3,864 ADP Software Recurring Annual Fee - $19,440 Tek Advisors - Moving this out of Capital Budget and into Operating budget - $75,000 per year.
	32 Bank Charges	60,000	6,829	7,154	39,509	20,491	66%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees
	37 Other Fees/Taxes	500			-	500	0%	Late fees
	41 Departmental Supplies	14,400	719	927	8,306	6,094	58%	
	53 Computer Software / Tech	15,000			11,763	3,237	78%	City Sonic Wall Annual License - $1,700 Clearcaster Annual License - $1,700 Granicus Annual License - $9,500 - Agenda management,Online training, Audio/Visual software for livestreaming meetings VEEAM Annual Maintenance - $600.00 Zoom Fees - $1,500 per year
	Total City Hall	**818,659**	**61,805**	**46,827**	**566,149**	**252,510**	**69%**	

	DEPARTMENT LINE ITEMS							NOTES AND EXPLANATIONS
	Contributions/Transfers - 444	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	68 Contributions - "But For" Organizations	60,000			-	60,000	0%	Citizens Fire Co. $95K and EPTA Requests $50K
	68 Community Awards	-			-	-		
	68 Contributions - Revive Grant	20,000			-	20,000	0%	Unspent Revive! Funding rolled over to FY24
	68 Contributions - Façade Improvement Program	15,000			5,000	10,000	33%	
	68 Contributions - Homeless Solutions	25,000			13,902	11,098	56%	County Homelessness position funding commitment
	68 Contribution - Nuisance Property Expenses	-			-	-		Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.
	68 Contributions - Sidewalk Improvement Program	15,000	4,636		4,636	10,364	31%	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest
	Total Contributions/Transfers	**135,000**	**4,636**	**-**	**23,538**	**111,462**	**17%**	
	Parking - 571	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	41,614	3,024	3,024	23,392	18,223	56%	Base salary, contingency, 2.5% merit, holiday supplement, and clothing allowance
	04 FICA Tax Expense	3,500	236	236	1,811	1,689	52%	FICA @ 7.65%
	05 Group Insurance	9,300	36	36	403	8,897	4%	Health, Dental, Vision, Life, Employee Assistance Program
	06 Retirement Expense	3,600	277	277	2,226	1,374	62%	9% Employer Retirement Contribution
	08 Overtime	2,000	57	57	284	1,717	14%	
	09 OPEB	1,400	91	91	726	674	52%	3% Deferred Compensation Employer Contribution
	13 Utilities	1,450	108	108	1,073	377	74%	Electric Service
	16 Repair & Main - Equipment	2,750			-	2,750	0%	Parking meter repairs and maintenance
	18 Postage	500			8	492	2%	
	19 Bldg & Equipment Rental	1,000			-	1,000	0%	
	20 Advertising / Legal Publications	500			-	500	0%	
	23 Professional Services	-			-	-		
	26 Insurance & Bonds	3,000		147	2,015	985	67%	Prof Liability, Umbrella, Automobile, Worker's Comp
	30 Contracted Services	500			571	(71)	114%	
	41 Departmental Supplies	4,500	1,674		4,058	442	90%	Office Supplies, Batteries, Handheld Printer Paper
	43 Auto Supplies (Gas/Oil)	-	77		77			
	45 Uniforms	1,000			991	9	99%	Jacket, Uniform Shirt, Patches, Badge, etc.
	53 Computer Software/Tech	4,000			-	4,000	0%	United Public Safety/T2 Annual Fees
	Total Parking	**80,614**	**5,579**	**3,975**	**37,634**	**43,058**	**47%**	
	Contingencies - 699	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**Budget Balance**	**Over/Under Budget**	**Approved Budget Notes and Explanations**
	Other Contributions	39,973			-	39,973	0%	Placeholder for 3.2% COLA ($84,900 plus $16,980 for FICA/Retirement Cont.); $50,000 for emergency snow costs. $41,667 for COPS grant for additional police officer.
	Total Contingencies	**39,973**	**-**	**-**	**-**	**39,973**	**0%**	

	DEPARTMENT LINE ITEMS							NOTES AND EXPLANATIONS
	Police Department - 700	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	1,507,798	100,184	105,601	1,103,697	404,101	73%	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. Seven (7) Patrolman ($52,998.40 - $55,681.60) Two (2) Patrolman First Class ($58,510.40 - $64,542.40) Three (3) Sergeants ($76,689.60 - $86,756.80) Two (2) Lieutenants ($93,246.40 - $95,576.00) Three (3) Corporals ($67,808 - $82,617.60) Three (3) Administrative personnel ($36,276.00 - $55,910.40) One (1) Chief ($134,650)
	04 FICA	84,600	6,555	5,834	63,496	21,104	75%	FICA Tax at 7.65%
	05 Group Insurance	220,000	15,422	15,422	155,120	64,880	71%	PEIA/Health insurance increase from $9K to $12K per month.
	06 Retirement	140,000	10,400	10,439	108,652	31,348	78%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)
	07 Police Pension	64,000			26,801	37,199	42%	Legacy CTPD Retirement System
	08 Overtime	210,000	22,893	12,842	188,827	21,173	90%	
	09 OPEB	48,000	3,287	3,488	33,594	14,406	70%	457(b) Deferred Compensation 3%
	10 Prior Year SS Exemption Correction	-	(524)	(525)	(2,195)	2,195		
	11 Telephone	48,500	1,497	1,420	19,080	29,420	39%	
	13 Utilities	48,000	3,866	5,361	37,510	10,490	78%	Electric and Internet Service, increase in FY254.
	14 Travel	4,000	434	120	2,435	1,565	61%	
	15 R&M Building & Grounds	2,200			358	1,842	16%	Lights, Paint, Air Filters, Electrical supplies, Batteries
	16 R&M Equipment	4,500			4,398	102	98%	Generator Service
	17 R&M Auto	43,000	7,005	6,306	34,407	8,593	80%	Oil changes, Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, Tires, etc.
	18 Postage	1,300	168	146	718	582	55%	
	19 Building & Equipment Rental	100,000	8,121		57,764	42,236	58%	
	20 Advertising/Legal Publications	5,600	870		3,198	2,403	57%	New Hire Ads 3-6 ads in local paper
	21 Training & Education	20,000			3,552	16,448	18%	
	22 Dues & Subscriptions	2,000	220		1,283	717	64%	WVCOP Dues, IACP, SRO, Journal
	23 Professional Services	6,500	1,600	240	3,916	2,585	60%	Polygraph Exams, Physical Exams, Diagnostic Imaging
	26 Insurance & Bonds	105,000		5,403	76,576	28,424	73%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance
	30 Contracted Services	48,000	1,391	4,243	18,588	29,412	39%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.
	32 Bank Charges	250			-	250	0%	
	37 Other Fees & Taxes	250			-	250	0%	661 George St. Ambulance Fees
	41 Departmental Supplies	40,000	1,529		19,500	20,500	49%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery
	43 Auto Supplies	65,000	5,148	415	41,285	23,715	64%	Gas for Police Vehicles
	45 Uniforms	20,000	114	22	8,160	11,840	41%	
	53 Computer Software/Tech	29,000	588	4,005	28,090	910	97%	CAD, Guardian Tracking, Police One Academy, Powerdms, POSS-Essentials
	Total Police Dept	**2,867,498**	**190,766**	**180,782**	**2,038,810**	**828,688**	**71%**	

	DEPARTMENT LINE ITEMS							NOTES AND EXPLANATIONS
	Police-Special Duty Crossing Guard - 704	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	34,803	3,072	2,922	22,834	11,969	66%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA.
	04 FICA Tax Expense	2,600	235	224	1,747	853	67%	
	26 Insurance & Bonds	1,750		123	1,407	343	80%	
	41 Departmental Supplies	250			-	250	0%	Stop signs
	45 Uniforms	500			-	500	0%	Reflective jackets and vests
	43 Auto Supplies (Gas & Oil)	-			-	-		
	Total Police - Special Duty Crossing Guard	**39,903**	**3,307**	**3,268**	**25,988**	**13,915**	**65%**	
	Total Police and Crossing Guards	**2,907,401**	**194,073**	**184,050**	**2,064,798**	**842,603**		
	Dog Warden - 707	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	Contributions	1,600			-	1,600	0%	City passes along the dog tag fees to the County
	Total Dog Warden	**1,600**	**-**	**-**	**-**	**1,600**	**0%**	

	DEPARTMENT LINE ITEMS							NOTES AND EXPLANATIONS
	Maintenance - 750	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	03 Salaries	263,643	20,044	19,462	194,055	69,588	74%	Promote Maintenance Supervisor to Director; increase in salary from $73,418 to $80,000, plus three (3) Maintenance Staff: $66,454, $49,995 and $42,064 plus 5.0% Merit and Holiday Supplement.
	04 FICA Tax Expense	21,491	1,547	1,502	15,647	5,844	73%	FICA @ 7.65%
	05 Group Insurance	29,000	2,079	2,079	20,471	8,529	71%	Health, Dental, Vision, Life, Employee Assistance Program
	06 Retirement	23,728	1,820	1,768	18,047	5,681	76%	9% Employer Contribution
	08 Overtime	12,500	181	177	10,482	2,018	84%	
	09 OPEB	7,909	379	382	3,601	4,308	46%	3% Deferred Compensation Employer Contribution
	11 Telephone	3,000	156		2,219	781	74%	Field staff equipped with cell phones
	13 Utilities	140,000	10,746	12,029	104,586	35,414	75%	Electric (street lights), water, sewer, and internet
	14 Travel Expense	1,500			-	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed
	15 R&M Buildings and Grounds	49,000	11,374		44,925	4,075	92%	General maintenance of city buildings.
	16 R&M Equipment	5,000	62	626	1,397	3,603	28%	Regular maintenance of fleet equipment, primary expense is street sweeper repairs. We have a new leaf vacuum, so we don't have as much maintenance expense.
	17 R&M Auto	10,000			4,208	5,792	42%	Regular maintenance of department vehicles.
	19 R&M Bldg and Equip Rental	-			329	(329)		Equipment rented as required to maintain various city buildings.
	20 Advertising	-			-	-		Spring and Fall Cleanup. Additional city sponsored projects as required.
	21 Training & Education	-			-	-		Maintain certifications; other skill enhancement training as required/proposed
	22 Dues & Subscriptions	500			292	208	58%	Camera subscription and CDL License Fees
	23 Professional Services	500			224	276	45%	CDL physicals
	26 Insurance & Bonds	19,000		93	11,591	7,409	61%	Liability, Worker's Comp, Vehicle Insurance
	30 Contracted Services	64,000	15,722	4,005	52,615	11,385	82%	Trash Service, Box Rental Fees, Contractor for Tree Services, Snow Removal and Salt
	41 Departmental Supplies	32,000	185		21,886	10,114	68%	General maintenance annual supplies.
	43 Auto Supplies (Gas, Oil & Tires)	28,000	1,374		15,859	12,141	57%	Other city vehicle maintenance.
	45 Uniforms	13,000	1,251		12,399	601	95%	Cintas service cost increase
	53 Software/Tech	-			-	-		
	59 Capital Outlay	-			-	-		Elevator repairs, HVAC repairs, tires, various equipment.
	Total Streets	**723,771**	**66,923**	**42,124**	**534,832**	**188,939**	**74%**	

	DEPARTMENT LINE ITEMS							NOTES AND EXPLANATIONS
	Visitor's Center - 901	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	13 Utilities	-			-	-		Electric Service for Rouss Hall - moved to City Hall Utilities per State Auditor's budget
	15 R&M - Building & Grounds	-			-	-		
	23 Professional Services	-			-	-		
	30 Contracted Services	-			-	-		
	41 Departmental Supplies	-			-	-		
	66 Contributions	100,000	6,199	4,894	62,086	37,914	62%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center. Hotel/Motel Tax Revenue is trending 6% higher than FY24; primarily in August and January.
	Total Visitor's Center	**100,000**	**6,199**	**4,894**	**62,086**	**37,914**	**62%**	
	Fairs/Festivals - 903	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	19 Bldg & Equipment Rental	-			-	-		No longer needed, we bought a generator.
	20 Advertising/Legal Publications	2,000			50	1,950	3%	
	30 Contracted Services	36,000			5,018	30,982	14%	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($4,300), Signage ($2,000), Inflatables ($2,000), Labor ($2,100), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($1,000), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Labor ($700) **Halloween** Labor ($146) **Christmas Parade** Labor ($146)
	38 Refunds	-			85	(85)		
	41 Departmental Supplies	22,000			6,696	15,304	30%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($325), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs **Christmas Wreaths - $3,000**
	52 Computer Software	1,300			-	1,300	0%	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.
	68 Contributions	4,000			4,025	(25)	101%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.
	Total Fairs/Festivals	**65,300**	**-**	**-**	**15,874**	**49,426**	**24%**	
	Transfers - 960/698 SAO	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	01 Transfers to Capital Reserve - Repaving	130,000	13,954	13,144	109,162	20,838	84%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures
	02 Transfers to Capital Reserve - One Time Funding	3,714,452			3,714,452	-	100%	$659,452 Revenue/Loss Allowance

	DEPARTMENT LINE ITEMS							NOTES AND EXPLANATIONS
	03 Transfers Out - Parks & Rec	120,000	6,199	4,794	81,986	38,014	68%	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.
	04 Transfers to Residual Fund	263,319			263,319	-	100%	
	11 Transfers to Capital Reserve - Table Games	850,000	113,305	67,991	645,471	204,530	76%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.
	Total Transfers	**5,077,771**	**133,458**	**85,930**	**4,814,389**	**263,382**	**95%**	
	General Government - 975	**Current Budget**	**February 2025**	**March 2025**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**
	Contributions	-			-	-		
	Total General Government	-	**-**	**-**	**-**	**-**		
	Total Expenses	**-** **12,273,189**	**625,293**	**513,608**	**9,765,469**	**2,508,953**		**Provides for comparable year-over-year comparision of operating costs**
	Surplus or Deficit	**(0)**	**568,396**	**321,980**	**2,146,467**	**(2,147,700)**		

the city of Charles Town, WV

FY 2025 Capital Reserve Budget - March 2025 Budget to Actual

Approved : 08-05-2024

CAPITAL BUDGET REVENUES

REVENUES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*FEBRUARY 2025*	*MARCH 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 NOTES*
Capital Reserve Carryover		$ 4,881,215			$ 4,881,215	$ -	100%	Carryover balance from FY2024 Capital Reserve - Improvement Budget.	
36800 Contributions from GF ($659,452 Revenue/Loss & $3,055,000 Pool)		$ 3,714,452			$ 3,723,408	$ (8,956)	100%	Contributions from GF - $659,452 from Revenue/Loss and $3,055.000 from FY24 Carryover disignated for JMP Pool.	
33000 Developer Fees		$ 100,000	$ 110,160	$ 22,032	$ 408,868	$ (308,868)	409%	Estimated based on FY2024 receipts	
36800 Contributios from GF - Lottery / Gaming Revenue		$ 850,000	$ 113,305	$ 67,991	$ 649,892	$ 200,108	76%	All lottery/gaming revenue remitted to Charles Town gets XFRD to Capital Reserve from GenFund.	
38000 Interest on Bank Accounts & Other Sources		$ 60,000	$ 6,680	$ 7,216	$ 66,938	$ (6,938)	112%	Reveue from 3 diferent interest bearing checking accounts.	
TOTAL REVENUES	**$ -**	**$ 9,605,667**	**$ 230,145**	**$ 97,240**	**$ 9,730,321**	**$ (124,654)**	**101%**		

9 Apr 2025 - FC Report - Attachment (3)
10 Pages

CAPITAL BUDGET EXPENSES

EXPENDITURES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*FEBRUARY 2025*	*MARCH 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 NOTES*
975 GENERAL GOVERNMENT									
975-23 General Government Professional Services - Capital Improvement Plan		$ 125,000			$ -	$ 125,000	0%	Outsourcing costs to create a rigorous 5 year revolving capital improvement plan for all areas of the City.	
975-23 General Government Professional Services - Zoning & Subdivision Ordinance Overhaul	$ 100,000	$ 150,000			$ -	$ 150,000	0%	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000.	
975-58 General Government Capital Outlay - Chairs for Staff		$ 10,000			$ 14,053	$ (4,053)	141%	20 chairs for staff.	
975-58 General Government Capital Outlay - Rouss Hall Landlord buy back		$ 140,000			$ -	$ 140,000	0%		
975-59 General Government Capital Outlay Technology - Computer Replacement		$ 43,000	$ 5,133		$ 17,856	$ 25,144	42%	Computer replacement program for all General Government departments.	Allowance for additional computers that were purchased for new staff and out dated computers that were not functional.
975-59 GG Capital Outlay Technology - GovTech Software		$ 100,000			$ -	$ 100,000	0%	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and Incode (except for the court module). Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement.	
975-59 General Government Capital Outlay Technology - Data Center Centralization		$ 120,000			$ 122,152	$ (2,152)	102%		
975-59 General Governement Capital Outlay Technology - Payroll & Human Resource Onboarding Services Implementation Cost		$ -			$ -	$ -			
975-59 General Government Capital Outlay Technology - Zoom Room Equipment Upgrade		$ 5,790			$ -	$ 5,790	0%		
TOTAL GENERAL GOVERNMENT	**$ 100,000**	**$ 693,790**	**$ 5,133**	**$ -**	**$ 154,060**	**$ 539,730**	**22%**		

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

EXPENDITURES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*FEBRUARY 2025*	*MARCH 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 NOTES*
977 STREETS & TRANSPORTATION									
977-57- Streets & Transportation Capital Outlay Buildings - Charles Washington Hall masonary tuck point repair		$ 12,000			$ 8,800	$ 3,200	73%	Brick wall on George Street side is deteriorating.	
977-57 Streets & Transportation Capital Outlay Buildings - Replace City Hall rooftop AC units		$ 25,000			$ -	$ 25,000	0%		
977-57 Streets & Transportation Capital Outlay Buildings - City Hall interior repair/maintenance		$ 60,500	$ 556		$ 4,624	$ 55,876	8%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency.	
977-57 Streets & Transportation Capital Outlay Buildings - City Hall roof replacement		$ 128,000		$ 6,396	$ 77,944	$ 50,056	61%	City Hall roof is over 20 years old and is failing.	
977-57 Streets & Transportation Capital Outlay Buildings - City Hall masonary tuck point repair		$ 35,000			$ 1,600	$ 33,400	5%	Flues and chimneys on City Hall roof have not been addressed for many years.	
977-57 Streets & Transportation Capital Outlay Buildings - Maintenance office air conditioner		$ 7,000		$ 445	$ 445	$ 6,555	6%	The current window unit does not keep up with the heat.	
977-57 Streets & Transportation Capital Outlay Buildings - New maintenance equipment building		$ 150,000			$ -	$ 150,000	0%	Current building is maxed out on space.	
977-57 Streets & Transportation Capital Outlay Buildings - New/repair maintenance yard		$ 80,000			$ -	$ 80,000	0%	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going.	
977-57 Streets & Transportation Capital Outlay Buildings - Rouss Hall roof repair		$ -			$ -	$ -		Rouss Hall roof is rusted. A low odor roof coating will protect the roof for another 10 years.	
977-58 Streets & Transportation Capital Outlay Other Improvements - Paving Path from bridge to road by the skate park		$ 5,000			$ -	$ 5,000	0%	Connect the existing path on one side of the bridge to the other side.	
977-58 Streets & Transportation Capital Outlay Other Improvements - Happy Retreat & Stake Park Bridge		$ 100,000			$ 16,000	$ 84,000	16%		
977-58 Streets & Transportation Capital Outlay Other Improvements - ADA sidewalks & stormwater drain for Lawrence/Congress		$ 60,000			$ -	$ 60,000	0%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding.	
977-58 Streets & Transportation Capital Outlay Other Improvements -West End connector		$ -			$ -	$ -		Design and fund construction documents of Mordington Ave sidewalk from S George St to S West St. - pending grant.	
977-58 Streets & Transportation Capital Outlay Other Improvements - Flower planters	$ 5,000	$ 5,000		$ 2,921	$ 8,296	$ (3,296)	166%	2 year plan to install flower planters on Washington Street.	
977-58 Streets & Transportation Capital Outlay Other Improvements - Potter's Field		$ 115,000			$ 40,480	$ 74,520	35%	Installation of Interpretative signs, fencing, monument and landscaping.	
977-59 Streets & Transportation Capital Outlay Equipment - Bucket Truck	$ 153,000	$ 37,000			$ 15,000	$ 22,000	41%	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. This also includes a $20,000 allowance for purchase of Ranson's used truck to use in the interim. Epected expenditures in FY25 will be $20,000 used truck and $17,000 deposit for new truck. Leaving a FY26 encumberance of $153,000.	
977-59 Streets & Transportation Capital Outlay Equipment - Street line striper		$ 5,000			$ 4,985	$ 15	100%	Current striper constantly needs repaired.	
977-59 Streets & Transportation Capital Outlay Equipment - Utility Vehicle		$ 25,000			$ 21,431	$ 3,569	86%	Beneficial for events and watering flowers.	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Basic Stormwater Improvements		$ -			$ -	$ -		ACKNOWLEDGED IMPROVEMENT LOCATIONS - Install new sidewalk drain in 200 block of W. Washington (design completed - SW project); design improvements for 100 block of Shutter St; 400 block of S. Samuel, and culvert at 4th and Hunter	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Charles Street Flooding		$ -			$ -	$ -		Engineering costs to determine Charles Street flooding mitigation.	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Green Infrastructure Master Plan		$ 204,000			$ -	$ 204,000	0%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year.	

977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Samuel St. Emergency Repair		$ 172,000			$ 31,500	$ 140,500	18%		Allowance for stormwater emergency engineering and repair.
TOTAL STREETS & TRANSPORTATION	**$ 158,000**	**$ 1,225,500**	**$ 556**	**$ 9,762**	**$ 231,105**	**$ 994,395**	**19%**		

EXPENDITURES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*FEBRUARY 2025*	*MARCH 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 NOTES*
979 CULTURE & RECREATION									
979-56 Culture & Recreation Land - Depot Park Land Acquisition		$ 500,000	$ 478,008		$ 503,008	$ (3,008)	101%	Place holder for possible land acquisition from APUS for the Depot Park initiative.	
979-58 Culture & Recreation Other Improvements - Evitts Run Park Security Boundary		$ 13,500			$ -	$ 13,500	0%	Install perimeter fence along Evitts Run to improve lack of security of City asset and protect park users.	
979-58 Culture & Recreation Other Improvements - Happy Retreat Ash Tree removal		$ -			$ -	$ -		These trees are a safety hazzard.	
979-58 Culture & Recreation Other Improvements - JMP Basketball Courts & Evits Run Resurfacing, Evits Run basketball court fence replacement, & 4 basketball hoops		$ 60,000			$ 57,936	$ 2,064	97%		
979-58 Culture & Recreation Other Improvements - Safety Lighting		$ 10,000			$ -	$ 10,000	0%		
979-58 Culture & Recreation Other Improvements - JMP Tennis Court ground penetrating radar		$ 20,000			$ 4,900	$ 15,100	25%		
979-58 Culture & Recreation Other Improvements - Skate Park		$ -			$ -	$ -		Purchase and installation of mobile pump track. Finance Committee recommends including in CIP plan.	
979-58 Culture & Recreation Other Improvements - Skate Park Mural and benches		$ 40,000			$ 18,847	$ 21,153	47%		
979-58 Culture & Recreation Other Improvements - Arts & Culture - Historical Signs		$ 20,000			$ 2,694	$ 17,306	13%	Finance Committee recommends including in CIP plan.	
979-58 Culture & Recreation Other Improvements - Wayfinding signage - 3-year program	$ 100,000	$ 97,400			$ -	$ 97,400	0%	CDD REQUEST $100K for wayfinding signage implementation phase 1 cost (3 years of phases) (request related to 2023 CTNOW ARPA Request)	
979-59 Culture & Recreation Equipment - JMP Slide		$ 14,200			$ -	$ 14,200	0%		
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 775,100**	**$ 478,008**	**$ -**	**$ 587,385**	**$ 187,715**	**76%**		
Contingencies		$ 2,006,958			$ -	$ 2,006,958	0%		
Encumberances for Subsequent Years		$ 3,176,277			$ -	$ 3,176,277	0%	Grant related projects FY2026 estimated at $4,419,277 less expected grant funding + $358,000 multi-year non grant related capital projects.	
Transfer to Grant Projects		$ 1,437,292			$ -	$ 1,437,292	0%		
TOTAL EXPENSES	**$ 358,000**	**$ 9,605,667**	**$ 483,697**	**$ 9,762**	**$ 1,260,737**	**$ 8,344,930**	**13%**		
REVENUES OVER EXPENSES		**$ -**	**$ (253,552)**	**$ 87,478**	**$ 8,469,584**	**$ (8,469,584)**			

REPAVING BUDGET

REVENUES	*FY 2025 CURRENT BUDGET*	*FEBRUARY 2025*	*MARCH 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
Repaving Carryover	$ 1,472,865			$ 1,472,865	$ -	100%	Carryover balance from FY2024 Repaving Funds
36877 Contributions from GF - Repaving Fees	$ 130,000	$ 13,954	$ 13,144	$ 122,200	$ 7,800	94%	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving
TOTAL REVENUES	**$ 1,602,865**	**$ 13,954**	**$ 13,144**	**$ 1,595,065**	**$ 7,800**	**100%**	
EXPENDITURES	*FY 2025 CURRENT BUDGET*	*FEBRUARY 2025*	*MARCH 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
977-60 Streets & Transportation Capital Outlay Street Paving	$ 300,000			$ -	$ 300,000	0%	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs. Due to large scope and delays in the Request for Bid process, Finance Committee recommends caping FY2024 paving/repairs expenses at $300K.; $130K FY24 income; **$170K from paving reserves**
977-60 Streets & Transportation Capital Outlay Street Paving - Paving Contingency	$ 1,302,865			$ -	$ 1,302,865	0%	This contingency represents past income collected by CTUB earmarked for street paving.
TOTAL EXPENSES	**$ 1,602,865**	**$ -**	**$ -**	**$ 3,190,129**	**$ 1,602,865**	**199%**	
REVENUES OVER EXPENSES	**$ -**	**$ 13,954**	**$ 13,144**	**$ (1,595,065)**	**$ (1,595,065)**		

GRANT PROJECTS BUDGET

	ENCUMBERED	*FY 2025 CURRENT BUDGET*	*FEBRUARY 2025*	*MARCH 2025*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION #2 NOTES*
COPS GRANT									
Capital Reserve Carryover		$ 7,344			$ 7,344	$ -	100%	City expense of equipment purchase after application of grant funds.	
36501 Federal Grant Revenue - COPS Grant		$ 215,120			$ 215,120	$ (0)	100%	PD Equipment Grant of $400K - $143,414 remaining balance for FY26 & FY27	COPS Grant expired earlier than we anticipated.
TOTAL REVENUES	**$ -**	**$ 222,464**	**$ -**	**$ -**	**$ 222,464**	**$ (0)**	**100%**		
976-59 Public Safety Capital Outlay Vehicles - Police Vehicle Upfit Costs		$ 222,464		$ 1,900	$ 136,455	$ 86,009	61%	Funding requested: $79,050 for vehicle upfit equipment. $71,706 covered under DOJ COPS Equipment Grant. Note: $143,413 remaining balance for FY26 & FY27.	COPS Grant expired earlier than we anticipated.
TOTAL EXPENSES	**$ -**	**$ 222,464**	**$ -**	**$ 1,900**	**$ 136,455**	**$ 86,009**	**61%**		
COPS GRANT REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ (1,900)**	**$ 86,009**	**$ (86,009)**			

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

	ENCUMBERED	FY 2025 CURRENT BUDGET	FEBRUARY 2025	MARCH 2025	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	
LIBERTY STREET FLOODING MITIGATION									
Capital Reserve Carryover		$ 705,774			$ 705,774	$ -	100%	FEMA match = $305,774	
TOTAL REVENUES		**$ 705,774**	**$ -**	**$ -**	**$ 705,774**	**$ -**	**100%**		
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Liberty Street Flooding Mitigation - Phase I		$ 705,774	$ 700		$ 10,075	$ 695,699	1%	$750,000 Est Construction Cost - FEMA Match = $305,774; Chesapeake Match = 0.00	
TOTAL EXPENSES	**$ -**	**$ 705,774**	**$ 700**	**$ -**	**$ 10,075**	**$ 695,699**	**1%**		
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ (700)**	**$ -**	**$ 695,699**	**$ (695,699)**			

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

the city of Charles Town, WV

FY 2025 P&R Budget

REVENUES	FY 2025 CURRENT BUDGET	FEBRUARY 2025	MARCH 2025	FY 2025 YEAR TO DATE	FY 2025 BUDGET BALANCE	FY 2025 % OVER/UNDER BUDGET	FINANCE NOTES
Carryover	113,000			113,000	-	100%	
00 Pool Admission	20,000			7,707	(12,293)	39%	
01 Pool Concession Stand	2,410			984	(1,426)	41%	
02 Pool Rental	4,000			1,380	(2,620)	35%	
03 Pool Passes	3,000			2,241	(759)	75%	
04 Swimming Lessons	9,000			12,275	3,275	136%	
07 Pavilion Rental	4,500		300	1,100	(3,400)	24%	
12 Hotel/Motel	100,000	6,199	4,894	62,086	(37,914)	62%	
14 Tennis CIP Donations	-			800	800		
21 Junior Tennis			645	1,265	1,265		
22 Tennis Lessons	9,000			6,046	(2,954)	67%	
38 Interest	-	127	144	1,134	1,134		
39 Contributions from GF	20,000			20,000	-	100%	
TOTAL REVENUES	**284,910**	**6,326**	**5,983**	**230,018**	**(54,892)**	**81%**	

EXPENSES	FY 2025 CURRENT BUDGET	FEBRUARY 2025	MARCH 2025	FY 2025 YEAR TO DATE	FY 2025 BUDGET BALANCE	FY 2025 % OVER/UNDER BUDGET	FINANCE NOTES
03 Salaries	52,000			43,990	(8,010)	85%	Pool - 20 Part-time employees Tennis - 11 Part-time employees
04 FICA Tax Expense	4,160			3,428	(732)	82%	FICA @ 7.65% of Salary
08 Overtime	-			1,022	1,022		
11 Telephone	900			371	(529)	41%	Jefferson Memorial Pool Phone Line
12 Printing	-			-	-		
13 Utilities	7,500	312	260	6,822	(678)	91%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $4,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $3,500
15 Buildings and Grounds	6,000			2,606	(3,394)	43%	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Driveway sealer ($1,087), Shingles, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies. Recommend assessing needs for FY25.
16 Pool supplies and equipment	11,000			1,011	(9,989)	9%	Tabs - $4,910, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts. Total in FY23 = $10,079. Recommend at least $11,000 on this line. Reclassing from Departmental Supplies.
18 Postage	-			-	-		
20 Advertising/Legal Pub	100			19	(81)	19%	Publishing fees
21 Training	500			-	(500)	0%	CPR/First Aid training
26 Insurance & Bonds	4,000			2,140	(1,860)	54%	Commercial Property, Umbrella Liability, Automobile, Worker's
30 Contracted Services	50,000	643	814	27,207	(22,793)	54%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000 Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300
32 Bank Charges	-			-	-		
37 Other Fees/Taxes	150			-	(150)	0%	Pool permit fee Health Department
41 Departmental Supplies	15,000	195	76	1,243	(13,757)	8%	Supplies ($256). Floats and whistles ($250), AED machine ($1,700)
42 Concession Stand Supplies	-			605	605		We can roll these costs under Departmental Supplies. No need for a separate line item.
45 Uniforms	600			351	(249)	59%	Jr. Tennis Girls and Boys Shirts and Jackets. Recommend $600
59 Capital Outlay	100,000			-	(100,000)	0%	
99 Contingencies	33,000			-	(33,000)	0%	
TOTAL EXPENSES	**284,910**	**1,151**	**1,150**	**90,816**	**(194,094)**	**32%**	
REVENUES OVER EXPENSES	**-**	**5,176**	**4,833**	**139,202**	**139,202**		

9 April 2025 - FC Report Attachment (4)

CITY OF CHARLES TOWN
BANK AND INVESTMENT ACCOUNTS
BALANCES AS OF March 31, 2025

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
American Rescue Plan Act	4174	ARPA	Bank of Charles Town	073-101-01	$ -	$ -			All funds have been spent and grant has been closed out. Checking account was closed in October.
Bond Escrow Fund	3004	Bond Escrow	Bank of Charles Town	900-101-00	$ 116,589		$ 116,589		Account is used to deposit bond funds from developers and held until projects are completed.
Building Commission	4862	Bldg Commission	Truist	400-101-00	$ 193,818 *	$ -	$ 193,818		Near -term expenditures (i.e. debt service) are paid from the BC fund and directly reimbursed through monthly lease payments from the General Fund. Other expenditures restricted to BC purposes.
Capital Reserve Fund	2822	Capital Reserve	Bank of Charles Town	200-101-00	$ 8,549,523	$ 2,000,000	$ 6,549,523	$ 2,000,000	Funding for capital projects and grant projects approved in FY 2025 Capital Budget.
Coal Severance Tax Revenue Fund	2946	Coal Severance	Bank of Charles Town	002-101-05	$ 175,025		$ 175,025		Special revenue fund used for P&R pool.
CWH Landlord, LLC	3365	CWH Landlord	Bank of Charles Town	009-101-00	$ 639,237	$ 639,237	$ -	$ 639,237	Unrestricted revenues from the sale of federal historic tax credits. Near-term expenditures are to begin design of City Hall Renovations. $25,000 allocated for possible option by out.
EPA/RLF Fund	2911	Capital Reserve	Bank of Charles Town	200-101-20	$ 247,109	$ -	$ 247,109		EPA project completed, but account remains open because it is a depository for Federal Equitable revenue and reimbursable grants.
Federal Equitable Fund	2873	Investigative	Bank of Charles Town	021-101-02	$ 98,306	$ -	$ 98,306		Funds restricted for limited police activities er Department of Justice guidelines.
General Fund	2792	General	Bank of Charles Town	001-101-00	$ 1,533,672		$ 1,533,672		General Fund operations.
Housing Rehab Program	1233	CDBG	United Bank	020-101-00	$ 67,357	$ -	$ 67,357		Funds restricted to housing rehab services.
Opioid Settlement Fund	926	Opioid Fund	Summit Bank	026-101-01	$ 268,115		$ 268,115		Special revenue fund. Council is determining use of funds per State guidelines.
Parks & Rec	2881	Parks & Rec	Bank of Charles Town	207-101-00	$ 221,319		$ 221,319		Operating account for Parks and Recreation.
Parks & Rec Capital Improvement	7203	Parks & Rec	Bank of Charles Town	207-101-05	$ 14,159		$ 14,159		Account designated to P&R donations/contributions for future Parks capital improvement (i.e. tennis courts, pool, etc.)
Police Employees Fund	3357	Employees Fund	Bank of Charles Town	106-101-00	$ 972		$ 972		Funds for police use.
Police Evidence Account	2806	Investigative	Bank of Charles Town	021-101-00	$ 1		$ 1		Funds for police use.
Police Investigation Account	2814	Investigative	Bank of Charles Town	021-101-01	$ 53,985		$ 53,985		Funds for police use.
Police Pension Relief Fund	3822	Police Pension	United Bank	700-101-00	$ 50,990		$ 50,990		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.
Repaving	7796	Capital Reserve	Summit Bank	200-101-09	$ 1,598,959		$ 1,598,959	$ 1,298,959	Special revenue for resurfacing projects approved in FY 2025 Capital Budget.
Residual Fund	7591	Residual	Summit Bank	003-101-07	$ 998,927 *		$ 998,927		Savings account/emergency fund for the city. Maximum balance can be 30% of general fund budget. No planned expenditures. Annual interest is 3.23%
Sales Tax	3012	Sales Tax	Bank of Charles Town	008-101-00	$ 4,388,018	$ 4,388,018	$ -	$ 4,388,018	$1 million committed to General Fund for FY 2025. Debt service is to be paid first per ordinance.
Total Bank Accounts					**$ 19,216,079**	**$ 7,027,254**	**$ 12,188,824**	**$ 8,326,214**	
Fidelity Police Pension Fund #6846	6846	Police Pension	United Capital Fidelity	700-101-20	$ 540,996		$ 540,996		Investment fund for restricted use of future pension payments.
Fidelity City Residual Fund #9959	9959	Residual	United Capital Fidelity	003-101-20	$ 779,100		$ 779,100		Investment fund for budget stabalization.
Total Bank Accounts plus two Investment Accounts					**$ 20,536,174**	**$ 7,027,254**	**$ 13,508,919**	**$ 8,326,214**	

****Feb Balance****

9 April 2025 - FC Report Attachment (5)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-461: Personnel Committee Meeting Report - April 14, 2025

ATTACHMENTS:

- Personnel Committee Report 4-14-25.pdf

City of Charles Town Personnel Committee Report

April 14, 2025 Meeting

1. **CALL TO ORDER**

   Meeting was called to order at 5:00pm. Persons present: Councilmember Micheal George, Councilmember Jeff Hynes, Councilmember Kevin Tester, Councilmember Andie Sugrue, Operations Director Cindy Rezmer and GPS Consultant Bret Bauer (via Zoom)

2. **UNFINISHED BUSINESS**

   2025-444: City of Charles Town Personnel Handbook Discussion

   Committee had no further updates to the handbook and agreed to put on April 21, 2025 Council meeting agenda for approval.

   2025-445: Hiring of New City Manager Discussion

   Discussed next steps of hiring process with GPS recruiting consultant Bret Bauer. Mr. Bauer proposed a Search Criteria Survey to be presented to all council members and senior staff to complete. This survey will be used by GPS to better identify what Charles Town is looking for in its next City Manager and assist in the creation of a customized candidate profile, selection criteria matrix and recruitment brochure. The completion due date was set for May 2, 2025. Mr. Bauer also scheduled an in-person visit to Charles Town for May 8, 2025 where he will meet with council and staff one-on-one and get to know the City better.

3. **NEW BUSINESS**

4. **Meeting adjourned at 6:00pm**

5. **Next Personnel Committee meeting is scheduled for 5:00pm May 12, 2025.**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-463: City Manager Report - April 21, 2025

ATTACHMENTS:

- City Manager Report - April 21, 2025.pdf

City of Charles Town

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

City Managers Report
April 21, 2025

MAYOR
Robert M. Trainor

CITY COUNCIL

James Kratovil

Elizabeth Ricketts

Jeff Hynes

Kevin Tester

Julie Philabaum

Micheal George

Andie Sugrue

CITY MANAGER

John Nissel

- I want to send a shout out to Liz Cook and her team of staff and volunteers for a great start to the Spring season with the Blooms and Blossoms festival.
- Congratulations to Charles Towns, two new businesses that opened on April 12, Cella Mae's Bakehouse and the Candlelight Soap Company.
- I attended the Jefferson County Tourism Summit last Tuesday hosted by the Jefferson County CVB.
- Staff have selected the artwork for the PODA signs that will be posted in town. We will be posting a notice on both our social media platform as well as the website announcing the program launch in advance of the signs being posted.
- We will be presenting to the Council the Capital Improvement Plan at the next Council meeting for your preview.
- We are installing new poles and glass backboards at the courts at Jefferson Memorial Park.
- We have awarded the bid for the house demo located at 214 S. Water Street. We anticipate the home will be raised sometime after July 1st, 2025.

2025-447: Article 111 Council and Finance Policy Discussion

This agenda item was Tabled at the March 17, 2025, Council meeting.

This agenda item was Tabled at the March 3, 2025, Council meeting.

Councilmember Philabaum requested this agenda item be placed on the March 3, 2025, council agenda at the February 18, 2025, council meeting.

ATTACHMENTS:

- Ord. 2022-002 - Article 111 Council.pdf
- Bid Policy Section 1.09.pdf

ARTICLE 111
Council

111.01 Rules of Council
111.02 Expenditure of public funds
111.03 Severability

CROSS REFERENCES
Open meeting law - see W. Va. Code Art. 6-9A
Composition - see W. Va. Code 8-5-7
Oath - see W. Va. Code 8-5-8
Term - see W. Va. Code 8-5-9
Vacancies - see W. Va. Code 8-5-10
Proceedings - see W. Va. Code Art. 8-9
General powers - see W. Va. Code Art. 8-12
Adoption of rules - see W. Va. Code 8-12-5(45)

111.01 RULES OF COUNCIL

(a) Time and place of meetings.

(1) Regular meetings. The regular meetings of Council shall generally be held at the Council Chambers located at 101 East Washington Street, on the first and third Mondays, unless otherwise scheduled, in each month at 7:00 p.m. A list of regular meeting dates will be available on the exterior City Hall bulletin board and website. If Council shall determine that the Council Chambers in City Hall are not or will not, for any reason, be an appropriate place for the holding of a meeting, the Council may, upon motion, second and majority vote, designate another place open to the public within the City for the holding of such meeting. Council may also hold remote meetings when special circumstances warrant such action but only after a motion, second, and majority vote. As with all public meetings, all Council members must be able to hear and be heard by other members and the proceedings must be accessible to the public so they can observe the Council in action.

(2) Special meetings. A special meeting is a separate Council session held at a different date and time than a regular meeting and may be called by the Mayor, the Presiding Officer of Council in the event of a mayoral vacancy, or any three members of Council. The purpose for holding a special meeting is to address matters that arise between regular meetings and require action by Council before the next regularly scheduled meeting. Notice of time, place, and purpose of the meeting, including a clear and specific description of any proposed action to be taken by Council, must be provided to all members at least three (3) days, excluding weekends and legal holidays, prior to the special meeting. A special meeting notice will be issued along with an agenda announcing any special meeting.

(b) Attendance. Members of Council are expected to be physically present for regular meetings but may attend up to four (4) regular meetings remotely during any fiscal year, provided appropriate technology is available that enables them to hear and be heard by other members of Council. Any member attending a meeting remotely after the four (4) approved regular meetings will only be able to observe the work of Council and may not participate as a member in discussion or any votes.

(c) Council may waive, via a resolution, the four (4) regular meeting limit on remote participation for all members when extenuating circumstances arise and more flexibility is needed to promote the orderly conduct of Council business.

(d) Agendas.
  (1) The City Clerk shall prepare a written agenda for all scheduled meetings which shall consist of items submitted by the Mayor, City Council members, and the City Manager.
  (2) The agenda shall be posted on the exterior bulletin board for City meetings located at 105 South George Street and on the City website three (3) days prior to the scheduled meeting. Revisions to the posted agenda can be made, however, the amended agenda must be made available at least two (2) days in advance of the scheduled meeting. For purposes of calculating the number of days in any notice period contained in these rules Saturdays, Sundays, and legal holidays are excluded.

(e) Presiding Officer.
  (1) The Presiding Officer must be physically present in the meeting room to take the chair unless all of Council is meeting remotely.
  (2) The Mayor shall take the chair at the hour appointed for Council to meet, and having called the members to order, shall preserve decorum and enforce a strict observance of these rules.
  (3) In the physical absence of the Mayor, unless all of Council is meeting remotely, the Mayor Pro-Tempore shall take the chair and assume all duties as appointed the Mayor. In the physical absence of both the Mayor and Mayor Pro-Tempore, unless all of Council is meeting remotely, and a quorum still being in attendance, the present members will elect the chair and that member will assume the duties appointed to the Mayor.
  (4) Upon the opening of an agenda item, the Presiding Officer shall introduce or cause to be introduced each item on the Council agenda prior to a motion, debate, and vote on the item.
  (5) The Presiding Officer can remove any member of the public attending a scheduled meeting of Council that is disruptive, to the extent that orderly conduct of the meeting is compromised, from the meeting with the assistance of a member of the Police Department upon proper direction.

(f) Filing of papers to be introduced at Council meetings and actions of the City Clerk.
In order to promote the orderly conduct of the business of Council and the timely preparation of an accurate agenda, the following rules are hereby established:
  (1) The Mayor, members of Council, and the City Manager must notify the City Clerk of any item for placement on an agenda at least four (4) days prior to the meeting for which action is intended.
  (2) Every effort should be made to submit all meeting materials that are actionable, including but not limited to ordinances, resolutions, petitions, reports, communications, and other documents, to the office of the City Clerk not later than 12:00 noon one (1) day, excluding holidays and weekends, immediately preceding the day of the meeting at which it is intended to be considered.
  (3) The written agenda and all related and supporting documentation for consideration at the intended meeting shall be distributed by the City Clerk to the Mayor and Council.
  (4) Nothing herein shall be construed to prohibit any member of Council, at the proper order of business, from introducing or submitting any ordinance, resolution, petition, committee report or communication during any regular meeting. Unless it is determined to be an emergency item, official action on any item presented to Council in this manner is prohibited until proper placement on the next Council agenda.

(g) Order of business at regular meetings.
  (1) The order of business for each regular meeting shall be:

(A) Call to Order
(B) Moment of Silence and Pledge of Allegiance
(C) Approval of the Minutes
(D) Public Comments
(E) Reports
(F) Unfinished Business
(G) New Business
(H) Appointments to Committees/Commissions
(I) Referrals to Committees/Commissions
(J) Approval of Bills
(K) Adjournment

(2) The Presiding Officer may order that any agenda item be repositioned as to provide for a more efficient meeting.

(h) Parliamentary rules of order.

These rules of Council, the Charles Town City Charter, state law and other rules duly adopted by Council shall govern Council. In all cases not provided for, the Presiding Officer shall decide, subject to an appeal by a member of Council which shall then be determined by the rules of parliamentary usage comprised in the most recent edition of "Robert's Rules of Order."

(i) Members of public speaking before Council.

(1) A member of Council may ask the floor for a member of the public to speak before Council, which said motion is non-debatable. Upon such request, the presiding officer shall inquire of the councilmember the subject matter of the inquiry. Council, by majority vote, shall determine whether or not the person shall be allowed to address Council. Any person addressing Council shall be allowed no more than five minutes to address their remarks, unless by majority vote, Council allows a longer period of time.

(2) A maximum of twenty minutes shall be set aside at the beginning of each meeting of the Council to permit members of the public, without leave of Council, to address the Council on any matter pertaining to the City's business with a maximum of five minutes per person. Any member of the public wishing to address the Council shall first register with the City Clerk, or designated representative for such purpose, not earlier than 15 minutes before the beginning of the meeting setting forth their name, the group, if any, on whose behalf they wish to speak, their address and the subject matter which they wish to speak. For those attending the Council meeting, a sign-up sheet will be available to those who wish to register to speak. Members of the public attending the meeting remotely, must still provide the same information to register to speak but may do so in an email or through the chat function available for remote attendees. Registration for remote attendees will follow the same schedule for those attending in person. Individuals present at the meeting will be invited to speak first. If members of the public are still waiting to speak after the twenty minute time period has expired Council may hold an additional public comment period for twenty minutes upon completion of business if so, decided by Council by majority vote. Nothing in this section shall affect the ability of a member of Council to request that a member of the public be allowed to speak pursuant to section 111.01(i).

(j) Making entries in the minute book.

No remarks, voting explanations or words spoken in debate by any member of Council shall be reproduced in the journal except by unanimous consent of the members of the Council present.

(k) Committees.

(1) Standing committees shall be appointed by Council, and Select Committees by the Mayor, unless otherwise ordered.

(2) Standing committees shall be as follows:

(A) Finance – the Committee's duties include but are not limited to proposing changes to the City's fiscal, budgetary, and investment policies; reviewing and recommending to Council operating, capital, and coal severance budgets and budget revisions; and authorizing the execution of contracts within approved budget levels.

(B) Infrastructure – the Committee's duties include but are not limited to reviewing and recommending policies to Council related to public streets, curbs, stormwater, sidewalks, broadband, and electric/gas utilities.

(C) Ordinance – the Committee's duties include but are not limited to reviewing and recommending to Council proposed additions and deletions to the City's codified ordinances and related policies.

(D) Personnel – the Committee's duties include but are not limited to reviewing and recommending proposed changes to the City's personnel policies and facilitating Council actions related to the hiring, evaluation, and termination of the City Manager.

(3) Select committees shall be created and dissolved at the discretion of the Mayor.

(4) Reports of committees shall be in writing and shall specify such action as the committee may recommend for adoption by Council.

(l) When a member abstains from voting.

No member shall vote on any question before the City Council if directly and immediately interested therein other than as a citizen of the City of Charles Town; however, no member may abstain from voting without, prior to discussion, having stated their reason for not participating and having obtained a ruling from the presiding officer excusing them from doing so.

(m) Recission, amendment, and suspension of rules.

No rule of the Council shall be suspended for a single item in any case except by unanimous consent of the Council members present remotely or in person provided, that no rule shall be suspended if compliance wherewith is made mandatory by state law, the City Charter, or another ordinance of the City of Charles Town.

111.02 EXPENDITURE OF PUBLIC FUNDS

(a) Council shall approve the fiscal policies and procedures of the City which will govern the expenditure of funds, which shall include provisions for the Mayor, or the Mayor Pro-Tempore in the absence of the Mayor, to authorize the expenditure of funds in the event of a declared emergency.

(b) The City Manager or designee shall present expenditures for payment and shall attest to their accuracy and budgetary compliance to Council.

(c) Failure to comply with this section by any employee may be sufficient cause for suspension without pay or termination of employment pursuant to the City's personnel policies

111.03 SEVERABILITY

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

Passed on First Reading: FEBRUARY 7, 2022

Passed on Second Reading: FEBRUARY 22, 2022
(following Public Hearing)

ATTEST:

Robert M. Trainor
Mayor

Daryl Hennessy
City Manager/Clerk

1.09 PURCHASING AND BID POLICY

A purchasing and bid policy is needed to standardize the sales, bids, and purchasing procedures of the City of Charles Town. It is also needed to promote the fair and equitable treatment of all consumers and suppliers of goods and services, to secure goods and services from local vendors whenever practical, and to provide the most advantageous services to the citizens of Charles Town.

Article 111.03(a) of the Codified Ordinances of Charles Town states there shall be no expenditure or payment of public funds for goods or services by any employee or representative of the city in excess of $3,000 without the prior approval of city council. There is an exception in the case of an emergency. For purposes of the city's fiscal procedures, an expenditure of public funds for goods or services included in the annual budget is considered prior approval. The payment for such goods or services will continue to be a part of the routine approval of bills included on every city council agenda. The purpose of this Purchasing and Bid Policy is to assist staff in following approved procedures for selecting contractors and vendors.

