CITY OF CHARLES TOWN

CITY COUNCIL

AGENDA • DECEMBER 1, 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

: **2025-1309:** City Council Meeting Minutes - November 17, 2025
City Council Meeting Minutes - November 17th - draft.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

: **2025-1310:** Ordinance Committee Meeting Report - November 20, 2025

: **2025-1311:** Infrastructure Committee Meeting - November 24, 2025

7. CITY MANAGER REPORT

: **2025-1312:** City Manager Report - December 1, 2025
CMR 01 December 2025.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

10. NEW BUSINESS

: **2025-1313:** 2026 Proposed City Council Meeting Schedule
2026 Council Meeting Schedule.pdf

: **2025-1314:** 2026 City of Charles Town Holiday Calendar
2026 City of Charles Town Holiday Schedule.pdf

: **2025-1315:** Vacant Building Appeal (APUS) Discussion

: **2025-1316:** Tax Incremental Financing (TIF) Contractor Request
TIF Presentation for City of Charles Town 11-18-25.pdf

: **2025-1317:** City of Charles Town Boards and Commission Openings Discussion
Board and Commissions Terms Ending 2025.pdf

: **2025-1318:** Wreaths Across America Proclamation
Wreaths Across America Proclamation.pdf

: **2025-1323:** Business Forum Discussion - Possible Select Committee

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: **2025-1319:** Payment of Bills - December 1, 2025
GEN FUND COUNCIL REPORT 2025-12-01.pdf
PARKS N REC COUNCIL REPORT 2025-12-01.pdf
CAPITAL RESERVE COUNCIL REPORT 2025-12-01.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, Monday, December 15, 2025, at 7:00PM

: **2025-1320:** Public Comment Letters from November 17, 2025, Council Meeting
Jess Derr Public Comment.pdf
Dan Casto Email.pdf

: **2025-1321:** Finance Committee Report - November 12, 2025
November Finance Minutes 2025.pdf

: **2025-1322:** Charles Town Police Department October Statistical Report
October CTPD Stats 2025.pdf

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

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/01/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1309: City Council Meeting Minutes - November 17, 2025

ATTACHMENTS:

- City Council Meeting Minutes - November 17th - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • November 17, 2025

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

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

Mr. Brent Manuel, City Manager, Ms. Alissa Meeks, Assistant City Manager; Ms. Stephanie Grove, City Attorney; Ms. Cindy Rezmer, Operations Director; Ms. Lori Nice, Finance Director; Mr. James Newman, City Planner; Ms. Kristen Stolipher, Charles Town Utility Board (CTUB); 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

2025-1263: City Council Meeting Minutes - November 3, 2025

There being no corrections, additions, or changes to the minutes, Mayor George declared them approved.

3. PUBLIC COMMENT

Mr. Wilt spoke of his concerns that the Charles Town Utility Board (CTUB) and the City of Charles Town are no longer collaborating with the City of Ranson and that there is a lack of communication and transparency.

Ms. Reese, chair of the Jefferson County Landmarks Commission, spoke about the two cemeteries on the Huntfield property and requested that ground penetrating radar be used in the future to delineate the boundaries.

Mayor George read into the record an email from Ms. Derr on the Huntfield masterplan and a letter from Mr. Casto on the Charles Town Utility Board (CTUB) CIF.

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4. WARD REPORTS

Ward 1

Mr. Kratovil had nothing to report.

Ms. Ricketts had nothing to report.

Ward 2

Mr. Hynes had nothing to report.

Mr. Tester reported that he attended the Finance and Personnel Committee meetings and the American Legion's Veteran's Day BBQ at the Jefferson County Memorial Park.

Ward 3

Mr. Hartman had nothing to report.

Mr. Roth reported that he attended the Robert's Rules training, the Earth Grounds Street Festival, and the American Legion's Veteran's Day BBQ.

Ward 4

Ms. Smith reported she attended the Robert's Rules training and that the Old Opera House outdoor sign will not be delivered until January 2026.

Ms. Sugrue reported that she attended the Robert's Rules training, the "Walks About Nothing" where they toured the Old Opera House, and the Earth Grounds Street Festival. She also reported that Paddy's has trivia night on Monday nights and the next "Walks About Nothing" is Wednesday, November 19, 2025. On November 29, 2025, Small Business Saturday, there will be a market at Charles Town Washington Hall.

5. MAYOR'S REPORT

Mayor George reported he attended the following meetings/events:

- The Prospect Place COA meeting - November 4, 2025.
- Met with a citizen about stormwater issues - November 4, 2025.
- Robert's Rules training - November 5, 2025.
- The Ranson Civic Center food drive - November 8, 2025.
- Police Civil Service Commission meeting and administered the oath of office for the following promotions: Captain Knott, Lieutenant Quinnam, Sargent Ciampa, and Corporal Lipscomb.
- "Walks About Nothing" - November 5, 2025
- Met with local banks, including Potomac Bank, on the marketing and sale of the 100 block of E. Washington Street buildings.
- Met with Senator Capito along with other local mayors.
- Attended the American Legion Veteran's Day BBQ.

Mayor George reported the upcoming meetings/events:

- Board of Zoning Appeals meeting - November 18, 2025.
- Meeting with Chief Kutcher and the city manager to discuss a possible accreditation manager position - November 19, 2025.
- Meeting with the WV Emergency Management Division on the Liberty Street Project Grant - November 19, 2025.
- "Walks About Nothing' - November 19, 2025.
- Ordinance Committee meeting - November 20, 2025.
- Infrastructure Committee and Planning Commission meetings - November 24, 2025

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- Small Business Saturday, November 29, 2025, and Christmas ornament making at City Hall.
- Vacant Structure Appeal Special Meeting on December 1, 2025, at 6:00PM.

6. COMMITTEE REPORTS

2025-1264: Finance Committee Report - November 12, 2025

Mr. Tester reviewed the Finance Committee Report with the council.

2025-1265: Personnel Committee Report - November 13, 2025

Ms. Sugrue reviewed the Personnel Committee Report with the council.

7. CITY MANAGER REPORT

2025-1280: City Manager Report - November 17, 2025

Mr. Manuel reviewed the City Manager's Report with the council.

8. POLICE CHIEF REPORT

Chief Kutcher reviewed the October Statistical Report with the council.

He reported that the two applicants that completed the first round of testing could not proceed to the next level. A new testing date will be scheduled in 2026. There will also be a vacancy in the administration department at the end of the month. Chief Kutcher thanked Ms. Pattajo and wished her luck in her next endeavor. And finally, he thanked AAA for recognizing the department with a Platinum Traffic Safety award.

9. UNFINISHED BUSINESS

2025-1266: Thomassen Ford Building Discussion - Update

There was no action taken on this agenda item.

2025-1281: Public Hearing on an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Sewer Service at Charles Town and Vicinity, Jefferson County, West Virginia by Revising Capacity Improvement Fees

Mr. Tester moved to open the public hearing. Mayor George, hearing no objections, opened the public hearing.

Mr. Wilt spoke during the public hearing.

Mayor George asked if there was any objection to closing the public hearing. Hearing none, he closed the public hearing.

2025-1282: Public Hearing on an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Water Service at Charles Town and Vicinity, Jefferson County, West Virginia by Revising Capacity Improvement Fees

Mr. Tester moved to open the public hearing. Mayor George, hearing no objections, opened the public hearing.

No one signed up for the public hearing.

Mayor George asked if there was any objection to closing the public hearing. Hearing none, he closed the public hearing.

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2025-1283: Second Reading of an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Sewer Service at Charles Town and Vicinity, Jefferson County, West Virginia by Revising Capacity Improvement Fees

Mr. Kratovil moved to Table this agenda item until the December 1, 2025, meeting. Mr. Tester seconded the motion, and it failed by a 4-5 vote.

RESULT:	**FAILED [4-5]**
MOVER:	James Kratovil
SECONDER:	Kevin Tester
AYES:	George, Kratovil, Tester, Smith
NAYS:	Ricketts, Hynes, Hartman, Roth, Sugrue

Mr. Hartman moved to approve the Second Reading of an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Sewer Service at Charles Town and Vicinity, Jefferson County, West Virginia by Revising Capacity Improvement Fees. Mr. Roth seconded the motion, and it passed by a 5-4 vote.

RESULT:	**APPROVED [5-4]**
MOVER:	Nathanael Hartman
SECONDER:	Alden Roth
AYES:	Ricketts, Hynes, Hartman, Roth, Sugrue
NAYS:	George, Kratovil, Tester, Smith

2025-1284: Second Reading of an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Water Service at Charles Town and Vicinity, Jefferson County, West Virginia by Revising Capacity Improvement Fees

Mr. Hartman moved to approve the Second Reading of an Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Water Service at Charles Town and Vicinity, Jefferson County, West Virginia by Revising Capacity Improvement Fees. Mr. Roth seconded the motion, and it passed by a 6-3 vote.

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

10. NEW BUSINESS

2025-1109: Presentation - DR Acquisitions - Huntfield Master Plan

There was no action taken on this agenda item.

2025-1267: FY2026 Capital Revision #5

Mr. Kratovil moved to approve the FY2026 Capital Revision #5. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

2025-1278: Prospect Place Conditions of Annexation

Mr. Hartman moved to approve the Prospect Place Conditions of Annexation. Ms. Smith seconded the motion, and it passed by unanimous vote.

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

2025-1285: FY2026 General Fund Revision #3

Mr. Kratovil moved to approve the FY2026 General Fund Revision #3. Mr. Tester seconded the motion, and it passed by unanimous vote.

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

11. REFERRALS TO COMMITTEES/COMMISSIONS

2025-1286: Referral to Ordinance Committee - Article 111 Council

Mr. Tester moved to refer Article 111 Council to the Ordinance Committee. Mr. Roth seconded the motion, and it passed by unanimous vote.

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

12. APPROVAL OF BILLS

2025-1287: Payment of Bills - November 17, 2025

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

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

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13. ADJOURNMENT

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

Ms. Ricketts reported that the Jefferson County Commission has advertised seeking applicants for several board openings including the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) municipal representative and she asked that her letter of nomination be resent to the Commission.

Mayor George requested that advertising begin on the City's boards and commissions for upcoming vacancies. He then adjourned the meeting.

14. INFORMATION ONLY - NEXT MEETING, City Council Workshop, December 1, 2025, at 6:00PM and City Council Meeting, December 1, 2025, at 7:00PM.

2025-1268: Ordinance Committee Report - October 28, 2025

2025-1269: An Ordinance to Approve the September 2025 Replacement Pages to the Codified Ordinances

2025-1270: Charles Town Police Department Neighborhood Traffic Summary

2025-1271: Resolution Authorizing the City to Enter into a Suballocated Funding/Carbon Reduction Program Funding Agreement with the West Virginia Division of Highways for Congress and Lawrence Street Intersection Improvements.

2025-1272: A Resolution of the Charles Town City Council, Authorizing Financial Assistance to Jefferson County Community Ministries in Response to the Government Shutdown and Supplemental Nutrition Assistance Program (SNAP) Service Disruption.

2025-1273: Letter to the Building Commission

2025-1274: Invitation to Participate in "Charles Town CLEAN Parks" Initiative Letter

2025-1275: WV Division of Highways (WVDOH) Letters

2025-1276: The Old Opera House Letter

2025-1277: Boys and Girls Club Letter

2025-1279: Letter to Jefferson County Commission - October 7, 2025

2025-1288: Charles Town Utility Board Meeting Minutes - October 22, 2025

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/01/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1310: Ordinance Committee Meeting Report - November 20, 2025

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/01/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1311: Infrastructure Committee Meeting - November 24, 2025

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/01/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1312: City Manager Report - December 1, 2025

ATTACHMENTS:

- CMR 01 December 2025.pdf

City of Charles Town

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

Memorandum to Mayor and City Council

From: Brent T. Manuel, City Manager
Subject: City Manager's Report
Date: 01 December 2025

ADMINISTRATION

Participation in CLEAN Parks kick-off meeting and currently working to develop RFQ for green infrastructure design, engineering and park planning consulting.

Participation on Augustine Avenue trail project call with consultants on all phases of the project.

Participation in an all staff meeting with members communicating individual and department current work as well as a short human resource training.

Participation with WVEMD site visit to review the Liberty Street stormwater management project.

Meeting with Chief Kutcher on future staffing needs at the Police Department.

Virtual attendance at a progress meeting for the collection system project at CTUB.

Participation in a meeting with Greenway Engineering on stormwater study.

Participation in a tour of the Charles Town wastewater plant.

Participation in meetings of the Ordinance and Infrastructure committees.

In attendance at the Planning Commission meeting.

Participation in a special meeting at CTUB with the board agreeing to apply for a WDA Economic Enhancement Grant for Summit Point Motorsports Park & Training Facility.

Communications with the Tree Board on options to acquire an ArcGIS license for the board to utilize in various areas.

COMMUNITY AND ECONOMIC DEVELOPMENT

Events: Christmas Parade – The City needs council members to participate in the Charles Town Christmas Parade on December 6th. Parade participants will need to be at the parade starting lineup at 1:45PM. Candy to distribute along the parade route will be provided. Contact Liz Cook with questions.

Pool: The City's Grant Subcontractor is submitting documentation with the LWCF to readjust the funding levels allocated to the pool/pool house construction. The project received two (2) awarded grants, but based on the grant amounts, the City was $400K short on the pool house grant and over $400K on the pool obligation. Thus, the reallocation will adjust these funding levels to reallocate $200K from the pool and use $200K from our match and redirect it to the pool house to ensure. The overall project total and funding remain the same.

Leadership WV: On November 21, Alissa Meeks completed the 7-month long Leadership WV Program to graduate with her Class of 2025. The cohort consisted of 50+ leaders across West Virginia who represented a broad spectrum of professional, personal, and geographic diversity. The mission of LWV is to develop a state-wide network of alumni who are already actively involved in their communities who will help find solutions to aid WV's future growth, development, and prosperity, increase awareness of issues currently facing WV, and partake in leadership training initiatives that will serve in career development.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/01/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1313: 2026 Proposed City Council Meeting Schedule

ATTACHMENTS:

- 2026 Council Meeting Schedule.pdf

CHARLES TOWN CITY COUNCIL
2026 MEETING SCHEDULE

All regular meetings are held in the Council Chambers located at
101 E. Washington Street, Charles Town, WV 25414.
All meetings begin at 7:00 p.m.

Monday, January 5
Tuesday, January 20*
Monday, February 2
Tuesday, February 17*
Monday, March 2
Monday March 16
Monday, April 6
Tuesday, April 21**
Monday, May 4
Monday, May 18
Monday, June 1
Monday, June 15
Monday, July 6
Monday, July 20
Monday, August 3
Monday, August 17
Tuesday, September 8*
Monday, September 21
Monday, October 5
Monday, October 19
Monday, November 2
Monday, November 16
Monday, December 7
Monday, December 21

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* When a regularly scheduled Monday meeting falls on a holiday or observed holiday, the meeting will be held the following day, on Tuesday, at 7:00 p.m.

**Per State Code, the City Council must lay the levy on the third Tuesday in April, Council normally elects to meet on Tuesday to conduct regular business and lay the levy at the same time.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/01/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1314: 2026 City of Charles Town Holiday Calendar

ATTACHMENTS:

- 2026 City of Charles Town Holiday Schedule.pdf

2026 HOLIDAY CALENDAR – City of Charles Town

New Year's Day	**Thursday, January 1**
Martin Luther King, Jr. Day	**Monday, January 19**
President's Day	**Monday, February 16**
WV Primary Election Day	**Tuesday, May 12**
Memorial Day	**Monday, May 25**
Juneteenth/WV Day (Observed)	**Friday, June 19**
Independence Day (Observed)	**Friday, July 3**
Labor Day	**Monday, September 7**
Columbus Day	**Monday, October 12**
WV General Election Day	**Tuesday, November 3**
Veteran's Day	**Wednesday, November 11**
Thanksgiving	**Thursday, November 26**
Lincoln's Day	**Friday, November 27**
Christmas Day	**Friday, December 25**

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/01/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1315: Vacant Building Appeal (APUS) Discussion

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/01/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1316: Tax Incremental Financing (TIF) Contractor Request

ATTACHMENTS:

- TIF Presentation for City of Charles Town 11-18-25.pdf

What is TIF?

Property Tax Increment Financing Districts (TIF)

- W. Va. Code §§ 7-11B-1, *et seq.* (the "TIF Act")
- TIF involves the creation of a discrete taxing district with geographic boundaries designed for the benefit of future development or redevelopment for the benefit of the taxing district ("TIF District").

Authorized Governmental Entities

- Class I, II and III Municipalities
- County Commissions

Intent of TIF

- TIF is a local economic development tool, which captures incremental property taxes to generally finance public improvement projects in the TIF District.
- TIF is commonly used to finance *redevelopment* projects in downtown municipalities (i.e., elimination of blight) and *development* projects located in open areas and green fields (i.e., retail, commercial & industrial development).
- TIF Funds project costs where other financing is not available. "But for TIF, the project would not be completed as designed…"

What is TIF?

Permitted Uses of Funds for TIF Projects

- Infrastructure (roads, water, sewer, gas, electric, stormwater, fiber optic)
- Streetscapes, sidewalks, street lighting, public parking
- Land Acquisition (historically no condemnation)
- New Buildings and Renovation of Existing Buildings
- Demolition
- Environmental Remediation
- Sitework and grading
- Improvements to an industrial site, including utilities to the site
- New or expanded roads that improve access to the TIF District or project area

Characteristics of Successful TIF Projects

- Experienced development team and financing team
- Sufficient private/public capital to complete necessary investments
- Ability of to attract additional investments by other parties, as needed
- Diversified property tax base for large TIF Districts
- Proximity to existing infrastructure
- Significant economic engine to drive future private investment

How Does TIF Work?

1. Determine the geographic boundaries of the TIF District

- Must be a contiguous geographic area
- May be located within a municipality, unincorporated area or within boundaries of a Public Service District
- For a County Commission, the Commission must obtain prior written consent of a municipality prior to establishment of TIF within the municipality
- Can be proposed by a project developer (private or public), one or more county commissions or municipalities, or combination thereof
- May include one or more counties or municipalities

How Does TIF Work?

2. Establish Base Assessed Value of the TIF District

- Prepared by the County Assessor
- The taxable assessed value of all real and tangible personal property located within a development or redevelopment district as shown upon the landbooks and personal property books of the assessor on the first day of July of the calendar year preceding the effective date of the order creating the district.

  Excludes personal motor vehicles, personal trailers, personal boats, personal campers, personal motor homes, personal ATVs, and personal motorcycles.

- Valuation date of July 1 of year prior to order creating the District

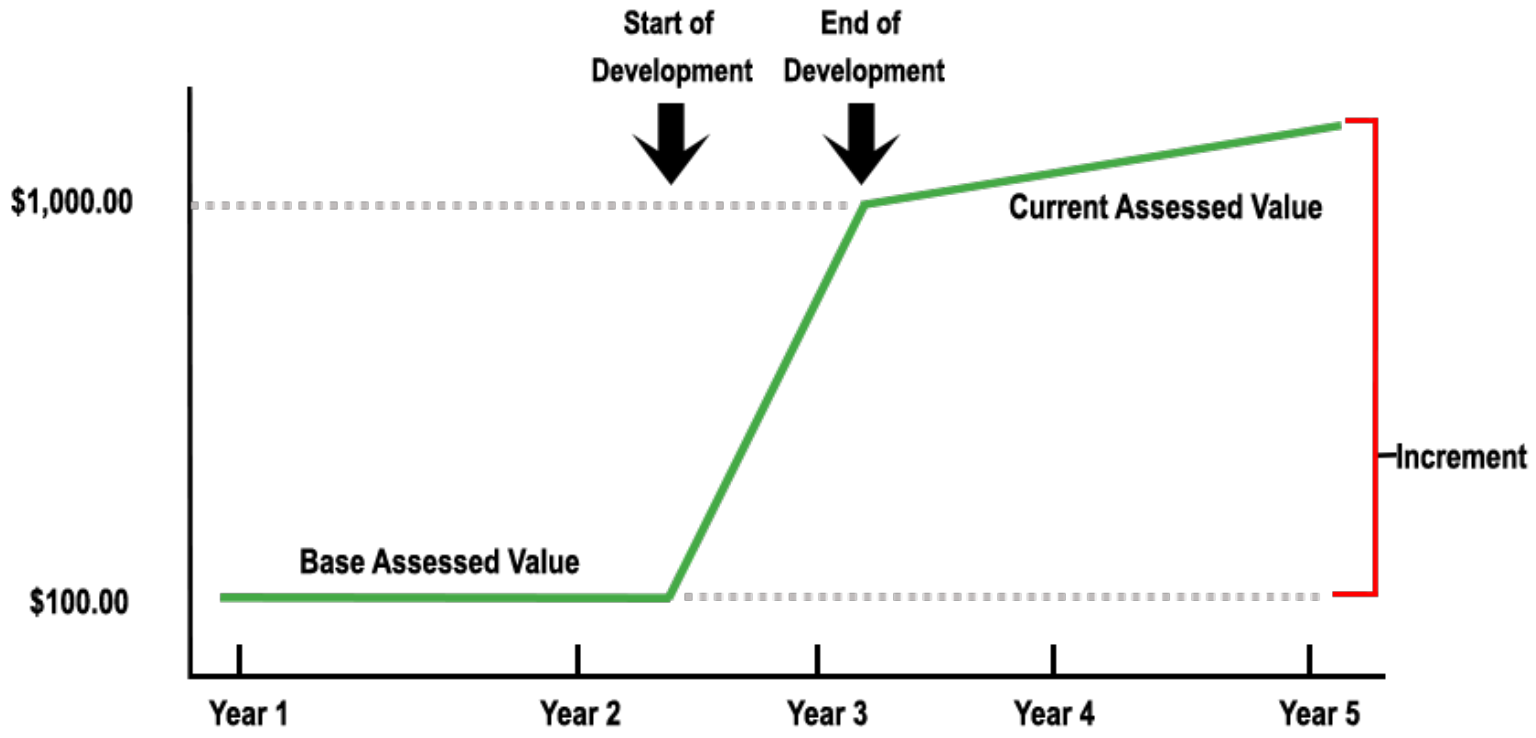
How Does TIF Work?

3. Determine Current Assessed Value of the TIF District

- County Assessor certifies the Current Assessed Value each subsequent year (July 1)
- Difference between Base Assessed Value and Current Assessed Value is Increment
- Regular levies in Base Assessed Value are excluded from theTax Increment
- Excess levies and bond levies are not included in the Tax Increment
- County school boards are not hampered by existence of a TIF because they are made whole by the school aid formula

How Does TIF Work?

4. Calculate the Property Tax Increment



How Does TIF Work?

5. Collect and Deposit Taxes into the TIF Fund

- Separate fund for a TIF District into which all tax increment revenues are deposited and from which all debt service on TIF bonds or other obligations are paid
- May be pledged to repayment of TIF obligations (bonds) debt service
- May use deposited TIF Funds on a “pay-as-you-go” basis to pay project costs
- Expires 30 years from the creation of the TIF District

Preparation of the TIF Application

1. Determine boundaries of the TIF District

- Written description and map of TIF District; must be contiguous
- List of tax parcels to be included in TIF District
- Map of existing uses and conditions in TIF District

2. Description of Proposed TIF Projects

- List of TIF of proposed TIF Projects and estimate of costs
- Map of proposed TIF Projects

3. Plan of Finance for the TIF Obligations (Bonds)

- Projected increases of taxable assessed values of property in the TIF District
- Projected Tax Increment Revenue of the TIF District
- Determine TIF Obligations (Bonds) Size and Structure

4. Other TIF Application Requirements

- Estimated job creation
- Feasibility study, which can include existing planning/studies for projects, or specific study for developer proposed projects

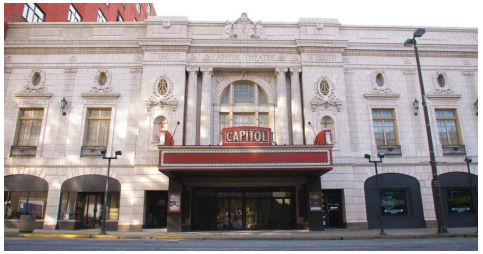
Preliminary TIF Approval Timeline - Municipality

Approximate Time	Action Items
Day 1	• Adoption of a Resolution setting Public Hearing date, approving form of the Notice of Public Hearing, and approving the Draft TIF Application to be notice to sent to the Levying Bodies
Day 2	• Resolution, Notice of Public Hearing and TIF Application provided to the Levying Bodies
Day 31	• 1st publication of Notice of Public Hearing in the Inter-Mountain
Day 38	• 2nd publication of Notice of Public Hearing in the Inter-Mountain
Day 45	• Public Hearing on TIF District and Project
Day 60	• Submit TIF Application to the State with minutes from the Public Hearing –*State has 60 days to approve the TIF Application or request additional information*.
Day 120	• State provides approval letter for the proposed TIF.
Day 135	• 1st Reading of an Ordinance creating the TIF District and approving the Project Plan
Day 150	• 2nd Reading, public hearing and final enactment of an Ordinance creating the TIF District and approving the Project Plan

Case Study

Downtown Redevelopment TIF – City of Wheeling







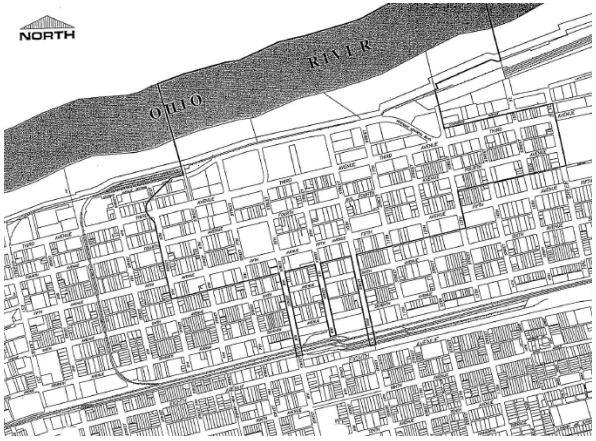
- **Established TIF District in 2003**
- **900+ real property parcels throughout Wheeling**
- **Issued TIF Bonds in 2005**
  - $6 million TIF Project (leveraged by a $3 million State loan) for renovations to the 180,000+ sq ft Stone & Thomas Department Store
  - Complete rehabilitation of building exterior, new roofs, new windows on all floors, demolition and mechanical build out of 60,000+ sq ft.
  - The Williams Lea Group occupies nearly 50,000 square feet of space in the Stone Center with nearly 400 employees
- **Issued TIF Bonds in 2008, 2011, 2013 and 2016**
  - $6 million of TIF Projects located in the 1100 Block of Downtown
  - Property acquisition and demolition providing 50,000 square feet of cleared site for development, expansion of Heritage Port Park & Sculpture Garden, storm sewer improvements for construction of The Health Plan building (see below), facade improvements to the Horne's Building, streetscape, and improvements to the Capitol theater.
- **The Health Plan (2017)**
  - Newly constructed 51,000 square foot state-of-the-art 4-story building with 1.3 acres of land, parking, greenspace and an amphitheater
  - Approximately 460 employees work in the building
  - One of the largest locally managed care organizations in West Virginia

Case Study

Downtown Redevelopment TIF – City of Huntington







- **Established TIF District in 2004**
- **400+ real property parcels in the heart of downtown business district**
- **Issued TIF Bonds in 2006**
  - $2.2 million TIF Project (leveraged with a Community Development Block Grant and Empowerment Zone funds) for Downtown Business District improvements
  - Returned low-speed 2-way traffic to 9th Street between 3rd and 5th Avenues, new sidewalks, streetlights and landscaping, new traffic signal at 9th Street and 4th Avenue, new angled street parking, and repaired sidewalks on 3rd Avenue between 8th and 10th Streets.
- **Issued TIF Bonds in 2019**
  - $2 million TIF Project for improvements to the Civic Center outside plaza area.
  - New shade structure for live performances and outdoor movies, a graphic screen wall, sidewalk and lighting improvements, water features, site amenities and landscaping.
  - Investment in the Downtown Business District positively impacted surrounding businesses and the City as a whole.

TIF Example – City of Elkins

Determine the geographic boundaries of the proposed TIF District



TIF Example – City of Elkins

List of proposed TIF Projects, including description and cost

1. **Elkins Riverfront Development**
   - Beautification, ecological restoration, safe alternative transportation routes, and recreational opportunities
   - Estimated Cost: $2.4M - $3.3M

2. **Recreational Trails**
   - Elkins Area Shared Trails (EAST) initiative to build world-class trail systems
   - Estimated Cost: $1M - $3M

3. **Streetscape Improvements**
   - Parking, linkages, gateways, landscaping storm water, lighting, street furniture and amenities, signage and wayfinding, and sidewalks on a multi-block area
   - Estimated Cost: $1.2M - $1.8M ($200K - $300K per block)

4. **Railyard Improvements**
   - Roadways, infrastructure improvements, plaza development, Event Center-related improvements and other
   - Estimated Cost: $3.6M

5. **Industrial Park Improvements**
   - Site prep, roadways, sidewalks, lighting and other infrastructure improvements
   - $2M - $3M

TIF Example – City of Elkins

Projected increase of taxable assessed values of property in the TIF District

Potential new development in the TIF District is estimated at $64.525 million.

Development Areas	Property Use	Square Footage	Construction Completion Date	Appraised Real Property	Appraised Personal Property	Appraised Total Property	Assessed Real Property	Assessed Personal Property	Assessed Total Property
Downtown									
Tygart Hotel	Hotel	35,000	9/1/2023	$11,000,000	$2,000,000	$13,000,000	$6,600,000	$1,200,000	$7,800,000
Building A	Mixed Use	8,000	1/1/2024	$3,000,000	$500,000	$3,500,000	$1,800,000	$300,000	$2,100,000
Building B	Mixed Use	3,500	1/1/2023	$500,000	$25,000	$525,000	$300,000	$15,000	$315,000
Building C	Mixed Use	12,000	1/1/2024	$5,000,000	$750,000	$5,750,000	$3,000,000	$450,000	$3,450,000
Building D	Restaurant	7,000	12/1/2022	$2,000,000	$500,000	$2,500,000	$1,200,000	$300,000	$1,500,000
Building E	Mixed Use	22,000	1/1/2024	$4,000,000	$750,000	$4,750,000	$2,400,000	$450,000	$2,850,000
Subtotal Downtown		**87,500**		**$25,500,000**	**$4,525,000**	**$30,025,000**	**$15,300,000**	**$2,715,000**	**$18,015,000**
Industrial Park									
Tenant A	Manufacturing		6/1/2024	$5,000,000	$2,000,000	$7,000,000	$3,000,000	$1,200,000	$4,200,000
Tenant B	Manufacturing		6/1/2025	$5,000,000	$2,000,000	$7,000,000	$3,000,000	$1,200,000	$4,200,000
Tenant C	Manufacturing		6/1/2026	$5,000,000	$2,000,000	$7,000,000	$3,000,000	$1,200,000	$4,200,000
Subtotal Industrial Park		**44 Acres**		**$15,000,000**	**$6,000,000**	**$21,000,000**	**$9,000,000**	**$3,600,000**	**$12,600,000**
Railyard									
Building A	Retail/Entertainment		6/1/2024	$3,500,000	$1,000,000	$4,500,000	$2,100,000	$600,000	$2,700,000
Building B	Retail/Entertainment		6/1/2025	$3,500,000	$1,000,000	$4,500,000	$2,100,000	$600,000	$2,700,000
Building C	Retail/Entertainment		6/1/2026	$3,500,000	$1,000,000	$4,500,000	$2,100,000	$600,000	$2,700,000
Subtotal Railyard		**3 Acres**		**$10,500,000**	**$3,000,000**	**$13,500,000**	**$6,300,000**	**$1,800,000**	**$8,100,000**
Total All Development Areas				**$51,000,000**	**$13,525,000**	**$64,525,000**	**$30,600,000**	**$8,115,000**	**$38,715,000**

TIF Example – City of Elkins

Current Levy Rates

Only the current levy rates for the State, County, Board of Education and City are applied to the taxable assessed values of the TIF District. The City's portion of the total current levy rates is 27% of the total taxes being levied.

LEVY RATES FOR THE COUNTY AND CITY OF ELKINS IN RANDOLPH COUNTY

FISCAL YEAR ENDING JUNE 30, 2023
(RATES OF LEVY IN CENTS PER $100 VALUATION)

	CLASS 1	CLASS 2	CLASS 3 & 4	% of Total Levy Rate
DISTRICT RATES				
STATE CURRENT	0.25	0.50	**1.00**	**0.5%**
COUNTY CURRENT	14.07	28.14	**56.28**	**30.4%**
SCHOOL CURRENT	19.40	38.80	**77.60**	**42.0%**
Total District Rates (State, County and School Rates)	**33.72**	**67.44**	**134.88**	**72.9%**
MUNICIPAL RATES				
CITY OF ELKINS				
MUNICIPAL CURRENT	12.50	25.00	50.00	**27.1%**
Total District and Elkins Rates	**46.22**	**92.44**	**184.88**	**100.0%**
Total % applied to Assessed Valuations	**0.4622%**	**0.9244%**	**1.8488%**	

TIF Example – City of Elkins

Projected Tax Increment Revenue of the TIF District

Upon completion of potential development, $696,142 is projected to be available annually to support TIF Bonds and Projects, and over $19 million during the 30-year life of the TIF District.

