CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • DECEMBER 16, 2024

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

: **2024-1273:** City Council Meeting Minutes - December 2, 2024
CityCouncilMeetingMinutes_2Dec2024_Draft_rmt.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

: **2024-1255:** Finance Committee Meeting - December 12, 2024
FinanceCommitteeReport_12Dec2024.pdf

7. CITY MANAGER REPORT

: **2024-1274:** City Manager Report - December 16, 2024
City Manager Report - December 16, 2024.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2024-1236:** Stone Spring Walking Trail Study
2022-003 - Resolution to Repeal and Replace the Conditions of Annexation for the Fritts Property (1).pdf

: **2024-1238:** Legislative Priorities Discussion

: ***2024-1239:*** *ZMA2024-04*: Vinton-Hayes Rezoning - Second Reading and Consideration of an Ordinance to Amend the Zoning Map by Rezoning 180 Acres of Land on Vinton Lane from Urban Reserve to Neighborhood Residential
1._Staff_Report.pdf
2. Application.pdf
Market Analysis.pdf
COA Revised.pdf
Revised Plan 2.pdf
Topography.pdf

Vinton Hayes Rezoning Conditions.pdf

: **2024-1254:** Eminent Domain Property Resolution - Possible Executive Session
APUS Depot District Acquisition Resolution (002).pdf

: **2024-1264:** Property Acquisition - Possible Executive Session

10. NEW BUSINESS

: **2024-1206*:*** *BR2024-13*: Stone Spring Phase 2 Bond Initiation
Staff Report.pdf
Application.pdf
Revised Bond Amount.pdf
KH Review.pdf
Stone Springs Bond Exhibit.pdf

: **2024-1261:** FY2025 General Budget Revision #3
FY 2025 GF Revision #3.pdf
FY25 GenFund Revision #3 State Worksheet.pdf

: **2024-1265:** Charles Washington Hall Rental Agreement
2024CWHallPacketforCouncil.pdf

: **2024-1266:** Holiday Time Off Request

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: **2024-1275:** Payment of Bills - December 16, 2024
GENERAL FUND COUNCIL REPORT 2024 12-16(1).pdf
PCARD COUNCIL REPORT 12-16-24.pdf
CAPITAL RESERVE COUNCIL REPORT 2024 12-16.pdf
PARKS N REC COUNCIL REPORT 2024 12-16.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, Monday January 6, 2025, at 7:00PM

: **2024-1256:** City Council Liaison's Report - Eastern Panhandle Transit Authority
Ricketts_ EPTA- Eastern Panhandle Transit Authority Transit Development Plan_amended.pdf

: **2024-1257:** City Council Liaison's Report - Hagerstown/Eastern Panhandle Metropolitan Planning Organization
HEPMPO site visit presentation on West Washington October 2024.pdf
HEPMPO.pdf

: **2024-1258:** Finance Committee Updated Report - November 13, 2024, meeting
FinanceCommitteeReport_13Nov2024_page1-2_revision.pdf

: **2024-1259:** Payment of Bills - Park and Recreation
PARKS N REC COUNCIL REPORT TABLE DROP 2024 12-02.pdf

: **2024-1260:** City of Charles Town Public Statement

Public Statement 2024.pdf

: **2024-1262:** Infrastructure Committee Report - October 21, 2024
Infrastructure Report - October 2024.pdf

: **2024-1263:** Green-Copeland American Legion Auxiliary Unit 63 Letter
Green-Copeland Auxiliary Letter.pdf

: **2024-1267:** Article 741 Municipal License Tax
Ord. #2024-009 Article 741 Municipal License Tax - signed.pdf

: **2024-1268:** Resolution for Shop Small Business December 2024
2024-007 - A Resolution for Shop Small Business December 2024.pdf

: **2024-1269:** 2024 Tree City USA Application for Certification
Tree City USA Application signed.pdf

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

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1273: City Council Meeting Minutes - December 2, 2024

ATTACHMENTS:
- CityCouncilMeetingMinutes_2Dec2024_Draft_rmt.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • December 2, 2024

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

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

Mr. John Nissel, City Manager; Ms. Stephanie Grove, City Attorney; Ms. Alissa Meeks, Community Development Director; Ms. Cindy Rezmer, Operations Director; Mr. James Newman, City Planner; Ms. Liz Cook, Business Development/Downtown Coordinator; and Lieutenant George Manning, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2024-1203: City Council Meeting Minutes - November 18, 2024

There being no corrections, additions, or changes, Mayor Trainor declared the November 18, 2024, meeting minutes approved.

3. PUBLIC COMMENT

Three people signed up for public comment.

Ms. Ballard, on behalf of the Green-Copeland American Legion Auxiliary Unit 63, thanked the City Council on their generous grant of $2,694.00 to help in the acquisition of the Green-Copeland highway marker.

Ms. Soodeen reported that a grant was obtained to help the neutering/spading and vaccinations of feral cats in the Charles Town/Ranson area.

Mr. Tolbert recommended that Council hire an independent civil engineering firm to evaluate the Route 51 project and suggested that Charles Town invite representatives of Norfolk Southern Rail to public meetings about the project.

4. WARD REPORTS

Ward #1

Mr. Kratovil had nothing to report.

Ms. Ricketts reported that there was a house fire in Ward 1 and the American Red Cross is assisting the family. She reminded everyone to be careful when using portable electric heating devices.

Ward #2

Mr. Hynes had nothing to report.

Mr. Tester reported that this Thursday, December 5, 2024, is the opening performance of "A Christmas Story: The Musical" at The Old Opera House and that the Charles Town Christmas Parade will take place on Saturday, December 7, 2024, at 2:00PM.

Ward #3

Ms. Philabaum had nothing to report.

Ms. Rodd had nothing to report.

Ward #4

Ms. Sugrue had nothing to report.

5. MAYOR'S REPORT

Mayor Trainor reported that he will sign the 2024 Tree City USA Application for Certification this week. He also informed the Council that he will be attending the downtown Christmas Tree Lighting Ceremony on Friday, December 6, 2024, at 6:00PM and the Charles Town Christmas Parade on Saturday, December 6, 2024, at 2:00PM. Finally, he reported that the corrected November 13, 2024, Finance Committee Report will be added to the Information Only section of the next Council agenda packet.

6. COMMITTEE REPORTS

2024-1182: Ordinance Committee - November 21, 2024

Mr. Tester reported that the Ordinance Committee continues to work on the outdoor dining and free roaming/feral cat ordinances.

2024-1194: Infrastructure Committee Meeting - October 21, 2024

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

7. CITY MANAGER REPORT

2024-1205: City Manager Report - December 2, 2024

Mr. Nissel reviewed the City Manager report with the Council.

8. POLICE CHIEF REPORT

Lieutenant Manning reported that there were two vehicle break-in incidents at Willingham Knolls Park during the afternoon of December 1, 2024. He reminded people to lock unattended vehicles and that valuables should be stowed out of sight or locked in the trunk. He also reported an apparent unprovoked stabbing incident on Shutter Street on December 1, 2024. The stabbing suspect has been arrested, and the victim

has been flown to a medical facility and is in stable condition. The investigation is on-going.

9. UNFINISHED BUSINESS

2024-1188: Property Acquisition - Possible Executive Session

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

Ms. Sugrue recused herself citing possible conflict of interest.

Mayor Trainor declared the Council in Executive Session.

Mayor Trainor declared the Council out of Executive Session.

Mr. Hynes moved to direct Mr. John Nissel (City Manager) to sign the sale and purchase agreement with American Public University System, Inc. (APUS) on the subject parcels. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANMIOUS]**
MOVER:	Jeff Hynes
SECONDER:	Kevin Tester
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd
RECUSED	Sugrue
ABSENT:	George

2024-1183: Public Hearing - ZMA2024-03 Ann Street Rezoning -2nd read

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

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

Mr. Kratovil moved to close the public hearing. Mr. Hynes seconded the motion, and the public hearing was closed.

2024-1190: ZMA2024-03 Ann Street Rezoning -2nd read

Ms. Philabaum moved to approve the second reading to rezone approximately .81 acres/35,290 sq. ft. of land from Old-Town Residential to Planned Unit Development, for one single family detached home and nine townhomes. Ms. Sugrue seconded the motion.

Mr. Hynes moved to amend the motion to include a requirement for the applicant to dedicate 20% of the site for open space. Ms. Ricketts seconded the motion, and it passed by unanimous vote.

The original motion as amended passed by unanimous vote.

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

10. NEW BUSINESS

2024-1201: Public Hearing: ZMA204-04 Vinton-Hayes Rezoning

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

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

Mr. Kratovil moved to close the public hearing. Mr. Tester seconded the motion, and the public hearing was closed.

2024-1184: ZMA204-04 Vinton-Hayes Rezoning - 1st Read

Mr. Hynes moved to approve rezoning approximately 180 acres of land on two parcels from Urban Reserve to Neighborhood Residential. Mr. Kratovil seconded the motion, and it passed by a 4-3 vote.

RESULT:	**APPROVED [4-3]**
MOVER:	Jeff Hynes
SECONDER:	James Kratovil
AYES:	Kratovil, Hynes, Tester, Philabaum
NAYS:	Ricketts, Rodd, Sugrue
ABSENT:	George

2024-1133: First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative Code, Chapter 5 Administrative, Article 148 Schedule of Appeal Fees and Other Charges, Section 148.06 Planning and Zoning Services

Mr. Hynes moved to approve the first reading and consideration of an amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative Code, Chapter 5 Administrative, Article 148 Schedule of Appeal Fees and Other Charges, Section 148.06 Planning and Zoning Services. Mr. Tester seconded the motion.

Mr. Hynes amended his motion to include language in Section 148.06 stating that this section will be reviewed at a minimum of every three years. There were no objections, and the motion passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Kevin Tester
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, Sugrue
ABSENT:	Geroge

2024-1155: Options for Creative Street Dining Discussion

Mr. Hynes moved to direct the Ordinance Committee to research "padlet" style dining options for downtown Charles Town. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

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

2024-1179: 2025 Proposed City Council Meeting Schedule

Mr. Kratovil moved to approve the 2025 City Council meeting schedule. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2024-1180: 2025 City of Charles Town Holiday Calendar

Mr. Kratovil moved to approve the 2025 Charles Town Holiday Calendar. Mr. Tester seconded the motion, and it passed by unanimous vote.

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

2024-1181: Stone Spring Walking Trail Study

Mr. Hynes moved to table this agenda item until the December 16, 2024, Council meeting. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

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

2024-1187: City Led Public Meeting on Route 51 Project Discussion

Mr. Hynes moved to direct staff to schedule a public meeting pertaining to the Route 51 Project at Wright Denny Elementary School no later than February 14, 2025. Ms. Ricketts seconded the motion, and it passed by unanimous vote.

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

2024-1195: City Council Liaison's Report - Eastern Panhandle Transit Authority

Ms. Ricketts, the Eastern Panhandle Transit Authority's Jefferson County liaison, presented an update report to Council.

2024-1196: City Council Liaison's Report - Hagerstown/Eastern Panhandle Metropolitan Planning Organization

Ms. Ricketts, the Hagerstown/Eastern Panhandle Metropolitan Planning Organization's Jefferson County municipal liaison, presented an update report to Council.

2024-1197: City Council Liaison's Report - Jefferson County Development Authority

Ms. Ricketts, Charles Town's liaison to the Jefferson County Development Authority, presented an update report to Council.

2024-1198: Department of Transportation/Department of Highways Site Visit Report

Ms. Ricketts, reported on the Department of Transportation/Department of Highways site visit on October 22, 2024.

2024-1199: Infrastructure Retreat Discussion - Agenda Proposal and Date

Mr. Hynes moved to table this agenda item until the January 6, 2025, City Council meeting. Ms. Philabaum seconded the motion, and it passed by unanimous vote.

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

2024-1200: Legislative Priorities Discussion

Ms. Ricketts moved to table this agenda item until the December 16, 2024, City Council meeting to allow Council some time to develop, for submission, Charles Town's priorities for the upcoming West Virginia State legislative session. Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED**
MOVER:	Elizabeth Ricketts
SECONDER:	Jeff Hynes
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, Sugrue
ABSENT:	George

2024-1202: A Resolution to Shop Small Business December 2024

Ms. Ricketts moved to approve the Resolution to Shop Small Business December 2024. Mr. Tester seconded the motion, and it passed by unanimous vote.

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

11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

12. APPROVAL OF BILLS

2024-1204: Approval of Bills - December 2, 2024

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

13. ADJOURNMENT

Mayor Trainor asked if there was any other business to come before the Council. Hearing none, he adjourned the meeting at 10:15PM

14. INFORMATION ONLY - NEXT MEETING December 16, 2024, at 7:00PM

2024-1192: U.S. EPA Region 3 Thriving Communities Grant

2024-1193: Charles Town Police Department October Statistics

15. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas-and-minutes/

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1255: Finance Committee Meeting - December 12, 2024

ATTACHMENTS:

- FinanceCommitteeReport_12Dec2024.pdf

City of Charles Town Finance Committee Report
12 December 2024 Meeting

Drafted by: Bob Trainor - Chairman

Call to Order ooa 10:00AM

1. **Persons present:** Finance Committee Members: Ms. Julie Philabaum, Mr. Jeff Hynes, and Mr. Bob Trainor; City Manager, Mr. John Nissel; Financial Director, Ms. Lori Nice; and Accounting Clerk III, Ms. Briana Ballou

2. Unfinished Business

2024-1240: HdL Update

Staff advised the Committee that as of HdL's November 2024 invoice, the City credit has been reduced to $42,930.38 (attachment (1)).

3. New Business

2024-1241: License Fee Waiver Request - Possible Executive Session

The Committee entered into Executive Session to address this agenda item as well as agenda item #2024-1246: B&O Waiver Requests.

After Executive Session, Mr. Hynes moved the following:

Acct #	Committee Action	Remarks
8393	Deny Waiver Request	License Penalty Fees
2769	Grant Waiver Request	License Penalty Fees
1878	Grant Waiver Request	License and B&O Penalty Fees
1819	Grant Waiver Request	License Penalty Fees
7950	Grant Waiver Request	B&O Penalty Fees
8209	Grant Waiver Request	B&O Penalty Fees

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

Recommendations to the City Council: None, information only

2024-1242: General Fund Budget Revision #3

The staff presented the proposed budget revision #3 to the General Fund budget, primarily to account for the FY2025 COLA raises, increased insurance costs, and increased B&O tax receipts. (FY25 GenFund Revision #3 State Worksheet Draft included as attachment (2)).

Recommendations to the City Council: Review and approve Rev #3 to the General Budget

2024-1246: B&O Waiver Requests - Possible Executive Session

This agenda item was discussed during agenda item 2024-1241 – License Fee Waiver Request and Committee action is recorded under the same.

4. **Finance Director's Report**

2024-1244: October Operation Budget Update

Staff reviewed the Operation Budget (General Fund Budget) statements through October 2024 (attachment (3)).

Recommendations to the City Council: None, information only

2024-1245: October Capital Budget Update

Staff reviewed the Capital Budget statements through October 2024 (attachment (4)).

Recommendations to the City Council: None, information only

5. **Chairman's Report**
6. **The meeting was adjourned ooa 12:37PM**
7. **Next Scheduled Finance Committee meeting is Wednesday, 8 January 2025 at 10:00AM.**

HdL Billing Status

Updated **12-Dec-24**

As of 9 Oct 2024

Remitted to HdL	$ 78,389.16
Due HdL via Revised Invoice	$ 28,639.17
HdL Credit (after refunds)	$ 49,750.00

Invoices	Collected	50%	Less 15%	Credit Applied	Credit Due
September	$ -	$ -	$ -	$ -	$ 49,750.00
October	$ 40,595.76	$ 20,297.88	$ 14,208.52	$ 6,089.36	$ 43,660.63
November	$ 4,868.38	$ 2,434.19	$ 1,703.93	$ 730.26	$ 42,930.38

LGSD BR (Ver. 2020)

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER
Fiscal Year Ending: FY25
Fund: 1
Revision Number: 3
Pages: 1 of 2

City of Charles Town
GOVERNMENT ENTITY

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

101 E. Washington Street
STREET OR PO BOX

Charles Town | 25414
CITY | ZIP CODE

Municipality
Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
305	Business and Occupation Tax	1,845,000	150,000		1,995,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			150,000		

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
402	Economic Development	108,304	4,930		113,234
412	City Manager's Office	259,370	6,885		266,255
413	Treasurer's Office	548,000	165,000		713,000
415	City Clerk	94,354	8,202		102,556
425	Enforcement Agency	154,294	9,740		164,034
436	Building Inspection	129,431	9,000		138,431
437	Planning & Zoning	410,675	1,315		411,990
440	City Hall	766,204	8,055		774,259
699	Contingencies*	350,000		207,027	142,973
700	Police Department	2,774,098	93,400		2,867,498
NET INCREASE/(DECREASE) Expenditures			150,000		

APPROVED BY THE STATE AUDITOR

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

AUTHORIZED SIGNATURE OF ENTITY

12/16/2024
APPROVAL DATE

Attachment (2)
Page 1 of 2

EXPENDITURES (CONT'D) City of Charles Town

LGSD: BR City of Charles Town CONTROL NUMBER: FY25 1 3

FY FUND REV#

BUDGET REVISION REQUEST-SUPPLEMENT

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
750	Streets and Highways	660,271	50,500		710,771
	#N/A				
	#N/A				
	#N/A			

the city of Charles Town, WV

FY 2025 General Fund - October 2024 Budget to Actual

12Dec2024 FC Report
Attachment (3)