When practical, any single purchase expected to be over $5,000 but less than $10,000 will require the solicitation of at least three written quotes, which may include review of Internet pricing, by city staff from businesses believed to be qualified to provide the product or service. A preference should be given to identifying local businesses for these quotes. In the event the purchase is so specialized that only one source can effectively provide the product or service, staff will document the specialized nature of the purchase, identify the limitations of other potential suppliers, and seek a waiver from the city's finance committee of the requirement to solicit additional quotes.

Per WV State Code, any construction of facilities exceeding a cost of $10,000 requires a minimum of three written and sealed competitive bids.

Other city purchases expected to exceed $10,000 require a competitive selection process that for the City of Charles Town includes at least an advertisement for bids in the local newspaper of record, posting the opportunity on the city website, the request for written and sealed competitive bids, and the selection of a provider based on qualifications, price, and responsiveness. Solicitation for competitive, sealed bids will be open for at least 15 days. Preference will be given to local contractors and vendors where the local bid is within a 5% difference of the lowest and most responsive bid received. This preference only applies to contractors and vendors with a primary business address located within the municipal boundaries.

Purchases of more than $10,000 for used, public works, service, or safety equipment with specialized features may be purchased using the three quote process noted above.

The city may also purchase products or services valued at more than $10,000 from state term contracts or municipal bulk purchasing programs where a competitive process has already been completed to identify vendors offering the best price. In such instances, staff may shop the competitive price with local contractors and vendors and apply the same 5% preference to determine the lowest and most responsive bid.

A Request for Qualifications process will be used to solicit bids for professional services where the qualifications of the contractor are the primary factor in determining the best and most

responsive bid. A Request for Proposals process will be used to solicit bids for goods or services where price is the primary factor in determining the best and most responsive bid.

Renewal of existing contracts may be exempt from this policy with approval of the city council.

This policy supplements existing WV State Code 8-12-10 and 8-27-23.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-470: Jefferson County Development Authority Update

ATTACHMENTS:

- County Commission redline version for JCDA.pdf
- WV State Code Development Authority.pdf
- Current JCDA Bylaws from 2012.pdf
- Bylaws Approved by JCDA May 2024 and waiting CC Approval.pdf

BYLAWS
JEFFERSON COUNTY DEVELOPMENT AUTHORITY

ARTICLE I
NAME AND PLACE OF BUSINESS

Section 1. Name: Jefferson County Development Authority, hereinafter referred to as the "Authority."

Section 2. Place of Business: The principal office of the Authority shall be in Jefferson County, West Virginia.

ARTICLE II
PURPOSE AND COMPLIANCE WITH APPLICABLE LAWS

Section 1. General: The Authority is organized under West Virginia Code §7-12 *et. seq.* and an order of the Jefferson County Commission dated February 15, 1979.

Section 2. Purpose: The purpose of the Authority is set forth in West Virginia Code §7-12-2, *Purposes*.

Section 3. Powers and Authorities. The Authority is assigned powers and authority by West Virginia Code §7-12-1 *et. seq.* and the Jefferson County Commission order of February 15, 1979.

Section 4. Compliance with Applicable Laws. The Authority shall observe and comply with all applicable local, state, and federal laws. If a conflict arises between the provisions of these bylaws and the applicable West Virginia Code, the West Virginia Code shall govern. If any article, section, or provision of these bylaws is held to be unconstitutional, all remaining articles, sections, and provisions shall nevertheless remain valid.

ARTICLE III
MANAGEMENT AND MEMBERSHIP OF THE AUTHORITY

Section 1. Membership. The management and control of the Authority, its property, operations, business, and affairs shall be lodged in a board of ~~fifteen~~ thirteen (1~~5~~) persons.

Section 2. Appointment of Members. The Jefferson County Commission shall appoint voting members of the Authority pursuant to West Virginia Code §7-12-1 *et. seq*. ~~Voting members shall consist of representatives from each municipality in Jefferson County, one county commissioner, one representative from the Board of Education, and the additional eight representatives should~~

~~include at least one representative from each of the following: business, industry, agribusiness, and labor.~~

~~All representatives except for the Jefferson County Public School Board of Education and the County Commission representatives will have terms expiring on April 5th. Municipalities should send nominations to the County Commission no later than March of the term year expiration for their respective municipality.~~

~~The County Commission representative's term will expire on January 1 every three years.~~

~~The Jefferson County Public School Board representative will have a term expiring on the first Monday in July every three years.~~

All members must be approved by the County Commission and sworn in by the County Clerk before they can make motions or vote in any Authority meeting or attend executive sessions.

Section 3. Term of Members. Members shall be appointed for a term of three years. A member may be reappointed for such additional terms as the County Commission may deem proper. Successors to vacant positions will serve out the positions' unexpired term before qualifying for a full, three-year term. Members in office at the expiration of their term shall continue to serve until a successor has been appointed and qualified.

Section 4. Resignation or Removal of Members. If a member of the Authority resigns, the Executive Director shall immediately notify the County Commission and request the appointment of a qualified person to fill the vacancy left by the resigning member. The County Commission may remove any member of the board by an order duly entered of record and may appoint a successor member for any member so removed.

Section 5. Vacancies. If requested to do so by the County Commission, the members shall recommend to the County Commission the names of qualified persons for appointment to fill either pending or existing vacancies in the membership.

Section 6. Attendance. If any member fails to attend three (3) consecutive, regular meetings of the Authority without an acceptable excuse, the Executive Committee, with the concurrence of the board, may recommend to the County Commission that the offending member be removed from the board and a successor member appointed.

ARTICLE IV
MEETINGS OF THE AUTHORITY MEMBERS

Section 1. Time and Place. The Authority members shall meet on the third Tuesday of each month at 3:00 pm at the office of the Jefferson County Development Authority and virtually or at

a place and time otherwise designated for the meeting. If the meeting day falls on a legal holiday, the meeting shall be held the following day or another day designated.

Section 2. Quorum. A majority of appointed board seats (8) of the Authority constitute a quorum and no action of the Authority shall be official unless authorized by a quorum at a regular or special meeting.

Section 3. Voting. Each member of the Authority present, in-person or virtually, shall have one vote on each matter under consideration by the Authority.

Section 4. Special Meetings. Special meetings of the Authority may be called by the President or by at least two (2) members. Special meeting requests shall be made in writing to the Executive Director.

Section 5. Emergency Meeting. Emergency meetings may be called by the President for an imminent threat to public health or safety; an imminent threat of damage to public or private property; or an imminent material financial loss or other imminent substantial harm to a public agency, its employees, or the members of the public which it serves.

Section 6. Meeting Notice. Notice, a proposed agenda, and any supporting documentation shall be given to each member by the Executive Director. This notice shall be provided at least three (3) business days before a regularly scheduled meeting date, and at least ~~seven~~ two (~~2~~7) calendar days before a special meeting. In the instance of an emergency meeting, notice shall be provided as soon as practicable before the meeting and the meeting agenda and minutes must include the facts and circumstances of the emergency.

The meeting notice will also be provided to the Jefferson County Commission at the same time members are notified to be published in a practice consistent with Jefferson County Commission public meetings.

Section 7. Agenda. The Executive Director shall prepare and send the meeting agenda. A member who wishes to include an item on the agenda shall notify the Executive Director at least seven (7) calendar days before a regularly scheduled meeting.

Section 8. Meeting Format. The format for all regular meetings of the Authority members shall be as follows:

I. Call to Order
II. Determination of Members Present and Existence of a Quorum
III. Public Comment Period
IV. Review/ Approve Minutes
V. Review/ Approve Treasurer's Reports
VI. Committee Reports
VII. Old Business

VIII. New Business
IX. Director's Report
X. Member Comment
XI. Adjournment

Nothing in the above format precludes adding items to or deleting specific items from the agenda, including but not limited to executive sessions as authorized by the West Virginia Open Meetings Act.

All meetings shall be conducted according to Robert's Rules of Order and in accordance with the West Virginia Open Governmental Proceedings Act.

ARTICLE V
CONFIDENTIALITY OF EXECUTIVE SESSION

Section 1. Executive Session. An executive session may be called by a majority vote of the members present for purposes of discussing such matters as are authorized in executive session by public agencies pursuant to West Virginia Code § 6-9A-4, *Exceptions*.

Section 2. Confidentiality and Non-Disclosure Agreement. Confidentiality is paramount in the business of the Authority. Appointed members and others participating in the business of the Authority must adhere to those expectations in all dealings inside and outside of the official meeting atmosphere.

ARTICLE VI
OFFICERS

Section 1. Officers. The officers of the Authority shall be the President, Vice President, Secretary, and Treasurer. Each officer must be a member of the Authority. The same member may serve as both Secretary and Treasurer. In such instances, the officer will be the "Secretary-Treasurer."

Section 2. Election of Officers. Annually, all officers of the Authority shall be elected by the members at the Authority's June regularly scheduled meeting. Newly elected officers shall assume their duties on July 1 annually. Officers shall serve until the next annual election and until their successors are duly elected and qualified. Officers may be reelected for successive terms.

Section 3. Officer Vacancies. Any vacancy occurring among the officers shall be filled by a vote of the membership at the first available regular or special meeting of the Authority.

ARTICLE VII
DUTIES OF OFFICERS AND EXECUTIVE DIRECTOR

Section 1. President. The President shall preside as chair at all meetings of the membership of the Authority. The President shall appoint all committee members and shall be an ex-officio member of all committees. The President shall attend to the executive business of the Authority and exercise such powers as may be conferred by the members, by these bylaws, and as prescribed by law. The President shall execute, and if necessary, acknowledge for the record, any deeds, deeds of trust, contracts, notes, bonds, agreements, or other papers necessary, requisite, proper, or convenient to be executed by or on behalf of the Authority when and if directed by the members of the Authority.

Section 2. Vice President. If the President is absent or for any reason unable to discharge any of the duties of the office, then the same shall be discharged by the Vice President or in the absence of the Vice President, by any remaining officer.

Section 3. Secretary. The Secretary of the Authority shall be its recording officer and shall, when practicable, be present at all meetings of the members, and shall keep or cause to be kept a regular record of the proceedings of such meetings. The Secretary shall sign the minutes of the meetings. The Secretary shall have charge of the minutes, be the custodian of deeds and other important writings and papers of the Authority, and shall also perform such other duties as the office may have under law or as may be conferred from time to time by the membership. Minutes of the meetings of the Authority may be taken by a person other than a member of the Authority at the discretion of the Secretary.

Section 4. Treasurer. The Treasurer shall have general charge of the funds and monies of the Authority. Checks written from the Authority's account shall be signed by such person or persons as the membership from time to time prescribes. The Treasurer shall keep or cause to be kept proper and accurate books of accounts and receipts and vouchers for disbursement made by or through the Authority and shall prepare and submit such reports and statements of the financial condition of the Authority as the members may from time to time prescribe, and shall perform such other duties as may devolve under the law or as may be conferred on the Treasurer by members of the Authority.

Funds shall be expended following Jefferson County Commission Finance Policies and guidance of the West Virginia State Auditor.

Section 5. Executive Director. The Authority, with the support of the Jefferson County Commission, shall appoint an Executive Director to act as its chief executive officer, to serve at the will and pleasure of the Authority. The Authority, acting through its Executive Director, may employ any other personnel considered necessary and may appoint counsel and legal staff for the Authority and retain such temporary engineering, financial, and other consultants or technicians as may be required for any special study or survey consistent with the provisions of these bylaws.

The Executive Director shall provide for the day-to-day management of the Authority and make every attempt to advise and execute the wishes of the Authority.

The Executive Director shall annually prepare a budget to be submitted to the Authority for its review and approval prior to the commencement of each fiscal year's budget process. The budget shall contain a detailed account of all planned and proposed expenditures and revenue for the upcoming fiscal year, including a detailed list of employees by title, salary, cost of projected benefits, and total compensation.

Costs incidental to the administration of the Authority, including office expenses, personnel service expenses, and current expenses, shall be paid in accordance with the guidelines issued by the Authority and the Jefferson County Commission.

The Executive Director has no vote.

Section 6. Disbursement and Authorized Legal Signers of the Authority. The President, Vice President, Secretary, Treasurer, and Executive Director shall have the authority to receive and disburse funds and sign documents on behalf of the Authority. No disbursement or liability shall be made on behalf of the Authority unless it shall have been authorized by two of the five positions listed above. The Executive Director will be one of the signers except in the instance of a vacancy in the position. The Treasurer shall sign all disbursements, along with either the President, the Vice President, the Secretary, or the Executive Director. If the Treasurer is not able to sign a disbursement, then two of the remaining three officers may sign for such disbursement.

ARTICLE VIII
COMMITTEES

Section 1. Standing Committees. The Authority shall have the following standing committees:

~~1. Executive Committee~~
~~2.~~1. Business Development and Marketing Committee
~~3.~~2. Government and Legislative Affairs Committee
~~4. Agriculture Development Committee~~

The Executive Director shall provide advice and assistance to all committees.

~~**Section 2. Executive Committee.** The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and Chairperson of each standing committee.~~

~~The Executive Committee shall have general charge of the finances and property of the Authority and shall have authority to make disbursements for necessary and routine expenses, and may grant to any committee a reasonable amount of money needed for special work, provided such~~

~~amount shall not exceed the budget allowance for such work as previously approved by the Authority.~~

~~The Executive Committee shall review issues that may or may not come before the members of the Authority and, if appropriate, make recommendations to the members concerning such matters.~~

~~The Executive Committee meets on the second Tuesday of each month at 3:00 pm unless another time is approved and appropriately noticed.~~

Section 23. Business Development and Marketing Committee. The Business Development and Marketing Committee is tasked with developing strategies to encourage businesses to locate in Jefferson County and developing strategies to foster growth in the community through assisting existing businesses. The Committee will work to identify future opportunities to develop suitable industrial and business sites. The Committee shall have the duty to develop any and all projects toward economic improvement consistent with the West Virginia Code and deemed prudent by the Authority.

The Business Development and Marketing Committee meets quarterly on the fourth Wednesday of January, April, July, and October ~~each month~~ at 3:00 pm unless another time is approved and appropriately noticed.

Section 34. Government and Legislative Affairs Committee. The Government and Legislative Affairs Committee is tasked with developing policies and acting as a liaison between the Authority and government and legislative bodies and in furtherance of the Authority's activities.

The Government and Legislative Affairs Committee meets quarterly on the second Thursday of January, April, July, and October ~~each month~~ at 3:00 pm unless another time is approved and appropriately notice.

~~**Section 5. Agriculture Development Committee.** The Agriculture Development Committee is tasked with identifying, developing, and promoting agriculture, and agriculture-related business with the County.~~

~~The Agriculture Development Committee shall meet on the first Wednesday of each month at 3:00 pm unless another time is approved and appropriately noticed.~~

Section 46. Ad Hoc Committees. The President may create temporary, ad hoc committees to accommodate the needs of the Authority.

Section 57. Committee Membership and Appointment of Members. Each member must serve on at least one committee. The President will determine committee membership and committee chairs.

Each committee chair may provide for advisory or volunteer positions on their respective committees. These advisory and/ or volunteer positions, however, do not take on the responsibilities and privileges of membership. These advisors and volunteers cannot vote nor can they attend executive sessions without the request of the President of the Authority.

ARTICLE IX
FISCAL YEAR

The Fiscal Year of the Authority shall commence on July 1 of each year and continue through June 30 of the following calendar year.

ARTICLE X
AMENDMENTS

Section 1. Amendments. These bylaws may be amended at any regular or special meeting of the Authority by a two-thirds vote of the entire membership; provided, however, that written notice, shall be sent in accordance with Article IV Section 6 of these bylaws. The written notice shall provide the proposed amendment and be given to each member at least 10 days prior to the regular or special meeting at which the proposed amendment will be considered.

Section 2. Approval by the County Commission. Bylaws changes shall be submitted to members of the Jefferson County Commission for their approval within ten (10) days after the adoption by the Authority. Bylaw amendments shall become effective by final approval of the Jefferson County Commission.

ARTICLE X
INDEMNIFICATION

The Authority shall indemnify any past, present, or future officer or employee of the Authority against claims arising from an act or omission of such past, present, or future officer or employee within the scope of such individual's duties. Such indemnification shall include reasonable costs and expenses incurred in defending such claims. Nothing contained herein shall require the Authority to pay punitive damages, exemplary damages, or damages arising from the commission of a crime by such individual, and the Authority shall not be required to provide for the defense or indemnification of such individual when the act or omission which caused the injury was the result of actual fraud, actual malice, gross negligence, or willful misconduct of such individual, or the event of a claim against such individual by the State of West Virginia or the Authority. The determination as to whether an individual's conduct falls within any of the above exceptions shall be made by the Authority, in consultation with the West Virginia Attorney General.

ARTICLE XI
DISTRIBUTION OF ASSETS UPON DISSOLUTION

Upon the dissolution of the Authority, any and all funds and assets held by the Authority, after the payment of its obligations, shall automatically pass to and become the property of the County Commission of Jefferson County, West Virginia, to be used for public improvements and other public purposes as said Commission shall deem proper.

~~Revised: June 6, 2024~~

President	Vice President	Secretary
Treasurer	Executive Director	Jefferson County Commission President

Previously revised: June 6, 2024
Revised: ~~December 1, 2012~~ _____, 2025

WEST VIRGINIA CODE: §7-12-7

§7-12-7. Powers generally.

(a) The development authority is hereby given power and authority as follows: (1) To make and adopt all necessary bylaws and rules for its organization and operations not inconsistent with laws; (2) to elect its own officers, to appoint committees and to employ and fix compensation for personnel necessary for its operation; (3) to enter into contracts with any person, agency, governmental department, firm or corporation, including both public and private corporations, and generally to do any and all things necessary or convenient for the purpose of promoting, developing and advancing the business prosperity and economic welfare of the county in which it is intended to operate, its citizens and industrial complex, including, without limiting any of the foregoing, the construction of any building or structure for lease to the federal government or any of its agencies or departments, and in connection therewith to prepare and submit bids and negotiate with the federal government or such agencies or departments in accordance with plans and specifications and in the manner and on the terms and conditions and subject to any requirements, regulations, rules and laws of the United States of America for the construction of said buildings or structures and the leasing thereof to the federal government or such agencies or departments; (4) to amend or supplement any contracts or leases or to enter into new, additional or further contracts or leases upon such terms and conditions, for such consideration and for such term of duration, with or without option of renewal, as may be agreed upon by the authority and such person, agency, governmental department, firm or corporation; (5) unless otherwise provided for in, and subject to the provisions of, such contracts, or leases, to operate, repair, manage and maintain such buildings and structures and provide adequate insurance of all types and in connection with the primary use thereof and incidental thereto to provide such services, such as barber shops, newsstands, drugstores and restaurants, and to effectuate such incidental purposes, grant leases, permits, concessions or other authorizations to any person or persons, upon such terms and conditions, for such consideration and for such term of duration as may be agreed upon by the authority and such person, agency, governmental department, firm or corporation; (6) to delegate any authority given to it by law to any of its officers, committees, agents or employees; (7) to apply for, receive and use grants-in-aid, donations and contributions from any source or sources and to accept and use bequests, devises, gifts and donations from any person, firm or corporation; (8) to acquire real property by gift, purchase or construction, or in any other lawful manner, and hold title thereto in its own name and to sell, lease or otherwise dispose of all or part of such real property which it may own, either by contract or at public auction, upon the approval by the board of directors of the development authority: Provided, That the funds received by the authority as a result of selling, leasing or otherwise disposing of all or part of such real property owned by the authority may be invested by the authority in a manner determined by the authority's board of directors to be in the best interest of the authority under an investment policy adopted and maintained by the board that is consistent with the standards of the Uniform Prudent Investor Act set forth in article six-c, chapter forty-four of this code:

Provided, however, That for short-term investments the board of directors shall consult with the State Treasurer prior to investing funds; for long-term investments, the board shall consult with the Investment Management Board and compare the rate of return on investment for the previous three years and compare the expense loads for the past three years; if the comparison for the Investment Management Board is more favorable, the Board must invest the funds with the Investment Management Board; (9) to purchase or otherwise acquire, own, hold, sell, lease and dispose of all or part of any personal property which it may own, either by contract or at public auction: Provided further, That the funds received by the authority as a result of selling, leasing or otherwise disposing of all or part of such personal property owned by the authority may be invested by the authority in a manner determined by the authority's board of directors to be in the best interest of the authority under an investment policy adopted and maintained by the board that is consistent with the standards of the Uniform Prudent Investor Act set forth in article six-c, chapter forty-four of this code: And provided further, That for short-term investments the board of directors shall consult with the State Treasurer prior to investing funds; for long-term investments, the board shall consult with the Investment Management Board and compare the rate of return on investment for the previous three years and compare the expense loads for the past three years; if the comparison for the Investment Management Board is more favorable, the board must invest the funds with the Investment Management Board; (10) pursuant to a determination by the board that there exists a continuing need for programs to alleviate and prevent unemployment within the county in which the authority is intended to operate or aid in the rehabilitation of areas in said county which are underdeveloped, decaying or otherwise economically depressed and that moneys or funds of the authority are necessary therefor, to borrow money and execute and deliver the authority's negotiable notes, mortgage bonds, other bonds, debentures and other evidences of indebtedness therefor, on such terms as the authority shall determine and give such security therefor as shall be requisite, including giving a mortgage or deed of trust on its real or personal property and facilities in connection with the issuance of mortgage bonds; (11) to raise funds by the issuance and sale of revenue bonds in the manner provided by the applicable provisions of article sixteen, chapter eight of this code, it being hereby expressly provided that a development authority created under this article is a governing body within the definition of that term as used in article sixteen, chapter eight of this code; and (12) to expend its funds in the execution of the powers and authority herein given, which expenditures, by the means authorized herein, are hereby determined and declared as a matter of legislative finding to be for a public purpose and use, in the public interest, and for the general welfare of the people of West Virginia, to alleviate and prevent economic deterioration and to relieve the existing critical condition of unemployment existing within the state.

(b) The amendment of this section enacted in the year 1998 is intended to clarify the intent of the Legislature as to the manner in which an authority may sell, lease or otherwise dispose of real and personal property owned by an authority and shall be retroactive to the date of the prior enactment of this section.

(c) Notwithstanding any provision of this code to the contrary, any development authority

participating in the Appalachian Region Interstate Compact pursuant to chapter seven-a of this code may agree to a revenue and economic growth-sharing arrangement with respect to tax revenues and other income and revenues generated by any facility owned by an authority. Any development authority or member locality may be located in any jurisdiction participating in the Appalachian Region Interstate Compact or a similar agreement for interstate cooperation for economic and workforce development authorized by law. The obligations of the parties to any such agreement shall not be debt within the meaning of section eight, article X of the Constitution of West Virginia. Any such agreement shall be approved by a majority vote of the governing bodies of the member localities reaching such an agreement but does not require any other approval.

(d) "Member localities" means the counties, municipalities or combination thereof which are members of an authority.

WV Legislature

BY-LAWS
JEFFERSON COUNTY DEVELOPMENT AUTHORITY

ARTICLE I
NAME AND PLACE OF BUSINESS

Section 1. Name: Jefferson County Development Authority, hereinafter referred to as the "Authority."

Section 2. Place of Business: The principal office of the Authority shall be located in Jefferson County, West Virginia.

ARTICLE II
PURPOSE AND COMPLIANCE WITH APPLICABLE LAWS

Section 1. General: The Authority is not organized for profit but is organized exclusively for the purposes set forth in House Bill No. 367 enacted by the 1963 Session of the West Virginia Legislature and now a part of the General Laws as Article 12 of Chapter 7 of the Code of West Virginia.

Section 2. Purpose: The purposes for which the Authority is created are to promote, develop and advance the business prosperity and economic welfare of Jefferson County, its citizens and its industrial complex; to encourage and assist through loans, investments or other business transactions in the locating of new business and industry within the county and to rehabilitate and assist existing businesses and industries in the county; to stimulate and promote the expansion of all kinds of business and industrial activity which will tend to advance business and industrial development, maintain the economic stability of the county, provide maximum opportunities for employment, encourage thrift, and improve the standard of living of the citizens of the county; to cooperate and act in conjunction with other organizations, federal, state, or local, in the promotion and advancement of industrial, commercial, agricultural, and recreational developments with the county; and to furnish money and credit, land and industrial sites, technical assistance and such other aid as may be deemed requisite to approved and deserving applicants for the promotion, development and conduct of all kinds of business activity within the county. (W. Va. Code § 7-12-2).

Section 3. Powers of the Authority. The Authority shall have all of the powers given by the West Virginia Code § 7-12-1 *et seq.*

Section 4. Liberal Construction of By-Laws: It is the purpose of the Authority to provide for promotion, development and advancement of the business prosperity and economic welfare of Jefferson County, its citizens and its industrial complex, and these by-laws shall be liberally construed as giving the Authority full and complete power reasonably requested to give effect to its purpose described above. (W.Va. Code § 7-12-15).

Section 5. Compliance with Applicable Laws: The Authority shall observe and comply with all applicable local, state and federal laws, including, but not limited to the requirements of Chapter 7, Article 12 of the Code of West Virginia as amended. If a conflict arises between the provisions of these by-laws and the applicable West Virginia Code provision, the West Virginia Code provision shall govern. If any article, section or provision of these by-laws is held to be unconstitutional, all the remaining articles, sections and provisions shall nevertheless remain valid.

ARTICLE III
MANAGEMENT AND MEMBERSHIP OF THE AUTHORITY

Section 1. Membership: Management and control of the Authority, its property, operations, business and affairs, shall be vested in a board of not fewer than twelve (12) and not more than twenty-one (21) persons who shall be appointed by the Jefferson County Commission and be known as members of the Authority. Each member of the Authority shall be appointed to at least one standing committee. (W.Va. Code § 7-12-3)

Section 2. Appointment of Members: The Jefferson County Commission shall appoint one member to represent the County Commission on the Authority board and, for each municipality located within the county, the County Commission shall appoint one member to represent the municipality. The city and town Council of each municipality located within the county shall submit to the County Commission the names of three persons, one of whom the County Commission shall appoint to be the municipality's representative on the board. Other members of the board shall be appointed by the County Commission and shall include representatives of business, education, industry and labor. Other persons, firms, unincorporated associations, and corporations, who reside, maintain offices, or have economic interests, as the case may be, in Jefferson County, shall be eligible to participate in and to request the County Commission to appoint members to the Authority. Members can also be drawn from citizens of a county contiguous to Jefferson County regardless of their state of residence. (W.Va. Code § 7-12-3 and § 7-12-4)

Section 3. Term of Members: Members shall be appointed for a term of three years. A member may be reappointed for such additional term or terms as the County Commission may deem proper. If a member resigns, is removed or for any other reason membership terminates during the member's term of office, a successor shall be appointed by the County Commission to fill out the remainder of the member's term. Members in office at the expiration of their respective terms shall continue to serve until a successor has been appointed and has qualified. (W.Va. Code § 7-12-3)

Section 4. Compensation of Members: No member of the Authority shall receive any compensation, whether in formal salary, per diem allowance or otherwise, in connection with his or her services as a member. Each member shall, however, be entitled to reimbursement by the Authority for any necessary expenditures in connection with the performance of his or her general duties as a member. (W.Va. Code § 7-12-5)

Section 5. Conflict of Interest: No person shall be disqualified from serving as a member of the Authority solely as a result of the person's employment with a particular business, including without limitation employment with a public utility company or bank. However, whenever a conflict of interest arises between the Authority and the member's employer, then the member must recuse himself or herself from any vote, discussion or other activity associated with the Authority or its members that created the conflict of interest. (W.Va. Code § 7-12-4 and § 7-12-5)

Section 6. Resignation or Removal of Members: If a member of the Authority resigns, the Secretary of the Authority shall immediately notify the County Commission, and request the appointment of a qualified person to fill the vacancy left by the resigning member. The County Commission may at any time remove any member of the board by an order duly entered of record and may appoint a successor member for any member so removed. (W.Va. Code § 7-12-3)

Section 7. Vacancies: If requested so to do, the members shall recommend to the County Commission the names of qualified persons for appointment to fill either pending or existing vacancies in the membership of the Authority.

Section 8. Attendance: If any member fails to attend three (3) regular consecutive meetings of the Authority without an acceptable excuse, the Executive Committee, with the concurrence of the board, may recommend to the County Commission that the offending member be removed from the board and a successor member appointed.

ARTICLE IV
MEETINGS OF THE AUTHORITY MEMBERS

Section 1. Time and Place: The Authority members shall meet on the third Tuesday of each month, at 3:00 p.m., at the offices of the Jefferson County Development Authority, or at a place and time otherwise designated for the meeting. If the meeting day falls on a legal holiday, the meeting shall be held the following day or on another day designated.

Section 2. Quorum: A majority of the members of the Authority constitute a quorum and no action of the Authority shall be official unless authorized by a quorum at a regular or properly called special meeting. If a quorum is not present, those present may adjourn the meeting to a later date.

Section 3. Voting: Each member of the Authority present, either in person or by phone or video conference, shall have one vote at an Authority meeting.

Section 4. Special Meetings: Special meetings of the Authority may be called by the President or by at least two (2) members upon written request to the Executive Director.

Section 5. Meeting Notice: Notice in writing of each regular or special meeting of the Authority members shall be given to each member by the Secretary by sending the Notice to the last known post office address of the member, or by electronic mail or by facsimile, at least three (3) days before the date fixed for such meeting. The notice of any special meeting shall state briefly the purpose(s) of the meeting and the nature of the business to be transacted, and no purpose or business other than that stated in the Notice shall be discussed or transacted at the special meeting.

Section 6. Agenda: The Executive Director shall prepare and send to all members, at least three (3) business days before a regularly scheduled meeting date, and at least seven (7) calendar days before an irregularly scheduled meeting date, an agenda outlining the items to be discussed at the meeting. A member who wishes to include an item in the meeting agenda shall notify the Executive Director at least seven (7) calendar days prior to the regularly scheduled meeting date for the item to be included in the agenda. Any matter not disposed of at a meeting shall be included on the agenda of the next scheduled meeting.

Section 7. Meeting Format: The format for all regular meetings of the Authority members shall be as follows:

I. Call to Order

II. Determination of Members Present and Existence of a Quorum

III. Public Comment Period

IV. Review/Approve Minutes

V. Review/Approve Treasurer's Reports

VI. Member/Staff Reports

VII. Committee Reports

VIII. Unfinished Business

IX. New Business

X. Director's Report

XI. Adjournment

Nothing in the above format precludes adding items to or deleting specific items from the agenda, including executive sessions as authorized or required by West Virginia law. Further, the Authority may, upon its own motion, revise the schedule of business for any meeting. Items not on the posted agenda are presented and placed on a subsequent agenda for action, unless the item requires immediate action because of an emergency situation, or where the need to take immediate action came to the attention of the Authority subsequent to the posting of the agenda.

All meetings shall be conducted according to Robert's Rules of Order and in accordance with the West Virginia Open Meeting Law. (W.Va. Code § 6-9A).

ARTICLE V
CONFIDENTIALITY OF EXECUTIVE SESSION

Section 1: Executive Session: An Executive Session may be called upon a majority vote of the members for purposes of discussing such matters as are authorized to be discussed in Executive Session by public agencies pursuant to West Virginia Code § 6-9A-4. No member of the Authority shall disclose any information discussed in Executive Session to any individual, organization, or corporation. Anything discussed in open session is subject to public discussion and reporting. All matters before the Authority may be discussed by members of the Authority pursuant to the West Virginia Freedom of Information Act. (W.Va. Code § 29B)

ARTICLE VI
OFFICERS

Section 1. Officers: The officers of the Authority shall be a President, Vice-President, Secretary, and Treasurer, each of whom must be a member of the Authority. The offices of Secretary and Treasurer may be served by the same person, as Secretary-Treasurer.

Section 2. Election of Officers: The officers of the Authority shall be elected each year by the members at the Authority's last regular meeting of the fiscal year, i.e., the June meeting, with officers to assume their duties the first day of the new fiscal year, i.e., July 1. The officers so elected shall serve until the next annual election by the membership and until their successors are duly elected and qualified and the officers may succeed themselves. Any vacancy occurring among the officers, except for the office of President, shall be filled by appointment from the membership by the President until the next regular or special meeting of the Authority, when the members will elect a replacement to serve until the next annual election.

Section 3. Nominating Committee: A nominating committee of three (3) members shall be appointed by the President no later than sixty (60) days prior to the annual election meeting. The report of the nominating committee shall be presented to the members at the regular monthly meeting preceding the annual election meeting. Nominees shall have consented to such nomination prior to the report of the nominating committee. Nominations may be made from the floor at the annual election.

ARTICLE VII
DUTIES OF OFFICERS

Section 1. President: The President shall preside as chairman at all meetings of the membership of the Authority. He shall appoint all committees as recommended by the membership and shall be an ex-officio member of all committees. The President shall appoint all committees as recommended by the membership and shall, together with the secretary, sign the minutes of all meetings of members at which the President presides. The President shall attend generally to the executive business of the Authority and exercise such powers as may be conferred upon him or her by the members, by these by-laws, or as prescribed by law. The President shall execute, and if necessary acknowledge for record, any deeds, deeds of trust, contracts, notes, bonds, agreements or other papers necessary, requisite, proper or convenient to be executed by or on behalf of the Authority when and if directed by the members of the Authority.

Section 2. Vice President: If the President is absent or for any reason is unable to discharge any of the duties of the office then the same shall be discharged by the Vice-President or in the absence of the Vice-President, by any remaining officer.

Section 3. Secretary: The Secretary of the Authority shall be its recording officer and shall, when practicable, be present at all meetings of the members, and shall keep or cause to be kept a regular record of the proceedings of such meetings for preservation in a suitable book or books. The Secretary, together with the President, shall sign the minutes of the meetings at which they are present. The Secretary shall have charge of the minute book and custodian of deeds and other important writings and papers of the Authority and shall also perform such other duties as the office may have under the law or as may be conferred from time to time by the membership. Minutes of the meetings of the Authority may be transcribed by a person other than a member of the Authority, at the discretion of the Secretary.

Section 4. Treasurer: The Treasurer shall have general charge of the funds and monies of the Authority. Checks written from the Authority's account shall be signed by such person or persons as the membership from time to time prescribes. The Treasurer shall keep or cause to be kept proper and accurate books of accounts and receipts and vouchers for disbursement made by or through him or her and shall prepare and submit such reports and statements of the financial condition of the Authority as the members may from time to time prescribe, and shall perform such other duties as may devolve under the law or as may be conferred on him or her by the members of the Authority. Members of the Authority responsible for handling funds shall be bonded by the County Commission in accordance with an amount specified by the Authority. All funds shall be expended in accordance with the Authority's Financial Policies and Procedure Manual.

Section 5. Executive Director: The Executive Director shall devote himself entirely to the affairs of the Authority. He shall at all times be subject to the supervision of the members of the Authority in matters relating to the economic development of the County, and shall perform such duties as may be determined by the members, as long as they are associated with the affairs of the Authority.

Section 6. Disbursement of Authority Funds: The President, Vice-President, Secretary, Treasurer and Executive Director shall have the authority to receive and disburse funds of the Authority. No disbursement shall be made unless it shall have been authorized by two of these four officers. The Treasurer shall sign all disbursements, along with one other officer. In the event that the Treasurer is not able to sign for a disbursement, then any two of the remaining three officers may sign for such disbursement.

ARTICLE VIII

COMMITTEES

Section 1. Standing Committees: The standing committees of this Authority shall be a follows:

- Executive Committee
- Business Development and Marketing Committee
- Governmental and Legislative Affairs Committee
- Agriculture Development Committee

Section 2. Appointment of Committees: With the exception of the Executive Committee, all of the foregoing committees and committee members, shall be appointed by the President with the approval of the membership. The President may also appoint other ad hoc committees as necessary with the approval of the membership. Such ad hoc committees shall be dissolved at the completion of the specific purpose given the ad hoc committee. Committee chairpersons may appoint members to their committee who are not members of the Authority, subject to approval of the members of the Authority.

Section 3. The Executive Committee: The President, Vice-President, Secretary, Treasurer, Executive Director, and Chairpersons of each standing committee of the Authority shall serve on the Executive Committee. Except as otherwise specifically limited by a majority vote of the Board, the Executive Committee shall be responsible for the routine business of the Authority between the regular meetings of the members and shall have all the powers of the membership, subject to, however, to the ratification and approval or later rejection by the membership. It shall have general charge of the finances and property of the Authority and shall have authority to make disbursements for necessary and routine expenses, and may grant to any committee a reasonable amount of money needed for special work, provided such amount shall not exceed the budget allowance for such work as previously approved by the Authority. The Executive Committee shall review issues that may or may not come before the members of the Authority and, if appropriate, make recommendations to the members concerning such issues.

Section 4. Business Development and Marketing Committee: It shall be the primary duty of the Business Development and Marketing Committee to develop strategies that encourage businesses to locate to Jefferson County and to assist existing businesses with efforts that attract jobs and foster growth in the community. The Committee will review and provide guidance on the Authority's business development and marketing strategies while ensuring that the Authority is appropriately targeting and effectively utilizing the opportunities that exist in the marketplace. The Committee will work to identify future opportunities to develop suitable industrial/business sites. The Committee shall have the duty to develop any and all projects toward economic improvement consistent with the West Virginia Code and deemed prudent by the Authority.

Section 5. Governmental and Legislative Affairs Committee: It shall be the primary duty of the Governmental and Legislative Affairs Committee to develop policies and act as liaison between the Authority and governmental/legislative bodies and in furtherance of the Authority's activities.

Section 6. Agriculture Development Committee: It shall be the primary duty of the Agriculture Development Committee to identify, develop and promote agriculture, and agriculture related business within the county.

ARTICLE IX
FISCAL YEAR

Section 1. Fiscal Year: The fiscal year of the Authority shall commence on July 1st of each year and continue through June 30th of the following year.

ARTICLE X
AMENDMENTS

Section 1. Amendments: These by-laws may be amended at any regular or special meeting of the Authority by a two-thirds vote of the entire membership; provided however, that written notice, sent in accordance with Article IV, Section 5, describing with particularity the proposed amendment, must be given to each member at least ten (10) days prior to the regular or special meeting at which the proposed amendment will be considered.

Section 2. Approval by County Commission: By-law changes shall be submitted to members of the Jefferson County Commission for their approval within ten (10) days after the adoption by the Authority.

ARTICLE X
INDEMNIFICATION

The Authority shall indemnify any past, present or future Executive Director, officer or employee of the Authority against claims arising from an act or omission of such past, present or future Executive Director, officer or employee within the scope of such individual's duties. Such indemnification shall include reasonable costs and expenses incurred in defending such claims. Nothing contained herein shall require the Authority to pay punitive damages or exemplary damages or damages arising from the commission of a crime by such individual, and the Authority shall not be required to provide for the defense or indemnification of such individual when the act or omission which caused the injury was the result of actual fraud, actual malice, gross negligence or willful misconduct of such individual, or in the event of a claim against such individual by the State of West Virginia or the Authority. The determination as to whether an individual's conduct falls within any of the above exceptions shall be made by the Authority, in consultation with the West Virginia Attorney General.

ARTICLE XI

DISTRIBUTION OF ASSETS UPON DISSOLUTION

Upon the dissolution of this Authority, any and all funds and assets held by the Authority, after the payment of its obligations, shall automatically pass to and become the property of the County Commission of Jefferson County, West Virginia, to be used for such public improvements and other public purposes as said Commission shall deem proper.

Revised December 1, 2012

JCDA Board Approved
May 2024

BYLAWS
JEFFERSON COUNTY DEVELOPMENT AUTHORITY

ARTICLE I
NAME AND PLACE OF BUSINESS

Section 1. Name: Jefferson County Development Authority, hereinafter referred to as the "Authority."

Section 2. Place of Business: The principal office of the Authority shall be in Jefferson County, West Virginia.

ARTICLE II
PURPOSE AND COMPLIANCE WITH APPLICABLE LAWS

Section 1. General: The Authority is organized under West Virginia Code §7-12 *et. seq.* and an order of the Jefferson County Commission dated February 15, 1979.

Section 2. Purpose: The purpose of the Authority is set forth in West Virginia Code §7-12-2, *Purposes*.

Section 3. Powers and Authorities. The Authority is assigned powers and authority by West Virginia Code §7-12 *et. seq.* and the Jefferson County Commission order of February 15, 1979.

Section 4. Compliance with Applicable Laws. The Authority shall observe and comply with all applicable local, state, and federal laws. If a conflict arises between the provisions of these bylaws and the applicable West Virginia Code, the West Virginia Code shall govern. If any article, section, or provision of these bylaws is held to be unconstitutional, all remaining articles, sections, and provisions shall nevertheless remain valid.

ARTICLE III
MANAGEMENT AND MEMBERSHIP OF THE AUTHORITY

Section 1. Membership. The management and control of the Authority, its property, operations, business, and affairs shall be lodged in a board of fifteen (15) persons.

Section 2. Appointment of Members. The Jefferson County Commission shall appoint voting members of the Authority. Voting members shall consist of representatives from each municipality in Jefferson County, one county commissioner, one representative from the Board of Education, and the additional eight representatives should include at least one representative from each of the following: business, industry, agribusiness, and labor.

All representatives except for the Jefferson County Public School Board of Education and the County Commission representatives will have terms expiring on April 5th. Municipalities should send nominations to the County Commission no later than March of the term year expiration for their respective municipality.

The County Commission representative's term will expire on January 1 every three years.

The Jefferson County Public School Board representative will have a term expiring on the first Monday in July every three years.

All members must be approved by the County Commission and sworn in by the County Clerk before they can make motions or vote in any Authority meeting or attend executive sessions.

Section 3. Term of Members. Members shall be appointed for a term of three years. A member may be reappointed for such additional terms as the County Commission may deem proper. Successors to vacant positions will serve out the positions' unexpired term before qualifying for a full, three-year term. Members in office at the expiration of their term shall continue to serve until a successor has been appointed and qualified.

Section 4. Resignation or Removal of Members. If a member of the Authority resigns, the Executive Director shall immediately notify the County Commission and request the appointment of a qualified person to fill the vacancy left by the resigning member. The County Commission may remove any member of the board by an order duly entered of record and may appoint a successor member for any member so removed.

Section 5. Vacancies. If requested to do so by the County Commission, the members shall recommend to the County Commission the names of qualified persons for appointment to fill either pending or existing vacancies in the membership.

Section 6. Attendance. If any member fails to attend three (3) consecutive, regular meetings of the Authority without an acceptable excuse, the Executive Committee, with the concurrence of the board, may recommend to the County Commission that the offending member be removed from the board and a successor member appointed.

ARTICLE IV
MEETINGS OF THE AUTHORITY MEMBERS

Section 1. Time and Place. The Authority members shall meet on the third Tuesday of each month at 3:00 pm at the office of the Jefferson County Development Authority and virtually or at a place and time otherwise designated for the meeting. If the meeting day falls on a legal holiday, the meeting shall be held the following day or another day designated.

Section 2. Quorum. A majority of appointed board seats (8) of the Authority constitute a quorum and no action of the Authority shall be official unless authorized by a quorum at a regular or special meeting.

Section 3. Voting. Each member of the Authority present, in-person or virtually, shall have one vote on each matter under consideration by the Authority.

Section 4. Special Meetings. Special meetings of the Authority may be called by the President or by at least two (2) members. Special meeting requests shall be made in writing to the Executive Director.

Section 5. Emergency Meeting. Emergency meetings may be called by the President for an imminent threat to public health or safety; an imminent threat of damage to public or private property; or an imminent material financial loss or other imminent substantial harm to a public agency, its employees, or the members of the public which it serves.

Section 6. Meeting Notice. Notice, a proposed agenda, and any supporting documentation shall be given to each member by the Executive Director. This notice shall be provided at least three (3) business days before a regularly scheduled meeting date, and at least seven (7) calendar days before a special meeting. In the instance of an emergency meeting, notice shall be provided as soon as practicable before the meeting and the meeting agenda and minutes must include the facts and circumstances of the emergency.

The meeting notice will also be provided to the Jefferson County Commission at the same time members are notified to be published in a practice consistent with Jefferson County Commission public meetings.

Section 7. Agenda. The Executive Director shall prepare and send the meeting agenda. A member who wishes to include an item on the agenda shall notify the Executive Director at least seven (7) calendar days before a regularly scheduled meeting.

Section 8. Meeting Format. The format for all regular meetings of the Authority members shall be as follows:

I. Call to Order
II. Determination of Members Present and Existence of a Quorum
III. Public Comment Period
IV. Review/ Approve Minutes
V. Review/ Approve Treasurer's Reports
VI. Committee Reports
VII. Old Business
VIII. New Business
IX. Director's Report
X. Member Comment
XI. Adjournment

Nothing in the above format precludes adding items to or deleting specific items from the agenda, including but not limited to executive sessions as authorized by the West Virginia Open Meetings Act.

All meetings shall be conducted according to Robert's Rules of Order and in accordance with the West Virginia Open Governmental Proceedings Act.

ARTICLE V
CONFIDENTIALITY OF EXECUTIVE SESSION

Section 1. Executive Session. An executive session may be called by a majority vote of the members present for purposes of discussing such matters as are authorized in executive session by public agencies pursuant to West Virginia Code § 6-9A-4, *Exceptions*.

Section 2. Confidentiality and Non-Disclosure Agreement. Confidentiality is paramount in the business of the Authority. Appointed members and others participating in the business of the Authority must adhere to those expectations in all dealings inside and outside of the official meeting atmosphere.

ARTICLE VI
OFFICERS

Section 1. Officers. The officers of the Authority shall be the President, Vice President, Secretary, and Treasurer. Each officer must be a member of the Authority. The same member may serve as both Secretary and Treasurer. In such instances, the officer will be the "Secretary-Treasurer."

Section 2. Election of Officers. Annually, all officers of the Authority shall be elected by the members at the Authority's June regularly scheduled meeting. Newly elected officers shall assume their duties on July 1 annually. Officers shall serve until the next annual election and until their successors are duly elected and qualified. Officers may be reelected for successive terms.

Section 3. Officer Vacancies. Any vacancy occurring among the officers shall be filled by a vote of the membership at the first available regular or special meeting of the Authority.

ARTICLE VII
DUTIES OF OFFICERS AND EXECUTIVE DIRECTOR

Section 1. President. The President shall preside as chair at all meetings of the membership of the Authority. The President shall appoint all committee members and shall be an ex-officio member of all committees. The President shall attend to the executive business of the Authority

and exercise such powers as may be conferred by the members, by these bylaws, and as prescribed by law. The President shall execute, and if necessary, acknowledge for the record, any deeds, deeds of trust, contracts, notes, bonds, agreements, or other papers necessary, requisite, proper, or convenient to be executed by or on behalf of the Authority when and if directed by the members of the Authority.

Section 2. Vice President. If the President is absent or for any reason unable to discharge any of the duties of the office, then the same shall be discharged by the Vice President or in the absence of the Vice President, by any remaining officer.

Section 3. Secretary. The Secretary of the Authority shall be its recording officer and shall, when practicable, be present at all meetings of the members, and shall keep or cause to be kept a regular record of the proceedings of such meetings. The Secretary shall sign the minutes of the meetings. The Secretary shall have charge of the minutes, be the custodian of deeds and other important writings and papers of the Authority, and shall also perform such other duties as the office may have under law or as may be conferred from time to time by the membership. Minutes of the meetings of the Authority may be taken by a person other than a member of the Authority at the discretion of the Secretary.

Section 4. Treasurer. The Treasurer shall have general charge of the funds and monies of the Authority. Checks written from the Authority's account shall be signed by such person or persons as the membership from time to time prescribes. The Treasurer shall keep or cause to be kept proper and accurate books of accounts and receipts and vouchers for disbursement made by or through the Authority and shall prepare and submit such reports and statements of the financial condition of the Authority as the members may from time to time prescribe, and shall perform such other duties as may devolve under the law or as may be conferred on the Treasurer by members of the Authority.

Funds shall be expended following Jefferson County Commission Finance Policies and guidance of the West Virginia State Auditor.

Section 5. Executive Director. The Authority, with the support of the Jefferson County Commission, shall appoint an Executive Director to act as its chief executive officer, to serve at the will and pleasure of the Authority. The Authority, acting through its Executive Director, may employ any other personnel considered necessary and may appoint counsel and legal staff for the Authority and retain such temporary engineering, financial, and other consultants or technicians as may be required for any special study or survey consistent with the provisions of these bylaws.

The Executive Director shall provide for the day-to-day management of the Authority and make every attempt to advise and execute the wishes of the Authority.

The Executive Director shall annually prepare a budget to be submitted to the Authority for its review and approval prior to the commencement of each fiscal year's budget process. The budget shall contain a detailed account of all planned and proposed expenditures and revenue for

the upcoming fiscal year, including a detailed list of employees by title, salary, cost of projected benefits, and total compensation.

Costs incidental to the administration of the Authority, including office expenses, personnel service expenses, and current expenses, shall be paid in accordance with the guidelines issued by the Authority and the Jefferson County Commission.

The Executive Director has no vote.

Section 6. Disbursement and Authorized Legal Signers of the Authority. The President, Vice President, Secretary, Treasurer, and Executive Director shall have the authority to receive and disburse funds and sign documents on behalf of the Authority. No disbursement or liability shall be made on behalf of the Authority unless it shall have been authorized by two of the five positions listed above. The Executive Director will be one of the signers except in the instance of a vacancy in the position. The Treasurer shall sign all disbursements, along with either the President, the Vice President, the Secretary, or the Executive Director. If the Treasurer is not able to sign a disbursement, then two of the remaining three officers may sign for such disbursement.

ARTICLE VIII
COMMITTEES

Section 1. Standing Committees. The Authority shall have the following standing committees:

1. Executive Committee
2. Business Development and Marketing Committee
3. Government and Legislative Affairs Committee
4. Agriculture Development Committee

The Executive Director shall provide advice and assistance to all committees.

Section 2. Executive Committee. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and Chairperson of each standing committee.

The Executive Committee shall have general charge of the finances and property of the Authority and shall have authority to make disbursements for necessary and routine expenses, and may grant to any committee a reasonable amount of money needed for special work, provided such amount shall not exceed the budget allowance for such work as previously approved by the Authority.

The Executive Committee shall review issues that may or may not come before the members of the Authority and, if appropriate, make recommendations to the members concerning such matters.

The Executive Committee meets on the second Tuesday of each month at 3:00 pm unless another time is approved and appropriately noticed.

Section 3. Business Development and Marketing Committee. The Business Development and Marketing Committee is tasked with developing strategies to encourage businesses to locate in Jefferson County and developing strategies to foster growth in the community through assisting existing businesses. The Committee will work to identify future opportunities to develop suitable industrial and business sites. The Committee shall have the duty to develop any and all projects toward economic improvement consistent with the West Virginia Code and deemed prudent by the Authority.