Assessment Year 1-Jul	Tax Year 30-Jun	Tax Due Date 1-Apr	PROJECTED ASSESSED VALUE Class 4 Real[1]	Class 4 Personal[1]	Class 4 Total	Class 4	NET PROPERTY TAX INCREMENT Gross Total	Discount[3] 2.0%	Admin Expense[4]	Net Total	BREAKDOWN OF NET State/County/ Schools (73%)	Elkins (27%)
2022	**2023**	**BASE**										
2023	2024	2025	1,500,000	315,000	**1,815,000**	**1.8488%**	33,556	(671)	(5,000)	**27,885**	**20,343**	**7,541**
2024	2025	2026	20,400,000	4,515,000	**24,915,000**	**1.8488%**	460,629	(9,213)	(5,100)	**446,316**	**325,612**	**120,704**
2025	2026	2027	25,500,000	6,315,000	**31,815,000**	**1.8488%**	588,196	(11,764)	(5,202)	**571,230**	**416,743**	**154,487**
2026	2027	2028	30,600,000	8,115,000	**38,715,000**	**1.8488%**	715,763	(14,315)	(5,306)	**696,142**	**507,873**	**188,269**
2047	2048	2049	30,600,000	8,115,000	**38,715,000**	**1.8488%**	715,763	(14,315)	(8,042)	**693,405**	**505,877**	**187,529**
2048	2049	2050	30,600,000	8,115,000	**38,715,000**	**1.8488%**	715,763	(14,315)	(8,203)	**693,245**	**505,760**	**187,485**
2049	2050	2051	30,600,000	8,115,000	**38,715,000**	**1.8488%**	715,763	(14,315)	(8,367)	**693,081**	**505,640**	**187,441**
2050	2051	2052	30,600,000	8,115,000	**38,715,000**	**1.8488%**	715,763	(14,315)	(8,534)	**692,913**	**505,518**	**187,395**
2051	2052	2053	30,600,000	8,115,000	**38,715,000**	**1.8488%**	715,763	(14,315)	(8,705)	**692,743**	**505,393**	**187,349**
									TOTALS =	**19,104,410**	**13,937,705**	**5,166,706**

TIF Example – City of Elkins

Preliminary TIF Obligations (Bonds) Size and Structure

Based on projected revenue of the TIF District, nearly $10 million in TIF Projects could be supported.

Preliminary Bond Pricing
City of Elkins
Tax Increment Revenue Bonds, Series
(Redevelopment District No. 1)

Maturity Date	Par Amount	Interest Rate	Price
6/1/2052	**$8,463,000**	**5.000%**	**100**

Sources of Funds:	
Par Amount of Bonds	$8,463,000
Total Sources of Funds:	**$8,463,000**

Uses of Funds:	
Project Fund	$7,000,000
Capitalized Interest Fund	$463,114
Reserve Fund	$576,700
Cost of Issuance	$423,186
Total Uses of Funds:	**$8,463,000**

Total Project Fund and Surplus Funds	
Project Fund	$7,000,000
Surplus Funds	$2,963,983
	$9,963,983

Preliminary Annual Debt Service and Projected Surplus

Bond Year	Bonds Principal	Bonds Interest	Annual Debt Service	Capitalized Interest & Reserve	Annual Net Debt Service	Projected Tax Increment Revenue	Projected Annual Surplus
6/1/2025	0	490,149	490,149	-463,114	27,035	27,885	850
6/1/2026	23,000	423,150	446,150		446,150	446,316	166
6/1/2027	149,000	422,000	571,000		571,000	571,230	230
6/1/2028	162,000	414,550	576,550		576,550	696,142	119,592
6/1/2029	170,000	406,450	576,450		576,450	696,036	119,586
6/1/2030	178,000	397,950	575,950		575,950	695,927	119,977
6/1/2031	187,000	389,050	576,050		576,050	695,817	119,767
6/1/2032	197,000	379,700	576,700		576,700	695,704	119,004
6/1/2033	206,000	369,850	575,850		575,850	695,589	119,739
6/1/2034	217,000	359,550	576,550		576,550	695,472	118,922
6/1/2035	228,000	348,700	576,700		576,700	695,353	118,653
6/1/2036	239,000	337,300	576,300		576,300	695,231	118,931
6/1/2037	251,000	325,350	576,350		576,350	695,106	118,756
6/1/2038	263,000	312,800	575,800		575,800	694,980	119,180
6/1/2039	276,000	299,650	575,650		575,650	694,850	119,200
6/1/2040	290,000	285,850	575,850		575,850	694,718	118,868
6/1/2041	305,000	271,350	576,350		576,350	694,584	118,234
6/1/2042	320,000	256,100	576,100		576,100	694,446	118,346
6/1/2043	336,000	240,100	576,100		576,100	694,306	118,206
6/1/2044	353,000	223,300	576,300		576,300	694,164	117,864
6/1/2045	370,000	205,650	575,650		575,650	694,018	118,368
6/1/2046	389,000	187,150	576,150		576,150	693,869	117,719
6/1/2047	408,000	167,700	575,700		575,700	693,718	118,018
6/1/2048	429,000	147,300	576,300		576,300	693,563	117,263
6/1/2049	450,000	125,850	575,850		575,850	693,405	117,555
6/1/2050	473,000	103,350	576,350		576,350	693,245	116,895
6/1/2051	496,000	79,700	575,700		575,700	693,081	117,381
6/1/2052	1,098,000	54,900	1,152,900	-576,700	576,200	692,913	116,713
Totals	**8,463,000**	**8,024,499**	**16,487,499**	**-1,039,814**	**15,447,685**	**18,411,668**	**2,963,983**

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PIPER | SANDLER

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/01/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1317: City of Charles Town Boards and Commission Openings Discussion

ATTACHMENTS:

- Board and Commissions Terms Ending 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

Boards and Commissions Upcoming Vacancies

Board of Zoning Appeals

1 vacant seat ending December 31, 2026

2 terms ending December 31, 2028

Historic Landmarks Commission

2 terms ending December 31, 2028

Building Commission

1 term ending December 31, 2030

Planning Commission

1 term ending December 31, 2028

Charles Town Utility Board

1 term ending December 31, 2029

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/01/25
Department: City Council
Category: Proclamation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1318: Wreaths Across America Proclamation

ATTACHMENTS:

- Wreaths Across America Proclamation.pdf

REMEMBER HONOR TEACH
WREATHS across AMERICA

PROCLAMATION

Designating December 13, 2025 - National Wreaths Across America Day

WHEREAS, Wreaths Across America is a national nonprofit organization founded in 2007 to continue and expand the annual wreath-laying ceremony at Arlington National Cemetery begun by Maine businessman Morrill Worcester in 1992.

WHEREAS, Wreaths Across America's mission is to REMEMBER the fallen, HONOR those who serve, and TEACH the next generation about the true cost of freedom.

WHEREAS, Wreaths Across America is made up of more than 4,900 participating locations across the country run by dedicated volunteers looking to share the mission to Remember, Honor, and Teach, through annual wreath-laying ceremonies each December and awareness and education events throughout the year.

NOW, THEREFORE, I, MICHEAL GEORGE, MAYOR, CHARLES TOWN, WV, do hereby proclaim December 13, 2025, as **NATIONAL WREATHS ACROSS AMERICA DAY** in the city of CHARLES TOWN and extend thanks and appreciation to our veterans and Gold Star Families for their service and sacrifice and to Wreaths Across America for bringing this honor to our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the CITY OF CHARLES TOWN to be affixed this December 1, 2025

_____
Micheal George, Mayor

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/01/25
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1323: Business Forum Discussion - Possible Select Committee

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/01/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1319: Payment of Bills - December 1, 2025

ATTACHMENTS:

- GEN FUND COUNCIL REPORT 2025-12-01.pdf
- PARKS N REC COUNCIL REPORT 2025-12-01.pdf
- CAPITAL RESERVE COUNCIL REPORT 2025-12-01.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADVANCED AUTO AUTHORITY SERVICES	11/28/25	CAR#27 SERPENTINE BLT&AXL	GENERAL FUND	POLICE DEPARTMENT	568.26
				TOTAL:	568.26
CHARLES TOWN UTILITY BOARD	11/28/25	OCT25 PD WATER DELIVERY	GENERAL FUND	POLICE DEPARTMENT	222.87
				TOTAL:	222.87
FERENCZ JUSTIN	11/28/25	REIMBURSEMENT 25004741	GENERAL FUND	CITY CLERK'S OFFICE	83.40
				TOTAL:	83.40
FIRST-CITIZENS BANK & TRUST CO	11/28/25	DEC25 2FLR PLOTTER LEASE	GENERAL FUND	CITY HALL	506.12
	11/28/25	DEC25 1ST FLR COPIER LEAS	GENERAL FUND	CITY HALL	239.68
				TOTAL:	745.80
FRONTIER, INC.	11/28/25	NOV25 CH ELEVATOR ALARM	GENERAL FUND	CITY HALL	71.53
				TOTAL:	71.53
GRIFFITH ENERGY SERVICES, INC	11/28/25	11/12 CH OIL DELIVERY	GENERAL FUND	CITY HALL	375.95
				TOTAL:	375.95
ROBERT E. JONES, M.D.	11/28/25	QUINNAM&CIAMPA PHYSICALS	GENERAL FUND	POLICE DEPARTMENT	240.00
				TOTAL:	240.00
KENT PARSONS FORD, INC	11/28/25	CAR#15 BATTERY& BRAKE& OI	GENERAL FUND	POLICE DEPARTMENT	649.85
	11/28/25	CAR#15 BATTERY& BRAKE& OI	GENERAL FUND	POLICE DEPARTMENT	79.35
				TOTAL:	729.20
KIMLEY-HORN AND ASSOCIATES, INC.	11/28/25	OCT25 PLANNG/SITE REVIEWS	GENERAL FUND	PLANNING & ZONING	1,572.00
				TOTAL:	1,572.00
KONE INC.	11/28/25	CH ELEVATOR REPAIR 11/04	GENERAL FUND	STREETS & HIGHWAYS	612.67
				TOTAL:	612.67
MANUEL BRENT	11/28/25	MOVING& RELOCATION EXPENS	GENERAL FUND	CITY MANAGER'S OFFICE	5,000.00
				TOTAL:	5,000.00
MILLENIUM INSURANCE GROUP INC	11/28/25	DEC25 INSURANCE BROKER	GENERAL FUND	CITY HALL	1,800.00
				TOTAL:	1,800.00
MOTOROLA SOLUTIONS, INC.	11/28/25	IN CAR VIDEO SYST SOFWARE	GENERAL FUND	POLICE DEPARTMENT	487.50
	11/28/25	IN CAR VIDEO SOFTW FY26	GENERAL FUND	POLICE DEPARTMENT	945.21
	11/28/25	RADIO SOFTWARE UPGRADE	GENERAL FUND	POLICE DEPARTMENT	806.53
				TOTAL:	2,239.24
NVA	11/28/25	DEC25 VISION INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	144.67
	11/28/25	DEC25 VISION INSURANCE	GENERAL FUND	ECONOMIC DEVELOPMENT	7.97
	11/28/25	DEC25 VISION INSURANCE	GENERAL FUND	CITY MANAGER'S OFFICE	7.97
	11/28/25	DEC25 VISION INSURANCE	GENERAL FUND	TREASURER'S OFFICE	31.88
	11/28/25	DEC25 VISION INSURANCE	GENERAL FUND	CITY CLERK'S OFFICE	7.97
	11/28/25	DEC25 VISION INSURANCE	GENERAL FUND	CITY ATTORNEY	7.97
	11/28/25	DEC25 VISION INSURANCE	GENERAL FUND	ENFORCEMENT AGENCY	7.97
	11/28/25	DEC25 VISION INSURANCE	GENERAL FUND	BUILDING INSPECTION	7.97
	11/28/25	DEC25 VISION INSURANCE	GENERAL FUND	PLANNING & ZONING	31.88
	11/28/25	DEC25 VISION INSURANCE	GENERAL FUND	CITY HALL	7.97
	11/28/25	DEC25 VISION INSURANCE	GENERAL FUND	POLICE DEPARTMENT	119.55
	11/28/25	DEC25 VISION INSURANCE	GENERAL FUND	STREETS & HIGHWAYS	23.91
				TOTAL:	407.68

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
POTOMAC EDISON COMPANY, INC.	11/17/25	OCT25 CH&MD&PK&ST ELEC SE	GENERAL FUND	CITY HALL	43.61
	11/17/25	OCT25 CH&MD&PK&ST ELEC SE	GENERAL FUND	CITY HALL	122.05
	11/17/25	OCT25 CH&MD&PK&ST ELEC SE	GENERAL FUND	CITY HALL	168.73
	11/17/25	OCT25 CH&MD&PK&ST ELEC SE	GENERAL FUND	CITY HALL	184.86
	11/17/25	OCT25 CH&MD&PK&ST ELEC SE	GENERAL FUND	CITY HALL	39.34
	11/17/25	OCT25 CH&MD&PK&ST ELEC SE	GENERAL FUND	CITY HALL	248.65
	11/17/25	OCT25 CH&MD&PK&ST ELEC SE	GENERAL FUND	STREETS & HIGHWAYS	196.82
	11/17/25	OCT25 CH&MD&PK&ST ELEC SE	GENERAL FUND	STREET LIGHT UTILITIES	3,396.04
	11/17/25	OCT25 CH&MD&PK&ST ELEC SE	GENERAL FUND	STREET LIGHT UTILITIES	107.62
	11/17/25	OCT25 CH&MD&PK&ST ELEC SE	GENERAL FUND	STREET LIGHT UTILITIES	4,837.75
	11/17/25	OCT25 CH&MD&PK&ST ELEC SE	GENERAL FUND	STREET LIGHT UTILITIES	166.69
	11/17/25	OCT25 CH&MD&PK&ST ELEC SE	GENERAL FUND	STREET LIGHT UTILITIES	38.35
	11/17/25	OCT25 CH&MD&PK&ST ELEC SE	GENERAL FUND	STREET LIGHT UTILITIES	230.78
	11/17/25	OCT25 CH&MD&PK&ST ELEC SE	GENERAL FUND	STREET LIGHT UTILITIES	39.82
	11/17/25	OCT25 CH&MD&PK&ST ELEC SE	GENERAL FUND	STREET LIGHT UTILITIES	206.83
	11/17/25	OCT25 CH&MD&PK&ST ELEC SE	GENERAL FUND	STREET LIGHT UTILITIES	19.46
	11/17/25	OCT25 CH&MD&PK&ST ELEC SE	GENERAL FUND	STREET LIGHT UTILITIES	196.56
	11/17/25	OCT25 CH&MD&PK&ST ELEC SE	GENERAL FUND	STREET LIGHT UTILITIES	664.20
				TOTAL:	10,908.16
RCN TECHNOLOGIES	11/28/25	FY26 NETCLOUD MOBILE LICE	GENERAL FUND	POLICE DEPARTMENT	2,651.06
				TOTAL:	2,651.06
SELLERS, MARK	11/28/25	FIP 202 W WASHINGTON	GENERAL FUND	CONT/TRNSFR 2 OTHR FUN	4,689.20
				TOTAL:	4,689.20

========== FUND TOTALS ==========	
001 GENERAL FUND	32,917.02
GRAND TOTAL:	32,917.02

TOTAL PAGES: 2

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: 11/17/2025 THRU 11/28/2025

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CBP ENTERPRISES	11/28/25	OCT25 EVITT RUN MOWING SE	PARKS & REC	PARKS & REC	720.00
	11/28/25	OCT25 HR MOWING SERV	PARKS & REC	PARKS & REC	690.00
	11/28/25	OCT25 CRAIG HILL MOWING S	PARKS & REC	PARKS & REC	705.00
	11/28/25	OCT25 JMP MOWING SERV	PARKS & REC	PARKS & REC	1,185.00
	11/28/25	OCT25 WLGHM KNOLLS MOWING	PARKS & REC	PARKS & REC	885.00
				TOTAL:	4,185.00

========== FUND TOTALS ==========

207	PARKS & REC	4,185.00
	GRAND TOTAL:	4,185.00

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: 11/28/2025 THRU 11/28/2025

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
GARLAND/DBS INC	11/28/25	RH ROOF COATING	CAPITAL RESERVE	STREETS & TRANSPORTATI	11,246.86
				TOTAL:	11,246.86
GREENWAY ENGINEERING, INC.	11/28/25	NOV25 LIBERTY CONST/ADMIN	CAPITAL RESERVE	STREETS & TRANSPORTATI	2,535.00
				TOTAL:	2,535.00
MICHAEL BAKER INTERNATIONAL, INC	11/28/25	OCT25 ZNG ORDNCE UPDATE	CAPITAL RESERVE	GENERAL GOVERNMENT	6,121.17
				TOTAL:	6,121.17
MOTOROLA SOLUTIONS, INC.	11/28/25	CAR#19 IN CAR CAMERA SYST	CAPITAL RESERVE	PUBLIC SAFETY	5,659.00
				TOTAL:	5,659.00
PALMER CONSTRUCTION COMPANY INC	11/28/25	POOL2 09/30/25	CAPITAL RESERVE	CULTURE & RECREATION	50,931.90
	11/28/25	POOL2 10/31/25	CAPITAL RESERVE	CULTURE & RECREATION	107,371.80
	11/28/25	POOL1 9/30/2025	CAPITAL RESERVE	CULTURE & RECREATION	79,739.10
	11/28/25	POOL1 10/31/25	CAPITAL RESERVE	CULTURE & RECREATION	20,430.00
				TOTAL:	258,472.80
PAYPOINT HR LLC	11/28/25	DWN PMT SALARY STUDY	CAPITAL RESERVE	GENERAL GOVERNMENT	4,500.00
				TOTAL:	4,500.00

========== FUND TOTALS ==========	
200 CAPITAL RESERVE	288,534.83
GRAND TOTAL:	288,534.83

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: 11/28/2025 THRU 11/28/2025

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: 12/01/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1320: Public Comment Letters from November 17, 2025, Council Meeting

ATTACHMENTS:

- Jess Derr Public Comment.pdf
- Dan Casto Email.pdf

Hi everyone,

My name is Jess Derr and I live in Huntfield and am also on the city's Planning Commission. I just wanted to comment on agenda item 2025-1109, which is a DR Acquisitions presentation regarding their proposed changes to the Huntfield Master Plan. I assume this is the same item that they put on our May 2025 Planning Commission agenda and then withdrew the day of the meeting. That plan would increase the density by changing areas that are planned to be single family homes into townhomes, for roughly an additional 70 townhomes.

My opinion is that changing the master plan to increase density benefits no one but the developer. Our role at the city is to think about what the community needs. There is not a shortage of townhomes available to purchase in the overall area.

Imagine trying to explain to one of the homeowners on Colonial Drive that has lived here for 15 years that the homes planned behind them in section 2D are suddenly switching from single family to townhomes--for what reason?

The other item I wanted to bring up is that this developer has yet to plant any street trees (per our Subdivision and Land Ordinance requirements) or install any street lights since they began selling in 2022. Every time I have brought this up, they say that it is the last item they do after the street is complete. However, the last home on Union Ridge Drive closed in Nov 2023, two years ago, but there are still no street lights or trees on that street. Why should the city entertain a new master plan change when this builder has yet to complete any of the sections they've started?

Thank you!

Jess Derr

304-449-4911

From: Daniel Casto <dcasto@campbellflannery.com>
Sent: Monday, November 17, 2025 2:27 PM
To: Micheal George <mgeorge@charlestownwv.us>; Stephanie Grove <sgrove@charlestownwv.us>
Cc: kstolipher@ctubwv.com <kstolipher@ctubwv.com>
Subject: CTUB CIF

Mayor George and Ms. Grove,

We write on behalf of a client with a development within the City of Ranson. We understand that the second reading of CTUB's CIF tariff revision will occur tonight. We oppose the CIF tariff revision proposed by CTUB . The tariff revision contradictions the study prepared by Raftelis and is based upon assumptions prepared by unqualified nonprofessionals.

Please be advised that our client intends to explore legal options, including through the WV PSC, to challenge the CIF tariff revision.

We respectfully request that you include this communication in the official record.

Thanks,

Daniel M. Casto, Esq.
Campbell Flannery, P.C.
One Village Plaza
1602 Village Market Boulevard, Suite 225
Leesburg, Virginia 20175
Telephone: (703) 771-8344
Cellphone: (202) 400-4430
Facsimile: (703) 771-8345
Email: dcasto@campbellflannery.com

Beware - This email comes from outside the City of Charles Town.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/01/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1321: Finance Committee Report - November 12, 2025

ATTACHMENTS:
- November Finance Minutes 2025.pdf

City of Charles Town Finance Committee Report
12 November 2025 Meeting

Drafted by: Kevin Tester - Committee Member

Call to Order 12:14PM

1. **Persons present:** Finance Committee Members: Councilman Kevin Tester, Councilman Nate Hartman and City Manager Brent Manuel, Financial Director Lori Nice, Accounting Clerk Briana Ballou, Economic Development Coordinator Liz Cook, Assistant City Manager, Alissa Meeks and City Attorney Stephanie Grove; Mayor Michael George (Audience) Councilman Hynes was not present

2. Unfinished Business

2025-1252: HdL Update

Numbers continue to be lower. General discussion

Recommendations to the City Council: None, information only

2025-1131: 100 Block of East Washington Street Incentive Package - Tiff Presentation

This Committee and Staff held a Zoom meeting with Tom Percy from Bowles Rice and Joe Nassif, a Financial Advisor from Piper Sandler. The hour longer presentation and Q&A was very informative. To set up a Tiff will require a lot of moving parts to include BOE, County Commission and the State and take up to 5 to 6 months for the entire process.

Recommendations to the City Council: None at this time, information only

2025-1254: Finance Policy Discussion

Due to a heavy schedule, this item remains tabled until the December meeting.

3. New Business

2025-1255: License Fee Waiver Request – Possible Executive Session

Item addressed in Executive Session.

2025-1256: B&O Waiver Requests - Possible Executive Session

Item discussed in Executive Session

The Committee entered Executive Session at 1:50pm to address these agenda items both item 2025-1255 and 2025-1256 After Executive Session, Councilman Hartman moved the following:

Vendor Account Numbers	Committee Action	Remarks
8654	**Approved waiver of all but $300**	
8038	**Approved waiver of all but $100**	
1816	**Tabled**	
8406, 8405, 8038	**Approve All But $50 B&O Fee Waiver**	
8654	**Denied B&O Fee Waiver**	
1816	**Tabled**	

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

Recommendations to the City Council: None, information only

2025-1257: FY2026 General Fund Revision #3:

Item Place on 11/17/25 Council for discussion and Council Action

2025-1258: FY2026 Capital Fund Revision #5

Item placed on 11/17/25 Council agenda for discussion and Council action

4. Finance Director Report

2025-1259: October 2025 General Fund Budget Update

Director Nice reviewed the most recent budget figures and reports that, as of Oct 2025, there is a current operating surplus of roughly $1.5M. We have received our Liquor, Oil and sales tax. Makes for a higher Rev tracking month.

Recommendations to the City Council: None, information only

2025-1260: October 2025 Capital Fund Budget Update

Director Nice provided the most recent budget figures there is little difference from last month

Recommendations to the City Council: None, information only

2025-1261: October 2025P&R Fund Buget

Director Nice commented that we collected out hotel/motel revenue.

There is a new line item for the Shelia Clifford Trust Cap Project

Recommendations to the City Council: None, Information only

2025-1262: October 2025 Account Balance Update

Director Nice pointed out that under the GF was added a vacant Structures

account

Landlord Acct was moved to BC Acct. to be closed.

Recommendations to the City Council: None, Information only

5. **Chairman's Report**
6. **Meeting adjourned o/a 2:08PM**
7. **Next Scheduled Finance Committee meeting December 10, 2025, 12:00PM**

5. **Chairman's Report**
6. **Meeting adjourned o/a 3:04PM**
7. **Next Scheduled Finance Committee meeting December 9, 2025, 12:00PM.**

HdL Credit Worksheet
October 31, 2025

Beginning Credit Balance	$	49,750.00
Less: October 2024 15% Refund	$	6,089.36
Less: November 2024 15% Refund	$	730.26
Less: December 2024 15% Refund	$	1,903.23
Less: January 2025 15% Refund	$	1,820.96
Less: February 2025 15% Refund	$	1,389.66
Less: March 2025 15% Refund	$	3,727.09
Less: April & May 2025 15% Refund	$	3,381.38
Less: June 2025 15% Refund	$	1,106.74
Less: July 2025 15% Refund	$	3,307.60
Less: August 2025 15% Refund	$	95.13
Less: September 2025 15% Refund	$	58.68
Less: October 2025 15% Refund	$	670.41
Remaining Credit Balance	**$**	**25,469.50**

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

100 BLOCK OF EAST WASHINGTON STREET
INCENTIVE PACKAGE

The City of Charles Town is implementing an incentive program to encourage investment into buildings located in The 100 block of East Washington Street. Qualifying projects will align with the 2040 Comprehensive Plan and contribute to a vibrant, active downtown. The City will offer this incentive package to individuals that meet the criteria outlined in this package.

INCENTIVE:

All permit fees refunded. Permit fees include building permits, certificate of appropriateness applications, and zoning use permits.
Permit applications reviewed as priority.
Inspections scheduled as priority.
All Business license fees for first year refunded.
All Business & Occupancy tax waived for first year of occupancy for property owner.
Business & Occupancy Tax waived for contractors involved in the project.
City will help sponsor Federal Grant Applications that must be completed by the city
CIF Waiver if needed
Charles Town Property Tax Refunded

Qualifications:

- Building must be used as a full commercial space or mixed use space. The commercial space first floor must be Occupied at least 50% of the first floor by a retail, restaurant, or experience based business.
- Building must have an active use space on the first floor. Active use space is defined as retail, restaurant, and experience based businesses. Experience based businesses involve an activity that engages a patron such as a crafting space, a children's amusement space, etc.
- Building may have residential on the second floor.
- **Property Owner must require a business plan for first floor commercial space and submit to the city staff. A Business plan is a document that outlines the strategies and goals of a business. This plan should include business goals, operation plan, and sales projections.
- Property Owner must provide a minimum two year signed lease to city staff.
- Property Owner must adhere to all historic preservation guidelines defined by Historic Landmarks Commission.
- Property Owner must bring building up to current building code.

Applicant will be responsible for all fees and upfront costs. Once the project is complete and occupied, applicant can submit for refund of all applicable fees. This is a one time credit that can be used one time per building.

A property is considered occupied with a signed and executed lease. Signed lease must be provided. To be reimbursed for Business & Occupancy taxes paid by the contractor, property owner will need to supply all costs associated to the project to include contractors B&O fees. Property owner will be charged by the contractor then reimbursed for the Business & Occupancy fees

Property owner must complete the East Washington Intent Form. This form will state that the property owner intends on applying for the waiver of fees. Property owner will be required to check in bimonthly with staff with project updates.

Reimbursement request can be submitted once building is occupied by the commercial tenant on the first floor.

100 Block Incentive Intent Form

By completing this form, applicant intends to apply for the 100 Block Incentive once first floor of property is completed and occupied.

Property Address: _____

Property Owner: _____

Contact Email/Phone: _____

Please describe the plan for the property.

What is the intended use for the first floor? Please circle one.

RETAIL RESTAURANT EXPERIENCE BASED

If the above decisions has not been made, applicant must inform staff as soon as use is decided.

Please describe intended rehabilitation of property. Please include items like abatement, HVAC, fire suppression, etc.

Does applicant plan to use Tax Credits?

Does applicant agree to require a business plan from the commercial tenant?

Does applicant agree to check in with staff regarding timeline every two months?

Applicant Signature: _____

City Staff Signature: _____

100 Block Incentive Procedure

1. Applicant purchases building.
2. Applicant meets with city staff.
3. Applicant completes 100 Block Incentive Form.
4. City Staff files intent form and schedules first check-in meeting.
5. Check-in meetings occur every two months during rehabilitation.
6. Applicant submits business plan from commercial tenant.
7. Property is complete.
8. Leases are signed and executed.
9. Applicant provides lease to city staff.
10. Applicant requests 100 Block Incentive reimbursement.
11. Staff ensures accuracy of application.
12. Reimbursement is provided by Finance.

100 Block Incentive Reimbursement Request

Permit Fees Paid:

COA Fee Paid:

Business License Fee Paid:

Business and Occupancy Waived (Please Note File) Time Frame:

CT Property Tax Paid Examples (Commercial Property is .004808)

218 W. Washington $2790
213 W Washington $1753
225 W Washington $493
210 W Liberty $1765

CITY OF CHARLES TOWN

BUDGET AND FISCAL POLICIES

Approved: August 19, 2019

Revised: April 6, 2022

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1.01 GENERAL BUDGET AND FISCAL POLICIES GUIDING PRINCIPLES

The policies outlined in this document apply to all City employees and departments, except for the Charles Town Utility Board, which may adopt separate policies. These policies supersede any previously issued policies dealing with the subjects discussed herein. The City reserves the right to modify or supplement the provisions of this policy document at any time. Please understand that no policy document can address every situation in the workplace. Employees should ask your direct supervisor or the accounting manager if you have any questions. Likewise, if an employee has any suggestions for improving the City's fiscal and financial policies, please let the accounting manager or the city manager know. The City encourages its staff to always be searching for opportunities for continuous improvement.

The objectives for comprehensive budget and fiscal policies are to:

- guide City Council and city management policy decisions that have significant fiscal impact;
- support planning for long-term needs;
- maintain and protect City assets and infrastructure;
- set forth operating principles that minimize the financial risk in providing City services;
- optimize the efficiency and effectiveness of services to reduce costs and improve service quality;
- employ balanced and fair revenue policies that provide adequate funding for desired programs;
- adopt a pay-as-you-go philosophy to budgeting for operating expenses and, to the extent possible and practical, for capital expenditures;
- maintain financial stability and sufficient financial capacity for present and future needs;
- promote sound budget and financial management practices by providing accurate and timely information on the City's financial condition;
- maintain and enhance the City's credit ratings and prevent default on any municipal financial obligations;
- ensure the legal use of financial resources through an effective system of internal controls; and
- promote cooperation and coordination within the City, with other governments, and with the private sector in the financing and delivery of services.

1.01.A Responsibility

City Council may approve the City's comprehensive financial management policies and review them at least every even-numbered year as part of the annual budgeting process. The city manager will recommend, oversee, and administer these policies. The City's accounting manager will review and implement the policies and develop financial procedures that are consistent with the policies. City department directors will ensure that their departments comply with these policies and procedures and may consult with the accounting manager to issue department-specific procedures, as needed, that are also consistent with these policies.

1.01.B Revenues

Revenues:

Strong financial reserves will allow the City to weather the normal business cycles. The objective of strong reserves will allow the City the flexibility of cutting from capital expenditures and not operations; thereby, alleviating benefits cuts, layoffs, and cuts or reduction in services.

The City recognizes that its most primary and stable revenue sources are property taxes, consumer sales taxes, and business & occupation taxes. Due to the location of Hollywood Casino, the City is also the recipient of table game and video lottery revenue, although it has not proven to be as stable as other revenue sources. Every effort should be taken to ensure that table game and video lottery revenue is allocated towards one-time capital expenditures. Efforts to ensure continued reliability on the other revenue sources must be maintained and to develop and diversify other revenue sources as applicable.

The City will actively establish a practice of monitoring, auditing, and collecting all locally generated taxes.

The City will establish and maintain all user fees and charges based on the cost of providing services and shall establish, where appropriate, a cost recovery target for those programs and services that are subsidized by General Fund revenues.

Determine staffing levels for all departments based on population size and growth and not revenue growth.

Maintain a municipal stabilization fund (i.e. Residual Fund) of approximately 16.7% of the annual operating budget to cover at least two-months' worth of operating expenses.

Maintain a municipal capital improvement account (i.e. Capital Reserve Fund) to equal the total of annual lottery revenues and utilize lottery revenues for one-time purchases such as equipment, grant matches, and repair/construction of streets.

1.02 ASSET MANAGEMENT POLICY

It is the policy of the City to maintain financial accountability over all tangible fixed assets having a life exceeding one year and costing $5,000 (including tax) or more. The asset records shall be verified by a physical inventory at least once every five years by each department. Assets in the system include all land, buildings, machinery, and equipment valued at $5,000 or more (including sales tax). Small tools and equipment valued at more than $25 or attractive items (cameras, radios, etc.) having a useful life exceeding one year and costing under $5,000 will be included in an annual physical inventory but no dollar amounts will be entered on these small or attractive items. Adequate insurance shall be maintained on all capital assets consistent with the results of the annual physical count or inspection. GASB 34: The Government Accounting Standards Board has required local governments to report infrastructure and depreciation on all capital assets.

1.02.A Responsibility of Department Heads

The City treasurer will establish a fixed assets system and prepare guidelines for inventory reviews. To provide the best possible control, the department heads responsible for assets should not be the ones doing the physical inventory. He or she should assign an employee from their staff or obtain an independent person to conduct the inventory. The department head will do a reconciliation of the resulting reports before signing and turning it in to the treasurer's office.