	REVENUES	Current Budget	October 2024	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes
	30005 Unassigned Fund Balance (Carryover)	4,724,453		4,724,453	(0)	100%	$500K reserve for revenue/expense FY24 + $659,452 remaining Revenue/Loss balance	Bringing FY24 carryover into FY25 budget.
	30101 Taxes - Ad Valorem	1,688,544	55,686	995,406	693,138	59%		
	30106 Supplemental Taxes	36,000	5,425	22,170	13,830	62%	Property taxes owed from previous years, but paid in the current fiscal year.	
	30107 Tax Loss Restoration Fund	-		-	-			
	30200 Interest as Penalty	10,000	1,729	7,971	2,029	80%		
	30300 Gas & Oil Severence Tax	33,000	24,053	24,053	8,947	73%	5% severance tax on gross receipts at the well head of oil and natural gas. $66K appears to be for 2 years. Confirm when payments are received.	
	30400 Utility Tax (2%)	200,000	47,049	116,021	83,979	58%		
	30500 Business & Occupation (B&O) Tax	1,845,000	25,008	1,061,647	783,353	58%	$459K actuals in FY24 thru 2/29/2024. Collections should continue through August 31 then be accrued to FY24, resulting in another revision to carry over balance.	
	30600 Liquor Tax	25,000	6,563	13,481	11,519	54%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.	
	30700 Animal Control Tax	1,600	205	1,331	269	83%		
	30800 Hotel/Motel Tax	200,000	16,504	70,651	129,349	35%	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	19,980	82,174	177,826	32%		
	32100 Parking Violation Penalties	40,000	4,530	11,161	28,839	28%	Revised based on new program details and current year performance.	
	32500 Business License Revenue	30,000	16,695	73,564	(43,564)	245%		
	32600 Building Permit Fees	550,000	83,447	201,978	348,022	37%	Building activity increasing/expected to remain strong through FY2025 with new development projects on the horizon and increases in permit fee structure.	
	32800 Franchise Tax	75,000	112	16,359	58,641	22%	Two Cable Franchisees; working with Shentel/GloFiber on franchisee compliance	
	33000 International Registration Plan (IRP) Fees	70,000	4,114	27,679	42,321	40%	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	173	681	1,019	40%	Revenue from utility bills for EMS (5 cents)	
	34000 Parks & Rec Fee	1,700	173	681	1,019	40%	Revenue from utility bills for parks and recreation (5 cents)	
	34200 Parking Meter Revenues	44,000	2,816	32,919	11,081	75%	Revenue from parking meters and parking permits including ParkMobile app.	
	34500 Rents & Concessions	60,000	5,533	25,717	34,283	43%	CTUB rental of 661 space ($30k total); CW Hall Revenue is recorded as Due to Building Commission/CWH Landlord, so revising down to reflect true flow of revenues	
	35300 Zoning Fee	17,000	2,855	7,908	9,092	47%	Zoning applications	
	35500 Street Improvement Fee	135,000	13,456	53,441	81,559	40%	Revenue from utility bills for street improvements ($4 per month); pending fee decision from Council	
	36504 Federal Government Grants	41,667		-	41,667	0%	DOJ/COPS grant for additional police officer. $125,000 across 3 years.	
	36600 State Government Grants	-	2,970	2,970	(2,970)			
	36700 Other Grants	-	229	1,229	(1,229)			
	36900 Contributions from Other Funds - Sales Tax	1,000,000	250,000	250,000	750,000	25%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets).	
	37600 Gaming Income	250,000	19,737	78,058	171,942	31%	Gaming receipts average $19K to $23K per month in the 2nd Quarter 2024.	
	37900 Gain/Loss - Sale of Fixed Assets	-		-	-			
	38007 Interest Income (Operating Acct)	35,000		7,924	27,076	23%		
	38100 Reimbursements	110,000	5,572	74,789	35,211	68%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.	
	38200 Refunds - Overpayments	400		855	(455)	214%		
	38600 Insurance Claims	-	2,500	2,500	(2,500)			
	39200 Property Rehabilitation	-		100	(100)			
	38700 Filing Fees	325		-	325	0%	Filing Fees Revenue - Election in FY25. $50.00 per person.	
	39700 Video Lottery	600,000	75,140	147,133	452,867	25%	Video lottery receipts average $13.4K to $22.2K per week.	
	39900 Misc Revenue	10,000	810	2,287	7,713	23%	Yard waste stickers and fingerprints	
	39902 Special Events - WV Fest	4,000		-	4,000	0%		
	39903 Special Events - General	900	50	975	(75)	108%	Special activities fees	
	39904 Special Events - CW Hall	8,500	350	3,150	5,350	37%		
	39907 Special Events - Car Show	7,000		9,350	(2,350)	134%	Car show registration and sponsors.	
	Total Revenues	**12,115,789**	**693,461**	**8,152,765**	**3,963,023**	**67%**		

	DEPARTMENT LINE ITEMS						**NOTES AND EXPLANATIONS**	
	Economic Development - 402	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	70,250	5,466	24,510	45,740	35%	Salary $68,844 plus 2.5% merit and holiday supplement.	
	04 FICA	5,374	418	1,875	3,499	35%	FICA @ 7.65%	
	05 Group Insurance	8,300	1,162	3,083	5,217	37%	Includes 14% premium increase projected by PEIA. $7,294 (Health Insurance), $540.48 (Life Insurance), Dental Ins ($266.16), Vision Ins ($111.00), EAP Premiums ($15.84)	
	06 Retirement	6,323	492	2,540	3,782	40%	PERS II Employer Contribution 9%	
	09 OPEB	2,108	167	606	1,502	29%	Deferred Compensation Employer Contribution 3%	
	11 Telephone	750		32	718	4%	Cell phone	
	14 Travel	4,200		115	4,086	3%	2 National Conferences; airfare, lodging, per-diem	
	20 Advertising/Legal Publications	-		-	-			
	21 Training & Education	-		-	-		$2,500 rolled under City Manager's office.	
	22 Dues & Subscriptions	2,000	74	365	1,635	18%	IEDC Membership, Survey Subscription, Adobe subscription	
	23 Professional Services	1,000		-	1,000	0%	Engineering Services	
	26 Insurance and Bonds	5,000		796	4,204	16%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
	41 Departmental Supplies	3,000	370	551	2,449	18%	Promotional items for events and City marketing and other departmental supplies.	
	43 Auto Supplies	-		-	-			
	Total Economic Development	**108,304**	**8,148**	**34,472**	**73,832**	**32%**		
	Federal Grants - 403	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	Professional Services	-		-	-			
	Departmental Supplies	-		-	-			
	Total Federal Grants	**-**	**-**	**-**	**-**			

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS	
	Mayor's Office - 409	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	01 Salary	12,500	1,042	4,167	8,333	33%	Mayor's Salary	
	04 FICA Tax Expense	1,000	80	319	681	32%		
	11 Telephone	-		-	-			
	14 Travel Expense	2,000		-	2,000	0%	WV Municipal League	
	20 Advertising/Legal Publication	-		-	-			
	21 Training & Education	1,000		-	1,000	0%		
	26 Insurance & Bonds	1,000		226	774	23%		
	41 Departmental Supplies	500	36	36	464	7%	$453.00 - Ceremonial Keys to the City and Coins	
	68 Community Contributions	2,000		696	1,305	35%		
	Total Mayor's Office	**20,000**	**1,157**	**5,443**	**14,557**	**27%**		
	Council - 410	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	01 Salaries	40,000	3,333	13,125	26,875	33%	Eight Council Members at $5,000 annual salary	
	04 FICA Tax Expense	3,100	255	1,004	2,096	32%		
	14 Travel Expense	4,800		-	4,800	0%	Conferences	
	20 Advertising	-		-	-			
	21 Training & Education	3,200		1,849	1,351	58%	Conference Registration ($450 per registration)	
	26 Insurance & Bonds	3,200		723	2,477	23%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability	
	41 Departmental Supplies	700		68	632	10%		
	Total Council	**55,000**	**3,588**	**16,770**	**38,230**	**30%**		

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS	
	City Manager - 412	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	180,000	13,707	61,958	118,042	34%	City Manager Salary ($120,000) + 2.5% Merit ($1,545) + Holiday Supplement ($500) Deputy City Clerk Salary (from $52,674 to $54,000) + 2.5% Merit ($695.25) + Holiday Supplement ($500) City Manager requesting promotion and salary increase for from Deputy City Clerk to City Clerk. Finance Committee approved dollar amount.	
	04 FICA Tax Expense	14,500	1,062	4,755	9,745	33%	FICA Tax @ 7.65%	Increase due to additional overtime allocation.
	05 Group Insurance	2,000	8	540	1,460	27%	Health, Dental, Vision, Life insurance, EAP	
	06 Retirement	16,200	1,250	5,594	10,606	35%	9% Employer Contribution PERS I and II	
	08 Overtime	1,000	176	196	804	20%		Allocation for Deputy City Clerk overtime.
	09 OPEB	5,400	411	1,844	3,556	34%	3% Employer Contribution Deferred Compensation plan	
	11 Telephone	520		42	478	8%	Mobile phone service	
	14 Travel Expense	1,500		-	1,500	0%	WVML Trip, City Clerk Election Training	
	20 Advertising	-		-	-			
	21 Training & Education	21,500	325	1,800	19,700	8%	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500	$1500 allowance for City Attorney training.
	22 Dues & Subscriptions	1,000		-	1,000	0%	Adobe subscriptions. ICMA and WVML Fees.	
	23 Professional Services	-		-	-		Background checks for City Manager candidates. Not required this year.	
	26 Insurance & Bonds	15,000		3,446	11,554	23%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability	
	41 Departmental Supplies	750	43	43	707	6%	Misc. Office Supplies	
	43 Auto Supplies (Gas & Oil)	-		-	-		Gas is covered under travel expenses.	
	Total City Manager	**259,370**	**16,982**	**80,217**	**179,153**	**31%**		

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS	
	Treasurer - 413	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	235,000	13,928	71,150	163,850	30%	Director of Finance ($100,000), Accounting Clerk III ($44,762), Accounting Clerk II 0.5 FTE ($40,685), Accounting Clerk I ($37,500) plus 2.5% merit, holiday supplement, and overtime.	
	04 FICA Tax Expense	19,000	1,073	5,525	13,475	29%	FICA Tax @ 7.65%	Increase due to additional overtime allocation.
	05 Group Insurance	25,000	3,599	14,230	10,770	57%	Health, Dental, Vision, Life insurance, EAP	
	06 Retirement	21,150	1,262	6,486	14,664	31%	9% Employer Contribution PERS I and II	
	08 Overtime	2,000	98	1,068	932	53%		Allocation for Accounting Clerks I, II & III overtime.
	09 OPEB	7,050	491	1,949	5,101	28%	3% Employer Contribution Deferred Compensation plan	
	11 Telephone	500		32	468	6%	Director of Finance Cell Phone	
	12 Printing	-		-	-			
	14 Travel Expense	4,000	745	745	3,255	19%	Director & Acct. Clerk III - WV Government Finance Officers Association Training	
	18 Postage	-		-	-		Transfer cost to City Hall and Pitney Bowes machine.	
	20 Advertising/Legal Pubs	2,000		49	1,952	2%	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.	
	21 Training & Education	-		-	-		$4,000 Rolled into City Manager's budget	
	22 Dues & Subscriptions	800		-	800	0%	Adobe subscription for Director & Accounting Clerk III	
	23 Professional Services	2,500		2,950	(450)	118%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)	
	24 Audit Costs	42,000	15,000	17,400	24,600	41%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit	
	26 Insurance & Bonds	15,000		3,919	11,081	26%	General Liability, Worker's Compensation, Umbrella	
	30 Contracted Services	25,000		-	25,000	0%	Tyler Technologies - Incode Annual License Fee - $20,000 Business License Software Maintenance (Progressive Solutions) - $5,000	
	30 B&O Collections - Contracted Services		8,555	68,304	(68,304)			
	38 Refunds	145,000		6,349	138,651	4%		
	41 Departmental Supplies	2,000	38	539	1,461	27%	Paper folder machine ($500)	
	59 Capital Outlay	-		-	-			
	Total Treasurer	**548,000**	**44,790**	**200,695**	**347,305**	**37%**		
	Court Clerk - 415	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	62,000	4,731	21,394	40,606	35%	Court Clerk Salary: $59,996 plus 2.5% merit, and holiday supplement	
	04 FICA	5,060	371	1,656	3,404	33%	FICA Tax @ 7.65%	Increase due to additional overtime allocation.
	05 Group Insurance	12,529	2,544	6,380	6,149	51%	Health, Dental, Vision, Life insurance, EAP + 14% premium increase	
	06 Retirement	5,580	437	1,948	3,632	35%	9% Employer Contribution PERS I and II	
	08 Overtime	1,000	122	255	745	26%		Allocation for Court Clerk overtime.
	09 OPEB	1,860	152	540	1,320	29%	3% Employer Contribution Deferred Compensation plan	
	14 Travel	500		-	500	0%	Court Clerk training and Election training	
	18 Postage	-		35	(35)			
	20 Advertising/Legal Publications	700		-	700	0%		
	21 Training & Education	-		-	-		$500 transferred to City Manager's budget. WVML training and Election training.	
	22 Dues & Subscriptions	-		-	-			
	23 Professional Services	-		-	-			
	24 Audit Costs	-		-	-			
	26 Insurance & Bonds	4,500		1,044	3,456	23%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella	
	30 Contracted Services	25		-	25	0%	Flu shot	
	41 Departmental Supplies	600	8	35	565	6%	Ink cartridges, paper stock	
	Total Court Clerk	**94,354**	**8,365**	**33,287**	**61,067**	**35%**		

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS	
	Police Judges - 416	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	32,000	1,250	8,750	23,250	27%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; and extra $2k for special judge.	
	04 FICA	2,400	96	669	1,731	28%		
	14 Travel	500		-	500	0%	WV State mandated annual training for magistrates & judges	
	21 Training & Education	1,000		-	1,000	0%	WV State mandated annual training for magistrates & judges	
	22 Dues and Subscriptions	100		-	100	0%		
	23 Professional Services	1,000		-	1,000	0%		
	26 Insurance & Bonds	2,500		579	1,921	23%		
	41 Departmental Supplies	-		-	-			
	Total Police Judges	**39,500**	**1,346**	**9,998**	**29,502**	**25%**		
	City Attorney - 417	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	150,000	11,538	28,846	121,154	19%		Salary $ plus 2.5% merit and holiday supplement.
	04 FICA	12,000	883	2,207	9,793	18%		FICA @ 7.65%
	05 Group Insurance	13,000	88	88	12,912	1%		Health, Dental, Vision, and Life insurance.
	06 Retirement	13,500	1,038	2,250	11,250	17%		PERS II Employer Contribution 9%
	09 OPEB	4,500	346	865	3,635	19%		Deferred Compensation Employer Contribution 3%
	11 Telephone	2,000		-	2,000	0%		$1500 cell phone cost and $500 for monthly services.
	14 Travel	1,000		-	1,000	0%		Travel allowance for various trainings.
	20 Advertising/Legal Publications	1,000		-	1,000	0%		Allowance for legal publications.
	21 Training & Education	-		-	-			Rolled under City Manager's office.
	22 Dues & Subscriptions	1,500		-	1,500	0%		Allowance for legal subscriptions and memberships.
	23 Professional Services	25,000	2,578	11,600	13,400	46%	Cost for outside legal council.	
	26 Insurance and Bonds	5,000		-	5,000	0%		Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	41 Departmental Supplies	500	58	58	442	12%		Miscellaneous office supplies.
	Total Attorney	**229,000**	**16,529**	**45,914**	**183,086**	**20%**		

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS	
	Enforcement Agency - 425	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	56,000	4,208	19,330	36,670	35%	Code Enforcement Officer: $54,322.83 plus 2.5% merit and holiday supplement.	
	04 FICA	4,284	322	1,479	2,805	35%	FICA @ 7.65% of Salary	
	05 Group Insurance	1,140	1,162	2,781	(1,641)	244%	Includes 14% premium increase projected by PEIA. Current expenses include: Life Ins. ($545 per mo), Dental ($266 per mo), and Vision ($111 per mo).	
	06 Retirement	5,040	379	1,698	3,342	34%	PERS II Employer Contribution 9%	
	09 OPEB	1,680	184	682	998	41%	457(b) Deferred Compensation Employer Contribution (3%)	
	11 Telephone	2,250		1,837	413	82%		Allocation for new cell phone.
	14 Travel	3,000		-	3,000	0%	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas	
	18 Postage	1,000	176	1,079	(79)	108%	Certified Mailings	
	20 Advertising/Legal Publications	1,000		-	1,000	0%		
	21 Training & Education	-		-	-		$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)	
	22 Dues & Subscriptions	1,000	75	245	755	25%	Women in Code Enforcement (WICED) Membership Fees ($35) ICC Membership ($160/yr)	
	26 Insurance and Bonds	3,800		881	2,919	23%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
	30 Contracted Services	71,100		-	58,312	18%	Kimley-Horn Engineering Services / Nuisance Properties; discuss process w/council. Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.	
	30 Nuisance Properties - Contracted Services		5,000	12,788				
	41 Departmental Supplies	3,000		2,241	759	75%	Office printer, building safety month supplies, jackets, boots, code books	
	43 Auto Supplies	-		-	-		Under Maintenance budget	
	Total Enforcement Agency	**154,294**	**11,505**	**45,040**	**109,254**	**29%**		
	Regional Dev Authority - 435	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	22 Dues & Subscriptions	6,600		6,142	458	93%	Region 9 Assessment - Fees are going up	
	Total Regional Dev. Authority	**6,600**	**-**	**6,142**	**458**	**93%**		
	Total City Administration	**1,514,422**	**112,411**	**477,979**	**1,036,444**			

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS	
	Building Inspections - 436	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	82,300		21,065	61,235	26%	Building Official/Inspector: $80,653.29 plus 2.5% merit plus holiday supplement	
	04 FICA	6,296		1,611	4,685	26%	FICA @ 7.65% of Salary	
	05 Group Insurance	1,650	2	378	1,272	23%	Dental/Life/Vision/EAP Premiums	
	06 Retirement	7,100		1,778	5,322	25%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods	
	09 OPEB	1,575		395	1,180	25%	457(b) Deferred Comp Employer Contribution (3%). $60.53 per pay period * 26 pay periods	
	11 Telephone	1,010		84	926	8%	Two lines; one is a hot spot. $84.18 per month x 12 months = $1,010.16 per year in actual costs	
	14 Travel	3,000		-	3,000	0%	National ICC Conference; Women in Code Enforcement Training; airfare, lodging, meals, gas	
	17 R&M Auto	-		-	-		Under Maintenance budget	
	18 Postage	1,000		-	1,000	0%	Certified mailings for property Notice of Violations	
	20 Advertising/Legal Publications	500	1,238	1,278	(778)	256%	Job posting costs	
	21 Training & Education	-		-	-		$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.	
	22 Dues & Subscriptions	1,000		-	1,000	0%	ICC membership dues; WICA subscription	
	23 Professional Services	15,000	17,900	17,900	(2,900)	119%	To cover expenses associated with inspections; compliance.	Allowance for outsourcing inspections.
	26 Insurance & Bonds	6,000		1,334	4,666	22%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
	41 Departmental Supplies	3,000		33	2,967	1%	Mobile printer for vehicle, jackets, boots, building safety month	
	43 Auto Supplies	-		-	-		Under Maintenance budget	
	Total Building Inspections	**129,431**	**19,140**	**45,857**	**83,574**	**35%**		