The Business Development and Marketing Committee meets on the fourth Wednesday of each month at 3:00 pm unless another time is approved and appropriately noticed.

Section 4. Government and Legislative Affairs Committee. The Government and Legislative Affairs Committee is tasked with developing policies and acting as a liaison between the Authority and government and legislative bodies and in furtherance of the Authority's activities.

The Government and Legislative Affairs Committee meets on the second Thursday of each month at 3:00 pm unless another time is approved and appropriately notice.

Section 5. Agriculture Development Committee. The Agriculture Development Committee is tasked with identifying, developing, and promoting agriculture, and agriculture-related business with the County.

The Agriculture Development Committee shall meet on the first Wednesday of each month at 3:00 pm unless another time is approved and appropriately noticed.

Section 6. Ad Hoc Committees. The President may create temporary, ad hoc committees to accommodate the needs of the Authority.

Section 7. Committee Membership and Appointment of Members. Each member must serve on at least one committee. The President will determine committee membership and committee chairs.

Each committee chair may provide for advisory or volunteer positions on their respective committees. These advisory and/ or volunteer positions, however, do not take on the responsibilities and privileges of membership. These advisors and volunteers cannot vote nor can they attend executive sessions without the request of the President of the Authority.

ARTICLE IX
FISCAL YEAR

The Fiscal Year of the Authority shall commence on July 1 of each year and continue through June 30 of the following calendar year.

ARTICLE X
AMENDMENTS

Section 1. Amendments. These bylaws may be amended at any regular or special meeting of the Authority by a two-thirds vote of the entire membership; provided, however, that written notice, shall be sent in accordance with Article IV Section 6 of these bylaws. The written notice shall provide the proposed amendment and be given to each member at least 10 days prior to the regular or special meeting at which the proposed amendment will be considered.

Section 2. Approval by the County Commission. Bylaws changes shall be submitted to members of the Jefferson County Commission for their approval within ten (10) days after the adoption by the Authority. Bylaw amendments shall become effective by final approval of the Jefferson County Commission.

ARTICLE X
INDEMNIFICATION

The Authority shall indemnify any past, present, or future officer or employee of the Authority against claims arising from an act or omission of such past, present, or future officer or employee within the scope of such individual's duties. Such indemnification shall include reasonable costs and expenses incurred in defending such claims. Nothing contained herein shall require the Authority to pay punitive damages, exemplary damages, or damages arising from the commission of a crime by such individual, and the Authority shall not be required to provide for the defense or indemnification of such individual when the act or omission which caused the injury was the result of actual fraud, actual malice, gross negligence, or willful misconduct of such individual, or the event of a claim against such individual by the State of West Virginia or the Authority. The determination as to whether an individual's conduct falls within any of the above exceptions shall be made by the Authority, in consultation with the West Virginia Attorney General.

ARTICLE XI
DISTRIBUTION OF ASSETS UPON DISSOLUTION

Upon the dissolution of the Authority, any and all funds and assets held by the Authority, after the payment of its obligations, shall automatically pass to and become the property of the County Commission of Jefferson County, West Virginia, to be used for public improvements and other public purposes as said Commission shall deem proper.

Revised: June 6, 2024

_____	_____	_____
President	Vice President	Secretary

JCDA Board Approved
May 2024

Treasurer	Executive Director	Jefferson County Commission President

Previously revised:
Revised: December 1, 2012

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Category: Revision
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-449: Charles Town Employee Handbook Review and Approval

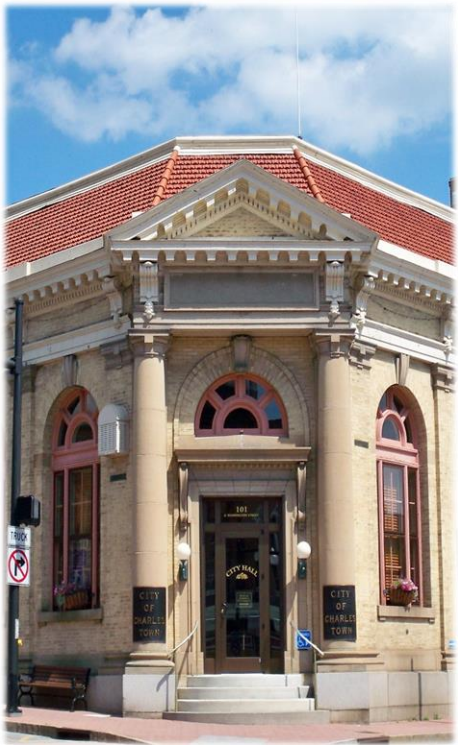
Proposed Motion: Approve the updated Charles Town Employee Handbook.

ATTACHMENTS:

- Employee Handbook - April 21, 2025.pdf

CITY OF CHARLES TOWN EMPLOYEE HANDBOOK







REVISED: April 27, 2025

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SECTION 1 INTRODUCTION

1.01 WELCOME



Welcome. You have just joined a dedicated team of employees and managers. We hope that your employment with the City of Charles Town (City) will be rewarding and challenging. We take pride in our employees as well as the services we provide. We consider ourselves a leader in municipal government focused on providing high quality services and outstanding customer service. We strive to make the City a great place to live, work, and play.

The policies outlined in this manual apply to all city employees including those working in the police, utilities, and parks departments. Please take the time to read this employee handbook carefully. Sign the acknowledgment at the end to show that you have read, understand, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The City reserves the right to interpret, modify, or supplement the provisions of this handbook at any time.

Please understand that no employee handbook can address every situation in the workplace. If you ever have questions about your employment, you are encouraged to ask them of your direct supervisor. Likewise, if you have any suggestions for improving the City's policies or procedures, please let your direct supervisor or the City Manager know. We encourage our staff to always be searching for opportunities for continuous improvement.

We wish you success in your employment here at the City of Charles Town!

All the best,
Robert M. Trainor, Mayor

1.02 OUR CULTURE

To be a great employee here at the City of Charles Town, means to embrace our commitment to excellence to each other and to our community. Here we approach our work with dedication, a passion for delivering quality services and exceptional customer service and care. It means actively seeking opportunities for improvement, sharing your ideas, and fostering open communication. As part of our team, you contribute not only to the success of our organization but also to the vibrancy of our city.

Your dedication to our shared values enriches Charles Town as an outstanding place for living, working, and enjoying leisure activities.

1.03 ETHICS CODE

The City will conduct its business honestly and ethically. We strive to improve the quality of our services, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity.

We expect that all employees will not knowingly misrepresent the City and will not speak on behalf of the City unless specifically authorized to do so. The confidentiality of trade secrets, proprietary information, and similar confidential sensitive information about our City, citizens, or operations that is protected from public disclosure is to be managed responsibly.

Failure to adhere to these ethical standards may lead to disciplinary action, which could include termination of employment**.** The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether the violator cooperated in any subsequent investigation.

1.04 VISION STATEMENT

The City of Charles Town is a community that offers an exceptional quality of life for all residents by: (1) promoting access to jobs and livelihoods; (2) providing well-planned, safe, and secure neighborhoods; (3) delivering quality public services; (4) preserving and promoting its unique history and cultural heritage for residents and visitors alike to enjoy; and (5) stimulating a business-friendly culture that embraces innovation and encourages entrepreneurship, business development, and growth.

1.05 CONFLICT RESOLUTION GUIDELINES

We are committed to fostering a comfortable, productive, legal, and ethical work environment. To achieve this, we encourage you to bring any workplace problems, concerns, or grievances to your supervisor's attention. "Supervisor" is defined as the following for each of these divisions:

City Hall - City Manager, department head, and his/her designee(s)
City of Charles Town Police Department – Chief of Police and his/her designee(s)
Charles Town Utility Board – Utility Manger and his/her designee(s)

To facilitate conflict resolution, follow these procedures:

1. If you believe there is inappropriate conduct or activity by the City's management, employees, vendors, or any related parties, please discuss your concerns with your supervisor at a suitable time and place.
2. If you have already discussed the matter with your supervisor and feel the response was insufficient, or if your supervisor is the source of the problem, please bring your concerns to the City Manager. Clearly indicate the nature of the problem, the individuals involved, your efforts to resolve the issue, and any suggested solutions.
3. If the inappropriate conduct or activity involves the City Manager and you have not received a satisfactory response after discussing it with them, please present

your concerns to the Chair of the Personnel Committee. Clearly indicate the nature of the problem, the individuals involved, your efforts to resolve the issue, and any suggested solutions.

1.06 REVISIONS TO THE HANDBOOK

This employee handbook aims to keep you informed about the terms and conditions of your employment, including the City's policies and procedures. Please note that the handbook is not a contract. The City reserves the right to revise, add, or remove any content in this handbook as deemed necessary. When changes occur, we strive to inform you promptly, usually through a written supplement distributed electronically via email.

1.07 AT-WILL EMPLOYMENT

Your employment with the City is "at-will." This means that your employment can be terminated at any time, with or without notice, and for any reason or no reason at all. Similarly, you have the right to leave the City at any time, with or without notice, and for any reason or no reason at all.

Please note that the employment of city police officers is governed by the civil service code provisions for municipal corporations as outlined in the West Virginia Code and shall take precedence over any conflicting provisions in this Employee handbook.

Nothing in this employee handbook, or in any other City document, should be interpreted as creating a guarantee of continued employment, a right to termination only for cause, or any other promise of continued benefits or employment.

SECTION 2 HIRING & ORIENTATION POLICIES

2.01 EEO STATEMENT & NON HARASSMENT POLICY

Equal Opportunity Statement

Our City is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations, including the City's Equal Opportunity Ordinance Article 154. Each employee and council member will receive a copy of this Ordinance at the time of their initial hire. It is our intent to maintain a work environment which is free of harassment, discrimination, or retaliation because of age, race, color, national origin, ancestry, religion, sex, familial status, pregnancy, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, blindness, sexual orientation, gender identity, or any other status protected by federal, state, or local laws. The City is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The City will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the City's Equal Employment Opportunity Policy in a confidential manner. The City will take appropriate corrective action, if and where warranted. The City prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of discrimination or violation of the City's Equal Employment Opportunity Policy.

We are all responsible for upholding the City's Equal Employment Opportunity Policy and any claimed violations of that policy should be brought to the attention of the City Manager or his/her designee.

Policy Against Workplace Harassment

The City has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age, race, color, national origin, ancestry, religion, sex, familial status, pregnancy, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, blindness, sexual orientation, gender identity, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, council members, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify each and every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment: (a) unwelcomed requests for sexual favors; (b) lewd or derogatory comments or jokes; (c) comments regarding sexual behavior or the body of another employee; (d) sexual innuendo and other vocal activity such as catcalls or whistles; (e) obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature; (f) repeated requests for dates after being informed that interest is unwelcomed; (g) retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to the City or any government agency; (h) offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and (i) any unwanted physical touching or assaults, or blocking or impeding movements.

Other Harassment

Other workplace harassment is often verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age, race, color, national origin, ancestry, religion, sex, familial status, pregnancy, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, blindness, sexual orientation, gender identity, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment: (a) the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories; (b) written or graphic material that insults, stereotypes or shows

aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on the City's premises, or circulated in the workplace; and (c) a display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

Reporting Discrimination and Harassment
Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment is required to immediately notify their supervisor or the City Manager. If the employee's supervisor or the City Manager is involved in any way in the alleged harassment or other discriminatory conduct, the matter should be immediately reported to a member of the City's Personnel Committee.

The City prohibits retaliation against any employee who provides information about, complaints, or assists in the investigation of any complaint of harassment or discrimination.

The City Manager or his/her designee will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit and report the findings of the investigation to the City Council Personnel Committee (Committee). If any claim of harassment is levied against the City Manager, an independent person or organization acceptable to the Committee will investigate the matter and reports its findings back to the same. Disciplinary action for violation of this policy may include, but is not limited to reprimand, suspension, demotion, transfer, and termination. If the City Manager, or the Committee as appropriate, determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the City Manager and Committee will monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the City Manager, or Committee if appropriate, will follow up as necessary to ensure no retaliation for making a complaint or cooperating with an investigation.

2.02 SEXUAL ABUSE AND MISCONDUCT PREVENTION

The City of Charles Town prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity. The City of Charles Town provides procedures for employees, volunteers, council, board, commission and committee members or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, volunteer, council, board, commission, committee member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

Definitions and Examples
The following definitions or examples of sexual abuse, misconduct or harassment, may apply to any and/or all of the following persons – employees, volunteers, council members or other third parties.

Sexual abuse or misconduct may include, but is not limited to:

- Child sexual abuse – any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given.

- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Material such as pornographic or sexually explicit images, posters, calendars or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile or offensive environment.
- Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the organization.

Reporting Procedure
Immediately report suspected sexual abuse or misconduct to their supervisor or City Manager. It is not required to directly confront the person who is the source of the report, question or complaint before notifying any of the individuals listed. The City of Charles Town will take every reasonable measure to ensure that those named in the complaint of misconduct or are too closely associated with those involved in the complaint, will not be part of the investigative team.

Anti-retaliation and False Allegations
The City of Charles Town prohibits retaliation made against any employee, volunteer, council member or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. The City of Charles Town prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or membership and criminal prosecution.

Investigation and Follow-up
The City of Charles Town will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly and equitably investigate whether misconduct has taken place. The organization may utilize an outside third-party to conduct an investigation of misconduct. The City of Charles Town will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. The City of Charles Town will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Reporting to Law Enforcement or Appropriate Child or Adult Protective Services
The City of Charles Town is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law

enforcement and child or adult protective services organizations. It is the policy of The City of Charles Town not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

Employee and Worker Screening and Selection
As part of its sexual abuse and misconduct prevention program, The City of Charles Town is committed to maintaining a diligent screening program for prospective and existing employees, volunteers and others that may have interaction with those employed by, associating with or serviced by The City of Charles Town. The organization may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks and personal and professional references.

Supervision of Youth
To provide a safe environment for minors, The City of Charles Town strives that a minimum of two adult workers supervise or be in attendance with minors during organization-related activities. The purpose is to avoid one-on-one interactions between adults and minors that are not easily observable by others. If individual meetings with a minor must be held in an office, keep the door open. Only conduct closed door meetings when another adult is put on notice of the meeting and the door remains unlocked.

2.03 DIVERSITY STATEMENT

The City is committed to fostering a diverse and inclusive workplace that reflects the rich diversity of our community. We strive to ensure equal employment opportunities for all individuals, regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. We recognize that a diverse workforce enhances the quality of our services and strengthens our ability to serve the community effectively. For definitions of Equal Employment Opportunity (EEO), please refer to Ordinance 154.

We are dedicated to creating an environment where every employee feels valued, respected, and empowered to contribute their unique perspectives and skills. The City takes its commitment to diversity seriously and encourages all employees to support and participate in our efforts to promote diversity and inclusion. Together, we can build a stronger, more equitable community for all.

2.04 DISABILITY ACCOMMODATION

The City complies with federal and state disability regulations, including the Americans with Disabilities Act (ADA). Qualified applicants or employees who inform the City of a physical or mental disability requiring accommodation for them to perform the essential functions of their jobs should inform their immediate supervisor or the City Manager so that available and appropriate accommodations can be discussed.

Procedure for reasonable accommodation requests:

- employee advises their immediate supervisor or the City Manager of the need for accommodation. The employee completes a Request for Accommodation form and gives it to his or her supervisor;
- the accommodation request will be discussed with the employee and the employee's supervisor(s);

- the employee may be required to provide documentation supporting a disability, including medical certification;
- if a reasonable appropriate accommodation is readily available, the request will be approved and the accommodation implemented; and
- if an accommodation is not readily ascertainable, the matter will be pursued further with assistance from appropriate external resources.

The City will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that the City will consider are cost, the effect that an accommodation will have on current established policies, and the burden on operations, including other employees, when determining a reasonable accommodation.

2.05 RELIGIOUS ACCOMMODATIONS

The City is dedicated to fostering an inclusive and respectful workplace that honors the diverse religious beliefs and practices of our employees. In accordance with our commitment to equal opportunity and non-discrimination, we will make reasonable accommodations for employees' religious observances and practices unless doing so would cause undue hardship on the operations of the City. This may include flexible scheduling, voluntary shift substitutions, and modifications to dress codes or workplace policies. Employees seeking a religious accommodation are encouraged to communicate their needs to their supervisor or the City Manager, who will work collaboratively to identify appropriate solutions. Our goal is to ensure that all employees feel respected and supported in their religious practices while maintaining a productive and harmonious work environment.

2.06 EMPLOYMENT AUTHORIZATION VERIFICATION

All new hires and current employees are required by federal law to verify their identity and eligibility to work in the United States. You will be required to complete federal Form I-9 on the first day of employment. If this form and verification of employment eligibility is not completed during the first three days of employment, we are required by law to terminate your employment. If you are currently employed and have not complied with this requirement or if your status has changed, please inform your supervisor.

2.07 NEW EMPLOYEE AND INTRODUCTORY PERIOD

The first 90 days of your employment is considered an introductory period and vacation leave will be restricted (see Section 6.11). During this period, you will become familiar with the City and your job responsibilities. During this time, we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Your introductory period with the City can be shortened or lengthened as deemed appropriate by your supervisor and the City Manager. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

2.08 TRAINING PROGRAM

In most cases, and for most departments, employee training is conducted on an individual basis by the supervisor or their designee. Even if an employee has prior experience in their

specific functions, it is essential for them to learn our unique procedures and understand the responsibilities associated with their specific position. If you ever feel you require additional training, please consult your immediate supervisor. We are committed to providing the necessary resources and support to ensure that all employees can perform their duties effectively and confidently.

2.09 POSTING OF OPENINGS

The City desires to promote qualified employees from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New job openings generally will be posted on the appropriate division's website: City Hall, Police Department, Utility Board.

2.10 JOB DESCRIPTIONS

The City attempts to maintain a job description for each position. If you do not have a copy of a current job description you should request one from your supervisor. Job descriptions prepared by the City serve as an outline only. Due to the business needs of the City, you may be required to perform job duties not within your written job description. Furthermore, the City may have to revise, add to, or delete from your job duties according to City needs. On occasion, the City may need to revise job descriptions with or without notice to the employee.

If you have any questions regarding your job description, or the scope of your duties, please speak with your supervisor, the City Manager or his/her designee.

2.11 CONFLICTS OF INTEREST

The City is concerned with conflicts of interest that create actual or potential job- related concerns, especially in the areas of confidentiality, citizen relations, safety, security, and morale. Any actual or potential conflict of interest between an employee of the City and a person or organization seeking to do business or employment with the City, must be disclosed by the employee to their immediate supervisor or the City Manager. If an actual or potential conflict of interest is determined to exist, the City will take such steps as it deems necessary to reduce or eliminate this conflict.

2.12 EMPLOYMENT OF RELATIVES AND FRIENDS

The City will not employ friends or relatives in circumstances where actual or potential conflicts may arise which could compromise supervision, safety, confidentiality, security, and morale at the City. It is your obligation to inform the City of any such potential conflict so the City can determine how best to respond to the situation. Employees must not be involved in decisions as to hiring, evaluation, compensation, promotion, demotion, or disciplinary action of family members or members of their household.

SECTION 3 WAGE & HOUR POLICIES

3.01 INTRODUCTION

An employee's pay depends on a wide range of factors, including pay scale surveys, individual effort, budgetary considerations, and market forces. If you have any questions about your compensation, including matters such as paid time off, overtime, benefits, or paycheck deductions, please speak with your supervisor.

3.02 PAY PERIOD

The standard pay period is bi-weekly, with pay dates every other Friday, totaling 26 pay periods per year. If a holiday falls on a payday, special provisions may be needed. Each payroll cycle runs from Monday to Sunday.

3.03 PAYCHECK DEDUCTIONS

The City is required by federal, state, and certain local laws to withhold certain deductions from your paycheck. This includes income and unemployment taxes, and FICA contributions (Social Security and Medicare) as well as any other deductions required under law or by court order for wage garnishments. Civil service employees are not subject to Social Security withholdings. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your federal Form W-4 and applicable state withholding form. You may also authorize voluntary deductions from your paycheck, including contributions for insurance premiums, optional retirement plans, or other services. Your deductions will be reflected in your wage statement.

3.04 DIRECT DEPOSIT

All employees are encouraged to enroll in direct deposit. If you would like to take advantage of direct deposit, ask your supervisor or the City Manager or his/her designee for an application form. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

If you have selected the direct deposit payroll service, a written pay stub will be provided.

3.05 ATTENDANCE POLICY

If you know ahead of time that you will be absent or late, provide reasonable notice to your supervisor. Employees may be required to provide documentation of any medical or other excuse for being absent or late.

The City reserves the right to utilize unused vacation, sick time, or other paid time off to unauthorized absences. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

3.06 RECORDING TIME

Federal and state laws require accurate records of hours worked by nonexempt (hourly) employees. All nonexempt employees must accurately enter their work hours, including lunch periods and breaks over 15 minutes. Report any pay discrepancies, unrecorded or incorrect hours, or involuntary missed lunch periods to your supervisor.

Please refrain from completing another employee's time sheet or asking them to complete yours. Supervisors complete time sheets for certain employees. Indicate your days off (e.g., vacation, sick leave). Any changes to your timecard must be approved and initialed by your supervisor. Submit your time sheet to your supervisor two business days prior to the end of the pay period.

Falsifying time records or recording time for another employee may result in disciplinary action, up to and including termination.

3.07 OVERTIME AUTHORIZATION FOR NON-EXEMPT EMPLOYEES

If you are a non-exempt employee, you may qualify for overtime pay. All overtime must be approved in advance and in writing by your supervisor, unless otherwise authorized.

At certain times, the City may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in disciplinary action, up to and including termination of employment.

Overtime pay of one and one-half times an employee's regular rate of pay or average pay rate (if you perform work at different pay rates during the relevant week) is paid for any hours worked over 40 hours in a workweek. Bereavement leave, holiday flex, jury duty leave, voting leave, holiday pay, comp time, sick leave, annual leave and actual hours worked on a holiday (holiday hours are already paid at the premium rate, regardless of the overtime status, see section 6.08) do not count as time worked for computing overtime.

3.08 REST & MEAL PERIODS

The City strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding rest and meal periods. Please check with your supervisor regarding procedures and schedules for breaks and meal periods.

3.09 TRAVEL TIME PAY

Some nonexempt positions within the City require travel. The City pays nonexempt employees for travel time in accordance with federal and state law. For purposes of this policy, the regular workday is Monday – Friday 8:30-5:00 p.m.

3.10 TRAVEL EXPENSES

The purpose of this policy is to define employee travel rules and the authority for incurring and approving travel expenses.

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved City business trips. City travel is limited to business activities for which other means of communication is inadequate and for which prior approval of the employee's supervisor has been received.

Personal Vehicles

All employees using their own vehicle for City business must maintain insurance coverage as required by law and a valid driver's license. Travel between the employee's home and primary office is not considered to be City business. Employees are not authorized to use personal vehicles for City business travel without written authorization from the City Manager. Employees will be reimbursed for personal vehicle use at the standard IRS mileage rate. The City Manager or his/her designee must authorize any deviation from this policy.

Travel Expenses

The City Council sets parameters on the expenditure of City funds to ensure that public funds are spent in an appropriate manner. Advance written approval from your supervisor is required before travel arrangements are made. The City pays a per diem rate for meals and incidental expenses and the actual amounts incurred for all other appropriate

expenses when employees are on travel assignments. The per diem rate for meals and incidental expenses will be based on the current US General Services Administration (GSA) rate schedule for the destination at the time of travel. Any travel that requires lodging that is more costly than the pre-approved GSA rate must receive written approval from the City Manager or his/her designee before scheduling the lodging. The employee must demonstrate that lodging in the area is not available at or below the pre-approved GSA rate. Employees may receive an advance payment of the per diem for meals and incidentals with the approval of the supervisor at least one week prior to the date of travel. If any portion of the travel is cancelled or postponed after the employee has received an advance for per diem, the proportional share of per diem resulting from the cancellation or postponement must be repaid to the City within two weeks of the original travel date.
If you have any questions about appropriate expenses covered by the City, please discuss with the City Manager or his/her designee. Examples of typical expenses include:

- Airline tickets.
- Meals and incidentals.
- Lodging.
- Car rental, bus, taxi, parking.
- Associated gratuities.
- Other expenses necessary to achieve business purposes.

Family Members
The City will pay the travel expenses of spouses or other family members only when their presence is deemed necessary to the business purpose of the trip and when approved in advance in writing by the City Manager.

3.11 BUSINESS EXPENSES

The purpose of this policy is to define approved non-travel employee business expenses and the authority for incurring and approving such expenses.

Approved business expenses are the reasonable and necessary expenses incurred by employees to achieve legitimate business purposes.

Technical and Training Seminars/Conferences
The City pays for expenses associated with attendance at work related classes and seminars that enhance job-related skills. Prior written approval must be obtained from the employee's supervisor. Please note that the City will not pay the employee the per diem meal rate for meals that are included as part of the conference, seminar, or training session.

Employee Reporting
Employees are to report their approved expenses on the standard Expense Report Form and must include a description of the expense, its business purpose, date, place, and the participants.

3.12 USE OF COMPANY CREDIT CARDS

Every employee in the possession of a City credit or purchase card will adhere to the strictest guidelines of responsibility for the proper protection and use of that card. Employees must adhere to all relevant rules, regulations, and policies established for the use of such cards by the City and the WV State Auditor's office. City card purchases under

$250 do not require prior approval. City card purchases over this amount must receive prior approval from your supervisor or the City Manager.

All sales receipts generated by use of the City's card must be turned in monthly to the accounting department using the appropriate P-Card accounting form. City cards are not to be used for personal reasons. Use of the City card is restricted to approved, business-related expenses.

Any unauthorized purchases made with a City card will be the cardholder's responsibility. Any such purchase will be reimbursed to the City by the employee within 30 days.

Lost or stolen City cards must be reported immediately to your supervisor. Failure to follow this policy may result in disciplinary action up to and including termination. Infractions are also subject to other disciplinary actions as outlined in the WV Auditor's program rules.

3.13 JOB ABANDONMENT

If an employee fails to report to work or call in for an acceptable reason for three (3) consecutive days, he or she will be considered to have abandoned their job and voluntarily resigned from the City.

3.14 INCLEMENT WEATHER POLICY AND UNFORESEEN OPERATIONS INTERRUPTION

It is the policy of the City of Charles Town to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruption, the City Manager reserves the right to close the city offices. Should this occur, the City Manager will contact all managers, including the Chief of Police and the Utility Manager, and advise them to alert their employees. Notice of closure of city offices will also be posted on Facebook and on the doors to City Hall. The City Manager will also notify the Mayor and all members of city council. When inclement weather conditions warrant and at the discretion of the City Manager, a liberal leave policy may be utilized allowing employees who are uncomfortable traveling in the adverse conditions to use any accrued leave or take time off without pay. Liberal leave is not available for police officers or maintenance crew members.

Closure of the city pool for inclement weather shall be determined by the Parks Manager in consultation with the Pool Manager.

City Offices Closed

If the city offices are announced to be closed on a given day, all staff will receive regular pay for the day of closure. All civil service and non-exempt employees that are required to work when city offices are closed will receive additional pay at one and one-half times their normal rate of pay for actual hours worked during the closure.

City Offices Open

If the city offices remain open on an adverse weather day, the employee may work remotely pursuant to Section 7.06 Telecommuting Policy of this handbook and with the approval of their supervisor. An employee with a job classification that doesn't not lend itself to working remotely and who is eligible for liberal leave may elect not to report to work and may elect to: 1) use any accrued vacation time off for the missed day or 2) the employee will not be paid for the day. Regardless of whether the city offices remain open on an inclement day, it is each employee's decision to determine if they can safely arrive at work under the conditions. If an employee elects not to work on a given day, the City requires a

phone call to your manager or supervisor advising as to your status for the day, prior to the beginning of the work day.

Questions about this policy should be addressed to the department manager or the City Manager.

SECTION 4 EMPLOYMENT POLICIES

4.01 PERSONAL APPEARANCE AND DRESS CODE POLICY

Your personal appearance reflects the reputation and integrity of the City. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, i.e. wearing clean clothing, practicing good grooming and personal hygiene, and exhibiting appropriate social behavior.

Depending on the employee's classification, they may be required to wear the following safety equipment while on the job: steel-toed boots, safety glasses, safety masks, etc. Members of the City Police Department must follow the Department's internal procedure concerning personal appearance and uniform requirements.

If you come to work inappropriately dressed for a professional work environment, you will be asked to go home and return to work dressed appropriately. If you have any questions regarding the dress code or dress code accommodations, please contact your supervisor. Recurring problems will result in disciplinary action up to and including termination of employment.

4.02 PERSONAL DATA CHANGES

Please ensure the City has your current contact information, including current mailing address and telephone number. Promptly notify the Finance Director or his/her designee of any changes to your marital or tax withholding status.

4.03 EMPLOYEE PERFORMANCE REVIEWS

The City will make efforts to review your work performance. The performance evaluation process will take place on an annual basis, which may vary as business needs dictate. The City Manager will set a time for annual performance reviews. You may specifically request that your supervisor assist you in developing a performance improvement plan at any time.

The goal of the performance evaluation is to enhance the quality and value of your work performance. It will assess your initiative, effort, attitude, job knowledge, and other factors. Please note that a positive performance review does not guarantee a pay raise or continued employment. City pay raises and promotions are based on numerous factors.

4.04 PROMOTIONS

To match you with the best job for you and to meet the business needs of the City, you may be transferred from your current job. It is the City's policy to promote from within the City only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to employees possessing the needed skills, education, experience, and other qualifications that are required for the job. Promotions for city police

officers will be considered pursuant to the civil service code provisions for municipal corporations contained in West Virginia Code.

All employees promoted into new job positions will undergo a 90-day introductory period as described in the New Employees and Introductory Periods section. Employees will continue to receive City benefits for which they are eligible.

4.05 PAY RAISES

Depending on the City's budgetary considerations and other factors, efforts will be made to give pay raises consistent with City's fiscal health and the employee's job performance. The City may also make individual pay raises based on merit or due to a change of job position. Pay increases for city police officers will be considered pursuant to the civil service code provisions for municipal corporations contained in West Virginia Code.

4.06 TRANSFERS

The City may transfer your employment from one position to another with or without notice, as required by operation or service needs or upon request by an employee and management approval.

4.07 WORKFORCE REDUCTION (LAYOFFS)

If necessary, based upon the needs of the City and its fiscal condition, management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for individuals and the City will make its best effort to make sound business decisions while acknowledging the needs of its workforce. Employment decisions concerning for city police officers will be made pursuant to the civil service code provisions for municipal corporations contained in West Virginia Code.

4.08 CRIMINAL ACTIVITY/ARREST

Involvement in criminal activity, whether on or off City property, during employment may result in disciplinary action including suspension or termination of employment. Disciplinary action depends upon a review of all factors involved, including whether the employee's action was work-related, the nature of the act, or circumstances which adversely affect attendance or performance. Any disciplinary action is not dependent upon the disposition of any case in court.

Employees are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled because of an arrest may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

4.09 DRUG & ALCOHOL POLICY

City of Charles Town recognizes that the health and future of the City is dependent upon the health of its employees, and the City is committed to providing a safe and substance-abuse free environment for employees and visitors. Accordingly, it is the City's right, obligation, and intent to maintain a safe and productive working environment for all its employees and to protect City property, equipment, and operations. Impaired performance or judgment because of the use of drugs or alcohol poses serious safety and health risks not only to the user, but also to the employees who work with the user.

Employees who are experiencing problems with alcohol or other drugs are urged to voluntarily seek assistance through a mental health or substance abuse program to resolve such problems before they interfere with their work.

An employee who is determined to be impaired or under the influence of, or in possession of, unauthorized drugs or other substances while on duty, while carrying out the business of the organization, or during work hours is in violation of the City's commitment to safety.

Pursuant to its commitment to a drug-free workplace, the City of Charles Town may test employees for illegal drugs and/or alcohol as a condition of continued employment. The term "unauthorized drugs or other substances" refers to the use of alcohol and to both illegal drugs and legally prescribed drugs when such drugs are used in a manner inconsistent with how they were prescribed. City of Charles Town treats medical marijuana the same as any other illegal drug. Misuse of prescribed drugs while engaged in City business will be considered a violation of the substance abuse policy. The City may conduct drug and/or alcohol testing for, among other legitimate drug abuse prevention and/or treatment purposes, the following:

- deterrence and/or detection of possible illicit drug use, possession, sale, conveyance, or distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner, on or off the job, or the abuse of alcohol or prescription drugs;
- investigation of possible individual employee impairment;
- investigation of accidents in the workplace or incidents of workplace theft or other employee misconduct;
- maintenance of safety for employees, customers, clients or the public at large; or
- maintenance of productivity, quality of products or services, or security of property or information.

If City of Charles Town receives a confirmed drug and/or alcohol test result indicating a violation of its policies, or if an employee refuses to take the test, the City may use disciplinary action for an employee, up to and including termination. If a drug or alcohol is found to be present in the employee's system, the employee may be terminated and forfeits his or her eligibility for unemployment compensation benefits and, if injured at the time of the intoxication, indemnity benefits under the workers' compensation laws of the State of West Virginia.

Testing of current employees will be conducted during, or immediately before or after, a regular work period, and will be considered time worked for purposes of compensation. City of Charles Town will pay the costs of all drug and/or alcohol tests it requires of employees and prospective employees. Note: confirmatory retests of a split sample, if requested, are usually at the employee's cost.

Any individual whose drug test is confirmed positive will be offered the opportunity to provide, in confidence, information that may explain the positive result, such as recently used prescription or nonprescription drugs, or other relevant medical information. If the individual provides information demonstrating that the test result may be explained by a lawful medical reason the test provider will report the test as negative to the City. If you need accommodation to participate in the testing process, please notify the City Manager, his/her designee, or the test administrator as soon as possible.

Testing Procedures

All drug and alcohol testing under this policy will be in accordance with the following procedures:

1. Any drug and alcohol test will occur during, or immediately before or after, the employee's regular work period;
2. Any drug and alcohol testing required by Employer will be counted as worked time for the purposes of compensation and benefits for current employees;
3. Employer will provide transportation or pay reasonable transportation costs to employees if the required tests are conducted at a location other than the employee's normal work site;
4. Employer will pay for the full cost of any drug or alcohol test under this policy;
5. The collection of samples will be performed under reasonable and sanitary conditions;
6. Samples will be collected using a "split sample" method, meaning that a part of the sample that is sent to the first laboratory will be retained unopened for transport to a second laboratory in the event that the employee or prospective employee requests that it be tested following a verified positive test result of the primary specimen.
7. Any observer of the collection of urine samples will be of the same sex as the employee or prospective employee;
8. Sample collections will be documented, and documentation procedures include:
   A. Labeling of samples so as to reasonably preclude the possibility of misidentification of the person tested in relation to the test result provided and handling of samples in accordance with reasonable chain-of-custody and confidentiality procedures;
   B. An opportunity for the employee or prospective employee to voluntarily provide notification of any information which may be considered relevant to the test, including but not limited to, identification of currently or recently used prescriptions or non-prescription drugs, or other relevant medical information. This may be accomplished by providing for review by a qualified medical professional to verify a laboratory sample which tests positive in a confirmatory test;
9. Sample collection, storage, and transportation to the place of testing will be performed so as to reasonably preclude the possibility of sample contamination, adulteration, or misidentification;
   Confirmatory drug testing will be conducted at a laboratory that is:
   A. Certified by the U.S. Department of Health and Human Services' Substance Abuse and Mental Health Services Administration;
   B. Approved by the U.S. Department of Health and Human Services under the Clinical Laboratory Improvements Act; or
   C. Approved by the College of American Pathologists.

10. Drug and alcohol testing shall include confirmation of any positive test results. For drug testing, confirmation will be by use of a different chemical process than was used in the initial drug screen. The second confirmatory drug test shall be a chromatographic technique such as gas chromatography/mass spectrometry, or another comparably reliable analytical method.

11. Employer will take adverse employment action, including termination of the employment of a current employee or job denial to a prospective employee, based only on a confirmed positive drug or alcohol test.

Confidentiality
All records relating to an employee or prospective employee's drug and alcohol test results will be kept confidential and maintained separately from their personnel file. The results of any test under this policy shall be disclosed only to Employer, its authorized employees, agents or representatives of Employer, the tested employee or prospective employee, or the authorized agent or representative of the employee or prospective employee.

Challenge of Test Results
In the event that an employee or prospective employee tests positive and desires to challenge the results of his or her initial sample test result, he or she may request that the split sample be transported to a second laboratory for separate testing. All costs associated with testing of the split sample shall be the responsibility of the employee or prospective employee challenging the initial sample test results.

Administration of this Policy
Employer expressly reserves the right to change, modify, or delete the provisions of this Drug-Free Workplace Program without notice.
If you have any questions regarding this policy or if you have questions about drug testing in the workplace that are not addressed in this policy, please contact your supervisor.

4.10 STANDARD OF CONDUCT

The City wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, citizens, and other stakeholders. Every employee has a shared responsibility toward improving the quality of our work environment. By deciding to work at the City, you agree to follow the City's rules. The conduct of city police officers is also governed by specific law enforcement policies.

While it is impossible to list every item that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in disciplinary action, up to and including immediate termination of employment. This policy is not intended to limit the City's right to use disciplinary action or terminate employees for any reason permitted by law. In fact, while we value our employees, the City retains the right to terminate an employee on an "at-will" basis, except as otherwise specifically noted in this Employee Handbook.

Examples of inappropriate conduct include:

- violation of the policies and procedures set forth in this handbook;
- possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances;
- being under the influence of alcohol during working hours on City property (including City vehicles), or while conducting City business;
- inaccurate reporting of the hours worked by you or any other employee;
- providing knowingly inaccurate, incomplete or misleading information when speaking on behalf of the City or in the preparation of any employment related

documents including, but not limited to, job applications, personnel files, employment review documents, intra-City communication or expense records;
- taking or destroying the City's property;
- possession of potentially hazardous or dangerous property such as firearms, weapons, chemicals, etc., without prior authorization or as part of your job as a public safety officer except as otherwise set forth in this handbook;
- fighting with, or harassment (as defined in our EEO policies) of, any fellow employee, vendor, or citizen;
- sharing trade secrets, proprietary information, or similar confidential sensitive information about our City, citizens, or operations that is protected from public disclosure;
- refusal or failure to follow directions or to perform a requested or required job task;
- refusal or failure to follow safety rules and procedures;
- excessive tardiness or absences;
- smoking in non-designated areas;
- working unauthorized overtime;
- solicitation of fellow employees on the City property during working time (Refer to Non-solicitation/Non-distribution Policy);
- failure to dress according to City policy;
- use of obscene or harassing (as defined by our EEO policies) language in the workplace;
- outside employment, including self-employment, which interferes with your ability to perform your job at this organization;
- gambling on City property; and
- lending City authorized keys or keycards to unauthorized persons.

Nothing in this policy is intended to limit employee rights under the National Labor Relations Act.

4.11 DISCIPLINARY PROCESS

Violation of the City's policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The City encourages the use of progressive disciplinary action based on the type of prohibited conduct. However, the City is not obligated to follow progressive disciplinary action and may discipline or terminate an employee for violating rules of conduct or if the quality or value of their work fails to meet expectations at any time. Please note that any use of progressive disciplinary action does not change the "at will" nature of your employment.

In appropriate circumstances, management will provide the employee first with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your supervisor will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the City is concerned with consistent enforcement of our policies, the City is not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, employees may be disciplined or terminated without any warning or procedure.

For civil service employees, the grievance procedures outlined by the West Virginia Code and regulations will be followed.

4.12 NON-TOBACCO POLICY

The City of Charles Town is concerned about the effect that tobacco consumption and exposure can have on its employees and citizens. Tobacco use, smoking, and/or vaping in city-owned facilities, restrooms, and in city-owned vehicles is prohibited.

4.13 OUTSIDE EMPLOYMENT

Outside employment which creates a conflict of interest or which affects the quality or value of your work performance or availability at the City is prohibited. The City recognizes that employees may seek additional employment during off hours, but expects, in these cases, that any outside employment will not affect job performance, work hours, or scheduling, or otherwise adversely affect the employee's ability to effectively perform his or her duties. Any conflicts should be reported to your supervisor. Failure to adhere to this policy may result in disciplinary action up to and including termination. Members of the City Police Department must follow the Department's internal procedure concerning outside employment.

An employee desiring to engage in secondary employment must inform his or her supervisor and the City Manager. An employee who has an outside business activity or secondary employment that conflicts with working overtime (including Saturday and Sunday) should be aware that the City will not consider the outside business activity or secondary employment a suitable excuse for not reporting or staying for overtime work. Further, conducting outside business activities on work time is prohibited.

4.14 EXIT INTERVIEW

When you leave the City's employment, you may be asked to participate in an exit interview. This helps management understand employee relations better and prevent unnecessary claims. Your cooperation is appreciated. The interview may be conducted by your supervisor or their designee, and it may be documented and signed by you.

SECTION 5 EMPLOYEE CLASSIFICATION

If you have a question regarding whether you are an exempt or nonexempt employee, contact the City Manager.

5.01 NON-EXEMPT FULL-TIME EMPLOYEES

A full-time employee is an employee who is not classified as temporary or seasonal, who is employed for 12 months, and works at least 1,040 hours per year. Any employee who is not temporary and who works 20 or more hours per week is considered a full-time employee as defined in §162-5-2.3 of the Public Retirement System. Unless stated otherwise, all the benefits provided to employees are for full-time employees only. Full-time employees working less than 40 hours per week will earn benefits on a proportional basis unless otherwise mandated by state and federal laws. Full-time non-exempt employees are eligible for time and a half for hours worked over 40 hours per week.

5.02 PART-TIME EMPLOYEES

A part-time employee is one who works 20 hours or less per week or 1,040 hours per year. Part-time employees shall not be entitled to any benefits other than those mandated by state and federal laws.

5.03 TEMPORARY (SEASONAL EMPLOYEES)

Temporary or seasonal employees are hired for a specific period or specific work project, generally not to exceed 6 months in duration. The City reserves the right to extend the duration of temporary employment when necessary. Temporary and seasonal employees are not eligible for employee benefits unless specified otherwise in this handbook or in the benefit plan summaries.

5.04 EXEMPT EMPLOYEES

An exempt employee is not eligible for overtime pay as otherwise required by federal, state, or local laws.

SECTION 6: BENEFITS

6.01 HEALTH INSURANCE

The City provides its regular full-time employees with health care coverage beginning on the first full month following the employee's date of hire. Medical plan benefits, including terms of eligibility, for eligible employees and their dependents are described in the Summary Plan Description (SPD) that is available to all employees. These benefits may be canceled or changed at the discretion of the City, unless otherwise required by law. You may obtain a copy of the SPD by contacting the City Manager or his/her designee.

The City of Charles Town follows the federal Family and Medical Leave Act, as stated in Chapter 28 of the United States Code. Health benefits during leave taken under the Family Medical Leave Act (FMLA), if applicable, are maintained by the City on the same terms, with each paying their respective share, as if the employee continued to work. For questions, please contact the City Manager or his/her designee.

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with us, you may have the right to continue your medical benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). The City or their designee will mail you information about your COBRA rights. *Please also see section 6.25.*

6.02 DENTAL INSURANCE

All full-time employees are eligible for the dental plan beginning on the first full month following the employee's date of hire. Dental plan benefits, including full terms of eligibility, are described in detail in the Summary Plan Description (SPD).

6.03 VISION CARE INSURANCE

All full-time employees are eligible for the vision care plan beginning on the first full month following the employee's date of hire. Vision care plan benefits, including full terms of eligibility, are described in detail in the Summary Plan Description (SPD).

6.04 DISABILITY INSURANCE

The City provides employees with disability income protection when employees miss work due to non-work-related disabilities. The terms and conditions, including eligibility, for the disability insurance program are outlined in the Summary of Plan Benefits. Please contact the City Manager or his/her designee for a copy of the plan provisions. The Charles Town Utility Board does not provide disability insurance coverage to any of its employees.

6.05 LIFE INSURANCE

All full-time employees are provided with life insurance by the City beginning on the first full month following the employee's date of hire. You will be required to notify the City Manager or his/her designee of your intended beneficiary. Refer to the Summary Plan Description (SPD) for details about the benefit, including eligibility.

6.06 PENSION

All full-time employees are eligible to participate in the City's retirement plan. The provisions of the retirement plan are governed by the West Virginia Consolidated Public Retirement Board.

As with your insurance benefits, refer to the Summary Plan Description (SPD) provided by City Manager or his/her designee for specifics.

6.07 CONTINUING EDUCATION & TUITION ASSISTANCE

We believe in the continuing education of our employees. If the City sends you to a class or training program during normal working hours related to your employment and you are a non-exempt employee, you will be paid at your regular rate of pay for that time. If the class is required for your position with the City, the City will also pay any fees or charges related to the class. Licenses that employees are required to maintain for their positions will also be paid for by the City.

If you are interested in attending an outside class and having the City pay for your attendance, you are required to provide advance written notice to your supervisor indicating a description of the class, including the subject matter, length, and cost. Depending on the type of training, the City may reimburse some or all the fees, including expenses for materials, meals, and transportation, if advance written approval is obtained from your supervisor.

Career development initiated by the employee and approved by the City Manager will result in a fifty (50%) reimbursement of tuition per satisfaction of each class. Satisfactory completion of a class requires a grade C or equivalent or better. Employees are expected to remain employed by the City for a period of one year after the reimbursement is provided or agree to repay the entire sum of tuition aid granted.

6.08 HOLIDAY PAY

The City offers to all full-time employees (add the word paid holidays as specified in the West Virginia State Code 2-2-1. This applies to both civil and non-civil service employees. In addition to regular compensation, any employee required to work on a holiday will receive premium compensation at one and one-half times their normal rate of pay for the actual hours worked during the holiday. For all employees, the premium rate applies to the observed date of the holiday.

6.09 SICK PAY

All full-time employees shall accrue 120 hours per year of sick leave credit. Accrual commences from the date of hire and is accrued evenly throughout the year on a pay period basis.

Sick leave may be used by employees when they are incapacitated for the performance of duties due to non-work-related illness, injury, or for medical/dental appointments. An employee may use sick leave to care for a member of their family. spouse; parents; children; brothers; sisters; grandparents; grandchildren; step parents; step children; foster parents; foster children; guardianship relationships; same sex and opposite sex domestic partners; and spouses or domestic partners of the aforementioned, as applicable The amount of sick leave used by an employee must not exceed the amount of sick leave accrued. All foreseeable, extended sick leave shall require prior written approval from the employee's supervisor.

An employee on sick leave shall directly notify his or her supervisor, or designee, of the fact and the reason for the absence as soon as possible. Failure to directly contact the supervisor and receive an acknowledgement of the communication from the supervisor may be cause for denial of sick leave with pay for the period of the absence. Upon return to work, the employee shall submit the leave request in the attendance system.

Employees are expected to return to work as soon as practical. An employee may be asked to provide medical documentation of an injury or illness for themselves or family member to support paid sick leave and the date the employee expects to return to work. If not provided, the employee may be required to take alternate leave or not be compensated for the time taken.

Suspected Misuse of Sick Leave

When an employee appears to have a pattern of leave that is inconsistent with the reasons provided in this policy, the Supervisor may request a doctor's note for the absence(s). Misuse of leave may include requesting sick leave for days where annual leave was previously denied and requesting unplanned leave in connection with scheduled days off, including weekends and holidays.

Sick Pay Accrual

Sick leave can be accumulated to an unlimited amount. Upon retirement, it can be exchanged for extended health insurance benefits or additional service credit as governed by WV Consolidated Public Retirement Board rules and regulations.

Sick Pay and Separation from Employment

Upon separation of employment, employees shall not be paid for accrued but unused sick leave. Please see above for treatment of unused sick leave by WV Consolidated Public Retirement Board.

6.10 SICK LEAVE DONATION PROGRAM

The sick leave donation program is a voluntary program and is optional for each employee to donate accrued sick leave to another City employee. Leave cannot be transferred between City employees and employees of the Charles Town Utility Board.

Definitions

1. **Donated Sick Leave:** previously accrued sick leave donated by one employee to another, meeting the eligibility requirements of this policy, which may be used in conjunction with Family Medical Leave.

2. **Donor**: an eligible employee who voluntarily gives a portion of their accrued sick leave to another eligible employee.
3. **Eligible Employee**: regular full time staff who are currently employed by the City of Charles Town or the Charles Town Utility Board as further defined in section 7.01 of the employee handbook, and who also meet sick leave eligibility requirements.
4. **Family Medical Leave**: protected unpaid leave that provides qualified employees with up to 12 weeks of leave per year. Often referred to as FMLA leave.
5. **Immediate Family Members**: individuals related by kinship, adoption, marriage or foster children who are living in the same household. If not in the same household, an immediate family member is strictly limited to the employee's spouse, child or parent who needs care and assistance as a direct result of a documented serious health condition.
6. **Prolonged Absence**: an illness, injury, or medical condition (including pregnancy) that requires the employee's absence from work lasting four consecutive shifts or longer.
7. **Protected Leave:** a leave that ensures that an eligible employee will be restored to the employee's original job, or to an equivalent job, with equivalent pay, benefits, and other terms and conditions of employment during the duration of the protected leave.
8. **Recipient**: an eligible employee who receives a donation of accrued sick leave from another eligible employee.
9. **Serious Health Condition**: an illness, injury, impairment, or physical or mental condition as defined by the U.S. Department of Labor Wage and Hours Division.
10. **Unprotected Leave**: leave that does not require maintenance, reinstatement or restorations to the employee's original job upon return.

Guidelines

1. Recipient Guidelines

a. Eligibility

Donated Sick Leave is to be used for a serious health condition of a prolonged nature for the employee and/or immediate family members. This may include intermittent absences related to the same illness or injury. The recipient may be required to produce medical evidence that meets these requirements.

i. The recipient must be an eligible employee.
ii. The recipient must have already or almost exhausted all leave accruals.
iii. If eligibility requirements for FMLA leave are met, the recipient will be placed on protected FMLA leave. The recipient may qualify for a sick leave donation even if he or she is not eligible for an FMLA leave, however it would be an unprotected leave.
iv. Employees eligible for Workers' Compensation Insurance (WCI) benefits are not eligible to use sick donation benefits and will not be processed if the employee has an open Workers' Compensation claim related to the illness or injury supporting the sick leave donation request, including any appeal to a denial of WCI benefits
v. Individual recipients may not receive more than the equivalent of 12 weeks.

b. Limitations

i. The recipient may not provide or receive remuneration or a gift in exchange for a sick leave donation under this program.
ii. An employee may not intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of soliciting donations of sick leave under this program. Such action shall be grounds for disciplinary action up to and including termination.
iii. Donated Sick Leave balances will not transfer to an employee of another unit of Charles Town's government outside of the unit the donor employee works for, are not eligible for restoration upon re-employment after a separation of employment, and are not eligible for payment to an estate upon death. The recipient may not receive service credit in the Public Employees Retirement System for any Donated Sick Leave to the employee under this policy that is unused.