1.02.B Asset Identification

All property will be assigned a unique city identification number by the treasurer's office. The assigned number will follow the asset throughout its life in the City's fixed asset program. Whenever feasible, each piece of property will be tagged or marked with the city identification number. Such markings will be removed or obliterated only when the item is sold, scrapped, or otherwise disposed of.

If the asset is purchased with grant funding, the identification number will reference the grant with an identifying project code. In the case of surplusing, the contract needs to be reviewed for compliance issues. In some cases, the grant source would need to approve selling or surplusing such assets.

1.02.C Additions

The City may acquire property via purchase, construction, donation, or lease. Regardless of how it is acquired, when the property is received, the purchasing department will complete an Asset Addition Sheet, provided by the treasurer's office, and submit to the treasurer's office along with a copy of the invoice at the same time they submit it to the accounting clerk's office for payment. The treasurer's office will assign and notify the department of the city identification number. The department will tag the item with the identification number provided by the treasurer's office. The treasurer's office will input the information from the asset control sheet to the fixed asset program on the computer.

1.02.D Deletions

The disposal of city assets valued at more than $1,000 shall be liquidated pursuant to WV Code 8-12-18, unless otherwise approved by Article 202 of the Charles Town City Code.

Assets previously acquired will eventually be disposed of and need to be deleted from the fixed asset program. Deletion may be required due to a sale of the asset, scrapping, disappearance (lost or stolen), or involuntary conversion (fire, flood, etc.). Due to the monetary value, assets deleted from the fixed asset program originally valued at more than $5,000, whatever the reason, will require authorization from both the department head and the city manager. Fixed assets originally valued at less than $5,000 will require the authorization from the department head with notice to the treasurer's office.

The selling of City assets will comply with the City's surplus policy. Before disposal of a destroyed or damaged asset, the department head, and city manager if originally valued at more than $5,000, must verify that the asset is no longer of value to the City.

The department head controlling the asset is the only one in a position to trigger removal from the Fixed Asset records. Removal is accomplished by filling out an Asset Disposal Sheet, provided by the treasurer's office, and obtaining authorizing signatures from the department head on all requests and the city manager on any request concerning an asset originally valued at more than $5,000. The Asset Disposal Sheet is then forwarded to the treasurer's office and filed. A copy of the Asset Disposal Sheet is forwarded to the treasurer's office as proper notice for any disposed assets originally valued at less than $5,000.

Lost or stolen items may require additional reports. Deletions brought about as a result of natural disasters may require reporting to the insurance provider for an eventual reimbursement.

1.03 BUDGET AND PROCEDURES POLICY

The City will develop and implement a budget process that achieves the following policy objectives:

- makes prudent use of the taxpayers' money;
- includes financial forecast information to ensure that the City is planning adequately for current and future needs;
- involves community members, elected officials, employees, and key stakeholders as appropriate;
- provides performance measurement data to assist in assessing program effectiveness; and
- complies with City charter, City code, and State of West Virginia laws.

The City Council shall adopt an annual balanced budget each fiscal year that runs from July 1 through June 30. A balanced budget requires current year operating expenses and transfers for debt service to be fully funded by current year revenues, unassigned carryover balances, and other designated available funding sources.

All other fund balance reserves should be used only for non-recurring "one-time" and capital projects. They should not be used for on-going operations.

Long-term debt will be limited to capital projects or special projects that cannot be financed from current revenues.

The city manager is authorized to implement the programs as approved in the adopted budget. Within a specific fund, the city manager may transfer appropriations between categories within a department, as needed, to implement the adopted budget if the transfer does not increase full time equivalent (FTE) positions, increase overall appropriations, or decrease appropriations for capital outlay.

The annual budget will include a nominal Designated Contingency of up to one-half of one percent of the total operating budget for nonrecurring, unanticipated and/or emergency expenditures. The city manager may approve expenditures from this contingency if needed during the fiscal year.

A capital outlay (fixed asset) purchase will be any single item or piece of equipment which costs more than $10,000 and has an expected useful life exceeding one year.

Regular budget reports and updates shall be presented to the City's finance committee with information on the status of the City's financial condition. Budget adjustments and revisions may be made during the year by City Council resolution, if necessary, to reflect changes to revenues and/or expenditure projections.

The City will post on its website the annual adopted budget and applicable revisions within three business days of City Council approval.

1.03.A Capital Improvements Program

Sales tax revenues will be used primarily to pay the debt service on capital improvement projects that require a City loan. Other capital improvement projects may be funded with any of the following revenue sources:

- video lottery and table game revenues;
- available capital reserve fund balances;
- miscellaneous state and/or federal funding sources;
- excess levy revenues;
- municipal service fees;
- developer fees; and
- municipal bonds.

Utility revenues and specific capacity improvement fees may be used to fund water and wastewater projects.

The City will annually develop and update a multi-year plan for capital improvements. Future capital expenditures will be projected annually for a rolling five-year period based on projections of available funding, changing needs in the community, and replacement of aging infrastructure.

The City will coordinate development of a five-year capital plan with the preparation of the operating budget.

The annual funding for the current year of the Capital Improvements Plan shall be approved as part of the operating budget. Capital budgets are approved by project with the understanding that projects may span fiscal years and the appropriations will carry forward to the following fiscal year and the amounts carried forward will be shown in the budget for information and transparency.

Capital projects financed by bonds or other debt instruments shall be paid back within a period not to exceed the useful life of the project.

The city manager is authorized to implement the projects as approved in the adopted Capital Improvement Program. Within a specific fund, the city manager may transfer appropriations between projects as needed to implement the adopted Capital Improvement Program.

1.04 RECORDS MANAGEMENT AND RETENTION POLICY

This represents the City's policy regarding the retention and disposal of records, including the retention and disposal of electronic documents. The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by the City or are of no value are discarded at the proper time. This policy also serves to assist City employees in understanding their obligations in retaining public documents - including e-mail, text files, PDF documents, and all other formatted files.

Unless otherwise noted, the City has adopted the WV Municipal Clerks and Recorders Associations' approved schedule for records management. The *Records Management and Retention Policy Guide and Procedures Manual, 1st Edition*, was approved by the association in 2013 and is attached as a reference as Appendix A. Until the manual is amended to include specific instructions regarding the treatment of emails and text messages, staff will treat these forms of communications the same as they would treat any other written public document.

1.04.A Administration

The city clerk, or designee, is the officer in charge of the administration of this policy and the implementation of processes and procedures to ensure that the records retention schedule is followed. The city clerk will also monitor state and federal laws affecting records retention, routinely review the records retention and disposal program, monitor compliance with this policy, and recommend changes to the Charles Town Finance Committee.

1.04.B Suspension of Record Disposal in the Event of Litigation or Claims

In the event the City is served with any subpoena or request for documents, or any employee becomes aware of a governmental investigation or audit concerning the City or the commencement of any litigation against or concerning City, such employee will inform the city clerk and any further disposal of documents will be suspended until such time as the city clerk, with the advice of counsel, determines otherwise. The city clerk will take such steps as are necessary to promptly inform all staff of any suspension in the further disposal of documents.

1.04.C Applicability

This policy applies to all physical records generated in the course of the City's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

1.05 FUND BALANCE POLICY

The Governmental Accounting Standards Board (GASB) issued Statement No.54 Fund Balance Reporting and Governmental Fund Type Definitions in February 2009. The requirements of this statement are intended to improve financial reporting by providing five fund balance categories that will be more easily understood. The five fund balance categories are clearly defined to make the nature and extent of the constraints placed on a government's fund balance more transparent. GASB 54 requires a formal fund balance policy be adopted to fully define any constraints imposed upon the use of resources and how those constraints may be modified or eliminated.

1.05.A Purpose

The City's fund balance policy defines the five fund balance categories established by GASB and how the City will report each of the categories. The policy is establishing the City's formal commitment of a specific amount of the City's fund balance to be set aside specifically for emergency contingencies defined as a state or federal emergency or declaration of a local emergency. This amount and/or commitment may be changed with the adoption of a new fund balance policy resolution approved by the City Council. This policy also provides definitions of other categories of fund balance for financial reporting and budgeting purposes. The policy authorizes and directs the City's accounting manager to prepare financial statements which accurately categorize fund balance per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

1.05.B Definitions and Provisions

This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure accurate reporting of available resources and that there will be adequate financial resources to protect the City against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures.

Fund balance is essentially the difference between the assets and liabilities reported in each governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent. The components include:

- Non-spendable Fund Balance (inherently non-spendable);
- Restricted Fund Balance (externally enforceable limitations on use);
- Committed Fund Balance (self-imposed limitations on use);
- Assigned Fund Balance (limitation resulting from intended use); and
- Unassigned Fund Balance (residual net resources).

Non-spendable fund balance is not specifically addressed in this policy due to the nature of the restriction. An example of non-spendable fund balance is a reserve for prepaid expense.

1.05.C Restricted Fund Balance

Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. An example of restricted fund balance would be a state or federal grant that can only be used for a specific purpose.

1.05.D Committed Fund Balance

The City Council, as the City's highest level of decision-making authority, may commit fund balances for specific purposes pursuant to the constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use through the same type of formal action taken to establish the commitment. City Council action to commit any portion of such fund balances needs to occur within the fiscal reporting period, which will begin on July 1 and end on June 30.

1.05.E Assigned Fund Balance

Amounts that are constrained by the City's *intent* to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. Both committed and assigned fund balance classifications include amounts constrained to being used for specific purposes by actions taken by the government itself. The nature of the actions necessary to remove or modify an assignment is not as prescriptive as it is about the committed fund balance classification, resulting in the constraints imposed being more easily removed or modified than those imposed on committed fund balance. Furthermore, the nature of the actions necessary to remove or modify an assignment is not as prescriptive as those in the committed fund balance classification and the authority is not required to be the government's highest level of decision making authority but may be delegated to the city manager or the City's accounting manager.

All remaining fund balance amounts that are reported in governmental funds, other than the general fund, that are not classified as non-spendable, and are neither restricted nor committed will be reported as assigned fund balance.

Capital Reserve Fund
The City Council may assign a specific amount or percentage of unassigned fund balance at the end of the fiscal year to be transferred or reserved for transfer to the City's Capital Reserve Fund.

Contingencies
The City Council may assign a specific amount to be reserved for future appropriations to fund unanticipated costs or revenue shortfalls that were not anticipated at the adoption of the City's operating budget.

Stabilization Fund (i.e. Reserve Fund)
Funds set aside in one year for balancing the subsequent fiscal year operating budget, or to fund one-time expenditures or revenue shortfalls. By approving specific assigned amounts or percentage allocations of unassigned fund balance as part of budget adoption, the City Council would authorize the Accounting Manager to report specific assigned amounts on financial statements.

Investment Accounts
The City Council may assign a specific amount or percentage of unassigned fund balance at the end of the fiscal year to be transferred or reserved for transfer to the City's investment accounts

1.05.F Unassigned Fund Balance

Fund balance that has no current assignment or commitment.

1.05.G Fund Descriptions

The basic accounting and reporting entity for the City is a fund. A fund is an accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities, or fund balances, and changes therein. Funds are established for carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Funds used in government are classified into three broad categories: governmental, proprietary/enterprise, and fiduciary. Governmental funds include activities usually associated with a typical state or local government's operation (public safety, general governmental activities, etc.). Proprietary/enterprise funds are used in governments to account for activities that are operated primarily through user fees (utilities for example). Fiduciary/Trust/Agency funds are utilized in situations where the government is acting in a fiduciary capacity as a trustee or agent. The various funds are grouped in fund types and categories as follows:

1.05.G.(i) Governmental Funds

Includes activities usually associated with the governmental entities' operation (police, fire, and general governmental functions). The City's governmental funds use modified accrual accounting for both financial reporting and budgeting purposes.

General Fund
General Fund is the chief operating fund of the City. All general tax revenues and other receipts not allocated by law or some other contractual agreement to other funds are accounted for in the General Fund. Expenditures of this fund include the general operating expenses traditionally associated with governments such as administration, finance, planning, public works, and public safety.

Special Revenue
Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditure for purposes and must be accounted for in a fund separate from the General Fund:

- **Agency Funds -** Agency Funds are used to account for resources held by the reporting government in a purely custodial capacity (i.e. assets equal liabilities). Agency funds typically involve only the receipt, temporary investment, and remittance of fiduciary resources to individuals, private organizations, or other governmental agencies. The City's Bond Escrow Fund is an example of this type of fund.

- **Federal and State Grants - These** funds must be utilized specifically for the core and function of the purpose of the grant award and cooperative agreement.

- **Hotel – Motel Tax –** Accounts for the City-wide 6% assessment on lodging room rentals; 50% of revenue is legally mandated to pass through to the Jefferson County Convention and Visitors Bureau (CVB), or more local CVB if appropriate. The other 50% is mandated to be passed through to other designated uses. Charles Town designates that the other 50% be allocated to the City's parks and recreation programs.

Debt Service Funds
Debt Service Funds are used to account for the acquisition of resources and payment of principal and interest on general long-term debt of the City and its related entities. The Building Commission's Lease-Purchase Bond Debt Service Fund includes bond proceeds to acquire and renovate City facilities like City hall, Charles Washington Hall, the police department/utility board headquarters, etc.

Capital Projects
Capital Project Funds are used to account for the acquisition, construction, and improvement of capital facilities other than those financed by proprietary funds.

1.06 INVESTMENT POLICY

It is the policy of the City to invest public funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all West Virginia laws and local ordinances governing the investment of public funds.

1.06.A Scope

This investment policy applies to all the funds and investment activities under the direct authority of the City as accounted for in the City annual financial audit. Policy statements outlined in this section focus on the City's invested funds but will also apply to all other funds under the city manager's span of control unless specifically exempted by statue or ordinance.

1.06.B Prudence

Investments shall be made with judgment and care -- under circumstances then prevailing - which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by the City's investment officials shall be the "**prudent person"** standard and shall be applied in the context of managing an overall portfolio.

1.06.C Objective

The primary objectives in priority order of the City of Charles Town's investment activities shall be:

Safety
Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure that capital losses are avoided, whether from securities default, broker-dealer default, or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity
The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might be reasonably anticipated.

Return
The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering the City's investment risk constraints and the cash flow characteristics of the portfolio.

1.06.D Delegation of Authority

Authority to manage the City's investment program is derived from the West Virginia Code. Management responsibility for the investment program is hereby delegated to the City manager, who may delegate such responsibility to the City's accounting manager. The City's

accounting manager will establish written procedures for the operation of the investment program consistent with this investment policy. Procedures shall include, but not limited to, references to safekeeping, wire transfer agreements, collateral/depository agreements, banking services contracts, local banking preferences, and other investment-related activities. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the established procedures.

1.06.E Ethics and Conflicts of Interest

The City Council, city manager, and City accounting manager shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Council members, city manager and the City accounting manager shall disclose to the city clerk any material financial interests in financial institutions that conduct business within the jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. If the city manager and the city clerk roles are filled by the same person, the city manager will disclose this information to both the City Council and the accounting manager. The City's attorney/legal counsel, if necessary, and the City accounting manager shall review all disclosures made to insure there are no conflicts with any planned investment.

1.06.F Authorized Investments and Limitations on Investments

Investment of City funds is governed by W. Va. Code § 8-13-22a and § 8-13-22c.

1.06.G Safekeeping and Custody

All securities owned by the City, including collateral for repurchase agreements, shall be held in safekeeping by the City's custodian bank or a third-party bank trust department, acting as agent for the City under the terms of a custody or trustee agreement executed by the bank and by the City.

1.06.H Reporting and Requirements

The city manager shall annually render to the City's finance committee a statement of investment policy, which shall be reviewed and approved. The City Council will also review and approve any changes to the policy.

The city manager or City accounting manager will regularly provide investment account updates to the City's finance committee. At least annually, the city manager will provide the finance committee with a detailed report for each individual investment that includes:

- Description of investment instrument
- Issuer name
- Maturity date
- Purchase price
- Par value
- Current market value and the source of the valuation.

1.07 LONG-TERM DEBT POLICY

The City recognizes that it may need to enter long-term financial obligations to meet the demands of providing a high-quality level of government services to our community. The following long-term debt policy sets the considerations for issuing debt and provides guidance in the timing and structuring of long-term debt commitments by the City.

1.07.A General Practices

- The City will strive to maintain good relations with credit rating agencies, investors of the City's long-term financial obligations and those in the financial community that participate in the City's financings. The City also will strive to maintain and improve its bond rating to minimize borrowing costs and preserve access to credit.

- Bond issue proposals are to be accompanied by an analysis defining how the new issue, combined with current debt, impacts the City's debt capacity, and conformance with City's debt policies. Such analysis shall include identification of the funding source, an assessment of the ability to repay the obligation, the impact on the current budget, commitments to future budgets, maintenance and operational impact of the facility or asset to be purchased, and the impact on the City's credit rating, if any.

- The City's finance committee and City Council must review such analysis, including existing debt level, ability to pay debt service, impact on city services, and make a finding that use of debt is appropriate.

- Debt service costs (including that supported with sales tax revenues) should not exceed 25% of the City's General Fund operating revenues.

- Projects financed by a non-general fund revenue sources and specific voter approved authorizations are not subject to the recommended 25% of general fund revenue maximum debt service limit.

The City will use debt financing only for one-time capital improvement projects and specific nonrecurring equipment purchases, and only under the following circumstances:

- when the project is included in the City's adopted five-year capital improvement program (CIP) or when the project is not included in the City's adopted five-year capital improvement program (CIP), but the project is an emerging critical need whose timing was not anticipated in the five-year capital improvement program, or it is a project mandated by State or Federal requirements;

- when the project's useful life, or the projected service life of the equipment will exceed the term of the financing; and

- when there are designated General Fund revenues sufficient to service the debt, whether from project revenues, other specified and/or reserved resources, or infrastructure cost-sharing revenues.

Debt financing (other than tax and revenue anticipation notes) is not considered appropriate for any recurring purpose such as current operating and maintenance expenditures.

The City will follow all state and federal regulations and requirements related to bonds and debt financing instruments regarding bond provisions, issuance, taxation, and disclosure.

Costs incurred by the City, such as bond counsel and financial advisor fees, printing, underwriter's discount, and project design and construction costs, will be charged to the bond issue to the extent allowable by law.

The City will monitor compliance with bond covenants and adhere to federal arbitrage and disclosure regulations.

The City shall continually review outstanding obligations for opportunities to achieve debt service savings through refunding and shall pursue refinancing when economically feasible and advantageous.

1.08 PETTY CASH POLICY

A petty cash account is a sum of money set-aside for minor cash disbursements and to make change for which the issuance of a formal voucher would be impractical. Incidental expenses allowed through petty cash include but are not limited to registered mail, postage, emergency supplies, supplies not available through a vendor, parking expenses, vehicle licensing, and any one-time purchases that must be handled on a cash basis. Requests for meals, travel, and mileage related to travel should be done on an employee expense reimbursement form. All cash reimbursements for business expenses must meet the requirements of the City's travel allowance policies.

1.08.A General Principles and Practices

- There is one petty cash account authorized for the City of Charles Town. The amount to be included in the City's petty cash account will be $150. There is one petty cash account authorized for the Charles Town Police Department. The amount to be included in the police department's petty cash account will be $600. There is one petty cash account authorized for the Charles Town Board of Park and Recreation. The amount to be included in the parks and recreation petty cash account will be $500.

- The amount to be disbursed from the petty cash accounts for any single purpose will not exceed $100 without the prior approval of the accounting manager.

- All subsequent increases or decreases in the City's established dollar amount for a petty cash account will be authorized by the City Council through an amendment to this policy document.

- The custodian of the petty cash account will be the accounting manager or his/her designee.

- The accounting manager or their designee shall assure that the amount in a petty cash account is counted and reconciled at least quarterly by someone other than the custodian.

- The petty cash will be kept in a locked safe place.

- When petty cash is disbursed, it must be replenished by warrant payable to Municipal Petty Cash. The replenishment should be subject to the same review and approval as invoices.

- A petty cash account will always be replenished at the end of the fiscal year (June 30) so that expenditures will be reflected in the proper accounting period.

- The replenishment must be by voucher with the appropriate receipts attached. The receipts should show the date, recipient, the purpose, and amount of each cash disbursement. These receipts must be signed by the person receiving the cash and their department head or designated supervisor.

- At the time of replenishment, the custodian should ensure that the balance remaining in petty cash, together with the amount of the replenishment voucher, equals the total authorized for the petty cash account.

- The petty cash accounts may not be used for personal cash advances.

- The petty cash accounts may not be used to cash checks or City warrants.

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 111.02(a) of the Codified Ordinances of Charles Town, updated in February 2022, provides that the policies and procedures contained in this document shall govern the expenditure of funds, except in the case of a declared emergency by the Mayor or the Mayor Pro-Tempore when performing the duties of the office in the absence of the Mayor. 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 the Council agenda. The purpose of this Purchasing and Bid Policy is to assist staff in following approved procedures for selecting contractors and vendors.

The following policies and procedures apply to the purchase of goods or services by all City staff. In the event of a declared emergency by the Mayor, or the Mayor Pro-tempore when serving in such stead, the Mayor may waive the written quote and competitive selection process for purchases above $5,000 when the purchase is determined to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the citizens of the City of Charles Town. The Mayor will document such purposes when presenting the bills for payment at subsequent Council meetings. The Mayor may not waive the competitive selection process required by state law for the construction of facilities exceeding a cost of $10,000.

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.

1.10 INVOICE PROCESSING POLICY

1.10.A Procedures

The following procedures are to be followed by each department, board, and commission when submitting bills for payment:

1. Review the Invoice. To avoid double payments, the Finance Department will only process payments from original invoices. Each department must ensure that no sales tax is being charged and that only the current balance on the original invoice is being paid.
2. Approve the invoice. All invoices must be signed by the Department head to certify that the goods have been received, the services have been provided, delivery is satisfactory, and that the supporting documents are accurate complete and in compliance with applicable laws and regulations. The Department Head must indicate the departmental budget line from which the invoice is to be paid.
3. Finance Department review. The Finance Department will review all invoices submitted for payment for accuracy and determine if adequate funds are available in the Department's budget.
4. Request prior approval if needed. Any invoice requested to be paid from a line that has reached 75% of its total funding, requires the prior approval of the Finance Director.

1.10.B Credit Cards

City Departments are to use the State purchasing card (p-card) to fullest extent possible. Although some purchases may be restricted, the card is generally available for most purchases. The p-card program is administered by the Finance Department.

1.10.C Essential Services

Essential services are non-competitive goods and services incurred by departments and paid by Accounts Payable. Invoices for essential services are exempt from the requirements outlined in Section 1.09 of this Policy if 1) they are approved in the City's operating budget for the current fiscal year and 2) there is adequate funding available in the Department's particular line.

The Finance Department is responsible for processing and paying most essential services effected through the p-card to the maximum extent possible.

1.10.D Check and Vouchers for Payment of City Bills

The Finance Department shall prepare checks and vouchers for payment of all bills that cannot be effected with the p-card and shall present such checks to members of the Finance Committee for authorized signature.

1.10.E Presentation to Council

The Finance Director shall prepare and present to the Council a report detailing disbursements from the City's General and Capital Reserve Funds. A detailed report of p-card purchases shall be presented to Council on a monthly basis.

1.11 GLOSSARY OF DEFINITIONS AND TERMS

Account. A record of additions, deletions, and balances of individual assets, liabilities, equity, revenues, and expenses.

Accounting System. The set of records and procedures that are used to record, classify, and report information of the financial status and operations of an entity.

Adopted Budget. The City Council approved annual budget establishing the legal authority of the expenditure of funds as set forth in the adopting budget resolution.

Appropriation. Money set aside by the City Council for a specific purpose. Provides designated spending authority to the city manager to approve or oversee approval of the appropriated expenditures.

Audit. An annual examination and evaluation, done by an independent Certified Public Accountant (CPA), of the City's accounting system to ensure conformity with generally accepted accounting principles. In conjunction with performing an audit, independent auditors normally issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

Balanced Budget. When the total of revenues and other financing sources is equal to or greater than the total of expenditures and other financing uses.

Basis of Accounting & Budgeting. A method used to determine when revenues, expenditures, transfers, and the related assets and liabilities are recognized in the accounts and reported in the financial statements. The three categories of accounting for governmental agencies are (1) Cash Basis – when cash is received or paid; (2) Accrual Basis – when the underlying transaction or event takes place; (3) Modified Accrual Basis – revenues and expenditures are recognized in the accounting period in which they become available, and expenditures are recognized in the accounting period in which the fund liability occurred. The City of Charles Town uses a modified accrual basis for our governmental funds and an accrual basis for our enterprise funds.

Budget & Fiscal Policies. General and specific guidelines adopted by the City Council that govern budget preparation and fiscal administration.

Capital Improvement Program. A rolling multiple-year program for maintaining or replacing existing public facilities and assets, and for building or acquiring new ones. The City follows a five-year schedule, and the annual budget incorporates the current year of the five-year CIP.

Charges for Service. Revenues collected as reimbursement for services provided to the public or to some other program/fund in the City.

Debt Service. The payments of principal and interest on bonds and other debt instruments according to a predetermined schedule.

Deficit. An excess of expenditures or expenses over revenues or resources during an accounting period.

Department. An organizational unit of the City government responsible for carrying out specific functions. In the City's structure, certain "departments" may be considered divisions of a multipurpose department.

Encumbrances. Commitments against an approved budget to pay funds in the future for a service or item. They cease to be encumbrances when the obligations are paid or terminated. The use of encumbrances prevents overspending and provides budgetary control to the organization.

Essential Services. Essential Services are non-competitive, routine, and repetitive purchases required to maintain the City's operations that are pre-approved in the City's budget. Examples of essential services include but are not limited to utility bills, licensing fees, insurance premiums, maintenance contracts, subscriptions and professional dues.

Expenditure. The actual spending or accrual of funds set aside by an appropriation for goods and services obtained.

Fiscal Year. A 12-month period to which the annual budget applies, and financial transactions are recorded. The City's fiscal year begins July 1 and ends June 30.

Full – Time Equivalent (FTE). The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year. Full-time employees are paid for 2,080 hours in a year equating to 1.0 FTE. A part-time employee who worked 1,040 hours would equate to 0.5 FTE. Elected positions are budgeted but not included in FTE totals.

Fund. An independent fiscal and accounting entity with a self-balancing set of accounts in which the City records financial transactions relating to revenues, expenditures, assets, and liabilities. Funds are segregated for carrying on specific activities or attaining certain objectives. The fund types used by the City are governmental funds (General, Capital Projects & Special Revenue),

Fund Balance. The excess of a fund's assets over its liabilities.

General Fund. The primary operating fund of the City. All revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund and may be utilized for any legitimate governmental purpose.

Generally Accepted Accounting Principles (GAAP). Conventions, rules, and procedures that serve as standards for accounting and the fair presentation of financial statements. The primary authoritative body on the application of GAAP to state and local government is the Governmental Accounting Standards Board.

Governmental Accounting Standards Board (GASB). Ultimate authoritative accounting and financial reporting standard-setting body for state and local governments.

Interfund Transfer. Money transferred from one fund to another, to finance the operations of another fund or reimburse the fund for certain expenditures/expenses.

Municipal Code. A document that codifies the City Council's approved ordinances currently in effect. The Code defines City policy with respect to all areas of municipal jurisdictions and administration.

Ordinance. A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An Ordinance has a higher legal standing than a Resolution and is typically codified in the City's municipal code.

Other Post-Employment Benefits (OPEB). Post-employment benefits other than pension benefits.

Reserve. An account which the City uses to either set aside funds that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose.

Resolution. A special order of the City Council which has a lower legal standing than an Ordinance.

Revenues. Income received by the City during the fiscal year. Some examples of revenue include taxes, fees, charges for services, and grants.

Special Revenue Funds. A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Some examples include federal and state grant revenues.

4.01 APPENDIX A – RECORDS MANAGEMENT AND RETENTION

FY 2025-2026
General Fund Budget

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

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
REVENUES												
30005 Unassigned Fund Balance (Carryover)	750,000	1,056,186	(18,275)		1,787,911	1,787,911	-	100%	Estimated carryover balance for fiscal year ending 2026.	Increased carryover to reflect actual balance as of 6/30/25.	Transfer of funds to Contribution from other funds Vacant Structures.	
30101 Taxes - Ad Valorem	1,851,076				1,851,076	1,063,650	787,426	57%				
30106 Supplemental Taxes	30,000				30,000	25,533	4,467	85%	Property taxes owed from previous years, but paid in the current fiscal year.			
30200 Interest as Penalty	8,000				8,000	6,613	1,387	83%				
30300 Gas & Oil Severance Tax	30,000				30,000	16,290	13,710	54%	5% severance tax on gross receipts at the well head of oil and natural gas.			
30400 Utility Tax (2%)	250,000				250,000	124,605	125,395	50%				
30500 Business & Occupation (B&O) Tax	2,032,082				2,032,082	830,827	1,201,255	41%	Included estimated B&O receipts from HDL collections services.			
30600 Liquor Tax	25,000				25,000	16,232	8,768	65%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.			
30700 Animal Control Tax	1,600				1,600	1,542	58	96%	This is donated back to the county each year under Dog Warden.			
30800 Hotel/Motel Tax	200,000				200,000	45,419	154,581	23%	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	80,881	179,119	31%				
32100 Parking Violation Penalties	40,000				40,000	18,160	21,840	45%				
32500 Business License Revenue	35,000				35,000	47,937	(12,937)	137%				
32600 Building Permit Fees	550,000				550,000	258,861	291,139	47%	Building activity increasing/expected to remain strong through FY2026 with new development projects on the horizon and increases in permit fee structure.			
32800 Franchise Tax	65,000				65,000	15,141	49,859	23%	Two Cable Franchisees			
32900 Rental Registration Fees						440						
33100 International Registration Plan (IRP) Fees	70,000				70,000	25,305	44,695	36%	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	559	1,141	33%	Revenue from utility bills for EMS (5 cents)			
34000 Parks & Rec Fee	1,700				1,700	559	1,141	33%	Revenue from utility bills for parks and recreation (5 cents)			
34200 Parking Meter Revenues	45,000				45,000	15,551	29,449	35%	Revenue from parking meters and parking permits including ParkMobile app.			
34500 Rents & Concessions	60,000				60,000	27,221	32,779	45%	CTUB rental of 661 space ($30,000); CW Hall 1st floor rental ($30,000)			
35300 Zoning Fee	20,000				20,000	19,287	713	96%	Zoning applications			
35500 Street Improvement Fee	135,000				135,000	43,625	91,375	32%	Revenue from utility bills for street improvements ($4 per month)			
36504 Federal Government Grants	291,667				291,667	41,157	250,510	14%	DOJ/COPS grant for additional police officer. $125,000 across 3 years. HUD Grant for Revive program $250,000			
36600 State Government Grants	-				-	-	-					
36700 Other Grants	-		1,000	1,268	2,268	2,268	-				Transfer of donation designated to the police department to Police Supplies 700-41.	Transfer of donation designated to the Tree Board to Maintenance Contracted Services 750-30.
36900 Contributions from Other Funds-Sales Tax ($2,500,000); Housing Rehab ($67,880); Vacant Structures ($18,275)	1,500,000		86,155		1,586,155	375,000	1,211,155	24%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets to cover BC debt). Quarterly sales tax distributions are averaging $450,000 or $1,800,000 annually.		Housing Rehab income is designated to Code Enforcement Nuisance Properties Contracted Services expenses. Vacant Structure income is designated for Code Enforcement Vacant Properties Contracted Services expenses.	
37600 Gaming Income	250,000				250,000	80,737	169,263	32%	Gaming receipts average $19K to $23K per month.			
37900 Gain/Loss - Sale of Fixed Assets	-				-	-	-					
38007 Interest Income (Operating Acct)	35,000				35,000	6,752	28,248	19%				
38100 Reimbursements	110,000				110,000	70,327	39,673	64%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.			
38100 Lein Reimbursements					-	-	-					
38200 Refunds - Overpayments	500				500	(4,519)	5,019	-904%				
38600 Insurance Claims	-				-	3,995	(3,995)					
38700 Filing Fees	300				300	-	300	0%	Filing Fees Revenue - Election in FY25. $50.00 per person.			
39200 Property Rehabilitation	-				-	3,700	(3,700)					
39700 Video Lottery	600,000				600,000	174,046	425,954	29%	Video lottery receipts average $13.4K to $22.2K per week.			
39900 Misc Revenue	5,000				5,000	3,193	1,807	64%	Yard waste stickers and fingerprints			
39902 Special Events - WV Fest	10,000				10,000	-	10,000	0%				
39903 Special Events - General	1,000				1,000	425	575	43%	Special activities fees			
39904 Special Events - CW Hall	5,000				5,000	2,400	2,600	48%				
39907 Special Events - Car Show	5,000				5,000	10,681	(5,681)	214%	Car show registration and sponsors.			
TOTAL REVENUES	**9,274,625**	**1,056,186**	**68,880**	**1,268**	**10,400,959**	**5,242,313**	**5,159,086**	50%				