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS	
	Planning & Zoning - 437	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	243,000	18,482	85,350	157,650	35%	Director of Community Development: $96,937, City Planner/Zoning/Subdiv Administrator: $84,721, Permit Tech: $50,141 plus 2.5% step increase on 1/1/2025 for all three positions. Includes Holiday Supplement pay ($500 x 3 employees = $1,500) and summer intern ($5,250).	
	04 FICA	19,050	1,427	6,583	12,467	35%	FICA @ 7.65% of Salary	Increase due to additional overtime allocation.
	05 Group Insurance	31,000	2,552	7,080	23,920	23%	Includes 14% increase projected by PEIA. Health/Dental/Life/Vision/EAP Premiums	
	06 Retirement	23,085	1,679	7,473	15,612	32%	PERS II Employer Contribution (9%)	
	08 Overtime	500	171	703	(203)	141%		Allocation for Permit Tech. overtime.
	09 OPEB	7,290	377	1,544	5,746	21%	457(b) Deferred Comp Employer Contribution (3%).	
	11 Telephone	250		20	230	8%	Director's department cell phone	
	14 Travel	8,000		-	8,000	0%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Kim - MGO Conference	
	18 Postage	1,000		-	1,000	0%	Certified Mailings; Legal notices, yard sign postings	
	20 Advertising/Legal Publications	4,500		260	4,240	6%	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	
	22 Dues & Subscriptions	3,000	299	405	2,595	13%	AICP Membership; Kim ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.	
	23 Professional Services	5,000	17	17	4,983	0%	GIS Aerial imagery, Engineering Services, Background Checks	
	26 Insurance & Bonds	20,000		3,797	16,204	19%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
	30 Contracted Services	30,000	6,152	7,042	22,958	23%	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;	
	31 Contracted Services - Tree Board	2,000		-	2,000	0%	To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.	
	38 Refunds	-		50	(50)			
	41 Departmental Supplies	4,000	210	556	3,444	14%	Public hearing signs, office supplies, promotional supplies	
	53 Computer Software / Tech	9,000		730	8,270	8%	MyPermit Now Monthly Fees	
	59 Capital Outlay	-		-	-			
	Total Planning and Zoning	**410,675**	**31,366**	**121,610**	**289,065**	**30%**		
	Total City Bldg Inspection, P&Z, and Enforcement Agency	**802,704**	**70,159**	**246,980**	**555,725**			
	Elections - 438	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	12 Printing	3,000		-	3,000	0%		
	20 Advertising/Legal Publications	500		-	500	0%	Publish ballot multiple times	
	23 Professional Services	-		-	-			
	30 Contracted Services	5,000		-	5,000	0%	Poll workers for early voting and day of election.	
	41 Departmental Supplies	2,000		-	2,000	0%	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers	
	Total Elections	**10,500**	**-**	**-**	**10,500**	**0%**		

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS	
	City Hall - 440	Current Budget	October 2024	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes
	3 Salaries	95,000	7,342	32,928	62,072	35%	Director of Operations Salary: $92,500 + 2.5% Merit + Holiday Supplement	
	4 FICA Taxes	7,600	562	2,519	5,081	33%	FICA @ 7.65%	
	5 Group Insurance	16,500	2,544	6,845	9,655	41%	Health, Dental, Vision, Life, Employee Assistance Program	
	6 Retirement	9,500	661	2,964	6,536	31%	9% Employer Contribution	
	9 OPEB	2,000	278	1,104	896	55%	3% Deferred Compensation Employer Contribution	
	11 Telephone	18,000	2,274	7,472	10,528	42%	WebEx Phone Services ($6,000), Internet Service ($3,012), Cell phone - Director ($384), Rouss Hall Phone Service ($7,200 per year/$600 per mo.) **Proposing upgrade to internet service. 1 Gbps with GloFiber. $1,900 per month, $22,800 per year. One time set up fee $1,900. $950 set up cost allocated to Police Dept, $950 set up cost allocated to City Hall. Please review quote in attachments.**	
	13 Utilities	26,200	4,052	4,250	21,950	16%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer	
	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	12,000		159	11,841	1%	Elevator Services and City Hall maintenance.	
	16 Repair & Main. Equipment	-		-	-			
	17 Repair & Main. Auto	-		-	-			
	18 Postage	4,000		895	3,105	22%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection	Allowance for increase in postage costs.
	19 Bldg & Equipment Rental	250,000	20,243	80,748	169,252	32%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer	
	20 Advertising/Legal Publications	5,000	265	1,041	3,959	21%	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	0%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)	
	23 Professional Services	25,000	1,800	7,828	17,172	31%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.	
	24 Audit Costs	-		-	-			
	26 Insurance & Bonds	17,000	964	10,077	6,923	59%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial	
	30 Contracted Services	181,404	9,681	53,425	127,979	29%	Sustainable Strategies (Grant Consultant, Matt Ward) - $28,800 ($2,400 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Printer & Copier Lease - $14,400 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $35,000 Payroll Processing Base Fees - $3,864 ADP Software Recurring Annual Fee - $19,440 Tek Advisors - Moving this out of Capital Budget and into Operating budget - $75,000 per year.	
	31 Bad Debt Expense	-		-	-			
	32 Bank Charges	60,000		12,067	47,933	20%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	Allocation for credit card merchant fees.
	37 Other Fees/Taxes	1,500		-	1,500	0%	Late fees	
	41 Departmental Supplies	15,000	1,591	3,863	11,137	26%		Increase due to rising kitchen, cleaning, & office supplies costs.
	43 Auto Supplies (Gas & Oil)	-		-	-			
	53 Computer Software / Tech	15,000		11,763	3,237	78%	City Sonic Wall Annual License - $1,700 Clearcaster Annual License - $1,700 Granicus Annual License - $9,500 - Agenda management,Online training, Audio/Visual software for livestreaming meetings VEEAM Annual Maintenance - $600.00 Zoom Fees - $1,500 per year	
	59 Capital Outlay	-		-	-			
	68 Contributions	-		-	-			
	70 Capital Lease	-		-	-			
	75 Special Emergency Expense	-		-	-		Covid related expenses	
	Total City Hall	**766,204**	**52,257**	**239,946**	**526,258**	**31%**		

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS	
	Contributions/Transfers - 444	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	68 Contributions - "But For" Organizations	60,000		-	60,000	0%	Citizens Fire Co. $95K and EPTA Requests $50K	
	68 Community Awards	-		-	-			
	68 Contributions - Revive Grant	20,000		-	20,000	0%	Unspent Revive! Funding rolled over to FY24	
	68 Contributions - Façade Improvement Program	15,000		-	15,000	0%		
	68 Contributions - Homeless Solutions	25,000		14,402	10,598	58%	County Homelessness position funding commitment	
	68 Contribution - Nuisance Property Expenses	-		-	-		Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.	
	68 Contributions - Sidewalk Improvement Program	15,000		-	15,000	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	
	Total Contributions/Transfers	**135,000**	**-**	**14,402**	**120,598**	**11%**		
	Parking - 571	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	41,614	3,100	6,124	35,491	15%	Base salary, contingency, 2.5% merit, holiday supplement, and clothing allowance	
	04 FICA Tax Expense	3,500	237	468	3,032	13%	FICA @ 7.65%	Increase due to additional overtime allocation.
	05 Group Insurance	9,300	63	63	9,237	1%	Health, Dental, Vision, Life, Employee Assistance Program	
	06 Retirement Expense	3,600	279	695	2,905	19%	9% Employer Retirement Contribution	
	08 Overtime	2,000		-	2,000	0%		Allocation for parking attendant overtime.
	09 OPEB	1,400	91	227	1,173	16%	3% Deferred Compensation Employer Contribution	
	13 Utilities	1,200	215	215	985	18%	Electric Service	
	16 Repair & Main - Equipment	3,000		-	3,000	0%	Parking meter repairs and maintenance	
	18 Postage	500		-	500	0%		
	19 Bldg & Equipment Rental	1,000		-	1,000	0%		
	20 Advertising / Legal Publications	500		-	500	0%		
	23 Professional Services	-		-	-			
	26 Insurance & Bonds	3,000		653	2,347	22%	Prof Liability, Umbrella, Automobile, Worker's Comp	
	30 Contracted Services	500		-	500	0%		
	41 Departmental Supplies	5,000	693	869	4,131	17%	Office Supplies, Batteries, Handheld Printer Paper	
	45 Uniforms	500		793	(293)	159%	Jacket, Uniform Shirt, Patches, Badge, etc.	
	53 Computer Software/Tech	4,000		-	4,000	0%	United Public Safety/T2 Annual Fees	
	Total Parking	**80,614**	**4,678**	**10,107**	**70,508**	**13%**		

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS	
	Contingencies - 699	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**Budget Balance**	**Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	Other Contributions	350,000		-	350,000	0%	Placeholder for 3.2% COLA ($84,900 plus $16,980 for FICA/Retirement Cont.); $50,000 for emergency snow costs. $41,667 for COPS grant for additional police officer.	Allowance for city wide unexpected expenses.
	Total Contingencies	**350,000**	**-**	**-**	**350,000**	**0%**		
	Police Department - 700	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	1,537,798	115,405	505,484	1,032,314	33%	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. Seven (7) Patrolman ($52,998.40 - $55,681.60) Two (2) Patrolman First Class ($58,510.40 - $64,542.40) Three (3) Sergeants ($76,689.60 - $86,756.80) Two (2) Lieutenants ($93,246.40 - $95,576.00) Three (3) Corporals ($67,808 - $82,617.60) Three (3) Administrative personnel ($36,276.00 - $55,910.40) One (1) Chief ($134,650)	Allowance for additional promotions.
	04 FICA	51,200	6,501	28,050	23,150	55%	FICA Tax at 7.65%	Increase due to additional overtime allocation.
	05 Group Insurance	180,000	29,955	72,384	107,616	40%	PEIA/Health insurance increase from $9K to $12K per month.	
	06 Retirement	140,000	11,053	48,823	91,177	35%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)	
	07 Police Pension	64,000	6,286	21,781	42,219	34%	Legacy CTPD Retirement System	
	08 Overtime	160,000	14,091	74,219	85,781	46%		Allowance for unanticipated police overtime.
	09 OPEB	48,000	4,011	15,590	32,410	32%	457(b) Deferred Compensation 3%	
	10 Prior Year SS Exemption Correction	-	(445)	570	(570)			
	11 Telephone	48,500	2,883	8,433	40,067	17%		
	13 Utilities	48,000	5,541	12,106	35,894	25%	Electric and Internet Service, increase in FY254.	
	14 Travel	4,000	211	825	3,175	21%		
	15 R&M Building & Grounds	2,200	80	358	1,842	16%	Lights, Paint, Air Filters, Electrical supplies, Batteries	
	16 R&M Equipment	2,500	3,705	4,398	(1,898)	176%	Generator Service	
	17 R&M Auto	45,000	2,637	9,633	35,367	21%	Oil changes, Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, Tires, etc.	
	18 Postage	1,300		8	1,292	1%		
	19 Building & Equipment Rental	100,000	8,357	32,760	67,240	33%		
	20 Advertising/Legal Publications	5,600		1,458	4,143	26%	New Hire Ads 3-6 ads in local paper	
	21 Training & Education	20,000	716	2,495	17,505	12%		
	22 Dues & Subscriptions	2,000		60	1,940	3%	WVCOP Dues, IACP, SRO, Journal	
	23 Professional Services	6,500		445	6,055	7%	Polygraph Exams, Physical Exams, Diagnostic Imaging	
	26 Insurance & Bonds	105,000		24,902	80,098	24%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance	
	30 Contracted Services	48,000	1,968	7,607	40,393	16%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.	
	32 Bank Charges	250		-	250	0%		
	37 Other Fees & Taxes	250		-	250	0%	661 George St. Ambulance Fees	
	41 Departmental Supplies	40,000	5,350	9,485	30,515	24%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery	
	43 Auto Supplies	65,000	5,980	18,920	46,080	29%	Gas for Police Vehicles	
	45 Uniforms	20,000	2,814	5,590	14,410	28%		
	53 Computer Software/Tech	29,000	8,712	21,198	7,802	73%	CAD, Guardian Tracking, Police One Academy, Powerdms, POSS-Essentials	
	Total Police Dept	**2,774,098**	**235,811**	**927,582**	**1,846,516**	**33%**		

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS	
	Police-Special Duty Crossing Guard - 704	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	34,803	3,317	7,873	26,930	23%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA.	
	04 FICA Tax Expense	2,600	254	602	1,998	23%		
	26 Insurance & Bonds	1,750		443	1,307	25%		
	41 Departmental Supplies	250		-	250	0%	Stop signs	
	45 Uniforms	500		-	500	0%	Reflective jackets and vests	
	43 Auto Supplies (Gas & Oil)	-		-	-			
	Total Police - Special Duty Crossing Guard	**39,903**	**3,570**	**8,918**	**30,985**	**22%**		
	Total Police and Crossing Guards	**2,814,001**	**239,382**	**936,501**	**1,877,500**			
	Dog Warden - 707	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	Contributions	1,600		-	1,600	0%	City passes along the dog tag fees to the County	
	Total Dog Warden	**1,600**	**-**	**-**	**1,600**	**0%**		

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS	
	Maintenance - 750	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	03 Salaries	263,643	18,738	85,712	177,931	33%	Promote Maintenance Supervisor to Director; increase in salary from $73,418 to $80,000, plus three (3) Maintenance Staff: $66,454, $49,995 and $42,064 plus 5.0% Merit and Holiday Supplement.	
	04 FICA Tax Expense	21,491	1,492	6,861	14,630	32%	FICA @ 7.65%	Increase due to additional overtime allocation.
	05 Group Insurance	26,000	3,627	9,681	16,319	37%	Health, Dental, Vision, Life, Employee Assistance Program	
	06 Retirement	23,728	1,755	7,906	15,822	33%	9% Employer Contribution	
	08 Overtime	5,000	767	3,978	1,022	80%		Overtime allowance for maintenance employees.
	09 OPEB	7,909	426	1,625	6,284	21%	3% Deferred Compensation Employer Contribution	
	11 Telephone	3,000		59	2,941	2%	Field staff equipped with cell phones	
	13 Utilities	100,000	20,153	20,605	79,395	21%	Electric (street lights), water, sewer, and internet	
	14 Travel Expense	1,500		-	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed	
	15 R&M Buildings and Grounds	34,000	18,794	18,848	15,152	55%	General maintenance of city buildings.	Increase for elevator and HVAC repairs transfererd from capital outlay. This also includes repairs for Ortegas equipment per contract.
	16 R&M Equipment	15,000	5	5,350	9,650	36%	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	1,679	4,041	5,959	40%	Regular maintenance of department vehicles.	Allocation for additional vehicle repair.
	19 R&M Bldg and Equip Rental	-		-	-		Equipment rented as required to maintain various city buildings.	
	20 Advertising	-		-	-		Spring and Fall Cleanup. Additional city sponsored projects as required.	
	21 Training & Education	-		-	-		Maintain certifications; other skill enhancement training as required/proposed	
	22 Dues & Subscriptions	500	185	185	315	37%	Camera subscription and CDL License Fees	Additional allocation for CDL licenses.
	23 Professional Services	500		104	396	21%	CDL physicals	Additional allocation for CDL physicals.
	26 Insurance & Bonds	19,000		4,227	14,773	22%	Liability, Worker's Comp, Vehicle Insurance	
	30 Contracted Services	55,000	3,805	13,967	41,033	25%	Trash Service, Box Rental Fees, Contractor for Tree Services, Snow Removal and Salt	Allowance for Happy Retreat Ash tree removal.
	41 Departmental Supplies	41,000	843	8,098	32,902	20%	General maintenance annual supplies.	$5000 for PPE and tree work tools. $9000 for street light replacement. $5000 for street signs and poles. $10,000 for Christmas wreaths transferred from Fairs/Festivals.
	43 Auto Supplies (Gas, Oil & Tires)	28,000	1,966	8,581	19,419	31%	Other city vehicle maintenance.	$5000 tire expenses transferred from Capital Outlay.
	45 Uniforms	5,000	6,797	7,894	(2,894)	158%	Cintas service cost increase	Reduced due to termination of Cintas contract.
	53 Software/Tech	-		-	-			GoGov Work Order Software cost transferred from supplies.
	59 Capital Outlay	-		-	-		Elevator repairs, HVAC repairs, tires, various equipment.	$5000 transferred to Auto Supplies and $20,000 transferred to R&M Buildings and Grounds.
	Total Streets	**660,271**	**81,031**	**207,721**	**452,550**	**31%**		
	Visitor's Center - 901	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	13 Utilities	-		-	-		Electric Service for Rouss Hall - moved to City Hall Utilities per State Auditor's budget	
	15 R&M - Building & Grounds	-		-	-			
	23 Professional Services	-		-	-			
	30 Contracted Services	-		-	-			
	41 Departmental Supplies	-		-	-			
	66 Contributions	100,000	8,316	27,074	72,926	27%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center. Hotel/Motel Tax Revenue is trending 6% higher than FY24; primarily in August and January.	
	Total Visitor's Center	**100,000**	**8,316**	**27,074**	**72,926**	**27%**		

	DEPARTMENT LINE ITEMS						NOTES AND EXPLANATIONS	
	Fairs/Festivals - 903	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	19 Bldg & Equipment Rental	-		-	-		No longer needed, we bought a generator.	
	20 Advertising/Legal Publications	2,000		50	1,950	3%		Allowance for increase of Carlisle Ads costs.
	30 Contracted Services	36,000	1,418	2,518	33,482	7%	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($4,300), Signage ($2,000), Inflatables ($2,000), Labor ($2,100), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($1,000), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Labor ($700) **Halloween** Labor ($146) **Christmas Parade** Labor ($146)	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1500), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Gaming Trailer ($1,000)
	38 Refunds	-		85	(85)			
	41 Departmental Supplies	22,000	207	5,955	16,045	27%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($325), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs **Christmas Wreaths - $3,000**	**WV Fest** Water/cups ($1,500), Sinage ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($2000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500) **Christmas Wreathes** - Transferred to Maintenance.
	52 Computer Software	1,300		-	1,300	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	3,300	700	83%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.	
	Total Fairs/Festivals	**65,300**	**4,925**	**11,908**	**53,392**	**18%**		
	Transfers - 960/698 SAO	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	01 Transfers to Capital Reserve - Repaving	130,000	53,872	53,872	76,128	41%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures	
	02 Transfers to Capital Reserve - One Time Funding	3,714,452		3,714,452	-	100%	$659,452 Revenue/Loss Allowance	$3,055,000 for Jefferson Memorial Park pool.
	03 Transfers Out - Parks & Rec	120,000	28,316	67,074	52,926	56%	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.	
	04 Transfers to Residual Fund	263,319		263,319	-	100%		Transfer to Residual Fund to build up Rainy Day savings.
	11 Transfers to Capital Reserve - Table Games	850,000	148,644	148,644	701,356	17%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.	
	Total Transfers	**5,077,771**	**230,832**	**4,247,361**	**830,410**	**84%**		
	General Government - 975	**Current Budget**	**October 2024**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**
	Contributions	-		-	-			
	Total General Government	**-**	**-**	**-**	**-**			
	Total Expenses	**12,115,789**	**784,337**	**6,340,465**	**5,775,325**		**Provides for comparable year-over-year comparision of operating costs**	
	Surplus or Deficit	**(0)**	**(90,876)**	**1,812,301**	**(1,812,301)**			

the city of Charles Town, WV

FY 2025 Capital Reserve Budget - October Budget to Actual

Approved : 08-05-2024

CAPITAL BUDGET REVENUES

REVENUES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*OCTOBER 2024*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
Capital Reserve Carryover		$ 4,881,215		$ 4,881,215	$ -	100%	Carryover balance from FY2024 Capital Reserve - Improvement Budget.
36800 Contributions from GF ($659,452 Revenue/Loss & $3,055,000 Pool)		$ 3,714,452	$ 8,956	$ 3,723,408	$ (8,956)	100%	Contributions from GF - $659,452 from Revenue/Loss and $3,055.000 from FY24 Carryover disignated for JMP Pool.
33000 Developer Fees		$ 100,000	$ 42,168	$ 115,504	$ (15,504)	116%	Estimated based on FY2024 receipts
36800 Contributios from GF - Lottery / Gaming Revenue		$ 850,000	$ 148,644	$ 166,103	$ 683,897	20%	All lottery/gaming revenue remitted to Charles Town gets XFRD to Capital Reserve from GenFund.
38000 Interest on Bank Accounts & Other Sources		$ 60,000		$ 24,676	$ 35,324	41%	Reveue from 3 diferent interest bearing checking accounts.
TOTAL REVENUES	**$ -**	**$ 9,605,667**	**$ 199,769**	**$ 8,910,906**	**$ 694,761**	**93%**	