2. Donor Guidelines

a. Eligibility

i. The donor must be an eligible employee
ii. The donor is encouraged to maintain sufficient leave balances at the time of donation.
iii. Donors may not borrow against future sick leave accruals in order to donate sick leave.

b. Limitations

i. The donor may not receive remuneration or a gift in exchange for donated sick leave under this program.
ii. The donor may not have been nor personally intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of soliciting donations of sick leave under this program Such action shall be grounds for disciplinary action up to and including termination.
iii. The donation of sick leave is irrevocable and will not be returned to the donor in cases where the recipient does not use all donation sick leave.

Procedures

1. The Recipient employee who is requesting donations of leave, needs to fill out the Sick Leave Donation Request form. The form should be filled out completely noting the current amount of leave balances the requesting employee currently has, an explanation of the need circumstances, the estimated total leave that will be needed by the employee and any other information that may be relevant to the request's consideration.
2. The recipient employee should submit the completed form to their supervisor for review. Supervisors will hold the form and the information it contains in strict confidence.

3. The supervisor in conjunction with the City's finance department will review the form and determine if the request qualifies under the program's guidelines.
4. If denied, the supervisor will report to the employee the reason for the denial. If approved, the supervisor will distribute a request letter to all employees of the relevant unit of government who are believed to be eligible to donate, for consideration of donations.
5. Employee's who wish to donate sick leave will need to fill out the Sick Leave Donation form and submit their forms to their supervisor. Supervisors will review the donation and if approved, will coordinate with the finance department to transfer the leave. If denied, the supervisor will report to the donating employee the reason for the denial.
6. Once submitted, donation forms are irrevocable and any leave donated will not be returned to the donor if the recipient does not use all the donated sick leave.

6.11 VACATION TIME/LEAVE

All full-time employees shall be entitled to the following vacation leave with pay:

Years of Service (Beginning)	Rate of Accrued
Hire Date through year 1	40 hours granted and begin accrual of additional 40 hours
2	80 hours
3-6	96 hours
7-10	120 hours
11+	160 hours

Vacation time will be granted to an employee on their date of hire and will accrue thereafter based on years of service as noted in the chart above. Vacation time is accrued on a per pay period basis. Employees are not eligible to take vacation leave within the first 90 days of employment unless approved by their supervisor.

City Council's Personnel Committee shall be allowed to negotiate vacation time for contract positions including, but not limited to, the City Manager and the Chief of Police.

All annual leave requests will require prior approval from the applicable Department Director. Vacation leave must be scheduled and approved in advance and must accommodate the City's work schedule. Department Directors are responsible for coordinating vacation schedules for employees in their departments. Provided departmental workloads will permit, employees should be permitted to select their desired vacation periods. If the desired schedules conflict with City requirements, the City's requirements are given first consideration. A vacation leave request in excess of 10 working days must be submitted by the employee 30 days in advance.

Illness while on Annual Leave: When an illness or physical incapacity occurs during the time an eligible employee is on vacation leave, sick leave may be granted by the supervisor to cover the period of illness or incapacity and the charge against vacation leave reduced accordingly. Application for such substitution may be required to be supported by a medical certificate or other acceptable evidence.

Vacation Time: Maximum Accrual
Although you may carry over unused vacation time from year to year, there is a 240-hour cap on the amount of vacation time you can accrue. Once you reach your cap, you will not accrue any more vacation until you use some of the time in your account and drop below the cap. After your balance goes below the cap, you will begin accruing vacation again. However, you will not receive retroactive credit for time worked while you were at the cap limit. The amount of vacation accrued, used, and available will appear on your paycheck stub.

Vacation Time: Minimum Increments of Leave
The minimum amount of leave time you can use at one time is 15 minutes.

Vacation Time and Separation from Employment
Upon voluntary or involuntary separation from employment, you are entitled to payment for only accrued but unused vacation time, not to exceed 240 hours.

6.12 COMP TIME AND HOLIDAY FLEX

Comp time off is provided for civil service employees in lieu of monetary overtime compensation at the rate of one and one-half hours compensation for each hour of overtime worked. Such time off will be granted within a reasonable period after such a request when the use of it does not unduly disrupt the operations of the City or the department within the City.

Holiday flex is provided for civil service employees in lieu of monetary compensation for employees who are not regularly scheduled to work a city-observed holiday. Holiday flex is earned if the observed holiday falls on a civil service officer's regular, scheduled day off and is earned at equal time up to the number of hours of a regular shift.

The City reserves the right to compensate in cash, rather than providing comp time or holiday flex time off. The Police Chief, working closely with the finance and accounting department, will be responsible for keeping an accurate accounting of comp time and holiday flex time earned and taken.

Comp time and holiday flex time may be accumulated up to a total of 100 hours combined. Upon request and at the discretion of the Chief of Police, accumulated comp time and holiday flex time may be paid out to civil service employees up to 80 hours.

Comp time for non-civil service employees shall be approved by the City Manager or the Utility Manager as appropriate only in severe weather or catastrophic events under the same conditions listed for civil service employees. Accrued but unused comp time will be paid to non-civil service employees upon separation from employment.

6.13 LONGEVITY PAY

Civil service employees will begin receiving a longevity bonus of $50 per year for each year of employment after completing four (4) years of service with the Charles Town Police Department. The first bonus will be paid on the officer's fifth (5) anniversary date and will increase each year for twenty (20) years and be capped at a maximum of $1,000 per year.

6.14 SHIFT DIFFERENTIAL PAY

Working closely with the city's finance and accounting department to determine if the budget permits, the Chief of Police may offer a shift differential premium for officers working a shift outside the normal 8 am to 5 pm schedule. This policy shall be documented by the Chief in writing and is determined on a year to year basis.

6.15 CALL BACK/CALL OUT TIME

Any employee that is called back to work or out for duty outside of their normal work schedule shall be paid a minimum of two (2) hours.

6.16 UNIFORM SUBSIDY

On the first pay period of the fiscal year, any employee that is required to wear a uniform as part of their normal day shall receive a uniform allowance if the budget permits. The amount of the allowance shall be determined by the City Manager, Police Chief, and Utility Manager as appropriate. The allowance is used to purchase boots, gloves, thermal undergarments, etc.

6.17 LEAVE OF ABSENCE

A leave of absence (leave) is defined as an unpaid approved absence from work for a specified period of time for medical, parental, military, or other approved reasons. If an employee finds that he /she must be out of work for more than three days, he or she should contact the immediate supervisor and/or the City Manager to determine if a leave of absence may be necessary.

While on leave, an employee must contact the immediate supervisor on a schedule approved by the supervisor but in no circumstance longer than at least every 30 days. This provision does not apply to employees taking Family and Medical Leave Act (FMLA) leave. Employees taking FMLA leave should consult the documents they are provided for FMLA leave or should discuss such notification or certification issue with the City Manager or his/her designee. Failure to contact the City Manager or his/her designee upon request may result in voluntary termination of employment. Failure to return to work upon the expiration of the leave or refusing an offer of reinstatement for which the employee is qualified will also result in voluntary termination of employment.

Leave of Absence and Required Documentation

All requests for a leave of absence must be made on a Leave of Absence Request Form for the particular leave (FMLA, disability accommodation, military, pregnancy, other medical leave, personal leave, etc.) and submitted to the City Manager or his/her designee. An employee must provide 30 days' advance notice when the need for the leave of absence is foreseeable; for instance, if medical treatments or other events are planned or known in advance. If the leave of absence is not foreseeable, the employee must provide notice to his/her immediate supervisor as soon as possible. Medical certifications and/or other documentation supporting the need for the leave will be required.

Leave of Absence and Job Benefits

For leaves other than approved FMLA leaves, the City will pay its portion of the cost of the employee's benefits including health, dental, life, and disability insurance benefits while an employee is on leave for the end of the monthly billing cycle at which time a COBRA notification will be issued. Family and Medical Leave Act (FMLA) leaves of absence allow for up to 12 weeks of group health insurance continuation coverage in the same manner as

if the employee continued to work. For employees taking FMLA military care giver leave, up to 26 weeks of group health insurance continuation coverage is provided. The employee must continue to pay his or her portion of the benefits which may be made by payroll deductions or by check which must be submitted to the City Manager or his/her designee each pay period unless other arrangements have been made. If the employee fails to pay his or her portion of the benefits for more than 30 days, the employee's coverage(s) will be terminated.

While on leave, employees are required to use any accrued vacation, sick time, or other type of accrued leave.

No benefits will be accrued while an employee is on leave. Except as otherwise provided by law, only time spent on a leave of absence for military reserve duty will be counted as time employed in determining an employee's eligibility for benefits that accrue based on length of employment.

Leave of Absence and Return to Work
Upon return to work, the employee may be required to take a fitness for duty exam or otherwise provide medical clearance.

6.18 FAMILY MEDICAL LEAVE ACT (FMLA) & MILITARY LEAVE

The City recognizes that there are times when an employee may need to be absent from work due to qualifying events under the Family and Medical Leave Act (FMLA). Accordingly, we will provide eligible employees up to a combined total of 12 weeks of unpaid FMLA leave per leave year for the following reasons and any other leave authorized by the FMLA:

- **Parental Leave**: For the birth or placement of an adopted or foster child;
- **Personal Medical Leave**: When an employee is unable to work due to his or her own serious health condition;
- **Family Care Leave**: To care for a spouse, child, or parent with a serious health condition;
- **Military Exigency Leave**: When an employee's spouse, parent, son, or daughter (of any age) experiences a qualifying exigency resulting from military service (applies to active service members deployed to a foreign country, National Guard and Reservists); and
- **Military Care Leave**: To care for an employee's spouse, parent, son, daughter (of any age), or next of kin who requires care due to an injury or illness incurred while on active duty or was exacerbated while on active duty. Note: A leave of up to 26 weeks of leave per 12-month period may be taken to care for the injured/ill service member.

Key Policy Definitions

- **Eligible employees** under this policy are those who have been employed for at least 12 months (need not be consecutive months and under certain circumstances hours missed from work due to military call-up will also be counted) and have performed at least 1,250 hours of service in the 12-month period immediately preceding the date leave is to begin.

- **Leave year** for the purposes of this policy shall be a rolling 12-month period measured backward from the date an employee uses any FMLA leave.
- A **spouse** means a husband or wife as defined or recognized under state where the individual was married, including a common law marriage or same-sex marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States, if the marriage could have been entered into in at least one state.
- A **son or daughter** for the purposes of parental or family leave is defined as a biological, adopted, foster child, step-child, legal ward, or a child for whom the employee stood in loco parentis to, who is (1) under 18 years of age or, (2) 18 years of age or older and incapable of self-care because of physical or mental disability. The onset of a disability may occur at any age for purposes of the definition of adult "son or daughter" under the FMLA. A son or daughter for the purposes of military exigency or military care leave can be of any age.
- A **parent** means a biological, adoptive, step, or foster parent or any other individual who stood in loco parentis to the employee when the employee was a son or daughter. This term does not include "parents in-law."
- **Next of kin** for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as his or her caregiver, that individual shall be the only next of kin. In appropriate circumstances, employees may be required to provide documentation of next of kin status.
- A **serious health condition** is an illness, injury, impairment, or physical or mental condition that involves inpatient care, continuing treatment by a health care provider, or otherwise determined by a doctor. Ordinarily, unless complications arise, cosmetic treatments and minor conditions such as the cold, flu, ear aches, upset stomach, minor ulcers, headaches (other than migraines), and routine dental problems are examples of conditions that are not serious health conditions under this policy. If you have any questions about the types of conditions which may qualify, contact the City Manager or his/her designee.
- A **health care provider** is a medical doctor or doctor of osteopathy licensed to practice by the state in which the doctor practices, physician's assistant, podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, nurse-midwife, clinical social worker authorized to practice in the state and performing within the scope of his or her practice, or Christian Science practitioner licensed by the First Church of Christ. Under limited circumstances, a chiropractor or other provider recognized by our group health plan for the purposes of certifying a claim for benefits may also be considered a health care provider.

- **Qualifying exigencies** for military exigency leave include:
  - Short-notice call-ups/deployments of seven calendar days or less (**Note**: Leave for this exigency is available for up to seven days beginning the date of call-up notice);
  - Attending official ceremonies, programs, or military events;
  - Special child care needs created by a military call-up including making alternative child care arrangements, handling urgent and non-routine child

care situations, arranging for school transfers, or attending school or daycare meetings;

- Making financial and legal arrangements to address a military member's absence;
- Attending counseling sessions for the military service member, the employee, or the military service members' son or daughter who is under 18 years of age or 18 or older but is incapable of self-care because a mental or physical disability when the need for that counseling arises from the covered active duty or call to covered active duty status of the military member and the counseling is provided by someone other than a health care provider;
- Rest and recuperation (Note: Fifteen days of leave is available for this exigency per event);
- Post-deployment activities such as arrival ceremonies, re-integration briefings, and other official ceremonies sponsored by the military (Note: Leave for these events is available during a period of 90 days following the termination of active duty status). This type of leave may also be taken to address circumstances arising from the death of a covered military member while on active duty;
- Parental care when the military family member is needed to care for a parent who is incapable of self-care (e.g. arranging for alternative care or transfer to a care facility); and
- Other exigencies that arise that are agreed to by both the City and employee.
- A serious injury/illness incurred by a service member in the line of active duty or that is exacerbated by active duty is any injury or illness that renders the service member unfit to perform the duties of his or her office, grade, rank, or rating.

Foreseeable Need for Leave: If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, employees must give at least 30 days' notice. If 30 days' notice is not practicable, notice must be given as soon as possible. Employees are expected to complete and return a leave request form prior to the beginning of leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork may result in the delay or denial of leave.

Unforeseeable Need for Leave: If the need for leave is unforeseeable, notice must be provided as soon as practicable and possible under the facts of the case. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. Employees are expected to complete and return the necessary leave request form as soon as possible to obtain the leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork on a timely basis will result in the delay or denial of leave.

Leave Request Process: To request leave under this policy, employees must obtain and complete a leave request form from his or her supervisor or his/her designee and return the completed form to the same. If the need for leave is unforeseeable and employees will be absent more than three days, employees should contact the City Manager or his/her designee by telephone and request that a leave form be mailed to their home. If the need

for leave will be fewer than three days, employees must complete and return the leave request form upon returning to work.

Call-in Procedures: In all instances where an employee will be absent, the call-in procedures and standards established for giving notice of absence from work must be followed.

FMLA Leave Increments

Parental Leave: Leave for the birth or placement of a child must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Parental Leave must be completed within 12 months of the birth or placement of the child; however, employees may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

Family Care, Personal Medical, Military Exigency, and Military Care Leave: Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a health care provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced-schedule basis. The employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the City's operations.

Paid Leave Utilization During FMLA Leave
Employees taking parental, family care, military exigency and/or military care leave must utilize available vacation, sick, and/or other types of accrued leave during this FMLA leave. Employees on personal medical leave must utilize available sick, vacation, and/or other types of accrued leave during this FMLA leave. Employees receiving short- or long-term disability or workers' compensation benefits during a personal medical leave will not be required to utilize these benefits. However, employees may elect to utilize accrued benefits to supplement these benefits up to an amount that does not exceed 100% of their normal pay. After exhaustion of accrued paid leave, any remaining FMLA leave will be unpaid.

Certification and Fitness for Duty Requirements
Employees requesting family care, personal medical, or military care leave must provide certification from a health care provider to qualify for leave. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite the employee's diligent efforts. Failure to timely provide certification may result in leave being delayed, denied, or revoked. In the City's discretion, employees may also be required to obtain a second and third certification from another health care provider at the City's expense (except for military care leave). Recertification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

Employees requesting a military exigency leave may also be required to provide appropriate active duty orders and subsequent information concerning qualifying exigencies involved.

Employees requesting personal medical leave may also be required to provide a fitness for duty certification from their health care provider prior to returning to work.

Scheduling FMLA Leave and Temporary Transfers
Where possible, employees should attempt to schedule leave so as not to unduly disrupt operations. Employees requesting leave on an intermittent or reduced schedule basis that is foreseeable based on planned medical treatment may be temporarily transferred to another job with equivalent pay and benefits that better accommodates recurring periods of leave.

Health Insurance on FMLA
The City will maintain an employee's health insurance coverage during FMLA leave on the same basis as if he or she were still working. Employees must continue to make timely payments of their share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. In this event, the City will provide written notice the employee 15 days before the date coverage will lapse that coverage will terminate unless payments are promptly made. Alternatively, at the City's option, the City may pay the employee's share of the premiums during the leave and recover the costs of this insurance upon the employee's return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if an employee does not return to work at the end of leave, the City may require the employee to reimburse the City for the health insurance premiums paid during the leave.

FMLA and Return to Work
Employees returning to work at the end of leave will be placed in their original job or an equivalent job with equivalent pay and benefits. Employees will not lose any benefits that accrued before leave was taken. Employees may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during the period of leave. The employee may be required to submit a medical release before returning to work.

FMLA and Spouse Aggregation
In the case where an employee and his or her spouse are both employed by the City, the total number of weeks to which both are entitled in the aggregate because of the birth or placement of a child or to care for a parent with a serious health condition will be limited to 12 weeks per leave year. Similarly, a husband and wife employed by the City will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed because of an employee's own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

General Provisions:

Failure to Return: Employees failing to return to work or failing to make a request for an extension of their leave prior to the expiration of the leave may be deemed to have voluntarily terminated their employment.

Alternative Employment: No employee, while on leave of absence, shall work or be gainfully employed either for himself, herself, or others unless express, written permission to perform such outside work has been granted by the City Manager or his/her designee. Any

employee on a leave of absence who is found to be working elsewhere without permission may be automatically terminated.

False Reason for Leave: Termination will occur if employee gives a false reason for a leave.

6.19 PAID PARENTAL LEAVE BENEFIT

Paid Parental Leave is a paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. Paid Parental Leave must be taken within the first twelve (12) weeks after the birth, adoption, or placement of a child. Leave must be taken in blocks of no less than 40 hours at a time. Paid Parental Leave is not charged against the employee's other paid leave accruals, and the total amount of paid hours an employee is eligible to receive is 160 hours for each occurrence. The paid leave hours are compensated at the following levels:

- Less than one full year of service with the city – 40% of the employee's base pay rate at the time the leave is initiated.
- After one full year of service with the city – 60% of the employee's base pay rate at the time the leave is initiated.
- After five full years of service with the city – 100% of the employee's base pay rate at the time the leave is initiated.

If both parents are employees, only one may access the paid benefits of this policy per occurrence. Both, however, continue to be entitled to all other City benefits as outlined in the handbook. The total bank of 160 hours may be used no more than once per rolling twelve-month period starting from the last day this class of leave was used by an employee. Regular Part-Time, Temporary, and Seasonal employees are not eligible for Paid Parental Leave under this policy.

Continuation of Benefits
All employee elected benefits and paycheck deductions will continue to be provided during the Paid Parental Leave period under this policy at the same rates as in effect before the leave was taken regardless of length of service. Other employee benefits as outlined in the employee handbook will continue to accrue during the Paid Parental Leave period as if the employee were working their standard shifts.

Requirements for Obtaining Paid Leave
The employee must provide, to the employee's direct supervisor, 30 days' notice of the requested leave (or as much notice as practicable if the leave is not foreseeable) using the standard leave request form.

After the 160 hours of Paid Parental Leave have been exhausted, subsequent leave will be subject to the other leave policies as outlined in the employee handbook. The Family and Medical Leave Act (FMLA) allows eligible employees up to 12 workweeks of unpaid leave annually. Paid Parental Leave under this policy will run concurrently with FMLA leave. After Paid Parental Leave is exhausted, the employee may utilize any other accrued leave types, which will also run concurrently with FMLA leave.

Employees not eligible for FMLA leave should refer to the employee handbook after the 160 hours of Paid Parental Leave and any other leave have been exhausted regarding continuation of insurance coverage for employees on unpaid leave of absence.

6.20 MILITARY LEAVE

The City complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (with amendments) and all applicable state law. Documentation of the need for the leave is required to be submitted to the City Manager. An employee returning from military leave of absence will be reinstated to his or her previous or similar job in accordance with state and federal law. You must notify the City Manager or his/her designee of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits and reinstatement upon return from military leave, please contact the City Manager or his/her designee.

6.21 JURY DUTY, WITNESS DUTY, AND VOTING LEAVE POLICY

If you are summoned for jury duty, please make scheduling arrangements with your supervisor as soon as you receive your summons or subpoena. It is the City's policy for all employees to receive the difference between the compensation for jury duty and their base rate of pay for the required service time. Employees will not be required to use any other form of leave during the time they are required to be away from work for jury duty.

If you are called to serve as a witness in court for the City, please notify your supervisor immediately. The City will compensate employees for the difference between their witness duty compensation and their base rate of pay for the required service time. Employees will not need to use any other form of leave during this period. For all other witness duties, please make scheduling arrangements with your supervisor as soon as possible to discuss the appropriate leave options.

If your work schedule prevents you from voting on Election Day, the City will allow you a reasonable amount of time off to vote. The time when you can go to vote will be at the discretion of your supervisor, consistent with applicable legal requirements.

6.22 BEREAVEMENT LEAVE

The City recognizes the importance of taking leave when a death in the family occurs. Employees are entitled to up to three (3) days off with pay for the funeral of an immediate relative (mother, father, sister, brother, spouse, child, mother-in-law, father-in-law, grandparent, or grandchild). Pay is based on the regular rate for an employee's regular work day or shift. Authorized leave without pay is available for extended funeral matters. Personal leave time may also be taken when necessary and accounted for using another form of leave. Employees taking bereavement leave must notify their supervisor or the City Manager of their intention to do so. The City may request documentation to support absences for bereavement leave.

6.23 WORKERS' COMPENSATION INSURANCE

Workers' compensation is a no-fault system designed to provide benefits to all employees for work related injuries. Workers' compensation insurance coverage is paid for by the employer and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job, no matter how slightly, you are to report the incident immediately to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You may be required to submit a medical release before you can return to work.

6.24 UNEMPLOYMENT COMPENSATION INSURANCE

Unemployment compensation insurance is paid for by the City and provides temporary income for employees who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the City and by state law.

6.25 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible employees and their beneficiaries to continue health insurance coverage under the City health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

6.26 PERSONNEL AND MEDICAL RECORDS

The City maintains a personnel and medical file for every employee in a secure location. Medical records will be kept in a separate folder. The City Police Department maintains additional files as outlined in civil service regulations. Every effort will be made to keep your personnel and medical records confidential. Access is on a "need-to-know" basis only. This includes, but is not limited to, supervisors and others in management reviewing the file for possible promotion, transfer, or layoff.

If an employee wishes to review his or her personnel or medical file he or she may do so after giving the City Manager reasonable notice. Inspection must occur in the presence of a City official. All requests by an outside party for information contained in your personnel file will be directed to the City Manager, who is the only individual authorized to give out such information. Disclosure to third parties will be made only pursuant to the employee's written authorization or court order or subpoena.

SECTION 7 GENERAL POLICIES

7.01 EMPLOYEE SUGGESTIONS/OPEN DOOR POLICY

We encourage you to share suggestions for continued improvement and welcome your ideas for ways to enhance job performance, service, delivery, and meeting citizen's needs. Discuss your ideas with your supervisor or the City Manager.

We also encourage you to share valuable insights from seminars, conferences, or other outside sources of information you believe would add value to the City.

Understand that any suggestions, innovations, inventions, or other matter created by you on work time or with City tools or property are the property of the City.

7.02 CITY BULLETIN BOARDS

The City maintains official bulletin boards located in the lunchroom at the Municipal Annex (661 S. George St.), on the second floor by the elevator in the City Hall and at the maintenance yard (34 N. Water St.) for providing employees with its official notices, including wage and hour laws, changes in policies, and other employment-related notices. Only authorized personnel can add and remove notices from the bulletin boards.

7.03 SOCIAL MEDIA POLICY

The City understands that social media can be a fun and rewarding way to share your life and opinions with family, friends, and others around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees who work for the City.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the City, as well as any other form of electronic communication.

The same principles and guidelines found in the City's policies and these basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any citizen, elected official, supervisor, or employee of the City. Before creating online content, you may want to consider some of the risks and rewards that are involved.

Know and Follow the Rules

Carefully read these guidelines, the City's Ethics Code, Standards of Conduct, and EEO Statement and Non-Harassment Policy, and ensure your postings are consistent with these policies. Postings that include unlawful discriminatory remarks, harassment (as defined by our EEO policy), and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

You Are Encouraged to Show Respect
The City cannot force or mandate respectful and courteous activity by employees on social media during non-working time. However, everyone should be aware of the negative impact comments of this nature can have on the workplace and relationships with others. In addition, please keep in mind that you may be more likely to resolve work-related disputes by speaking directly with your co-worker, your supervisor, or the City Manager than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment (as defined by our EEO policies). Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of age, race, color, national origin, ancestry, religion, sex, familial status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, blindness, sexual orientation, gender identity, or any other status protected by federal, state, or local laws or City policy.

Honesty and Accuracy
You should understand that honesty and accuracy are important when posting information or news, and that it is good practice to correct a mistake quickly. You may want to be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings often can be searched.

Posting Information
When posting information:
- maintain the confidentiality of information that is legally protected from public disclosure
- do not create a link from your blog, website, or other social networking site to a City website that identifies you as speaking on behalf of the City
- never represent yourself as a spokesperson for the City. If the City is a subject of the content you are creating, do not represent yourself as speaking on the City's behalf
- respect copyright, trademark, and similar laws and use such protected information in compliance with applicable legal standards.

Using Social Media at Work
Refrain from using social media while on your work time, unless it is work related as authorized by your supervisor and consistent with the City's equipment policy.

Retaliation Is Prohibited
The City prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media Contacts
Employees should not speak to the media on the City's behalf without contacting the City Manager, Police Chief, or Utility Manager as appropriate. All media inquiries for official City responses should be directed at one of these individuals.

For More Information
If you have questions or need further guidance, please contact the City Manager.

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. Employees have the right to engage in or refrain from such activities.

7.04 NON-SOLICITATION/NON-DISRUPTIVE POLICY

To avoid disruption of City operations or disturbance of employees, visitors, and others, the City has implemented a Non-Solicitation Policy. For purposes of the Non-Solicitation Policy, "solicitation" includes selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Non-Solicitation Policy.

Employees are prohibited from soliciting other employees during their assigned working time. For this purpose, working time means time during which either the soliciting employees or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. Employees may conduct solicitations during their lunch period, breaks, or other authorized non-working time, so long as they do so when the other employees are also on non-working time.

To avoid inappropriate litter, clutter, and safety risks, employees may not distribute literature or other non-work-related items in working areas at any time. Working areas do not include break/rest areas, lunch rooms, or parking lots.

7.05 DRIVING RECORD

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license and acceptable driving record. The City may run a motor vehicle department check to determine an employee's driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions, must be reported to your supervisor.

State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance. If an employee must use their personal vehicle to conduct City business, which must first be approved by the City Manager as noted earlier in this handbook, the employee must provide management with a current proof of insurance statement or card. A new proof of insurance is required every time your policy expires and renews.

7.06 TELECOMMUTING POLICY

Telecommuting is defined as an employee working a full or partial workday from home or some other alternate work site.

The City will make telecommuting available to employees when it benefits organizational and departmental needs and only after approval by the City Manager. This option may not be available in some job classifications due to business needs. Those telecommuting will be subject to the same performance standards as if they were working at their regular job site. Telecommuting may be a reasonable accommodation, and if you are requesting

telecommuting as a reasonable accommodation you should consult with your supervisor as soon as possible.

7.07 USE OF COMPANY VEHICLES

City vehicles are to be used for City business only. Personal or outside business use must be discussed with and approved by your supervisor.

Drivers of City vehicles are to immediately report all infractions or violations while driving a City vehicle and all restrictions, suspensions, or revocations against their driver's license to their supervisor.

When a City vehicle cannot be operated, is unsafe for use, or has been damaged, notify your supervisor immediately. Members of the City Police Department must follow the Department's internal procedure concerning Department vehicles.

The driver of a City vehicle is responsible for the vehicle while in his or her charge and must not permit unauthorized persons to drive it.

The driver is responsible for the daily housekeeping of the vehicle. It is to remain clean and uncluttered.

No person shall operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment.

Moving violations that appear on the annual state department of motor vehicle check may result in suspension of rights to drive a City vehicle or drive a personal vehicle on City business Suspension of rights will continue until such time as the City Manager and the employee's supervisor have determined is appropriate. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, termination of employment is possible.

7.08 VOICEMAIL, EMAIL, AND INTERNET POLICY

This Voicemail/Email/Internet Policy is intended to provide each employee of the City with the guidelines associated with the use of the City's voicemail/email/Internet system (the system). This policy applies to all employees, contractors, vendors, and any others accessing and/or using the City's system through onsite or remote terminals.

General Provisions

- The system, and all data transmitted or received through the system, are the exclusive property of the City. No individual should have any expectation of privacy in any communication over this system. Any individual permitted to have access to the City's system will be given a voicemail, email and/or Internet address and/or access code, and will have use of the system, consistent with this policy.
- The City reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. Any individual who is given access to the system is hereby given notice that the City will exercise this right periodically, without prior notice and without the prior consent of the employee.

- The City's interests in monitoring and intercepting data include but are not limited to: protection of City trade secrets, proprietary, and similar confidential sensitive information that is protected from public disclosure; managing the use of the City's computer system; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. To protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission or storage of data on the City's Voicemail/Email/Internet system.

Any employee who violates the policies in this handbook will be subject to corrective action, up to and including termination of employment. If necessary, the City will also advise law enforcement officials of any illegal conduct.

7.09 TELEPHONE USE

Our phones are primarily for work-related communications. Unless there is an emergency, please use them only for City business. Limit personal calls and brief communications during break periods where possible. Casual telephone conversations with friends and relatives during working hours are strongly discouraged. Telephone use is also subject to the Voicemail/Email/Internet Usage Policy.

7.10 CITY-PROVIDED CELL PHONE/MOBILE DEVICE POLICY

The purpose of this policy is to provide guidance to employees regarding eligibility for cell phones and plans used to conduct city business, and the appropriate use of the phone and plan.

An employee must have a legitimate business need for a cell phone/mobile device and the issuance of a city-provided phone or device must be approved by the City Manager, Police Chief, or Utility Manager as appropriate. The typical legitimate reasons why an employee may need a cell phone/mobile device include frequent traveler needs or when the employee is a member of key personnel who must be immediately reachable in the event of an emergency.

When the cell phone/mobile device is used for personal reasons and the activity results in additional cost to the City, the individual is responsible for the cost of that usage, including all applicable taxes.

If a city-provided cell phone/mobile device has a flat rate airtime/data plan, the user is responsible for reimbursing the City when personal activities cause the plan threshold to be exceeded. The employee, with concurrence of an authorized signer on the account, should determine the amount of personal use that caused the usage to exceed the plan and reimburse the City for that amount plus all applicable taxes.

Employees who drive a vehicle during their employment may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option, and the "hands-free" device is in fact utilized by the employee. This option must be approved by the City Manager, Police Chief, or Utility Manager as appropriate.

Use of electronic communication devices by members of the City Police Department is governed by West Virginia Code §17C-14-15.

The City owns and remains entitled to all city-provided cell phone/mobile devices. At the time of employment termination, all such equipment and passwords must be returned to the City in operable condition.

7.11 PERSONAL CELL PHONE/MOBILE DEVICE POLICY

While the City permits employees to bring personal cell phones and other mobile devices (i.e. smart phones, PDAs, tablets, laptops) into the workplace, employees must not permit the use of such devices to interfere with their job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices, for purposes other than work, can be distracting and disruptive and cause a loss of employee productivity. As a result, employees should primarily use such personal devices during non-working time, such as breaks and meal periods. During this time, employees should use their device in a manner that is courteous to those around them. Outside of work-related purposes, the use of such devices should be kept at a minimum and limited to emergency use only. Employees with devices that have a camera and/or audio/video recording capability are restricted from using those functions on City property unless authorized in advance by their supervisor or the City Manager or used in a manner consistent with the rights of employees to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

Employees are expected to comply with City policies regarding the protection of the employer's confidential and proprietary information when using personal devices.

While operating a vehicle on City time and for a purpose other than work, the City requires that the driver's personal cell phone/mobile device be turned off. An employee that needs to make or receive a phone call should pull off the road to a safe location unless he or she has the correct hands-free equipment for the device that follows applicable state laws.

Employees may not connect their personal devices to the City's network or to City's computers, printers, etc., unless doing so is for a work-related purpose.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

Violation of this policy will subject an employee to disciplinary action up to and including termination of employment.

7.12 MAIL USE

Employees are required to limit usage of the City's mail service to business purposes only. You may not use the City address to receive personal mail. Do not use the City postage meter for your personal mail. If you notice any suspicious packages or envelopes, please report this to your supervisor or the City Manager immediately.

7.13 ACCOMMODATIONS FOR NURSING MOTHERS

The City will provide nursing mothers reasonable unpaid break time to express milk for their infant children for up to one year following the child's birth.

To ensure privacy, nursing mothers will be provided a private room, other than a restroom, to express their milk. The room will be clearly designated and either have a lock or a sign on the door to indicate when the room is in use.

Nursing mothers will also be provided with a refrigerator to store their breast milk. Employees are responsible for labeling their milk with their name and the date on which the milk was expressed.

Nursing mothers are encouraged to discuss the length and frequency of breastfeeding breaks with their supervisor.

7.14 SECURITY

Every employee is responsible for helping to make this a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or other similar devices to your supervisor immediately. You should refrain from discussing with nonemployees specifics regarding the City's security systems, alarms, passwords, etc.

We also request that you immediately advise your supervisor or the City Manager of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of the City. Safety and security is the responsibility of every employee and we rely on you to help us keep our premises secure.

7.15 COMPUTER SECURITY AND COPYING OF SOFTWARE

Software programs purchased and provided by the City are to be used only for creating, researching, and processing City-related materials. By using the City's hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable City policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the City or developed by City employees or contract personnel on behalf of the City is and shall be deemed City property. It is the policy of the City to respect all computer software rights and to adhere to the terms of all software licenses to which the City is a party. The City Manager and Operations Manager or equivalent position are responsible for enforcing these guidelines.

City users may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject users and/or the City to both civil and criminal penalties under the United States Copyright Act. To purchase software, users must obtain the approval of the City Manager or his or her designee. All software acquired by the City must be purchased through the Operations Manager or his/her designee.

Users may not duplicate, copy, or give software to any outsiders including clients, contractors, citizens, and others. City users may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered by the City.

7.16 THIRD-PARTY DISCLOSURES

From time to time, the City may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers,

law enforcement agencies, and other outside persons may contact City employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the City and should refer any call requesting the City's position to the City Manager, Police Chief, or Utility Manager as appropriate. If you have any questions about this policy or are not certain what to do when such a contact is made, please contact the City Manager.

7.17 EMPLOYEE PRIVACY AND RIGHT TO INSPECT

City property, including but not limited to, lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the City and is subject to inspection at any time, without notice to the employee, and without the employee's presence. Employees have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, any employee property maintained on the City's premises including that kept in lockers and desks.

7.18 POST-EMPLOYMENT REFERENCE POLICY

The City's policy is to confirm dates of employment and job title only. With written authorization, the City may release additional information required for employment verification. A release will include a statement that holds the City and the prospective employer harmless from any claim related to any information provided in response to that reference. Please contact the City Manager or his/her designee for the release form. All verification of employment will be completed by the City Manager or his/her designee. Release of additional information may be subject to the requirements of the state's Freedom of Information Act.

7.19 GENERAL SAFETY POLICY

It is the responsibility of every employee of the City to maintain a healthy and safe work environment. Please report all safety hazards and occupational illnesses or injuries to your supervisor immediately and complete an occupational illness or injury form as needed. Failure to follow the City's health and safety rules can result in disciplinary action, up to and including termination of employment.

7.20 WORKPLACE SAFETY (POLICY AGAINST VIOLENCE)

The safety and security of our employees, residents, tenants, vendors, contractors, and the public is of essential importance. Threats or acts of violence made by an employee against another person's life, health, well-being, family, or property will not be tolerated. Any act of intimidation, threat of violence, or act of violence committed against any person on City property is prohibited. The following definitions apply:

- Intimidation: A physical or verbal act toward another person, the result of which causes that person to reasonably fear for his or her safety or the safety of others.
- Threat of violence: A physical or verbal act which threatens bodily harm to another person or damage to the property of another.
- Act of violence: A physical act, whether it causes actual bodily harm to another person or damage to the property of another.
- No person shall possess or have control of any firearm, deadly weapon, or prohibited knife, as legally defined, while on City property, except as required in the lawful course of business or as authorized by state law.

- The following are prohibited:
- Any act or threat of violence made by an employee against another person's life, health, well-being, family, or property.
- Any act or threat of violence, which endangers the safety of employees, residents, tenants, vendors, contractors, or the public.
- Any act or threat of violence made directly or indirectly by words, gestures, symbols, social media, or email.
- Use or possession of a weapon on any premises managed by the City as permitted by state law.

Exception: A firearm that the employee lawfully possesses may be stored in the employee's vehicle so long as:

a) the employee is lawfully present on the premises;
b) the firearm is locked inside of the vehicle (or is locked in the vehicle's trunk, glove box, or other interior compartment; locked in a container securely fixed to the vehicle; or secured and locked to the vehicle by the use of attachment and lock);
c) the vehicle is in a parking lot;
d) the firearm is out of view; and
e) the firearm is kept for lawful purposes.

Please note, however, that pursuant to law (West Virginia Code Section 61-7-14), The City of Charles Town has no duty of care related to an employee's possession of a firearm as described in this exception and will not be liable in a civil action based on any actions or inactions taken in compliance with this exception. Apart from this limited exception, employees may not possess weapons on the City of Charles Town's premises, including but not limited to carrying or using the firearm; or removing the firearm from its locked position.

It is a requirement that employees report to their supervisor or the City Manager, in accordance with this policy, any behavior that compromises the City's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know.

Employees who violate this policy may be subject to criminal charges as well as disciplinary action up to and including immediate termination of employment.

SECTION 8 TRADE SECRETS & INVENTIONS

8.01 EMPLOYEE INVENTIONS

Any employee invention created, in whole or in part, during an employee's work hours, or from the use of the City's equipment or facilities, is a "work for hire" and the property of the City.

Any employee who intends to develop and maintain property rights in any invention, which relates in any way to the City's products or services, is required to obtain a written waiver of this policy, signed by both the employee and the City Manager.

8.02 CONFIDENTIALITY AND NONDISCLOSURE OF TRADE SECRETS

As a condition of employment, City employees are required to protect the confidentiality of trade secrets, proprietary information, and similar confidential information about our City, citizens, or operations that is restricted from release by public law. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit. All other requests for information from the public should be released using a Freedom of Information Act process adopted by the City that includes the approval of the City Manager, or his/her designee.

Violation of this policy may result in the disciplinary action or termination of any employee, as well as subject the employee to civil liability.

Thank you for reading our employee handbook. We hope it has provided you with an understanding of the City's values, history, and structure as well as our current personnel policies and guidelines. We look forward to working with you to create a successful city and a safe, productive, and pleasant workplace. If you have any questions or need further clarification, please do not hesitate to reach out to your supervisor or the HR department.

Welcome to our team!
Robert M. Trainor, Mayor

ACKNOWLEDGMENT OF RECEIPT AND REVIEW

By signing below, I acknowledge that I have received a copy of the Employee Handbook and understand that it is my responsibility to read the Employee Handbook in its entirety. I agree to comply with the rules, policies, and procedures set forth herein, as well as any revisions made to the Employee Handbook in the future. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to disciplinary action, up to and including termination of my employment.

I understand that the Employee Handbook contains information about the employment policies and practices of the City. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing organization will require changes from time to time. I understand that the City retains the right to make decisions involving employment as needed to conduct its work in a manner that is beneficial to the employees and the City. I understand that this Employee Handbook supersedes and replaces all prior Employee Handbooks and any inconsistent verbal or written policy statements.

The City reserves the right to revise, delete, and add to the provisions of this Employee Handbook at any time without further notice. I understand that no oral statements or representations can change the provisions of this Employee Handbook. I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific period of time. I understand nothing in this handbook is created to infringe on any available legal rights.

I understand that this Employee Handbook refers to current benefit plans maintained by the City and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

If I have questions about the content or interpretation of the Employee Handbook, I will ask my supervisor or the City Manager.

_____ _____

Signature of Employee Date

_____

Print Name

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-450: Update on the Annexation Process of the Hill Farm Property, LLC and Possible Committee Formation

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-464: Arbor Day 2025 Proclamation

ATTACHMENTS:

- Arbor Day Proclamation_April2025.pdf

City of Charles Town Arbor Day Proclamation

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, the National Arbor Day Foundation, in cooperation with the National Association of State Foresters and the USDA Forest Service, has named the City of Charles Town as a **Tree City USA** for the 13th cumulative year; and

NOW, THEREFORE, I Robert M. Trainor**,** Mayor of the City of Charles Town, WV, do hereby proclaim April 25, 2025 as **ARBOR DAY** in the City of Charles Town, and urge all citizens to celebrate Arbor Day and support efforts to protect our trees and woodlands; and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the wellbeing of this and future generations.

Adopted this 21st day of April, 2025.

Attest:

_____ _____

Robert M. Trainor
Mayor

John Nissel
City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-465: General Fund Revision #5

Proposed Motion: Approve FY2025 General Fund Budget Revision #5

ATTACHMENTS:

- FY 2025 GF Revision #5.pdf
- FY25 GenFund Revision #5 State Worksheet.pdf

the city of Charles Town, WV

FY 2025 General Fund Revision #5

	REVENUES	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes
30005	Unassigned Fund Balance (Carryover)	1,200,000	3,524,453					4,724,453	4,724,453	(0)	100%	$500K reserve for revenue/expense FY24 + $659,452 remaining Revenue/Loss balance	Bringing FY24 carryover into FY25 budget.		
30101	Taxes - Ad Valorem	1,688,544						1,688,544	1,644,508	44,036	97%				
30106	Supplemental Taxes	36,000						36,000	40,102	(4,102)	111%	Property taxes owed from previous years, but paid in the current fiscal year.			
30200	Interest as Penalty	10,000						10,000	11,494	(1,494)	115%				
30300	Gas & Oil Severence Tax	33,000						33,000	24,053	8,947	73%	5% severance tax on gross receipts at the well head of oil and natural gas. $66K appears to be for 2 years. Confirm when payments are received.			
30400	Utility Tax (2%)	200,000						200,000	252,003	(52,003)	126%				
30500	Business & Occupation (B&O) Tax	1,700,000		145,000	150,000			1,995,000	2,073,867	(78,867)	104%	$459K actuals in FY24 thru 2/29/2024. Collections should continue through August 31 then be accrued to FY24, resulting in another revision to carry over balance.		Transfer to 413-30 Treasurer Contracted Services for HDL collection services.	
30600	Liquor Tax	25,000						25,000	21,748	3,252	87%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.			
30700	Animal Control Tax	1,600						1,600	1,679	(79)	105%				
30800	Hotel/Motel Tax	200,000						200,000	134,534	65,466	67%	4 traditional hotels (Turf Motel, Days Inn, TravelLodge, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, AirBnB, Hotel Tonight, Evolve Vacation Rental Network)			
32000	Court Costs, Fees & Charges	260,000						260,000	204,394	55,606	79%				
3100	Parking Violation Revenue	40,000						40,000	30,261	9,739	76%	Revised based on new program details and current year performance.			
32500	Business License Revenue	30,000						30,000	116,844	(86,844)	389%				
32600	Building Permit Fees	550,000						550,000	589,790	(39,790)	107%	Building activity increasing/expected to remain strong through FY2025 with new development projects on the horizon and increases in permit fee structure.			
32800	Franchise Tax	75,000						75,000	47,146	27,854	63%	Two Cable Franchisees; working with Shentel/GloFiber on franchisee compliance			
33000	International Registration Plan (IRP) Fees	70,000						70,000	53,684	16,316	77%	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions.			
33900	Emergency Service Fee	1,700						1,700	1,375	325	81%	Revenue from utility bills for EMS (5 cents)			
34000	Parks & Rec Fee	1,700						1,700	1,375	325	81%	Revenue from utility bills for parks and recreation (5 cents)			
34200	Parking Meter Revenues	44,000						44,000	44,771	(771)	102%	Revenue from parking meters and parking permits including ParkMobile app.			
34500	Rents & Concessions	60,000						60,000	71,046	(11,046)	118%	CTUB rental of 661 space ($30k total); CW Hall Revenue is recorded as Due to Building Commission/CWH Landlord, so revising down to reflect true flow of revenues			
35300	Zoning Fee	17,000						17,000	59,446	(42,446)	350%	Zoning applications			
35500	Street Improvement Fee	135,000						135,000	107,599	27,401	80%	Revenue from utility bills for street improvements ($4 per month); pending fee decision from Council			
36504	Federal Government Grants	41,667						41,667	-	41,667	0%	DOJ/COPS grant for additional police officer. $125,000 across 3 years.			
36600	State Government Grants	-						-	2,970	(2,970)					
36700	Other Grants					7,400		7,400	1,829	5,571					Tree Board Grant.
36900	Contributions from Other Funds - Sales Tax	1,000,000					50,000	1,050,000	750,000	300,000	71%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets).			Funds for 412-23 City Manager Professional Services.
37600	Gaming Income	250,000						250,000	174,317	75,683	70%	Gaming receipts average $19K to $23K per month in the 2nd Quarter 2024.			
37900	Gain/Loss - Sale of Fixed Assets	-						-	-	-					
38007	Interest Income (Operating Acct)	35,000						35,000	15,527	19,473	44%				
38100	Reimbursements	110,000						110,000	129,356	(19,356)	118%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.			
38200	Refunds - Overpayments	400						400	4,691	(4,291)	1173%				
38600	Insurance Claims	-						-	4,866	(4,866)					
39200	Property Rehabilitation	-						-	100	(100)					
38700	Filing Fees	325						325	675	(350)	208%	Filing Fees Revenue - Election in FY25. $50.00 per person.			
39700	Video Lottery	600,000						600,000	547,912	52,088	91%	Video lottery receipts average $13.4K to $22.2K per week.			
39900	Misc Revenue	10,000						10,000	5,980	4,020	60%	Yard waste stickers and fingerprints			
39902	Special Events - WV Fest	4,000						4,000	1,125	2,875	28%				
39903	Special Events - General	900						900	1,125	(225)	125%	Special activities fees			
39904	Special Events - CW Hall	8,500						8,500	5,050	3,450	59%				
39907	Special Events - Car Show	7,000						7,000	10,240	(3,240)	146%	Car show registration and sponsors.			
Total Revenues		**8,446,336**	**3,524,453**	**145,000**	**150,000**	**7,400**	**50,000**	**12,323,189**	**11,911,936**	**411,252**	**97%**				

DEPARTMENT LINE ITEMS											NOTES AND EXPLANATIONS			
Economic Development - 402	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes
03 Salaries	70,250			2,205			72,455	55,672	16,783	77%	Salary $68,844 plus 2.5% merit and holiday supplement.		Allowance for 3.2% COLA increases.	
04 FICA	5,374			180			5,554	4,259	1,295	77%	FICA @ 7.65%		Increase due to 3.2% COLA increases.	
05 Group Insurance	8,300			1,500			9,800	6,631	3,169	68%	Includes 14% premium increase projected by PEIA. $7,294 (Health Insurance), $540.48 (Life Insurance), Dental Ins ($266.16), Vision Ins ($111.00), EAP Premiums ($15.84)		Allowance for increase in health insurance.	
06 Retirement	6,323			1,045			7,368	5,296	2,072	72%	PERS II Employer Contribution 9%		Increase due to 3.2% COLA increases.	
09 OPEB	2,108						2,108	1,305	803	62%	Deferred Compensation Employer Contribution 3%			
11 Telephone	750						750	238	512	32%	Cell phone			
14 Travel	4,200						4,200	745	3,456	18%	2 National Conferences; airfare, lodging, per-diem			
20 Advertising/Legal Publications	-						-	26	(26)					
21 Training & Education	-						-	-	-		$2,500 rolled under City Manager's office.			
22 Dues & Subscriptions	2,000						2,000	910	1,090	46%	IEDC Membership, Survey Subscription, Adobe subscription			
23 Professional Services	1,000					2,000	3,000	-	3,000	0%	Engineering Services			Allowance for visual design for 100 Washington St. block.
26 Insurance and Bonds	5,000						5,000	3,144	1,856	63%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.			
30 Contracted Services							-	1,285						
41 Departmental Supplies	3,000						3,000	722	2,278	24%	Promotional items for events and City marketing and other departmental supplies.			
43 Auto Supplies	-						-	-	-					
Total Economic Development	**108,304**	**-**	**-**	**4,930**	**-**	**2,000**	**115,234**	**80,234**	**36,286**	**70%**				
Federal Grants - 403	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes
Professional Services	-						-	-	-					
Departmental Supplies	-						-	-	-					
Total Federal Grants	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**					
Mayor's Office - 409	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes
01 Salary	12,500						12,500	9,375	3,125	75%	Mayor's Salary			
04 FICA Tax Expense	1,000						1,000	717	283	72%				
11 Telephone	-						-	-	-					
14 Travel Expense	2,000						2,000	-	2,000	0%	WV Municipal League			
20 Advertising/Legal Publication	-						-	-	-					
21 Training & Education	1,000						1,000	-	1,000	0%				
26 Insurance & Bonds	1,000						1,000	686	314	69%				
41 Departmental Supplies	500						500	36	464	7%	$453.00 - Ceremonial Keys to the City and Coins			
68 Community Contributions	2,000						2,000	696	1,305	35%				
Total Mayor's Office	**20,000**	**-**	**-**	**-**	**-**	**-**	**20,000**	**11,510**	**8,490**	**58%**				
Council - 410	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes
01 Salaries	40,000						40,000	29,792	10,208	74%	Eight Council Members at $5,000 annual salary			
04 FICA Tax Expense	3,100						3,100	2,279	821	74%				
14 Travel Expense	4,800						4,800	-	4,800	0%	Conferences			
20 Advertising	-						-	-	-					
21 Training & Education	3,200						3,200	1,849	1,351	58%	Conference Registration ($450 per registration)			
26 Insurance & Bonds	3,200						3,200	2,197	1,003	69%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability			
41 Departmental Supplies	700						700	136	564	19%				
Total Council	**55,000**	**-**	**-**	**-**	**-**	**-**	**55,000**	**36,253**	**18,747**	**66%**				
City Manager - 412	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Revision #4	Revision #5	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes	Revision #4 and #5 Notes
03 Salaries	180,000			5,525			185,525	139,074	46,451	75%	City Manager Salary ($120,000) + 2.5% Merit ($1,545) + Holiday Supplement ($500) Deputy City Clerk Salary (from $52,674 to $54,000) + 2.5% Merit ($695.25) + Holiday Supplement ($500) City Manager requesting promotion and salary increase for from Deputy City Clerk to City Clerk. Finance Committee approved dollar amount.		Allowance for 3.2% COLA increases.	
04 FICA Tax Expense	14,400	100		445			14,945	10,727	4,218	72%	FICA Tax @ 7.65%	Increase due to additional overtime allocation.	Increase due to 3.2% COLA increases.	
05 Group Insurance	2,000			250			2,250	1,602	648	71%	Health, Dental, Vision, Life insurance, EAP		Allowance for increase in health insurance.	
06 Retirement	16,200			165			16,365	12,523	3,842	77%	9% Employer Contribution PERS I and II		Increase due to 3.2% COLA increases.	
08 Overtime		1,000			500		1,500	1,151	349	77%		Allocation for Deputy City Clerk overtime.		Allocation for additional Deputy City Clerk overtime.
09 OPEB	5,400			500			5,900	3,831	2,069	65%	3% Employer Contribution Deferred Compensation plan		Increase due to 3.2% COLA increases.	
11 Telephone	520						520	319	201	61%	Mobile phone service			
14 Travel Expense	1,500						1,500	-	1,500	0%	WVML Trip, City Clerk Election Training			
20 Advertising	-						-	-	-					
21 Training & Education	20,000	1,500			(500)		21,000	7,247	13,753	35%	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500	$1500 allowance for City Attorney training.		Transfer to 412-08 Overtime.
22 Dues & Subscriptions	1,000						1,000	-	1,000	0%	Adobe subscriptions. ICMA and WVML Fees.			
23 Professional Services	-					50,000	50,000	-	50,000		Background checks for City Manager candidates. Not required this year.			Allowance for City Manager recruiting services.
26 Insurance & Bonds	15,000						15,000	10,778	4,222	72%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability			
41 Departmental Supplies	750						750	182	568	24%	Misc. Office Supplies			
43 Auto Supplies (Gas & Oil)	-						-	-	-		Gas is covered under travel expenses.			
Total City Manager	**256,770**	**2,600**	**-**	**6,885**	**-**	**50,000**	**316,255**	**187,433**	**128,822**	**59%**				