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
EXPENSES												
ECONOMIC DEVELOPMENT - 402												
03 Salaries	77,000				77,000	26,031	50,969	34%	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement.			
04 FICA	6,200				6,200	1,991	4,209	32%	FICA @ 7.65%			
05 Group Insurance	9,300				9,300	3,329	5,971	36%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
06 Retirement	7,000				7,000	2,343	4,657	33%	PERS II Employer Contribution 9%			
09 OPEB	2,000		(1,800)		200	41	159	20%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			1,800		1,800	521	1,279	29%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.	
11 Telephone	500				500	131	369	26%	Cell phone			
14 Travel	3,000				3,000	98	2,902	3%	2 National Conferences; airfare, lodging, per-diem			
20 Advertising/Legal Publications	500				500	-	500	0%				
21 Training & Education					-	-	-		$2,500 rolled under City Manager's office.			
22 Dues & Subscriptions	2,000				2,000	313	1,687	16%	IEDC Membership, Survey Subscription, Adobe subscription			
23 Professional Services	1,000				1,000	-	1,000	0%	Engineering Services			
26 Insurance and Bonds	5,000		585		5,585	5,568	17	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		Increase due to rise in insurance costs.	
30 Contracted Services	1,000				1,000	-	1,000	0%				
41 Departmental Supplies	3,000				3,000	323	2,677	11%	Promotional items for events and City marketing and other departmental supplies.			
43 Auto Supplies					-	-	-		Under Maintenance budget			
TOTAL ECONOMIC DEVELOPMENT	**117,500**	**-**	**585**	**-**	**118,085**	**40,689**	**77,396**	34%				
MAYOR'S OFFICE - 409												
01 Salary	12,500				12,500	4,000	8,500	32%	Mayor's Salary			
04 FICA Tax Expense	1,000				1,000	306	694	31%				
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%				
22 Dues & Subscriptions					-	-	-					
26 Insurance & Bonds	1,000		100		1,100	1,090	10	99%			Increase due to rise in insurance costs.	
41 Departmental Supplies	500				500	-	500	0%	$453.00 - Ceremonial Keys to the City and Coins			
68 Community Contributions	2,000				2,000	-	2,000	0%				
TOTAL MAYOR'S OFFICE	**20,000**	**-**	**100**	**-**	**20,100**	**5,396**	**14,704**	27%				
COUNCIL - 410												
01 Salaries	40,000				40,000	12,083	27,917	30%	Eight Council Members at $5,000 annual salary			
04 FICA Tax Expense	3,100				3,100	924	2,176	30%				
14 Travel Expense	4,800				4,800	2,274	2,526	47%	Conferences			
20 Advertising					-	-	-					
21 Training & Education	3,200				3,200	-	3,200	0%	WV Municipal League Conference Registration ($450 per registration)			
26 Insurance & Bonds	3,200		300		3,500	3,489	11	100%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability		Increase due to rise in insurance costs.	
41 Departmental Supplies	700				700	107	593	15%				
TOTAL COUNCIL	**55,000**	**-**	**300**	**-**	**55,300**	**18,876**	**36,424**	34%				

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
CITY MANAGER - 412												
03 Salaries	215,000				215,000	53,706	161,294	25%	City Manager & Deputy City Clerk Salary, 2.5% Merit and Holiday Supplement (Includes $5000 travel allowance for new City Manager.)			
04 FICA Tax Expense	17,500				17,500	4,154	13,346	24%	FICA Tax @ 7.65%			
05 Group Insurance	20,000				20,000	3,953	16,047	20%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
06 Retirement	19,000				19,000	4,930	14,070	26%	9% Employer Contribution PERS I and II			
08 Overtime	1,200	1,300			2,500	597	1,903	24%		Increased to match actual overtime in previous year.		
09 OPEB	6,500		(6,000)		500	20	480	4%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			6,000		6,000	1,215	4,785	20%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.	
11 Telephone	550				550	178	372	32%	Mobile phone service			
14 Travel Expense	1,500				1,500	-	1,500	0%	WVML Trip, City Clerk Election Training			
20 Advertising	2,000				2,000	-	2,000	0%				
21 Training & Education	20,000				20,000	1,025	18,975	5%	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	50	950	5%	Adobe subscriptions. ICMA and WVML Fees.			
23 Professional Services	500	37,500			38,000	14,544	23,456	38%	Background checks for City Manager candidates.	City Manager recruiter expenses carried over from FY 2025.		
26 Insurance & Bonds	15,000		280		15,280	15,270	10	100%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability		Increase due to rise in insurance costs.	
30 Contracted Services					-	-	-					
41 Departmental Supplies	750				750	117	633	16%	Misc. Office Supplies			
43 Auto Supplies (Gas & Oil)					-	-	-		Gas is covered under travel expenses.			
TOTAL CITY MANAGER	**320,500**	**38,800**	**280**	**-**	**359,580**	**99,759**	**259,821**	28%				
TREASURER - 413												
03 Salaries	260,000				260,000	87,922	172,078	34%	Director of Finance, Accounting Clerk I, Accounting Clerk II, Accounting Clerk III salaries, 2.5% merit, and holiday supplements.			
04 FICA Tax Expense	22,000				22,000	6,793	15,207	31%	FICA Tax @ 7.65%			
05 Group Insurance	21,000		17,000		38,000	12,515	25,485	33%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)		Increase due to changes in employee's insurance plans.	
06 Retirement	24,000				24,000	7,992	16,008	33%	9% Employer Contribution PERS I and II			
08 Overtime	3,500				3,500	873	2,627	25%				
09 OPEB	8,000		(7,500)		500	122	378	24%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			7,500		7,500	2,369	5,131	32%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.	
11 Telephone	-				-	-	-		Director of Finance Cell Phone			
14 Travel Expense	1,500				1,500	992	508	66%	Director & Acct. Clerk III - WV Government Finance Officers Association Training			
18 Postage					-	-	-		Transfer cost to City Hall and Pitney Bowes machine.			
20 Advertising/Legal Pubs	2,500				2,500	1,244	1,256	50%	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.			
21 Training & Education	-				-	-	-		$4,000 Rolled into City Manager's budget			
22 Dues & Subscriptions	500				500	125	375	25%	Adobe subscription for Director & Accounting Clerk III			
23 Professional Services	2,500			500	3,000	2,925	75	98%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)			Allocation for accounting services regarding recording Clifford Trust activity.
24 Audit Costs	42,000	48,000			90,000	49,320	40,680	55%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit	Allowance for FY 2024 audit expenses.		
26 Insurance & Bonds	15,000		4,200		19,200	19,184	16	100%	General Liability, Worker's Compensation, Umbrella		Increase due to rise in insurance costs.	
30 Contracted Services	25,000				25,000	5,994	19,006	24%	Tyler Technologies - Incode Annual License Fee			
30 B&O Collections - Contracted Services	75,000			(28,500)	46,500	7,940	38,560	17%				Transfer $500 to Professional Services and $28,000 to Refunds.
38 Refunds	10,000	65,000		28,000	103,000	66,419	36,581	64%				
41 Departmental Supplies	1,500	1,000			2,500	999	1,501	40%	Misc. Office Supplies	Allowance for purchase of desk scanners for		
TOTAL TREASURER	**514,000**	**114,000**	**21,200**	**-**	**649,200**	**273,727**	**375,473**	42%				

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
COURT CLERK - 415												
03 Salaries	67,000				67,000	22,634	44,366	34%	Court Clerk Salary, 2.5% merit, and holiday supplement			
04 FICA	5,500				5,500	1,731	3,769	31%	FICA Tax @ 7.65%			
05 Group Insurance	19,000				19,000	6,527	12,473	34%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
06 Retirement	6,000				6,000	2,028	3,972	34%	9% Employer Contribution PERS I and II			
08 Overtime	1,200				1,200	-	1,200	0%				
09 OPEB	2,000		(1,800)		200	41	159	20%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			1,800		1,800	446	1,354	25%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.	
14 Travel	500				500	-	500	0%	Court Clerk training and Election training			
18 Postage	100				100	-	100	0%				
20 Advertising/Legal Publications					-	-	-					
21 Training & Education					-	-	-		$500 transferred to City Manager's budget. WVML training and Election training.			
22 Dues & Subscriptions					-	-	-					
23 Professional Services					-	-	-					
26 Insurance & Bonds	4,500		605		5,105	5,103	2	100%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella		Increase due to rise in insurance costs.	
30 Contracted Services	25	1,000			1,025	552	473	54%	Flu shot	Allowance for cost of appeals.		
38 Refunds			1,000		1,000	400	600	40%			Allowance for refund of court fine fees.	
41 Departmental Supplies	600				600	72	528	12%	Ink cartridges, paper stock			
TOTAL COURT CLERK	**106,425**	**1,000**	**1,605**	**-**	**109,030**	**39,534**	**69,496**	36%				
POLICE JUDGES - 416												
03 Salaries	32,000				32,000	7,350	24,650	23%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; extra $2k for special judge, and holiday supplements.			
04 FICA	2,400				2,400	562	1,838	23%				
14 Travel	500				500	263	237	53%	WV State mandated annual training for magistrates & judges			
21 Training & Education	1,000				1,000	690	310	69%	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		300		2,800	2,791	9	100%			Increase due to rise in insurance costs.	
TOTAL POLICE JUDGES	**39,500**	**-**	**300**	**-**	**39,800**	**11,656**	**28,144**	29%				
CITY ATTORNEY - 417												
03 Salaries	160,000				160,000	54,405	105,595	34%	Attorney salary plus 2.5% merit and holiday supplement.			
04 FICA	13,000				13,000	4,162	8,838	32%	FICA @ 7.65%			
05 Group Insurance	1,000		550		1,550	687	863	44%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)		Correction of Dental Insurance budget calculation.	
06 Retirement	15,000				15,000	4,896	10,104	33%	PERS II Employer Contribution 9%			
09 OPEB	6,000		(5,600)		400	359	41	90%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			5,600		5,600	1,273	4,327	23%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.	
11 Telephone	250				250	75	175	30%				
14 Travel	1,000				1,000	-	1,000	0%	Travel allowance for various trainings.			
20 Advertising/Legal Publications					-	-	-		Allowance for legal publications.			
21 Training & Education					-	-	-		Rolled under City Manager's office.			
22 Dues & Subscriptions	5,100				5,100	1,190	3,910	23%	Allowance for legal subscriptions and memberships. Bar license and legal research database subscription.			
23 Professional Services	50,000				50,000	-	50,000	0%	Cost for outside legal council.			
26 Insurance and Bonds	12,000		(8,095)		3,905	2,263	1,642	58%			Transfer of funds to Insurance & Bonds line items in departments: 402, 409, 410, 413, 415, 416, 425, 436, 571, & 704.	
41 Departmental Supplies	1,000				1,000	-	1,000	0%				
TOTAL CITY ATTORNEY	**264,350**	**-**	**(7,545)**	**-**	**256,805**	**69,311**	**187,494**	27%				

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
ENFORCEMENT AGENCY - 425												
03 Salaries	61,000				61,000	20,296	40,704	33%	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance.			
04 FICA	4,900				4,900	1,553	3,347	32%	FICA @ 7.65% of Salary			
05 Group Insurance	9,000				9,000	3,216	5,784	36%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
06 Retirement	5,400				5,400	1,785	3,615	33%	PERS II Employer Contribution 9%			
09 OPEB	2,500		(2,300)		200	41	159	20%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			2,300		2,300	595	1,705	26%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.	
11 Telephone	500				500	75	425	15%				
14 Travel	3,000				3,000	830	2,170	28%	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas			
18 Postage	1,500				1,500	153	1,347	10%	Certified Mailings			
20 Advertising/Legal Publications	500				500	53	447	11%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.			
21 Training & Education					-	-	-		$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)			
22 Dues & Subscriptions	1,000				1,000	170	830	17%	ICC Membership ($160/yr)			
26 Insurance and Bonds	4,000		365		4,365	4,362	3	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		Increase due to rise in insurance costs.	
30 Contracted Services	25,000				25,000	-	25,000	0%	Kimley-Horn Engineering Services			
30 Nuisance Properties-Contracted Services	45,000		67,880		112,880	21,730	91,150	19%	Nuisance Properties cleanup and demos.		Funds.	
30 Nuisance Properties Relocation - Contracted Services	5,000				5,000	-	5,000	0%	Nuisance Properties housing reallocation.			
30 Vacant Properties-Contracted Services			18,275		18,275	84	18,191				Article 1759 Vacant Buildings.	
41 Departmental Supplies	2,000				2,000	342	1,658	17%	Building safety month supplies and code books			
43 Auto Supplies					-	-	-		Under Maintenance budget			
45 Uniforms	2,000				2,000	525	1,475	26%	Jackets & shirts.			
TOTAL ENFORCEMENT AGENCY	**172,300**	**-**	**86,520**	**-**	**258,820**	**55,810**	**203,010**	22%				
REGIONAL DEVELOPMENT AUTHORITY - 435												
22 Dues & Subscriptions	11,500				11,500	11,304	196	98%	Region 9 Assessment - Fees are going up			
TOTAL REGIONAL DEVELOPMENT AUTHORITY	**11,500**	**-**	**-**	**-**	**11,500**	**11,304**	**196**	98%				
Total City Administration	**2,297,075**	**173,800**	**22,325**	**-**	**2,493,200**	**847,960**	**1,645,240**	34%				
BUILDING INSPECTIONS - 436												
03 Salaries	88,000				88,000	29,901	58,099	34%	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance.			
04 FICA	7,000				7,000	2,287	4,713	33%	FICA @ 7.65% of Salary			
05 Group Insurance	1,500				1,500	575	925	38%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
06 Retirement	8,000				8,000	2,650	5,350	33%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods			
09 OPEB	3,000		(2,850)		150	-	150	0%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			2,850		2,850	883	1,967	31%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.	
11 Telephone	1,000				1,000	60	940	6%	Two lines; one is a hot spot. One is a cell phone.			
14 Travel	3,000				3,000	-	3,000	0%	National ICC Conference; 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	1,000				1,000	-	1,000	0%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.			
21 Training & Education					-	-	-		$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.			
22 Dues & Subscriptions	1,000				1,000	-	1,000	0%	ICC membership dues; WICA subscription			
23 Professional Services	50,000				50,000	600	49,400	1%	To cover expenses associated with inspections; compliance.			
26 Insurance & Bonds	6,000		575		6,575	6,565	10	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		Increase due to rise in insurance costs.	
30 Contracted Services					-	-	-					
41 Departmental Supplies	2,000				2,000	143	1,857	7%	Building safety month supplies and code books.			
43 Auto Supplies					-	-	-		Under Maintenance budget			
45 Uniforms	2,000				2,000	500	1,500	25%	Jackets & shirts.			
TOTAL BUILDING INSPECTIONS	**174,500**	**-**	**575**	**-**	**175,075**	**44,164**	**130,911**	25%				

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
PLANNING & ZONING - 437												
03 Salaries	407,000				407,000	99,259	307,741	24%	Planner/Zoning/Subdiv Administrator, Permit Tech, and Planner salaries, 2.5% merit, and holiday supplements.			
04 FICA	33,000				33,000	7,593	25,407	23%	FICA @ 7.65% of Salary			
05 Group Insurance	68,000				68,000	12,222	55,778	18%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
06 Retirement	38,000				38,000	8,933	29,067	24%	PERS II Employer Contribution (9%)			
08 Overtime	1,500				1,500	-	1,500	0%				
09 OPEB	12,500		(12,000)		500	102	398	20%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			12,000		12,000	2,165	9,835	18%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.	
11 Telephone	250		750		1,000	335	665	33%	Director's department cell phone		Increase in cell phone charges.	
14 Travel	8,000				8,000	1,735	6,265	22%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code			
18 Postage	1,000				1,000	-	1,000	0%	Certified Mailings; Legal notices, yard sign postings			
20 Advertising/Legal Publications	4,500				4,500	635	3,865	14%	Advertising of BZA and public hearings for P/C meetings; hearing placards			
21 Training & Education					-	-	-		$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration amount $3,500; Leaders Code conference $550; Kim MGO Conference reg; $600; James AICP reg $500			
22 Dues & Subscriptions	3,000				3,000	106	2,894	4%	AICP Membership; Wendy ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.			
23 Professional Services	5,000		20,000		25,000	6,843	18,157	27%	GIS Aerial imagery, Background Checks		Allowance for annexation costs.	
26 Insurance & Bonds	20,000				20,000	18,814	1,186	94%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.			
30 Contracted Services	44,000				44,000	6,376	37,624	14%	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;			
31 Contracted Services - Tree Board					-	-	-		To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.			
38 Refunds	1,000				1,000	170	830	17%				
41 Departmental Supplies	4,000				4,000	122	3,878	3%	Public hearing signs, office supplies, promotional supplies			
53 Computer Software / Tech	10,000	3,000			13,000	2,190	10,810	17%	MyPermit Now Monthly Fees	Allowance for additional Rental Registration module in MyPermit Now software		
TOTAL PLANNING & ZONING	**660,750**	**3,000**	**20,750**	**-**	**684,500**	**167,599**	**516,901**	24%				
Total City Bldg Inspection, P&Z, and Enforcement Agency	**1,007,550**	**3,000**	**107,845**	**-**	**1,118,395**	**267,573**	**850,822**	24%				
ELECTIONS - 438												
12 Printing					-	-	-					
20 Advertising/Legal Publications					-	-	-		Publish ballot multiple times			
23 Professional Services					-	-	-					
30 Contracted Services					-	-	-		Poll workers for early voting and day of election.			
41 Departmental Supplies					-	-	-		Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers			
TOTAL ELECTIONS	-	-	-	-	-	-	-					

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
CITY HALL - 440												
3 Salaries	103,000				103,000	34,621	68,379	34%	Director of Operations Salary, 2.5% merit, and holiday supplement			
4 FICA Taxes	8,300				8,300	2,649	5,651	32%	FICA @ 7.65%			
5 Group Insurance	20,000				20,000	6,652	13,348	33%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
6 Retirement	9,000				9,000	3,251	5,749	36%	9% Employer Contribution			
9 OPEB	4,000		(3,800)		200	41	159	20%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			3,800		3,800	1,312	2,488	35%	Deferred Compensation Employer Contribution 3%		Creation of new line item for 457b retirement due to auditing requirements.	
11 Telephone	20,000				20,000	3,113	16,887	16%	WebEx Phone Services ($5,000), Internet Service ($3,600), Cell phone - Director ($400), Rouss Hall Elevator & Fire Alarm Phone Service ($4,000), CWH Fire Alarm Phone Service ($1,000).			
13 Utilities	40,000				40,000	14,090	25,910	35%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer, CWH Electric			
14 Travel Expense	2,000				2,000	-	2,000	0%	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD			
15 Repair & Main. Bldg & Grounds	10,000				10,000	1,317	8,683	13%	Elevator Services and City Hall maintenance.			
16 CH Repair & Maint Equip.					-	-	-					
18 Postage	4,000				4,000	1,121	2,879	28%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection. Reflects increase in postage.			
19 Bldg & Equipment Rental	250,000				250,000	82,950	167,050	33%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer			
20 Advertising/Legal Publications	4,000				4,000	314	3,687	8%	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	2,819	681	81%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)			
23 Professional Services	25,000				25,000	5,650	19,350	23%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.			
26 Insurance & Bonds	15,000				15,000	12,551	2,449	84%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial			
30 Contracted Services	287,000				287,000	69,696	217,304	24%	Sustainable Strategies (Grant Consultant, Matt Ward) - $60,000 ($5,000 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $50,000 Payroll Processing Base Fees - $4,000 ADP Software Recurring Annual Fee - $20,000 Tek Advisors - $150,000 per year.			
32 Bank Charges	15,000	20,000			35,000	14,920	20,080	43%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	Allowance for additional credit card merchant fees due to delay in software upgrade.		
37 Other Fees/Taxes	1,500				1,500	940	560	63%	Late fees/Ambulance fees.			
41 Departmental Supplies	12,000				12,000	4,671	7,329	39%				
53 Computer Software / Tech	15,000		5,500		20,500	15,031	5,469	73%	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		Allowance for timesheet management software.	
TOTAL CITY HALL	**848,300**	**20,000**	**5,500**	**-**	**873,800**	**277,707**	**596,093**	32%				
CONTRIBUTIONS/TRANSFERS - 444												
68 Contributions - Community Partnership Grants	100,000				100,000	-	100,000	0%	Citizens Fire Co. $10,000; Independent Fire Co. $10,000; Library $20,000; Jef. Co. Com. Ministries $10,000; and EPTA $50,000.			
68 Community Grants		50,000			50,000	-	50,000	0%		Allowance for community grants for non-profit organizations.		
68 Contributions - Revive Grant	270,000	20,000			290,000	25,000	265,000	9%	HUD Grant for Revive! Program. $250,000 with additional $20,000 support from City funds.	Grant funds brought forward from FY25 into FY26 that were allocated but not spent.		
68 Contributions - Façade Improvement Program	15,000	10,000		15,000	40,000	2,323	37,678	6%		Grant funds brought forward from FY25 into FY26 that were allocated but not spent.		Additional funds added to support growing community interest.
68 Contributions - Homeless Solutions	25,000	(25,000)			-	-	-		County Homelessness position funding commitment	County Homelessness position has been dissolved.		
68 Contributions - Charles Town Now		70,000			70,000	30,000	40,000	43%		Contribution to support Washington Street redevelopment study.		
68 Contributions - Jefferson County Community Ministries				20,000	20,000	-	20,000	0%				Donation to support community food/toiletry needs.
68 Contributions - Sidewalk Improvement Program	15,000	35,000		15,000	65,000	-	65,000	0%	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest	Grant funds brought forward from FY25 into FY26 that were allocated but not spent.		Additional funds added to support growing need of maintaining safe sidewalks.
TOTAL CONTRIBUTIONS/TRANSFERS	**425,000**	**160,000**	**-**	**50,000**	**635,000**	**57,323**	**577,678**	9%				

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
PARKING - 571												
03 Salaries	46,000				46,000	15,283	30,717	33%	Parking Enforcement Officer salary, contingency, 2.5% merit, holiday supplement, and clothing allowance			
04 FICA Tax Expense	3,700				3,700	1,192	2,508	32%	FICA @ 7.65%			
05 Group Insurance	750				750	231	519	31%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
06 Retirement Expense	4,000				4,000	1,361	2,639	34%	9% Employer Retirement Contribution			
08 Overtime	1,000				1,000	305	695	30%	RHBT Insurance			
09 OPEB	1,500		(1,400)		100	-	100	0%	Deferred Compensation Employer Contribution 3%		Transfer to Fringe Benefits.	
10 Fringe Benefits			1,400		1,400	445	955	32%			Creation of new line item for 457b retirement due to auditing requirements.	
13 Utilities	1,400				1,400	-	1,400	0%	Electric Service			
16 Repair & Main - Equipment	1,000				1,000	-	1,000	0%	Parking meter repairs and maintenance			
18 Postage	500				500	-	500	0%				
19 Bldg & Equipment Rental	500				500	-	500	0%				
20 Advertising / Legal Publications	500				500	-	500	0%				
26 Insurance & Bonds	3,000		240		3,240	3,232	8	100%	Prof Liability, Umbrella, Automobile, Worker's Comp		Increase due to rise in insurance costs.	
30 Contracted Services	500				500	27	473	5%				
41 Departmental Supplies	5,000				5,000	309	4,691	6%	Office Supplies, Batteries, Handheld Printer Paper			
43 Auto Supplies (Gas/Oil)	500				500	-	500	0%				
45 Uniforms	500				500	-	500	0%	Jacket, Uniform Shirt, Patches, Badge, etc.			
53 Computer Software/Tech	4,000				4,000	-	4,000	0%	United Public Safety/T2 Annual Fees			
TOTAL PARKING	**74,350**	**-**	**240**	**-**	**74,590**	**22,385**	**52,205**	30%				
CONTINGENCIES - 699												
Other Contributions	308,000	42,000	(60,875)	(50,000)	239,125	-	239,125	0%	Placeholder for $50,000 for emergency snow costs. $250,000 for unexpected cost throughout the year. (SAO caps this amount at 10% of receipts.)	Increase to allow for payment of unexpected expenses.	Transfer $17,000 to Treasurer Group Insurance, $1000 to Court Clerk Refunds, $550 to Attorney Group Insurance, $20,000 to P&Z Professional Services, $750 to P&Z Telephone, $3300 to City Hall Computer Software, and $18,275 to Code Enforcement Vacant Structures Contracted Services.	Transfer of funds to Contributions: $20,000 to Jefferson County Community Ministries, $15,000 to Façade Improvement Program, and $15,000 to Sidewalk Improvement Program.
TOTAL CONTINGENCIES	**308,000**	**42,000**	**(60,875)**	**(50,000)**	**239,125**	**-**	**239,125**	0%				
POLICE DEPARTMENT - 700												
03 Salaries	1,640,000				1,640,000	553,264	1,086,736	34%	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. (5) Patrolman, (3) Patrolman First Class, (4) Corporals, (3) Sergeants, (2) Lieutenants, (1) Captain (Held by Chief), (1) Chief. (3) Administrative personnel.			
04 FICA	110,000				110,000	34,112	75,888	31%	FICA Tax at 7.65%			
05 Group Insurance	289,000				289,000	85,463	203,537	30%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
06 Retirement	145,000				145,000	51,109	93,891	35%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)			
07 Police Pension	30,000		(12,750)		17,250	1,296	15,954	8%	Legacy CTPD Retirement System		Transfer of $10,650 to Insurance & Bonds and $200 to Other Fees & Taxes.	
08 Overtime	160,000				160,000	80,733	79,267	50%	Shift coverage, late arrest/call out, special events, school events, court, etc.			
09 OPEB	60,000		(55,000)		5,000	734	4,266	15%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			55,000		55,000	15,206	39,794	28%	Deferred Compensation Employer Contribution 3%		auditing requirements.	
11 Telephone	48,500				48,500	12,575	35,925	26%	(4) department cell phones, MiFi/Craddle Points, for CAD in police vehicles, Internet, etc.			
13 Utilities	48,000				48,000	12,863	35,137	27%	Electric and Internet Service, increase in FY25.			
14 Travel	4,000				4,000	343	3,657	9%	Training, Conferences,etc.			
15 R&M Building & Grounds	2,500				2,500	-	2,500	0%	Lights, Paint, Air Filters, Electrical supplies, Batteries			
16 R&M Equipment	5,000				5,000	3,815	1,185	76%	Generator Service			
17 R&M Auto	50,000				50,000	16,796	33,204	34%	Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, tire install/rotation, etc.			
18 Postage	1,300				1,300	367	933	28%	Stamps, USPS Certified Mail, UPS/Fedex, etc.			
19 Building & Equipment Rental	100,000				100,000	33,966	66,034	34%				
20 Advertising/Legal Publications	5,500				5,500	960	4,540	17%	New Hire Ads 3-6 ads in local paper			
21 Training & Education	20,000				20,000	599	19,401	3%	WVSP Academy, 16 hours in-service/8 supervisor hours.			
22 Dues & Subscriptions	2,000				2,000	370	1,630	19%	WVCOP Dues, IACP, SRO, Journal			
23 Professional Services	5,000				5,000	2,080	2,920	42%	Polygraph Exams, Psychological exam, Physical Exams, Diagnostic Imaging			
26 Insurance & Bonds	110,000		12,550		122,550	122,489	61	100%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance		Increase due to rise in insurance costs.	
30 Contracted Services	48,000				48,000	13,982	34,018	29%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.			
37 Other Fees & Taxes	250		200		450	400	50	89%	661 George St. Ambulance Fees		Allowance for additional ambulance fees.	
41 Departmental Supplies	40,000		1,000		41,000	8,603	32,397	21%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery		Allowance for additional officer equipment. This	
43 Auto Supplies	65,000				65,000	22,923	42,077	35%	Gas, oil changes and tires for Police Vehicles			
45 Uniforms	30,000				30,000	9,194	20,806	31%	Class A, BDU, duty gear, insignia, ballistic vest, coats, etc.			
53 Computer Software/Tech	29,000		(2,200)		26,800	20,993	5,807	78%	CAD Motorola, Guardian Tracking, Police One Academy, Powerdms, VCS, Motorola Solutions (Watch Guard System), Revize (Website).		Transfer to City Hall Computer Software for police portion of VCS.	
TOTAL POLICE DEPARTMENT	**3,048,050**	**-**	**(1,200)**	**-**	**3,046,850**	**1,105,235**	**1,941,616**	36%				

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
POLICE-SPECIAL DUTY CROSSING GUARDS - 704												
03 Salaries	35,000				35,000	7,607	27,393	22%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA. Holiday supplements.			
04 FICA Tax Expense	2,600				2,600	582	2,018	22%				
26 Insurance & Bonds	1,750		545		2,295	2,292	3	100%			Increase due to rise in insurance costs.	
41 Departmental Supplies	250		100		350	324	26	92%	Stop signs		Allowance for additional supplies.	
45 Uniforms	500		(100)		400	87	313	22%	Reflective jackets and vests		Transfer to Supplies.	
43 Auto Supplies (Gas & Oil)					-	-	-					
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**40,100**	**-**	**545**	**-**	**40,645**	**10,892**	**29,753**	27%				
Total Police and Crossing Guards	**3,088,150**	**-**	**(655)**	**-**	**3,087,495**	**1,116,126**	**1,971,369**	36%				
DOG WARDEN - 707												
Contributions	1,600				1,600	-	1,600	0%	City passes along the dog tag fees to the County			
TOTAL DOG WARDEN	**1,600**	**-**	**-**	**-**	**1,600**	**-**	**1,600**	0%				
MAINTENANCE - 750												
03 Salaries	330,000				330,000	97,086	232,914	29%	Director and (4) Maintenance Staff salaries, 2.5% merit, holiday supplements, clothing allowances and contingency for CDL, Playground Inspection, and ASE certifications.			
04 FICA Tax Expense	27,000				27,000	7,773	19,227	29%	FICA @ 7.65%			
05 Group Insurance	47,000				47,000	11,037	35,963	23%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)			
06 Retirement	29,000				29,000	8,774	20,226	30%	9% Employer Contribution			
08 Overtime	20,000				20,000	4,515	15,485	23%				
09 OPEB	8,000		(7,500)		500	92	408	18%	RHBT Insurance		Transfer to Fringe Benefits.	
10 Fringe Benefits			7,500		7,500	1,946	5,554	26%	3% Deferred Compensation Employer Contribution		Creation of new line item for 457b retirement due to auditing requirements.	
11 Telephone	3,000				3,000	745	2,255	25%	Field staff equipped with cell phones			
13 Utilities	15,000				15,000	1,319	13,681	9%	Maintenance building electric, water, sewer, and internet			
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	55,000				55,000	29,230	25,770	53%	General maintenance of city buildings.			
16 R&M Equipment	15,000				15,000	10,392	4,608	69%	Regular maintenance of fleet equipment, primary expense is street sweeper repairs. We have a new leaf vacuum, so we don't have as much maintenance expense.			
17 R&M Auto	10,000				10,000	764	9,236	8%	Regular maintenance of department and City vehicles			
18 Postage					-	-	-					
19 R&M Bldg and Equip Rental	1,000				1,000	-	1,000	0%	Equipment rented as required to maintain various city buildings.			
20 Advertising	500				500	-	500	0%	Spring and Fall Cleanup. Additional city sponsored projects as required.			
21 Training & Education	2,500				2,500	-	2,500	0%	Maintain certifications; other skill enhancement training as required/proposed. CDL, Playground Inspection, ASE.			
22 Dues & Subscriptions	500				500	-	500	0%	Camera subscription and CDL License Fees			
23 Professional Services	500				500	40	460	8%	CDL physicals			
26 Insurance & Bonds	19,000				19,000	17,263	1,737	91%	Liability, Worker's Comp, Vehicle Insurance			
30 Contracted Services	60,000			1,268	61,268	20,695	40,573	34%	Trash Service, Box Rental Fees, Tree Services ($12,000), Snow Removal and Salt			Allowance for purchase of trees per donation to the Tree Board.
41 Departmental Supplies	35,000				35,000	15,975	19,025	46%	General maintenance annual supplies. Christmas decorations, and light poles.			
43 Auto Supplies (Gas, Oil & Tires)	25,000				25,000	5,403	19,597	22%	Gas, oil changes and tires for maintenance and City vehicles.			
45 Uniforms	5,000				5,000	-	5,000	0%				
53 Software/Tech					-	-	-					
59 Capital Outlay					-	-	-					
TOTAL MAINTENANCE	**709,500**	**-**	**-**	**1,268**	**710,768**	**233,049**	**477,719**	33%				
STREET LIGHTS - 751												
13 Utilities	130,000				130,000	39,927	90,073	31%	Street lights electric.			
TOTAL STREET LIGHTS	**130,000**	**-**	**-**	**-**	**130,000**	**39,927**	**90,073**	31%				
VISITOR'S CENTER - 901												
66 Contributions	100,000				100,000	22,057	77,943	22%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center.			
TOTAL VISITOR'S CENTER	**100,000**	**-**	**-**	**-**	**100,000**	**22,057**	**77,943**	22%				