CAPITAL BUDGET EXPENSES							
EXPENDITURES	***ENCUMBERED***	***FY 2025 CURRENT BUDGET***	***OCTOBER 2024***	***FY 2025 YTD ACTUAL***	***FY 2025 BUDGET BALANCE***	***% OVER/UNDER BUDGET***	***NOTES***
975 GENERAL GOVERNMENT							
975-23 General Government Professional Services - Capital Improvement Plan		$ 125,000		$ -	$ 125,000	0%	Outsourcing costs to create a rigorous 5 year revolving capital improvement plan for all areas of the City.
975-23 General Government Professional Services - Zoning & Subdivision Ordinance Overhaul	$ 100,000	$ 150,000		$ -	$ 150,000	0%	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000.
975-58 General Government Capital Outlay - Chairs for Staff		$ 10,000		$ -	$ 10,000	0%	20 chairs for staff.
975-58 General Government Capital Outlay - Rouss Hall Landlord buy back		$ 140,000		$ -	$ 140,000	0%	
975-59 General Government Capital Outlay Technology - Computer Replacement		$ 25,000		$ -	$ 25,000	0%	Computer replacement program for all General Government departments.
975-59 GG Capital Outlay Technology - GovTech Software		$ 100,000		$ -	$ 100,000	0%	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and Incode (except for the court module). Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement.
975-59 General Government Capital Outlay Technology - Data Center Centralization		$ 120,000	$ 122,152	$ 122,152	$ (2,152)	102%	
975-59 General Governement Capital Outlay Technology - Payroll & Human Resource Onboarding Services Implementation Cost		$ -		$ -	$ -		
975-59 General Government Capital Outlay Technology - Zoom Room Equipment Upgrade		$ 5,790		$ -	$ 5,790	0%	
TOTAL GENERAL GOVERNMENT	**$ 100,000**	**$ 675,790**	**$ 122,152**	**$ 122,152**	**$ 553,638**	**18%**	

EXPENDITURES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*OCTOBER 2024*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
976 PUBLIC SAFETY							
975-60 General Government Capital Outlay Technology Police Department - Computer Replacement		$ 58,000		$ 57,549	$ 451	99%	20 computers with greater than 8gb of memory are needed to view body camera footage.
976-59 Public Safety Capital Outlay Vehicles - Police Cars		$ 113,300		$ 110,788	$ 2,512	98%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.
976-60 Public Safety Capital Outlay Equipment - Officer Equipment		$ 57,000	$ 3,721	$ 3,721	$ 53,279	7%	Funding requested: $3723 for 18 Monadnock batons and pouches and $53,107 for 18 tasers.
976-60 Public Safety Capital Outlay Equipment - Traffic Safety Equipment		$ 44,700	$ 44,699	$ 44,699	$ 1	100%	Funding requested: $37,610 for 2 trailerable traffic signs; $1200 for 20 portable barricades; $2660 for 10 temporary signs and holders; $3230 for 100 traffic cones with lettering. This equipment will be jointly used with the maintancence department.
976-62 Public Safety - Parking Meters		$ 10,700		$ -	$ 10,700	0%	Routine replacement of a portion of the parking meters (24) in the downtown parking district.
TOTAL PUBLIC SAFETY	**$ -**	**$ 283,700**	**$ 48,421**	**$ 216,757**	**$ 66,943**	**76%**	

EXPENDITURES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*OCTOBER 2024*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
977 STREETS & TRANSPORTATION							
977-57- Streets & Transportation Capital Outlay Buildings - Charles Washington Hall masonary tuck point repair		$ 12,000	$ 8,800	$ 8,800	$ 3,200	73%	Brick wall on George Street side is deteriorating.
977-57 Streets & Transportation Capital Outlay Buildings - Replace City Hall rooftop AC units		$ 25,000		$ -	$ 25,000	0%	
977-57 Streets & Transportation Capital Outlay Buildings - City Hall interior repair/maintenance		$ 60,500	$ 11	$ 2,243	$ 58,257	4%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency.
977-57 Streets & Transportation Capital Outlay Buildings - City Hall roof replacement		$ 128,000		$ -	$ 128,000	0%	City Hall roof is over 20 years old and is failing.
977-57 Streets & Transportation Capital Outlay Buildings - City Hall masonary tuck point repair		$ 35,000		$ -	$ 35,000	0%	Flues and chimneys on City Hall roof have not been addressed for many years.
977-57 Streets & Transportation Capital Outlay Buildings - Maintenance office air conditioner		$ 7,000		$ -	$ 7,000	0%	The current window unit does not keep up with the heat.
977-57 Streets & Transportation Capital Outlay Buildings - New maintenance equipment building		$ 150,000		$ -	$ 150,000	0%	Current building is maxed out on space.
977-57 Streets & Transportation Capital Outlay Buildings - New/repair maintenance yard		$ 80,000		$ -	$ 80,000	0%	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going.
977-57 Streets & Transportation Capital Outlay Buildings - Rouss Hall roof repair		$ -		$ -	$ -		Rouss Hall roof is rusted. A low odor roof coating will protect the roof for another 10 years.
977-58 Streets & Transportation Capital Outlay Other Improvements - Paving Path from bridge to road by the skate park		$ 5,000		$ -	$ 5,000	0%	Connect the existing path on one side of the bridge to the other side.
977-58 Streets & Transportation Capital Outlay Other Improvements - Happy Retreat & Stake Park Bridge		$ 100,000		$ -	$ 100,000	0%	
977-58 Streets & Transportation Capital Outlay Other Improvements - ADA sidewalks & stormwater drain for Lawrence/Congress		$ 60,000		$ -	$ 60,000	0%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding.
977-58 Streets & Transportation Capital Outlay Other Improvements -West End connector		$ -		$ -	$ -		Design and fund construction documents of Mordington Ave sidewalk from S George St to S West St. - pending grant.
977-58 Streets & Transportation Capital Outlay Other Improvements - Flower planters	$ 5,000	$ 5,000	$ 5,375	$ 5,375	$ (375)	108%	2 year plan to install flower planters on Washington Street.
977-58 Streets & Transportation Capital Outlay Other Improvements - Potter's Field		$ 115,000	$ 14,000	$ 26,928	$ 88,072	23%	Installation of Interpretative signs, fencing, monument and landscaping.
977-59 Streets & Transportation Capital Outlay Equipment - Bucket Truck	$ 153,000	$ 37,000		$ 15,000	$ 22,000	41%	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. This also includes a $20,000 allowance for purchase of Ranson's used truck to use in the interim. Epected expenditures in FY25 will be $20,000 used truck and $17,000 deposit for new truck. Leaving a FY26 encumberance of $153,000.
977-59 Streets & Transportation Capital Outlay Equipment - Street line striper		$ 5,000		$ 4,985	$ 15	100%	Current striper constantly needs repaired.
977-59 Streets & Transportation Capital Outlay Equipment - Utility Vehicle		$ 25,000		$ 20,776	$ 4,224	83%	Beneficial for events and watering flowers.

977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Basic Stormwater Improvements		$ -		$ -	$ -		ACKNOWLEDGED IMPROVEMENT LOCATIONS - Install new sidewalk drain in 200 block of W. Washington (design completed - SW project); design improvements for 100 block of Shutter St; 400 block of S. Samuel, and culvert at 4th and Hunter
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Charles Street Flooding		$ -		$ -	$ -		Engineering costs to determine Charles Street flooding mitigation.
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Green Infrastructure Master Plan		$ 204,000		$ -	$ 204,000	0%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year.
TOTAL STREETS & TRANSPORTATION	**$ 158,000**	**$ 1,053,500**	**$ 28,186**	**$ 84,108**	**$ 969,392**	**8%**	

EXPENDITURES	*ENCUMBERED*	*FY 2025 CURRENT BUDGET*	*OCTOBER 2024*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
979 CULTURE & RECREATION							
979-56 Culture & Recreation Land - Depot Park Land Acquisition		$ 500,000		$ -	$ 500,000	0%	Place holder for possible land acquisition from APUS for the Depot Park initiative.
979-58 Culture & Recreation Other Improvements - Evitts Run Park Security Boundary		$ 13,500		$ -	$ 13,500	0%	Install perimeter fence along Evitts Run to improve lack of security of City asset and protect park users.
979-58 Culture & Recreation Other Improvements - Happy Retreat Ash Tree removal		$ -		$ -	$ -		These trees are a safety hazzard.
979-58 Culture & Recreation Other Improvements - JMP Basketball Courts & Evits Run Resurfacing, Evits Run basketball court fence replacement, & 4 basketball hoops		$ 60,000	$ 48,740	$ 57,936	$ 2,064	97%	
979-58 Culture & Recreation Other Improvements - Safety Lighting		$ 10,000		$ -	$ 10,000	0%	
979-58 Culture & Recreation Other Improvements - JMP Tennis Court ground penetrating radar		$ 20,000		$ -	$ 20,000	0%	
979-58 Culture & Recreation Other Improvements - Skate Park		$ -		$ -	$ -		Purchase and installation of mobile pump track. Finance Committee recommends including in CIP plan.
979-58 Culture & Recreation Other Improvements - Skate Park Mural and benches		$ 40,000	$ 3,710	$ 12,523	$ 27,477	31%	
979-58 Culture & Recreation Other Improvements - Arts & Culture - Historical Signs		$ 20,000		$ -	$ 20,000	0%	Finance Committee recommends including in CIP plan.
979-58 Culture & Recreation Other Improvements - Wayfinding signage - 3-year program	$ 100,000	$ 97,400		$ -	$ 97,400	0%	CDD REQUEST $100K for wayfinding signage implementation phase 1 cost (3 years of phases) (request related to 2023 CTNOW ARPA Request)
979-59 Culture & Recreation Equipment - JMP Slide		$ 14,200		$ -	$ 14,200	0%	
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 775,100**	**$ 52,450**	**$ 70,459**	**$ 704,641**	**9%**	
Contingencies		$ 2,204,008		$ -	$ 2,204,008	0%	
Encumberances for Subsequent Years		$ 3,176,277		$ -	$ 3,176,277	0%	Grant related projects FY2026 estimated at $4,419,277 less expected grant funding + $358,000 multi-year non grant related capital projects.
Transfer to Grant Projects		$ 1,437,292		$ -	$ 1,437,292	0%	
TOTAL EXPENSES	**$ 358,000**	**$ 9,605,667**	**$ 251,208**	**$ 493,476**	**$ 9,112,191**	**5%**	
REVENUES OVER EXPENSES		**$ -**	**$ (51,440)**	**$ 8,417,431**	**$ (8,417,431)**		

REPAVING BUDGET

REVENUES	*FY 2025 CURRENT BUDGET*	*OCTOBER 2024*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
Repaving Carryover	$ 1,472,865		$ 1,472,865	$ -	100%	Carryover balance from FY2024 Repaving Funds
36877 Contributions from GF - Repaving Fees	$ 130,000	$ 53,872	$ 53,872	$ 76,128	41%	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving
TOTAL REVENUES	**$ 1,602,865**	**$ 53,872**	**$ 1,526,737**	**$ 76,128**	**95%**	
EXPENDITURES	*FY 2025 CURRENT BUDGET*	*OCTOBER 2024*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
977-60 Streets & Transportation Capital Outlay Street Paving	$ 300,000		$ -	$ 300,000	0%	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs. Due to large scope and delays in the Request for Bid process, Finance Committee recommends caping FY2024 paving/repairs expenses at $300K.; $130K FY24 income; **$170K from paving reserves**
977-60 Streets & Transportation Capital Outlay Street Paving - Paving Contingency	$ 1,302,865		$ -	$ 1,302,865	0%	This contingency represents past income collected by CTUB earmarked for street paving.
TOTAL EXPENSES	**$ 1,602,865**	**$ -**	**$ 3,053,474**	**$ 1,602,865**	**191%**	
REVENUES OVER EXPENSES	**$ -**	**$ 53,872**	**$ (1,526,737)**	**$ (1,526,737)**		

GRANT PROJECTS BUDGET

	ENCUMBERED	*COUNCL APPROVED*	*FY 2025 CURRENT BUDGET*	*OCTOBER 2024*	*FY 2025 YTD ACTUAL*	*FY 2025 BUDGET BALANCE*	*% OVER/UNDER BUDGET*	*NOTES*
COPS GRANT								
Capital Reserve Carryover		$ 7,344	$ 7,344		$ 7,344	$ -	100%	City expense of equipment purchase after application of grant funds.
36501 Federal Grant Revenue - COPS Grant		$ 71,706	$ 71,706		$ -	$ 71,706	0%	PD Equipment Grant of $400K - $143,414 remaining balance for FY26 & FY27
TOTAL REVENUES	**$ -**	**$ 79,050**	**$ 79,050**	**$ -**	**$ 7,344**	**$ 71,706**	**9%**	
976-59 Public Safety Capital Outlay Vehicles - Police Vehicle Upfit Costs		$ 79,050	$ 79,050	$ 101	$ 62,756	$ 16,294	79%	Funding requested: $79,050 for vehicle upfit equipment. $71,706 covered under DOJ COPS Equipment Grant. Note: $143,413 remaining balance for FY26 & FY27.
TOTAL EXPENSES	**$ -**	**$ 79,050**	**$ 79,050**	**$ 101**	**$ 62,756**	**$ 16,294**	**79%**	
COPS GRANT REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ (101)**	**$ (55,412)**	**$ 55,412**		

	ENCUMBERED	COUNCL APPROVED	FY 2025 CURRENT BUDGET	OCTOBER 2024	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
AUGUSTINE AVENUE								
Capital Reserve Carryover	$ 426,000	$ 74,000	$ 74,000		$ 74,000	$ -	100%	$350,000 Capito Earmark match & $76,443 Liberty reallocation match. $41,378 expense to the City after receiving grant funds.
36600 State Grant Revenue - 2023 WVDOH TAP-II grant Augustine Avenue Trail Construction - (Reallocation from Liberty)			$ -		$ -			76,443.50 Match Phase I Construction
36600 State Grant Grant Revenue - WVDOH TAP-II grant Augustine Avenue Trail Construction - Phase I			$ -		$ -	$ -		Design grant expected to be complete by close of FY25; will include FY24 TAP grant on construction once award details concrete and City commits to project in FY24 ($560K grant with $140K match)
36501 Federal Grant Revenue - CDS - Senator Capito Grant Augustine Avenue Trail Construction			$ -		$ -	$ -		Trail Completion
TOTAL REVENUES	**$ 426,000**	**$ 74,000**	**$ 74,000**	**$ -**	**$ 74,000**	**$ -**	**100%**	
979-58 Culture & Recreation Other Improvements - Augustine Avenue Trail Construction - Construction Phase I		$ 74,000	$ 74,000		$ 14,719	$ 59,281	20%	Construction - Phase 1 (Total cost = $773,595 Grant = $560,000 - Funded through WVDOT; City Match = $140,000. Paid in FY24). Anticipate construction begin FY24. An additional $1,700,000 estimated for project completion - CDS Grant = $1,400,000; City Match = $350,000, likely in FY 2025
979-58 Culture & Recreation Other Improvements - Augustine Avenue Trail Construction - Construction Phase II & III Encumberance for FY26 & FY27.	$ 426,000		$ -		$ -			CDS Grant = $1,400,000; City Match = $350,000, likely in FY 2026.
TOTAL EXPENSES	**$ 426,000**	**$ 74,000**	**$ 74,000**	**$ -**	**$ 14,719**	**$ 59,281**	**20%**	
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 59,281**	**$ (59,281)**		

	ENCUMBERED	COUNCL APPROVED	FY 2025 CURRENT BUDGET	OCTOBER 2024	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
LIBERTY STREET FLOODING MITIGATION								
Capital Reserve Carryover		$ 705,774	$ 705,774		$ 705,774	$ -	100%	FEMA match = $305,774
TOTAL REVENUES		**$ 705,774**	**$ 705,774**	**$ -**	**$ 705,774**	**$ -**	**100%**	
977-61 Streets & Transportation Capital Outlay Stormwater Improvements - Liberty Street Flooding Mitigation - Phase I		$ 705,774	$ 705,774		$ 4,674	$ 701,100	1%	$750,000 Est Construction Cost - FEMA Match = $305,774; Chesapeake Match = 0.00
TOTAL EXPENSES	**$ -**	**$ 705,774**	**$ 705,774**	**$ -**	**$ 4,674**	**$ 701,100**	**1%**	
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 701,100**	**$ (701,100)**		

	ENCUMBERED	COUNCL APPROVED	FY 2025 CURRENT BUDGET	OCTOBER 2024	FY 2025 YTD ACTUAL	FY 2025 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES
JEFFERSON MEMORIAL POOL								
Capital Reserve Carryover		$ 650,174	$ 650,174		$ 650,174	$ -	100%	
Pool House LWCF Grant		$ 250,000	$ 250,000		$ -	$ 250,000		
Pool LWCF Grant	$ 1,600,695				$ -	$ -		
Transfer from Capital	$ 2,392,582		$ -		$ -	$ -		Transfer from Capital Carryover
TOTAL REVENUES	**$ 3,993,277**	**$ 900,174**	**$ 900,174**	**$ -**	**$ 650,174**	**$ 250,000**	**72%**	
979-58 Culture & Recreation Other Improvements - JMP Pool House Renovation-**Grant Expenditure**		$ 250,000	$ 250,000		$ -	$ 250,000	0%	Land & Water Conservation Grant for Pool House renovation = $250,00; City Match = $250,000 Total Pool renovation estimated at $4,893.451.
979-58 Culture & Recreation Other Improvements-**City Expenditure**		$ 650,174	$ 650,174					
979-58 Culture & Recreation Other Improvements - JMP House Renovation-Grant Expenditure - **Grant Expenditure** for FY26	$ 1,600,695							
979-58 Culture & Recreation Other Improvements - JMP Pool Upgrade Encumbrance for FY26 - **City Expenditure**	$ 2,392,582		$ -		$ -	$ -		In support of identified LWCF grant funding expected to be required for FY2024. A FY2024 Congressional Directed Grant Funding request for $1,600,695 pends.
TOTAL EXPENSES	**$ 3,993,277**	**$ 900,174**	**$ 900,174**	**$ -**	**$ -**	**$ 250,000**	**0%**	
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 650,174**	**$ -**		

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1274: City Manager Report - December 16, 2024

ATTACHMENTS:

- City Manager Report - December 16, 2024.pdf

City of Charles Town

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

City Manager Report
December 16,2024

- **Holiday events and preparations:** I want to extend my thanks to Jim Wysong, Liz Cook, city staff and the Police Department along with the many volunteers that made the tree lighting and parade a resounding success. The city has never looked better.
- **City Elections**: Information regarding the upcoming city elections has been posted on the website. Links to all of the necessary forms and applications under this tab are available as well. The filing period will run January 13, 2025, to January 25, 2025.