DEPARTMENT LINE ITEMS											NOTES AND EXPLANATIONS			
Treasurer - 413	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	235,000						235,000	174,442	60,558	74%	Director of Finance ($100,000), Accounting Clerk III ($44,762), Accounting Clerk II 0.5 FTE ($40,685), Accounting Clerk I ($37,500) plus 2.5% merit, holiday supplement, and overtime.			
04 FICA Tax Expense	18,800	200					19,000	13,551	5,449	71%	FICA Tax @ 7.65%	Increase due to additional overtime allocation.		
05 Group Insurance	25,000			14,000			39,000	22,104	16,896	57%	Health, Dental, Vision, Life insurance, EAP		Allowance for increase in health insurance.	
06 Retirement	21,150						21,150	15,734	5,416	74%	9% Employer Contribution PERS I and II			
08 Overtime		2,000		1,000	1,000		4,000	2,691	1,309	67%		Allocation for Accounting Clerks I, II & III overtime.	OT allowance for the remainder of FY25.	Allocation for additional Accounting Clerks I, II & III overtime.
09 OPEB	7,050						7,050	4,757	2,293	67%	3% Employer Contribution Deferred Compensation plan			
11 Telephone	500						500	178	322	36%	Director of Finance Cell Phone			
12 Printing	-						-	-	-					
14 Travel Expense	4,000				(1,000)		3,000	745	2,255	25%	Director & Acct. Clerk III - WV Government Finance Officers Association Training			Transfer to 413-08 Overtime.
18 Postage	-						-	-	-		Transfer cost to City Hall and Pitney Bowes machine.			
20 Advertising/Legal Pubs	2,000						2,000	947	1,053	47%	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.			
21 Training & Education	-						-	-	-		$4,000 Rolled into City Manager's budget			
22 Dues & Subscriptions	800						800	-	800	0%	Adobe subscription for Director & Accounting Clerk III			
23 Professional Services	2,500			500			3,000	2,989	11	100%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)		Increase due to Police Pension Annual Report expense being higher than expected.	
24 Audit Costs	42,000						42,000	17,400	24,600	41%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit			
26 Insurance & Bonds	15,000						15,000	12,015	2,985	80%	General Liability, Worker's Compensation, Umbrella			
30 Contracted Services	25,000			(500)			24,500	-	24,500	0%	Tyler Technologies - Incode Annual License Fee - $20,000 Business License Software Maintenance (Progressive Solutions) - $5,000			
30 B&O Collectrions - Contracted Services				150,000	(17,500)		132,500	112,358	20,142	85%			Increase for HDL collections services.	Transfer $15,000 to 413-38 Refunds and $2500 to 413.41 Supplies.
38 Refunds			145,000		15,000		160,000	149,295	10,705	93%				Allowance for additional B&O refunds.
41 Departmental Supplies	2,000				2,500		4,500	3,678	822	82%	Paper folder machine ($500)			Allowance for new credit card readers.
59 Capital Outlay	-						-	-	-					
Total Treasurer	**400,800**	**2,200**	**145,000**	**165,000**	**-**	**-**	**713,000**	**532,884**	**180,116**	**75%**				
Court Clerk - 415	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	62,000			1,907			63,907	48,908	14,999	77%	Court Clerk Salary: $59,996 plus 2.5% merit, and holiday supplement		Allowance for 3.2% COLA increases.	
04 FICA	4,960	100		155			5,215	3,785	1,430	73%	FICA Tax @ 7.65%	Increase due to additional overtime allocation.	Increase due to 3.2% COLA increases.	
05 Group Insurance	12,529			6,000			18,529	13,281	5,248	72%	Health, Dental, Vision, Life insurance, EAP + 14% premium increase		Allowance for increase in health insurance.	
06 Retirement	5,580			140			5,720	4,404	1,316	77%	9% Employer Contribution PERS I and II		Increase due to 3.2% COLA increases.	
08 Overtime		1,000					1,000	570	430	57%		Allocation for Court Clerk overtime.		
09 OPEB	1,860						1,860	1,213	647	65%	3% Employer Contribution Deferred Compensation plan			
14 Travel	500						500	380	120	76%	Court Clerk training and Election training			
18 Postage	-				100		100	35	65					Allowance for City Clerk postage.
20 Advertising/Legal Publications	700				(500)		200	-	200	0%				Transfer to 415-38 Refunds.
21 Training & Education	-						-	-	-		$500 transferred to City Manager's budget. WVML training and Election training.			
22 Dues & Subscriptions	-						-	-	-					
23 Professional Services	-						-	-	-					
24 Audit Costs	-						-	-	-					
26 Insurance & Bonds	4,500						4,500	3,298	1,202	73%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella			
30 Contracted Services	25						25	25	-	100%	Flu shot			
38 Refunds					500		500	370						
41 Departmental Supplies	600				500		1,100	927	173	84%	Ink cartridges, paper stock			Additional allocation for printer ink.
Total Court Clerk	**93,254**	**1,100**	**-**	**8,202**	**600**	**-**	**103,156**	**77,196**	**25,830**	**75%**				
Police Judges - 416	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	32,000						32,000	19,874	12,126	62%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; and extra $2k for special judge.			
04 FICA	2,400						2,400	1,520	880	63%				
14 Travel	500						500	240	260	48%	WV State mandated annual training for magistrates & judges			
21 Training & Education	1,000						1,000	-	1,000	0%	WV State mandated annual training for magistrates & judges			
22 Dues and Subscriptions	100						100	-	100	0%				
23 Professional Services	1,000						1,000	-	1,000	0%				
26 Insurance & Bonds	2,500						2,500	1,757	743	70%				
41 Departmental Supplies	-						-	-	-					
Total Police Judges	**39,500**	**-**	**-**	**-**	**-**	**-**	**39,500**	**23,392**	**16,108**	**59%**				
City Attorney - 417	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries		150,000		(15,000)			135,000	93,860	41,140	70%		Salary $ plus 2.5% merit and holiday supplement.	Transfer to 417-23 Professional Services.	
04 FICA		12,000					12,000	7,180	4,820	60%		FICA @ 7.65%		
05 Group Insurance		13,000					13,000	1,051	11,949	8%		Health, Dental, Vision, and Life insurance.		
06 Retirement		13,500					13,500	8,052	5,448	60%		PERS II Employer Contribution 9%		
09 OPEB		4,500					4,500	2,800	1,700	62%		Deferred Compensation Employer Contribution 3%		
11 Telephone		2,000					2,000	122	1,878	6%		$1500 cell phone cost and $500 for monthly services.		
14 Travel		1,000					1,000	-	1,000	0%		Travel allowance for various trainings.		
20 Advertising/Legal Publications		1,000					1,000	-	1,000	0%		Allowance for legal publications.		
21 Training & Education							-	-	-			Rolled under City Manager's office.		
22 Dues & Subscriptions		1,500					1,500	-	1,500	0%		Allowance for legal subscriptions and memberships.		
23 Professional Services	225,000	(200,000)		15,000			40,000	23,531	16,469	59%	Cost for outside legal council.		Allowance for outside legal services for the remanider of FY25.	
26 Insurance and Bonds		5,000					5,000	902	4,098	18%		Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		
41 Departmental Supplies		500					500	226	274	45%		Miscellaneous office supplies.		
Total Attorney	**225,000**	**4,000**	**-**	**-**	**-**	**-**	**229,000**	**137,724**	**91,276**	**60%**				

DEPARTMENT LINE ITEMS												NOTES AND EXPLANATIONS			
Enforcement Agency - 425	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	56,000			1,700			57,700	43,379	14,321	75%	Code Enforcement Officer: $54,322.83 plus 2.5% merit and holiday supplement.		Allowance for 3.2% COLA increases.	
04 FICA	4,284			135			4,419	3,319	1,100	75%	FICA @ 7.65% of Salary		Increase due to 3.2% COLA increases.	
05 Group Insurance	1,140			7,500			8,640	6,159	2,481	71%	Includes 14% premium increase projected by PEIA. Current expenses include: Life Ins. ($545 per mo), Dental ($266 per mo), and Vision ($111 per mo).		Allowance for insurance for the remainder of FY25.	
06 Retirement	5,040			50			5,090	3,814	1,276	75%	PERS II Employer Contribution 9%		Increase due to 3.2% COLA increases.	
09 OPEB	1,680			355			2,035	1,474	561	72%	457(b) Deferred Compensation Employer Contribution (3%)		Increase due to 3.2% COLA increases.	
11 Telephone	750	1,500					2,250	1,962	288	87%		Allocation for new cell phone.		
14 Travel	3,000			(1,500)			1,500	-	1,500	0%	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas		Transfer to 425-18 Postage.	
18 Postage	1,000			1,500			2,500	1,405	1,095	56%	Certified Mailings		Allowance for postage for the remainder of FY25.	
20 Advertising/Legal Publications	1,000						1,000	-	1,000	0%				
21 Training & Education	-						-	-	-		$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)			
22 Dues & Subscriptions	1,000						1,000	360	640	36%	Women in Code Enforcement (WICED) Membership Fees ($35) ICC Membership ($160/yr)			
26 Insurance and Bonds	3,800						3,800	2,721	1,079	72%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.			
30 Contracted Services	71,100				(20,000)		51,100		37,798	26%	Kimley-Horn Engineering Services / Nuisance Properties; discuss process w/council. Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.			Transfer to 437-30 P&Z Contracted Services.
30 Nuicance Properties-Contracted Services							-	13,302						
41 Departmental Supplies	3,000						3,000	2,434	566	81%	Office printer, building safety month supplies, jackets, boots, code books			
43 Auto Supplies	-						-	-	-		Under Maintenance budget			
Total Enforcement Agency	**152,794**	**1,500**	**-**	**9,740**	**(20,000)**	**-**	**144,034**	**80,328**	**63,706**	**56%**				

Regional Dev Authority - 435	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
22 Dues & Subscriptions	6,600						6,600	6,142	458	93%	Region 9 Assessment - Fees are going up			
Total Regional Dev. Authority	**6,600**	**-**	**-**	**-**	**-**	**-**	**6,600**	**6,142**	**458**	**93%**				
Total City Administration	**1,358,022**	**11,400**	**145,000**	**194,757**	**(19,400)**	**52,000**	**1,689,779**	**1,173,095**	**569,839**					

Building Inspections - 436	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	82,300			(25,000)			57,300	47,211	10,089	82%	Building Official/Inspector: $80,653.29 plus 2.5% merit plus holiday supplement		Transfer of funds to 436-23 Building Inspector Professional Services.	
04 FICA	6,296			(2,000)			4,296	3,612	684	84%	FICA @ 7.65% of Salary		Transfer of funds to 436-23 Building Inspector Professional Services.	
05 Group Insurance	1,650						1,650	780	870	47%	Dental/Life/Vision/EAP Premiums			
06 Retirement	7,100						7,100	4,083	3,017	58%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods			
09 OPEB	1,575						1,575	1,163	412	74%	457(b) Deferred Comp Employer Contribution (3%). $60.53 per pay period * 26 pay periods			
11 Telephone	1,010						1,010	649	361	64%	Two lines; one is a hot spot. $84.18 per month x 12 months = $1,010.16 per year in actual costs			
14 Travel	3,000						3,000	823	2,177	27%	National ICC Conference; Women in Code Enforcement Training; airfare, lodging, meals, gas			
17 R&M Auto	-						-	-	-		Under Maintenance budget			
18 Postage	1,000						1,000	-	1,000	0%	Certified mailings for property Notice of Violations			
20 Advertising/Legal Publications	500			1,000			1,500	1,278	222	85%	Job posting costs			
21 Training & Education	-						-	-	-		$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.			
22 Dues & Subscriptions	1,000						1,000	665	335	67%	ICC membership dues; WICA subscription			
23 Professional Services	10,000	5,000		35,000	35,000		85,000	84,700	300	100%	To cover expenses associated with inspections; compliance.	Allowance for outsourcing inspections.	Increase for inspection services due to vacancy.	Increase for inspection services due to vacancy.
26 Insurance & Bonds	6,000						6,000	4,104	1,896	68%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.			
41 Departmental Supplies	3,000						3,000	2,678	322	89%	Mobile printer for vehicle, jackets, boots, building safety month			
43 Auto Supplies	-						-	-	-		Under Maintenance budget			
Total Building Inspections	**124,431**	**5,000**	**-**	**9,000**	**35,000**	**-**	**173,431**	**151,746**	**21,685**	**87%**				

Planning & Zoning - 437	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	243,000			7,420			250,420	189,889	60,531	76%	Director of Community Development: $96,937, City Planner/Zoning/Subdiv Administrator: $84,721, Permit Tech: $50,141 plus 2.5% step increase on 1/1/2025 for all three positions. Includes Holiday Supplement pay ($500 x 3 employees = $1,500) and summer intern ($5,250).		Allowance for 3.2% COLA increases.	
04 FICA	19,000	50		595			19,645	14,601	5,044	74%	FICA @ 7.65% of Salary	Increase due to additional overtime allocation.	Increase due to 3.2% COLA increases.	
05 Group Insurance	31,000			(9,000)			22,000	16,575	5,425	75%	Includes 14% increase projected by PEIA. Health/Dental/Life/Vision/EAP Premiums		Transfer of funds to 436-23 Building Inspector Professional Services.	
06 Retirement	23,085			130			23,215	16,653	6,562	72%	PERS II Employer Contribution (9%)		Increase due to 3.2% COLA increases.	
08 Overtime		500		1,500			2,000	971	1,029	49%		Allocation for Permit Tech. overtime.	OT allowance for the remainder of FY25.	
09 OPEB	7,290			670			7,960	3,663	4,297	46%	457(b) Deferred Comp Employer Contribution (3%).		Increase due to 3.2% COLA increases.	
11 Telephone	250				300		550	275	275	50%	Director's department cell phone			Increase due to cell phone data plan increase.
14 Travel	8,000				(800)		7,200	-	7,200	0%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Kim - MGO Conference			Transfer $300 to 437-11 Telephone and $500 to 437-38 Refunds
18 Postage	1,000						1,000	-	1,000	0%	Certified Mailings; Legal notices, yard sign postings			
20 Advertising/Legal Publications	4,500						4,500	901	3,599	20%	Advertising of BZA and public hearings for P/C meetings; hearing placards			
21 Training & Education	-						-	-	-		$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration amount $3,500;			
22 Dues & Subscriptions	3,000						3,000	405	2,595	13%	AICP Membership; Kim ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.			
23 Professional Services	5,000					3,000	8,000	1,556	6,444	19%	GIS Aerial imagery, Engineering Services, Background Checks			Allowance for annexation surveying services.
26 Insurance & Bonds	20,000						20,000	11,730	8,270	59%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.			
30 Contracted Services	30,000				30,000		60,000	45,744	14,256	76%	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;			Increase due to additional engineering service needs.
31 Contracted Services - Tree Board	2,000				7,400		9,400	7,400	2,000	79%	To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.			Tree Board expenses covered by grant.
38 Refunds					500		500	364	136					Allowance for permit fee refunds.
41 Departmental Supplies	4,000						4,000	3,384	616	85%	Public hearing signs, office supplies, promotional supplies			
53 Computer Software / Tech	9,000						9,000	6,589	2,411	73%	MyPermit Now Monthly Fees			
59 Capital Outlay	-						-	-	-					
Total Planning and Zoning	**410,125**	**550**	**-**	**1,315**	**37,400**	**3,000**	**452,390**	**320,700**	**131,690**	**71%**				
Total City Bldg Inspection, P&Z, and Enforcement Agency	**795,654**	**7,050**	**-**	**24,985**	**52,400**	**5,000**	**880,089**	**633,007**	**253,367**					

Elections - 438	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
12 Printing	3,000						3,000	-	3,000	0%				
20 Advertising/Legal Publications	500						500	90	410	18%	Publish ballot multiple times			
23 Professional Services	-						-	-	-					
30 Contracted Services	5,000						5,000	-	5,000	0%	Poll workers for early voting and day of election.			
41 Departmental Supplies	2,000						2,000	539	1,461	27%	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers			
Total Elections	**10,500**	**-**	**-**	**-**	**-**	**-**	**10,500**	**629**	**9,871**	**6%**				

DEPARTMENT LINE ITEMS											NOTES AND EXPLANATIONS			
City Hall - 440	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
3 Salaries	95,000			2,960			97,960	74,496	23,464	76%	Director of Operations Salary: $92,500 + 2.5% Merit + Holiday Supplement		Allowance for 3.2% COLA increases.	
4 FICA Taxes	7,600			235			7,835	5,699	2,136	73%	FICA @ 7.65%		Increase due to 3.2% COLA increases.	
5 Group Insurance	16,500			3,500			20,000	13,901	6,099	70%	Health, Dental, Vision, Life, Employee Assistance Program		Allowance for increase in health insurance.	
6 Retirement	9,500			90			9,590	6,656	2,934	69%	9% Employer Contribution		Increase due to 3.2% COLA increases.	
9 OPEB	2,000			1,270			3,270	2,450	820	75%	3% Deferred Compensation Employer Contribution		Increase due to 3.2% COLA increases.	
11 Telephone	18,000						18,000	14,032	3,968	78%	WebEx Phone Services ($6,000), Internet Service ($3,012), Cell phone - Director ($384), Rouss Hall Phone Service ($7,200 per year/$600 per mo.) **Proposing upgrade to internet service. 1 Gbps with GloFiber. $1,900 per month, $22,800 per year. One time set up fee $1,900. $950 set up cost allocated to Police Dept, $950 set up cost allocated to City Hall. Please review quote in attachments.**			
13 Utilities	26,200				25,000		51,200	33,585	17,615	66%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer			Allowance for CWH electric and additional oil heat expenses.
14 Travel Expense	2,000						2,000	370	1,630	19%	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD			
15 Repair & Main. Bldg & Grounds	12,000						12,000	2,639	9,361	22%	Elevator Services and City Hall maintenance.			
18 Postage	3,500	500					4,000	3,033	967	76%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection	Allowance for increase in postage costs.		
19 Bldg & Equipment Rental	250,000						250,000	173,468	76,532	69%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer			
20 Advertising/Legal Publications	5,000						5,000	2,704	2,296	54%	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements			
21 Training & Education	-						-	-	-		$2,000 transferred to City Manager's budget			
22 Dues & Subscriptions	3,500						3,500	508	2,992	15%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)			
23 Professional Services	25,000						25,000	16,867	8,133	67%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.			
26 Insurance & Bonds	17,000				1,000		18,000	16,119	1,881	90%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial			Allowance for additional insurance expense.
30 Contracted Services	181,404				20,000		201,404	140,044	61,360	70%	Sustainable Strategies (Grant Consultant, Matt Ward) - $28,800 ($2,400 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Printer & Copier Lease - $14,400 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $35,000 Payroll Processing Base Fees - $3,864 ADP Software Recurring Annual Fee - $19,440 Tek Advisors - Moving this out of Capital Budget and into Operating budget - $75,000 per year.			Allowance for additional technological expenses.
32 Bank Charges	29,000	31,000					60,000	39,509	20,491	66%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	Allocation for credit card merchant fees.		
37 Other Fees/Taxes	1,500				(1,000)		500	-	500	0%	Late fees			Transfer to 440-26.
41 Departmental Supplies	12,000	3,000			(600)		14,400	8,306	6,094	58%		Increase due to rising kitchen, cleaning, & office supplies		Transfer to 415-41 Court Clerk Supplies.
53 Computer Software / Tech	15,000						15,000	11,763	3,237	78%	City Sonic Wall Annual License - $1,700 Clearcaster Annual License - $1,700 Granicus Annual License - $9,500 - Agenda management,Online training, Audio/Visual software for livestreaming meetings VEEAM Annual Maintenance - $600.00 Zoom Fees - $1,500 per year			
Total City Hall	**731,704**	**34,500**	**-**	**8,055**	**44,400**	**-**	**818,659**	**566,149**	**252,510**	**69%**				

Contributions/Transfers - 444	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
68 Contributions - "But For" Organizations	60,000						60,000	-	60,000	0%	Citizens Fire Co. $95K and EPTA Requests $50K			
68 Community Awards	-					4,000	4,000	-	4,000					Allowance for fireworks contribution to JC P&R.
68 Contributions - Revive Grant	20,000						20,000	-	20,000	0%	Unspent Revive! Funding rolled over to FY24			
68 Contributions - Façade Improvement Program	15,000						15,000	5,000	10,000	33%				
68 Contributions - Homeless Solutions	25,000						25,000	13,902	11,098	56%	County Homelessness position funding commitment			
68 Contribution - Nuisance Property Expenses	-						-	-	-		Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.			
68 Contributions - Sidewalk Improvement Program	15,000						15,000	4,636	10,364	31%	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest			
Total Contributions/Transfers	**135,000**	**-**	**-**	**-**	**-**	**4,000**	**139,000**	**23,538**	**115,462**	**17%**				

Parking - 571	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	41,614						41,614	23,392	18,223	56%	Base salary, contingency, 2.5% merit, holiday supplement, and clothing allowance			
04 FICA Tax Expense	3,300	200					3,500	1,811	1,689	52%	FICA @ 7.65%	Increase due to additional overtime allocation.		
05 Group Insurance	9,300						9,300	403	8,897	4%	Health, Dental, Vision, Life, Employee Assistance Program			
06 Retirement Expense	3,600						3,600	2,226	1,374	62%	9% Employer Retirement Contribution			
08 Overtime		2,000					2,000	284	1,717	14%		Allocation for parking attendant overtime.		
09 OPEB	1,400						1,400	726	674	52%	3% Deferred Compensation Employer Contribution			
13 Utilities	1,200				250		1,450	1,073	377	74%	Electric Service			Allowance for City parking lot electric for the remainder of the year.
16 Repair & Main - Equipment	3,000				(250)		2,750	-	2,750	0%	Parking meter repairs and maintenance			Transfer to 571-13 Utilities.
18 Postage	500						500	8	492	2%				
19 Bldg & Equipment Rental	1,000						1,000	-	1,000	0%				
20 Advertising / Legal Publications	500						500	-	500	0%				
23 Professional Services	-						-	-	-					
26 Insurance & Bonds	3,000						3,000	2,015	985	67%	Prof Liability, Umbrella, Automobile, Worker's Comp			
30 Contracted Services	500						500	571	(71)	114%				
41 Departmental Supplies	5,000			(500)			4,500	4,058	442	90%	Office Supplies, Batteries, Handheld Printer Paper		Transfer of funds to 571-45 Uniforms.	
43 Auto Supplies (Gas/Oil)							-	77						
45 Uniforms	500			500			1,000	991	9	99%	Jacket, Uniform Shirt, Patches, Badge, etc.		Allowance for unexpected uniform expense due to filling a vacancy.	
53 Computer Software/Tech	4,000						4,000	-	4,000	0%	United Public Safety/T2 Annual Fees			
Total Parking	**78,414**	**2,200**	**-**	**-**	**-**	**-**	**80,614**	**37,634**	**43,058**	**47%**				

DEPARTMENT LINE ITEMS											NOTES AND EXPLANATIONS			
Contingencies - 699	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**Budget Balance**	**Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
Other Contributions	254,996	95,004		(207,027)	(103,000)	(9,000)	30,973	-	30,973	0%	Placeholder for 3.2% COLA ($84,900 plus $16,980 for FICA/Retirement Cont.); $50,000 for emergency snow costs. $41,667 for COPS grant for additional police officer.	Allowance for city wide unexpected expenses.	$91,277 allowance for city wide 3.2% COLA, FICA, and retirement. $75,750 transferred to city wide Group Insurance. $40,000 transferred to 750-13 Streets Utilities.	**REVISION #4** -$35,000 transferred to 436-23 Building Inspection Professional Services. $10,000 transferred to 437-30 P&Z Contracted Services. $25,000 transferred to 440-13 City Hall Utilities. $30,000 transferred to 440-30 City Hall Contracted Services. $13,000 transferred to 750-30 Maintenance Contracted Services. **REVISION #5** - $2000 transferred to 402-23 Economic Development Professional Services. $3000 transferred to 437-23 P&Z Professional Services. $4000 transferred to 444-68 Community Awards.
Total Contingencies	**254,996**	**95,004**	**-**	**(207,027)**	**(103,000)**	**(9,000)**	**30,973**	**-**	**30,973**	**0%**				
Police Department - 700	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	1,532,798	5,000		(30,000)			1,507,798	1,103,697	404,101	73%	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. Seven (7) Patrolman ($52,998.40 - $55,681.60) Two (2) Patrolman First Class ($58,510.40 - $64,542.40) Three (3) Sergeants ($76,689.60 - $86,756.80) Two (2) Lieutenants ($93,246.40 - $95,576.00) Three (3) Corporals ($67,808 - $82,617.60) Three (3) Administrative personnel ($36,276.00 - $55,910.40) One (1) Chief ($134,650)	Allowance for additional promotions.	Transfer to 700-04 FICA.	
04 FICA	50,000	1,200		33,400			84,600	63,496	21,104	75%	FICA Tax at 7.65%	Increase due to additional overtime allocation.	Increase due to unexpected overtime.	
05 Group Insurance	180,000			40,000			220,000	155,120	64,880	71%	PEIA/Health insurance increase from $9K to $12K per month.		Allowance for increase in health insurance.	
06 Retirement	140,000						140,000	108,652	31,348	78%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)			
07 Police Pension	64,000						64,000	26,801	37,199	42%	Legacy CTPD Retirement System			
08 Overtime	150,000	10,000		50,000			210,000	188,827	21,173	90%		Allowance for unanticipated police overtime.	OT increase due to short staffed.	
09 OPEB	48,000						48,000	33,594	14,406	70%	457(b) Deferred Compensation 3%			
10 Prior Year SS Exemption Correction							-	(2,195)	2,195					
11 Telephone	48,500						48,500	19,080	29,420	39%				
13 Utilities	48,000						48,000	37,510	10,490	78%	Electric and Internet Service, increase in FY254.			
14 Travel	4,000						4,000	2,435	1,565	61%				
15 R&M Building & Grounds	2,200						2,200	358	1,842	16%	Lights, Paint, Air Filters, Electrical supplies, Batteries			
16 R&M Equipment	2,500			2,000			4,500	4,398	102	98%	Generator Service		Increase for unexpected annual generator maintenance.	
17 R&M Auto	45,000			(2,000)			43,000	34,407	8,593	80%	Oil changes, Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, Tires, etc.		Transfer of funds to 700-16.	
18 Postage	1,300						1,300	718	582	55%				
19 Building & Equipment Rental	100,000						100,000	57,764	42,236	58%				
20 Advertising/Legal Publications	5,600						5,600	3,198	2,403	57%	New Hire Ads 3-6 ads in local paper			
21 Training & Education	20,000						20,000	3,552	16,448	18%				
22 Dues & Subscriptions	2,000						2,000	1,283	717	64%	WVCOP Dues, IACP, SRO, Journal			
23 Professional Services	6,500						6,500	3,916	2,585	60%	Polygraph Exams, Physical Exams, Diagnostic Imaging			
26 Insurance & Bonds	105,000						105,000	76,576	28,424	73%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance			
30 Contracted Services	48,000						48,000	18,588	29,412	39%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.			
32 Bank Charges	250						250	-	250	0%				
37 Other Fees & Taxes	250						250	-	250	0%	661 George St. Ambulance Fees			
41 Departmental Supplies	40,000						40,000	19,500	20,500	49%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery			
43 Auto Supplies	65,000						65,000	41,285	23,715	64%	Gas for Police Vehicles			
45 Uniforms	20,000						20,000	8,160	11,840	41%				
53 Computer Software/Tech	29,000						29,000	28,090	910	97%	CAD, Guardian Tracking, Police One Academy, Powerdms, POSS-Essentials			
Total Police Dept	**2,757,898**	**16,200**	**-**	**93,400**	**-**	**-**	**2,867,498**	**2,038,810**	**828,688**	**71%**				
Police-Special Duty Crossing Guard - 704	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	34,803						34,803	22,834	11,969	66%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA.			
04 FICA Tax Expense	2,600						2,600	1,747	853	67%				
26 Insurance & Bonds	1,750						1,750	1,407	343	80%				
41 Departmental Supplies	250						250	-	250	0%	Stop signs			
45 Uniforms	500						500	-	500	0%	Reflective jackets and vests			
43 Auto Supplies (Gas & Oil)	-						-	-	-					
Total Police - Special Duty Crossing Guard	**39,903**	**-**	**-**	**-**	**-**	**-**	**39,903**	**25,988**	**13,915**	**65%**				
Total Police and Crossing Guards	**2,797,801**	**16,200**	**-**	**93,400**	**-**	**-**	**2,907,401**	**2,064,798**	**842,603**					
Dog Warden - 707	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
Contributions	1,600.00						1,600	-	1,600	0%	City passes along the dog tag fees to the County			
Total Dog Warden	**1,600.00**	**-**	**-**	**-**	**-**	**-**	**1,600**	**-**	**1,600**	**0%**				

DEPARTMENT LINE ITEMS											NOTES AND EXPLANATIONS			
Maintenance - 750	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
03 Salaries	263,643						263,643	194,055	69,588	74%	Promote Maintenance Supervisor to Director; increase in salary from $73,418 to $80,000, plus three (3) Maintenance Staff: $66,454, $49,995 and $42,064 plus 5.0% Merit and Holiday Supplement.			
04 FICA Tax Expense	21,091	400					21,491	15,647	5,844	73%	FICA @ 7.65%	Increase due to additional overtime allocation.		
05 Group Insurance	26,000			3,000			29,000	20,471	8,529	71%	Health, Dental, Vision, Life, Employee Assistance Program		Allowance for increase in health insurance.	
06 Retirement	23,728						23,728	18,047	5,681	76%	9% Employer Contribution			
08 Overtime		5,000		7,500			12,500	10,482	2,018	84%		Overtime allowance for maintenance employees.	Allowance for remaining OT in FY25.	
09 OPEB	7,909						7,909	3,601	4,308	46%	3% Deferred Compensation Employer Contribution			
11 Telephone	3,000						3,000	2,219	781	74%	Field staff equipped with cell phones			
13 Utilities	100,000			40,000			140,000	104,586	35,414	75%	Electric (street lights), water, sewer, and internet		Allowance for utilities expenses for the remainder of FY25.	
14 Travel Expense	1,500						1,500	-	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed			
15 R&M Buildings and Grounds	14,000	20,000			15,000		49,000	44,925	4,075	92%	General maintenance of city buildings.	Increase for elevator and HVAC repairs transfererd from capital outlay. This also includes repairs for Ortegas equipment per contract.		Increase for unexpected elevator and HVAC repairs.
16 R&M Equipment	15,000				(10,000)		5,000	1,397	3,603	28%	Regular maintenance of fleet equipment, primary expense is street sweeper repairs. We have a new leaf vacuum, so we don't have as much maintenance expense.			Transfer to 750-16 R&M Buildings & Grounds.
17 R&M Auto	7,000	3,000					10,000	4,208	5,792	42%	Regular maintenance of department vehicles.	Allocation for additional vehicle repair.		
19 R&M Bldg and Equip Rental	-						-	329	(329)		Equipment rented as required to maintain various city buildings.			
20 Advertising	-						-	-	-		Spring and Fall Cleanup. Additional city sponsored projects as required.			
21 Training & Education	-						-	-	-		Maintain certifications; other skill enhancement training as required/proposed			
22 Dues & Subscriptions	200	300					500	292	208	58%	Camera subscription and CDL License Fees	Additional allocation for CDL licenses.		
23 Professional Services	120	380					500	224	276	45%	CDL physicals	Additional allocation for CDL physicals.		
26 Insurance & Bonds	19,000						19,000	11,591	7,409	61%	Liability, Worker's Comp, Vehicle Insurance			
30 Contracted Services	50,000	5,000		(6,000)	15,000		64,000	52,615	11,385	82%	Trash Service, Box Rental Fees, Contractor for Tree Services, Snow Removal and Salt	Allowance for Happy Retreat Ash tree removal.	Transfer to 750-45 uniforms.	Increase for snow removal expenses.
41 Departmental Supplies	12,000	29,000			(9,000)		32,000	21,886	10,114	68%	General maintenance annual supplies.	$5000 for PPE and tree work tools. $9000 for street light replacement. $5000 for street signs and poles. $10,000 for Christmas wreaths transferred from Fairs/Festivals.		Transfer $5000 to 750-16 R&M Buildings & Grounds; $2000 to 750-45 Uniforms & $2000 to 750-30 Contracted services.
43 Auto Supplies (Gas, Oil & Tires)	23,000	5,000					28,000	15,859	12,141	57%	Other city vehicle maintenance.	$5000 tire expenses transferred from Capital Outlay.		
45 Uniforms	10,000	(5,000)		6,000	2,000		13,000	12,399	601	95%	Cintas service cost increase	Reduced due to termination of Cintas contract.	Allowance for purchase of new uniforms.	
53 Software/Tech	-						-	-	-			GoGov Work Order Software cost transferred from supplies.		
59 Capital Outlay	25,000	(25,000)					-	-	-		Elevator repairs, HVAC repairs, tires, various equipment.	$5000 transferred to Auto Supplies and $20,000 transferred to R&M Buildings and Grounds.		
Total Streets	**622,191**	**38,080**	**-**	**50,500**	**13,000**	**-**	**723,771**	**534,832**	**188,939**	**74%**				

Visitor's Center - 901	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
13 Utilities							-	-	-		Electric Service for Rouss Hall - moved to City Hall Utilities per State Auditor's budget			
15 R&M - Building & Grounds	-						-	-	-					
23 Professional Services	-						-	-	-					
30 Contracted Services	-						-	-	-					
41 Departmental Supplies	-						-	-	-					
66 Contributions	100,000						100,000	62,086	37,914	62%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center. Hotel/Motel Tax Revenue is trending 6% higher than FY24; primarily in August and January.			
Total Visitor's Center	**100,000**	**-**	**-**	**-**	**-**	**-**	**100,000**	**62,086**	**37,914**	**62%**				

DEPARTMENT LINE ITEMS											NOTES AND EXPLANATIONS			
Fairs/Festivals - 903	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
19 Bldg & Equipment Rental	-						-	-	-		No longer needed, we bought a generator.			
20 Advertising/Legal Publications	1,800	200					2,000	50	1,950	3%		Allowance for increase of Carlisle Ads costs.		
30 Contracted Services	30,000	6,000					36,000	5,018	30,982	14%	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($4,300), Signage ($2,000), Inflatables ($2,000), Labor ($2,100), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($1,000), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Labor ($700) **Halloween** Labor ($146) **Christmas Parade** Labor ($146)	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1500), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Gaming Trailer ($1,000)		
38 Refunds							-	85	(85)					
41 Departmental Supplies	25,000	(3,000)					22,000	6,696	15,304	30%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($325), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs **Christmas Wreaths - $3,000**	**WV Fest** Water/cups ($1,500), Sinage ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($2000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500) **Christmas Wreathes** - Transferred to Maintenance.		
52 Computer Software	1,300						1,300	-	1,300	0%	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.			
68 Contributions	4,000						4,000	4,025	(25)	101%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.			
Total Fairs/Festivals	**62,100**	**3,200**	**-**	**-**	**-**	**-**	**65,300**	**15,874**	**49,426**	**24%**				
Transfers - 960/698 SAO	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
01 Transfers to Capital Reserve - Repaving	130,000						130,000	109,162	20,838	84%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures			
02 Transfers to Capital Reserve - One Time Funding	659,452	3,055,000					3,714,452	3,714,452	-	100%	$659,452 Revenue/Loss Allowance	$3,055,000 for Jefferson Memorial Park pool.		
03 Transfers Out - Parks & Rec	120,000						120,000	81,986	38,014	68%	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.			
04 Transfers to Residual Fund		263,319					263,319	263,319	-	100%		Transfer to Residual Fund to build up Rainy Day savings.		
11 Transfers to Capital Reserve - Table Games	850,000						850,000	645,471	204,530	76%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.			
Total Transfers	**1,759,452**	**3,318,319**	**-**	**-**	**-**	**-**	**5,077,771**	**4,814,389**	**263,382**	**95%**				
General Government - 975	**FY25 Requested**		**Revision #2**	**Revision #3**	**Revision #4**	**Revision #5**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**	**Revision #4 and #5 Notes**
Contributions	-	-					-	-	-					
Total General Government	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**					
Total Expenses	**8,446,336**	**3,524,453**	**145,000**	**150,000**	**7,400**	**50,000**	**- 12,323,189**	**9,765,469**	**2,558,953**		**Provides for comparable year-over-year comparision of operating costs**			
Surplus or Deficit	**(0)**	**(0)**	**-**	**0**	**-**	**-**	**(0)**	**2,146,467**	**(2,147,700)**					

LGSD BR (Ver. 2020)

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER

Fiscal Year Ending: FY25

Fund: 1

Revision Number: 5

Pages: 1 of 1

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

City of Charles Town
GOVERNMENT ENTITY

101 E. Washington Street
STREET OR PO BOX

Charles Town | 25414
CITY | ZIP CODE

Municipality
Government Type

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

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
369	Contributions from other Funds - Must Provide Explanation below	1,000,000	50,000		1,050,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			50,000		

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds: ring in Sales Tax Funds to cover unexpected City Manager rucruitir

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
402	Economic Development	113,234	2,000		115,234
412	City Manager's Office	266,255	50,000		316,255
437	Planning & Zoning	449,390	3,000		452,390
444	Contributions / Transfers to Other Funds	135,000	4,000		139,000
699	Contingencies*	39,973		9,000	30,973
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			50,000		

APPROVED BY THE STATE AUDITOR

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

AUTHORIZED SIGNATURE OF ENTITY

4/21/2025
APPROVAL DATE

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-466: Capital Fund Revision #3

Proposed Motion: Approve the Capital Fund Revision #3

ATTACHMENTS:
- Capital Budget 3rd Revision.pdf

the city of Charles Town, WV

FY 2025 Capital Reserve Budget Revision #3

Approved : 08-05-2024

CAPITAL BUDGET REVENUES

REVENUES	*ENCUMBERED*	*COUNCIL APPROVED*	*REVISION 1 PROPOSAL*	*REVISION 2 PROPOSAL*	*REVISION 3 PROPOSAL*	*FY 2025 CURRENT BUDGET*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 AND 3 NOTES*
Capital Reserve Carryover		$ 4,881,215				$ 4,881,215	$ 4,881,215	$ -	100%	Carryover balance from FY2024 Capital Reserve - Improvement Budget.	
36800 Contributions from GF ($659,452 Revenue/Loss & $3,055,000 Pool)		$ 3,714,452				$ 3,714,452	$ 3,723,408	$ (8,956)	100%	Contributions from GF - $659,452 from Revenue/Loss and $3,055.000 from FY24 Carryover disignated for JMP Pool.	
33000 Developer Fees		$ 100,000				$ 100,000	$ 408,868	$ (308,868)	409%	Estimated based on FY2024 receipts	
36800 Contributios from GF - Lottery / Gaming Revenue		$ 850,000				$ 850,000	$ 649,892	$ 200,108	76%	All lottery/gaming revenue remitted to Charles Town gets XFRD to Capital Reserve from GenFund.	
38000 Interest on Bank Accounts & Other Sources		$ 60,000				$ 60,000	$ 66,938	$ (6,938)	112%	Reveue from 3 diferent interest bearing checking accounts.	
TOTAL REVENUES	**$ -**	**$ 9,605,667**	**$ -**	**$ -**	**$ -**	**$ 9,605,667**	**$ 9,730,321**	**$ (124,654)**	**101%**		

CAPITAL BUDGET EXPENSES

EXPENDITURES	*ENCUMBERED*	*COUNCIL APPROVED*	*REVISION 1 PROPOSAL*	*REVISION 2 PROPOSAL*	*REVISION 3 PROPOSAL*	*FY 2025 CURRENT BUDGET*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 AND 3 NOTES*
975 GENERAL GOVERNMENT											
975-23 General Government Professional Services - Capital Improvement Plan		$ 125,000				$ 125,000	$ -	$ 125,000	0%	Outsourcing costs to create a rigorous 5 year revolving capital improvement plan for all areas of the City.	
975-23 General Government Professional Services - Zoning & Subdivision Ordinance Overhaul	$ 100,000	$ 150,000				$ 150,000	$ -	$ 150,000	0%	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000.	
975-58 General Government Capital Outlay - Chairs for Staff		$ 10,000				$ 10,000	$ 14,053	$ (4,053)	141%	20 chairs for staff.	
975-58 General Government Capital Outlay - Rouss Hall Landlord buy back		$ 140,000				$ 140,000	$ -	$ 140,000	0%		
975-59 General Government Capital Outlay Technology - Computer Replacement		$ 25,000		$ 18,000		$ 43,000	$ 17,856	$ 25,144	42%	Computer replacement program for all General Government departments.	Allowance for additional computers that were purchased for new staff and out dated computers that were not functional.
975-59 GG Capital Outlay Technology - GovTech Software		$ 100,000				$ 100,000	$ -	$ 100,000	0%	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and Incode (except for the court module). Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement.	
975-59 General Government Capital Outlay Technology - Data Center Centralization		$ 120,000				$ 120,000	$ 122,152	$ (2,152)	102%		
975-59 General Governement Capital Outlay Technology - Payroll & Human Resource Onboarding Services Implementation Cost						$ -	$ -	$ -			
975-59 General Government Capital Outlay Technology - Zoom Room Equipment Upgrade		$ 5,790				$ 5,790	$ -	$ 5,790	0%		
TOTAL GENERAL GOVERNMENT	**$ 100,000**	**$ 675,790**	**$ -**	**$ 18,000**	**$ -**	**$ 693,790**	**$ 154,060**	**$ 539,730**	**22%**		

EXPENDITURES	*ENCUMBERED*	*COUNCIL APPROVED*	*REVISION 1 PROPOSAL*	*REVISION 2 PROPOSAL*	*REVISION 3 PROPOSAL*	*FY 2025 CURRENT BUDGET*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 AND 3 NOTES*
976 PUBLIC SAFETY											
975-60 General Government Capital Outlay Technology Police Department - Computer Replacement		$ 58,000		$ 7,050		$ 65,050	$ 65,022	$ 28	100%	20 computers with greater than 8gb of memory are needed to view body camera footage.	Allowance for additional computers that were purchased due to outdated computers that were not functional
976-59 Public Safety Capital Outlay Vehicles - Police Cars		$ 113,300				$ 113,300	$ 110,788	$ 2,512	98%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.	
976-60 Public Safety Capital Outlay Equipment - Officer Equipment		$ 57,000	$ -			$ 57,000	$ 57,170	$ (170)	100%	Funding requested: $3723 for 18 Monadnock batons and pouches and $53,107 for 18 tasers.	
976-60 Public Safety Capital Outlay Equipment - Traffic Safety Equipment		$ 44,700				$ 44,700	$ 44,699	$ 1	100%	Funding requested: $37,610 for 2 trailerable traffic signs; $1200 for 20 portable barricades; $2660 for 10 temporary signs and holders; $3230 for 100 traffic cones with lettering. This equipment will be jointly used with the maintancence department.	
976-62 Public Safety - Parking Meters		$ 5,100	$ 5,600			$ 10,700	$ 10,508	$ 192	98%	Routine replacement of a portion of the parking meters (24) in the downtown parking district.	
TOTAL PUBLIC SAFETY	**$ -**	**$ 278,100**	**$ 5,600**	**$ 7,050**	**$ -**	**$ 290,750**	**$ 288,187**	**$ 2,563**	**99%**		

EXPENDITURES	ENCUMBERED	COUNCIL APPROVED	REVISION 1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	FY 2025 CURRENT BUDGET	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION 2 AND 3 NOTES
977 STREETS & TRANSPORTATION											
977-57- Streets & Transportation Capital Outlay Buildings - Charles Washington Hall masonary tuck point repair		$ 12,000				$ 12,000	$ 8,800	$ 3,200	73%	Brick wall on George Street side is deteriorating.	
977-57 Streets & Transportation Capital Outlay Buildings - Replace City Hall rooftop AC units		$ 25,000				$ 25,000	$ -	$ 25,000	0%		
977-57 Streets & Transportation Capital Outlay Buildings - City Hall interior repair/maintenance		$ 60,500				$ 60,500	$ 4,624	$ 55,876	8%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency.	
977-57 Streets & Transportation Capital Outlay Buildings - City Hall roof replacement		$ 128,000				$ 128,000	$ 77,944	$ 50,056	61%	City Hall roof is over 20 years old and is failing.	
977-57 Streets & Transportation Capital Outlay Buildings - City Hall masonary tuck point repair		$ 35,000				$ 35,000	$ 1,600	$ 33,400	5%	Flues and chimneys on City Hall roof have not been addressed for many years.	
977-57 Streets & Transportation Capital Outlay Buildings - Maintenance office air conditioner		$ 7,000				$ 7,000	$ 445	$ 6,555	6%	The current window unit does not keep up with the heat.	
977-57 Streets & Transportation Capital Outlay Buildings - New maintenance equipment building		$ 150,000				$ 150,000	$ -	$ 150,000	0%	Current building is maxed out on space.	
977-57 Streets & Transportation Capital Outlay Buildings - New/repair maintenance yard		$ 80,000				$ 80,000	$ -	$ 80,000	0%	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going.	
977-57 Streets & Transportation Capital Outlay Buildings - Rouss Hall roof repair						$ -	$ -	$ -		Rouss Hall roof is rusted. A low odor roof coating will protect the roof for another 10 years.	
977-58 Streets & Transportation Capital Outlay Other Improvements - Paving Path from bridge to road by the skate park		$ 5,000				$ 5,000	$ -	$ 5,000	0%	Connect the existing path on one side of the bridge to the other side.	
977-58 Streets & Transportation Capital Outlay Other Improvements - Happy Retreat & Stake Park Bridge		$ 100,000				$ 100,000	$ 16,000	$ 84,000	16%		
977-58 Streets & Transportation Capital Outlay Other Improvements - ADA sidewalks & stormwater drain for Lawrence/Congress		$ 60,000				$ 60,000	$ -	$ 60,000	0%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding.	
977-58 Streets & Transportation Capital Outlay Other Improvements -West End connector						$ -	$ -	$ -		Design and fund construction documents of Mordington Ave sidewalk from S George St to S West St. - pending grant.	
977-58 Streets & Transportation Capital Outlay Other Improvements - Flower planters	$ 5,000	$ 5,000			$ 3,300	$ 8,300	$ 8,296	$ 4	100%	2 year plan to install flower planters on Washington Street.	Allowance for flower pedestals at City Hall
977-58 Streets & Transportation Capital Outlay Other Improvements - Potter's Field		$ 115,000				$ 115,000	$ 40,480	$ 74,520	35%	Installation of Interpretative signs, fencing, monument and landscaping.	
977-59 Streets & Transportation Capital Outlay Equipment - Bucket Truck	$ 153,000	$ 37,000				$ 37,000	$ 15,000	$ 22,000	41%	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. This also includes a $20,000 allowance for purchase of Ranson's used truck to use in the interim. Epected expenditures in FY25 will be $20,000 used truck and $17,000 deposit for new truck. Leaving a FY26 encumberance of $153,000.	
977-59 Streets & Transportation Capital Outlay Equipment - Street line striper		$ 5,000				$ 5,000	$ 4,985	$ 15	100%	Current striper constantly needs repaired.	
977-59 Streets & Transportation Capital Outlay Equipment - Utility Vehicle		$ 25,000				$ 25,000	$ 21,431	$ 3,569	86%	Beneficial for events and watering flowers.	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Basic Stormwater Improvements			$ -			$ -	$ -	$ -		ACKNOWLEDGED IMPROVEMENT LOCATIONS - Install new sidewalk drain in 200 block of W. Washington (design completed - SW project); design improvements for 100 block of Shutter St; 400 block of S. Samuel, and culvert at 4th and Hunter	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Charles Street Flooding			$ -			$ -	$ -	$ -		Engineering costs to determine Charles Street flooding mitigation.	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Green Infrastructure Master Plan		$ 204,000				$ 204,000	$ -	$ 204,000	0%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year.	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Samuel St. Emergency Repair				$ 172,000		$ 172,000	$ 31,500	$ 140,500	18%		Allowance for stormwater emergency engineering and repair.
TOTAL STREETS & TRANSPORTATION	**$ 158,000**	**$ 1,053,500**	**$ -**	**$ 172,000**	**$ 3,300**	**$ 1,228,800**	**$ 231,105**	**$ 997,695**	**19%**		

EXPENDITURES	*ENCUMBERED*	*COUNCIL APPROVED*	*REVISION 1 PROPOSAL*	*REVISION 2 PROPOSAL*	*REVISION 3 PROPOSAL*	*FY 2025 CURRENT BUDGET*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*	*REVISION 2 AND 3 NOTES*
979 CULTURE & RECREATION											
979-56 Culture & Recreation Land - Depot Park Land Acquisition		$ 500,000	$ -		$ 6,800	$ 506,800	$ 503,008	$ 3,792	99%	Place holder for possible land acquisition from APUS for the Depot Park initiative.	Allowance for closing fees and environmental assessment.
979-58 Culture & Recreation Other Improvements - Evitts Run Park Security Boundary		$ 13,500	$ -			$ 13,500	$ -	$ 13,500	0%	Install perimeter fence along Evitts Run to improve lack of security of City asset and protect park users.	
979-58 Culture & Recreation Other Improvements - Happy Retreat Ash Tree removal						$ -	$ -	$ -		These trees are a safety hazzard.	
979-58 Culture & Recreation Other Improvements - JMP Basketball Courts & Evits Run Resurfacing, Evits Run basketball court fence replacement, & 4 basketball hoops		$ 60,000				$ 60,000	$ 57,936	$ 2,064	97%		
979-58 Culture & Recreation Other Improvements - Safety Lighting		$ 10,000				$ 10,000	$ -	$ 10,000	0%		
979-58 Culture & Recreation Other Improvements - JMP Tennis Court ground penetrating radar		$ 20,000			$ (10,100)	$ 9,900	$ 4,900	$ 5,000	49%		$3300 transfer to 977-58 Flower Planters and $6800 transfer to
979-58 Culture & Recreation Other Improvements - Skate Park			$ -			$ -	$ -	$ -		Purchase and installation of mobile pump track. Finance Committee recommends including in CIP plan.	
979-58 Culture & Recreation Other Improvements - Skate Park Mural and benches		$ 40,000				$ 40,000	$ 18,847	$ 21,153	47%		
979-58 Culture & Recreation Other Improvements - Arts & Culture - Historical Signs		$ 20,000				$ 20,000	$ 2,694	$ 17,306	13%	Finance Committee recommends including in CIP plan.	
979-58 Culture & Recreation Other Improvements - Wayfinding signage - 3-year program	$ 100,000	$ 97,400	$ -			$ 97,400	$ -	$ 97,400	0%	CDD REQUEST $100K for wayfinding signage implementation phase 1 cost (3 years of phases) (request related to 2023 CTNOW ARPA Request)	
979-59 Culture & Recreation Equipment - JMP Slide		$ 14,200				$ 14,200	$ -	$ 14,200	0%		
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 775,100**	**$ -**	**$ -**	**$ (3,300)**	**$ 771,800**	**$ 587,385**	**$ 184,415**	**76%**		
Contingencies		$ 608,608	$ 1,595,400	$ (197,050)		$ 2,006,958	$ -	$ 2,006,958	0%		
Encumberances for Subsequent Years		$ 4,777,277	$ (1,601,000)			$ 3,176,277	$ -	$ 3,176,277	0%	Grant related projects FY2026 estimated at $4,419,277 less expected grant funding + $358,000 multi-year non grant related capital projects.	
Transfer to Grant Projects		$ 1,437,292				$ 1,437,292	$ -	$ 1,437,292	0%		
TOTAL EXPENSES	**$ 358,000**	**$ 9,605,667**	**$ -**	**$ -**	**$ -**	**$ 9,605,667**	**$ 1,260,737**	**$ 8,344,930**	**13%**		
REVENUES OVER EXPENSES		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 8,469,584**	**$ (8,469,584)**			

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Category: Revision
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-467: Article 136 and Rental Registry Application Process and Fee

Rental Registry Application Process and Fee

ATTACHMENTS:

- Article 136.pdf
- Article 136 REDLINE.pdf
- Rental Reg Use Application 2025.pdf
- CT Rental Checklist 2025.pdf
- NoV OCA w City Code.docx

ARTICLE 136

Rental Dwelling Units

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

136.01 PURPOSE.

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

136.02 SCOPE.

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

136.03 DEFINITIONS.

As used in this article:

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

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

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

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

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

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

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

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

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

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

(Passed 9-19-16.)