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	REVISION #2	REVISION #3	CURRENT BUDGET	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES	REVISION #2 NOTES	REVISION #3 NOTES
FAIRS/FESTIVALS - 903												
20 Advertising/Legal Publications	2,000				2,000	-	2,000	0%				
30 Contracted Services	36,000				36,000	4,897	31,103	14%	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1,500), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Porta Potts ($900), Gaming Trailer ($1,000)			
38 Refunds	100				100	-	100	0%				
41 Departmental Supplies	25,000				25,000	4,381	20,619	18%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300), Signage ($1,500) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($2,000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500)			
52 Computer Software	1,300				1,300	-	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	3,300	700	83%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.			
TOTAL FAIRS/FESTIVALS	**68,400**	**-**	**-**	**-**	**68,400**	**12,578**	**55,822**	18%				
TRANSFERS - 960/698 SAO												
01 Transfers to Capital Reserve - Repaving	135,000				135,000	45,397	89,603	34%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures			
02 Transfers to Capital Reserve - One Time Funding		427,386			427,386	427,386	-	100%		Transfer to Capital Fund to support capital projects.		
03 Transfers Out - Parks & Rec	120,000				120,000	42,057	77,943	35%	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		200,000			200,000	200,000	-	100%		Transfer to Residual Fund to build up Rainy Day savings.		
11 Transfers to Capital Reserve - Table Games	810,000				810,000	352,685	457,315	44%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.			
20 Transfers to Sales Tax		50,000			50,000	50,000	-	100%		Reimbursement to Sales Tax from FY25 withdraw for city manager recruiter fees.		
TOTAL TRANSFERS	**1,065,000**	**677,386**	**-**	**-**	**1,742,386**	**1,117,524**	**624,862**	64%				
TOTAL EXPENSES	**9,274,625**	**1,056,186**	**68,880**	**1,268**	**10,400,959**	**3,736,501**	**6,664,458**	**36%**				
REVENUES OVER EXPENSES	-	-	-	-	-	**1,505,812**						

the city of Charles Town, WV

FY 2026 Capital Reserve Budget

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2, #3, #4 & #5 NOTES
CAPITAL BUDGET REVENUES														
Capital Reserve Carryover		$ 5,564,904	$ 3,002,355	$ -				$ 8,567,259	$ 8,553,059	$ 14,200	100%	Carryover balance from FY2025 Capital Reserve (This is carryover for unfinished projects noted in red. Carryover will be adjusted in the 1st Revision in July 2025.)	Adjust carry over amount to actual balanace as of June 30 2025	
36800 Contributions from GF			$ 427,386					$ 427,386	$ 427,386	$ -	100%	Contributions from GF (Determined in July 2025 1st Revision)		
36800 Contributios from GF - Lottery / Gaming Revenue		$ 810,000						$ 810,000	$ 339,869	$ 470,131	42%	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.		
36880 Contributions from Building Commission							$ 578,395	$ 578,395	$ -	$ 578,395	0%			CWH Landlord Developer Fees contributed from Building Commission.
33000 Developer Fees		$ 150,000						$ 150,000	$ 103,024	$ 46,976	69%	Developer Proffer fees.		
38000 Interest on Bank Accounts & Other Sources		$ 80,000						$ 80,000	$ 24,008	$ 55,992	30%			
38600 Insurance Claims								$ -	$ 26,612	$ (26,612)				
TOTAL REVENUES	**$ -**	**$ 6,604,904**	**$ 3,429,741**	**$ -**	**$ -**	**$ -**	**$ 578,395**	**$ 10,613,040**	**$ 9,473,958**	**$ 1,139,082**	**89%**			

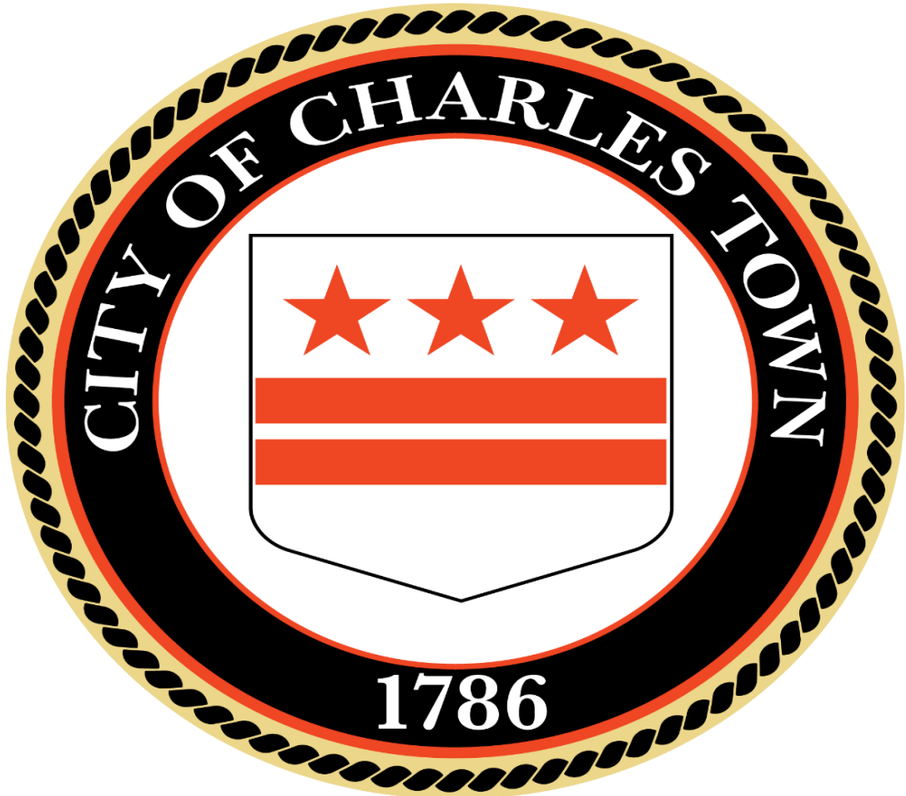
ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2, #3, #4 & #5 NOTES
CAPITAL BUDGET EXPENSES														
975 GENERAL GOVERNMENT														
Information Technology														
City Hall WIFI Replacements - 975-59 General Government Capital Outlay		$ 10,000						$ 10,000	$ 2,629	$ 7,371	26%			
Computer Replacement - 975-59 General Government Capital Outlay Technology		$ 15,000						$ 15,000	$ 1,804	$ 13,196	12%	Computer replacement program for all General Government departments. (5 replacements are planned.)		
CW Hall WIFI Installation - 975-59 General Government Capital Outlay		$ 15,000						$ 15,000	$ -	$ 15,000	0%			
Tyler Tech Version 10 Software - 975-59 General Government Capital Outlay Technology		$ 71,000						$ 71,000	$ 10,335	$ 60,665	15%	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and enhance Incode. Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement. ($71,000 carried over from FY25.)		
TOTAL INFORMATION TECHNOLOGY	**$ -**	**$ 111,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 111,000**	**$ 14,768**	**$ 96,232**	**13%**			
Other - General Government														
Drone - 975-15 General Government Capital Outlay Equipment			10,000					$ 10,000	$ -	$ 10,000	0%		Supports advertising, event coverage, photography, structural inspections, damage assessment, police search and rescue, hostile environment response, and fire and disaster management.	
Rouss Hall Landlord buy back - 975-58 General Government Capital Outlay		$ 140,000						$ 140,000	$ -	$ 140,000	0%	$140,000 carried over from FY25.		
Salary Study - 975-23 General Government Professional Services			$ 30,000					$ 30,000	$ 31	$ 29,969	0%		Investing in initiatives to track and retain talent. Improving performance, and reducing long-term costs associated with turnover. To ensure we can identify high-performing individuals, support growth, and build a workforce committed to long-term success.	
Zoning & Subdivision Ordinance Overhaul - 975-23 General Government Professional Services		$ 246,000						$ 246,000	$ 39,685	$ 206,315	16%	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000. ($146,000 carried over from FY25 & $100,000 encimbered in FY25.)		
TOTAL OTHER - GENERAL GOVERNMENT	**$ -**	**$ 386,000**	**$ 40,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 426,000**	**$ 39,716**	**$ 386,284**	**9%**			
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 497,000**	**$ 40,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 537,000**	**$ 54,485**	**$ 482,515**	**10%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2, #3, #4 & #5 NOTES
976 PUBLIC SAFETY														
Equipment														
Officer Equipment - 976-60 Public Safety Capital Outlay Equipment		$ 18,500	$ -					$ 18,500	$ 19,657	$ (1,157)	106%	4 - APX N50 Portable Radios (3 Admin Staff & 1 spare)		
Speed Alert 24 Radar Trailer - 976-60 Public Safety Capital Outlay Equipment			$ 21,000					$ 21,000	$ 20,223	$ 777	96%		The current trailer is outdated. The new equipment allows the PD to remotely monitor vehicle speeds and provides the ability to electronically notify residents of road closures and broadcast community event information. This enhanced functionality ensures more effective communication and public safety outreach.	
TOTAL EQUIPMENT		**$ 18,500**	**$ 21,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 39,500**	**$ 39,880**	**$ (380)**	**101%**			
Information Technology														
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department		$ 52,000						$ 52,000	$ 47,498	$ 4,502	91%	12 In-car Panasonic Tough Tablets (To replace generation 1 & 2)		
Cell Phone Forensic Downloading Equipment - 975-60 General Government Capital Outlay Technology PD		$ 27,000						$ 27,000	$ 16,571	$ 10,429	61%	Possible grant funding.		
Cradle Point WIFI Mobile Routers - 975-60 General Government Capital Outlay Technology Police Dept.		$ 18,500						$ 18,500	$ 14,175	$ 4,325	77%	9 Routers at $14,400 and $4100 installation labor.		
TOTAL INFORMATION TECHNOLOGY		**$ 97,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 97,500**	**$ 78,244**	**$ 19,256**	**80%**			
Vehicles														
Police Cars - 976-59 Public Safety Capital Outlay Vehicles		$ 118,000						$ 118,000	$ 116,854	$ 1,146	99%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.		
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles		$ 12,000						$ 12,000	$ -	$ 12,000	0%	This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant.		
Police Cars #19 - 976-59 Public Safety Capital Outlay Vehicles			$ 60,000					$ 60,000	$ 60,297	$ (297)	100%		Replace vehicle due to fire loss	
Police Vehicle Upfit Costs #19 - 976-59 Public Safety Capital Outlay Vehicles			$ 45,000					$ 45,000	$ 8,120	$ 36,880	18%		Replacement Vehicle uplift cost due to fire loss	
TOTAL VEHICLES	**$ -**	**$ 130,000**	**$ 105,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 235,000**	**$ 185,271**	**$ 49,729**	**79%**			
Parking														
Parking Meters - 976-62 Public Safety		$ 16,000						$ 16,000	$ 4,923	$ 11,077	31%	10 - Model 90 Duplex Meter Housings at $6100; 15 -Model 90 Single Meter Housings at $4900; POM Parking Meter assembly at $5000.		
TOTAL PARKING	**$ -**	**$ 16,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 16,000**	**$ 4,923**	**$ 11,077**	31%			
TOTAL PUBLIC SAFETY	**$ -**	**$ 262,000**	**$ 126,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 388,000**	**$ 308,318**	**$ 79,682**	**79%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2, #3, #4 & #5 NOTES
977 STREETS & TRANSPORTATION														
Buildings														
Building Improvements - 977-57 Streets & Transportation Capital Outlay Buildings							$ 578,395	$ 578,395	$ -	$ 578,395	0%			Allocation from Building Commission Developer Fees for city building repairs.
Charles Washington Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			22,500			27,500		$ 50,000	$ -	$ 50,000	0%		This is a small section of the rooftop that contains 4 rooftop AC units. This area has failed sealant and degraded membranes. It will be replaced with a 2 Ply-Cold System which has a usefull life of 30 years.	Allowance for additional cost to replace roof. Bids came in higher than expected.
Charles Washington Hall - Paint Interior - 977-57 Streets & Transportation Capital Outlay Buildings			8,000					$ 8,000	$ -	$ 8,000	0%		Repainting of stairway walls, stage face, upper balcony ledge, and doors and trim.	
Charles Washington Hall - Refinish Floor - 977-57 Streets & Transportation Capital Outlay Buildings			10,000					$ 10,000	$ -	$ 10,000	0%		Replacement of ballroom floor, steps, elevator ramp and bathroom landing.	
Charles Washington Hall - Replace Blinds - 977-57 Streets & Transportation Capital Outlay Buildings			20,000					$ 20,000	$ -	$ 20,000	0%		Replacement of ballroom blinds.	
City Hall - replace rooftop AC units - 977-57 Streets & Transportation Capital Outlay Buildings		$ 25,000	$ 30,000					$ 55,000	$ 9,270	$ 45,730	17%	$25,000 carried over from FY25.	Replacement of 2 City Hall rooftop AC units	
City Hall - interior repair/maintenance - 977-57 Streets & Transportation Capital Outlay Buildings		$ 55,000	$ 50,000					$ 105,000	$ 1,166	$ 103,834	1%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency. ($55,000 carried over from FY25.)	Additional funds needed for engineering costs, asbestos removal, ceiling tiles, and relocation of 1st floor wall.	
City Hall - water damage repair - 977-57 Steets & Transprotation Capital Outlay Buildings			$ 25,000					$ 25,000	$ 14,750	$ 10,250	59%		2nd Floor water damage repair, including brick repointing, asbestos removal, and interior renovation.	
Maintenance Equipment Building - 977-57 Streets & Transportation Capital Outlay Buildings		$ 150,000						$ 150,000	$ -	$ 150,000	0%	Current building is maxed out on space. ($150,000 carried over from FY25.)		
Maintenance Yard Study & Engineering - 977-57 Streets & Transportation Capital Outlay Buildings		$ 80,000	$ 170,000					$ 250,000	$ 73	$ 249,927	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. (80,000 carried over from FY25.)	Council requests that a study be conducted for the best location of the Maintenance Yard along with associated engineering.	
Rouss Hall - 1st Floor HVAC Unit - 977-57 Streets & Transportation Capital Outlay Buildings				$ 14,000				$ 14,000	$ 13,800	$ 200	99%			Allowance for 1st floor HVAC unit replacement. It was installed in 2002 and has completely failed.
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-57 Streets & Transportation Capital Outlay Buildings			$ 80,000					$ 80,000	$ -	$ 80,000	0%		All window sills at Rouss Hall have peeling paint and rotted wood. Correcting this disrepair will put the building in good condition.	
Rouss Hall - Replace Gallery Floor - 977-57 Streets & Transportation Capital Outlay Buildings			$ 25,000					$ 25,000	$ -	$ 25,000	0%		Replacement of 1st floor Art Gallery Floor including construction of ADA compliant ramp.	
Rouss Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			$ 42,500					$ 42,500	$ -	$ 42,500	0%		The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a usefull life of 10 years.	
TOTAL BUILDINGS	**$ -**	**$ 310,000**	**$ 483,000**	**$ 14,000**	**$ -**	**$ 27,500**	**$ 578,395**	**$ 834,500**	**$ 39,059**	**$ 795,441**	**5%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2, #3, #4 & #5 NOTES
Streets/Infrastructure														
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements			80,000					$ 80,000	$ 2,572	$ 77,428	3%		Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications.	
Depot Square Design - 977-58 Streets & Transportation Capital Outlay Other Improvements			50,000					$ 50,000	$ -	$ 50,000	0%		Design for potential uses and amenities of the City's new town square.	
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 60,000						$ 60,000	$ 54,757	$ 5,243	91%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding. ($60,000 carried over from FY25.)		
Stormwater Assessment Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 204,000						$ 204,000	$ 11,322	$ 192,678	6%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($204,000 carried over from FY25.)		
TOTAL STREETS/INFRASTRUCTURE	**$ -**	**$ 264,000**	**$ 130,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 394,000**	**$ 68,650**	**$ 325,350**	**17%**			
Vehicles														
Bucket Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 175,000						$ 175,000	$ -	$ 175,000	0%	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. ($22,000 carried over from FY25 and $153,000 encumbered in FY25.)		
Dump Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 90,000						$ 90,000	$ 83,075	$ 6,925	92%			
Pick-up Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 65,000						$ 65,000	$ -	$ 65,000	0%			
TOTAL VEHICLES	**$ -**	**$ 330,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 330,000**	**$ 83,075**	**$ 246,925**	**25%**			
Other - Streets & Transportation														
Flower planters - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 5,000	$ 13,000					$ 18,000	$ -	$ 18,000	0%	FY25 & 26 two year plan to install flower planters on Washington Street. ($5000 encumbered in FY25.)	An initiative to replace the aging flower pedestals along Washington Street. This aims to enhance the overall aesthetic appeal of the downtown area by systematically replacing outdated or deteriorating pedestals with durable, visually consistent alternatives.	
Potter's Field - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 66,000						$ 66,000	$ 59,970	$ 6,030	91%	Installation of Interpretative signs, fencing, monument and landscaping. (66,000 carried over from FY25.)		
TOTAL OTHER - STREETS & TRANSPORTATION	**$ -**	**$ 71,000**	**$ 13,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 84,000**	**$ 59,970**	**$ 24,030**	71%			
TOTAL STREETS & TRANSPORTATION		**$ 975,000**	**$ 626,000**	**$ 14,000**	**$ -**	**$ 27,500**	**$ 578,395**	**$ 1,642,500**	**$ 250,755**	**$ 1,391,745**	**15%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 2 PROPOSAL	REVISION 3 PROPOSAL	REVISION 4 PROPOSAL	REVISION 5 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #2, #3, #4 & #5 NOTES
979 CULTURE & RECREATION														
Parks & Recreation														
Bridges at Happy Retreat & Stake Park - 979-58 Culture & Recreation Other Improvements		$ 84,000						$ 84,000	$ 92,916	$ (8,916)	111%	$84,000 carried over from FY25.		
JMP Slide - 979-59 Culture & Recreaption Capital Other Impovements		$ 14,200						$ 14,200	$ 14,224	$ (24)	100%			
Pickle Ball Courts - 979-58 Culture & Recreation Capital Other Improvements			$ 65,000					$ 65,000	$ 16	$ 64,984	0%		Allowance for 60 X 60 paved court, 4 ft. chain link fence around the court, resurfacing in 2 colors, and 2 portable pickle ball nets	
Paving Path from bridge to road by the Skate Park - 979-58 Culture & Recreation Other Improvements		$ 5,000						$ 5,000	$ 5,000	$ -	100%	Connect the existing path on one side of the bridge to the other side. ($5000 carried over from FY25.)		
Pick-up Truck - 977-59 Culture & Recreation Capital Outlay Equipment		$ 50,000						$ 50,000	$ -	$ 50,000	0%	This truck will be for the use of the Parks Manager.		
Skate Park Paving from entrance to skate ramp - 977-58 Culture & Recreation Other Improvements					$ 10,000			$ 10,000	$ 9,400	$ 600	94%			
TOTAL PARKS & RECREATION	**$ -**	**$ 153,200**	**$ 65,000**	**$ -**	**$ 10,000**	**$ -**	**$ -**	**$ 228,200**	**$ 121,556**	**$ 106,644**	**53%**			
Culture														
Decorative String Lights for Art Alley and Charles Street - 979-58 Culture & Recreation Other Improvements			$ 6,000					$ 6,000	$ -	$ 6,000	0%		Installation of lights at Charles Street and Art Alley for safety and City beautification. This will complete the 2nd half of Charles Street.	
Depot Square Christmas Design - 979-58 Culture & Recreation Other Improvements			$ 60,000					$ 60,000	$ 27,003	$ 32,997	45%		Outfitting the Depot Square with Christmas decorations and the beginning stages of holiday marketplace implementation. (Electric to the Depot Square 25,000; five marketplace huts $20,000; lights and Christmas decorations 15,000)	
Historical Signs - 979-58 Culture & Recreation Other Improvements		$ 17,000						$ 17,000	$ -	$ 17,000	0%			
Movie Screen - 977-59 Culture & Recreation Capital Outlay Equipment			$ 15,000					$ 15,000	$ -	$ 15,000	0%		25 X 14 movie screen with inflatable frame for event use.	
Wayfinding signage - 979-58 Culture & Recreation Other Improvements	$ 100,000	$ 197,400						$ 197,400	$ -	$ 197,400	0%	CDD REQUEST $100K for Wayfinding Signage implementation (3 years of phases at $100,000 per year ending in FY27.) (Request related to 2023 CTNOW ARPA Request) ($97,400 carried over from FY25 and $100,000 encumbered in FY25.)		
Festival Blow Up Games - 979-58 Culture & Recreation Other Improvements			$ 6,000					$ 6,000	$ -	$ 6,000	0%		Basketball Shootout and Football Blitz blowup games for use at Festivals and P&R events. This will help save money with rental expenses during WV Fest.	
TOTAL CULTURE	**$ 100,000**	**$ 214,400**	**$ 87,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 301,400**	**$ 27,003**	**$ 274,397**	**9%**			
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 367,600**	**$ 152,000**	**$ -**	**$ 10,000**	**$ -**	**$ -**	**$ 529,600**	**$ 148,559**	**$ 381,041**	**28%**			
Contingencies		$ 166,000	$ 2,485,741	$ (14,000)	$ (10,000)	$ (27,500)		$ 2,600,241	$ -	$ 2,600,241	0%	This amount will be adjusted in the 1st Revision in July 2025.		Revision #2: Transfer to 977-57 Rouss Hall 1st Floor HVAC replacement. Revision #3: Transfer to 979-58 Skate Park Paving from entrance to ramps. Revision #4: Transfer to 977-57 CW Hall Roof Coating.
Encumberances for Subsequent Years		$ 350,000						$ 350,000	$ -	$ 350,000	0%	$100,000 for Wayfinding Signage; $250,000 for Augustine Avenue Project		
Transfer to Grant Projects		$ 3,987,304						$ 3,987,304	$ -	$ 3,987,304	0%	$76,444 to Augustine Avenue Project. $861,555 to Liberty Street Project. $3,049,305 to JMP Pool Project.		
TOTAL EXPENSES	**$ 100,000**	**$ 6,604,904**	**$ 3,429,741**	**$ -**	**$ -**	**$ -**	**$ 578,395**	**$ 10,034,645**	**$ 762,117**	**$ 9,272,528**	**8%**			
REVENUES OVER EXPENSES	**$ (100,000)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 578,395**	**$ 8,711,842**					



FY 2025-2026
General Fund Budget

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

ACCOUNT		CURRENT BUDGET	OCTOBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
REVENUES								
30005	Unassigned Fund Balance (Carryover)	1,787,911		1,787,911	-	100%	Estimated carryover balance for fiscal year ending 2026.	Increased carryover to reflect actual balance as of 6/30/25.
30101	Taxes - Ad Valorem	1,851,076	53,560	1,063,650	787,426	57%		
30106	Supplemental Taxes	30,000	5,363	25,533	4,467	85%	Property taxes owed from previous years, but paid in the current fiscal year.	
30200	Interest as Penalty	8,000	1,589	6,613	1,387	83%		
30300	Gas & Oil Severance Tax	30,000	16,290	16,290	13,710	54%	5% severance tax on gross receipts at the well head of oil and natural gas.	
30400	Utility Tax (2%)	250,000	47,465	124,605	125,395	50%		
30500	Business & Occupation (B&O) Tax	2,032,082	10,088	830,827	1,201,255	41%	Included estimated B&O receipts from HDL collections services.	
30600	Liquor Tax	25,000	8,153	16,232	8,768	65%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.	
30700	Animal Control Tax	1,600	259	1,542	58	96%	This is donated back to the county each year under Dog Warden.	
30800	Hotel/Motel Tax	200,000	14,784	45,419	154,581	23%	4 traditional hotels (Turf Motel, Days Inn, TravelLodge, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, AirBnB, Hotel Tonight, Evolve Vacation Rental Network)	
32000	Court Costs, Fees & Charges	260,000	17,740	80,881	179,119	31%		
32100	Parking Violation Penalties	40,000	5,160	18,160	21,840	45%		
32500	Business License Revenue	35,000	6,079	47,937	(12,937)	137%		
32600	Building Permit Fees	550,000	73,196	258,861	291,139	47%	Building activity increasing/expected to remain strong through FY2026 with new development projects on the horizon and increases in permit fee structure.	
32800	Franchise Tax	65,000		15,141	49,859	23%	Two Cable Franchisees	
32900	Rental Registration Fees		140	440				
33100	International Registration Plan (IRP) Fees	70,000	5,958	25,305	44,695	36%	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		559	1,141	33%	Revenue from utility bills for EMS (5 cents)	
34000	Parks & Rec Fee	1,700		559	1,141	33%	Revenue from utility bills for parks and recreation (5 cents)	
34200	Parking Meter Revenues	45,000	1,792	15,551	29,449	35%	Revenue from parking meters and parking permits including ParkMobile app.	
34500	Rents & Concessions	60,000	5,397	27,221	32,779	45%	CTUB rental of 661 space ($30,000); CW Hall 1st floor rental ($30,000)	
35300	Zoning Fee	20,000	12,007	19,287	713	96%	Zoning applications	
35500	Street Improvement Fee	135,000		43,625	91,375	32%	Revenue from utility bills for street improvements ($4 per month)	
36504	Federal Government Grants	291,667	14,137	41,157	250,510	14%	DOJ/COPS grant for additional police officer. $125,000 across 3 years. HUD Grant for Revive program $250,000	
36600	State Government Grants	-		-	-			
36700	Other Grants	1,000	1,000	2,268	(1,268)			