  Applications must be received by midnight (12:00am) that day or postmarked by the USPS before then. If you have any questions, please direct them to either myself or our Deputy City Clerk Carolyn Vezzosi.
- **Permit policy update:** Staff have made revisions to the permit policy and will be reviewing that with the Council at our first meeting in January.
- **Parking Signs:** Many thanks to Alex King, Parking Enforcement Officer and the maintenance staff for installing the updated parking signs. All but a few signs are up in anticipation of the new year. The notice on the new parking hours has been uploaded to the website.
- **Tree Planting:** The Tree Board in partnership with Trout Unlimited will be planting over 500 trees at Evitts Run Park and Willingham Knolls Park. I want to thank Jim Wysong and his crew for brush hogging the area at Willingham Knolls in advance of the tree installation.
- **Public Input Meeting, Rt. 51 Intersection:** City staff will be conducting a Public Input Meeting regarding the recent DOH draft study on January 29th, 2025, at Wright Denny School. The meeting will begin at 6:00pm. Information regarding the meeting will be published to our website. Staff are flushing out the details of the meeting.
- **Bradford Pear Trees:** Jim Wysong's crew has replaced the Bradford Pears along East Washington Street with native Maples and Sycamores. This is an ongoing effort to remediate all of the Bradford Pears in the city.
- **Willingham Knolls Vehicle break ins:** In response to the recent car vandalism and subsequent personal belonging thefts at Willingham Knolls Park the Maintenance staff has installed a camera at that location and will work with the Charles Town Police Department to help identify persons committing these crimes.
- **City Zoning Re-write contract:** City staff has selected Michael Baker International to conduct the city's zoning re-write overhaul.
- **Perry Property Annexation Update**

- **Update on Boards and Commissions Vacancies:** We have been advertising the new upcoming openings on the website since the beginning of November and emails have been sent to current members whose terms are expiring at the end of December, 2024. Below is a short summary:
    - **Board of Parks and Recreation Commissioners**: 1 term expiring– 1 application received.
    - **Board of Zoning Appeals**: 1 expired term (Mr. Cox is staying on until filled), 1 vacancy, and 1 term expiring. – no applications received.
    - **Building Commission** – 1 term expiring – 1 application received
    - **City Tree Board** – 1 term expiring – no applications received.
    - **Historic Landmark Commission** - 1 term expiring - 1 application received.
    - **Planning Commission** - 2 terms expiring – 3 applications received.
    - **Utility Board** - 1 term expiring - 1 application received.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1236: Stone Spring Walking Trail Study

This agenda item needs to be removed from the Table.

ATTACHMENTS:

- 2022-003 - Resolution to Repeal and Replace the Conditions of Annexation for the Fritts Property (1).pdf

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

RESOLUTION

Resolution to Repeal and Replace the Conditions of Annexation for the Fritts Property

WHEREAS, in 2008, J. Russell Fritts, Inc. presented a petition to annex property into the City of Charles Town (City) that was subsequently referred to the Finance Committee (Committee) and the Planning Commission (Commission) for review, analysis, and recommendation; and

WHEREAS, the Committee and Commission recommended, and the Charles Town City Council (Council) approved via Resolution 2008-06 on March 17, 2008, the annexation of such land into the City with several conditions including a zoning designation of Neighborhood Residential; and

WHEREAS, the petitioners agreed that any conditions of annexation imposed by Council at that time would bind the owners of the property, their successors, and assigns; and

WHEREAS, nearly fourteen years after that initial agreement was made, the subject property remains undeveloped and the current family owners, working with a new developer, have requested that Council consider amendments to the original agreement that reflect the City's current growth plans and existing economic conditions; and

WHEREAS, Council appointed a negotiating team (Negotiating Team) on August 16, 2021, including representatives from the City's current Finance Committee, Planning Commission, and Council, to work with the current owners to determine if amendments should be recommended to the full Council for further consideration; and

WHEREAS, after several productive discussions with the current property owners and prospective developer of the Fritts Property that was annexed with conditions into the City pursuant to Resolution 2008-006 (Resolution), the Negotiating Team recommends repealing the conditions of annexation imposed by the Resolution and replacing with new terms and conditions.

NOW, THEREFORE BE IT RESOLVED Council agrees to the following new terms and conditions with respect to the development of the Fritts Property:

1. the development shall be subject to the City's current Neighborhood Residential zoning standards, except that the portion of land planned for commercial use shall be satisfied if at least five acres of land are set aside for neighborhood commercial uses; and
2. on land set aside for neighborhood commercial uses, mixed-use construction including first floor commercial and upper level residential uses shall be permitted and considered, subject to all other limitations, including height, in a Neighborhood Residential zoning district; and

3. notwithstanding any residential units contained in a mixed-use commercial structure, the total number of residential units proposed for the site may not exceed 325 units; and
4. the final concept plan approved by the Planning Commission must include a road connection to the Langlet property located to the southeast of the Fritts property; and
5. each new unit of residential development on the site, except for those contained in a mixed-use structure, shall be subject to a voluntary financial proffer of $2,448 per unit that may be used by the City to fund any of its future capital needs; and
6. the financial proffer is subject to adjustment by the City every five years, starting from the Planning Commission's approval of the final preliminary plat drawings for the initial phase. The City will provide the owner/developer with a written 60-day advanced notice of the financial proffer increase with supporting documentation to justify the fee increase. Council will consider force majeure before increasing the fee; and
7. the owner/developer will pay $50,000 to the City after the Planning Commission has conceptually approved the development's preliminary plat, which will be used to fund a feasibility study aimed at improving pedestrian connectivity for residents of the City's 4th Ward to the Downtown; and
8. parkland proposed for dedication to the City will include vehicular access and parking improvements for visitors to this City park; and
9. in addition to other parkland dedication required by the City's ordinances, the owner/developer agrees to include a neighborhood park of at least 0.5 acres near the center of the development that will include adequate playground equipment for its residents; and

NOW, THEREFORE BE IT FURTHER RESOLVED, the Planning Commission shall review the owner/developers' preliminary plan for development dated January 6, 2022 for consistency with the Neighborhood Zoning district standards and other conditions outlined in this resolution, make adjustments with the owner/developer as agreed, and perform all other routine duties as outlined in the City's Subdivision and Land Development Ordinance related to this project; and

NOW, THEREFORE BE IT FURTHER RESOLVED, Council and the property owner agree that the terms and conditions contained in this resolution shall bind the current owner, their successor, and assigns.

Adopted the 7th day of February 2022.

Robert M. Trainor
Mayor

Daryl Hennessy
City Manager/Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1238: Legislative Priorities Discussion

This agenda item needs to be removed from the Table.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1239: ZMA2024-04: Vinton-Hayes Rezoning - Second Reading and Consideration of an Ordinance to Amend the Zoning Map by Rezoning 180 Acres of Land on Vinton Lane from Urban Reserve to Neighborhood Residential

Proposed Motion: Approve the Second Reading and Consideration of an Ordinance to Amend the Zoning Map by Rezoning 180 Acres of Land on Vinton Lane from Urban Reserve to Neighborhood Residential

ATTACHMENTS:

- 1._Staff_Report.pdf
- 2. Application.pdf
- Market Analysis.pdf
- COA Revised.pdf
- Revised Plan 2.pdf
- Topography.pdf
- Vinton Hayes Rezoning Conditions.pdf

Rezoning Request

ZMA2024-04

Date: For the December 2, 2024, 2024 City Council meeting

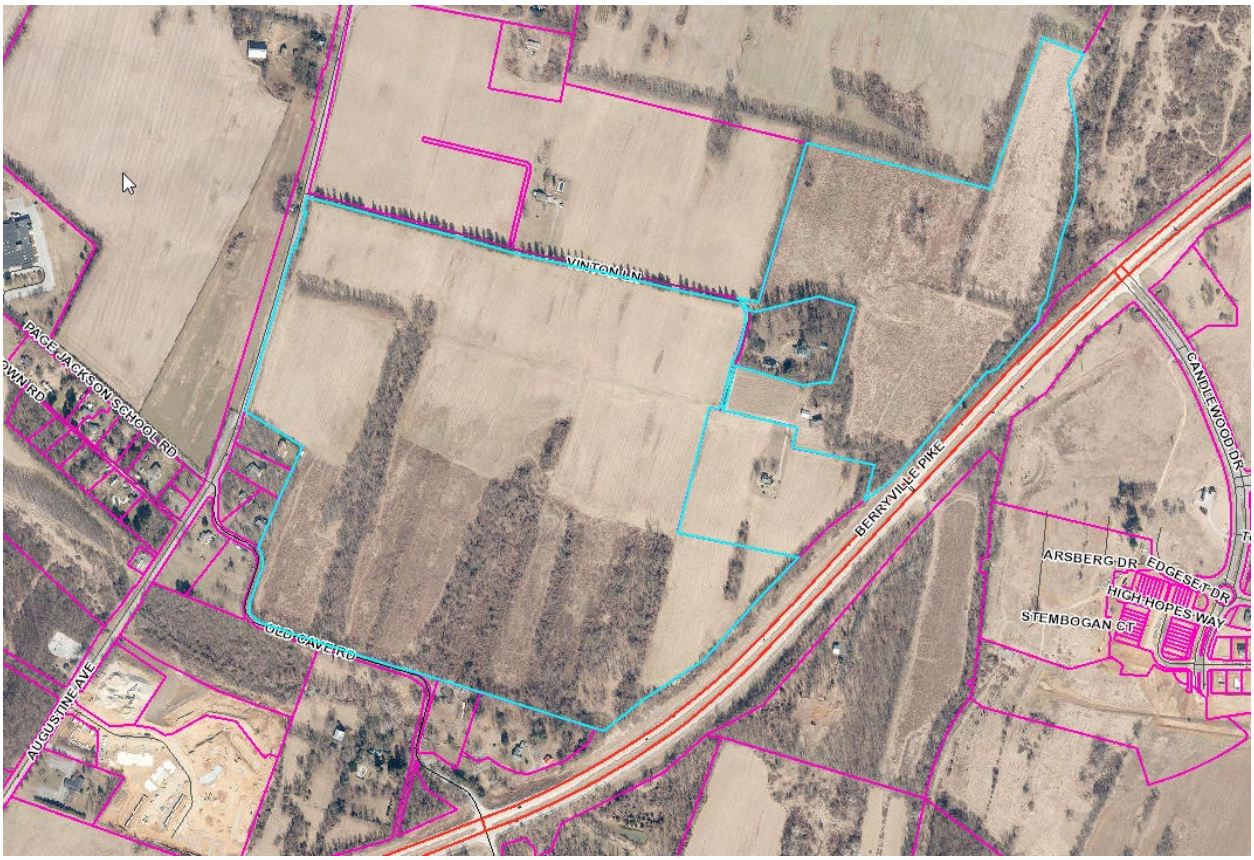
Applicant: Elm Street Communities LLC

Property Owner: HAYES ROSCOE A ET AL

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

Proposal: Rezoning to Urban Reserve.

Property Location: TD 03 / Map: 12 / Pcls 217 & 218.



PROJECT OVERVIEW

Request by Elm Street Communities LLC to rezone approximately 180 acres of land on two parcels from Urban Reserve to Neighborhood Residential.

CURRENT ZONING

The property is wholly zoned as Urban Reserve, which is a placeholder zoning district with no permitted uses. Per the Zoning Ordinance:

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

PROPOSED REZONING

The applicant seeks to rezone the properties in their entirety to Neighborhood Residential.

The purpose of the NR District is to provide for a ***mix of housing types and related services*** *and Uses, including Commercial Uses and office services. It is the intent of the zoning classification to* ***allow mixed development*** *on undeveloped land and, where applicable as may be further described in this Ordinance, the Redevelopment of specific parcels within the City. The NR District applies to parcels or tracts larger than five (5) acres. The intent is to* ***create a cohesive pattern of primarily residential development*** *that allows a mix of Uses, including neighborhood servicing Commercial and office Uses and/or Commercial and office* ***Uses that complement the primarily residential character*** *of the neighborhood;*

*The NR District must contain a mix of Uses compatible with surrounding Uses, particularly existing residential neighborhoods adjoining the proposed development or Redevelopment****. At least fifty percent (50%)*** *of the total area must be* ***residential****,* ***ten percent (10%)*** *of the total usable land area must be* ***Open Space*** *and* ***not less than ten percent (10%)*** *of the total area must be comprised of* ***Neighborhood Commercial non-residential uses****. A market assessment substantiating the proposed mix of residential, Commercial and Open Space Uses shall be submitted with the application.*

Zoning Requirements

The applicant submitted a concept plan and has made two revised sets of plans in response to staff comments. The original plan set did not meet the commercial area requirements; the subsequent revised plans meet the residential, open space, and commercial minimum land use requirements.

Attached to this staff report are concept plans showing potential development options. While the City cannot condition approval of the rezoning on adherence to a specific development plan, the applicant may voluntarily proffer a general plan design as part of the rezoning.

Proposed Development Plan - Original



Proposed Development Plan – Revision 1



Proposed Development Plan – Revision 2



MARKET STUDY

The applicant has provided a market analysis as required.

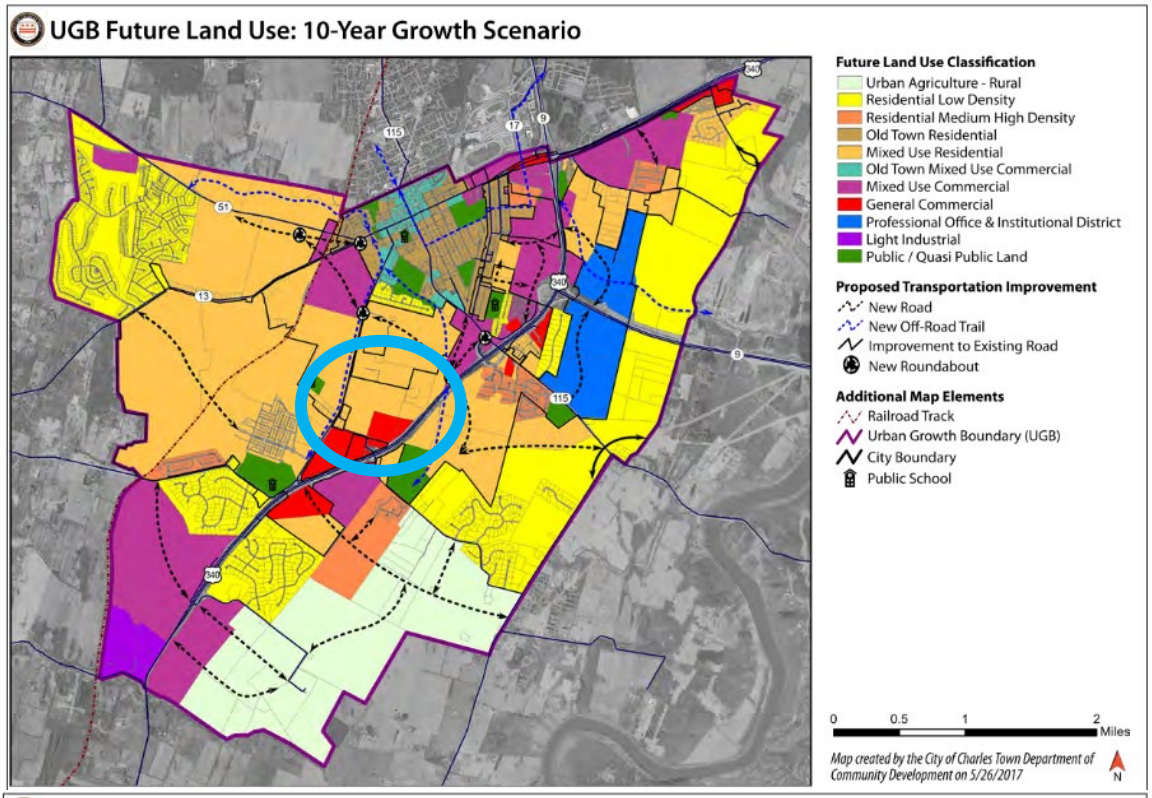
The retail market in Charles Town is diverse and has depth, providing multiple vendors in each of the major market segments to the residents of Charles Town. This variety is enhanced when the offerings of Ranson and surrounding Jefferson County are taken into consideration. There are currently no retail projects in the development pipeline. There are approximately 274 acres of vacant land currently zoned for commercial development. The retail market is growing, but there is significant land available for continued growth. The Vinton Hayes proposal will add 18.7 acres (6.7%) to the 274 acres of existing vacant commercial land. The strong existing retail base will likely grow at a slow rate as long as the regional economy continues to expand.

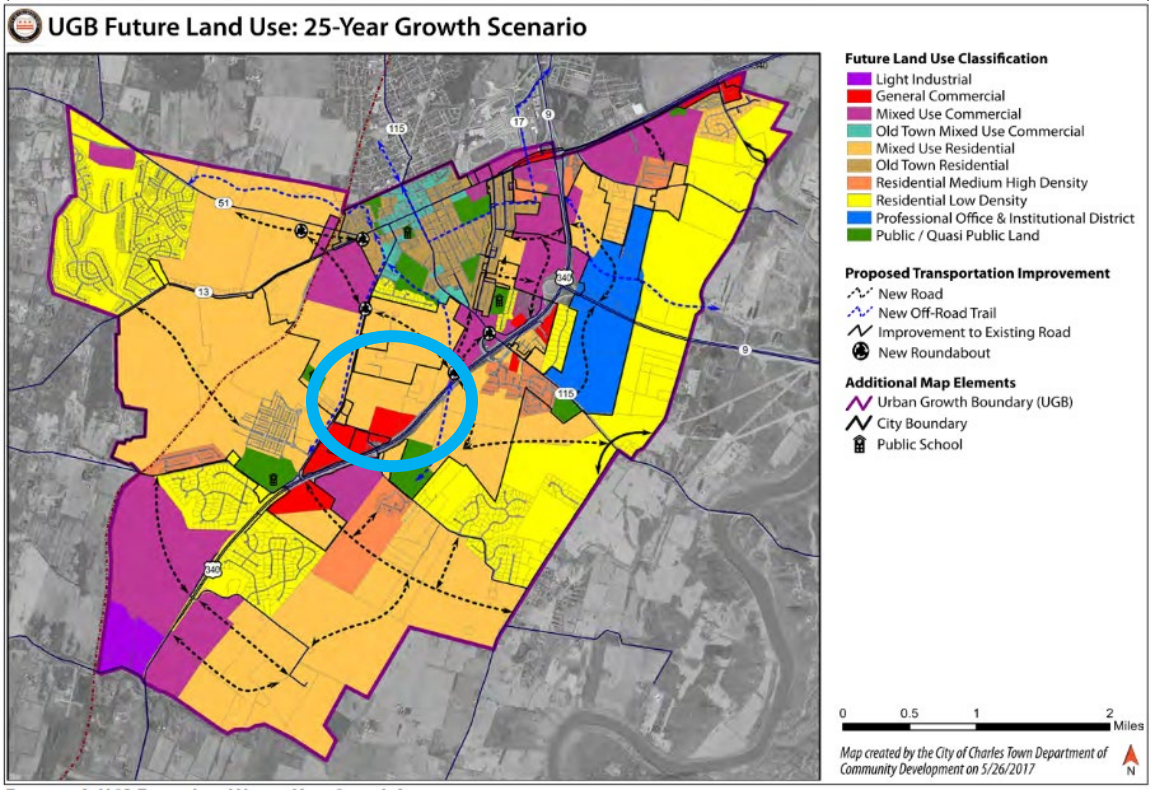
New entrants to the Charles Town market will have several sites to choose from, and this competition may depress commercial land values in the near term. Consider too that lower cost development opportunities may lead to increased vacancies among older properties. We believe that with the build out of the residential portion of Vinton Hayes and the continued addition of new residential units in the market, perhaps one or two commercial users can be brought to Vinton Hayes. The most likely candidates are fast food and gas with convenience retail.