136.04 PROHIBITED ACTIVITY.

136.04 PROHIBITED ACTIVITY.

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

136.05 APPLICATION FOR CERTIFICATE OF RENTAL USE AND OCCUPANCY.

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

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

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

(Passed 9-19-16.)

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

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

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

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

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

136.07 FEES AND CONDITIONS.

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

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

(c) In the event that the Code Official is required to attend Court or Deposition as a witness pertaining to the administration of this Article, the party requiring his/her appearance will be assessed an appearance fee equal to fifty dollars ($50.00) per hour or portion thereof for which the Code Official is required to attend Court or Deposition. Where less than twenty-four (24) hours advance notice is given of such required appearance, the fee shall be seventy-five dollars ($75.00) per hour or portion thereof.

(d) An Owner or Manager may request an inspection of his/her Rental Unit(s) at any time for the purpose of establishing compliance with this article and the State Building Code, either incident to a dispute with a tenant or other cause, provided, however, that a fee of fifty dollars ($50.00) per hour shall be assessed to such owner/manager per man-hour with a one-hour minimum charge for such inspection.

(e) A duplicate Certificate of Rental Use and Occupancy shall be provided to any owner/manager for a fee of one dollar ($1.00).

(f) A tenant may request an inspection for specific conditions by filing a request for same on a form provided by the Code Official and paying of a fee of $20.00. Where circumstances warrant, the Code Official may waive or refund the fee to the tenant.
(Passed 9-19-16.)

136.08 ANNUAL RENEWAL APPLICATION.

(a) For the purpose of this article, the registration/inspection year shall be defined as the period commencing July 1, and ending June 30. The registration fee shall be designated as the initial inspection fee for the registered unit.

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

136.09 ACCESS TO RENTAL UNITS.

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

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

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

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

(Passed 9-19-16.)

136.10 NOTICE OF VIOLATION.

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

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

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

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

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

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

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

(1) Be in writing;

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

(3) Be conspicuously posted on the premises;

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

(5) State the reasons therefor;

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

(7) Include notification of the right of appeal.

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

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

(Passed 9-19-16.)

136.11 RIGHT OF APPEAL.

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

(Passed 9-19-16.)

136.12 APPLICABILITY OF OTHER LAWS.

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

(Passed 9-19-16.)

136.13 PENALTY.

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

(Passed 9-19-16.)

136.14 CIVIL REMEDIES.

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

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

136.15 PUBLIC INFORMATION.

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

ARTICLE 136

Rental Dwelling Units

136.01 Purpose.
136.02 Scope.
136.03 Definitions.
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136.05 Application for certificate of rental use and occupancy.
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(Passed 9-19-16

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

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

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

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

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

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

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

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

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

(Passed 9-19-16.)

136.04 PROHIBITED ACTIVITY.

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

136.05 APPLICATION FOR CERTIFICATE OF RENTAL USE AND OCCUPANCY.

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

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

(b) For each Rental Unit:
(1) The floor on which the unit is located;
(2) The total habitable square feet;
(3) The number of off-street or on location parking spaces available; and
(4) The rental unit identification number (i.e., house #, apartment #).
(Passed 9-19-16.)

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

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

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

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

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

136.07 FEES AND CONDITIONS.

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

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

(c) In the event that the Code Official is required to attend Court or Deposition as a witness pertaining to the administration of this Article, the party requiring his/her appearance will be assessed an appearance fee equal to fifty dollars ($50.00) per hour or portion thereof for which the Code Official is required to attend Court or Deposition. Where less than twenty-four (24) hours advance notice is given of such required appearance, the fee shall be seventy-five dollars ($75.00) per hour or portion thereof.

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

(e) A duplicate Certificate of Rental Use and Occupancy shall be provided to any owner/manager for a fee of one dollar ($1.00).

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

136.08 ANNUAL RENEWAL APPLICATION.

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

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

136.09 ACCESS TO RENTAL UNITS.

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

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

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

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

(Passed 9-19-16.)

136.10 NOTICE OF VIOLATION.

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

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

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

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

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

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

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

~~(1) Be in writing;~~

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

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

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

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

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

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

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

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

(Passed 9-19-16.)

136.11 RIGHT OF APPEAL.

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

(Passed 9-19-16.)

136.12 APPLICABILITY OF OTHER LAWS.

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

(Passed 9-19-16.)

136.13 PENALTY.

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

(Passed 9-19-16.)

136.14 CIVIL REMEDIES.

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

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

136.15 PUBLIC INFORMATION.

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

CITY OF CHARLES TOWN

Department of Community Development
Division of Planning and Zoning

101 E. Washington Street, PO Box 14, Charles Town, WV 25414
Phone (304) 724-2311 • Fax (304) 725-1014 • Website www.charlestownwv.us

Rental Registration Program
Certificate of Use and Occupancy Application

Date:	☐ Initial Application ☐ Renewal Application	
UNIT INFORMATION		
Street Address:		
Unit #: of Total Units		Habitable Sq. Ft.:
B&O Tax Account #:		Maximum Occupancy:
# of Parking Spaces		Other Uses Within Building:
# of Bedrooms: 1☐ ☐ 2 ☐ 3 ☐ 4		# of Bathrooms: ☐ 1 ☐ 2 ☐ 3
# of Building Stories (Floors) ☐ 1 ☐ 2 ☐ 3	This Unit is Located on the Following Story: ☐ Basement ☐ 1st Floor ☐ 2nd Floor ☐ 3rd Floor ☐ Other (Specify)_____	
OWNER INFORMATION		
Name of Owner(s):		
Mailing Address:		
Cell ( )	Home ( )	Work ( )
RENT \ PROPERTY MGMT AGENT (If other than owner)		
Name of Agent(s):		
Agent Mailing Address:		
Cell ( )	Home ( )	Work ( )
TENANT INFORMATION		
Present # of Tenants:	Name(s) on Lease:	
Cell ( )	Home ( )	Work ( )
Mail Certificate to the Following Address:		

I acknowledge that the Codified Ordinances of the City of Charles Town Article 136 requires that access be provided to all areas of any structure containing rental dwelling units. I agree to provide such access and to schedule inspection(s) on or before the expiration date of the current "Certificate of Use and Occupancy".

_____ _____
Tenant Signature Owner Signature

_____ _____
Tenant Signature Tenant Signature

CITY OF CHARLES TOWN

Department of Community Development
Division of Planning and Zoning

101 E. Washington Street, PO Box 14, Charles Town, WV 25414
Phone (304) 724-2311 • Fax (304) 725-1014 • Website www.charlestownwv.us

INSTRUCTIONS	
1. Use a separate form for each unit (house or apartment). Form may be copied.	
2. Floor plan of the entire structure needs to be submitted with the application.	
3. The registration fee is $20.00 per unit.	
4. The Certificate is valid for one year from date of issue.	
5. The Code Enforcement Officer has the right to impose a $10.00 fee for missed appointments. The re-inspection fee is $20.00.	
TO BE COMPLETED BY THE CITY	
Application Submitted ☐ Date:	Inspection Completed ☐ Date:
Certificate Issued ☐ Number:	Certificate Expires: Date:

Inspections & Code Enforcement Department
City of Charles Town, West Virginia
304-725-2311

RENTAL REGISTRATION/INSPECTION CHECKLIST
GENERAL GUIDELINES FOR RENTAL PROPERTY INSPECTIONS

The following list provides general guidelines for landlords in the maintenance of rental properties within the City of Charles Town. This is only a guide and does not cover all of the adopted codes.

Prior to an inspection, property owners should prepare their properties as follows:

Smoke Detectors/Carbon Monoxide Detectors

- ☐ One (1) smoke detector installed on every level of a dwelling, including basements
- ☐ One (1) smoke detector installed in each sleeping area and on the ceiling or wall outside each separate sleeping area in the immediate vicinity of bedrooms
- ☐ One (1) smoke detector must be installed in every common hallway
- ☐ One (1) carbon monoxide detector outside each bedroom if gas appliances or an attached garage are present

Doors

- ☐ All interior and exterior door, door assemblies and hardware maintained free of cracks, holes, peeling or flaking material and shall fit reasonably within its frame and shall be capable of being opened and closed
- ☐ Deadbolt locks required for doors providing access to the dwelling unit
- ☐ Locks which require keys, special knowledge or effort to open from the inside are prohibited

Windows

- ☐ Every window in sound condition, good repair and weather-tight
- ☐ All glazing materials maintained free from cracks, breaks and holes
- ☐ Every non-fixed window easily openable and capable of being held in position by window hardware
- ☐ Every bedroom and habitable space contains at least one (1) window of approved size for purposes of light, ventilation and emergency egress

Lighting

- ☐ Common hallways and stairways lighted at all times in multi-family buildings
- ☐ Every toilet room, kitchen, bathroom, laundry room, boiler room and furnace room contain at least one electric light fixture
- ☐ All other spaces provided light sufficient to permit sanitary conditions and safe occupancy

Exhaust and Ventilation

- ☐ Every bathroom contains a mechanical ventilation system or an operable window
- ☐ Clothes dryer and bathroom exhaust vented to the outside of the structure
- ☐ Plastic flex dryer duct prohibited

Interior Surfaces, Walking Surfaces, and Stairs

- ☐ All interior surfaces including floors, floor coverings, walls and ceilings maintained in good, clean, and sanitary condition
- ☐ Every interior and exterior stair, ramp, landing, balcony, porch, deck, or other walking surface-maintained sound, in good repair and capable of supporting normally imposed loads
- ☐ Every stairwell containing four or more risers contains a handrail of proper height and length
- ☐ Every stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30 inches above the floor or grade below shall have guards.
- ☐ Every handrail and guard must be firmly fastened and capable of supporting normally imposed loads

Plumbing

- ☐ Every dwelling unit contains its own bathtub or shower, toilet, bathroom sink and kitchen sink which shall be maintained in a sanitary condition and is capable of safely and effectively performing the function for which such plumbing fixtures are designed
- ☐ Every plumbing fixture is connected to an approved public or private water system

Heating

- ☐ All dwellings provided with safe and approved heating facilities capable of maintaining minimum room temperature of 68 degrees in all habitable rooms, bathrooms, and toilet rooms
- ☐ If applicable, check boiler inspection documentation.

Electrical

- ☐ All dwelling units served by a three-wire, 120/240-volt, single-phase electrical service having a rating of not less than 60 amperes
- ☐ All outlets have outlet covers
- ☐ Electrical systems, equipment and wiring properly installed, wired and maintained in a safe and approved manner
- ☐ Every habitable space in a dwelling contains at least two (2) separate and remote receptacle outlets
- ☐ Every laundry area contains at least one (1) grounded type receptacle or a receptacle with a ground fault circuit interrupter
- ☐ Every bathroom contains at least one (1) receptacle
- ☐ Bathroom, kitchen, basement, garage and exterior areas must all have ground fault receptacle interrupters
- ☐ All receptacles within 6’ of a water source (sink, faucet, etc.) must be a ground fault circuit interrupter.

Occupancy Limitation

- All habitable rooms are not less than seven (7) feet in any plan dimension
- Every bedroom occupied by one person contains at least 70 square feet of floor area, and every bedroom occupied by more than one person contains at least 50 square feet of floor area for each person thereof
- Kitchens and non-habitable spaces are not to be used for sleeping purposes
- Basement is not used for sleeping purposes unless it meets all requirements for a bedroom

Rubbish Containers

- All rubbish is disposed of by placing such rubbish in approved, covered containers
- Approved covered containers for rubbish are provided
- Removal of rubbish is ensured

Junk and Junk Vehicles

- The exterior premises remain free of junk, trash, rubbish, and garbage
- Vehicles which are not currently licensed or legally operable for roadway use are not being stored on the exterior premises

Exterior Structure

- All buildings contain address numbers plainly legible and visible from the roadway
- All exterior surfaces are maintained in good condition and be kept free of cracks, breaks, holes or loose or rotting materials
- Exterior wood surfaces, other than decay-resistant woods, are protected from the elements and decay by painting or other protective covering or treatment
- Peeling, flaking and chipped paint has been eliminated and surfaces repainted
- All structural members are free from deterioration and are capable of supporting the imposed loads
- The roof and flashing are sound and do not have defects which admit rain, dampness or deterioration
- All accessory structures including garages, fences and sheds are maintained structurally sound and in good repair

THIS LIST IS REFERENCED FROM THE 2018 INTERNATIONAL PROPERTY MAINTENANCE CODE AS HAS BEEN ADOPTED BY THE CITY OF CHARLES TOWN.

NOTICE OF VIOLATIONS
& ORDER OF CORRECTIVE ACTIONS

Date here

To: <name>
<address>
<city, state zip>

Case # CE-2
Via: <method of service>

YOU ARE HEREBY NOTIFIED THAT:

In accordance with provisions of the 2018 International Property Maintenance Code (the "IPMC") and Article 1705 of the Codified Ordinances of the City of Charles Town (the "City") and pursuant to IPMC §§ 104 & 106, **THE UNDERSIGNED CODE OFFICIAL: (i) HAS DETERMINED THAT THE SUBJECT PROPERTY IS NOT IN COMPLIANCE WITH THE IPMC AND THAT YOU, AS THE PERSON RESPONSIBLE FOR THE SUBJECT PROPERTY, ARE IN VIOLATION OF THE IPMC; AND (ii) ORDERS YOU TO COMPLETE THE CORRECTIVE ACTIONS SPECIFIED BELOW BY THE STATED DEADLINES.**

FAILURE TO COMPLETE THE CORRECTIVE ACTIONS BY THE STATED DEADLINES WILL SUBJECT YOU TO EITHER OR BOTH OF THE FOLLOWING:

- **MISDEMEANOR PROSECUTION FOR THE VIOLATIONS AND IMPOSITION OF FINES OF BETWEEN $100 AND $500 FOR EACH SEPARATE VIOLATION FOR EACH AND EVERY DAY THAT VIOLATION CONTINUES AFTER SERVICE OF THIS NOTICE AND ORDER.**
- **JUDICIAL PROCEEDINGS TO RESTRAIN, CORRECT, OR ABATE THE VIOLATIONS, OR TO REQUIRE THE REMOVAL OR TERMINATION OF UNLAWFUL OCCUPANCY.**

DEFINED TERMS:

Subject Property: The "Subject Property" referred to in this Notice and Order is the real estate with the postal address of <postal address> identified for real estate tax purposes as Parcel <parcel #> on Tax Map <tax map #> , Charles Town Corporation, Jefferson County, West Virginia, together with all buildings and other structures upon such real estate.

This Notice and Order is issued to inform you of: (i) the code official's determination of violations of the IPMC and/or the City's Codified Ordinances; (ii) the code official's order of corrective actions; (iii) the consequences of failing to timely complete such corrective actions; and (iv) all other matters stated in this Notice and Order.

Set forth below are: (i) the conditions of the Subject Property observed by the code official; (ii) the violations of the IPMC and/or the City's Codified Ordinances as determined by the code official; (iii) the corrective actions (repairs and improvements) hereby ordered by the code official to be taken to bring the Subject Property into compliance with the IPMC; and (iv) the deadlines for completion of such corrective actions.

VIOLATIONS OF THE IPMC

VIOLATION 1:

Condition Observed:

IPMC Violation:

Corrective Actions Ordered:

Deadline for Completion of Corrective Actions:

Images:

VIOLATION 2:

Condition Observed:

IPMC Violation:

Corrective Actions Ordered:

Deadline for Completion of Corrective Actions:

Images:

VIOLATION 3:

Condition Observed:

IPMC Violation:

Corrective Actions Ordered:

Deadline for Completion of Corrective Actions:

Images:

VIOLATIONS OF THE CHARLES TOWN CODIFIED ORDINANCES

VIOLATION 1:

Condition Observed:

Codified Violation:

Corrective Actions Ordered:

Deadline for Completion of Corrective Actions:

Images:

VIOLATION 2:

Condition Observed:

Codified Violation:

Corrective Actions Ordered:

Deadline for Completion of Corrective Actions:

Images:

YOU ARE FURTHER NOTIFIED THAT:

1. Pursuant to IPMC § 111.1, any person directly affected by the code official's determination of violations or this Notice and Order has the right to appeal to the City's Board of Appeals and seek modification or reversal of the same by filing with the undersigned code official a written application for appeal within twenty (20) days after this Notice and Order is first served upon such person. Such an application for appeal shall be based on a claim that: (i) the true intent of the IPMC has been incorrectly interpreted; (ii) the provisions of the IPMC do not fully apply; or (iii) the requirements of the IPMC are adequately satisfied by other means. Violations of the City's Codified Ordinances are not subject to the jurisdiction of the Board of Appeals and may only be contested during the municipal court process.

2. In the event you fail to complete the corrective actions hereby ordered by the specified deadlines and the City thereafter takes action to correct violations, the City may place a lien on the Subject Property for all its costs expended related to such actions pursuant to IPMC § 106.3 and W.Va. Code § 8-12-16.

3. Transfer of ownership of the Subject Property other than in full compliance with IPMC § 107.6 is unlawful.

4. Nothing in this Notice and Order shall be deemed to limit the right of the City to order other corrective actions, impose other penalties, or pursue other claims with respect to the Subject Property or failure to comply with the Notice and Order.

5. In the event you believe a corrective action cannot reasonably be completed within the specified deadline, you may, prior to said deadline, request from the code official an extension of said deadline by a written statement that sets forth the reasons for the request. No extension shall be granted except upon the code official's finding of good cause shown.

_____
Corey Lewis, Code Official

City of Charles Town
Department of Community Development
Division of Building Inspections and Code Compliance
101 E. Washington Street
Charles Town, WV 25414
P: 304-724-3261 F: 304-725-1014
CLewis@charlestownwv.us

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-468: Department of Transportation, Division of Highways Agreement with Jefferson County Board of Education regarding Wright Denny School Traffic Control.

Department of Transportation, Division of Highways Agreement with Jefferson County Board of Education regarding Wright Denny School Traffic Control.

ATTACHMENTS:

- DOH Letter of Proposed Agreement.pdf
- DOH Proposed City Resolution.pdf
- Agreement State Project Wright Denny School Traffic Control.pdf

Docusign Envelope ID: 4FA78E55-74FD-402B-A7B0-7A1F849352FD

ROUTING

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways
1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Stephen T. Rumbaugh, P. E.
Secretary of Transportation
Commissioner of Highways

March 5, 2025

Originated By: OS Date: 3/5/2025		
ORDER	CODE	INITIAL
1	OS	TWH
2	HO	JMB
3	SEC	STR

Dr. Chuck Bishop
Superintendent
Jefferson County Board of Education
110 Mordington Avenue
Charles Town, West Virginia 25414

The Honorable Bob Trainor
Mayor, City of Charles Town
101 East Washington Street
Charles Town, West Virginia 25414

Dear Superintendent Bishop and Mayor Trainor:

Attached is a proposed two-party agreement between the West Virginia Division of Highways (WVDOH) and the Jefferson County Board of Education for the installation of School Area Traffic Control (School Zone Flashers) at Wright Denny Intermediate in Charles Town.

Please review the agreement carefully and, if acceptable, please sign where indicated.

The agreement sets forth the joint responsibilities of the Jefferson County Board of Education, the city of Charles Town, and the WVDOH regarding establishing and maintaining the above reference project. Once your office signs the contract it will be directly routed for execution by the WVDOH. After all officials have affixed the necessary signatures, you will receive one fully executed agreement for your files via email from DocuSign.

Should you have any questions regarding this matter, please contact Tom Hammonds of our office at (304) 414-7337.

Sincerely,

Stephen T. Rumbaugh, P. E.
Secretary of Transportation/
Commissioner of Highways

STR:Hb

Docusign Envelope ID: 4FA78E55-74FD-402B-A7B0-7A1F849352FD

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways
1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Stephen T. Rumbaugh, P. E.
Secretary of Transportation
Commissioner of Highways

March 5, 2025

Dr. Chuck Bishop
Superintendent
Jefferson County Board of Education
110 Mordington Avenue
Charles Town, West Virginia 25414

The Honorable Bob Trainor
Mayor, City of Charles Town
101 East Washington Street
Charles Town, West Virginia 25414

Dear Superintendent Bishop and Mayor Trainor:

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Should you have any questions regarding this matter, please contact Tom Hammonds of our office at (304) 414-7337.

Sincerely,

Stephen T. Rumbaugh, P. E.
Secretary of Transportation/
Commissioner of Highways

STR:Hb

Docusign Envelope ID: 4FA78E55-74FD-402B-A7B0-7A1F849352FD

RESOLUTION OF THE COUNCIL OF THE CITY OF CHARLES TOWN, WEST VIRGINIA, AUTHORIZING EXECUTION OF AN AGREEMENT WITH THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, WITH REGARD TO ESTABLISHMENT AND MAINTENANCE OF A SCHOOL AREA TRAFFIC CONTROL SYSTEM WITHIN THE MUNICIPAL LIMITS OF THE CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA.

BE IT RESOLVED BY THE CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA, AS FOLLOWS:

1. That the Mayor of the City of Charles Town, West Virginia, a Municipal Corporation, be and is hereby authorized to execute, to have acknowledged, and to have delivered on behalf of said City, an agreement, a copy of which is attached hereto and made a part hereof, with the West Virginia Department of Transportation, Division of Highways, with regard to the establishment and maintenance of a school area traffic control system within the Corporate Limits of said City; and

2. That the City Clerk and Recorder do properly attest the signature of said officials and affix the seal of the City to said agreement.

On motion made by _____ and seconded by _____, the City Council of Charles Town, West Virginia, does hereby approve and authorize the adoption of said Resolution.

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON
CITY OF CHARLES TOWN

I, _____, City Clerk and Recording Officer of said Municipality, do hereby certify that the foregoing are true copies from the records of order made and entered into by the Council of said Municipality on the _____ day of _____, 20____.

_____
City Clerk and Recording Officer

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AGREEMENT

STATE PROJECT: U399-SCH/OL-23.00
SCHOOL AREA TRAFFIC CONTROL
WRIGHT DENNY INTERMEDIATE
JEFFERSON COUNTY

THIS AGREEMENT, made and entered into this _____ day of _____ 20___, by and between the **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS,** hereinafter referred to as **"DEPARTMENT"** and Jefferson County Board of Education hereinafter referred to as **"SCHOOL BOARD."**

WITNESS that,

WHEREAS, DEPARTMENT and **SCHOOL BOARD** desire to cooperate in accomplishing the installation of School Area Traffic Control through the performance of the work referenced in Attachment A, attached hereto and made a part hereof, and hereinafter referred to as "the Project"; and

WHEREAS, DEPARTMENT considers it to be public interest to cooperate with **SCHOOL BOARD** to facilitate the installation of School Area Traffic Control devises as it pertains to the State Highway System

NOW THEREFORE, for and in consideration of the faithful performance of each party of the mutual agreements hereinafter set forth, the parties hereto agree as follows:

A. That the total eligible **PROJECT** cost as set by this Agreement is the **DEPARTMENT** approved cost estimate, which is incorporated herein and made a part hereof by reference. The amount of funds available for reimbursement from **DEPARTMENT** shall be one hundred percent (100%) of the funds expended by **SCHOOL BOARD** for eligible **PROJECT** costs, up to the **DEPARTMENT** approved cost estimate. **SCHOOL BOARD** will also be responsible for all costs in excess of the total eligible **PROJECT** cost as set by this Agreement.

B. That the following items may be included in the Scope of Work, as necessary: Installation of School Area Traffic Control including Flashing Beacons on each approach of the approved School Zone, which must be established in accordance with applicable law, and approved by **DEPARTMENT**. **SCHOOL BOARD** shall obtain from a qualified vendor(s) bid specification documents as needed and shall submit such specifications to **DEPARTMENT** for review and approval prior to any work performed by **SCHOOL BOARD** hereunder. The specification shall also indicate the work, if any, done by the **SCHOOL BOARD'S** own forces.

C. That **SCHOOL BOARD** may submit invoices and/or "Force Account" documentation to **DEPARTMENT**, on no more often than a monthly basis, for up to one hundred percent (100%) reimbursement of eligible **PROJECT** costs. **SCHOOL BOARD** shall certify that the invoices/documents properly represent approved work that has been satisfactorily completed and paid for by **SCHOOL**. Each invoice and/or force Account documentation must be accompanied by an up-to-date progress report detailing work undertaken and percentage of completion that reflects the reimbursement sought. **DEPARTMENT**, may at its sole option, inspect the work prior to payment.

D. **SCHOOL BOARD**, shall be responsible for all maintenance of all work and equipment performed or installed hereunder at the sole cost of **SCHOOL BOARD.**

E. The following attachment(s) is incorporated herein and made a part hereof as though fully set out herein: Attachment A-1 – "School Area Traffic Control Program General Clauses and Covenants (December 2017)."

F. The maximum amount that the **DEPARTMENT** will reimburse the **SCHOOL BOARD** will be Thirty Thousand Dollars ($30,000).

(Remainder of page intentionally left blank)

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IN WITNESS WHEREOF, the parties hereto have caused their respective names to be signed by their duly authorized officers.

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS

By_____

Its Secretary of Transportation/Commissioner of Highways

JEFFERSON COUNTY BOARD OF EDUCATION

By_____

Its Superintendent

APPROVED AS TO FORM THIS DATE (MDY) 3/6/2025

ATTORNEY LEGAL DIVISION WEST VIRGINIA DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS

Christopher Amos

NUMBER: 2503009

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ATTACHMENT A -1

SCHOOL AREA TRAFFIC CONTROL PROGRAM

GENERAL CLAUSES AND COVENANTS

(December 2017)

1. **SCHOOL**, by signature on the attached Agreement, confirms that it has the ability, including the financial capability to ensure proper planning, management, execution and completion of the **PROJECT**.

2. **SCHOOL** shall not begin work, or cause any work to begin, for which costs **SCHOOL** intends to seek reimbursement, until such time that **SCHOOL** receives written notice to proceed from **DEPARTMENT**.

3. **SCHOOL** is responsible for **PROJECT** oversight and inspection during all phases of construction, as well as for obtaining all necessary permits. **SCHOOL** shall maintain competent and adequate engineering supervision at the construction site during the **PROJECT** to ensure that the completed work conforms to the **DEPARTMENT** approved plans and specifications and shall promptly furnish progress reports and/or such other similar information as may be required by **DEPARTMENT.**

4. **SCHOOL** shall indemnify and hold harmless the **DEPARTMENT**, its officers and employees from any and all suits, claims, liability, losses, liens and demands, fines, costs, criminal and civil penalties, causes of action or any other obligation, including but not limited to attorney's fees and costs of investigations, arising out of or in any manner connected with the work performed by the **SCHOOL**, its agents, employees or contractors, under this Agreement, during or any time after such work is being or has been performed, including (without limitation) liability involving bodily injury, death, property damage or any violation or alleged violation of any Federal, State or local law or regulation, except for any liability or damages due to the willful or intentional unlawful acts or the negligence of the Department or its employees.

5. **SCHOOL** shall comply and ensure compliance by its contractors with all applicable local, state, and federal laws, rules, regulation, ordinances, decrees, orders and permits.

6. **SCHOOL** agrees to maintain a proper accounting system for the work performed hereunder in accordance with generally accepted accounting standards or agency directives, and shall be responsible for ensuring that its consultant(s) and subcontractor(s) maintain all books, document papers, records, supporting cost proposals, accounting records, employees timecards, payroll records and other evidence pertaining to costs incurred in the **PROJECT.** **SCHOOL** shall make such records available at all reasonable times during the contract period and for four (4) years after the date of **DEPARTMENT'S** closing of the **PROJECT**, for inspection and/or audit by **DEPARTMENT**, Federal Highway Administration, or any other authorized representative of either the State or Federal government.

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7. **SCHOOL**, unless otherwise provided in the Agreement, agrees to complete **PROJECT** within one (1) year after the date the notice to proceed is issued by **DEPARTMENT**. If **SCHOOL** fails to meet this deadline, **DEPARTMENT** may terminate participation in this **PROJECT** upon written notice to **SCHOOL** and the rights to any remaining funds hereunder shall be forfeited by **SCHOOL**; repayment by **SCHOOL** of the **PROJECT'S** federal funding may also be required by **DEPARTMENT**. It is the express responsibility of **SCHOOL** to inform **DEPARTMENT**, in an expeditious manner, if any condition arises which may result in this deadline not being met.

8. **SCHOOL** must retain a copy of the contract for the consultant(s) and/or contractor(s)/subcontractor(s) chosen. To ensure compliance with requirements, all bid documents and request for proposal/consultant documents must be kept on file by **SCHOOL** pending final audit by **DEPARTMENT.**

9. **SCHOOL** shall notify and shall furnish **PROJECT** plans to utilities known to have facilities within the **PROJECT** limits and/or affected by the **PROJECT** and shall arrange for any necessary relocation or adjustment of affected utilities at the sole cost of School Board.

10. **SCHOOL** shall acquire all property and/or right-of-way necessary to construct this **PROJECT** at the sole cost of School Board.

11. **DEPARTMENT** shall bear one hundred percent (100%) of all administrative costs incurred by **DEPARTMENT**.

12. **SCHOOL** acknowledges and agrees that the established school zone is for primary and secondary education facilities only, Kindergarten – twelfth grade (K-12); and if purpose of facility changes, the **DEPARTMENT** will be notified in writing within three (3) business days.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-469: Police Social Worker Program Presentation - Margaret Kursey

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-462: Real Estate Redevelopment Study - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-471: Payment of Bills - April 21, 2025

ATTACHMENTS:

- GEN FUND COUNCIL REPORT 2025-04-21.pdf
- CAPITAL RESERVE COUNCIL REPORT 2025-04-21.pdf
- PARKS N REC COUNCIL REPORT 2025-04-21.pdf
- COUNCIL REPORT PCARD 04-21-25.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AMAZON	4/18/25	LMNTNG POUCHES& LAMINATOR	GENERAL FUND	CITY HALL	55.68
	4/18/25	CH OUTDOOR STORAGE BOX	GENERAL FUND	CITY HALL	80.99
				TOTAL:	136.67
AMERICAN LEGAL PUBLISHING CORP	4/18/25	ONLINE ORDINANCE UPDATES	GENERAL FUND	CITY HALL	715.35
				TOTAL:	715.35
APPLE VALLEY WASTE SERVICE, INC.	4/18/25	MARCH25 JMP &CHTRASH SERV	GENERAL FUND	STREETS & HIGHWAYS	660.13
	4/18/25	MARCH25 JMP &CHTRASH SERV	PARKS & REC	PARKS & REC	525.00
				TOTAL:	1,185.13
BENJAMIN DUBOIS & EMILY SCHAFFER	4/18/25	COA FEE RMBSMT	GENERAL FUND	PLANNING & ZONING	60.00
				TOTAL:	60.00
BRENDA MEADOWS	4/18/25	REIMBRSMNT TOWING EXP	GENERAL FUND	POLICE DEPARTMENT	165.32
				TOTAL:	165.32
BREWER & COMPANY OF WV INC	4/18/25	CWH FIRE ALARM 25 INSPECT	GENERAL FUND	CITY HALL	600.00
	4/18/25	CWH QTRLY SPRINKLER INSP	GENERAL FUND	STREETS & HIGHWAYS	482.50
				TOTAL:	1,082.50
CITY OF CHARLES TOWN -- CAPITAL RESERV	4/18/25	SEPT 24 REPAVING	GENERAL FUND	TRANSFERS	12,994.08
	4/18/25	NOV 24 REPAVING	GENERAL FUND	TRANSFERS	13,705.95
				TOTAL:	26,700.03
CMA'S CHRYSLER DODGE JEEP RAM OF MARTI	4/18/25	CAR#27 WIPER BLADES REPLC	GENERAL FUND	POLICE DEPARTMENT	73.50
				TOTAL:	73.50
CMA'S TOYOTA CHEVROLET OF MARTINSBURG	4/18/25	CAR#1 OIL SERV&TIRE ROT	GENERAL FUND	POLICE DEPARTMENT	29.95
	4/18/25	CAR#1 OIL SERV&TIRE ROT	GENERAL FUND	POLICE DEPARTMENT	134.94
				TOTAL:	164.89
COMCAST CORPORATION	4/18/25	APRIL25 CH INTERNET SERV	GENERAL FUND	CITY HALL	315.35
	4/18/25	APRIL 25 PD TV SERV	GENERAL FUND	POLICE DEPARTMENT	10.46
	4/18/25	PD APRIL25 INTERNET SERV	GENERAL FUND	POLICE DEPARTMENT	303.35
				TOTAL:	629.16
CREAMERS AUTO SERVICE CENTER, LLC	4/18/25	CAR# 26`TIRE REPAIR	GENERAL FUND	POLICE DEPARTMENT	38.85
	4/18/25	CAR#5 HEAT SHIELD INSTAL	GENERAL FUND	POLICE DEPARTMENT	601.19
	4/18/25	CAR#11 OIL SERV& TIRE ROT	GENERAL FUND	POLICE DEPARTMENT	50.40
	4/18/25	CAR#11 OIL SERV& TIRE ROT	GENERAL FUND	POLICE DEPARTMENT	62.37
	4/18/25	CAR#25 WIPER BLADES RPLCM	GENERAL FUND	POLICE DEPARTMENT	74.84
	4/18/25	CAR#29 OIL SERV	GENERAL FUND	POLICE DEPARTMENT	91.82
				TOTAL:	919.47
FIRST-CITIZENS BANK & TRUST CO	4/18/25	4/25 2RD FLR COPIER	GENERAL FUND	CITY HALL	110.00
				TOTAL:	110.00
FRONTIER, INC.	4/18/25	APRIL 25 RH FIRE ALRM SER	GENERAL FUND	CITY HALL	195.99
	4/18/25	CWH FIRE ALARM#2 PHN SERV	GENERAL FUND	CITY HALL	95.43
	4/18/25	APRIL 25 CWH FIRE ALARM	GENERAL FUND	CITY HALL	71.03
				TOTAL:	362.45
GALLS, LLC	4/18/25	GARZE GLOVES	GENERAL FUND	POLICE DEPARTMENT	36.43
	4/18/25	COWELL BELT	GENERAL FUND	POLICE DEPARTMENT	90.98
	4/18/25	SKONEZNY BELT	GENERAL FUND	POLICE DEPARTMENT	91.01

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	218.42
GOVERNMENT PROFESSIONAL SOLUTIONS LLC	4/18/25	CITY MNGR SEARCH SERV 1/3	GENERAL FUND	CITY MANAGER'S OFFICE	12,500.00
				TOTAL:	12,500.00
GRIFFITH ENERGY SERVICES, INC	4/18/25	CH HTNG OIL DLVR 04/04	GENERAL FUND	CITY HALL	434.89
				TOTAL:	434.89
HDL COMPANIES INC	4/18/25	MARCH 25 B&O COLL SERV	GENERAL FUND	TREASURER'S OFFICE	8,696.55
				TOTAL:	8,696.55
INGRID MATTHEWS	4/18/25	REMBRSMT MULTIPLE CC PMNT	GENERAL FUND	CITY CLERK'S OFFICE	166.80
				TOTAL:	166.80
JEFFERSON COUNTY PARKS & REC	4/18/25	25 FIREWORK CONTRIBUTION	GENERAL FUND	CONT/TRNSFR 2 OTHR FUN	4,000.00
				TOTAL:	4,000.00
JEFFERSON COUNTY EMERGENCY COMMUNICATI	4/18/25	JAN25 NGHTHWKS & CRDLPT D	GENERAL FUND	POLICE DEPARTMENT	523.36
				TOTAL:	523.36
JEFFERSON PUBLISHING COMPANY, INC.	4/18/25	LEVY ESTIMATE FY26	GENERAL FUND	TREASURER'S OFFICE	519.18
	4/18/25	NPH NORBORNE GLEBE PH16	GENERAL FUND	PLANNING & ZONING	37.86
				TOTAL:	557.04
JENNIFER LIPINACCI	4/18/25	OVRPMNT CITATION 25001032	GENERAL FUND	CITY CLERK'S OFFICE	271.00
				TOTAL:	271.00
KIMLEY-HORN AND ASSOCIATES, INC.	4/18/25	3/25PLAN RVWS/BND EXT/PLA	GENERAL FUND	PLANNING & ZONING	7,467.39
				TOTAL:	7,467.39
KONICA MINOLTA BUSINESS SOLUTIONS INC	4/18/25	APRIL25 CH&PD WEBEX SERV	GENERAL FUND	CITY HALL	392.72
	4/18/25	APRIL25 CH&PD WEBEX SERV	GENERAL FUND	POLICE DEPARTMENT	478.29
				TOTAL:	871.01
CHRISTOPHER KUTCHER	4/18/25	05/15-16 CONF PER DIEM	GENERAL FUND	POLICE DEPARTMENT	74.00
				TOTAL:	74.00
MCKINNEY'S AUTO REPAIR & TOWING	4/18/25	CAR#26 OIL SERV	GENERAL FUND	POLICE DEPARTMENT	137.55
	4/18/25	CAR#19 TIRE REPAIR	GENERAL FUND	POLICE DEPARTMENT	31.50
				TOTAL:	169.05
MILLENIUM INSURANCE GROUP INC	4/18/25	MAY 25 INS BROKER FEE	GENERAL FUND	CITY HALL	1,800.00
				TOTAL:	1,800.00
MOTOROLA SOLUTIONS, INC.	4/18/25	PD 2 MICROPHONES	GENERAL FUND	POLICE DEPARTMENT	166.86
				TOTAL:	166.86
PITNEY BOWES BANK INC PURCHASE POWER	4/18/25	MARCH25 POSTAGE REFILL	GENERAL FUND	CITY HALL	401.00
				TOTAL:	401.00
POTOMAC EDISON COMPANY, INC.	4/07/25	MARCH 25 RH ELEC SERV	GENERAL FUND	CITY HALL	219.31
	4/07/25	MARCH 25 RH ELEC SERV	GENERAL FUND	CITY HALL	0.50
	4/10/25	3/25 RH 2D FLR OFFICES EL	GENERAL FUND	CITY HALL	142.67
	4/10/25	3/25 RH 2D FLR OFFICES EL	GENERAL FUND	CITY HALL	0.50
	4/10/25	3/25 CWH 2D FLR ELEC SERV	GENERAL FUND	CITY HALL	1,010.37
	4/10/25	3/25 CWH 2D FLR ELEC SERV	GENERAL FUND	CITY HALL	0.50

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/14/25	APRIL 25 ELEC SERV	GENERAL FUND	CITY HALL	76.27
	4/14/25	APRIL 25 ELEC SERV	GENERAL FUND	CITY HALL	282.44
	4/14/25	APRIL 25 ELEC SERV	GENERAL FUND	CITY HALL	149.53
	4/14/25	APRIL 25 ELEC SERV	GENERAL FUND	CITY HALL	144.69
	4/14/25	APRIL 25 ELEC SERV	GENERAL FUND	CITY HALL	57.38
	4/14/25	APRIL 25 ELEC SERV	GENERAL FUND	CITY HALL	410.39
	4/14/25	APRIL 25 ELEC SERV	GENERAL FUND	PARKING	107.61
	4/07/25	MARCH25 PD/CTUB ELEC SER	GENERAL FUND	POLICE DEPARTMENT	2,838.42
	4/07/25	MARCH25 PD/CTUB ELEC SER	GENERAL FUND	POLICE DEPARTMENT	1,419.21
	4/07/25	MARCH25 PD/CTUB ELEC SER	GENERAL FUND	POLICE DEPARTMENT	0.50
	4/10/25	3/25 CROSSWINDS ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	176.90
	4/10/25	3/25 CROSSWINDS ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	0.50
	4/14/25	APRIL 25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	420.04
	4/14/25	APRIL 25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	3,396.08
	4/14/25	APRIL 25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	4,829.02
	4/14/25	APRIL 25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	166.69
	4/14/25	APRIL 25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	38.95
	4/14/25	APRIL 25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	222.93
	4/14/25	APRIL 25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	208.17
	4/14/25	APRIL 25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	40.41
	4/14/25	APRIL 25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	20.19
	4/14/25	APRIL 25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	192.99
	4/14/25	APRIL 25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	663.70
	4/14/25	APRIL 25 ELEC SERV	GENERAL FUND	STREETS & HIGHWAYS	0.50
				TOTAL:	17,237.36
R. MICHAEL SHEPP	4/07/25	PERRY PROP SURVEY RETAINE	GENERAL FUND	PLANNING & ZONING	2,200.00
				TOTAL:	2,200.00
RASHEDUL HASAN DEEPON	4/18/25	E WASHINGTON BLCK 3D MODE	GENERAL FUND	ECONOMIC DEVELOPMENT	2,960.00
				TOTAL:	2,960.00
SOUTH CENTRAL PLANNING & DEVELOPMENT C	4/18/25	MARCH25 PERMIT SOFTWARE	GENERAL FUND	PLANNING & ZONING	730.00
				TOTAL:	730.00
STAPLES ADVANTAGE INC	4/18/25	EA POST IT NOTES	GENERAL FUND	ENFORCEMENT AGENCY	8.43
	4/18/25	EA POST IT NOTES	GENERAL FUND	BUILDING INSPECTION	12.94
	4/18/25	KITCHEN SOAP&LABEL CARTGE	GENERAL FUND	PLANNING & ZONING	10.47
	4/18/25	KITCHEN SOAP&LABEL CARTGE	GENERAL FUND	CITY HALL	25.59
	4/18/25	CH COFFEE& CREAMER&CHOCOL	GENERAL FUND	CITY HALL	79.66
	4/18/25	EA POST IT NOTES	GENERAL FUND	CITY HALL	38.74
				TOTAL:	175.83
TEK ADVISORS	4/18/25	REPLACEMENT ELEC LATCH	GENERAL FUND	POLICE DEPARTMENT	301.33
				TOTAL:	301.33
TRAVELERS	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	ECONOMIC DEVELOPMENT	329.47
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	ECONOMIC DEVELOPMENT	340.22
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	ECONOMIC DEVELOPMENT	88.43
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	ECONOMIC DEVELOPMENT	190.37
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	MAYOR'S OFFICE	65.89
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	MAYOR'S OFFICE	68.04
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	MAYOR'S OFFICE	17.69
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	MAYOR'S OFFICE	38.07
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	CITY COUNCIL	210.86
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	CITY COUNCIL	217.74

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	CITY COUNCIL	56.60
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	CITY COUNCIL	121.84
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	CITY MANAGER'S OFFICE	1,004.75
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	CITY MANAGER'S OFFICE	1,037.52
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	CITY MANAGER'S OFFICE	269.68
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	CITY MANAGER'S OFFICE	580.56
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	TREASURER'S OFFICE	1,142.86
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	TREASURER'S OFFICE	1,180.14
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	TREASURER'S OFFICE	306.75
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	TREASURER'S OFFICE	660.36
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	CITY CLERK'S OFFICE	304.56
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	CITY CLERK'S OFFICE	314.50
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	CITY CLERK'S OFFICE	81.75
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	CITY CLERK'S OFFICE	175.98
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	POLICE JUDGE'S OFFICE	168.69
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	POLICE JUDGE'S OFFICE	174.19
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	POLICE JUDGE'S OFFICE	45.28
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	POLICE JUDGE'S OFFICE	97.47
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	ENFORCEMENT AGENCY	257.01
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	ENFORCEMENT AGENCY	265.40
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	ENFORCEMENT AGENCY	68.98
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	ENFORCEMENT AGENCY	148.51
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	BUILDING INSPECTION	389.04
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	BUILDING INSPECTION	401.73
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	BUILDING INSPECTION	104.42
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	BUILDING INSPECTION	224.79
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	PLANNING & ZONING	1,107.01
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	PLANNING & ZONING	1,143.12
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	PLANNING & ZONING	297.13
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	PLANNING & ZONING	639.65
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	CITY HALL	508.17
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	CITY HALL	524.75
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	CITY HALL	136.40
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	CITY HALL	293.62
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	PARKING	190.30
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	PARKING	196.51
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	PARKING	51.08
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	PARKING	109.96
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	POLICE DEPARTMENT	7,261.39
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	POLICE DEPARTMENT	7,498.26
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	POLICE DEPARTMENT	1,948.98
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	POLICE DEPARTMENT	4,195.76
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	POLICE-SPECIAL DUTY	129.15
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	POLICE-SPECIAL DUTY	133.36
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	POLICE-SPECIAL DUTY	34.66
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	POLICE-SPECIAL DUTY	74.61
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	STREETS & HIGHWAYS	1,232.48
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	STREETS & HIGHWAYS	1,272.68
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	STREETS & HIGHWAYS	330.80
	4/18/25	4TH QUARTER INS PMNT	GENERAL FUND	STREETS & HIGHWAYS	712.15
	4/18/25	4TH QUARTER INS PMNT	PARKS & REC	PARKS & REC	316.29
	4/18/25	4TH QUARTER INS PMNT	PARKS & REC	PARKS & REC	326.61
	4/18/25	4TH QUARTER INS PMNT	PARKS & REC	PARKS & REC	84.89
	4/18/25	4TH QUARTER INS PMNT	PARKS & REC	PARKS & REC	182.76
				TOTAL:	42,082.67

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
UNITED WAY OF THE EASTERN PANHANDLE, I	4/18/25	MARCH 25 TEEN CRT FEES	GENERAL FUND	NON-DEPARTMENTAL	460.00
				TOTAL:	460.00
US BANK	4/08/25	03/25 FLEET PCARD PMNT	GENERAL FUND	NON-DEPARTMENTAL	4,457.66
	4/11/25	3/25 CH PD PCARD PAYMENT	GENERAL FUND	NON-DEPARTMENTAL	23,685.97
				TOTAL:	28,143.63
VERIZON WIRELESS	4/18/25	MARCH 25 BI HOTSPOT SERV	GENERAL FUND	BUILDING INSPECTION	20.02
				TOTAL:	20.02
WINCHESTER EQUIPMENT CO, INC.	4/18/25	BOBCAT OIL & PARTS	GENERAL FUND	STREETS & HIGHWAYS	724.85
	4/18/25	BOBCAT OIL & PARTS	GENERAL FUND	STREETS & HIGHWAYS	92.65
				TOTAL:	817.50
WINCHESTER PSYCHOLOGICAL ASSESSMENT LL	4/18/25	PSYCH EVAL MCCARTNEY	GENERAL FUND	POLICE DEPARTMENT	475.00
	4/18/25	PSYCH EVAL PALMER	GENERAL FUND	POLICE DEPARTMENT	475.00
				TOTAL:	950.00