ACCOUNT	CURRENT BUDGET	OCTOBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
36900 Contributions from Other Funds-Sales Tax ($2,500,000); Housing Rehab ($67,880); Vacant Structures ($18,275)	1,586,155		375,000	1,211,155	24%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets to cover BC debt). Quarterly sales tax distributions are averaging $450,000 or $1,800,000 annually.	
37600 Gaming Income	250,000	17,330	80,737	169,263	32%	Gaming receipts average $19K to $23K per month.	
37900 Gain/Loss - Sale of Fixed Assets	-		-	-			
38007 Interest Income (Operating Acct)	35,000		6,752	28,248	19%		
38100 Reimbursements	110,000	2,998	70,327	39,673	64%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.	
38100 Lein Reimbursements	-		-	-			
38200 Refunds - Overpayments	500		(4,519)	5,019	-904%		
38600 Insurance Claims	-	699	3,995	(3,995)			
38700 Filing Fees	300		-	300	0%	Filing Fees Revenue - Election in FY25. $50.00 per person.	
39200 Property Rehabilitation	-	3,700	3,700	(3,700)			
39700 Video Lottery	600,000	96,601	174,046	425,954	29%	Video lottery receipts average $13.4K to $22.2K per week.	
39900 Misc Revenue	5,000	717	3,193	1,807	64%	Yard waste stickers and fingerprints	
39902 Special Events - WV Fest	10,000		-	10,000	0%		
39903 Special Events - General	1,000	50	425	575	43%	Special activities fees	
39904 Special Events - CW Hall	5,000	200	2,400	2,600	48%		
39907 Special Events - Car Show	5,000		10,681	(5,681)	214%	Car show registration and sponsors.	
TOTAL REVENUES	**10,399,691**	**422,451**	**5,242,313**	**5,157,818**	50%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
EXPENSES							
ECONOMIC DEVELOPMENT - 402							
03 Salaries	77,000	5,800	26,031	50,969	34%	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement.	
04 FICA	6,200	444	1,991	4,209	32%	FICA @ 7.65%	
05 Group Insurance	9,300	796	3,329	5,971	36%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	7,000	522	2,343	4,657	33%	PERS II Employer Contribution 9%	
09 OPEB	200	10	41	159	20%	RHBT Insurance	
10 Fringe Benefits	1,800	116	521	1,279	29%	Deferred Compensation Employer Contribution 3%	
11 Telephone	500	66	131	369	26%	Cell phone	
14 Travel	3,000		98	2,902	3%	2 National Conferences; airfare, lodging, per-diem	
20 Advertising/Legal Publications	500		-	500	0%		
21 Training & Education	-		-	-		$2,500 rolled under City Manager's office.	
22 Dues & Subscriptions	2,000		313	1,687	16%	IEDC Membership, Survey Subscription, Adobe subscription	
23 Professional Services	1,000		-	1,000	0%	Engineering Services	
26 Insurance and Bonds	5,585	85	5,568	17	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
30 Contracted Services	1,000		-	1,000	0%		
41 Departmental Supplies	3,000		323	2,677	11%	Promotional items for events and City marketing and other departmental supplies.	
43 Auto Supplies	-		-	-		Under Maintenance budget	
TOTAL ECONOMIC DEVELOPMENT	**118,085**	**7,839**	**40,689**	**77,396**	34%		
MAYOR'S OFFICE - 409							
01 Salary	12,500	1,000	4,000	8,500	32%	Mayor's Salary	
04 FICA Tax Expense	1,000	76	306	694	31%		
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%		
22 Dues & Subscriptions	-		-	-			
26 Insurance & Bonds	1,100	17	1,090	10	99%		
41 Departmental Supplies	500		-	500	0%	$453.00 - Ceremonial Keys to the City and Coins	
68 Community Contributions	2,000		-	2,000	0%		
TOTAL MAYOR'S OFFICE	**20,100**	**1,093**	**5,396**	**14,704**	27%		
COUNCIL - 410							
01 Salaries	40,000	3,333	12,083	27,917	30%	Eight Council Members at $5,000 annual salary	
04 FICA Tax Expense	3,100	255	924	2,176	30%		
14 Travel Expense	4,800		2,274	2,526	47%	Conferences	
20 Advertising	-		-	-			
21 Training & Education	3,200		-	3,200	0%	WV Municipal League Conference Registration ($450 per registration)	
26 Insurance & Bonds	3,500	54	3,489	11	100%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability	
41 Departmental Supplies	700		107	593	15%		
TOTAL COUNCIL	**55,300**	**3,643**	**18,876**	**36,424**	34%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY MANAGER - 412							
03 Salaries	215,000	18,040	53,706	161,294	25%	City Manager & Deputy City Clerk Salary, 2.5% Merit and Holiday Supplement (Includes $5000 travel allowance for new City Manager.)	
04 FICA Tax Expense	17,500	1,390	4,154	13,346	24%	FICA Tax @ 7.65%	
05 Group Insurance	20,000	1,726	3,953	16,047	20%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	19,000	1,347	4,930	14,070	26%	9% Employer Contribution PERS I and II	
08 Overtime	2,500	124	597	1,903	24%		Increased to match actual overtime in previous year.
09 OPEB	500	10	20	480	4%	RHBT Insurance	
10 Fringe Benefits	6,000	443	1,215	4,785	20%	Deferred Compensation Employer Contribution 3%	
11 Telephone	550	93	178	372	32%	Mobile phone service	
14 Travel Expense	1,500		-	1,500	0%	WVML Trip, City Clerk Election Training	
20 Advertising	2,000		-	2,000	0%		
21 Training & Education	20,000		1,025	18,975	5%	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		50	950	5%	Adobe subscriptions. ICMA and WVML Fees.	
23 Professional Services	38,000		14,544	23,456	38%	Background checks for City Manager candidates.	City Manager recruiter expenses carried over from FY 2025.
26 Insurance & Bonds	15,280	259	15,270	10	100%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability	
30 Contracted Services	-		-	-			
41 Departmental Supplies	750		117	633	16%	Misc. Office Supplies	
43 Auto Supplies (Gas & Oil)	-		-	-		Gas is covered under travel expenses.	
TOTAL CITY MANAGER	**359,580**	**23,430**	**99,759**	**259,821**	28%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
TREASURER - 413							
03 Salaries	260,000	19,592	87,922	172,078	34%	Director of Finance, Accounting Clerk I, Accounting Clerk II, Accounting Clerk III salaries, 2.5% merit, and holiday supplements.	
04 FICA Tax Expense	22,000	1,517	6,793	15,207	31%	FICA Tax @ 7.65%	
05 Group Insurance	38,000	2,994	12,515	25,485	33%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	24,000	1,785	7,992	16,008	33%	9% Employer Contribution PERS I and II	
08 Overtime	3,500	237	873	2,627	25%		
09 OPEB	500	31	122	378	24%	RHBT Insurance	
10 Fringe Benefits	7,500	585	2,369	5,131	32%	Deferred Compensation Employer Contribution 3%	
11 Telephone	-		-	-		Director of Finance Cell Phone	
14 Travel Expense	1,500	992	992	508	66%	Director & Acct. Clerk III - WV Government Finance Officers Association Training	
18 Postage	-		-	-		Transfer cost to City Hall and Pitney Bowes machine.	
20 Advertising/Legal Pubs	2,500	1,244	1,244	1,256	50%	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.	
21 Training & Education	-		-	-		$4,000 Rolled into City Manager's budget	
22 Dues & Subscriptions	500		125	375	25%	Adobe subscription for Director & Accounting Clerk III	
23 Professional Services	2,500	825	2,925	(425)	117%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800)	
24 Audit Costs	90,000	1,320	49,320	40,680	55%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit	Allowance for FY 2024 audit expenses.
26 Insurance & Bonds	19,200	294	19,184	16	100%	General Liability, Worker's Compensation, Umbrella	
30 Contracted Services	25,000	191	5,994	19,006	24%	Tyler Technologies - Incode Annual License Fee	
30 B&O Collections - Contracted Services	75,000		7,940	67,060	11%		
38 Refunds	75,000		66,419	8,581	89%		
41 Departmental Supplies	2,500	39	999	1,501	40%	Misc. Office Supplies	Allowance for purchase of desk scanners for
TOTAL TREASURER	**649,200**	**31,646**	**273,727**	**375,473**	42%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
COURT CLERK - 415							
03 Salaries	67,000	5,002	22,634	44,366	34%	Court Clerk Salary, 2.5% merit, and holiday supplement	
04 FICA	5,500	383	1,731	3,769	31%	FICA Tax @ 7.65%	
05 Group Insurance	19,000	1,597	6,527	12,473	34%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	6,000	450	2,028	3,972	34%	9% Employer Contribution PERS I and II	
08 Overtime	1,200		-	1,200	0%		
09 OPEB	200	10	41	159	20%	RHBT Insurance	
10 Fringe Benefits	1,800	99	446	1,354	25%	Deferred Compensation Employer Contribution 3%	
14 Travel	500		-	500	0%	Court Clerk training and Election training	
18 Postage	100		-	100	0%		
20 Advertising/Legal Publications	-		-	-			
21 Training & Education	-		-	-		$500 transferred to City Manager's budget. WVML training and Election training.	
22 Dues & Subscriptions	-		-	-			
23 Professional Services	-		-	-			
26 Insurance & Bonds	5,105	78	5,103	2	100%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella	
30 Contracted Services	1,025	27	552	473	54%	Flu shot	Allowance for cost of appeals.
38 Refunds	1,000		400	600	40%		
41 Departmental Supplies	600	50	72	528	12%	Ink cartridges, paper stock	
TOTAL COURT CLERK	**109,030**	**7,697**	**39,534**	**69,496**	36%		
POLICE JUDGES - 416							
03 Salaries	32,000	1,000	7,350	24,650	23%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; extra $2k for special judge, and holiday suppliments.	
04 FICA	2,400	77	562	1,838	23%		
14 Travel	500		263	237	53%	WV State mandated annual training for magistrates & judges	
21 Training & Education	1,000		690	310	69%	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	2,800	43	2,791	9	100%		
TOTAL POLICE JUDGES	**39,800**	**1,120**	**11,656**	**28,144**	29%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY ATTORNEY - 417							
03 Salaries	160,000	12,123	54,405	105,595	34%	Attorney salary plus 2.5% merit and holiday supplement.	
04 FICA	13,000	927	4,162	8,838	32%	FICA @ 7.65%	
05 Group Insurance	1,550	127	687	863	44%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	15,000	1,091	4,896	10,104	33%	PERS II Employer Contribution 9%	
09 OPEB	400		359	41	90%	RHBT Insurance	
10 Fringe Benefits	5,600	364	1,273	4,327	23%	Deferred Compensation Employer Contribution 3%	
11 Telephone	250	37	75	175	30%		
14 Travel	1,000		-	1,000	0%	Travel allowance for various trainings.	
20 Advertising/Legal Publications	-		-	-		Allowance for legal publications.	
21 Training & Education	-		-	-		Rolled under City Manager's office.	
22 Dues & Subscriptions	5,100		1,190	3,910	23%	Allowance for legal subscriptions and memberships. Bar license and legal research database subscription.	
23 Professional Services	50,000		-	50,000	0%	Cost for outside legal council.	
26 Insurance and Bonds	3,905		2,263	1,642	58%		
41 Departmental Supplies	1,000		-	1,000	0%		
TOTAL CITY ATTORNEY	**256,805**	**14,670**	**69,311**	**187,494**	27%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
ENFORCEMENT AGENCY - 425							
03 Salaries	61,000	4,420	20,296	40,704	33%	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance.	
04 FICA	4,900	338	1,553	3,347	32%	FICA @ 7.65% of Salary	
05 Group Insurance	9,000	774	3,216	5,784	36%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	5,400	398	1,785	3,615	33%	PERS II Employer Contribution 9%	
09 OPEB	200	10	41	159	20%	RHBT Insurance	
10 Fringe Benefits	2,300	133	595	1,705	26%	Deferred Compensation Employer Contribution 3%	
11 Telephone	500	37	75	425	15%		
14 Travel	3,000	830	830	2,170	28%	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas	
18 Postage	1,500		153	1,347	10%	Certified Mailings	
20 Advertising/Legal Publications	500		53	447	11%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.	
21 Training & Education	-		-	-		$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600)	
22 Dues & Subscriptions	1,000		170	830	17%	ICC Membership ($160/yr)	
26 Insurance and Bonds	4,365	66	4,362	3	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
30 Contracted Services	25,000		-	25,000	0%	Kimley-Horn Engineering Services	
30 Nuisance Properties-Contracted Services	112,880		21,730	91,150	19%	Nuisance Properties cleanup and demos.	
30 Nuisance Properties Relocation - Contracted Services	5,000		-	5,000	0%	Nuisance Properties housing relacation.	
30 Vacant Properties-Contracted Services	18,275		84	18,191			
41 Departmental Supplies	2,000		342	1,658	17%	Building safety month supplies and code books	
43 Auto Supplies	-		-	-		Under Maintenance budget	
45 Uniforms	2,000		525	1,475	26%	Jackets & shirts.	
TOTAL ENFORCEMENT AGENCY	**258,820**	**7,006**	**55,810**	**203,010**	22%		
REGIONAL DEVELOPMENT AUTHORITY - 435							
22 Dues & Subscriptions	11,500		11,304	196	98%	Region 9 Assessment - Fees are going up	
TOTAL REGIONAL DEVELOPMENT AUTHORITY	**11,500**	**-**	**11,304**	**196**	98%		
Total City Administration	**2,493,200**	**150,373**	**847,960**	**1,645,240**	34%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
BUILDING INSPECTIONS - 436							
03 Salaries	88,000	6,560	29,901	58,099	34%	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance.	
04 FICA	7,000	502	2,287	4,713	33%	FICA @ 7.65% of Salary	
05 Group Insurance	1,500	105	575	925	38%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	8,000	590	2,650	5,350	33%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay	
09 OPEB	150		-	150	0%	RHBT Insurance	
10 Fringe Benefits	2,850	197	883	1,967	31%	Deferred Compensation Employer Contribution 3%	
11 Telephone	1,000		60	940	6%	Two lines; one is a hot spot. One is a cell phone.	
14 Travel	3,000		-	3,000	0%	National ICC Conference; 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	1,000		-	1,000	0%	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.	
21 Training & Education	-		-	-		$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.	
22 Dues & Subscriptions	1,000		-	1,000	0%	ICC membership dues; WICA subscription	
23 Professional Services	50,000		600	49,400	1%	To cover expenses associated with inspections; compliance.	
26 Insurance & Bonds	6,575	100	6,565	10	100%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial	
30 Contracted Services	-		-	-			
41 Departmental Supplies	2,000		143	1,857	7%	Building safety month supplies and code books.	
43 Auto Supplies	-		-	-		Under Maintenance budget	
45 Uniforms	2,000		500	1,500	25%	Jackets & shirts.	
TOTAL BUILDING INSPECTIONS	**175,075**	**8,054**	**44,164**	**130,911**	25%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
PLANNING & ZONING - 437							
03 Salaries	407,000	24,568	99,259	307,741	24%	Planner/Zoning/Subdiv Administrator, Permit Tech, and Planner salaries, 2.5% merit, and holiday supplements.	
04 FICA	33,000	1,879	7,593	25,407	23%	FICA @ 7.65% of Salary	
05 Group Insurance	68,000	3,302	12,222	55,778	18%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	38,000	2,211	8,933	29,067	24%	PERS II Employer Contribution (9%)	
08 Overtime	1,500		-	1,500	0%		
09 OPEB	500	31	102	398	20%	RHBT Insurance	
10 Fringe Benefits	12,000	556	2,165	9,835	18%	Deferred Compensation Employer Contribution 3%	
11 Telephone	1,000	210	335	665	33%	Director's department cell phone	
14 Travel	8,000	234	1,735	6,265	22%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code	
18 Postage	1,000		-	1,000	0%	Certified Mailings; Legal notices, yard sign postings	
20 Advertising/Legal Publications	4,500	104	635	3,865	14%	Advertising of BZA and public hearings for P/C meetings; hearing placards	
21 Training & Education	-		-	-		$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration amount $3,500; Leaders Code conference $550; Kim MGO Conference reg; $600; James AICP reg $500	
22 Dues & Subscriptions	3,000		106	2,894	4%	AICP Membership; Wendy ICC membership; Alissa Community Development Society membership; Women Leaders in Code	
23 Professional Services	25,000	2,800	6,843	18,157	27%	GIS Aerial imagery, Background Checks	
26 Insurance & Bonds	20,000	285	18,814	1,186	94%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
30 Contracted Services	44,000	1,722	6,376	37,624	14%	Kimley-Horn and Associates - Engineering and routine plan review;	
31 Contracted Services - Tree Board	-		-	-		To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.	
38 Refunds	1,000		170	830	17%		
41 Departmental Supplies	4,000		122	3,878	3%	Public hearing signs, office supplies, promotional supplies	
53 Computer Software / Tech	13,000	730	2,190	10,810	17%	MyPermit Now Monthly Fees	Allowance for additional Rental Registration module in MyPermit Now software
TOTAL PLANNING & ZONING	**684,500**	**38,631**	**167,599**	**516,901**	24%		
Total City Bldg Inspection, P&Z, and Enforcement Agency	**1,118,395**	**53,691**	**267,573**	**850,822**	24%		
ELECTIONS - 438							
12 Printing	-		-	-			
20 Advertising/Legal Publications	-		-	-		Publish ballot multiple times	
23 Professional Services	-		-	-			
30 Contracted Services	-		-	-		Poll workers for early voting and day of election.	
41 Departmental Supplies	-		-	-		Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers	
TOTAL ELECTIONS	**-**	**-**	**-**	**-**			

ACCOUNT	CURRENT BUDGET	OCTOBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY HALL - 440							
3 Salaries	103,000	7,715	34,621	68,379	34%	Director of Operations Salary, 2.5% merit, and holiday supplement	
4 FICA Taxes	8,300	590	2,649	5,651	32%	FICA @ 7.65%	
5 Group Insurance	20,000	1,622	6,652	13,348	33%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
6 Retirement	9,000	694	3,251	5,749	36%	9% Employer Contribution	
9 OPEB	200	10	41	159	20%	RHBT Insurance	
10 Fringe Benefits	3,800	406	1,312	2,488	35%	Deferred Compensation Employer Contribution 3%	
11 Telephone	20,000	1,006	3,113	16,887	16%	WebEx Phone Services ($5,000), Internet Service ($3,600), Cell phone - Director ($400), Rouss Hall Elevator & Fire Alarm Phone Service ($4,000), CWH Fire Alarm Phone Service ($1,000).	
13 Utilities	40,000	4,427	14,090	25,910	35%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer, CWH Electric	
14 Travel Expense	2,000		-	2,000	0%	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD	
15 Repair & Main. Bldg & Grounds	10,000	180	1,317	8,683	13%	Elevator Services and City Hall maintenance.	
16 CH Repair & Maint Equip.	-		-	-			
18 Postage	4,000	121	1,121	2,879	28%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection. Reflects increase in postage.	
19 Bldg & Equipment Rental	250,000	20,766	82,950	167,050	33%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer	
20 Advertising/Legal Publications	4,000	131	314	3,687	8%	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements	
21 Training & Education	-		-	-		$2,000 transferred to City Manager's budget	
22 Dues & Subscriptions	3,500		2,819	681	81%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)	
23 Professional Services	25,000	1,800	5,650	19,350	23%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.	
26 Insurance & Bonds	15,000	352	12,551	2,449	84%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial	
30 Contracted Services	287,000	17,429	69,696	217,304	24%	Sustainable Strategies (Grant Consultant, Matt Ward) - $60,000 ($5,000 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $50,000 Payroll Processing Base Fees - $4,000 ADP Software Recurring Annual Fee - $20,000 Tek Advisors - $150,000 per year.	
32 Bank Charges	35,000	656	14,920	20,080	43%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	Allowance for additional credit card merchant fees due to delay in software upgrade.
37 Other Fees/Taxes	1,500		940	560	63%	Late fees/Ambulance fees.	
41 Departmental Supplies	12,000	1,330	4,671	7,329	39%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
53 Computer Software / Tech	20,500		15,031	5,469	73%	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	**873,800**	**59,234**	**277,707**	**596,093**	32%		
CONTRIBUTIONS/TRANSFERS - 444							
68 Contributions - Community Partnership Grants	100,000		-	100,000	0%	Citizens Fire Co. $10,000; Independent Fire Co. $10,000; Library $20,000; Jef. Co. Com. Ministries $10,000; and EPTA $50,000.	
68 Community Grants	50,000		-	50,000	0%		Allowance for community grants for non-profit organizations.
68 Contributions - Revive Grant	290,000		25,000	265,000	9%	HUD Grant for Revive! Program. $250,000 with additional $20,000 support from City funds.	Grant funds brought forward from FY25 into FY26 that were allocated but not spent.
68 Contributions - Façade Improvement Program	25,000	2,323	2,323	22,678	9%		Grant funds brought forward from FY25 into FY26 that were allocated but not spent.
68 Contributions - Homeless Solutions	-		-	-		County Homelessness position funding commitment	County Homelessness position has been disolved.
68 Contributions - Charles Town Now	70,000		30,000	40,000	43%		Contribution to support Washington Street redevelopment study.
68 Contributions - Sidewalk Improvement Program	50,000		-	50,000	0%	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest	Grant funds brought forward from FY25 into FY26 that were allocated but not spent.
TOTAL CONTRIBUTIONS/TRANSFERS	**585,000**	**2,323**	**57,323**	**527,678**	10%		
PARKING - 571							
03 Salaries	46,000	3,422	15,283	30,717	33%	Parking Enforcement Officer salary, contingency, 2.5% merit, holiday supplement, and clothing allowance	
04 FICA Tax Expense	3,700	262	1,192	2,508	32%	FICA @ 7.65%	
05 Group Insurance	750	36	231	519	31%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement Expense	4,000	308	1,361	2,639	34%	9% Employer Retirement Contribution	
08 Overtime	1,000		305	695	30%	RHBT Insurance	
09 OPEB	100		-	100	0%	Deferred Compensation Employer Contribution 3%	
10 Fringe Benefits	1,400	103	445	955	32%		
13 Utilities	1,400		-	1,400	0%	Electric Service	
16 Repair & Main - Equipment	1,000		-	1,000	0%	Parking meter repairs and maintenance	
18 Postage	500		-	500	0%		
19 Bldg & Equipment Rental	500		-	500	0%		
20 Advertising / Legal Publications	500		-	500	0%		
26 Insurance & Bonds	3,240	49	3,232	8	100%	Prof Liability, Umbrella, Automobile, Worker's Comp	
30 Contracted Services	500	27	27	473	5%		
41 Departmental Supplies	5,000		309	4,691	6%	Office Supplies, Batteries, Handheld Printer Paper	
43 Auto Supplies (Gas/Oil)	500		-	500	0%		
45 Uniforms	500		-	500	0%	Jacket, Uniform Shirt, Patches, Badge, etc.	
53 Computer Software/Tech	4,000		-	4,000	0%	United Public Safety/T2 Annual Fees	
TOTAL PARKING	**74,590**	**4,207**	**22,385**	**52,205**	30%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CONTINGENCIES - 699							
Other Contributions	289,125		-	289,125	0%	Placeholder for $50,000 for emergency snow costs. $250,000 for unexpected cost throughout the year. (SAO caps this amount at 10% of receipts.)	Increase to allow for payment of unexpected expenses.
TOTAL CONTINGENCIES	**289,125**	**-**	**-**	**289,125**	0%		
POLICE DEPARTMENT - 700							
03 Salaries	1,640,000	121,240	553,264	1,086,736	34%	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. (5) Patrolman, (3) Patrolman First Class, (4) Corporals, (3) Sergeants, (2) Lieutenants, (1) Captain (Held by Chief), (1) Chief. (3) Administrative personnel.	
04 FICA	110,000	7,466	34,112	75,888	31%	FICA Tax at 7.65%	
05 Group Insurance	289,000	19,564	85,463	203,537	30%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	145,000	10,712	51,109	93,891	35%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)	
07 Police Pension	17,250		1,296	15,954	8%	Legacy CTPD Retirement System	
08 Overtime	160,000	9,858	80,733	79,267	50%	Shift coverage, late arrest/call out, special events, school events, court,	
09 OPEB	5,000	173	734	4,266	15%	RHBT Insurance	
10 Fringe Benefits	55,000	3,307	15,206	39,794	28%	Deferred Compensation Employer Contribution 3%	
11 Telephone	48,500	3,491	12,575	35,925	26%	(4) department cell phones, MiFi/Craddle Points, for CAD in police vehicles, Internet, etc.	
13 Utilities	48,000	2,711	12,863	35,137	27%	Electric and Internet Service, increase in FY25.	
14 Travel	4,000	129	343	3,657	9%	Training, Conferences,etc.	
15 R&M Building & Grounds	2,500		-	2,500	0%	Lights, Paint, Air Filters, Electrical supplies, Batteries	
16 R&M Equipment	5,000	3,815	3,815	1,185	76%	Generator Service	
17 R&M Auto	50,000	4,526	16,796	33,204	34%	Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, tire install/rotation, etc.	
18 Postage	1,300	367	367	933	28%	Stamps, USPS Certified Mail, UPS/Fedex, etc.	
19 Building & Equipment Rental	100,000	8,873	33,966	66,034	34%		
20 Advertising/Legal Publications	5,500	960	960	4,540	17%	New Hire Ads 3-6 ads in local paper	
21 Training & Education	20,000		599	19,401	3%	WVSP Academy, 16 hours in-service/8 supervisor hours.	
22 Dues & Subscriptions	2,000		370	1,630	19%	WVCOP Dues, IACP, SRO, Journal	
23 Professional Services	5,000	650	2,080	2,920	42%	Polygraph Exams, Psychological exam, Physical Exams, Diagnostic Imaging	
26 Insurance & Bonds	122,550	1,868	122,489	61	100%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance	
30 Contracted Services	48,000	1,725	13,982	34,018	29%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.	
37 Other Fees & Taxes	450		400	50	89%	661 George St. Ambulance Fees	
41 Departmental Supplies	41,000	794	8,603	32,397	21%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery	
43 Auto Supplies	65,000	1,513	22,923	42,077	35%	Gas, oil changes and tires for Police Vehicles	
45 Uniforms	30,000	6,105	9,194	20,806	31%	Class A, BDU, duty gear, insignia, bullistic vest, coats, etc.	
53 Computer Software/Tech	26,800	6,596	20,993	5,807	78%	CAD Motorola, Guardian Tracking, Police One Academy, Powerdms, VCS, Motorola Solutions (Watch Guard System), Revize (Website).	
TOTAL POLICE DEPARTMENT	**3,046,850**	**216,444**	**1,105,235**	**1,941,616**	36%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
POLICE-SPECIAL DUTY CROSSING GUARDS - 704							
03 Salaries	35,000	3,114	7,607	27,393	22%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA. Holiday supplements.	
04 FICA Tax Expense	2,600	238	582	2,018	22%		
26 Insurance & Bonds	2,295	33	2,292	3	100%		
41 Departmental Supplies	350		324	26	92%	Stop signs	
45 Uniforms	400	87	87	313	22%	Reflective jackets and vests	
43 Auto Supplies (Gas & Oil)	-		-	-			
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**40,645**	**3,472**	**10,892**	**29,753**	27%		
Total Police and Crossing Guards	**3,087,495**	**219,916**	**1,116,126**	**1,971,369**	36%		
DOG WARDEN - 707							
Contributions	1,600		-	1,600	0%	City passes along the dog tag fees to the County	
TOTAL DOG WARDEN	**1,600**	**-**	**-**	**1,600**	0%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
MAINTENANCE - 750							
03 Salaries	330,000	23,042	97,086	232,914	29%	Director and (4) Maintenance Staff salaries, 2.5% merit, holiday supplements, clothing allowances and contingency for CDL, Playground Inspection, and ASE certifications.	
04 FICA Tax Expense	27,000	1,786	7,773	19,227	29%	FICA @ 7.65%	
05 Group Insurance	47,000	3,315	11,037	35,963	23%	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	29,000	2,005	8,774	20,226	30%	9% Employer Contribution	
08 Overtime	20,000	307	4,515	15,485	23%		
09 OPEB	500	31	92	408	18%	RHBT Insurance	
10 Fringe Benefits	7,500	620	1,946	5,554	26%	3% Deferred Compensation Employer Contribution	
11 Telephone	3,000	331	745	2,255	25%	Field staff equipped with cell phones	
13 Utilities	15,000	158	1,319	13,681	9%	Maintenance building electric, 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	55,000	9,704	29,230	25,770	53%	General maintenance of city buildings.	
16 R&M Equipment	15,000	7,827	10,392	4,608	69%	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	19	764	9,236	8%	Regular maintenance of department and City vehicles	
18 Postage	-		-	-			
19 R&M Bldg and Equip Rental	1,000		-	1,000	0%	Equipment rented as required to maintain various city buildings.	
20 Advertising	500		-	500	0%	Spring and Fall Cleanup. Additional city sponsored projects as required.	
21 Training & Education	2,500		-	2,500	0%	Maintain certifications; other skill enhancement training as required/proposed. CDL, Playground Inspection, ASE.	
22 Dues & Subscriptions	500		-	500	0%	Camera subscription and CDL License Fees	
23 Professional Services	500		40	460	8%	CDL physicals	
26 Insurance & Bonds	19,000	317	17,263	1,737	91%	Liability, Worker's Comp, Vehicle Insurance	
30 Contracted Services	60,000	1,735	20,695	39,305	34%	Trash Service, Box Rental Fees, Tree Services ($12,000), Snow Removal and Salt	
41 Departmental Supplies	35,000	11,169	15,975	19,025	46%	General maintenance annual supplies. Christmas decorations, and light poles.	
43 Auto Supplies (Gas, Oil & Tires)	25,000	41	5,403	19,597	22%	Gas, oil changes and tires for maintenance and City vehicles.	
45 Uniforms	5,000		-	5,000	0%		
53 Software/Tech	-		-	-			
59 Capital Outlay	-		-	-			
TOTAL MAINTENANCE	**709,500**	**62,406**	**233,049**	**476,451**	33%		
STREET LIGHTS - 751							
13 Utilities	130,000	10,070	39,927	90,073	31%	Street lights electric.	
TOTAL STREET LIGHTS	**130,000**	**10,070**	**39,927**	**90,073**	31%		
VISITOR'S CENTER - 901							
66 Contributions	100,000	7,614	22,057	77,943	22%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center.	
TOTAL VISITOR'S CENTER	**100,000**	**7,614**	**22,057**	**77,943**	22%		

ACCOUNT	CURRENT BUDGET	OCTOBER 2025	FY 2026 YTD ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
FAIRS/FESTIVALS - 903							
20 Advertising/Legal Publications	2,000		-	2,000	0%		
30 Contracted Services	36,000	200	4,897	31,103	14%	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1,500), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Gaming Trailer ($1,000)	
38 Refunds	100		-	100	0%		
41 Departmental Supplies	25,000		4,381	20,619	18%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300), Signage ($1,500) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($2,000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500)	
52 Computer Software	1,300		-	1,300	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		3,300	700	83%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.	
TOTAL FAIRS/FESTIVALS	**68,400**	**200**	**12,578**	**55,822**	18%		
TRANSFERS - 960/698 SAO							
01 Transfers to Capital Reserve - Repaving	135,000	15,837	45,397	89,603	34%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures	
02 Transfers to Capital Reserve - One Time Funding	427,386		427,386	-	100%		Transfer to Capital Fund to support capital projects.
03 Transfers Out - Parks & Rec	120,000	7,614	42,057	77,943	35%	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	200,000		200,000	-	100%		Transfer to Residual Fund to build up Rainy Day savings.
11 Transfers to Capital Reserve - Table Games	810,000	94,722	352,685	457,315	44%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.	
20 Transfers to Sales Tax	50,000		50,000	-	100%		Reimbursement to Sales Tax from FY25 withdraw for city manager recruiter fees.
TOTAL TRANSFERS	**1,742,386**	**118,173**	**1,117,524**	**624,862**	64%		
TOTAL EXPENSES	**10,399,691**	**628,972**	**3,736,501**	**6,663,190**	**36%**		
REVENUES OVER EXPENSES	**-**	**(206,520)**	**1,505,812**				

the city of Charles Town, WV

FY 2026 Capital Reserve Budget

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	OCTOBER 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET REVENUES								
Capital Reserve Carryover		$ 8,567,259		$ 8,553,059	$ 14,200	100%	Carryover balance from FY2025 Capital Reserve (This is carryover for unfinished projects noted in red. Carryover will be adjusted in the 1st Revision in July 2025.)	Adjust carry over amount to actual balanace as of June 30 2025
36800 Contributions from GF		$ 427,386		$ 427,386	$ -	100%	Contributions from GF (Determined in July 2025 1st Revision)	
36800 Contributios from GF - Lottery / Gaming Revenue		$ 810,000	$ 94,722	$ 339,869	$ 470,131	42%	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.	
33000 Developer Fees		$ 150,000	$ 39,168	$ 103,024	$ 46,976	69%	Developer Proffer fees.	
38000 Interest on Bank Accounts & Other Sources		$ 80,000		$ 24,008	$ 55,992	30%		
38600 Insurance Claims				$ 26,612	$ (26,612)			
TOTAL REVENUES	**$ -**	**$ 10,034,645**	**$ 133,890**	**$ 9,473,958**	**$ 560,687**	**94%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	OCTOBER 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET EXPENSES								
975 GENERAL GOVERNMENT								
Information Technology								
City Hall WIFI Replacements - 975-59 General Government Capital Outlay		$ 10,000		$ 2,629	$ 7,371	26%		
Computer Replacement - 975-59 General Government Capital Outlay Technology		$ 15,000		$ 1,804	$ 13,196	12%	Computer replacement program for all General Government departments. (5 replacements are planned.)	
CW Hall WIFI Installation - 975-59 General Government Capital Outlay		$ 15,000		$ -	$ 15,000	0%		
Tyler Tech Version 10 Software - 975-59 General Government Capital Outlay Technology		$ 71,000	$ 4,669	$ 10,335	$ 60,665	15%	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and enhance Incode. Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement. ($71,000 carried over from FY25.)	
TOTAL INFORMATION TECHNOLOGY	**$ -**	**$ 111,000**	**$ 4,669**	**$ 14,768**	**$ 96,232**	**13%**		
Other - General Government								
Drone - 975-15 General Government Capital Outlay Equipment		$ 10,000		$ -	$ 10,000	0%		Supports advertising, event coverage, photography, structural inspections, damage assessment, police search and rescue, hostile environment response, and fire and disaster management.
Rouss Hall Landlord buy back - 975-58 General Government Capital Outlay		$ 140,000		$ -	$ 140,000	0%	$140,000 carried over from FY25.	
Salary Study - 975-23 General Government Professional Services		$ 30,000		$ 31	$ 29,969	0%		Investing in initiatives to track and retain talent. Improving performance, and reducing long-term costs associated with turnover. To ensure we can identify high-performing individuals, support growth, and build a workforce committed to long-term success.
Zoning & Subdivision Ordinance Overhaul - 975-23 General Government Professional Services		$ 246,000	$ 15,190	$ 39,685	$ 206,315	16%	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000. ($146,000 carried over from FY25 & $100,000 encimbered in FY25.)	
TOTAL OTHER - GENERAL GOVERNMENT	**$ -**	**$ 426,000**	**$ 15,190**	**$ 39,716**	**$ 386,284**	**9%**		
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 537,000**	**$ 19,859**	**$ 54,485**	**$ 482,515**	**10%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	OCTOBER 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
976 PUBLIC SAFETY								
Equipment								
Officer Equipment - 976-60 Public Safety Capital Outlay Equipment		$ 18,500		$ 19,657	$ (1,157)	106%	4 - APX N50 Portable Radios (3 Admin Staff & 1 spare)	
Speed Alert 24 Radar Trailer - 976-60 Public Safety Capital Outlay Equipment		$ 21,000		$ 20,223	$ 777	96%		The current trailer is outdated. The new equipment allows the PD to remotely monitor vehicle speeds and provides the ability to electronically notify residents of road closures and broadcast community event information. This enhanced functionality ensures more effective communication and public safety outreach.
TOTAL EQUIPMENT		**$ 39,500**	**$ -**	**$ 39,880**	**$ (380)**	**101%**		
Information Technology								
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department		$ 52,000		$ 47,498	$ 4,502	91%	12 In-car Panasonic Tough Tablets (To replace generation 1 & 2)	
Cell Phone Forensic Downloading Equipment - 975-60 General Government Capital Outlay Technology PD		$ 27,000		$ 16,571	$ 10,429	61%	Possible grant funding.	
Cradle Point WIFI Mobile Routers - 975-60 General Government Capital Outlay Technology Police Dept.		$ 18,500		$ 14,175	$ 4,325	77%	9 Routers at $14,400 and $4100 installation labor.	
TOTAL INFORMATION TECHNOLOGY		**$ 97,500**	**$ -**	**$ 78,244**	**$ 19,256**	**80%**		
Vehicles								
Police Cars - 976-59 Public Safety Capital Outlay Vehicles		$ 118,000		$ 116,854	$ 1,146	99%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.	
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles		$ 12,000		$ -	$ 12,000	0%	This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant.	
Police Cars #19 - 976-59 Public Safety Capital Outlay Vehicles		$ 60,000		$ 60,297	$ (297)	100%		Replace vehicle due to fire loss
Police Vehicle Upfit Costs #19 - 976-59 Public Safety Capital Outlay Vehicles		$ 45,000	$ 3,031	$ 8,120	$ 36,880	18%		Replacement Vehicle uplift cost due to fire loss
TOTAL VEHICLES	**$ -**	**$ 235,000**	**$ 3,031**	**$ 185,271**	**$ 49,729**	**79%**		
Parking								
Parking Meters - 976-62 Public Safety		$ 16,000		$ 4,923	$ 11,077	31%	10 - Model 90 Duplex Meter Housings at $6100; 15 -Model 90 Single Meter Housings at $4900; POM Parking Meter assembly at $5000.	
TOTAL PARKING	**$ -**	**$ 16,000**	**$ -**	**$ 4,923**	**$ 11,077**	31%		
TOTAL PUBLIC SAFETY	**$ -**	**$ 388,000**	**$ 3,031**	**$ 308,318**	**$ 79,682**	**79%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	OCTOBER 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
977 STREETS & TRANSPORTATION								
Buildings								
Charles Washington Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings		$ 50,000		$ -	$ 50,000	0%		This is a small section of the rooftop that contains 4 rooftop AC units. This area has failed sealant and degraded membranes. It will be replaced with a 2 Ply-Cold System which has a usefull life of 30 years.
Charles Washington Hall - Paint Interior - 977-57 Streets & Transportation Capital Outlay Buildings		$ 8,000		$ -	$ 8,000	0%		Repainting of stairway walls, stage face, upper balcony ledge, and doors and trim.
Charles Washington Hall - Refinish Floor - 977-57 Streets & Transportation Capital Outlay Buildings		$ 10,000		$ -	$ 10,000	0%		Replacement of ballroom floor, steps, elevator ramp and bathroom landing.
Charles Washington Hall - Replace Blinds - 977-57 Streets & Transportation Capital Outlay Buildings		$ 20,000		$ -	$ 20,000	0%		Replacement of ballroom blinds.
City Hall - replace rooftop AC units - 977-57 Streets & Transportation Capital Outlay Buildings		$ 55,000		$ 9,270	$ 45,730	17%	$25,000 carried over from FY25.	Replacement of 2 City Hall rooftop AC units
City Hall - interior repair/maintenance - 977-57 Streets & Transportation Capital Outlay Buildings		$ 105,000		$ 1,166	$ 103,834	1%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency. ($55,000 carried over from FY25.)	Additional funds needed for engineering costs, asbestos removal, ceiling tiles, and relocation of 1st floor wall.
City Hall - water damage repair - 977-57 Steets & Transprotation Capital Outlay Buildings		$ 25,000	$ 8,250	$ 14,750	$ 10,250	59%		2nd Floor water damage repair, including brick repointing, asbestos removal, and interior renovation.
Maintenance Equipment Building - 977-57 Streets & Transportation Capital Outlay Buildings		$ 150,000		$ -	$ 150,000	0%	Current building is maxed out on space. ($150,000 carried over from FY25.)	
Maintenance Yard Study & Engineering - 977-57 Streets & Transportation Capital Outlay Buildings		$ 250,000	$ 48	$ 73	$ 249,927	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. (80,000 carried over from FY25.)	Council requests that a study be conducted for the best location of the Maintenance Yard along with associated engineering.
Rouss Hall - 1st Floor HVAC Unit - 977-57 Streets & Transportation Capital Outlay Buildings		$ 14,000		$ 13,800	$ 200	99%		
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-57 Streets & Transportation Capital Outlay Buildings		$ 80,000		$ -	$ 80,000	0%		All window sills at Rouss Hall have peeling paint and rotted wood. Correcting this disrepair will put the building in good condition.
Rouss Hall - Replace Gallery Floor - 977-57 Streets & Transportation Capital Outlay Buildings		$ 25,000		$ -	$ 25,000	0%		Replacement of 1st floor Art Gallery Floor including construction of ADA compliant ramp.
Rouss Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings		$ 42,500		$ -	$ 42,500	0%		The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a usefull life of 10 years.
TOTAL BUILDINGS	**$ -**	**$ 834,500**	**$ 8,298**	**$ 39,059**	**$ 795,441**	**5%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	OCTOBER 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
Streets/Infrastructure								
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 80,000		$ 2,572	$ 77,428	3%		Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications.
Depot Square Design - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 50,000		$ -	$ 50,000	0%		Design for potential uses and amenities of the City's new town square.
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 60,000	$ 54,757	$ 54,757	$ 5,243	91%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding. ($60,000 carried over from FY25.)	
Stormwater Assessment Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 204,000		$ 11,322	$ 192,678	6%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($204,000 carried over from FY25.)	
TOTAL STREETS/INFRASTRUCTURE	**$ -**	**$ 394,000**	**$ 54,757**	**$ 68,650**	**$ 325,350**	**17%**		
Vehicles								
Bucket Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 175,000		$ -	$ 175,000	0%	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. ($22,000 carried over from FY25 and $153,000 encumbered in FY25.)	
Dump Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 90,000		$ 83,075	$ 6,925	92%		
Pick-up Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 65,000		$ -	$ 65,000	0%		
TOTAL VEHICLES	**$ -**	**$ 330,000**	**$ -**	**$ 83,075**	**$ 246,925**	**25%**		
Other - Streets & Transportation								
Flower planters - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 18,000		$ -	$ 18,000	0%	FY25 & 26 two year plan to install flower planters on Washington Street. ($5000 encumbered in FY25.)	An initiative to replace the aging flower pedestals along Washington Street. This aims to enhance the overall aesthetic appeal of the downtown area by systematically replacing outdated or deteriorating pedestals with durable, visually consistent alternatives.
Potter's Field - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 66,000	$ 543	$ 59,970	$ 6,030	91%	Installation of Interpretative signs, fencing, monument and landscaping. (66,000 carried over from FY25.)	
TOTAL OTHER - STREETS & TRANSPORTATION	**$ -**	**$ 84,000**	**$ 543**	**$ 59,970**	**$ 24,030**	71%		
TOTAL STREETS & TRANSPORTATION		**$ 1,642,500**	**$ 63,598**	**$ 250,755**	**$ 1,391,745**	**15%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	OCTOBER 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
979 CULTURE & RECREATION								
Parks & Recreation								
Bridges at Happy Retreat & Stake Park - 979-58 Culture & Recreation Other Improvements		$ 84,000		$ 92,916	$ (8,916)	111%	$84,000 carried over from FY25.	
JMP Slide - 979-59 Culture & Recreaption Capital Other Impovements		$ 14,200		$ 14,224	$ (24)	100%		
Pickle Ball Courts - 979-58 Culture & Recreation Capital Other Improvements		$ 65,000		$ 16	$ 64,984	0%		Allowance for 60 X 60 paved court, 4 ft. chain link fence around the court, resurfacing in 2 colors, and 2 portable pickle ball nets
Paving Path from bridge to road by the Skate Park - 979-58 Culture & Recreation Other Improvements		$ 5,000		$ 5,000	$ -	100%	Connect the existing path on one side of the bridge to the other side. ($5000 carried over from FY25.)	
Pick-up Truck - 977-59 Culture & Recreation Capital Outlay Equipment		$ 50,000		$ -	$ 50,000	0%	This truck will be for the use of the Parks Manager.	
Skate Park Paving from entrance to skate ramp - 977-58 Culture & Recreation Other Improvements		$ 10,000		$ 9,400	$ 600	94%		
TOTAL PARKS & RECREATION	**$ -**	**$ 228,200**	**$ -**	**$ 121,556**	**$ 106,644**	**53%**		
Culture								
Decorative String Lights for Art Alley and Charles Street - 979-58 Culture & Recreation Other Improvements		$ 6,000		$ -	$ 6,000	0%		Installation of lights at Charles Street and Art Alley for safety and City beautification. This will complete the 2nd half of Charles Street.
Depot Square Christmas Design - 979-58 Culture & Recreation Other Improvements		$ 60,000	$ 26,980	$ 27,003	$ 32,997	45%		Outfitting the Depot Square with Christmas decorations and the beginning stages of holiday marketplace implementation. (Electric to the Depot Square 25,000; five marketplace huts $20,000; lights and Christmas decorations 15,000)
Historical Signs - 979-58 Culture & Recreation Other Improvements		$ 17,000		$ -	$ 17,000	0%		
Movie Screen - 977-59 Culture & Recreation Capital Outlay Equipment		$ 15,000		$ -	$ 15,000	0%		25 X 14 movie screen with inflatable frame for event use.
Wayfinding signage - 979-58 Culture & Recreation Other Improvements	$ 100,000	$ 197,400		$ -	$ 197,400	0%	CDD REQUEST $100K for Wayfinding Signage implementation (3 years of phases at $100,000 per year ending in FY27.) (Request related to 2023 CTNOW ARPA Request) ($97,400 carried over from FY25 and $100,000 encumbered in FY25.)	
Festival Blow Up Games - 979-58 Culture & Recreation Other Improvements		$ 6,000		$ -	$ 6,000	0%		Basketball Shootout and Football Blitz blowup games for use at Festivals and P&R events. This will help save money with rental expenses during WV Fest.
TOTAL CULTURE	**$ 100,000**	**$ 301,400**	**$ 26,980**	**$ 27,003**	**$ 274,397**	**9%**		
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 529,600**	**$ 26,980**	**$ 148,559**	**$ 381,041**	**28%**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 CURRENT BUDGET	OCTOBER 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES
Contingencies		$ 2,600,241		$ -	$ 2,600,241	0%	This amount will be adjusted in the 1st Revision in July 2025.	
Encumberances for Subsequent Years		$ 350,000		$ -	$ 350,000	0%	$100,000 for Wayfinding Signage; $250,000 for Augustine Avenue Project	
Transfer to Grant Projects		$ 3,987,304		$ -	$ 3,987,304	0%	$76,444 to Augustine Avenue Project. $861,555 to Liberty Street Project. $3,049,305 to JMP Pool Project.	
TOTAL EXPENSES	**$ 100,000**	**$ 10,034,645**	**$ 113,468**	**$ 762,117**	**$ 9,272,528**	**8%**		
REVENUES OVER EXPENSES	**$ (100,000)**	**$ -**	**$ 20,423**	**$ 8,711,842**				