We believe that the remaining commercial land in Vinton Hayes will be absorbed very slowly. Significant portions may remain vacant for years to come.

COMPREHENSIVE PLAN

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





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

> Categories are intended to **provide for a mix of housing types and sizes** (e.g. tiny houses), **as well as related services and uses**, **including** compatible and supporting **commercial** uses **and office** services. Regarding the mixing of uses, **residential uses are predominate and non-residential uses are secondary**, supporting the needs of the residential uses. Areas classified as Mixed Use Residential are a continuation of Charles Town's existing zoning category of Neighborhood Residential District and by extension, the non-residential uses would be similar to that of the Neighborhood Commercial zoning category. The Future Land Use Map envisions a higher intensity and density of uses oriented near Downtown to provide for greater walkability, accessibility, and mobility between Downtown commerce and surrounding neighborhoods.
>
> *-Comprehensive Plan page 72*

The Comprehensive Plan defines General Commercial as:

> The purpose of the General Commercial Future Land Use classification is to provide locations for **businesses of a more general nature** that may not be found in a neighborhood and can be served with adequate water, sewer, gas, and electric service. The businesses proposed in this Comprehensive Plan update include **retail, wholesale, and some light processing operations**. These uses tend to be very **auto centric**. It will be important for the Charles Town community (residents, visitors, and investors alike) to strongly consider the City's small town, historical significance of building and site design. New commercial development should strongly consider and be encouraged to deliver commercial products that uphold the City's small town and historical character and encourage walkable communities.
>
> *-Comprehensive Plan page 75*

CONDITIONS OF ANNEXATION

The property was subject to COA that anticipated a mixed-use development centered around a hospital complex. The original COA was signed off by then Mayor Smith in January 2007. In early 2023 that COA was dissolved by mutual agreement of the City and the property owners. One of the conditions was that the property would be rezoned to Urban Reserve.

REZONING CRITERIA

Per Zoning Ordinance Section 1321.12, *Zoning Amendments*:

> *City Council, with the advice of the Planning Commission, finds either that the amendment is consistent with the City's Comprehensive Plan, or that the amendment is not consistent with the Comprehensive Plan but that there have been major changes of an economic, physical, or social nature within the area involved that were not anticipated when the Comprehensive Plan was adopted and that such major changes have substantially altered the basic characteristics of the area.*

1. *Is the zoning amendment consistent with the Comprehensive Plan?*

   Yes. The applicant seeks to rezone the entirety of the property to Neighborhood Residential. That is consistent with the Mixed-Use Residential aspect of the Comprehensive Plan. Neighborhood Residential requires at least 10% of the site be developed for *Neighborhood Commercial* non-residential uses; for this site of 180 acres at that requirement is 18 acres.

   There is no proposed General Commercial zoning district. The proposed zoning district of Neighborhood Residential requires that the commercial uses on site be consistent with those allowed by the Neighborhood Commercial zoning district. While Neighborhood Commercial is not as permissive in regards to commercial uses as General Commercial, it allows for the sort of "*businesses of a more general nature…retail, wholesale*" which are completed in the Comprehensive Plan, such as: shopping center, hardware store, discount supermarket, pharmacy, restaurants, coffee-shops, etc…

2. *Have there been major changes of an economic, physical, or social nature within the area involved that were not anticipated when the Comprehensive Plan was adopted and that such major changes have substantially altered the basic characteristics of the area?*

   No. The Comprehensive Plan was adopted six years ago, in 2018. There have been no substantial changes within that time to alter the basic characteristics of the area.

   However, the development of this parcel as a residential periphery around a hospital/commercial subject to a set of specific conditions and development ideas was deemed unviable after 17 years of no development, and the COA was revised by Council in 2023.

A previous rezoning to Residential Medium/High Density (R15) was denied by Council on November 8, 2023. The current Urban Reserve zoning was approved by Council on February 20, 2024.

PLANNING COMMISSION

The Planning Commission held a public hearing for this request at their October 28, 2024 meeting. There was one resident who spoke, voicing concerns about traffic and the impact of the proposed density on neighboring properties.

Following discussion, the Commission voted to unanimously recommend **approval**.

CONCLUSION

The applicant is proposing to rezone 180 acres of land to Neighborhood Residential. The Comprehensive Plan designates these parcels for residential and commercial use. The General Commercial zoning aspect was based on Conditions of Annexation which are no longer applicable to the properties. The proposed development must have at least 18 acres of commercial development, at least 60 acres of residential development, and at least 18 acres of open space.

RECOMMENDATION

Approval.

Petition No._____

PETITION FOR ZONING AMENDMENT

Fee: $400

Zoning amendment petitions shall provide the following information:

1. Date _____

2. APPLICANT'S NAME* Elm Street Communities, Inc.

   Address: 1355 Beverly Road, Suite 240 McLean, VA 22101

   Telephone Number ( ) 703 734-9730

   Email Address jperry@elmstreetdev.com

3. PROPERTY OWNER'S NAME Hayes Roscoe A. et al

   Address: 245 Vinton Ln, Charles Town, WV 25415

   Telephone Number ( ) 304-671-1078

   Email Address roscoeahayes@yahoo.com

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

   Property Address: 245 Vinton Lane

   Tax Map # and Parcel(s): Map 12, Parcels 0217 and 0218

   Deed Book and Page: 1250/338

   Property Area in Square Feet or Acres: 180.11 Acres

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

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

See Attached plan.

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

Rezoning the property to Neighborhood Residential from Urban Reserve zone.

7. DESCRIPTION OF THE EXISTING (OR FORMER) USE(S) OF THE PROPERTY AND CURRENT ZONING:

The property is currently zoned Urban Reserve. It currently has one residence, farm outbuildings, fallow fields, and wooded areas. The prior use is agricultural.

8. DESCRIPTION OF THE PROPOSED USE(S) OF THE PROPERTY AND REQUESTED ZONING DISTRICT:

The property will be rezoned to Neighborhood Residential, with the intent of subdividing into a mixed-use community once the zoning is determined.

9. DESCRIBE HOW THE ZONING MAP AMENDMENT WILL BE CONSISTENT WITH THE OBJECTIVES AND POLICIES OF THE COMPREHENSIVE PLAN:

The Property is bordered on the East by Route 340 and adjacent Neighborhood Residential. It is bordered on the North, South and West by residential land and an Elementary school. The property is within the Urban Growth Boundary of the City as shown in the Comprehensive Plan.

10. TIME SCHEDULE FOR DEVELOPMENT: (AS APPLICABLE)

Rezoning to Neighborhood Residential is the first step.

11. PARCEL HISTORY (List all pending or previously approved applications on the subject parcels inventoried above, including previous site plan applications if this application is a site plan amendment)

Application No.	Project Name and Phase	Status	Approval Date
No pending applications			

NOTES

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

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

APPLICANT'S CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Section 1321.12 and relevant provisions of the Charles Town Zoning Ordinance outlining the Zoning Amendment procedures.

Signature of Applicant

James L. Perry, V.P. Date 8/30/24

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

Roscoe A. Hayes Date _____

Please submit an original completed petition to the following:

Zoning Administrator
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

FOR CITY USE ONLY

Application Number:_____ Date Petition Received:_____

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

City Council Approval:_____ Date:_____

Comments:_____

#3 Property Owners Continued

NAME:	Alice M. Spickler and Donald Spickler Co-Trustees of the Alice M. Spickler Living Trust
Address:	4041 Fairway Drive, Medina, OH 44256
Email Address:	omnirph@zoominternet.net and im4wvu@zoominternet.net
Phone:	330-421-6476 and 330 421-6475
NAME:	Joseph R. Gallo
Address:	80 Ridgewood Road, Unit 205, Township of Washington, NJ 07676
Email Address:	joseph.r.gallo@gmail.com
Phone:	201 289-0387

APPLICANT'S CERTIFICATION Continued

Signature of Owners

Alice M Spickler

Alice M. Spickler

Date _____

Donald Spickler

Donald Spickler

Date _____

Joseph R. Gallo

Joseph R. Gallo

Date _____

Signature: Alice M Spickler
Alice M Spickler (Aug 30, 2024 13:57 EDT)

Email: omnirph@zoominternet.net

Signature: Donald L Spickler
Donald L Spickler (Aug 30, 2024 13:59 EDT)

Email: im4wvu@zoominternet.net

Signature: JosephR. Gallo
JosephR. Gallo (Aug 30, 2024 14:05 EDT)

Email: joseph.r.gallo@gmail.com

Signature: Roscoe A. Hayes
Roscoe A. Hayes (Aug 30, 2024 21:53 GMT)

Email: roscoeahayes@yahoo.com

Vinton Farm - Petition for Zoning 08302024

Final Audit Report 2024-08-30

Created:	2024-08-30
By:	Jennifer Gageby (jgageby@kaycasto.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA39MegjczV7mYWWT4s3-tJlNXsMm5i3pV

"Vinton Farm - Petition for Zoning 08302024" History

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2024-08-30 - 5:03:12 PM GMT

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2024-08-30 - 5:55:19 PM GMT

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2024-08-30 - 5:57:38 PM GMT

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Email viewed by roscoeahayes@yahoo.com
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Signer roscoeahayes@yahoo.com entered name at signing as Roscoe A. Hayes
2024-08-30 - 9:53:49 PM GMT

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Signature Date: 2024-08-30 - 9:53:51 PM GMT - Time Source: server

Agreement completed.
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Adobe Acrobat Sign

Market Study for Vinton Hayes

Prepared by Elm Street Development
October 24, 2024

Introduction:

The Vinton Hayes rezoning application proposes to change the zoning category of parcels TD 03, Map 12, Parcels 0217.0000 and 0218.0000, 180.1 acres combined, from Urban Reserve to Neighborhood Residential. The concept plan proposes 18.7 acres (10.4% of site area) for neighborhood commercial uses (primarily retail uses, not office), oriented towards Berryville Pike. If developed at a typical retail density of 0.25 FAR, 175,000 square feet of new commercial uses could be added to the market, a sizeable increase to the square feet of commercial property located within the City. The application also proposes 582 (+/-) new residential housing units (approximately 300 single family homes and 282 townhomes). This report investigates the current conditions of the residential and commercial real estate markets in Charles Town.

Demographics:

Charles Town is the county seat of Jefferson County, West Virginia. Located in the Eastern Panhandle of the state, it has physical proximity and ready access by road and rail to Northern Virginia and Washington, D.C. For this reason, it is considered to be part of the Washington Metropolitan Statistical Area. Commuter rail also provides convenient access to employment opportunities in Baltimore and its suburbs. The population was 6,534 as of the 2020 census. The average household income is $105,000, among the highest in the state. The population of Jefferson County was 59,000 in 2022.

Retail Market

Segments of the Retail Market:

Automobile Sales: There are several pre-owned automobile sales establishments, but no new automobile dealerships in the Charles Town area.

Automotive Services: There are several automotive service and auto parts stores located in the area.

Entertainment and Leisure: Charles Town offers a wide variety of entertainment options and is regionally known for Hollywood Casino at Charles Town Races. The Old Opera House Theatre Company is also locally famous for its live theater productions. There are no movie theaters in the immediate area.

Grocery Stores: There are several grocery stores in Charles Town and the surrounding area, including Aldi, Food Lion, Martin's, Walmart and Weis. A 2021 survey conducted by Charles Town Now identified "Gourmet Foods" as a desirable opportunity in the market, a store that supplies specialty foods and locally sourced products.

Home Improvement: This segment of the market is currently filled by Walmart in Charles Town proper. Home Depot and 84 Lumber are located in Ranson.

Pharmacies: National chains CVS, Walgreens and Walmart are in the market. Jefferson Pharmacy and Charles Town Pharmacy are two independent operators.

Restaurants and Dining: Charles Town and the surrounding area offer a wide variety of dining options ranging from fast food and fast casual to fine dining. National chains as well as locally owned restaurants are present. A 2021 survey conducted by Charles Town Now identified "Specialty Cuisine" and "Upscale Dining" as opportunities in the marketplace.

Retail Stores: The historic downtown area has been home to a wide variety of retail shops and service providers since the town's founding. Thanks to local and regional support, and the efforts of the Main Street America program, these businesses continue to thrive and provide the services that residents depend on.

Shopping Centers:

- **Charles Town Plaza** – Regional shopping center anchored by Walmart Supercenter, offering 206,000 s.f. of space. There are two 1,600 s.f. spaces available for lease.
- **Jefferson Crossing**- A grocery-anchored shopping center, totaling 159,000 s.f. Martin's and CVS co-anchor this center. AutoZone, Applebee's and Sherwin Williams are notable, national tenants. There are five spaces available for lease, totaling 19,560 sf, or 12% of the shopping center.
- **Somerset Village** - Anchored by Food Lion grocery store, other notable tenants include Starbucks Coffee, Golds Gym, and Dollar General.

Vacant Commercial Zoned Land:

There are approximately 274 acres of vacant land located along U.S. Route 340 and the 340/9 Bypass in the City of Charles Town. The main parcels are identified in the table below.

Location	*Project / Owner*	*Size (acres)*
Rte. 340 / E. Washington St	Maritasha I	40
	1st Charles Town Realty	19
Rte. 340 / 9 Bypass	Stone Spring	6
	Prospect Place	62
Rte. 9	WVU Hospital	54
	Langlet	9
Rte. 340 (south of Rte 9)	Norborne Glebe	39
	Stolipher Property	45
	Total	**274**

Conclusion:

The retail market in Charles Town is diverse and has depth, providing multiple vendors in each of the major market segments to the residents of Charles Town. This variety is enhanced when the offerings of Ranson and surrounding Jefferson County are taken into consideration. There are currently no retail projects in the development pipeline. There are approximately 274 acres of vacant land currently zoned for commercial development. The retail market is growing, but there is significant land available for continued growth. The Vinton Hayes proposal will add 18.7 acres (6.7%) to the 274 acres of existing vacant commercial land. The strong existing retail base will likely grow at a slow rate as long as the regional economy continues to expand. New entrants to the Charles Town market will have several sites to choose from, and this competition may depress commercial land values in the near term. Consider too that lower cost development opportunities may lead to increased vacancies among older properties. We believe that with the build out of the residential portion of Vinton Hayes and the continued addition of new residential units in the market, perhaps one or two commercial users can be brought to Vinton Hayes. The most likely candidates are fast food and gas with convenience retail. We believe that the remaining commercial land in Vinton Hayes will be absorbed very slowly. Significant portions may remain vacant for years to come.

Residential Market

Overview:

The residential market continues to be supply constrained. The 2.24 months supply of homes for sale in Jefferson County is a slight improvement over the 1.7 months of supply in September 2023 (see Exhibit A), but these figures are a long way from the 6 months supply that is considered to be a balanced market. Constrained supply puts upward pressure on home prices. The median home price in Jefferson County rose to $410,267, an 18.5% increase from this time last year (see Exhibit B). The supply of existing homes for sale will likely remain constrained for the foreseeable future as many existing homes are financed at historically low interest rates that owners are not eager to surrender. In the foreseeable future, new home construction will play a larger role in satisfying the demand for housing. Increasing the supply of entitled and finished lots is the first step to increasing the supply of housing. Inflation subsided in 2024, and interest rates (both short term and long term) began to come down. Interest rates are projected to continue falling in 2025 which will benefit builders and homebuyers alike.

There are 11 major new communities actively selling homes in the Charles Town and Southeast Jefferson County submarkets (see Exhibit C). These communities provide a mix of townhomes and single family homes at a range of price points. There are an estimated 1,801 lots remaining (finished and unfinished) in these communities. Based on the historical sales of homes in these communities, this represents a 4.8-year supply of lots.

Conclusion:

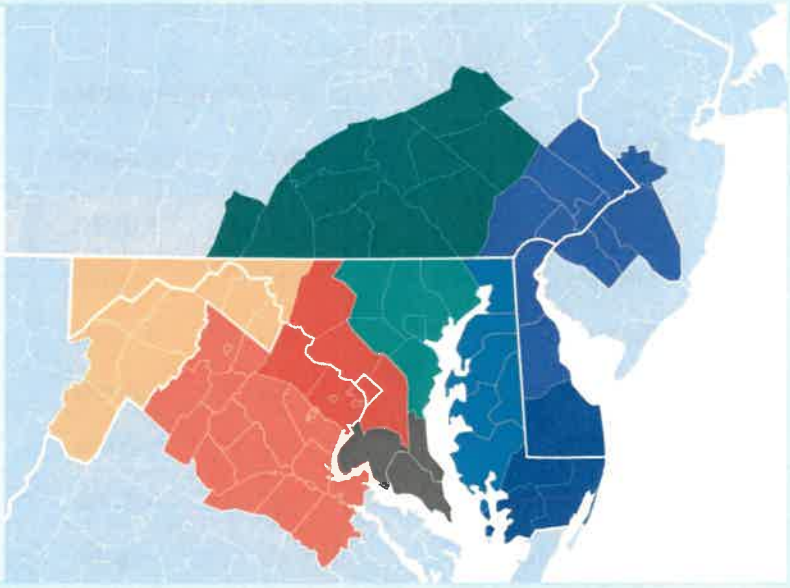
The residential resale market is likely to remain supply constrained for some time, driving an increased demand for new homes. Land development is a long lead-time activity. It can take 24 months or longer to entitle, design and permit a new housing development. The site work to produce the first finished lots can take 6-9 months. With a lead-time of more than 30 months, the land development industry must always be sourcing new land and starting the entitlement and development process. Given this lengthy process, the Vinton Hayes application is timely. The first phase of lots would be available to the market in about 2 or 2 ½ years, in either the fall of 2026 or the spring of 2027.

Local Markets

	Active Listings		Months of Supply	
	Sep '24	vs. Sep '23	Sep '24	vs. Sep '23
MD/WV Panhandle	1,554	+20.8%	2.50	+0.32 months
Allegany County, MD	155	+5.4%	2.72	+0.19 months
Berkeley County, WV	418	+19.4%	1.95	+0.12 months
Garrett County, MD	222	+38.8%	6.00	+1.79 months
Grant County, WV	22	+83.3%	7.33	+4.33 months
Hampshire County, WV	65	+14.0%	3.25	+0.4 months
Hardy County, WV	40	+25.0%	4.44	+0.88 months
Jefferson County, WV	211	+45.5%	2.24	+0.49 months
Mineral County, WV	37	-9.8%	2.31	+0.03 months
Morgan County, WV	83	+48.2%	3.32	+0.89 months
Pendleton County, WV	20	+17.6%	6.67	+1 months
Washington County, MD	281	+4.5%	2.04	+0.09 months

Local Market Map

- MD/WV Panhandle
- North Central Virginia
- Washington D.C., Metro
- Central Pennsylvania
- Baltimore Metro
- Southern Maryland
- Maryland Eastern Shore
- Philadelphia Metro
- Del/Mar Coastal



About Bright MLS

Bright MLS was founded in 2016 as a collaboration between 43 visionary associations and two of the nation's most prominent MLSs to transform what an MLS is and what it does, so real estate pros and the people they serve can thrive today and into our data-driven future through an open, clear and competitive housing market for all. Bright is proud to be the source of truth for comprehensive real estate data in the Mid-Atlantic, with market intelligence currently covering six states (Delaware, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia) and the District of Columbia.