========== FUND TOTALS ==========

001	GENERAL FUND	165,264.63
207	PARKS & REC	1,435.55
	GRAND TOTAL:	166,700.18

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: AP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 4/07/2025 THRU 4/18/2025

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GANTT'S EXCAVATING & CONTRACTING INC	4/17/25	E ACADEMY/S SAMUEL DRAINA	CAPITAL RESERVE	STREETS & TRANSPORTATI	98,745.00
				TOTAL:	98,745.00
GARLAND/DBS INC	4/17/25	CH ROOF REPAIR LAST PMNT	CAPITAL RESERVE	STREETS & TRANSPORTATI	49,975.38
				TOTAL:	49,975.38
TECHSTAR MECHANICAL SERVICES LLC	4/17/25	MD NEW SPLIT INSTALL	CAPITAL RESERVE	STREETS & TRANSPORTATI	4,995.00
				TOTAL:	4,995.00

========== FUND TOTALS ==========

200	CAPITAL RESERVE	153,715.38
	GRAND TOTAL:	153,715.38

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: CAP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 4/17/2025 THRU 4/17/2025

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
CHET HINES	4/18/25	HR GRASS SEEDS& FERTILIZE	PARKS & REC	PARKS & REC		75.98
	4/18/25	HR GRASS SEEDS& FERTILISER	PARKS & REC	PARKS & REC		75.98-
	4/18/25	HR GRASS SEEDS& FERTILISER	PARKS & REC	PARKS & REC		106.00-
	4/18/25	HR FUEL MOWER 4/9	PARKS & REC	PARKS & REC		8.38
	4/18/25	HR FUEL FOR MOWER 4/2	PARKS & REC	PARKS & REC		8.05
	4/18/25	HR GRASS SEED	PARKS & REC	PARKS & REC		106.00
					TOTAL:	16.43
JOHN DEERE FINANCIAL	4/18/25	HR GRASS SEED& FERTILISER	PARKS & REC	PARKS & REC		75.98
	4/18/25	HR GRASS SEED	PARKS & REC	PARKS & REC		106.00
	4/18/25	HR ROUND UP	PARKS & REC	PARKS & REC		27.99
					TOTAL:	209.97
POTOMAC EDISON COMPANY, INC	4/07/25	MARCH 25 JMP ELEC SERV	PARKS & REC	PARKS & REC		11.57
	4/07/25	MARCH 25 JMP ELEC SERV	PARKS & REC	PARKS & REC		0.50
					TOTAL:	12.07

========== FUND TOTALS ==========

207	PARKS & REC	238.47
	GRAND TOTAL:	238.47

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 03-CT BOARD OF P&R
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PARK1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 4/07/2025 THRU 4/18/2025

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
7-ELEVEN	4/08/25	CAR#4 FUEL 3/08	GENERAL FUND	POLICE DEPARTMENT	61.56
	4/08/25	CAR#4 FUEL 3/13	GENERAL FUND	POLICE DEPARTMENT	57.02
	4/08/25	CAR#4 FUEL 3/20	GENERAL FUND	POLICE DEPARTMENT	57.41
	4/08/25	CAR#4 FUEL 3/26	GENERAL FUND	POLICE DEPARTMENT	49.13
	4/08/25	CAR#4 FUEL 3/28	GENERAL FUND	POLICE DEPARTMENT	52.00
	4/08/25	CAR#28 FUEL 3/13	GENERAL FUND	POLICE DEPARTMENT	44.01
	4/08/25	CAR#28 FUEL3/24	GENERAL FUND	POLICE DEPARTMENT	40.56
	4/08/25	CAR#28 FUEL 3/29	GENERAL FUND	POLICE DEPARTMENT	51.52
	4/08/25	CAR#26 FUEL 3/23	GENERAL FUND	POLICE DEPARTMENT	31.33
	4/08/25	CH JEEP FUEL 3/25	GENERAL FUND	STREETS & HIGHWAYS	37.17
	4/11/25	2017 CHEVY FUEL 3/03	GENERAL FUND	STREETS & HIGHWAYS	94.62
	4/11/25	STAUBS TRUCK FUEL 3/27	GENERAL FUND	STREETS & HIGHWAYS	50.60
				TOTAL:	626.93
AMAZON	4/11/25	BUS CARD PAPER	GENERAL FUND	ECONOMIC DEVELOPMENT	49.20
	4/11/25	GLOSSY PHOTO PAPER	GENERAL FUND	ECONOMIC DEVELOPMENT	25.67
	4/11/25	LABEL MAKER PAPER REFILL	GENERAL FUND	POLICE DEPARTMENT	28.99
	4/11/25	MOBILE PRTR BATT REPLACMNT	GENERAL FUND	POLICE DEPARTMENT	344.64
	4/11/25	3 TROUSER BELTS	GENERAL FUND	POLICE DEPARTMENT	131.99
	4/11/25	COWELL SHOES	GENERAL FUND	POLICE DEPARTMENT	80.00
	4/11/25	MICROFIBER TOWELS	GENERAL FUND	POLICE DEPARTMENT	98.91
	4/11/25	THUMB DRIVES/ENVLP/ TAPE M	GENERAL FUND	POLICE DEPARTMENT	33.35
	4/11/25	THUMB DRIVES/ENVLP/ TAPE M	GENERAL FUND	POLICE DEPARTMENT	89.32
	4/11/25	PRINTER TONER	GENERAL FUND	POLICE DEPARTMENT	378.61
	4/11/25	BATTERIES/ SHARPS CONT/DRY	GENERAL FUND	POLICE DEPARTMENT	26.64
	4/11/25	BATTERIES/ SHARPS CONT/DRY	GENERAL FUND	POLICE DEPARTMENT	12.95
	4/11/25	BATTERIES/ SHARPS CONT/DRY	GENERAL FUND	POLICE DEPARTMENT	3.35
	4/11/25	PORTABLE RADIO MIC BELT CL	GENERAL FUND	POLICE DEPARTMENT	14.24
				TOTAL:	1,317.86
APPLE	4/11/25	MARCH25 MUSIC SUBSCRIPTIO	GENERAL FUND	ECONOMIC DEVELOPMENT	21.35
				TOTAL:	21.35
AUTOZONE, INC.	4/11/25	CAR CLEANING SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	138.04
				TOTAL:	138.04
BELSON OUTDOORS	4/11/25	P&R TABLES/BENCHES/BIKE RA	CAPITAL RESERVE	CULTURE & RECREATION	11,629.67
				TOTAL:	11,629.67
BP	4/08/25	CAR#5 FUEL 3/06	GENERAL FUND	POLICE DEPARTMENT	55.13
	4/08/25	CAR#5 FUEL 3/08	GENERAL FUND	POLICE DEPARTMENT	48.00
	4/08/25	CAR#5 FUEL 3/12	GENERAL FUND	POLICE DEPARTMENT	53.81
	4/08/25	CAR#5 FUEL 3/14	GENERAL FUND	POLICE DEPARTMENT	46.25
	4/08/25	CAR#5 FUEL 3/15	GENERAL FUND	POLICE DEPARTMENT	39.00
	4/08/25	CAR#5 FUEL 3/20	GENERAL FUND	POLICE DEPARTMENT	56.00
	4/08/25	CAR#5 FUEL 3/22	GENERAL FUND	POLICE DEPARTMENT	37.46
	4/08/25	CAR#5 FUEL 3/26	GENERAL FUND	POLICE DEPARTMENT	61.17
	4/08/25	CAR#5 FUEL 3/28	GENERAL FUND	POLICE DEPARTMENT	35.82
	4/08/25	CAR# 5 FUEL 2/28	GENERAL FUND	POLICE DEPARTMENT	33.14
	4/08/25	CAR# 5 FUEL 3/05	GENERAL FUND	POLICE DEPARTMENT	57.48
	4/08/25	CAR# 11 FUEL 2/27	GENERAL FUND	POLICE DEPARTMENT	44.88
	4/08/25	CAR# 3 FUEL 3/07	GENERAL FUND	POLICE DEPARTMENT	56.15
	4/08/25	CAR# 3 FUEL 3/16	GENERAL FUND	POLICE DEPARTMENT	53.35
	4/08/25	CAR# 3 FUEL 3/21	GENERAL FUND	POLICE DEPARTMENT	53.45
	4/08/25	CAR# 3 FUEL3/29	GENERAL FUND	POLICE DEPARTMENT	61.28
	4/08/25	CAR# 6 FUEL 3/04	GENERAL FUND	POLICE DEPARTMENT	50.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/08/25	CAR#6 FUEL 3/09	GENERAL FUND	POLICE DEPARTMENT	66.50
	4/08/25	CAR#6 FUEL 3/11	GENERAL FUND	POLICE DEPARTMENT	49.00
	4/08/25	CAR#6 FUEL 3/17	GENERAL FUND	POLICE DEPARTMENT	68.00
	4/08/25	CAR#6 FUEL 3/23	GENERAL FUND	POLICE DEPARTMENT	54.00
	4/08/25	CAR#6 FUEL 3/25	GENERAL FUND	POLICE DEPARTMENT	74.00
	4/08/25	CAR#6 FUEL 3/30	GENERAL FUND	POLICE DEPARTMENT	51.50
	4/08/25	CAR# 9 FUEL 3/05	GENERAL FUND	POLICE DEPARTMENT	43.60
	4/08/25	CAR 9 FUEL 3/14	GENERAL FUND	POLICE DEPARTMENT	33.67
				TOTAL:	1,282.64
DAYS INN	4/11/25	DUNN WCOA CONF HOTEL 3/5-7	GENERAL FUND	BUILDING INSPECTION	235.90
				TOTAL:	235.90
DOLLAR GENERAL	4/11/25	SUPPLIE/STAFF TRAINING 3/7	GENERAL FUND	CITY MANAGER'S OFFICE	21.36
				TOTAL:	21.36
ENTERTAINMENT AVENUE	4/11/25	GAMES FOR WF FEST 25	GENERAL FUND	FAIR ASSOC/FESTIVAL	1,397.50
				TOTAL:	1,397.50
EXXON MOBILE	4/08/25	CAR 9 FUEL 3/15	GENERAL FUND	POLICE DEPARTMENT	24.13
				TOTAL:	24.13
FACEBOOK.COM	4/11/25	WVFEST MUSIC AD 2/19-3/9/2	GENERAL FUND	FAIR ASSOC/FESTIVAL	23.09
				TOTAL:	23.09
GO MART	4/11/25	CH JEEP FUEL 3/05	GENERAL FUND	STREETS & HIGHWAYS	43.48
				TOTAL:	43.48
GRAINGER	4/11/25	THERMOPLASTIC PVMNT MARKNG	GENERAL FUND	STREETS & HIGHWAYS	636.17
				TOTAL:	636.17
HOLIDAY INN EXPRESS & SUITES	4/11/25	HOTEL R KERNS 3/26-27	GENERAL FUND	POLICE DEPARTMENT	107.00
				TOTAL:	107.00
HOME DEPOT INC	4/11/25	CH & MD WATER BOTTLES	GENERAL FUND	CITY HALL	59.36
	4/11/25	CH&MD WATER BOTTLES	GENERAL FUND	CITY HALL	59.36
	4/11/25	SHOVEL& RAKE&STAPLES	GENERAL FUND	STREETS & HIGHWAYS	81.81
	4/11/25	CH & MD WATER BOTTLES	GENERAL FUND	STREETS & HIGHWAYS	8.48
	4/11/25	DUCT TAPE& TEST PLUG FOR S	GENERAL FUND	STREETS & HIGHWAYS	18.52
	4/11/25	TEST PLUG FOR SWEEPER	GENERAL FUND	STREETS & HIGHWAYS	7.54-
	4/11/25	TEST PLUG FOR SWEEPER	GENERAL FUND	STREETS & HIGHWAYS	5.65
	4/11/25	CH&MD WATER BOTTLES	GENERAL FUND	STREETS & HIGHWAYS	8.48
	4/11/25	LIGHT SWITCH 661 S GEORGE	GENERAL FUND	STREETS & HIGHWAYS	23.48
	4/11/25	SHIMS & SCREWS CH	GENERAL FUND	STREETS & HIGHWAYS	59.07
	4/11/25	CH WIRE& SWITCHES	GENERAL FUND	STREETS & HIGHWAYS	123.74
	4/11/25	CH SWITCH COVER	GENERAL FUND	STREETS & HIGHWAYS	4.43
	4/11/25	CH SUPPLIES& TRIM/NEW OFF	CAPITAL RESERVE	STREETS & TRANSPORTATI	164.81
	4/11/25	MARKING PAINT FOR POTTER'S	CAPITAL RESERVE	STREETS & TRANSPORTATI	39.92
				TOTAL:	649.57
ICMA	4/11/25	2025 ICMA MEMBERSHIP	GENERAL FUND	CITY HALL	200.00
				TOTAL:	200.00
JEFFERSON COUNTY CONVENTION & VISITOR'	4/11/25	APRIL 25 TOURISM CONF CMO	GENERAL FUND	CITY MANAGER'S OFFICE	86.19
				TOTAL:	86.19

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JERSEY MIKES	4/11/25	LUNCH/ STAFF TRAINING 3/7	GENERAL FUND	CITY MANAGER'S OFFICE	235.56
				TOTAL:	235.56
LIBERTY GET N GO	4/08/25	CAR#5 FUEL 3/19	GENERAL FUND	POLICE DEPARTMENT	50.34
	4/08/25	CAR#4 FUEL 3/23	GENERAL FUND	POLICE DEPARTMENT	60.62
	4/08/25	CAR#2 FUEL 3/20	GENERAL FUND	POLICE DEPARTMENT	23.28
	4/08/25	CAR#28 FUEL 3/26	GENERAL FUND	POLICE DEPARTMENT	40.00
	4/08/25	CAR#26 FUEL 3/4	GENERAL FUND	POLICE DEPARTMENT	32.84
	4/08/25	CAR#26 FUEL 3/9	GENERAL FUND	POLICE DEPARTMENT	30.63
	4/08/25	CAR#19 FUEL 3/18	GENERAL FUND	POLICE DEPARTMENT	34.52
	4/11/25	CHEVY 2019 FUEL 3/13	GENERAL FUND	STREETS & HIGHWAYS	89.69
	4/11/25	CHEVY 2017 FUEL 3/21	GENERAL FUND	STREETS & HIGHWAYS	73.74
	4/11/25	BUCKET TRUCK FUEL 3/25	GENERAL FUND	STREETS & HIGHWAYS	107.06
	4/11/25	DUMPTRUCK FUEL 3/5	GENERAL FUND	STREETS & HIGHWAYS	117.73
	4/11/25	2017 F350 FUEL 3/5	GENERAL FUND	STREETS & HIGHWAYS	76.48
	4/11/25	BACKHOE FUEL 3/14	GENERAL FUND	STREETS & HIGHWAYS	82.61
	4/11/25	2017 F350 FUEL 3/18	GENERAL FUND	STREETS & HIGHWAYS	71.83
	4/11/25	SWEEPER FUEL 3/10	GENERAL FUND	STREETS & HIGHWAYS	111.45
	4/11/25	SWEEPER FUEL 3/13	GENERAL FUND	STREETS & HIGHWAYS	107.72
	4/11/25	SWEEPER FUEL 3/18	GENERAL FUND	STREETS & HIGHWAYS	107.82
	4/11/25	2023 CHEVY FUEL 3/11	GENERAL FUND	STREETS & HIGHWAYS	88.56
	4/11/25	2023 CHEVY FUEL 3/27	GENERAL FUND	STREETS & HIGHWAYS	102.21
				TOTAL:	1,409.13
LITTLE CAESARS	4/11/25	DUNN 3/5 MEAL WVCOA CONF	GENERAL FUND	BUILDING INSPECTION	11.66
				TOTAL:	11.66
MARTINS	4/11/25	SUPPLIES/STAFF TRAINING 3/	GENERAL FUND	CITY MANAGER'S OFFICE	12.46
				TOTAL:	12.46
MARTINS FUEL	4/08/25	CAR#15 FUEL 03/05	GENERAL FUND	POLICE DEPARTMENT	35.90
	4/08/25	CAR#15 FUEL 3/13	GENERAL FUND	POLICE DEPARTMENT	37.20
	4/08/25	CAR#15 FUEL 3/24	GENERAL FUND	POLICE DEPARTMENT	40.50
	4/11/25	CAR#17 3/03	GENERAL FUND	POLICE DEPARTMENT	22.88
	4/11/25	CAR#18 FUEL 3/06	GENERAL FUND	POLICE DEPARTMENT	45.76
	4/11/25	CAR#18 FUEL 3/20	GENERAL FUND	POLICE DEPARTMENT	54.00
	4/11/25	CAR#21 3/20	GENERAL FUND	POLICE DEPARTMENT	34.00
				TOTAL:	270.24
NAPA	4/11/25	CH JEEP OIL&OIL FILTER	GENERAL FUND	STREETS & HIGHWAYS	25.99
				TOTAL:	25.99
PORTABLE TECHNOLOGY SOLUTIONS LLC	4/11/25	MOBILE PRNTR ADAPTER/USB C	GENERAL FUND	POLICE DEPARTMENT	307.20
	4/11/25	BATTERY ELIMINATORS&ADAPTE	GENERAL FUND	POLICE DEPARTMENT	414.22
				TOTAL:	721.42
RUTTER'S	4/08/25	CAR#5 CREDIT BACK FROM 2/2	GENERAL FUND	POLICE DEPARTMENT	149.82-
	4/08/25	RUTTER FRAUD CHARGE BOUND	GENERAL FUND	POLICE DEPARTMENT	149.82
				TOTAL:	0.00
SHEETZ	4/08/25	CAR#4 FUEL3/06	GENERAL FUND	POLICE DEPARTMENT	50.22
	4/08/25	CAR#4 FUEL 3/15	GENERAL FUND	POLICE DEPARTMENT	56.73
	4/08/25	CAR#21 FUEL 3/27	GENERAL FUND	POLICE DEPARTMENT	37.00
	4/08/25	CAR#25 FUEL 03/04	GENERAL FUND	POLICE DEPARTMENT	49.67
	4/08/25	CAR#25 FUEL 3/10	GENERAL FUND	POLICE DEPARTMENT	42.45
	4/08/25	CAR#25 FUEL 3/18	GENERAL FUND	POLICE DEPARTMENT	48.54

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/08/25	CAR#25 FUEL 3/25	GENERAL FUND	POLICE DEPARTMENT	51.71
	4/08/25	CAR#29 FUEL 2/27	GENERAL FUND	POLICE DEPARTMENT	17.59
	4/08/25	CAR#29 FUEL 2/28	GENERAL FUND	POLICE DEPARTMENT	28.62
	4/08/25	CAR#29 FUEL 3/01	GENERAL FUND	POLICE DEPARTMENT	21.30
	4/08/25	CAR#29 FUEL 3/05	GENERAL FUND	POLICE DEPARTMENT	35.26
	4/08/25	CAR#29 FUEL 3/06	GENERAL FUND	POLICE DEPARTMENT	18.02
	4/08/25	CAR#29 FUEL3/07	GENERAL FUND	POLICE DEPARTMENT	22.73
	4/08/25	CAR#29 FUEL 3/08	GENERAL FUND	POLICE DEPARTMENT	23.72
	4/08/25	CAR#29 FUEL 3/14	GENERAL FUND	POLICE DEPARTMENT	33.87
	4/08/25	CAR#29 FUEL 3/13	GENERAL FUND	POLICE DEPARTMENT	23.34
	4/08/25	CAR#29 FUEL 3/20	GENERAL FUND	POLICE DEPARTMENT	26.81
	4/08/25	CAR#29 FUEL 3/21	GENERAL FUND	POLICE DEPARTMENT	26.47
	4/08/25	CAR#29 FUEL 3/22	GENERAL FUND	POLICE DEPARTMENT	38.92
	4/08/25	CAR#29 FUEL 3/26	GENERAL FUND	POLICE DEPARTMENT	13.44
	4/08/25	CAR#29 FUEL 3/27	GENERAL FUND	POLICE DEPARTMENT	27.55
	4/08/25	CAR#29 FUEL 3/28	GENERAL FUND	POLICE DEPARTMENT	23.05
	4/08/25	CAR#29 FUEL 3/29	GENERAL FUND	POLICE DEPARTMENT	42.15
	4/08/25	CAR#28 FUEL 2/28	GENERAL FUND	POLICE DEPARTMENT	40.01
	4/08/25	CAR#28 FUEL 3/05	GENERAL FUND	POLICE DEPARTMENT	44.00
	4/08/25	CAR#28 FUEL 3/06	GENERAL FUND	POLICE DEPARTMENT	35.03
	4/08/25	CAR#28 FUEL3/08	GENERAL FUND	POLICE DEPARTMENT	40.00
	4/08/25	CAR#28 FUEL 3/14	GENERAL FUND	POLICE DEPARTMENT	40.00
	4/08/25	CAR#28 FUEL 3/15	GENERAL FUND	POLICE DEPARTMENT	32.00
	4/08/25	CAR#28 FUEL 3/19	GENERAL FUND	POLICE DEPARTMENT	41.00
	4/08/25	CAR#28 FUEL 3/21	GENERAL FUND	POLICE DEPARTMENT	42.64
	4/08/25	CAR#28 FUEL 3/27	GENERAL FUND	POLICE DEPARTMENT	27.00
	4/08/25	CAR# 12 FUEL 3/10	GENERAL FUND	POLICE DEPARTMENT	47.55
	4/08/25	CAR# 3 FUEL 3/13	GENERAL FUND	POLICE DEPARTMENT	52.18
	4/08/25	CAR# 3 FUEL 3/26	GENERAL FUND	POLICE DEPARTMENT	60.31
	4/08/25	CAR#26 FUEL 3/01	GENERAL FUND	POLICE DEPARTMENT	36.81
	4/08/25	CAR#26 FUEL 3/10	GENERAL FUND	POLICE DEPARTMENT	29.13
	4/08/25	CAR#26 FUEL 3/10	GENERAL FUND	POLICE DEPARTMENT	32.02
	4/08/25	CAR#26 FUEL 3/17	GENERAL FUND	POLICE DEPARTMENT	32.61
	4/08/25	CAR 9 FUEL 3/10	GENERAL FUND	POLICE DEPARTMENT	40.63
	4/08/25	CAR 9 FUEL 3/14	GENERAL FUND	POLICE DEPARTMENT	21.64
	4/08/25	CAR 9 FUEL 3/19	GENERAL FUND	POLICE DEPARTMENT	44.79
	4/08/25	CAR 9 FUEL 3/25	GENERAL FUND	POLICE DEPARTMENT	36.16
	4/08/25	CAR#19 FUEL 3/02	GENERAL FUND	POLICE DEPARTMENT	32.50
	4/08/25	CAR#19 FUEL 3/04	GENERAL FUND	POLICE DEPARTMENT	33.64
	4/08/25	CAR#19 FUEL 3/09	GENERAL FUND	POLICE DEPARTMENT	37.60
	4/08/25	CAR#19 FUEL 3/11	GENERAL FUND	POLICE DEPARTMENT	29.45
	4/08/25	CAR#19 FUEL 3/16	GENERAL FUND	POLICE DEPARTMENT	27.41
	4/08/25	CAR#19 FUEL 3/25	GENERAL FUND	POLICE DEPARTMENT	30.47
	4/08/25	CAR#19 FUEL 3/30	GENERAL FUND	POLICE DEPARTMENT	33.39
	4/11/25	CAR#1 FUEL 3/12	GENERAL FUND	POLICE DEPARTMENT	61.29
	4/11/25	CAR#1 FUEL 3/19	GENERAL FUND	POLICE DEPARTMENT	67.78
	4/11/25	CAR#1 FUEL 3/27	GENERAL FUND	POLICE DEPARTMENT	66.07
	4/11/25	CH FORD EXPLORER FUEL 3/3	GENERAL FUND	STREETS & HIGHWAYS	34.83
	4/08/25	CH JEEP FUEL 3/11	GENERAL FUND	STREETS & HIGHWAYS	33.25
	4/11/25	CH JEEP FUEL 3/07	GENERAL FUND	STREETS & HIGHWAYS	12.01
	4/11/25	EA TRAX FUEL 3/25	GENERAL FUND	STREETS & HIGHWAYS	32.68
	4/08/25	CH JEEP FUEL 3/04	GENERAL FUND	STREETS & HIGHWAYS	37.62
				TOTAL:	2,104.66
SHEPHERD UNIVSERSITY-STUDENT CENTER	4/11/25	STAFF TRAINING 3/7	GENERAL FUND	CITY MANAGER'S OFFICE	75.00
				TOTAL:	75.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SHERWIN - WILLIAMS	4/11/25	CH PAINT FOR OFFICES	CAPITAL RESERVE	STREETS & TRANSPORTATI	134.59
	4/11/25	CH PAINT CITY HALL	CAPITAL RESERVE	STREETS & TRANSPORTATI	45.43
				TOTAL:	180.02
SOUTHERN STATES INC	4/11/25	CHAIN FOR CHAIN SAW	GENERAL FUND	STREETS & HIGHWAYS	22.39
				TOTAL:	22.39
SUNOCO	4/08/25	CAR# 3 FUEL 2/28	GENERAL FUND	POLICE DEPARTMENT	46.80
	4/08/25	CAR#9 FUEL3/15	GENERAL FUND	POLICE DEPARTMENT	23.14
	4/11/25	STAUBS TRUCK FUEL 3/13	GENERAL FUND	STREETS & HIGHWAYS	37.61
				TOTAL:	107.55
SURVEY MONKEY	4/11/25	SURVEY SERV 03-25-03/26	GENERAL FUND	CITY HALL	1,617.84
				TOTAL:	1,617.84
TIM'S DETAILING	4/11/25	CAR#17 DETAILING	GENERAL FUND	POLICE DEPARTMENT	180.00
	4/11/25	CAR#11 DETAILING	GENERAL FUND	POLICE DEPARTMENT	180.00
	4/11/25	CAR#8 DETAILING	GENERAL FUND	POLICE DEPARTMENT	180.00
				TOTAL:	540.00
TOWN MART CITGO	4/08/25	CAR# 4 FUEL 2/28	GENERAL FUND	POLICE DEPARTMENT	71.37
	4/08/25	CAR#4 FUEL 3/1	GENERAL FUND	POLICE DEPARTMENT	38.77
	4/08/25	CAR#2 FUEL 3/12	GENERAL FUND	POLICE DEPARTMENT	37.41
	4/08/25	CAR# 12 FUEL 3/3	GENERAL FUND	POLICE DEPARTMENT	47.87
	4/08/25	CAR#12 FUEL 3/4	GENERAL FUND	POLICE DEPARTMENT	48.87
	4/08/25	CAR# 12 FUEL 3/6	GENERAL FUND	POLICE DEPARTMENT	48.54
	4/08/25	CAR# 12 FUEL 3/13	GENERAL FUND	POLICE DEPARTMENT	43.45
	4/08/25	CAR# 12 FUEL 3/16	GENERAL FUND	POLICE DEPARTMENT	12.04
	4/08/25	CAR# 12 FUEL 3/18	GENERAL FUND	POLICE DEPARTMENT	77.67
	4/08/25	CAR#26 FUEL 3/25	GENERAL FUND	POLICE DEPARTMENT	35.72
	4/08/25	CAR#19 FUEL 3/19	GENERAL FUND	POLICE DEPARTMENT	38.16
	4/08/25	CH JEEP FUEL 3/17	GENERAL FUND	STREETS & HIGHWAYS	33.36
	4/11/25	STAUBS TRUCK FUEL 3/4	GENERAL FUND	STREETS & HIGHWAYS	61.76
	4/11/25	STAUBS TRUCK FUEL 3/20	GENERAL FUND	STREETS & HIGHWAYS	62.22
				TOTAL:	657.21
TRANSUNION	4/11/25	FEB25 INVSTGTN SUBSCRPTN	GENERAL FUND	POLICE DEPARTMENT	100.00
	4/11/25	PALMER BCKGRD CHK	GENERAL FUND	POLICE DEPARTMENT	60.00
	4/11/25	MCCARTNEY BCKGRD CHK	GENERAL FUND	POLICE DEPARTMENT	60.00
				TOTAL:	220.00
TROPHIES R US, INC.	4/11/25	DEPOSIT. CAR SHOW TROPHIES	GENERAL FUND	FAIR ASSOC/FESTIVAL	1,000.00
				TOTAL:	1,000.00
US POSTAL SERVICE	4/11/25	CM 401 N GEORGE ST 2/28	GENERAL FUND	ENFORCEMENT AGENCY	12.66
	4/11/25	CM 2 PCL 0193 3/07	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	4/11/25	CM 403 S MILDRED 3/7	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	4/11/25	CM 831 MLK JR BLVD 3/12	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	4/11/25	CM 416 E 1ST 3/19	GENERAL FUND	ENFORCEMENT AGENCY	10.24
	4/11/25	CM 400N SAMUEL 3/24	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	4/11/25	CM 725 W LIBERTY ST 3/24	GENERAL FUND	ENFORCEMENT AGENCY	9.96
				TOTAL:	72.70
VISTA PRINT	4/11/25	TSHIRTS/ WALKS ABT NOTHING	GENERAL FUND	ECONOMIC DEVELOPMENT	348.80
				TOTAL:	348.80

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
WALMART INC	4/11/25	MD COFFEE	GENERAL FUND	STREETS & HIGHWAYS	26.36
	4/11/25	JUNIOR TENNIS BALLS	PARKS & REC	PARKS & REC	141.15
				TOTAL:	167.51
ZOOM.US	4/11/25	MARCH25 ONLINE MTNG SUBSC	GENERAL FUND	ECONOMIC DEVELOPMENT	52.43
				TOTAL:	52.43

FUND TOTALS		
001	GENERAL FUND	16,137.88
200	CAPITAL RESERVE	12,014.42
207	PARKS & REC	141.15
	GRAND TOTAL:	28,293.45

TOTAL PAGES: 6

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PCARD
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 4/08/2025 THRU 4/11/2025

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-453: Jefferson County Parks and Recreation Department Fireworks Event Request

ATTACHMENTS:

- JCPR Fireworks.pdf

From: Jennifer Myers
Sent: Monday, March 3, 2025 8:43 AM
To: John Nissel <jnissel@charlestownwv.us>
Subject: JCPRC Fireworks 2025.pptx

Good Morning,

Please find attached information on the fireworks event that will be held on June 28, 2025.
In the past the City of Charles Town has supported this community event with a $4,000 contribution and we would like to request support again this year. If I need to come to a meeting to make a formal request before your council, just let me know.

Thanks so much!!

Kind Regards,

Jennifer Myers, Director

Jefferson County Parks & Recreation Commission

Phone: 304-728-3207 x5105
Mobile: 304-433-4049
Web: www.jcprc.org
Email: jmyers@jcprc.org
235 Sam Michaels Lane, Shenandoah Junction, WV 25442

Register online at: https://apm.activecommunities.com/jeffersoncountyrec/Home

The information is intended to be for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of the contents of this message is prohibited. If you have received this electronic transmission in error, please notify me by telephone at 304-728-3207 immediately.

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.
Beware - This email comes from outside the City of Charles Town.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-454: Jefferson County Development Authority's (JCDA) By-Laws

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-455: Charles Town FY2026 Community Priorities Handout

ATTACHMENTS:

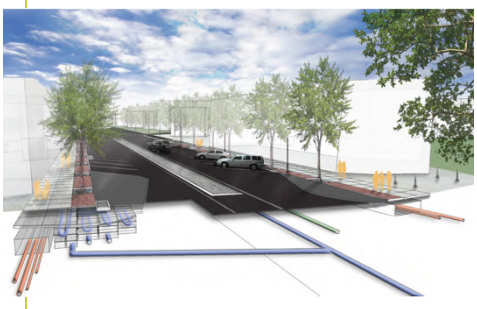
- Final DRAFT Charles Town Earmark Matrix FY26.pdf

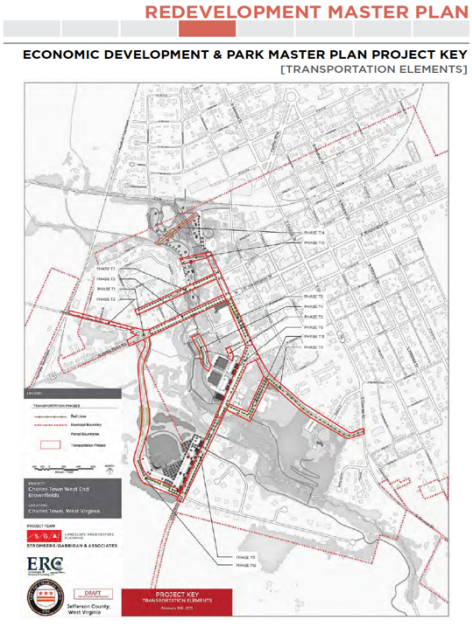
CHARLES TOWN FY2026 COMMUNITY PRIORITIES

#	Project Name & Description	Grant Program or Senate CDS Account	Amount
1	**West Charles Town Connector Project & ADA Accessibility** – Design & engineer of new and improved sidewalks for economically distressed areas & key community hubs on Charles Town's west side, connecting Police Station at S. George Street past Happy Retreat, past Jefferson County Schools HQ, past Fisherman's Hall, along Augustine Avenue through west end, to the Skate Park & Boys & Girls Club. Will include ADA accessibility study for community streets and sidewalks.	U.S. DOT, Highway Infrastructure Project	$385,000 grant plus $96,250 (20%) local match for total project of $481,250
2	**Happy Retreat Upgrade** – Construction of shovel-ready upgrade to 12-acre, historic Happy Retreat community center, with entrance/exit roadway, parking lot, ADA accessibility, sidewalk connections, lighting, and stormwater infrastructure, to support regional heritage center, festival grounds, and center for arts, culture & community. Project will also restore the original Office of Charles Washington, Town Founder and brother of the 1st President. Submitted by Friends of Happy Retreat as its first and only priority in partnership with the City of Charles Town.	HUD Economic Development Initiative (EDI)	$2,750,000
3	**Stormwater Master Plan –** Design and engineering of master plan for stormwater flooding throughout downtown and central neighborhoods, with storm sewer infrastructure solutions for long-term flood mitigation and Chesapeake Bay watershed protection.	EPA State & Tribal Assistance Grants (STAG)	$360,000 with $90,000 local match (20%)

Contact Charles Town Assistant City Manager Alissa Meeks at AMeeks@CharlesTownWV.us or











City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-456: Charles Town Police Department's March Statistical Report

ATTACHMENTS:

- March 2025 CTPD Stats.pdf

Charles Town Police Department
Monthly Stat Report

March 2025

911 Hangup	1	Loose Dog	1
Abandoned Vehicle	4	Motorist Assist	5
Alarm	38	MVA w/ Hazmat	1
Animal Complaint		MVA Hit and Run	4
Assault	1	MVA No Injury	18
ATV Complaint	2	MVA Into Structure	
BOLO	1	MVA w/ Injury	2
Breaking and Entering		Open Door	2
Breaking and Entering Veh	3	Out of Car (Investigation/Mtg/Court)	4
Building Check	39	Panhandling	2
Capias Recall by Court	39	Overdose	
Capias Service	8	Overdose-Death	2
Child Abuse/Neglect	1	Parking Complaint	6
Civil Process	1	Public Assist (In Person Contact)	32
Court/Bailiff Duty	3	Public Service (Phone Contact)	79
Court Order Violation	2	Pursuit	
Crossing Guard Duties	1	Rabid Animal	
Directed Patrol	263	Reckless Driver	2
Disabled Vehicle	4	Road Patrol	
Disturbance	35	Sexual Assault	2
Dog Locked in Vehicle	1	Shoplifting	1
Domestic Battery	1	Special Event/Detail	5
Drug Activity	5	Suspicious Activity	8
DUI	1	Suspicious Mail	
EMS Assist	7	Suspicious Person	1
Fingerprinting	9	Suspicious Vehicle	11
Fire Assist	1	Terrorist Threats	
Follow Up	27	Theft	3
Foot Patrol	18	Threats	2
Found Property	4	Traffic Hazzard	3
FPO Violation	1	Transport	
Fraud	6	Trespassing	1
Gunshots Heard		Unattended Death	2
Harassment	1	Vehicle Fire	
Hardcopy Check	2	VIN Verification	2
Illegal Burn		Warrant Service	6
Information	3	Welfare Check	16
Intoxicated Person		Wildlife Complaint	4
Juvenile Complaint	9	**Total calls of service**	**769**

Assists/Back-Ups:	Ranson	7	Sheriffs Dept.	12	
	Harpers Ferry		State Police	2	
	Shepherdstown		Other (not including CTPD)	3	
			Total Assists	**24**	

	Male	Female	Caucasian	African American	Hispanic	Asian	Other/ Unknown	Total
Defendants:	13	6	16	3	0	0	0	**19**
Total Charges	18	10	23	5	0	0	0	**28**
Citations:								**180**
- Moving								**94**
- Nonmoving								**82**
- Criminal								**4**
- S Ticket (Parking)								**0**
Stops	84	71	118	13	17	2	5	**155**
Warnings:								**126**
Stops	74	51	95	16	10	3	1	**125**
Total	**171**	128	**229**	**32**	**27**	**5**	**6**	
Incident Report								**60**
Parking								
- Citations								**256**
-Warnings								**42**

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

March 2025

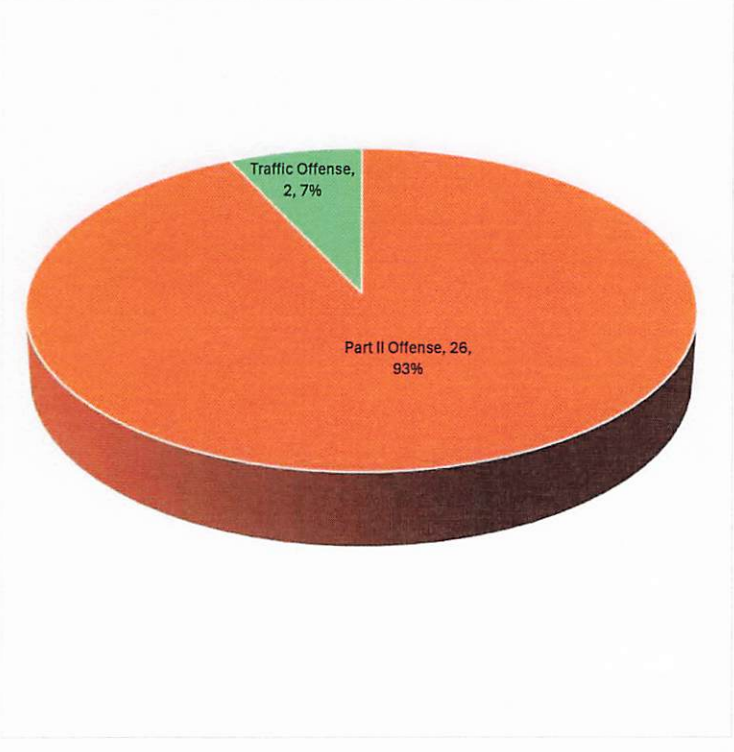
	Male	Female	Caucasian	African American	Hispanic	Asian	Unknown
PART I OFFENSE							
Burglary (Daytime)							
Burglary (Nighttime)							
Grand Larceny							
Malicious Assault							
Malicious Wounding							
Attempted Murder 1st Degree							
Murder 1st Degree							
Petit Larceny							
Robbery - Attempted							
Robbery							
Robbery 2nd Degree							
Sexual Assault 1st Degree							
Shoplifting							
Shoplifting 2nd Offense							
Shoplifting 3rd Offense							
Strangulation							
TOTAL	0	0	0	0	0	0	0
PART II OFFENSE							
Assault							
Assault on an Officer							
Attempted to Defeat Drug/Alcohol Screening Test							
Battery							
Battery on School Employee							
Breaking and Entering							
Capias Served	4	2	5	1			
Child Abuse Resulting in Injury							
Child Neglect Creating Risk of Injury	1	1	2				
Computer Fraud							
Conspiracy							
Conspiracy to Distribute MDMA							
Conspiracy to Breaking and Entering							
Conspiracy to Possess w/Intent to Deliver Acid/LSD							
Conspiracy to Commit Petit Larceny							
Deadly Weapon on School Property							
Delivery of Controlled Substance							
Destruction of Property							
Disorderly Conduct	1		1				
Disruption of School							
Distribution of Crack Cocaine							
Disturbing the Peace							
Domestic Assault							
Domestic Battery	2		1	1			
Domestic Battery 2nd Offense							
Domestic Battery 3rd Offense							
Driving Revoked for DUI							
Driving Revoked for DUI 2nd							
Driving Revoked for DUI 3rd							
Driving Revoked Non DUI Admin							
DUI		1		1			
DUI 2nd							
DUI 3rd							
DUI Aggravated							
DUI Causing Bodily Injury							
DUI - Drugs							

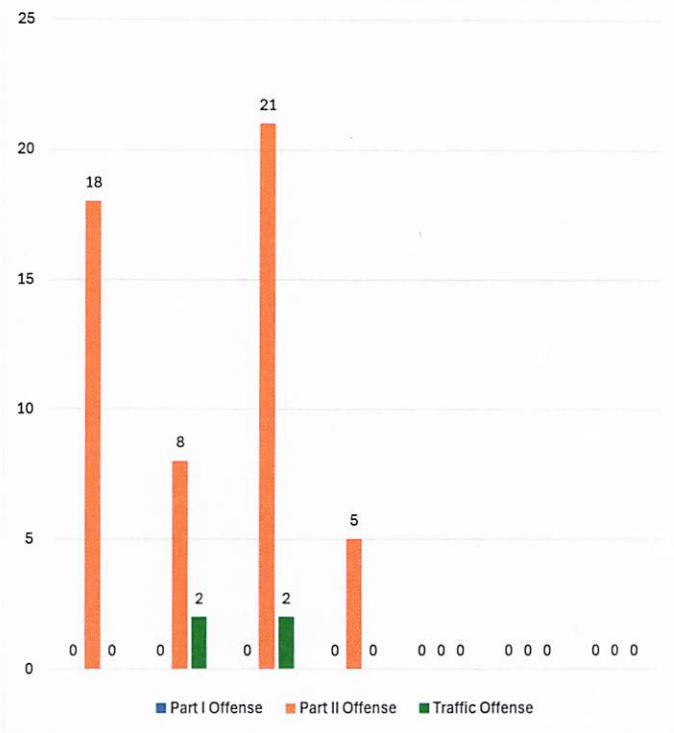
Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

DUI - Drugs 2nd Offense							
DUI w/ Minor							
Embezzlement							
Failure to Register for Child Abuse Registry							
False Alarm of Fire							
False Reporting of an Emergency							
Felon in Possession of Firearm							
Financial Exploitation of the Elderly		1	1				
Fleeing on Foot							
Fleeing in Vehicle							
FPO Violation							
Fraudulent Schemes							
Fugitive From Justice							
Incest							
Interfering with Emergency Communication							
Interlock Violation							
Littering							
Non-Consensual Disclosure of Private Intimate Images							
Obstructing an Officer	2		2				
Obtain Money, Property, Services by False Pretense							
Open Container							
Open Container in Vehicle							
Pedestrian in Roadway							
Pimping							
Possession Deadly Weapon by Minor							
Possession of Alcohol Under 21							
Possession of Cocaine		1		1			
Possession of Gabapentin							
Possession of Heroin							
Possession of Marijuana	3	1	3	1			
Possession of Methamphetamine							
Possession of Psilocybin Mushrooms (Schedule I CDS)							
Possession of Stolen Property							
Possession of Vape Product under 18							
Possession w/ Intent to Deliver Cocaine		1	1				
Possession w/ Intent to Deliver Fentanyl							
Possession w/ Intent to Deliver Marijuana							
Possession w/ Intent to Deliver MDMA (Molly)							
Probation Violation							
Prohibited Person in Poss of Firearm							
Prostitution							
Prostitution 2nd Offense							
Providing Alcohol to Under 21							
Public Intoxication	1		1				
Reckless Driving							
Resisting Arrest	1		1				
Sexual Abuse 1st Degree							
Sexual Assault 2nd Degree							
Threats of Terroristic Acts							
Transfer Receive Stolen Property							
Trespassing	1		1				
Unlawful Possession/Transport into WV Fentanyl							
Underage Possession of Firearm (Federal Warrant)							
Uttering							
Violation of Personal Safety Order	2		2				
TOTAL	**18**	**8**	**21**	**5**	**0**	**0**	**0**

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

TRAFFIC OFFENSE							
Cell Phone Violation							
Child Safety Restraint Violation							
Defective Equipment							
Driving Suspended							
Driving Suspended 2nd Offense							
Driving Suspended 3rd Offense							
Driving Too Fast for Conditions							
Exp/No MVI							
Expired/No Operators							
Expired/No Registration							
Fail to Keep Right							
Fail to Maintain Control		1	1				
Fail to Obey Traffic Control Device							
Fail to Obtain WV Operators							
Fail to Report Accident							
Failure to Update Address on License							
Following to Closely							
Improper Backing							
Improper Registration							
Leaving the Scene of Accident							
Left of Center							
No Insurance/No Proof of Insurance							
No Motorcycle Endorsement							
No Parking Violation							
No Seatbelt		1	1				
Passing on Right							
Red Light Violation							
Speeding							
Stopping on Highway							
TOTAL	0	2	2	0	0	0	0
TOTAL CHARGES	**18**	**10**	**23**	**5**	**0**	**0**	**0**





Charles Town Police Department

SRO Monthly Report

Washington High School / Charles Town Middle School / 2025/2026 / March 2025

INVOLVEMENTS:					
Alcohol Related	0	Fire/Shelter Drills	1	SRO Use of Force	0
Battery on School Employee	0	Found Property	0	Suspensions	20
Citizen Assist	8	Incident Reports	2	Threats	0
Directed Patrols	0	Juvenile Petitions	0	Tobacco Related	5
Disturbance	1	Marijuana Possession	1	Trespassing	0
Evacuations	0	Parental Contacts	10	Vandalism/Theft	0
Extra Curricular Activities	3	Parking Complaints	2	Vehicle Accident	1
Fights	1	Reckless Driver	1	Welfare Check	2
Fire Department Assist	0	Social Media Related	4	***Total Involvements***	***62***

Officer Notes/Misc. Information:

YOUTH SERVICES:	
Total Classes Taught:	2
Students in Class:	60
Topics Taught:	2
One on One Contacts:	11
Total Students Served:	122

Charles Town Police Department

Total Traffic Citation Report, by Violation

Violation	Description	Total
17A-3-16	Expired Registration	40
17A-9-2	No Or Expired Registration	20
17A-9-3	Improper Registration	1
17B-2-1	No Operators	2
17B-2-12	Expired Operators	2
17B-4-3(a)	Driving Suspended/2nd/3rd	3
17C-12-5	Stop Sign Violation	2
17C-15-1	Unsafe-Improperly Equipped Vehicle	1
17C-15-49	Seatbelts Required	1
17C-16-9	No Or Expired MVI	18
17C-2-3(c)	Fail To Obey Officer Directing Traffic	1
17C-3-4	Fail To Obey Traffic Control Device	3
17C-3-5	Fail To Obey Traffic Light	10
17C-5-2(e)	Basic DUI <.15	1
17C-6-1a	Failure To Maintain Control	4
17C-6-1b	Speeding	55
17C-7-9	Improper Lane Change	1
17C-9-1	Fail Yield At Intersection	3
17D-2A-4	No Proof Of Insurance	8
CTPD171.07	Failure To Appear For Trial (CAPIAS)	3
CTPD531.03	Possession Of Marijuana <15gms	1
Report Totals		**180**

Report Includes:

All dates of issue between `00:00:00 03/01/25` and `23:59:59 03/31/25`, All agencies matching `CTPD`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

Charles Town Police Department

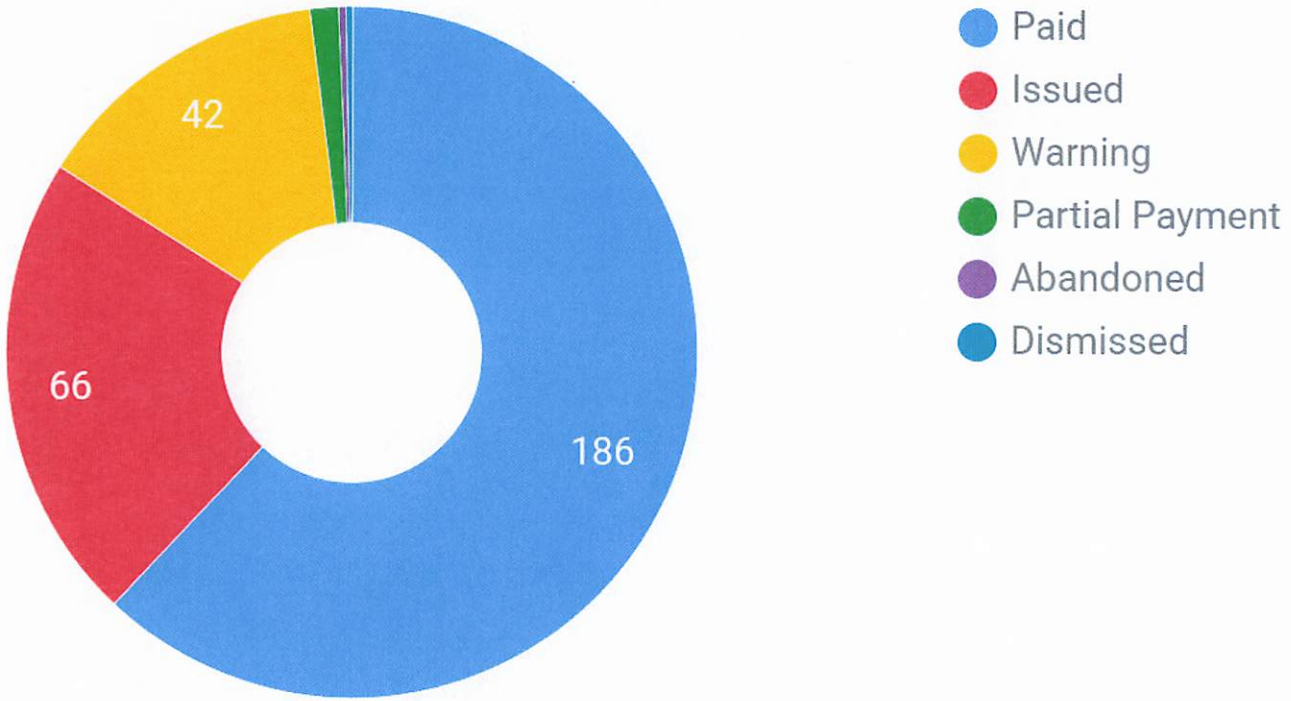
Total Traffic Warning Report, by Violation