GRANT PROJECTS BUDGET

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	OCTOBER 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
AUGUSTINE AVENUE GRANT PROJECT							
REVENUES							
Capital Reserve Carryover	$ 250,000	$ 76,444		$ -	$ 76,444	0%	This is a State project with 4 Federal grants that require upfront matches. The State will administer the project, therefore the City will only need to pay the matches. We will not receive any revenue or pay expenses that need to be reimbursed. All matches have been paid in previous years except a 76,444 match that is allocated for Phase I Construction. The $76,444 is budgeted for FY 2026 and carried over from FY25. There is a $250,000 encumberance set aside for estimated potential overages that the City may have to pay.
TOTAL REVENUES	**$ 250,000**	**$ 76,444**	**$ -**	**$ -**	**$ 76,444**	0%	
EXPENSES							
Augustine Avenue Trail Construction - Construction Phase I - 979-58 Culture & Recreation Other Improvements		$ 76,444		$ 150	$ 76,294	0%	Construction - Phase 1 Funded through WVDOT Grant with a City match of $76,444. This is the only match left to pay for this project. All other matches have been paid in prior years.
Augustine Avenue Trail Construction - Construction Phase II & III Encumberance for FY27 - 979-58 Culture & Recreation Other Improvements	$ 250,000			$ -	$ -		This encumbrance is for potential overages on the project in which the City may be responsible.
TOTAL EXPENSES	**$ 250,000**	**$ 76,444**	**$ -**	**$ 150**	**$ 76,294**	0%	
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ (150)**	**$ 150**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	OCTOBER 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
LIBERTY STREET FLOODING MITIGATION GRANT PROJECT							
REVENUES							
Capital Reserve Carryover		$ 861,555		$ -	$ 861,555	0%	This is the City's portion of the cost of this project after receiving the Chesapeake Bay and FEMA Grants listed below totaling $469,845. The $861,555 includes the City's $305,774 FEMA Grant match and the remaining $555,811 is the City's out of pocket expenses not supported by grants.
36500 Federal Grants - Chesapeake Bay Foundation		$ 94,845			$ 94,845	0%	Total award is $172,445. This grant does not require a match. $77,600 was received in FY24, which leaves a remaining balance of $94,845 to be received. This is a reimbursable grant so we must budget all expenses and administer the project.
36500 Federal Grants - FEMA		$ 375,000			$ 375,000	0%	Total award is $680,774. FEMA will pay the City $375,000 and the City is required to match $305,774. This is a reimbursable grant so we must budget all expenses and administer the project.
TOTAL REVENUES	**$ -**	**$ 1,331,400**	**$ -**	**$ -**	**$ 1,331,400**	0%	
EXPENSES							
Liberty Street Flooding Mitigation - Phase I - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 1,331,400	$ 1,923	$ 281,843	$ 1,049,557	21%	Total construction cost is $1,420,000. We have received two grants to support this project, both of which are reimbursable, therefore we must budget the entire cost of the project. $88,600 was paid in prior years, leaving the remaining cost at $1,331,400.
TOTAL EXPENSES	**$ -**	**$ 1,331,400**	**$ 1,923**	**$ 281,843**	**$ 1,049,557**	21%	
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ (1,923)**	**$ (281,843)**	**$ 281,843**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	OCTOBER 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
JEFFERSON MEMORIAL POOL GRANT PROJECT							
REVENUES							
Capital Reserve Carryover		$ 3,049,305		$ -	$ 3,049,305	0%	This is the City's portion of the cost of this project after receiving the Pool House LWCF and Pool LWCF Grants listed below totaling $1,850,695. The $3,049,305 includes the City's $250,000 Pool House LWCF Grant match and $1,600,695 Pool LWCF Grant match and the remaining $1,198,610 is the City's out of pocket expenses not supported by grants.
Pool House LWCF Grant		$ 250,000		$ -	$ 250,000	0%	Total award is $500,000. National Park Service LWCF will pay the City $250,000 and the City is required to match $250,000. This is a reimbursable grant so we must budget all expenses and administer the project.
Pool LWCF Grant		$ 1,600,695		$ -	$ 1,600,695	0%	Total award is $3,201,390. National Park Service LWCF will pay the City $1,600,695 and the City is required to match $1,600,695. This is a reimbursable grant so we must budget all expenses and administer the project.
TOTAL REVENUES	**$ -**	**$ 4,900,000**	**$ -**	**$ -**	**$ 4,900,000**	0%	
EXPENSES							
JMP Pool House Renovation - 979-58 Culture & Recreation Other Improvements		$ 1,400,000		$ 700	$ 1,399,300	0%	Total construction cost is $1,400,000. We have received a $500,000 grant to support this project, $250,000 will be received from National Park Service and the City must match $250,000. This grant is reimbursable, therefore we must budget the entire cost of the project.
JMP Pool Upgrade - 979-58 Culture & Recreation Other Improvements		$ 3,500,000		$ -	$ 3,500,000	0%	Total construction cost is $3,500,000. We have received a $3,201,390 grant to support this project, $1,600,695 will be received from National Park Service and the City must match $1,600,695. This grant is reimbursable, therefore we must budget the entire cost of the project.
TOTAL EXPENSES	**$ -**	**$ 4,900,000**	**$ -**	**$ 700**	**$ 4,899,300**	0%	
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ (700)**	**$ 700**		

GRANT PROJECT STATUS REPORT

AUGUSTINE AVENUE

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

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

PROJECT COST		GRANT BREAKDOWN							CITY'S OBLIGATION				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Overage Cost	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes
Design	145,421	Design	145,421	116,337	29,084				Design Match	29,084	29,084	-	Paid prior to FY 2023
Phase I & II	700,000	Phase I & II	700,000	560,000	140,000	73,596	58,877	14,719	Phase I & II Match	154,719	154,719	-	$140,000 paid in FY 2024. $14,719 paid in FY 2025.
Phase III	1,750,000	Phase III	1,750,000	1,400,000	350,000				Phase III Match	350,000	350,000	-	Paid in FY 2025
		Liberty Street Reallocation	382,218	76,444	305,774				Liberty Street Reallocation Match	76,444	0.00	N/A	
Total Cost	**2,595,421**	**Totals**	**2,977,639**	**2,152,781**	**824,858**	**73,596**	**58,877**	**14,719**	**Total**	**610,247**	**533,803**	**-**	

City's Outstanding Balance: 0.00 Unless overages occur.

LIBERTY STREET FLOODING MITIGATION

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

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

PROJECT COST		GRANT BREAKDOWN				CITY'S OBLIGATION					FEDERAL FUNDING RECEIVED				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes	Description	Amount	Amount Paid	Balance	Notes
Flooding Mitigation Contract	1,125,725	Chesapeake Bay	172,445	172,445	0	FEMA Match	305,774		305,774		Chesapeake Bay	172,445	77,600	94,845	Paid in FY 2024.
Management & Contingency	293,453	FEMA	680,774	375,000	305,774	Out of Pocket Expenses	565,959	292,585	273,375	$10,741 paid in FY 2025. $281,844 paid in FY2026	FEMA	375,000		375,000	
Total Cost	**1,419,178**	**Totals**	**853,219**	**547,445**	**305,774**	**Total**	**871,733**	**292,585**	**579,149**		**Total**	**547,445**	**77,600**	**469,845**	

City's Outstanding Balance: 579,149

Grant Outstanding Balance: 469,845

JEFFERSON MEMORIAL POOL

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

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

PROJECT COST		GRANT BREAKDOWN				CITY'S OBLIGATION					FEDERAL FUNDING RECEIVED				
Description	Amount	Grant	Total Award	Federal Funding	City Match	Description	Amount	Amount Paid	Balance	Notes	Description	Amount	Amount Paid	Balance	Notes
Pool House	1,398,901	LWCF Pool House	500,000	250,000	250,000	LWCF Pool House Match	250,000	700	249,300		LWCF Pool House	250,000		250,000	
Pool Construction	3,494,550	LWCF Pool	3,201,390	1,600,695	1,600,695	LWCF Pool Match	1,600,698		1,600,698		LWCF Pool	1,600,698		1,600,698	
						Out of pocket expenses	1,198,610		1,198,610						
Total Cost	**4,893,451**	**Totals**	**3,701,390**	**1,850,695**	**1,850,695**	**Total**	**3,049,308**	**700**	**3,048,608**	**-**	**Total**	**1,850,698**	**-**	**1,850,698**	

City's Outstanding Balance: 3,048,608

Grant Outstanding Balance: 1,850,698

REPAVING BUDGET

ACCOUNT	FY 2026 CURRENT BUDGET	OCTOBER 2025	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #2 & 3 NOTES
REVENUES							
Repaving Carryover	$ 1,681,704		$ 1,681,704	$ -	100%	Carryover balance from FY2025 Repaving Funds. This amount will be adjusted in the first revision in July 2025.	
36877 Contributions from GF - Repaving Fees	$ 150,000	$ 15,837	$ 58,212	$ 91,788	39%	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving	
38000 Interest on Bank Accounts & Other Sources	$ 50,000		$ 4,936	$ 45,064	10%		
TOTAL REVENUES	**$ 1,881,704**	**$ 15,837**	**$ 1,744,853**	**$ 136,851**	93%		
EXPENDITURES							
977-60 Streets & Transportation Capital Outlay Street Paving	$ 330,000		$ 303,952	$ 26,048	92%	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs.	Paving adjustment for the following: $10,000 pot holes & $15,000 Morison Street parking
Paving Contingency - 977-60 Streets & Transportation Capital Outlay Street Paving	$ 1,551,704		$ -	$ 1,551,704	0%	This contingency represents past income collected by CTUB earmarked for street paving. It will be adjusted in the first revision in July 2025.	
TOTAL EXPENSES	**$ 1,881,704**	**$ -**	**$ 303,952**	**$ 1,577,752**	16%		
REVENUES OVER EXPENSES	**$ -**	**$ 15,837**	**$ 1,440,901**				

the city of Charles Town WV

FY 2026 P&R

REVENUES	CURRENT BUDGET	OCTOBER 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	151,293	151,293	151,293	-	100%		FY 2025 carryover brought into FY 2026.
00 Pool Admission	20,400		-	20,400	0%		
01 Pool Concession Stand	3,000		16	2,984	1%		
02 Pool Rental	2,000		-	2,000	0%		
03 Pool Passes	3,000		-	3,000	0%		
04 Swimming Lessons	5,000		-	5,000	0%		
07 Pavilion Rental	4,000	100	1,300	2,700	33%		
10 Park Donations	-		-	-			
12 Hotel/Motel	100,000	7,614	22,057	77,943	22%		
14 Tennis CIP Donations	1,000		-	1,000	0%		
21 Junior Tennis	1,200		455	745	38%		
22 Tennis Lessons	7,500		4,884	2,616	65%		
38 Interest on Investments	750		432	318	58%		
39 Contributions from GF	20,000		20,000	-	100%		
52 Sale of Items	-		170	(170)			
TOTAL REVENUES	**319,143**	**159,007**	**200,607**	**118,706**	**120%**		

	EXPENSES	CURRENT BUDGET	OCTOBER 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
03	Salaries	62,000		11,100	50,900	18%	Pool - 15 Part-time employees @ $25,000 Tennis - 7 Part-time employees @ $6500	
04	FICA Tax Expense	5,000		849	4,151	17%	FICA @ 7.65% of Salary	
08	Overtime	1,000		-	1,000	0%		
11	Telephone	1,000		-	1,000	0%	Jefferson Memorial Pool Phone Line	
13	Utilities	12,000	238	1,018	10,982	8%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $5,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $5000	
15	Buildings and Grounds	12,000		425	11,575	4%	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies, and Kiddie Matt mulch (moved from Department Supplies).	
16	Pool supplies and equipment	5,000		-	5,000	0%	Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts.	
20	Advertising/Legal Pub	200		-	200	0%	Publishing fees	
21	Training	1,000		380	620	38%	CPR/First Aid training	Allowance for Park Manager Pool Operation Certification
23	Professional Services			1,735				
26	Insurance & Bonds	4,000		5,031	(1,031)	126%	Commercial Property, Umbrella Liability, Automobile, Worker's	
30	Contracted Services	50,000	3,362	22,738	27,262	45%	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	
36	Refunds	300		100	200	33%		Allowance for refund of pavillion rental and registration fees.
37	Other Fees/Taxes	150		-	150	0%	Pool permit fee Health Department	
41	Departmental Supplies	13,150	165	1,517	11,633	12%	Trophies, T-shirts, Floats and whistles.	
41	Junior Tennis Supplies	850		300	550	35%	Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls.	
42	Concession Stand Supplies	1,000		-	1,000	0%		
45	Uniforms	2,000		-	2,000	0%		Guard uniforms
59	Capital Outlay	114,000		-	114,000	0%		
99	Contingencies	34,493		-	34,493	0%		
TOTAL EXPENSES		**319,143**	**3,765**	**45,194**	**275,685**	**14%**		
REVENUES OVER EXPENSES		**-**	**155,242**	**155,413**				

SHELIA CLIFFORD TRUST CAPITAL PROJECT

REVENUES	CURRENT BUDGET	OCTOBER 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	433,636			433,636	0%		FY 2025 Donations received carried into FY 2026
16 Clifford Trust Restricted Donation	28,000		27,947	53	100%		Additional donations received from the Clifford Trust.
38000 Interest on Investments	7,000		-	7,000	0%		Interest earned on money market checking account.
38005 Dividends	1,600	668	2,314	(714)	145%		Dividends received on investments.
38010 Gains/ Losses on Investments	35,000	(6)	34,884	116	100%		Gains/Losses received on investments.
TOTAL REVENUES	**505,236**	**662**	**65,145**	**440,091**	**13%**		

EXPENSES	CURRENT BUDGET	OCTOBER 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
23 Professional Services	1,800	484	2,219	(419)	123%		Portfolio management fees.
59 Clifford Trust Capital Expenditures	503,436		-	503,436	-		Expenditures for dog watering pavillion station and heated bird baths with garden as specified in the Trust Agreement.
TOTAL EXPENSES	**505,236**	**484**	**2,219**	**503,017**	**0%**		
REVENUES OVER EXPENSES	**-**	**178**	**62,925**				

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

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
001 GENERAL FUND									
This pool of money is used to support the operations of the City. This Fund is monitored by the State of WV. The City must submit a budget to the State in March of each year for approval in the following April. All revisions to the budget must be sent to the State for approval. These funds support all operational expenses accross the City departments. These departments are Economic Development, Mayor's Office, Council, City Manager, Treasurer, Court Clerk, Police Judges, City Attorney, Enforcement Agency, Building Inspections, Planning & Zoning, Elections, City Hall, Contributions, Parking, Police, Crossing Guards, Maintenance, and Fairs and Festivals. Several revenues are received by the General Fund and passed through to other funds. Hotel/Motel Taxes are collected and half is transferred to the P&R Fund. The other half is given to the County CVB. Street Improvement Fees are collected and transferred to the Capital Fund Repaving Budget. Finally, Gaming and Vidoe Lottery Income is collected and transferred to the Capital Fund. The Vacant Structures bank account is required in the City's Article 1759 Vacant Buildings Ordinance. Vacant structure fees are deposited into this account and expenditures related to maintaining and ensuring the safety of these buildings are disbursed from these funds.								
General Fund	2792	General	Bank of Charles Town	001-101-01	$ 1,401,291		$ 1,401,291		General Fund operations.
Vacant Structures	9110	General	Bank of Charles Town	001-101-03	$ 21,475		$ 21,475		Vacant buildings maintenance.
002 COAL SEVERANCE									
This fund is a special revenue fund that is supported by the collection of a tax on the production of coal in the state. Because Jefferson County is not a coal producing county, we get a portion of the proceeds based on population. This budget is monitored by the State as well. The City must submit a budget to the State in March of each year to be approved in the following April just as we do for the General Fund. The Council has decided to use these funds to support the enhancement of the P&R pool. This P&R expenditure is approved by the State of WV.									
Coal Severance Tax Revenue Fund	2946	Coal Severance	Bank of Charles Town	002-101-05	$ 186,814		$ 186,814		Special revenue fund used for P&R pool.
003 RESIDUAL FUND									
Another name for this fund is the Rainy Day Fund. This is the City's savings fund. The State allows us to save 30% of our General Fund budget. The FY 2026 budget is $9,274,625. Therefore, the total of the accounts below cannot exceed $2,782,387. Given that information, the City can set aside aproximately one million additional dollars for savings in the Residual Fund. This money can be used to cover General Fund shortfalls or any other purpose the City considers appropriate.									
Residual Fund	2112	Residual	Bank of Charles Town	003-101-07	$ 1,226,353	$ 1,226,353		$ 1,226,353	Savings account/emergency fund for the city. Maximum balance can be 30% of general fund budget. No planned expenditures. Annual interest is 3.23%
Fidelity City Residual Fund #9959	9959	Residual	United Capital Fidelity	003-101-20	$ 863,128	$ 863,128		$ 863,128	Investment fund for GF budget stabalization.
008 SALES TAX									
The revenue that is received in this fund is the 1% city sales tax on the sale of goods and services that businesses operating within the Charles Town city limits must charge their customers. The State collects this tax for us and sends a quarterly payment to this fund. This money is unrestricted and can be used for whatever the City deems appropriate. Currently our ordinances declare that the money must first be used to pay debt obligations. In the FY 2026 General Fund budget the City is bringing in 1.5 million from the Sales Tax Fund. Approximately $325,000 of that money will be used to pay monthly bond/loan payments. The remaining $1,175,000 is allocated for City operations.									
Sales Tax	3012	Sales Tax	Bank of Charles Town	008-101-00	$ 4,898,625	$ 4,898,625	$ -	$ 4,898,625	$1.5 million committed to General Fund for FY 2026. Debt service is to be paid first per ordinance.
011 CHARLES WASHINGTON HALL LANDLORD FUND									
This fund was formed to create a LLC to redeem Federal and State historical tax credits associated with the renovation of Charles Washington Hall in 2014-2017. Money from this fund can be set aside to buy back the remaining portion of the LLC.									
CWH Landlord, LLC	3365	CWH Landlord	Bank of Charles Town	011-101-00	$ -	$ -	$ -	$ -	Unrestricted revenues from the sale of federal historic tax credits. $25,000 allocated for possible option by out.
020 HOUSING REHAB FUND									
The Housing Rehabilitation Program was established in the 1980's when the City received HUD income for community housing rehabilitation. In the past, this was a loan program to the community. This program ceased several years ago. The City may want to pursue providing community grants to low income residents for housing repairs until the funds have been exhausted.									
Housing Rehab Program	2100	CDBG	Bank of Charles Town	020-101-00	$ 67,972	$ -	$ 67,972		Funds restricted to housing rehab services.

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
021 POLICE INVESTIGATIVE FUND									
This Fund contains restricted money specifcally for police use. There are two accounts associated with this fund, Police Investitation and Federal Equitable. The Police Investigation account is generated from income received from the City's involvement in local confiscated property. These funds must be used for police purposes. The Federal Equitable account is generated from the City's involvement in the County TASK Force. Funds received are the City's portion of property confiscated by the TASK Force. These funds are monitored by the State TASK Force.									
Federal Equitable Fund	2873	Investigative	Bank of Charles Town	021-101-02	$ 124,318	$ -	$ 124,318		Funds restricted for limited police activities per Department of Justice guidelines.
Police Investigation Account	2814	Investigative	Bank of Charles Town	021-101-01	$ 45,160		$ 45,160		Funds for police use.
026 OPIOID FUND									
These funds exist from a legal settlement of the State against opioid manufacturrers, distributors, and pharmacies due to their contribution to the misues of opioids. The State mandates that the money must be used for treatment and recovery programs, mental health services, support of law enforcement and first responders, provision of prevention education, or improved access to Narcan. There will be annual distributions of approximately $35,000 through 2028.									
Opioid Settlement Fund	2106	Opioid Fund	Bank of Charles Town	026-101-01	$ 228,748		$ 228,748		Special revenue fund. Council is determining use of funds per State
200 CAPITAL RESERVE FUND									
Capital Reserve money is used to support capital expenditures. These expenditures are normally no less than $5000. A capital expense may be a purchase of land, buildings, vehicles, equipment, or infrastructure construction. They are usually one time expenditures that become fixed assets, and may be supported by grants. There are 3 checking accounts associated with the Capital Fund. The first bank account is the Capital Reserve account which pays for the capital purchases. This account is supported from lottery proceeds, developer fees, and transfers from the General Fund. The second bank account is the Repaving account which pays for the paving and construction of roads. This account is supported from repaving fees assessed on Charles Town residents. The City collects $48 annually from each Charles Town household to support paving. The final account, the EPA account, is the bank account in which grants are received. This is a pass through account. The balance of this bank account should always be zero because the money received should be immediately transferred out to the account that it is reimbursing.									
Capital Reserve Fund	2822	Capital Reserve	Bank of Charles Town	200-101-00	$ 8,349,904	$ 2,627,741	$ 5,616,716	$ 2,627,741	Funding for capital projects and grant projects approved in FY 2026 Capital Budget.
EPA/RLF Fund	2911	Capital Reserve	Bank of Charles Town	200-101-20	$ 78	$ -	$ 78		EPA project completed, but account remains open because it is a depository for Federal Equitable revenue and reimbursable grants.
Repaving	2094	Capital Reserve	Bank of Charles Town	200-101-09	$ 1,446,249		$ 1,446,249	$ 1,402,162	Special revenue for resurfacing projects approved in FY 2025 Capital Budget.
207 PARKS & RECREATION FUND									
The Parks & Recreation Fund is designated to support the operations of the parks, the pool, and P&R programs. Parks & Recreation is a separate entify from the City. There are 3 checking accounts associated with the P&R Fund. They are the P&R Operating account, the P&R Capital Improvement account, and the Clifford Trust. The Operations bank account is used to support the operations of the Parks Program. The main revenue for that account is Hotel/Motel Taxes that are collected in the General Fund and passed on to P&R per City ordinances. The Capital Improvement bank account is supported from community donations and transfers from the P&R Operating account. The Clifford Trust is restricted for specific purposes per the donors' request. These funds are to be used to enhance Jefferson Memorial Park by constructing a dog watering station with a pavilion and heated bird baths with a garden.									
Parks & Rec	2881	Parks & Recreation	Bank of Charles Town	207-101-00	$ 30,176		$ 30,176		Operating account for Parks and Recreation.
Parks & Rec Capital Improvement	7203	Parks & Recreation	Bank of Charles Town	207-101-05	$ 109,469		$ 109,469		Account designated to P&R donations/contributions for future Parks capital improvement (i.e. tennis courts, pool, etc.)
JMP-Sheila Clifford Trust	2876	Parks & Recreation	Bank of Charles Town	207-101-04	$ 505,142		$ 505,142		Funds for the construction of a dog watering station and pavilion as well as heated bird baths and gardens at Jefferson Memorial Park.
400 BUILDING COMMISSION FUND									
The Building Commission is a separate entity from the City. It's purpose is to incur debt on behalf of the City. The properties that the debt are held against are owned by the Building Commission and leased to the City. This relationship exists between the Building Commission and the City until the debt is paid off. Then the property can be given back to the City. Currently there are 3 bonds/loans that the Building Commission holds for the City. The first one is a USDA Bond for Charles Washington Hall. The balance of the bond as of 5/15/2025 is $2,377,573 with monthly payments of $12,840. The second bond is another USDA Bond for Charles Washington Hall. The balance of this bond as of 5/15/25 is $751,198 with monthly payments of $3827. The final loan is held at the Bank of Charles Town at $1,637,630 as of 4/30/25. The monthly payments for this loan is $10,390.98. The Building Commission receives monthly lease payments from the General Fund to support these bond/loan payments. The Building Commission holds one year of bond/loan payments totaling approximately $325,000 in its checking account on reserve.									
Building Commission	4862	Bldg Commission	Bank of Charles Town	400-101-00	$ 894,404	$ -	$ 894,404		Near -term expenditures (i.e. debt service) are paid from the BC fund and directly reimbursed through monthly lease payments from the General Fund.

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
700 POLICE PENSION FUND									
Money in the Police Penson Fund is designated for payroll and benefit payments to retired police officers and/or surving spouses. This is a separate entity from the City. There are 3 members in the plan. The City is obligated to pay a portion of the expenses calculated through information provided from Bolton. This is a transfer from the General Fund Police Budget. When the City's obligation is paid, the State will make an annual contribution to support the payroll expenses as well. The State has strict rules and reporting requirements regarding this account. The Fidelity Pension Investment account is held for future pension payments.									
Police Pension Relief Fund	2118	Police Pension	Bank of Charles Town	700-101-00	$ 92,976		$ 92,976		Funds used to support pension beneficiaries. Includes employer contributions from the General Fund calculated annually from the Bolton Actuarial Valuation Report and one annual State contrubition.
Fidelity Police Pension Fund #6846	6846	Police Pension	United Capital Fidelity	700-101-20	$ 578,803		$ 578,803		Investment fund for restricted use of future pension payments.
900 BOND ESCROW FUND									
The purpose of this fund is to hold developer bonds until project completion. When construction has been completed, inspected, and approved by Council for release, the money is given back to the developer. If the developer does not complete construction as required, the City keeps the funds to make the needed changes. Currently the City is only holding one bond in the amount of $107,157.									
Bond Escrow Fund	3004	Bond Escrow	Bank of Charles Town	900-101-00	$ 131,573		$ 131,573		Account is used to deposit bond funds from developers and held until projects are completed.