Please contact **Christy Reap, Media Relations Director** with interview or information requests:

- (202) 309-9362
- christy.reap@brightmls.com

Local Markets	Closed Sales		Median Sales Price		Median Days on Market	
	Sep '24	vs. Sep '23	Sep '24	vs. Sep '23	Sep '24	vs. Sep '23
MD/WV Panhandle	659	+12.3%	$309,900	+8.7%	16 days	+4 days
Allegany County, MD	82	+54.7%	$169,950	+16.6%	25 days	+11 days
Berkeley County, WV	219	+9.5%	$315,000	+14.0%	13 days	+5 days
Garrett County, MD	43	+2.4%	$445,000	-4.6%	41 days	+23 days
Grant County, WV	2	-33.3%	$162,000	-9.9%	4 days	-11 days
Hampshire County, WV	13	-50.0%	$221,000	+5.2%	24 days	+3 days
Hardy County, WV	3	-75.0%	$250,000	-32.4%	5 days	-17 days
Jefferson County, WV	98	+11.4%	$410,267	+18.5%	14 days	-5 days
Mineral County, WV	12	-29.4%	$293,000	+33.2%	29 days	+15 days
Morgan County, WV	29	+38.1%	$300,000	+13.6%	15 days	+6 days
Pendleton County, WV	5	+66.7%	$399,000	+565.0%	92 days	-19 days
Washington County, MD	153	+25.4%	$305,000	-8.8%	14 days	+3 days

Local Markets	New Pending Sales		New Listings		Showings	
	Sep '24	vs. Sep '23	Sep '24	vs. Sep '23	Sep '24	vs. Sep '23
MD/WV Panhandle	741	+18.9%	743	+5.7%	9,155	+13.5%
Allegany County, MD	85	+63.5%	65	+16.1%	965	+10.4%
Berkeley County, WV	241	+15.9%	258	+2.4%	2,787	+14.1%
Garrett County, MD	38	-15.6%	47	-2.1%	786	+16.1%
Grant County, WV	4	+0.0%	3	-57.1%	10	-23.1%
Hampshire County, WV	31	-11.4%	25	+0.0%	198	-11.6%
Hardy County, WV	18	+28.6%	10	-9.1%	96	-20.7%
Jefferson County, WV	122	+79.4%	129	+57.3%	1,508	+67.0%
Mineral County, WV	18	+5.9%	15	-6.3%	128	-17.4%
Morgan County, WV	31	+3.3%	31	+24.0%	418	+8.6%
Pendleton County, WV	8	+33.3%	5	+0.0%	11	+450.0%
Washington County, MD	145	+0.7%	155	-11.9%	2,248	-1.0%

Exhibit C

New Residential Communities in Charles Town and Southeast Jefferson County

	Community	*Location*	*Type*	*Total Units*	*Sold (10/13/24)*	*Remaining*
1	**Huntfield**	Charles Town	SF	235	202	33
	Dan Ryan Builders		TH	0	0	0
2	**King's Crossing**	Charles Town	SF	175	29	146
	Dan Ryan Builders		TH	205	52	153
3	**Norborne Glebe**	Charles Town	SF	128	109	19
	Lennar		TH	256	175	81
4	**Essence at Stone Spring**	Charles Town	SF	248	0	248
			TH	77	0	77
5	**Magnolia Springs**	Charles Town	SF	296	276	20
	DR Horton		TH	0	0	0
6	**Beallair**	Charles Town	SF	296	246	50
	Wormald		TH	0	0	0
7	**Avalon**	Charles Town	SF	102	0	102
	LGI		TH	85	0	85
8	**President's Pointe**	Ranson	SF	181	66	116
	Stanley Martin		TH	184	125	61
9	**Red Clover Meadows**	Ranson	SF	61	1	60
	Lennar		TH	197	4	193
10	**Shenandoah Springs**	Ranson	SF	79	58	21
	Lennar		TH	162	48	114
11	**Huntwell West**	Ranson	SF	0	0	0
	Maronda Homes		TH	225		225
				3,192	1,391	1,801

Sources: Zonda; City of Charles Town Community Development; builder web sites

CITY OF CHARLES TOWN
WEST VIRGINIA

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT RESCINDING, CANCELING, AND NULLIFYING, AS BETWEEN THE PARTIES TO SUCH AGREEMENT, THOSE CERTAIN CONDITIONS OF ANNEXATION DATED THE 30th DAY OF JANUARY, 2007, ENTERED BY AND BETWEEN ROLFE G. HAYES AND AHMAD H. ABDUL-BAKI, AS OWNERS OF THE SUBJECT REAL PROPERTY, AND THE CITY OF CHARLES TOWN, AND RELEASING THE PARTIES TO SUCH AGREEMENT FROM ANY EXECUTORY OBLIGATIONS, COVENANTS, OR DUTIES UNDER THE CONDITIONS OF ANNEXATION.

WHEREAS, pursuant to (i) an Ordinance duly approved upon second reading and adopted by the Common Council of the City of Charles Town at a regular meeting held on October 16, 2006 (the "Annexation Ordinance"), and (ii) an Order entered by the County Commission of Jefferson County, West Virginia, on November 30, 2006 (the "Annexation Order"), the City of Charles Town annexed within its corporate limits four (4) parcels of land containing an aggregate of 268.8668 acres, more or less, being two parcels then owned by Rolfe G. Hayes ("Hayes") containing, respectively, 198.1519 acres, more or less, and 10.9440 acres, more or less, a parcel then owned by Ahmad H. Abdul-Baki ("Abdul-Baki") containing 4.6209 acres, more or less, and a portion of the Route 340 Bypass containing approximately 55.15 acres, more or less (collectively, the "Annexed Property");

WHEREAS, pursuant to a Resolution duly adopted by the Common Council of the City of Charles Town at the aforesaid meeting held on October 16, 2006, the City of Charles Town accepted and approved the annexation of the Annexed Property and thereby agreed with Hayes and Abdul-Baki to the provisions of those certain Conditions of Annexation thereafter executed by Hayes, Abdul-Baki, and the then Mayor, and dated the 30th day of January (the "Conditions of Annexation");

WHEREAS, the Conditions of Annexation contemplated a specific development project that required rezoning particular portions of the Annexed Property, respectively, to General Commercial, Neighborhood Residential, and Residential Multi-Family districts, and other modifications to the zoning regulations in order to permit construction of a hospital and related medical uses and professional uses in the General Commercial district and innovative residential units in the residential districts;

WHEREAS, the Conditions of Annexation required that the final development design of the development project be in general conformance with an Annexation Concept Plan attached to the Conditions of Annexation (the "Concept Plan");

WHEREAS, the Conditions of Annexation further contemplated that, in order to facilitate the construction of a new hospital and medical office facility on the Annexed Property, approximately thirty (30) acres of land would be donated to West Virginia University Hospitals –

East for construction of a hospital and related medical uses and professional offices;

WHEREAS, subsequent to execution of the Conditions of Annexation, the intended purchaser and developer of the parcels owned by Hayes and Abdul-Baki withdrew from the contemplated transaction and development;

WHEREAS, in 2012, Abdul-Baki conveyed to third parties his parcel of 4.6209 acres, more or less;

WHEREAS, Hayes died in 2014 and his parcels containing, respectively, 198.1519 acres, more or less, and 10.9440 acres, more or less, came to be held by Roscoe A. Hayes, Alice M. Spickler and Donald L. Spickler, Co-Trustees of the Alice M. Spickler Living Trust, and Joseph R. Gallo (collectively, the "Hayes Property Owners");

WHEREAS, in 2020, the Hayes Property Owners subdivided the parcel of 198.1519 acres, more or less, and conveyed therefrom a parcel of 27.8213 acres, more or less, to a third party;

WHEREAS, the Hayes Property Owners continue to hold the parcel of 10.9440 acres, more or less, and the remainder of the parcel that originally contained 198.1519 acres, more or less (collectively, the "Hayes Property Owners' Property"), which property has not been further developed;

WHEREAS, in recognition that the Conditions of Annexation contemplated a specific development project and that it now and in the future would and will be impractical, if not impossible, to develop the specific development project contemplated, particularly in general conformance with the Concept Plan as required by the Conditions of Annexation, due to changed circumstances and for various reasons including, without limitation, that portions of the Annexed Property intended to be included in the development project are now owned by third parties and that construction of a hospital on the Annexed Property is no longer contemplated, the Hayes Property Owners have requested that the City of Charles Town agree to rescind, cancel, and nullify the Conditions of Annexation as between the Hayes Property Owners and the City of Charles Town and that the Hayes Property Owners and the City of Charles Town mutually release the other from any and all executory covenants and obligations thereunder; *provided that*, it is the intent and desire of the Hayes Property Owners that Paragraph V of the Conditions of Annexation, pertaining to provision of water and sanitary sewer service to the Annexed Property by the Charles Town Utility Board, shall remain in full effect ("Paragraph V Provision");

WHEREAS, the Hayes Property Owners have expressed that the existence of the Conditions of Annexation and the uncertainty of their effect have frustrated the efforts of the Hayes Property Owners to market and sell the Hayes Property Owners' Property, which has prevented development of such real property; and

WHEREAS, West Virginia University Hospitals – East has expressed its objection to rescission,

cancellation, and nullification of the Conditions of Annexation on the basis of an alleged right to donation of thirty (30) acres of land or the value thereof;

NOW, THE COUNCIL OF THE CITY OF CHARLES TOWN FINDS AND DECLARES, that the Conditions of Annexation contemplated a specific development project;

FURTHER FINDS AND DECLARES, that it now and in the future would and will be impractical, if not impossible, to develop the specific development project contemplated, particularly in general conformance with the Concept Plan as required by the Conditions of Annexation;

FURTHER FINDS AND DECLARES, that certain covenants and obligations of each of the Hayes Property Owners and the City of Charles Town to the other under the Conditions of Annexation remain unperformed and executory and, accordingly, the Conditions of Annexation are unenforceable by either the Hayes Property Owners or the City of Charles Town;

FURTHER FINDS AND DECLARES, that the best interests of the City of Charles Town would not be served by the City of Charles Town performing and satisfying its unperformed and executory covenants and obligations to the Hayes Property Owners under the Conditions of Annexation for the sole purpose of positioning the City of Charles Town to enforce the Conditions of Annexation against the Hayes Property Owners;

FURTHER FINDS AND DECLARES, that leaving the Conditions of Annexation in effect between the Hayes Property Owners and the City of Charles Town serves no current or contemplated future purpose of the City of Charles Town;

FURTHER FINDS AND DECLARES, that it is in the best interests of the City of Charles Town to agree to rescind, cancel, and nullify the Conditions of Annexation as between the Hayes Property Owners and the City of Charles Town, with mutual releases of their respective executory covenants and obligations thereunder, excepting only the Paragraph V Provision; and

FURTHER FINDS AND DECLARES, that, in light of the continuing applicability of the Conditions of Annexation to the 4.6209 acre, more or less, parcel and the 27.8213 acre, more or less, parcel conveyed to third parties, as discussed above, each of the current owners of such parcels should be offered the opportunity to enter a separate agreement rescinding, canceling, and nullifying the Conditions of Annexation as between such owner and the City of Charles Town, with mutual releases of their respective executory covenants and obligations thereunder;

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that the Mayor of the City of Charles Town be, and hereby is, authorized and directed to execute and enter on behalf of the City of Charles Town an agreement with the Hayes Property Owners in the form of that attached as EXHIBIT A that rescinds, cancels, and nullifies the Conditions of Annexation as between the Hayes Property Owners and the City of Charles Town, with mutual releases of their respective executory covenants and obligations thereunder, excepting only the Paragraph V Provision (the "Hayes Property Owners Nullification Agreement");

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that, in the event the current owner(s) of the 4.6209 acre, more or less, parcel and/or the current owner(s) of the 27.8213 acre, more or less, parcel conveyed to third parties, as discussed above, so elect, the Mayor of the City of Charles Town be, and hereby is, authorized and directed to execute and enter on behalf of the City of Charles Town an agreement with such persons in the form of that attached as EXHIBIT A, but with such persons substituted for the Hayes Property Owners therein and with Subsections 1(a), 2(a), and 3(b)(i) deleted therefrom (each, a "Third Party Nullification Agreement");

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that this Ordinance does not and shall not be deemed to, and neither the Hayes Property Owners Nullification Agreement nor any Third Party Nullification Agreement shall or shall be interpreted to, de-annex or otherwise affect the annexation of the Annexed Property, which Annexed Property shall remain annexed within the corporate limits of the City of Charles Town;

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that this Ordinance does not and shall not be deemed to, and neither the Hayes Property Owners Nullification Agreement nor any Third Party Nullification Agreement shall or shall be interpreted to, undo, reverse, change, or affect the current zoning of the Annexed Property as reflected on the Charles Town Zoning Map except that, pursuant to Section 3(b)(i) of the Hayes Property Owners Nullification Agreement, the Hayes Property Owners shall seek a change in the zoning classification of the Hayes Property Owners' Property to the Urban Reserve District by zoning amendment, for which purposes the prior rezoning of the Hayes Property Owners' Property pursuant to the Conditions of Annexation shall be considered revoked, annulled, void, and of no effect for all purposes;

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that this Ordinance does not and shall not be deemed to, and neither the Hayes Property Owners Nullification Agreement nor any Third Party Nullification Agreement shall or shall be interpreted to, undo, cancel, reverse, or otherwise make or render ineffective any other act heretofore performed by any party pursuant to the Conditions of Annexation;

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that this Ordinance and the Hayes Property Owners Nullification Agreement to be entered hereunder are intended to, and shall be deemed to, result in only the release of the executory covenants and obligations of the Hayes Property Owners and their successors and assigns to or in favor of the City of Charles Town under the Conditions of Annexation, and this Ordinance is not intended to and shall not be deemed to, and the Hayes Property Owners Nullification Agreement shall not purport to or be interpreted to, release or otherwise affect any right that West Virginia University Hospitals – East may assert or claim; and

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF CHARLES TOWN, that this Ordinance and any Third Party Nullification Agreement to be entered hereunder are intended

to, and shall be deemed to, result in only the release of the executory covenants and obligations of the subject third parties and their successors and assigns to or in favor of the City of Charles Town under the Conditions of Annexation, and this Ordinance is not intended to and shall not be deemed to, and no Third Party Nullification Agreement shall purport to or be interpreted to, release or otherwise affect any right that West Virginia University Hospitals – East may assert or claim.

This Ordinance shall take effect upon enactment.

First Reading: _____, 20___

Public Hearing: _____, 20___

Passed on Second Reading: _____, 20___

Enacted this _____ day of _____, 20___

CITY OF CHARLES TOWN

_____
Robert M. Trainor
Mayor

Attest:

_____
John C. Barkley
City Clerk

EXHIBIT A
NULLIFICATION AGREEMENT

NULLIFICATION AGREEMENT

This **NULLIFICATION AGREEMENT** (this "Agreement"), dated the ___th day of _____, 20__, is entered into by and between the CITY OF CHARLES TOWN, a West Virginia municipal corporation, party of the first part (the "City"), and ROSCOE A. HAYES, ALICE M. SPICKLER AND DONALD L. SPICKLER, CO-TRUSTEES OF THE ALICE M. SPICKLER LIVING TRUST, AND JOSEPH R. GALLO, parties of the second part. The party of the first part and the parties of the second part are sometimes referred to herein collectively as the "Parties," or individually as a "Party."

RECITALS

WHEREAS, in 2006, the City annexed within its corporate limits four (4) parcels of land (the "Annexed Property") including two parcels then owned by Rolfe G. Hayes ("Hayes") containing, respectively, 198.1519 acres, more or less, and 10.9440 acres, more or less, and a parcel then owned by Ahmad H. Abdul-Baki ("Abdul-Baki") containing 4.6209 acres, more or less;

WHEREAS, pursuant to a Resolution duly adopted by the City's Common Council, the City accepted and approved said annexation and thereby agreed with Hayes and Abdul-Baki to the provisions of those certain Conditions of Annexation thereafter executed by Hayes, Abdul-Baki, and the then Mayor of the City, and dated the 30th day of January (the "Conditions of Annexation");

WHEREAS, the Conditions of Annexation contemplated a specific development project and required that the final development design of the development project be in general conformance with an Annexation Concept Plan attached to the Conditions of Annexation;

WHEREAS, subsequent to execution of the Conditions of Annexation, the intended purchaser and developer of the parcels owned by Hayes and Abdul-Baki withdrew from the contemplated transaction and development;

WHEREAS, in 2012, Abdul-Baki conveyed to Richard Smith and Erin Smith his parcel of 4.6209 acres, more or less;

WHEREAS, Richard Smith and Erin Smith continue to hold said parcel of 4.6209 acres, more or less;

WHEREAS, Hayes died in 2014 and his parcels containing, respectively, 198.1519 acres, more or less, and 10.9440 acres, more or less, came to be held by Roscoe A. Hayes, Alice M. Spickler and Donald L. Spickler, Co-Trustees of the Alice M. Spickler Living Trust, and Joseph R. Gallo (collectively, the "Hayes Property Owners");

WHEREAS, in 2020, the Hayes Property Owners subdivided the parcel of 198.1519 acres, more or

less, and conveyed therefrom a parcel of 27.8213 acres, more or less, to Brad Bishop;

WHEREAS, Brad Bishop continues to hold said parcel of 27.8213 acres, more or less;

WHEREAS, the Hayes Property Owners continue to hold the parcel of 10.9440 acres, more or less, and the remainder of the parcel that originally contained 198.1519 acres, more or less;

WHEREAS, various provisions of the Conditions of Annexation currently remain unperformed and executory on the part of each of the Parties, the Parties accordingly agree that the Conditions of Annexation are unenforceable by either Party, and the Hayes Property Owners dispute the enforceability of the Conditions of Annexation in any event; and

WHEREAS, the Parties mutually desire to rescind, cancel, and nullify the Conditions of Annexation as between the Parties and that the Parties mutually release the other from any and all executory covenants and obligations under the Conditions of Annexation, except as expressly provided otherwise herein;

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

SECTION 1 -- NULLIFICATION

The Conditions of Annexation shall be, and hereby are, fully and completely rescinded, canceled, and nullified as between the Parties.

(a) Notwithstanding the foregoing Section 1, Paragraph V of the Conditions of Annexation, which pertains to water and sewer service to the subject property, shall remain in full force and effect such that the Hayes Property Owners' parcel of 10.9440 acres, more or less, and the remainder of the parcel that originally contained 198.1519 acres, more or less, shall be served by the Charles Town Utility Board and otherwise in accordance with said Paragraph V.