Violation	Description	Total
17A-3-15	Improper Display Of Registration	13
17A-3-16	Expired Registration	27
17A-9-2	No Or Expired Registration	1
17C-14-2	Improper Backing	1
17C-15-1	Unsafe-Improperly Equipped Vehicle	12
17C-15-4	Head Lamp Requirements	2
17C-16-9	No Or Expired MVI	4
17C-3-4	Fail To Obey Traffic Control Device	27
17C-3-5(c)	Right on Red	1
17C-6-1a	Failure To Maintain Control	3
17C-6-1b	Speeding	24
17C-7-10	Following Too Closely	1
17C-7-4	Passing On Right-Off Road	2
17C-7-6	Left of Center	1
17C-7-8	One Way And Traffic Island Violation	1
17C-7-9	Improper Lane Change	2
17C-9-1	Fail Yield At Intersection	3
CTPD349.15	Shortcutting Traffic Control Device	1

Report Totals: **126**

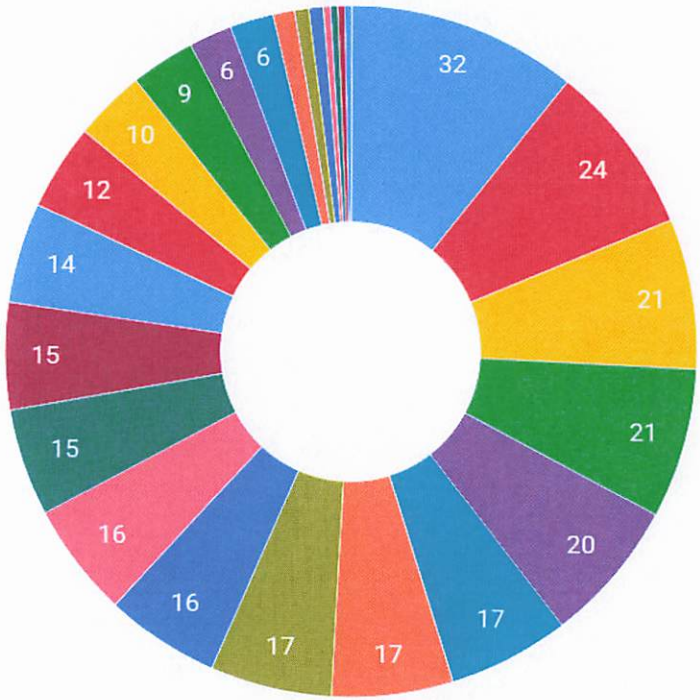
Report Includes:
All dates between `00:00:00 03/01/25` and `23:59:59 03/31/25`, All agencies matching `CTPD`, All issuing officers, All areas, All violations

City of Charles Town - Tickets By Status (Mar. 2025)



Data as of 4/4/2025, 12:00:00 AM

City of Charles Town - Tickets By Location (Mar. 2025)

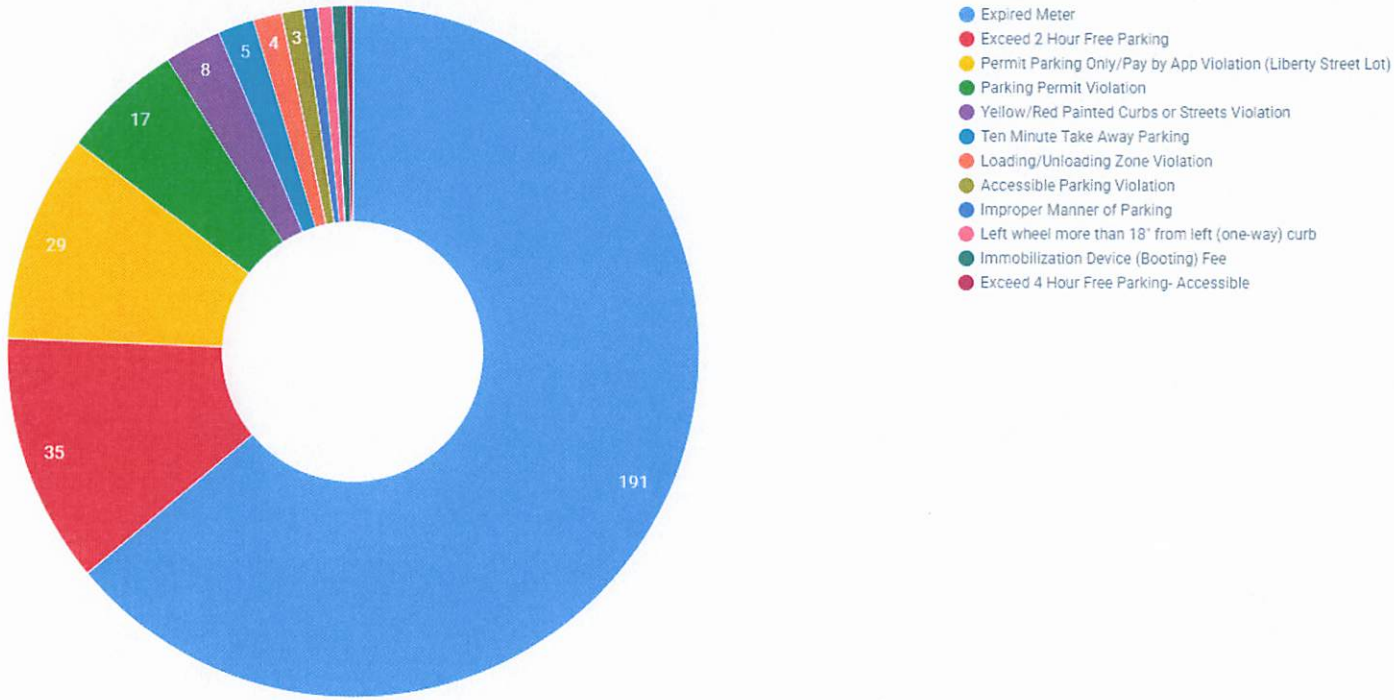


- LIBERTY STREET PARKING LOT
- 100 BLOCK SOUTH CHARLES STREET
- 100 BLOCK WEST WASHINGTON STREET
- 100 BLOCK NORTH CHARLES STREET
- 200 BLOCK NORTH GEORGE STREET
- 100 BLOCK EAST LIBERTY STREET
- 200 BLOCK WEST LIBERTY STREET
- 100 BLOCK NORTH LAWRENCE STREET
- 100 BLOCK WEST LIBERTY STREET
- 200 BLOCK WEST WASHINGTON STREET
- CHARLES STREET PARKING LOT
- 100 BLOCK SOUTH SAMUEL STREET
- 100 BLOCK WEST CONGRESS STREET
- 100 BLOCK NORTH SAMUEL STREET
- 200 BLOCK NORTH CHARLES STREET
- 100 BLOCK SOUTH LAWRENCE STREET

1/2

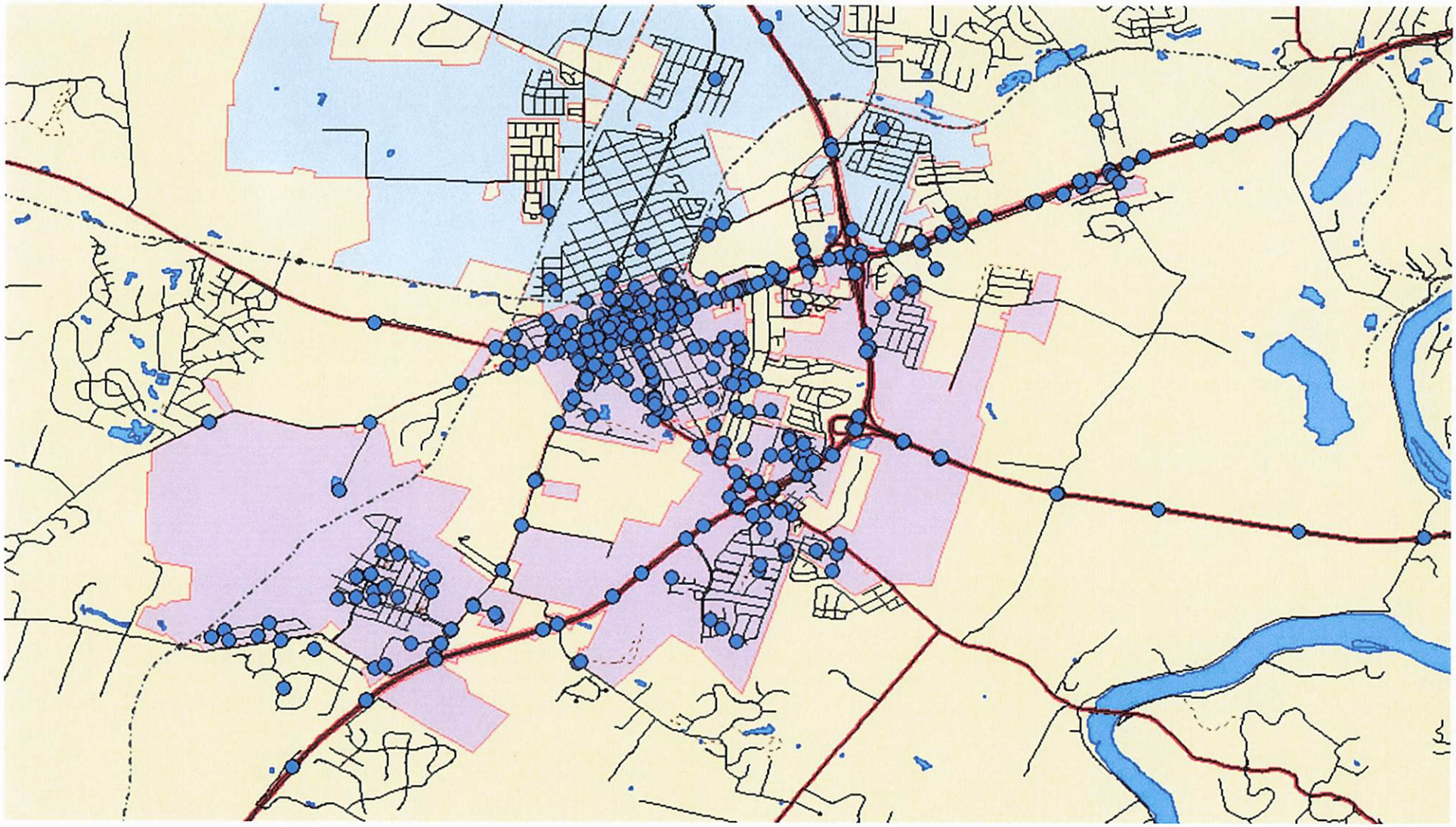
Data as of 4/4/2025, 12:00:00 AM

City of Charles Town - Tickets By Violation (Mar. 2025)

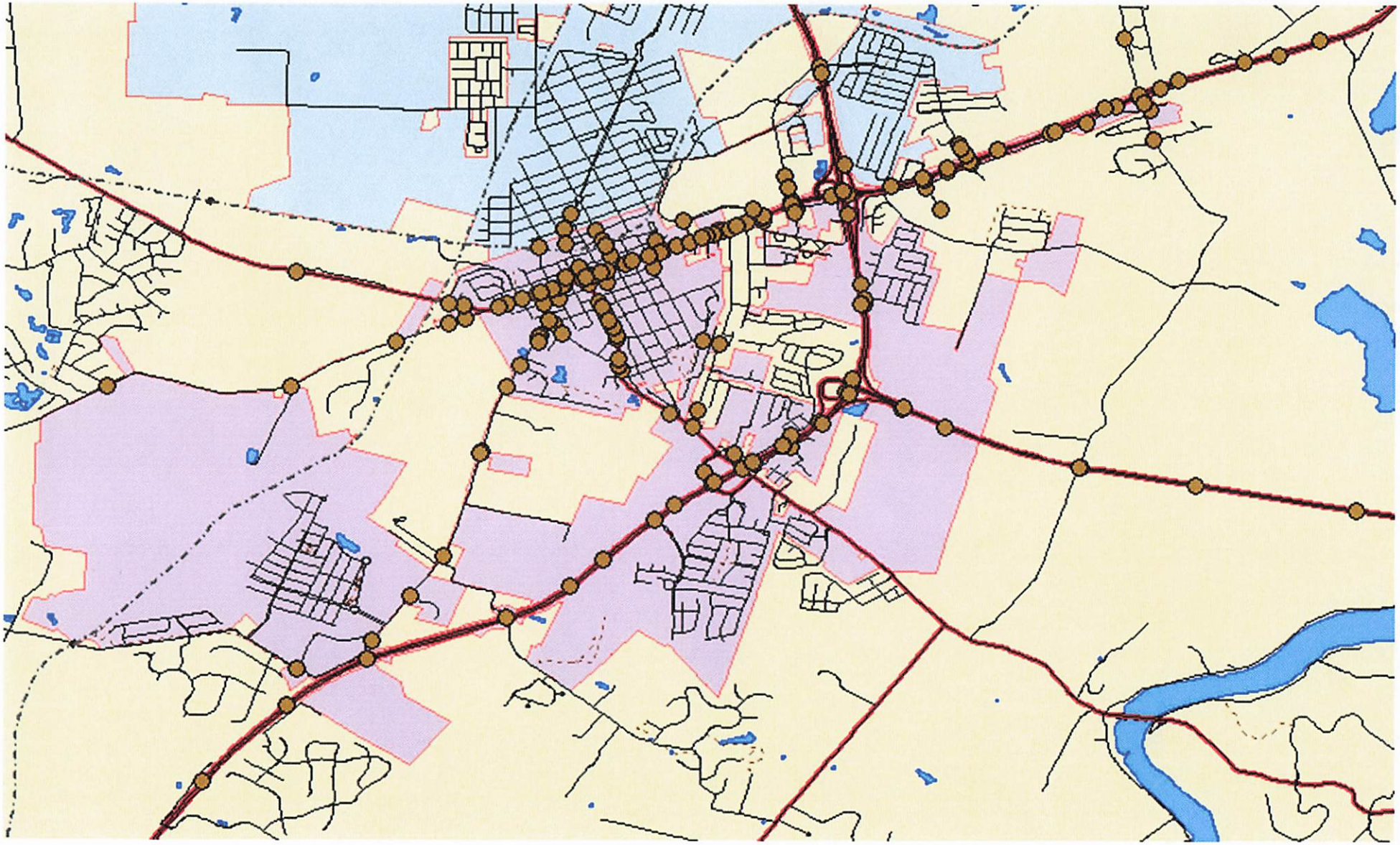


Data as of 4/4/2025, 12:00:00 AM

March 2025 – All CTPD Calls



March 2025 – All CTPD Traffic Stops



City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-457: Resolution Authorizing the City to Enter into a Transporation Alternatives Project Agreement with the WV Division of Highways for Phase II Construction of the Augustine Avenue Trail

ATTACHMENTS:

- Resolution 2025-002.pdf

City of Charles Town

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

RESOLUTION 2025-002

RESOLUTION AUTHORIZING THE CITY TO ENTER INTO A TRANSPORTATION ALTERNATIVES PROJECT AGREEMENT WITH THE WEST VIRGINIA DIVISION OF HIGHWAYS FOR PHASE II CONSTRUCTION OF THE AUGUSTINE AVENUE TRAIL.

WHEREAS, in 2022, the City of Charles Town "City" and further identified as "Sponsor" entered into an Original Agreement with the West Virginia Department of Transportation, Division of Highways, known as the "Department" for the participation of both the Sponsor and Department to design and construct the Charles Town Augustine Trail Phase I; and

WHEREAS, the Department and Sponsor have determined Augustine Avenue Phase II is an eligible project for funding under the special Congressionally Directed Spending, and the Sponsor has received funding from Fiscal Year 2023 Congressionally Directed Spending; and

WHEREAS, the total eligible project cost for Construction Phase II is $1,750,000.00 and of this amount, $1,400,000.00 will come from Congressionally Directed Spending funds at eighty percent (80%) and the Sponsor shall be responsible for the remaining twenty (20%) percent match of $350,000.00; and

WHEREAS, the Sponsor will be responsible at the one hundred percent (100%) level for all Phase II costs in excess of the total eligible project costs; and

WHEREAS, the Charles Town City Council has continually established and expressed the completion of the Augustine Trail System is a high priority project;

NOW, THEREFORE LET IT BE RESOLVED, that the City of Charles Town City Council approves the attached West Virginia Department of Transportation Division of Highways Agreement State Project: U319-CHA/RL-4.00 Federal Project: TAP-2025(043) D Construction and authorizes the Mayor of Charles Town to sign the agreement to immediately fund the phase II portion of the project.

Adopted the 7th day of Apr. 1, 2025.

Robert Trainor
Mayor

John Nissel
City Manager

Docusign Envelope ID: A7B0B0D0-3666-4CED-89B1-D230954A4B12

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways
1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Stephen T. Rumbaugh, P. E.
Secretary of Transportation
Commissioner of Highways

March 20, 2025

Ms. Alissa Meeks
Director of Community Development
City of Charles Town
101 East Washington Street
Charles Town, West Virginia 25414

Dear Ms. Meeks:

The enclosed proposed Agreement is for the Charles Town Augustine Avenue – Phase II Congressionally Directed Spending (CDS) project (State Project: U319-CHA/RL-4. 00) in Jefferson County. Please review the proposed Agreement carefully as it will indicate the manner in which your project will be funded.

If this proposed Agreement is acceptable, please sign and return, along with your Resolution and the required Sponsor's match in the amount of $350,000.00. *Do not date the front page, paragraph one*, as this date will be entered when the Agreement is fully executed. Once the Agreement is fully executed, you will receive a copy for your files.

Should you have any questions, please contact Mr. Oliver, Project Manager, by phone at (304) 205-6207 or email at Kyle.J.Oliver@wv.gov. Correspondence can be mailed to West Virginia Division of Highways, Planning Division, Building 6, Room 220, 1900 Kanawha Boulevard, East, Charleston, West Virginia 25305.

Sincerely,

Stephen T. Rumbaugh, P. E.
Secretary of Transportation/
Commissioner of Highways

STR:Ot

Enclosures

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WEST VIRGINIA

DEPARTMENT OF TRANSPORTATION

DIVISION OF HIGHWAYS

AGREEMENT

STATE PROJECT: U319-CHA/RL-4. 00

FEDERAL PROJECT: TAP-2025(043)D CONSTRUCTION

CHARLES TOWN AUGUSTINE AVENUE PHASE II

CONGRESSIONALLY DIRECTED SPENDING

JEFFERSON COUNTY

THIS AGREEMENT, executed, made and entered into this 7th day of April, 2025, by and between the **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS,** hereinafter called **"DEPARTMENT"** and the **CITY OF CHARLES TOWN**, hereinafter called **"SPONSOR".**

WITNESSETH that,

WHEREAS, DEPARTMENT and **SPONSOR** have determined that a project for Charles Town Augustine Avenue Phase II is an eligible project for funding under the special Congressionally Directed Spending, Federal Fiscal Year 2023; and

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WHEREAS, DEPARTMENT desires to cooperate with **SPONSOR** in accomplishing the project; and

WHEREAS, by Resolution bearing the date of the 7th day of April, 2025, the **CITY OF CHARLES TOWN** directed the proper authorities to execute, acknowledge and deliver this Agreement, a copy of which Resolution is affixed hereto and made a part hereof; and

WHEREAS, SPONSOR, has received FFY 2023 Congressionally Directed Spending Funding; and

NOW, THEREFORE, it is mutually agreed as follows:

A. That **DEPARTMENT,** in coordination with the **SPONSOR,** and their consultant, shall develop a scope of work that may include the following elements:

1. **SPONSOR'S** consultant will develop design plans and provide them to **SPONSOR** and **DEPARTMENT** for review;
2. **SPONSOR'S** consultant will develop the entire design plans, specifications, and estimate (PS&E) package (and any other bid related documentation) and submit it to the **DEPARTMENT** for review and approval. **DEPARTMENT** will submit to the Federal Highway Administration (FHWA) for review and approval;
3. **SPONSOR'S** consultant will prepare construction documents that will include construction cost opinion for the project area upon the completion of the design development stage. The construction

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documents shall include existing conditions, demolition layout, grading, site utilities (primarily storm drainage), details for construction;

4. **SPONSOR'S** consultant will provide responses to technical questions from **DEPARTMENT** during the bidding process.

B. That **SPONSOR'S** consultant will submit such designs to **DEPARTMENT** and **SPONSOR** for review and written approval prior to any construction. The **DEPARTMENT** will advertise and award the project and oversee the construction/inspection. The **DEPARTMENT** will then contract with a qualified contractor for the construction of those project elements approved with the Construction plan, which may include:

1. Construction and reconstruction of Americans with Disabilities Act (ADA)-compliant sidewalks from Page-Jackson School Road to Washington Patriots Drive along Augustine Avenue in the City of Charles Town;
2. Drainage improvements as necessitated by the project; and
3. Installing landscaping and other pedestrian amenities.

The above-described scope of work is to hereafter be referred to as **"PROJECT".**

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C. The project funding shall be divided between the project Design and Construction Phases and administered by the **DEPARTMENT** with separate state authorizations for each phase.

The total eligible project cost for the Construction Phase set forth in this Agreement is one million seven hundred fifty thousand dollars ($1,750,000.00). Of this amount, one million four hundred thousand dollars ($1,400,000.00) will come from Congressionally Directed Spending (CDS) funds at eighty percent (80%). The **SPONSOR** shall be responsible for the remaining twenty percent (20%) match of three hundred fifty thousand dollars ($350,000.00).

SPONSOR will also be responsible, at the one hundred percent (100%) level, for all costs in excess of the total eligible project costs as set by this Agreement.

Table 1.0 presents the project funding breakdown.

D. That **SPONSOR** shall provide for, or cause to be provided for, the future maintenance of **PROJECT** for a period of no less than ten (10) years once the work under this Agreement is completed. Further, it is acknowledged and agreed that all future maintenance of project elements constructed under this Agreement will be the sole responsibility of **SPONSOR.**

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E. That using funds from the Transportation Alternatives (TA) or Recreational Trails Program (RTP) for the design of the project, **SPONSOR** must agree that the design plans will be utilized in the construction of a completed project within ten (10) years of the design funding authorization. The United States Code of Federal Regulations 23 CFR 630.112©(2) requires repayment of all federal funds used in the design and development of a project where construction has not been initiated with ten (10) years of authorization of funds used for design.

F. That the **DEPARTMENT** will be the lead agency and will charge the necessary labor, materials, and equipment necessary to complete the **PROJECT** directly to the federal authorization. It is also acknowledged and agreed that the funding for the **PROJECT** is limited, and that project costs may not exceed the amount agreed upon in Item C of this Agreement without a Supplemental Agreement outlining the amount of funding to be added and the source of that funding.

G. That to assure budgetary constraints are observed, prior to advertising the **PROJECT** for construction, a meeting between the **DEPARTMENT** and **SPONSOR** will be conducted to determine the amount of **PROJECT** funding remaining in the account and to determine the work elements to be performed. Both **the DEPARTMENT** and **SPONSOR** must agree, in writing, to the construction work elements to be performed prior to the **PROJECT** being advertised.

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H. That when using a contractor, the **DEPARTMENT** will comply, and ensure compliance, with established provisions of the Federal Davis-Bacon Act Wage Codes.

I. That the following attachment(s) is incorporated herein and made a part hereof as though fully set out herein: Attachment A-1 – "Transportation Alternatives Grant Program General Clauses and Covenants (October 29, 2015)" and FHWA-1273 "Required Contract Provisions Federal-Aid Construction Contracts". **DEPARTMENT** and Federal Highway Administration attachment guidelines shall apply if applicable.

IN WITNESS WHEREOF, the parties hereto have caused their respective names to be signed by their duly authorized officers.

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION,
DIVISION OF HIGHWAYS

Secretary of Transportation / Commissioner of Highways
(signature) *(title)*

CITY OF CHARLES TOWN

Robert M Travis — Mayor
(signature) *(title)*

Distribution:
City of Charles Town
Planning Division
Legal Division

APPROVED AS TO FORM ON
2/24/2025
ATTORNEY LEGAL DIVISION
WEST VIRGINIA DEPARTMENT
OF TRANSPORTATION.
DIVISION OF HIGHWAYS

NUMBER: 2502067

Docusign Envelope ID: A7B0B0D0-3666-4CED-89B1-D230954A4B12

TABLE 1.0 CHARLES TOWN AUGUSTINE AVENUE PHASE II
FUNDING BREAKDOWN
FFY 2023
STATE PROJECT: U319-CHA/RL-4. 00
FEDERAL PROJECT: TAP-2025(043)D (CONSTRUCTION)

FUNDING TYPE	FEDERAL FUNDS	SPONSOR MATCHING FUNDS	TOTAL
CONSTRUCTION PHASE TAP-2025(043)D			
FFY 2023 CDS Funds	$1,400,000.00	$350,000.00	$1,750,000.00
Total Construction Funds	$1,400,000.00	$350,000.00	$1,750,000.00

Matching funds to be provided by Sponsor

CDS - Congressionally Directed Spending, FFY 2023

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ATTACHMENT A-1
TRANSPORTATION ALTERNATIVES GRANT PROGRAM
GENERAL CLAUSES AND COVENANTS
(October 29, 2015)

1. The **SPONSOR,** by signature on the attached Agreement, confirms that it has: the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including meeting the responsible charge responsibilities) to manage federal assistance; funds sufficient to pay the non-Federal share of project costs and to ensure proper planning, management and completion of the project described in this Agreement.

2. The **SPONSOR** shall not begin work, or cause any work to begin, for which costs the **SPONSOR** intends to seek reimbursement, until such time that the **SPONSOR** receives written notice to proceed from the **DEPARTMENT.**

3. The **SPONSOR** is responsible for **PROJECT** oversight and inspection (i.e. have a person in responsible charge, defined as a full-time public employee who is accountable for a project. This person is expected to be able to perform the following duties and functions: Administers inherently governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of Federal-aid projects; maintains familiarity of day to day project operations, including project safety issues; makes or participates in decisions about changed conditions or scope changes that require change orders or supplemental agreements; visits and reviews the project on a frequency that is commensurate with the magnitude and complexity of the project; reviews financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste, and abuse; and directs project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation and is aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff

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at all stages of the project) including materials procurement and control during any and all phases of construction, as well as for obtaining all necessary permits. **SPONSOR** shall provide and maintain competent and adequate supervision at the construction site to ensure that the completed work conforms with the **DEPARTMENT** approved plans and specifications and shall furnish progress reports and/or such other information as may be required by **DEPARTMENT** as well as maintaining/retaining project documentation concerning vendor selection, material acquisition, consultant procurement and contractor selection.

4. The **SPONSOR** shall indemnify and hold harmless the **DEPARTMENT**, its officers and employees from any and all suits, claims, liability, losses, liens and demands, fines, costs, criminal and civil penalties, causes of action or any other obligation, including but not limited to attorney's fees and costs of investigations, arising out of or in any manner connected with the work performed by the **SPONSOR**, its agents, employees or contractors, under this Agreement, during or any time after such work is being or has been performed, including (without limitation) liability involving bodily injury, death, property damage or any violation or alleged violation of any Federal, State or local law or regulation, except for any liability or damages due to the willful or intentional unlawful acts or the negligence of the **DEPARTMENT** or its employees.

5. The **SPONSOR**, unless otherwise noted in the attached agreement, shall erect a sign, made of a durable material, at least four foot by eight foot (4' x 8') in size, at the site of the **PROJECT** where it can be viewed by persons in the area of the **PROJECT**. It will, at minimum, contain the following information in letters clearly legible:

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(NAME OF PROJECT)

This project includes funding from the Federal Highway Administration's Transportation Alternatives Program administered by the West Virginia Department of Transportation, Division of Highways

Transportation Alternatives Funds

$_____

Such sign is to be placed at the site immediately following the **SPONSOR'S** receipt of notice to proceed for construction and remain at the site until the **PROJECT'S** final inspection by the **DEPARTMENT**.

6. The **SPONSOR** shall establish safeguards to prohibit employees from using their positions for a purpose that constitutes, or presents the appearance of, either personal or organizational conflict of interest, or personal gain.

7. The **SPONSOR** shall comply with and ensure compliance with all Federal Statutes relating to the Anti-Lobbying Requirement, Pub. L. 101-121, Section 319, 31 U.S.C. § 1352, that prohibits the recipient, or any lower tier subrecipients, of a Federal contract, grant, loan or cooperative Agreement from expending Federal funds to pay any person for influencing or attempting to influence a Federal agency or the Congress in connection with the awarding of any Federal contract, the making of any Federal grant or loan or the entering into of any cooperative Agreement.

8. The **SPONSOR** agrees to establish a proper accounting system in accordance with generally accepted accounting standards or agency directives, and shall be responsible for insuring that its consultant(s) and/or contractor(s)/subcontractor(s) maintain all books, document papers, records, supporting cost proposals, accounting records, employees time cards, payroll

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records and other evidence pertaining to costs incurred in the **PROJECT** and is to make such materials available at all reasonable times during the contract period and for four (4) years after the date of **DEPARTMENT'S** closing of the project, for inspection and/or audit by **DEPARTMENT**, Federal Highway Administration, or any other authorized representative of either the State or Federal government.

9. The **SPONSOR**, unless otherwise noted in the attached Agreement, agrees to begin the **PROJECT** within nine (9) months of, and complete said **PROJECT** within two (2) years after, the date the Notice to Proceed is issued by the **DEPARTMENT.** Failure to meet this deadline, without good and acceptable cause, may cancel the **DEPARTMENT'S** participation in said **PROJECT**, at the sole discretion of **DEPARTMENT**, and any remaining funds may be forfeited by the **SPONSOR**; repayment of the **PROJECT'S** Federal share may also be required. It is the express responsibility of the **SPONSOR** to inform the **DEPARTMENT**, in an expeditious manner, if any condition(s) arise which may result in this deadline not being met.

10. The **SPONSOR** acknowledges that construction contracts are required to be advertised and awarded to the lowest responsible and responsive bidder through the competitive bidding process, while consulting services are to be chosen by solicitation of letter of qualifications, interview of candidate, and selection based on qualification, rather than price per the **DEPARTMENT'S** consultant selection procedures. Any usage of a **SPONSOR'S** consultant's selection process or deviation from these processes requires prior written approval by **DEPARTMENT**. In addition, the **SPONSOR** acknowledges and agrees that no contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with Executive Orders 12549 and 12689, "Debarment and Suspension" and 49 CFR 29.

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11. The **SPONSOR** must retain a copy of all newspaper advertisements for requests for proposals for consultant and/or contractor/subcontractor bids, and a copy of all proposals and bids received for consideration. The documents must be kept on file by the **SPONSOR** pending Final Audit by **DEPARTMENT**. In addition, copies of these documents shall be provided to **DEPARTMENT** as generated as part of the **DEPARTMENT'S** project record.

12. The **SPONSOR** must retain a copy of the contract for the consultant(s) and/or contractor(s)/subcontractor(s) chosen. To ensure compliance with requirements, all bid documents and request for proposal/consultant documents must be kept on file by the **SPONSOR** pending Final Audit by the **DEPARTMENT.** In addition, copies of these documents shall be provided to the **DEPARTMENT** as generated as part of the **DEPARTMENT'S** project record.

13. The **SPONSOR,** if it is a non-Federal entity and has received seven hundred fifty thousand dollars ($750,000) or more in Federal funds in the prior fiscal year, shall furnish to the **DEPARTMENT** a single or program-specific audit conducted for that year in accordance with the provisions of the Office of Management and Budget Circular No. A-133.

14. The **SPONSOR** shall notify the **DEPARTMENT,** at least thirty (30) days in advance, of any ceremonies or "ribbon-cutting" celebrations commemorating the **PROJECT.**

15. The **SPONSOR** shall recognize both the **DEPARTMENT** and the Federal Highway Administration in all press releases, announcements, brochures, websites and/or literature concerning the **PROJECT**.

16. **SPONSOR** shall ensure that:

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a. No person, on the grounds of age, race, religion, color, sex, national origin, or disability shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the use of said **PROJECT**.

b. Discrimination against the public shall not be practiced in accommodations operated within the area of use.

c. The property shall be used in compliance with all other requirements imposed by the **DEPARTMENT** pursuant to Title 49, CFR, Part 21, including amendments.

17. The **SPONSOR** shall comply, and ensure compliance by its consultant(s) and contractor(s)/subcontractor(s), with the provisions of the West Virginia Prevailing Wage Code regarding labor standards for Federally assisted construction, the Copeland "Anti-Kickback" Act (40 U.S.C. § 276C and 18 U.S.C. § 874), the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), "Equal Employment Opportunity" Executive Orders 11246 and 11375 and 41 CFR 60, the Drug Free Workplace Act of 1988, the "Buy American" requirements concerning the purchase of steel for Federally funded projects (23 CFR 635.410 (b), Worker Visibility Regulations that require that all persons working within the right-of-way of a Federal Aid Highway wear highly visible safety apparel that meets the Performance Class 2 or 3 requirements of ANSI/ISEA 107-204 publication entitled, "American National Standard for High-Visibility Safety Apparel and Headwear," and if applicable Davis-Bacon Act Wage Codes (40 U.S.C. §§ 276a to 276a-7).

18. The **SPONSOR** shall notify and shall furnish **PROJECT** plans to utilities known to have facilities within the **PROJECT** limits and/or affected by the **PROJECT**; and shall arrange for any necessary relocation or adjustment of affected utilities.

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19. The **SPONSOR** shall ensure that all property and/or right-of-way necessary to construct this **PROJECT** shall be acquired in accordance with all applicable Federal and State laws, policies and procedures, which include but are not limited to Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Pub. L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and Federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

20. The **SPONSOR** shall comply with, and ensure compliance by its consultant(s) and contractor(s)/subcontractor(s) with, all Federal statutes, executive orders, rules, and regulations regarding the "Americans With Disabilities Act," 28 CFR 35 and 29 CFR 1830 and with the "General Prohibitions Against Discrimination," 28 CFR 35 and all other regulations under Title II of "The Americans With Disabilities Act" which are applicable.

21. The **SPONSOR** shall comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234) which requires recipients in a special flood hazard area to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

22. It is the policy of the **DEPARTMENT** that Disadvantaged and Women-owned Business Enterprises shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds.

23. The **DEPARTMENT** shall review the **PROJECT'S** applicability to both Federal Highway Administration and State requirements for a Federally funded project and if the **PROJECT** qualifies, will complete the appropriate documents for compliance with the National Environmental Policy Act (NEPA).

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24. The **SPONSOR** shall adhere to all existing agreements with State and Federal resource agencies that relate to National Environmental Policy Act (NEPA) compliance. Any special provisions and/or mitigation measures will be strictly followed and monitoring may be required.

25. The **SPONSOR** shall be responsible for any additional documentation, actions, or permits necessary for compliance with the NEPA and the 106 process, which include but are not limited to documentation, actions, or permits involving: historic and archaeological surveys, 4(f) statements, noise assessment and abatement, air quality impact assessment and abatement, water quality impact assessment and abatement, hazardous waste/underground toxic assessment and abatement, navigable stream impact assessment and mitigation, wetland impact assessment and mitigation, endangered species impact assessment and mitigation, wild and scenic river impact assessment and mitigation, and/or any other environmental, cultural, or natural impact statement and mitigation as applicable.

26. The **SPONSOR**, in consultation with the **DEPARTMENT**, shall secure all necessary approvals, permits and licenses from all other governmental agencies as may be required to complete the **PROJECT**. This obligation shall include the responsibility for the preparation or revision of environmental impact statements, environmental assessments, environmental reports or other documents required by law and/or environmental litigation; and the defense of environmental litigation resulting from the planning, design and/or construction of the **PROJECT**. At the **DEPARTMENT'S** request, the **SPONSOR** shall furnish to the **DEPARTMENT**, prior to advertising and letting **PROJECT**, evidence of the approvals, permits, licenses and approved environmental documents.

27. The **SPONSOR** shall comply with and ensure compliance by its consultant(s) and contractor(s)/subcontractor(s) with, all applicable standards, executive orders or regulations, if applicable, issued pursuant to the Clean Air Act (42

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U.S.C. §§ 7401 et. seq.), the Federal Water Pollution Control Act (33 U.S.C. §§ 1251 et. seq.), and the Energy Policy and Conservation Act (Pub. L. 94-163).

28. The **SPONSOR** shall administer all contracts/subcontracts and be responsible for insuring that all work shall be performed and purchases made in a manner satisfactory to the **DEPARTMENT** and in accordance with the established practices and procedures of the **DEPARTMENT,** and all Federal and State laws, rules, regulations, executives orders, policies and procedures which include, but are not limited to, those included in the Transportation Alternatives Program Application Package, the Federal Aid Policy Guide 23 CFR 633A and entitled "PART 633 – REQUIRED CONTRACT PROVISIONS", and the Rules and Regulations of the West Virginia Department of Transportation, Division of Highways, Series I Section 8 entitled Procurement Procedures for Negotiated Contracts, as applicable.

29. The **SPONSOR** acknowledges and agrees that the **DEPARTMENT** and the Federal Highway Administration reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for governmental purpose(s):

a) the copyright of any work developed under this grant, subgrant or contract under this grant or subgrant; and

b) any rights of copyright to which a grantee, subgrantee, consultant, or contractor acquires or purchases ownership with support from this grant.

30. The **DEPARTMENT** shall bear one hundred percent (100%) of all administrative costs incurred by the **DEPARTMENT**, such as reviewing and processing invoices from the **SPONSOR**.

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31. The **SPONSOR** acknowledges and agrees that the future sale, lease, transfer of title or modification in use of any property either purchased with, or receiving improvements funded through, this Agreement and occurring within the specified maintenance term requires prior approval by the **DEPARTMENT** and/or the Federal Highway Administration and could require repayment, by the **SPONSOR**, of Federal funds involved.

32. The **SPONSOR** acknowledges and agrees that failure to adhere to and comply with, and ensure compliance by its consultant(s), contractor(s) and subcontractor(s) with any item in the attached Project Agreement may result in the repayment, by the **SPONSOR**, of any and all Federal funds expended on the project. It will be at the sole discretion of the Federal Highway Administration and/or the **DEPARTMENT** to determine if the violation warrants repayment and the amount to be repaid. Prior to any obligation of repayment, the **SPONSOR** shall be provided with a written notice of any alleged violation and allowed a reasonable opportunity to cure said violation.

33. By entering into this Agreement the **SPONSOR** assures and certifies, with respect to this **PROJECT**, that it will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds for this project. Performance under this Agreement shall be governed by and in compliance with the following requirements as applicable to the type of organization of the **SPONSOR**. The applicable provisions to the Agreement include but are not limited to the following:

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SUBJECT	USC	CFR	OTHER LAWS	Applicability		
				NHS	Construction Contracts	Non-Highway Construction or "Service Contracts"
Prohibition Against Use of Local Hiring Preferences (FHWA-1273 - Sec 1-6)		635.117(b)		Yes	Yes	No
Prohibition Against the Use of Convict Labor (FHWA-1273 - Sec 1-6)	23 USC 114(b)	23CFR 635.117(a)		Yes	Yes**	No
Nondiscrimination (FHWA-1273 - Sec II)	23USC 140, 23 USC 324, 49 USC 322, 42 USC 12101-12213, 42 USC 3601-3619	23 CFR 200, 23 CFR 230D, 23 CFR 635.17 28 CFR 35 29 CFR 1630 41 CFR 60 49 CFR 21, 23 28 CFR 50.3 49 CFR 25	"The Civil Rights Act of 1964, Title VI "The Age Discrimination and Employment Act of 1967 "The Age Discrimination of 1975 "The American Disabilities Act of 1990	Yes	Yes	Yes
Non-segregated Facilities (FHWA-1273 - Sec III)		23 CFR 633A 41 CFR 60.1.8	Title VI	Yes	Yes	Yes
Payment of Predetermined	23 USC 113,	23 CFR 635, 309(f),	Davis-Bacon Act Copeland	Yes	**	**

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SUBJECT	USC	CFR	OTHER LAWS	Applicability		
				Construction Contracts		Non-Highway Construction or "Service Contracts"
				NHS	Non-NHS	
Minimum Wage (FHWA-1273 - Sec IV)	**40 USC 276 (a) & (c)**	**29 CFR 1, 3, 5**	**Anti-Kickback Act**			
Statements and Payrolls (FHWA-1273 - Sec V)	**40 USC 276 (a) & (c), 18 USC 874**	**23 CFR 635.118 29 CFR 3, 5**	**Davis-Bacon Act Copeland Anti-Kickback Act**	**Yes**	**	**
Record of Material, Supplies and Labor (FHWA 47) (FHWA-1273 - Sec VI)		**23 CFR 635.126**		**Yes	**No**	**No**
Subletting or Assigning the Contract (FHWA-1273 - Sec VII)		**23 CFR 635.116**		**Yes**	**No**	**No**
Safety: Accident Prevention (OSHA compliance) (FHWA-1273 - Sec VIII)	**40 USC 333**	**23 CFR 635.108 29 CFR 1926**	**OSHA**	**Yes**	**Yes**	**Yes**
False Statements Concerning Highway Projects (FHWA-1273 - Sec IX)	**18 USC 1020**	**23 CFR 633A, 23 CFR 635.119**		**Yes**	**Yes**	**Yes**
Implementation of the Clean Air Act and Federal Water	**33 USC 1251 42 USC**	**23 CFR 633A**		**Yes**	**Yes**	**Yes**

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SUBJECT	USC	CFR	OTHER LAWS	Applicability			
				Construction Contracts NHS	Non-Highway Construction or "Service Contracts" Non-NHS		
Pollution Control Act (FHWA-1273 - Sec X)	1857	40 CFR 15					
Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (FHWA-1273 - Sec X1)		23 CFR 635.112(g) 49 CFR 29		Yes	Yes	Yes	
Certification Regarding the Use of Contract Funds for Lobbying (FHWA-1273 - Sec X11)	49 USC 322A	23 CFR 635.112(g) 49 CFR 20 49 CFR 29		Yes	Yes	Yes	
Appalachian Contract Employment Preference	40 USC Appendix 201	23 CFR 633B	Appalachian Regional Development Act	--	--	--	
Buy America	STAA Section 165 ISTEA Section 1041(a) & 1048(b)	23 CFR 635.410		Yes	Yes	**Yes	
Disadvantaged Business Enterprise	23 USC 140(b)	23 CFR 200 & 230B, C, D 49 CFR Part 26 (DBE) 49 CFR Part		**Yes	**Yes	**Yes	

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SUBJECT	USC	CFR	OTHER LAWS	Applicability		
				Construction Contracts		Non-Highway Construction or "Service Contracts"
				NHS	Non-NHS	
		21 (Title V1)				
Indian Preference on Federal-aid Projects (Labor & Employment)	23 USC 140 42 USC 2000e-2i	23 CFR 635.117		**	**	**
Non-Collusion Certification	23 USC 112	23 CFR 635.112(f)		Yes	Yes	No
On-the-Job Training	23 USC 140(a) & (b)	23 CFR 230A		Yes	**	**
Standardized Changed Conditions Contract Clauses	23 USC 112(e)	23 CFR 635.109		Yes	Yes	No
Drug - Free Workplace		49 CFR 29		**	**	**
Publicly Owned Equipment		23 CFR 635.106	OMB Circular A-87	Yes	Yes	No
Contractor Purchased Equipment for State Ownership	23 USC 302	23 CFR 140 49 CFR Part 18 49 CFR Section 18.3		Yes	Yes	No
Equipment Rental Rates		48 CFR Part 31	OMB Circular A-87 FAPG NS 23	Yes	Yes	No

SUBJECT	USC	CFR	OTHER LAWS	Applicability		
				Construction Contracts		Non-Highway Construction or "Service Contracts"
				NHS	Non-NHS	
			CFR 635.120			
Foreign Contractor and Supplier Restriction		**49 CFR 30**		**Yes**	**Yes**	**No**
Prohibition Against Convict Produced Materials	**23 USC 114(b) (2)**	**23 CFR 635.417**		**Yes**	**	**No**
Patented / Proprietary Products	**23 USC 112**	**23 CFR 635.411**		**Yes**	**Yes**	**No**
State Preference	**23 USC 112**	**23 CFR 635.409**		**Yes**	**Yes**	**No**
State Owned / Furnished/ Designated Materials	**23 USC 112**	**23 CFR 635.407**		**Yes**	**Yes**	**No**
Public Agencies in Competition with the Private Sector	**23 USC 112**	**23 CFR 635.112(e)**		**Yes**	**Yes**	**No**
Salvage Credits		**49 CFR 18.36**		**Yes**	**Yes**	**No**
Warranty		**23 CFR 635.413**		**Yes**	**No**	**No**

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SUBJECT	USC	CFR	OTHER LAWS	Applicability		
				Construction Contracts NHS	Non-Highway Construction or "Service Contracts" Non-NHS	
Alternate Bids		23 CFR 635.411(b)		Yes	No	No
Incentive / Disincentive Clauses		23 CFR 635.127(d,f)		Yes	No	No
Standard Specifications and Plans		23 CFR 630B		Yes	No	No
Engineer's Estimate		23 CFR 630B		Yes	No	No
Method of Construction (low bid for construction contracts)	23 USC 112(a) & (b)	23 CFR 635.104 49 CFR 18.36		Yes	Yes	No
Owner Force Account / Cost Effective Justification		23 CFR 635B		Yes	Yes	No
Bonding and Prequalification		23 CFR 635.110		Yes	Yes**	No
Advertising for Bids	23 USC 112	23 CFR 635.112(d) (e) (f) (g) (h), 49 CFR 18.36		Yes	**	No

SUBJECT	USC	CFR	OTHER LAWS	Applicability		
				Construction Contracts		Non-Highway Construction or "Service Contracts"
				NHS	Non-NHS	
Bid Opening and Tabulation		**23 CFR 635.113(a)**		**Yes**	**	**No**
Bid Analysis and Award of Contract	**23 USC 112**	**23 CFR 635.114**		**Yes**	**	**No**
Contract Time		**23 CFR 635.121**		**Yes**	**No**	**No**
Change Orders		**23 CFR 635.120-121**		**Yes**	**No**	**No**
Claims		**23 CFR 635.124**		**Yes**	**No**	**No**
Liquidated Damages		**23 CFR 635.127**		**Yes**	**No**	**No**
Progress Payments		**23CFR 635.122**		**Yes**	**No**	**No**
Project Supervision and Staffing	**23 USC 114 & 302**	**23 CFR 635.105**		**Yes**	**Yes**	**No**
Subcontracting		**23 CFR 635.116**		**Yes**	**No**	**No**
Suspension and Debarment		**49 CFR 29**		**Yes**	**Yes**	**Yes**

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SUBJECT	USC	CFR	OTHER LAWS	Applicability		
				Construction Contracts		Non-Highway Construction or "Service Contracts"
				NHS	Non-NHS	
Termination of Contracts		**23 CFR 635.125**		**Yes**	**No**	**No**
Audits	**23 USC 112(b) (2) (c)**	**49 CFR 18.26; and 48 CFR 31, Federal Acquisitions Regulations**	**OMB Circular A-133**	**Yes**	**Yes**	**Yes**
Records Retention		**49 CFR 18**		**Yes**	**Yes**	**Yes**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/21/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-458: Charles Town Utility Board Meeting Minutes - March 26, 2025

ATTACHMENTS:
- 2025.03.26 UB MINUTES .pdf

Charles Town Utility Board
Regular Board Meeting
March 26, 2025

The Charles Town Utility Board held a regular meeting on March 26, 2025 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member; and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Robert Rodecker, Legal Counsel (Zoom) and Pasha Majdi, County Commission Liaison (Zoom).

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of March 12, 2025 Minutes

The Chairman called for changes or corrections to the March 12, 2025 regular meeting minutes. Mrs. Parker suggested one minor grammatical change.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the minutes as amended.**

PUBLIC COMMENT

The Board received public comments from Giuliana Broyna, Christine Wimer and Jessie Norris.

UNFINISHED BUSINESS

Update on WV PSC Cases - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

i. 25-0263-W-C – West Virginia American Water Complaint Case

This item was discussed in executive session.

ii. 25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development

No updates for this item.

NEW BUSINESS

2022 Collection System Project – Change Order Request #1 B&O Tax Credit – Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

This item was discussed in executive session.

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided staff is preparing for CTUB Day on May 9th for a tour of the wastewater plant with a rain date of May 16th. She also mentioned baffle walls were installed at the water treatment plant that may have resulted in the discoloration of the water which was addressed by staff. Staff put out a notice that this work will continue the latter part of the week and any further discoloration will be addressed. Mr. Maxey suggested looking into turbidity monitoring coming out of the water plant which may address the sediment issue.

Mrs. Stolipher also addressed issues with the complexity of social media and suggested customers call the Utility if there are any issues or concerns.

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

Chairman Report

The Chairman provided no updates.

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

APPROVAL OF BILLS

March 26, 2025

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

EXECUTIVE SESSION

Action: **Motion by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved convening into Executive Session at 4:19 P.M. to discuss PSC case 25-0263-W-C – West Virginia American Water Complaint Case and the 2022 Collection System Project Change Order Request #1 B&O Tax Credit.**

The Board convened back into public session at 5:00 P.M.

Action: **Motion by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved directing Mr. Rodecker to not sign the request for a privacy waiver in the West Virginia American Water Complaint Case.**

Action: **Motion by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved paying the Change Order #1 for the Collection System Project as submitted.**

Action: **Motion by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved directing Mr. Rodecker to file a letter with the PSC notifying them that the Planning Commission denied the Mountain Pure Concept Plan and if it does come back for approval, it may have significant changes.**

Action: **Motion by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved any future agreements regarding the Mountain Pure project be brought back to the Board for discussion and action.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:03 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, April 9, 2025 at 4:00 P.M. at 661 S. George Street.

John Nissel
Chairman

Ashley Stottlemyer
Secretary