Total Bank Accounts……	**$ 19,760,727**				
Total Investment Accounts……	**$ 1,441,930**				
Total Funds……	**$ 21,202,657**	**$ 9,615,846**	**$ 11,481,363**	**$ 11,018,008**	

Definations:

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

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

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/01/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1322: Charles Town Police Department October Statistical Report

ATTACHMENTS:

- October CTPD Stats 2025.pdf

Charles Town Police Department
Monthly Stat Report

October 2025

911 Hangup	11	Loose Dog	1
Abandoned Vehicle	8	Motorist Assist	4
Aggressive Animal		MVA w/ Entrapment	
Alarm	17	MVA Hit and Run	5
Animal Complaint	1	MVA Hit and Run w/ Injury	1
Assault	2	MVA No Injury	26
Breaking and Entering	1	MVA Pedestrian Struck	1
Breaking and Entering Veh	1	MVA w/ Injury	
Building Check	42	Nuisance	
Burglary	1	Open Door	2
Business Engagement	5	Out of Car (Investigation/Mtg/Court)	7
Capias Recall by Court	5	Overdose	
Capias Service	4	Overdose-Death	
Community Engagement	13	Panhandling	1
Counterfeit Money	2	Parking Complaint	4
Court/Bailiff Duty	3	Public Assist (In Person Contact)	31
Crossing Guard Duties		Public Service (Phone Contact)	80
Destruction of Property	2	Pursuit	1
Directed Patrol	208	Reckless Driver	2
Disabled Vehicle	10	Road Patrol	19
Disturbance	32	Special Event/Detail	21
Domestic Battery	4	Stolen Vehicle	
Drug Activity	6	Suspicious Activity	11
DUI	1	Suspicious Mail	1
EMS Assist	8	Suspicious Person	5
Fingerprinting	6	Suspicious Vehicle	4
Fire Assist	1	Theft	3
Follow Up	25	Threats	2
Foot Patrol	18	Traffic Hazzard	4
Found Property	3	Transport	4
Fraud	3	Trespassing	3
Gunshots Heard	1	Unattended Death	
Harassment	1	VIN Verification	1
Hardcopy Check	3	Warrant Service	4
Illegal Dumping	1	Welfare Check	13
Injured Animal	2	Wildlife Complaint	1
Intoxicated Person		Wires Down	
Juvenile Complaint	3	**Total calls of service**	**716**

Assists/Back-Ups:	Ranson	7	Sheriffs Dept.	38	
	Harpers Ferry		State Police	3	
	Shepherdstown		Other (not including CTPD)	4	
			Total Assists	**52**	

	Male	Female	Caucasian	African American	Hispanic	Asian	Other/ Unknown	Total
Defendants:	20	11	20	10	1			31
Total Charges	46	21	39	26	2			67
Citations:								262
- Moving								161
- Nonmoving								93
- Criminal								4
- S Ticket (Parking)								4
Stops	141	89	151	41	33	2	3	230
Warnings:								172
Stops	87	85	135	15	15	3	4	172
Total	248	185	306	66	49	5	7	
Incident Report								59
Parking								
- Citations								249
-Warnings								33

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

October 2025

	Male	Female	Caucasian	African American	Hispanic	Asian	Unknown
PART I OFFENSE							
Burglary (Daytime)							
Burglary (Nighttime)							
Grand Larceny							
Grand Larceny, Attempted							
Malicious Assault	1			1			
Malicious Wounding							
Attempted Murder 1st Degree	2			2			
Murder 1st Degree							
Petit Larceny	1		1				
Robbery - Attempted							
Robbery							
Robbery 2nd Degree							
Sexual Assault 1st Degree							
Shoplifting							
Shoplifting 2nd Offense							
Shoplifting 3rd Offense							
Strangulation							
TOTAL	4	0	1	3	0	0	0
PART II OFFENSE							
Assault							
Attempted to Defeat Drug/Alcohol Screening Test							
Battery	3	1	4				
Battery on an Officer	1		1				
Bond Revocation							
Breaking and Entering Vehicle							
Capias Served	3	1	2	2			
Child Abuse Resulting in Injury							
Child Neglect Creating Risk of Injury							
Computer Fraud							
Conspiracy to Organized Retail Theft							
Conspiracy to Distribute MDMA							
Conspiracy to Breaking and Entering							
Conspiracy to Possess w/Intent to Deliver Cocaine							
Conspiracy to Possess w/Intent to Deliver Heroin							
Conspiracy to Possess w/Intent to Deliver Methamphetamine							
Cruelty to Animals							
Destruction of Property	4		3		1		
Destruction of Property Felony	1			1			
Disorderly Conduct		1	1				
Disruption of School							
Distribution of Crack Cocaine							
Domestic Assault 3rd Offense							
Domestic Battery	2	3	2	2	1		
Domestic Battery 2nd Offense							
Domestic Battery 3rd Offense		1	1				
Driving Revoked for DUI	1			1			
Driving Revoked for DUI 2nd							
Driving Revoked for DUI 3rd							
Driving Revoked Non DUI Admin							
DUI							
DUI 2nd	1		1				
DUI 3rd							
DUI Aggravated							

Charles Town Police Department
Monthly Stat Report
Charges by Offense/Gender/Race

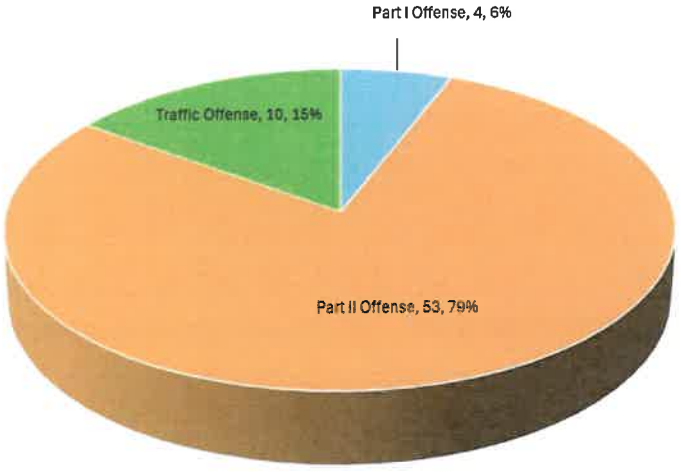
DUI Causing Bodily Injury							
DUI - Drugs							
DUI - Drugs 3rd Offense							
DUI w/ Minor							
Engage in Business W/O Business Franchise Registration							
Failure to Make Required Payments							
False Alarm of Fire							
False Reporting of an Emergency							
Felon in Possession of Firearm	1			1			
Financial Exploitation of Elderly		1	1				
Fingerprint Refusal	2	1	3				
Forgery of a Public Record							
FPO Violation							
Fraudulent Schemes							
Fugitive From Justice							
Injuring or Tampering with Mobile Equipment							
Interfering with Emergency Communication							
Leash Law Violation							
Medicare/Medicaid Fraud		4	4				
Obstructing an Officer	2	1	3				
Obtain Money, Property, Services by False Pretense							
Open Container							
Organized Retail Theft							
Pedestrian in Roadway							
Pimping							
Possession Deadly Weapon by Minor							
Possession of Alcohol Under 21							
Possession of Acetaminophen/Tramadol							
Possession of Gabapentin							
Possession of Heroin							
Possession of Marijuana	4	2	5	1			
Possession of Methamphetamine	1		1				
Possession of Oxycodontin							
Possession of Pregabalin							
Possession of Xanax							
Possession w/ Intent to Deliver Methamphetamine							
Possession w/ Intent to Distribute Heroin							
Probation Revocation							
Prohibited Person in Poss of Firearm							
Prostitution							
Prostitution 2nd Offense							
Providing Alcohol to Under 21							
Public Intoxication	1	1	2				
Resisting Arrest	1		1				
Sale of Alcohol to Person Under 21							
Sexual Abuse 1st Degree							
Sexual Assault 2nd Degree							
Tampering with Vehicle							
Transfer Receive Stolen Goods		1		1			
Trespassing							
Use of Firearm in Commission of Felony	1			1			
Underage Consumption of Alcohol							
Uttering	1			1			
Wanton Endangerment Involving a Firearm	5			5			
TOTAL	**35**	**18**	**35**	**16**	**2**	**0**	**0**

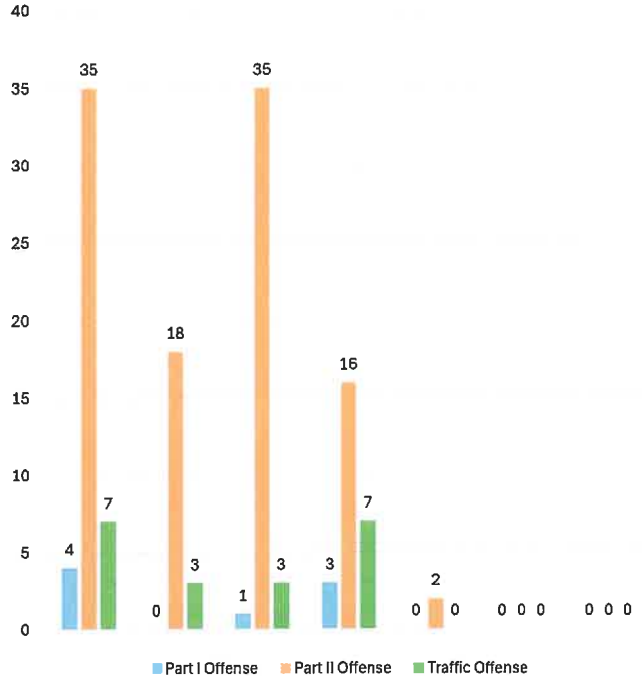
Charles Town Police Department

Monthly Stat Report

Charges by Offense/Gender/Race

TRAFFIC OFFENSE							
Cell Phone Violation							
Child Safety Restraint Violation							
Defective Equipment							
Driving Suspended	1	1		2			
Driving Suspended 2nd Offense							
Driving Suspended 3rd Offense							
Driving Too Fast for Conditions							
Exp/No MVI							
Expired/No Operators	1		1				
Expired/No Registration	1	1		2			
Fail to Keep Right							
Fail to Maintain Control							
Fail to Obey Traffic Control Device							
Fail to Report Accident							
Failure to Yield at Intersection							
Following to Closely							
Improper Display							
Improper Registration		1		1			
Leaving the Scene of Accident w/ Injury	1			1			
Leaving the Scene of Accident w/ Damage							
Left of Center							
Littering from Vehicle							
No Insurance/No Proof of Insurance	1			1			
No Motorcycle Endorsement							
No Parking Violation							
No Seatbelt							
Passing on Right Off Road							
Red Light Violation	1		1				
Speeding	1		1				
Wrong Way on Traffic Circle							
TOTAL	7	3	3	7	0	0	0
TOTAL CHARGES	**46**	**21**	**39**	**26**	**2**	**0**	**0**





Charles Town Police Department

SRO Monthly Report

Washington High School / Charles Town Middle School / 2025/2026 / October 2025

INVOLVEMENTS:					
Alcohol Related	0	Fire/Shelter Drills	0	SRO Use of Force	0
Battery on School Employee	0	Found Property	0	Suspensions	16
Citizen Assist	8	Incident Reports	5	Threats	0
Directed Patrols	0	Juvenile Petitions	5	Tobacco Related	5
Disturbance	2	Marijuana Possession	3	Trespassing	0
Evacuations	0	Parental Contacts	5	Vandalism/Theft	0
Extra Curricular Activities	11	Parking Complaints	3	Vehicle Accident	0
Fights	2	Reckless Driver	0	Welfare Check	0
Fire Department Assist	0	Social Media Related	0	***Total Involvements***	***65***

Officer Notes/Misc. Information:

YOUTH SERVICES:	
Total Classes Taught:	2
Students in Class:	15
Topics Taught:	2
One on One Contacts:	65
Total Students Served:	350

Charles Town Police Department

Community Policing Monthly Report

Downtown Charles Town / Residential Developments / Parks

October 2025

INVOLVEMENTS:	NUMBER
Building Check	4
Directed Patrol	3
Downtown Foot Patrol*	8
Special Event/Detail (see specifics in Notes section)	6
Community Contact (talking with residents and visitors)	12
Business Contact (talking with business owners and employees)	5
Park patrol (Jefferson Memorial/Evitts Run/Skate Park, Willingham Knolls/Happy Retreat)	11
TOTAL INVOLVEMENTS	**49**

Officer Notes/Misc. Information:

Attended following events: Weekly Farmer's Market, Hip after 6, Halloween Candy Drop, Paws and Pumpkins.

Provide security for high school homecoming pictures on N. Charles St.

"Show and Tell" at Boy's and Girl's Club.

*NOTE: Foot patrols always include multiple business contacts.

Charles Town Police Department

Police Social Worker Monthly Report

October 2025

INVOLVEMENTS:	NUMBER
Alcohol Related	1
Domestic Violence Related	1
Drug Related	1
Events Attended	1
Homeless Related	1
Meetings Attended	2
Mental Health Related	1
Outreach Completed	2
Trainings Attended	3
TOTAL INVOLVEMENTS	**13**

Police Social Worker Notes/Misc. Information:

Home visit with Quick Response Team to offer substance opioid related resources to an overdose survivor.

Trainings Attended:

40 hr Crisis Intervention Training

8 hr Crisis Intervention Coordinator Training

Drug Free WV Task Force Alcohol/Opioid Training

Community Connections Made:

WV Homeless Coalition

Horizon Goodwill

Charles Town Police Department

Total Traffic Citation Report, by Violation

Violation	Description	Total
17A-3-1	Owner New Plates 10 Days	1
17A-3-13	Registration Carried And Signed	1
17A-3-16	Expired Registration	42
17A-9-2	No Or Expired Registration	16
17A-9-3	Improper Registration	3
17B-2-1	No Operators	7
17B-2-10	License Restriction Violation	3
17B-2-12	Expired Operators	2
17B-2-3a	GDL License Violations	1
17B-4-3(a)	Driving Suspended/2nd/3rd	9
17B-4-3(b)	Driving Revoked For DUI/2nd/3rd	1
17C-12-5	Stop Sign Violation	10
17C-14-15	Use Handheld Communication Device	1
17C-14-2	Improper Backing	1
17C-14-9a	Approaching Emergency Vehicle	4
17C-15-49	Seatbelts Required	8
17C-16-9	No Or Expired MVI	14
17C-3-4	Fail To Obey Traffic Control Device	2
17C-3-5	Fail To Obey Traffic Light	13
17C-4-1	Hit And Run With Death Or Injury	1
17C-4-4	Duty Upon Striking Unattended Vehicle	1
17C-5-2(l)	DUI 2nd Offense	1
17C-6-1a	Failure To Maintain Control	2
17C-6-1b	Speeding	94
17C-7-4	Passing On Right-Off Road	3
17C-7-9	Improper Lane Change	1
17C-8-8	Improper Stopping/Turning/Signaling	1
17C-9-1	Fail Yield At Intersection	1
17D-2A-3	No Insurance	5
17D-2A-4	No Proof Of Insurance	5
CTPD171.07	Failure To Appear For Trial (CAPIAS)	3
CTPD361.08	Parking For Prohibited Purposes	4
CTPD531.03	Possession Of Marijuana <15gms	1
Report Totals		**262**

Report Includes:
All dates of issue between `00:00:00 10/01/25` and `23:59:59 10/31/25`, All agencies matching `CTPD`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

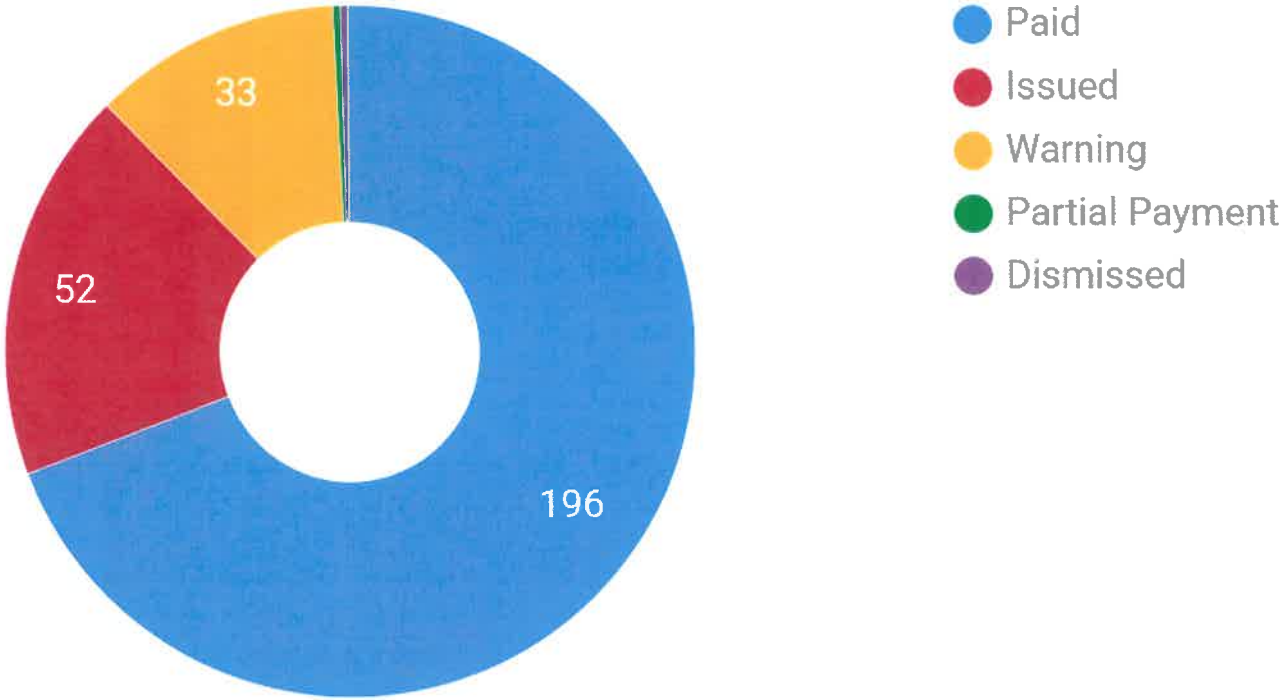
Charles Town Police Department

Total Traffic Warning Report, by Violation

Violation	Description	Total
17A-3-15	Improper Display Of Registration	3
17A-3-16	Expired Registration	31
17A-9-2	No Or Expired Registration	1
17C-10-2(a)	Fail To Yield To Pedestrian In Crosswalk	2
17C-14-15	Use Handheld Communication Device	2
17C-14-9a	Approaching Emergency Vehicle	6
17C-15-1	Unsafe-Improperly Equipped Vehicle	14
17C-15-36(a)	Window Tint Violation	1
17C-15-4	Head Lamp Requirements	1
17C-15-49	Seatbelts Required	5
17C-15-5	Tail Lamp Requirements	1
17C-16-9	No Or Expired MVI	4
17C-3-4	Fail To Obey Traffic Control Device	17
17C-3-5(c)	Right on Red	2
17C-4-5	Duty Upon Striking Highway Fixture	1
17C-6-1(a)	Too Fast For Conditions	2
17C-6-1a	Failure To Maintain Control	5
17C-6-1b	Speeding	58
17C-6-3a	Impeding Traffic	1
17C-7-6	Left of Center	2
17C-7-8	One Way And Traffic Island Violation	4
17C-7-9	Improper Lane Change	2
17C-8-8	Improper Stopping/Turning/Signaling	1
17C-9-1	Fail Yield At Intersection	4
CTPD333.03	Hazardous Driving	1
CTPD349.15	Shortcutting Traffic Control Device	1
	Report Totals:	**172**

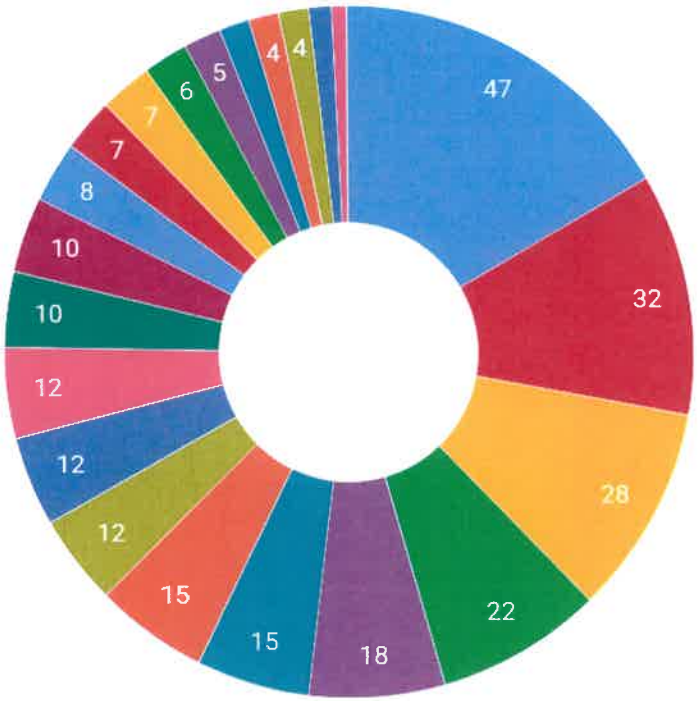
Report Includes:
All dates between `00:00:00 10/01/25` and `23:59:59 10/31/25`, All agencies matching `CTPD`, All issuing officers, All areas, All violations

City of Charles Town - Tickets By Status (Oct. 2025)



Data as of 11/17/2025, 12:00:00 AM

City of Charles Town - Tickets By Location (Oct. 2025)

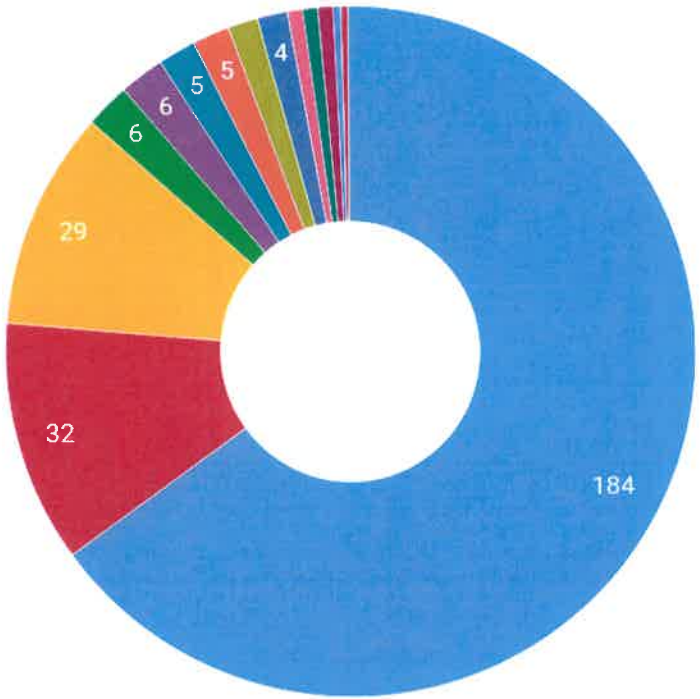


- 100 BLOCK NORTH CHARLES STREET
- LIBERTY STREET PARKING LOT
- 200 BLOCK NORTH GEORGE STREET
- 100 BLOCK WEST LIBERTY STREET
- 200 BLOCK WEST LIBERTY STREET
- 100 BLOCK WEST WASHINGTON STREET
- 100 BLOCK SOUTH CHARLES STREET
- 200 BLOCK WEST CONGRESS STREET
- 100 BLOCK NORTH SAMUEL STREET
- 100 BLOCK NORTH LAWRENCE STREET
- 200 BLOCK WEST WASHINGTON STREET
- 100 BLOCK WEST CONGRESS STREET
- 100 BLOCK SOUTH SAMUEL STREET
- 100 BLOCK SOUTH LAWRENCE STREET
- 100 BLOCK EAST WASHINGTON STREET
- LAWRENCE STREET PARKING LOT

1/2 ▼

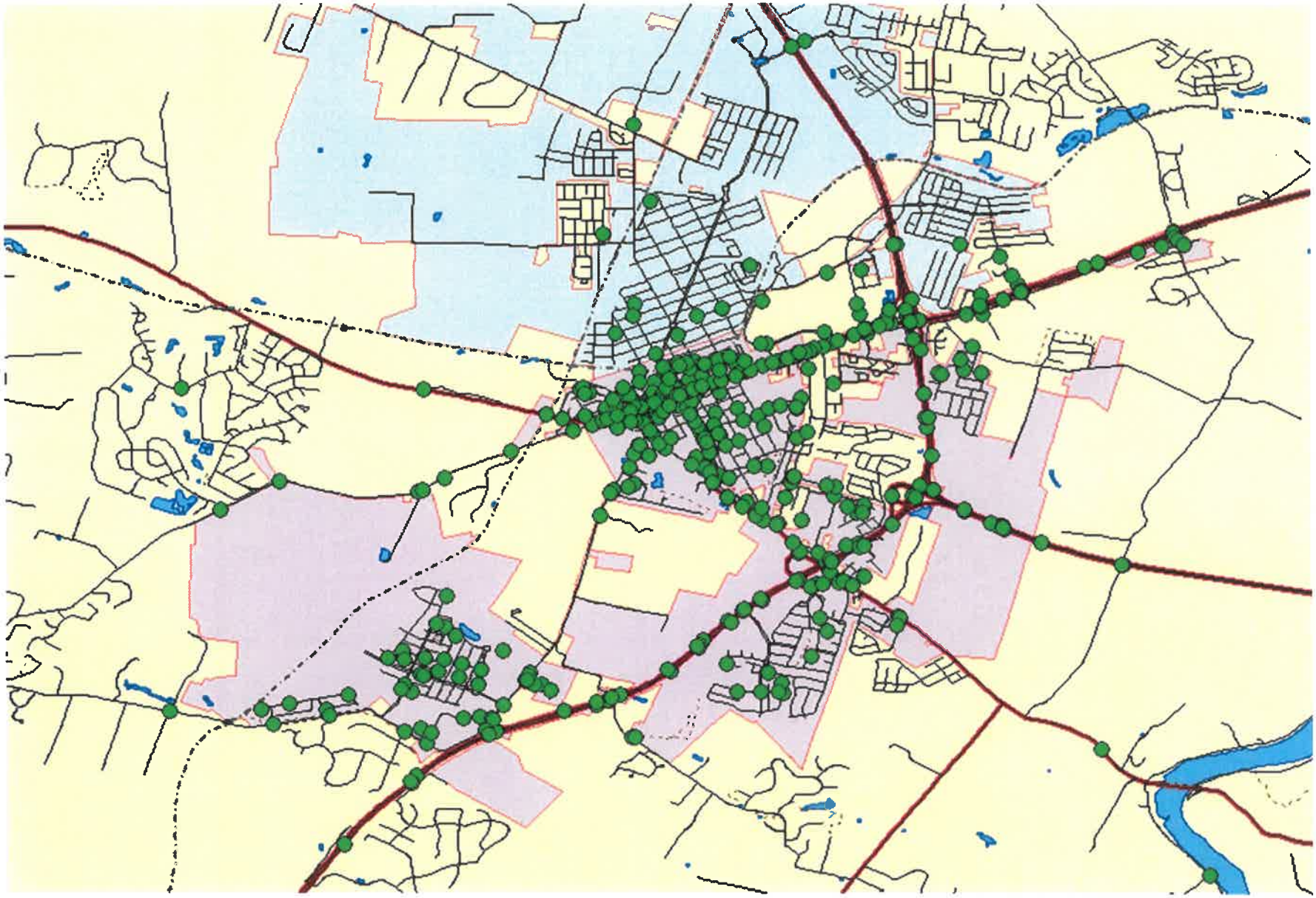
Data as of 11/17/2025, 12:00:00 AM

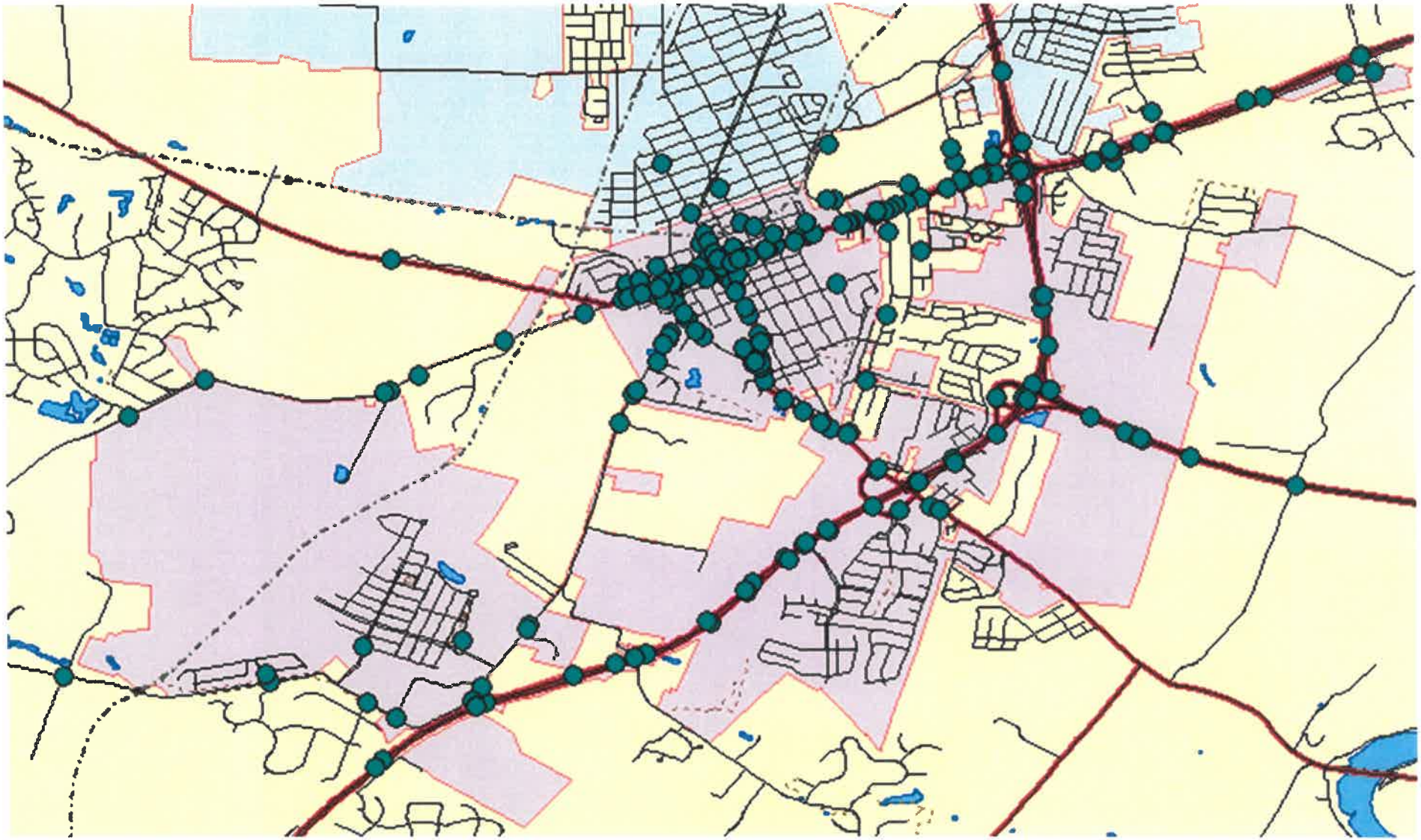
City of Charles Town - Tickets By Violation (Oct. 2025)



- Expired Meter
- Permit Parking Only/Pay by App Violation (Liberty Street Lot)
- Exceed 2 Hour Free Parking
- Parking Permit Violation
- Ten Minute Take Away Parking
- Right wheel more than 18" from right curb
- Improper Manner of Parking
- Accessible Parking Violation
- Yellow/Red Painted Curbs or Streets Violation
- Left wheel more than 18" from left (one-way) curb
- Immobilization Device (Booting) Fee
- Loading/Unloading Zone Violation
- Fire Hydrant Violation
- Designated No Parking Zone Violation

Data as of 11/17/2025, 12:00:00 AM





ALL TRAFFIC SOLUTIONS

NEIGHBORHOOD TRAFFIC SUMMARY



Posted Speed Limit

Violation Threshold= Speed Limit + 10mph

Traffic Study Dates:

10/24/2025 - 11/07/2025

Times: 0:00:00 - 23:59:59

Traffic Study Location:

77 Colston Rd (Huntfield), WB

Violators
1

Total Vehicles	Min Speed	Average Speed	Max Speed
9368	10 MPH	17 MPH	39 MPH



Compliance Rate



Vehicles Slowed Down*



85th Percentile Speed**

*Vehicles that slowed down represents the number of vehicles that decreased speed in response to the radar feedback sign display.

**85th Percentile Speed refers to the maximum speed that 85% of drivers will not exceed on a given road, even if there were no speed limits, stop signs, or traffic signals.

ALL TRAFFIC SOLUTIONS

NEIGHBORHOOD TRAFFIC SUMMARY

SPEED LIMIT 25

Posted Speed Limit

Violation Threshold= Speed Limit + 15mph

Traffic Study Dates:

10/24/2025 - 11/07/2025

Times: 0:00:00 - 23:59:59

Traffic Study Location:

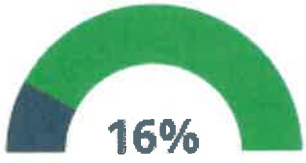
77 Colston Rd (Huntfield), WB

Violators
0

Total Vehicles	Min Speed	Average Speed	Max Speed
9368	10 MPH	17 MPH	39 MPH



Compliance Rate



Vehicles Slowed Down*



85th Percentile Speed**

*Vehicles that slowed down represents the number of vehicles that decreased speed in response to the radar feedback sign display

**85th Percentile Speed refers to the maximum speed that 85% of drivers will not exceed on a given road, even if there were no speed limits, stop signs, or traffic signals

ALL TRAFFIC SOLUTIONS

NEIGHBORHOOD TRAFFIC SUMMARY

SPEED LIMIT 25

Posted Speed Limit

Violation Threshold= Speed Limit + 5mph

Traffic Study Dates:

10/24/2025 - 11/07/2025

Times: 0:00:00 - 23:59:59

Traffic Study Location:

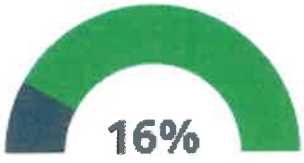
77 Colston Rd (Huntfield), WB

Violators
46

Total Vehicles	Min Speed	Average Speed	Max Speed
9368	10 MPH	17 MPH	39 MPH



Compliance Rate



Vehicles Slowed Down*



85th Percentile Speed**

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