SECTION 2 -- MUTUAL RELEASE

Each of the Parties shall, and hereby does, for and on behalf of itself and its heirs, personal representatives, attorneys, successors, and assigns, fully, finally, and completely release, remise, acquit, and forever discharge the other Party, and all their respective trustees, officers, managers, employees, agents, representatives, insurers, heirs, devisees, personal representatives, successors, and assigns, if any, of and from any and all executory obligations, covenants, and duties under the provisions of the Conditions of Annexation.

(a) Notwithstanding the foregoing Section 2, the obligations of the Hayes Property Owners under Paragraph V of the Conditions of Annexation shall remain in full force and effect.

SECTION 3 -- LIMITED EFFECT OF AGREEMENT

This Agreement is not intended to, does not, and shall not be deemed or interpreted to:

(a) De-annex or otherwise affect the annexation of the Annexed Property, which Annexed Property shall remain annexed within the corporate limits of the City of Charles Town;

(b) Undo, reverse, change, or affect the current zoning of the Annexed Property as reflected on the Charles Town Zoning Map;

(i) Notwithstanding the foregoing Subsection 3(b), the Parties agree that the Hayes Property Owners shall, by petition, pursuant to the process and subject to all required actions provided in Section 1321.12 of the Charles Town Zoning Ordinance, seek a change in the zoning classification of the parcel of 10.9440 acres, more or less, and the remainder of the parcel that originally contained 198.1519 acres, more or less, now owned by the Hayes Property Owners from the Neighborhood Residential and General Commercial zoning districts to the Urban Reserve zoning district, in recognition that such land would be placed in the Urban Reserve zoning district upon annexation under the current Charles Town Zoning Ordinance;

(c) Undo, cancel, reverse, or otherwise make or render ineffective any other act heretofore performed by any Party pursuant to the Conditions of Annexation; or

(d) Release any executory covenants or obligations of the parties of the second part or their successors and assigns to any third party under the Conditions of Annexation that may subsequently be determined to be legally enforceable, if any, or release or otherwise affect rights of any such third party under the Conditions of Annexation that may subsequently be determined to be legally enforceable, if any, it being understood that this Agreement results in only the City's release of the executory covenants and obligations of the parties of the second part and their successors and assigns to or in favor of the City under the Conditions of Annexation.

SECTION 4 -- ENTIRE AGREEMENT

This Agreement contains the entire understanding of the Parties hereto in respect to the subject matter contained herein. There are no restrictions, promises, representations, warranties, covenants, or undertakings, other than those expressly set forth or referred to herein. This Agreement supersedes all prior agreements and understandings between the Parties with

respect to such subject matter.

SECTION 5 -- AMENDMENT

To the fullest extent provided by applicable Law, this Agreement may only be amended, modified, and supplemented by mutual consent of the Parties hereto with respect to any of the terms contained herein, in such manner as may be agreed upon in writing by such Parties.

SECTION 6 -- SEVERABILITY

If any provision of this Agreement is terminated or held by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the remainder of this Agreement will remain in full force and effect.

SECTION 7 -- SUCCESSORS AND ASSIGNS

This Agreement shall inure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators, successors, and assigns.

SECTION 8 -- COUNTERPARTS & FACSIMILES

This Agreement may be executed by the Parties hereto in any number of separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts together shall constitute but one and the same instrument. Signed counterparts of this Agreement may be delivered by facsimile or electronically transmitted image, and such facsimile or electronically transmitted image counterparts and signatures shall be deemed to be, and fully effective and enforceable as, originals for all purposes.

SECTION 9 -- CHOICE OF LAW

This Agreement shall be governed by and construed in accordance with the internal laws of the State of West Virginia, without giving effect to any choice or conflict of law provision or rule that would cause the application of laws of any jurisdiction other than those of the State of West Virginia.

[remainder of page intentionally blank – signature page follows]

IN WITNESS WHEREOF, the Parties hereto have executed this Nullification Agreement, intending it effective the day and year first above written.

CITY OF CHARLES TOWN

_____
Robert M. Trainor
Mayor

Attest:

_____
John C. Barkley
City Clerk

STATE OF WEST VIRGINIA;
COUNTY OF BERKELEY, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by Robert M. Trainor, in his capacity as Mayor of the City of Charles Town, a West Virginia municipal corporation.

(AFFIX NOTARIAL SEAL)

_____
NOTARY PUBLIC

My commission expires: _____.

_____
ROSCOE A. HAYES

STATE OF WEST VIRGINIA;
COUNTY OF BERKELEY, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by Roscoe A. Hayes.

(AFFIX NOTARIAL SEAL)

_____
NOTARY PUBLIC

My commission expires: _____.

_____
ALICE M. SPICKLER, Co-Trustee

_____
DONALD L. SPICKLER, Co-Trustee

STATE OF WEST VIRGINIA;
COUNTY OF BERKELEY, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by Alice M. Spickler and Donald L. Spickler, Co-Trustees of the Alice M. Spickler Living Trust.

(AFFIX NOTARIAL SEAL)

_____
NOTARY PUBLIC

My commission expires: _____.

_____
JOSEPH R. GALLO

STATE OF WEST VIRGINIA;
COUNTY OF BERKELEY, to-wit:

The foregoing instrument was acknowledged before me this _____ day of , 20___, by Joseph R. Gallo.

(AFFIX NOTARIAL SEAL)

_____
NOTARY PUBLIC

My commission expires: _____.

This document was prepared by Michael J. Funk, Esq., Steptoe & Johnson PLLC, 1250 Edwin Miller Blvd., Martinsburg, WV, 25404.



IMEG

Concept Plan

Vinton Hayes

Charles Town, West Virginia

150 75 0 150 250

SCALE: 1" = 150'-0"

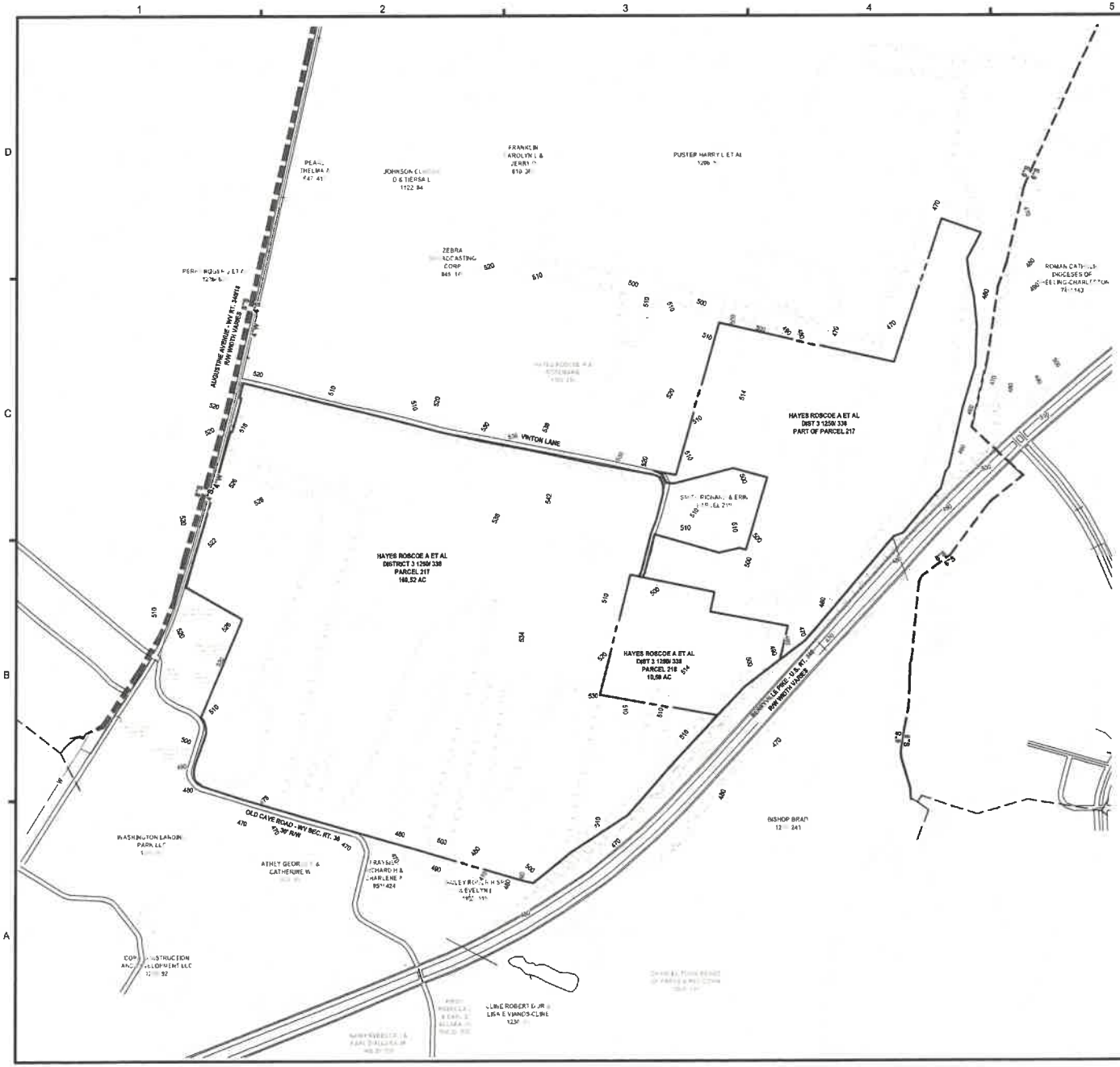
Date: 10-17-2024

Project #: 23006358.00

Drawn/Checked: CM/MP

Notes:
1. This conceptual rendering is for illustrative purposes only.
2. Proposed structure dimensions, orientation, and location were determined by others.
3. Imagery obtained from Google Maps.

1



SOURCES OF DATA:
https://www.mapwv.gov/assessment/
https://wvgis.wvu.edu/data/data.php
https://services.wvgis.wvu.edu/arcgis/rest/services/Elevation
http://services.wvgis.wvu.edu/arcgis/rest/services/Utilities_Communication/

NO FIELD VISITS OR SURVEY HAVE BEEN COMPLETED.

GRAPHIC SCALE
1" = 250'

No.	DESCRIPTION	DATE

IMEG
4601 Forbes Boulevard, Suite 140
Lanham, MD 20706 P 240.296.1574
engineering • surveying • land planning

VINTON FARM EXISTING CONDITIONS BASE SHEET
DISTRICT 3 LIBER 1250 FOLIO 338
PARCEL 217 & 218
CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA

MARK	DATE	DESCRIPTION

PROJECT No.: 23011.001.00
DRAWING No.: 112429
DATE: 10/02/2024
SCALE: AS SHOWN
DESIGN: MP
DRAWN: AF
CHECKED: BK

SHEET TITLE
EXISTING CONDITIONS PLAN

SHEET No.
C101

Approval Conditions for Vinton Hayes Rezoning Petition REV1

1. Each new residential unit developed on the property shall be subject to a voluntary financial payment of $2,500 paid at the time of building permit issuance. These funds may be used by the City to fund any of its future capital needs. The property will be exempt from any future capital improvement fees implemented by the City; and
2. As part of the owner/developer's compliance with section ***1333.17 Parks, Recreation and Open Space Amenity Standards***, the owner/developer will construct on a portion of the property to be dedicated to the City:
    a. Full-sized soccer field,
    b. Two (2) pickleball courts,

    These improvements will be completed prior to the issuance of the 291st residential building permit for the property. The owner/developer will be exempt from the fee in lieu requirement of section ***1333.17***; and
3. In addition to the requirements of section ***1333.17***, the owner/developer agrees to construct the following onsite private recreation amenities for future residents on the property:
    a. Community Pool,
    b. Single Story Pool Bathhouse to include restrooms, changing areas, and lockers,
    c. Shade Structure (which may be integrated into the Bathhouse),
    d. Picnic tables,
    e. Grills,
    f. Playground.

    The improvements will be completed prior to the issuance of the 351st residential building permit for the property.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1254: Eminent Domain Property Resolution - Possible Executive Session

This agenda item needs to be removed from the Table.

Proposed Motion:

Approve the Resolution Authorizing Land Acquisition by Eminent Domain.

ATTACHMENTS:

- APUS Depot District Acquisition Resolution (002).pdf

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

A Resolution Authorizing Land Acquisition by Eminent Domain

WHEREAS, the 2.869 acres of property situated north of downtown Charles Town bounded by the CSX Rail Tracks, N. George Street, East 1st Street, Bell Place, and N. Mildred Street has been a vacant brownfield for decades, with no productive uses or activities; and

WHEREAS, the property consists of nine (9) contiguous parcels:

- Parcel 8: 03002A00080000 (0.3347 acres)
- Parcel 9: 03002A00090000 (0.1322 acres)
- Parcel 10: 03002A00100000 (0.2891 acres)
- Parcel 49: 03000200490000 (0.8043 acres)
- Parcel 50: 03000200500000 (0.1624 acres)
- Parcel 51: 03000200510000 (0.1856 acres)
- Parcel 67: 03000200670000 (0.182 acres)
- Parcel 68: 03000200680000 (0.3329 acres)
- Parcel 69: 03000200690000 (0.4458 acres)

TOTAL: 2.869 acres

; and

WHEREAS, the City of Charles Town achieved consensus among staff, appointed boards, and elected officials, with public and local organizational backing, that this vacant land could be an excellent location for community activities that currently lack spaces or facilities, including public uses such as a municipal park, recreational area, farmers market, and public event grounds, an envisioned project the City has named the "Depot District Park" initiative; and

WHEREAS, these parcels were acquired by private business American Public University System (APUS) in approximately 2012, and kept vacant since then; and

WHEREAS, the City of Charles Town has communicated repeatedly by official letters, official offers of purchase for valuable cash consideration, emails, telephone calls, and personal meetings since February 2022 (over 30 months) that the municipality was interested in purchasing these properties for public uses; and

WHEREAS, APUS and its agents have been unwilling to reach agreement on a sale and transfer of these properties for municipal purposes on market-based terms; and

WHEREAS, W.Va. Code Section 54-1-2(a)(7) provides that the municipality has full authority to take these parcels by eminent domain in exchange for just compensation for the value of the

properties, as “the public uses for which private property may be taken . . . are as follows . . .for parks, public playgrounds . . . and all other public buildings.”;

NOW, THEREFORE LET IT BE RESOLVED, that the City of Charles Town draft and send immediately an official letter to American Public University System officials, notifying APUS that the city will institute proceedings for eminent domain acquisition of these properties; and

LET IT FURTHER BE RESOLVED, that the City Manager be authorized and directed to work with the municipal general counsel, with regular consultation with City Council, to utilize necessary resources to move forward immediately to undertake this action.

Adopted the 18th of November 2024.

Attest:

_____	_____
Robert M. Trainor	John Nissel
Mayor	City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1264: Property Acquisition - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1206*: BR2024-13*: Stone Spring Phase 2 Bond Initiation

Move to approve the bond initiation in the amount of $14,782,413.46 for the Stone Spring Housing Development

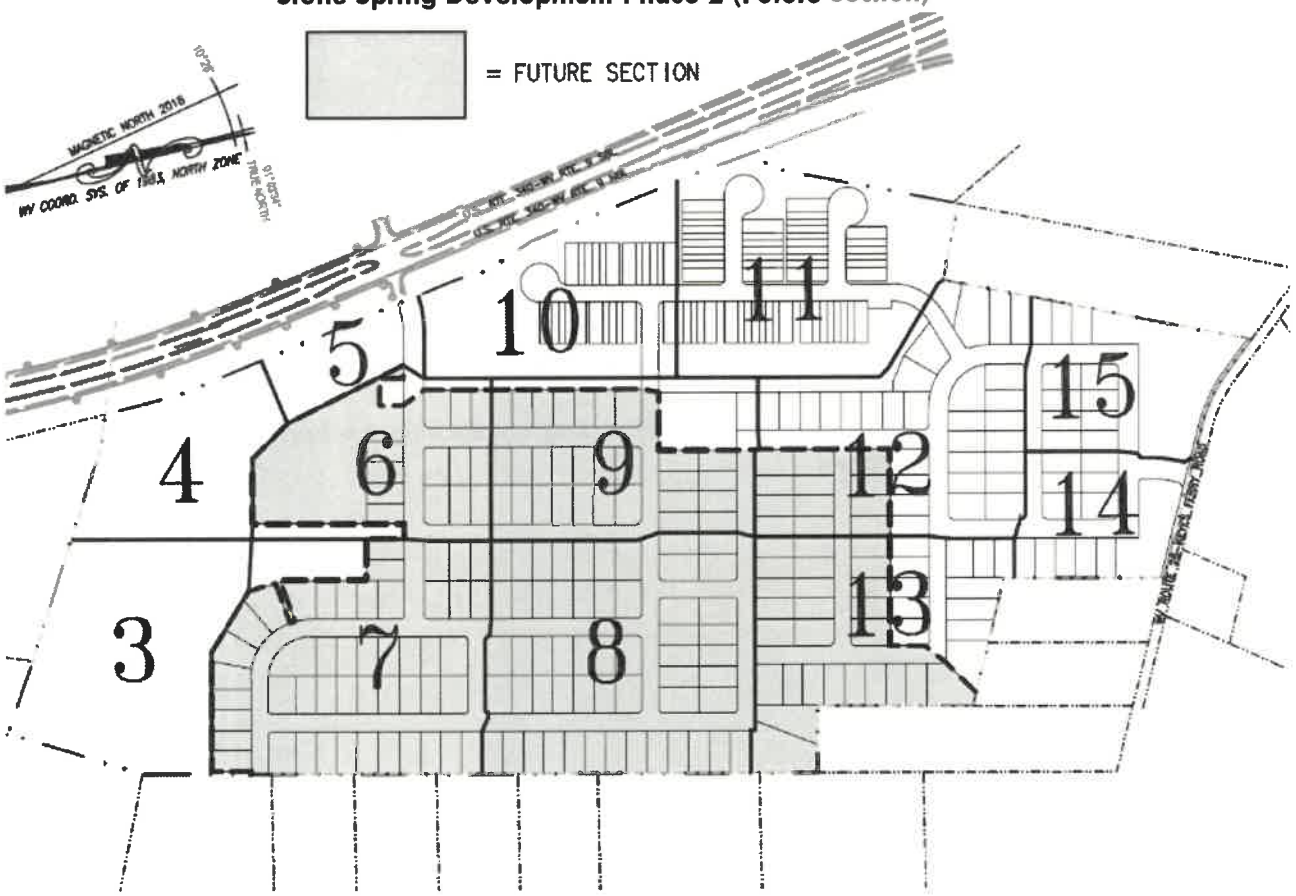
ATTACHMENTS:

- Staff Report.pdf
- Application.pdf
- Revised Bond Amount.pdf
- KH Review.pdf
- Stone Springs Bond Exhibit.pdf

Bond Initiation Request
BR2024-13

Date: For the December 16, 2024 City Council meeting
Applicant: Stanley Martin Homes LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond initiation in the amount of $14, 782, 413.46

Stone Spring Development Phase 2 (Future Section)



BACKGROUND

The applicant, Stanley Martin Homes LLC, has submitted a bond initiation request for the Stone Spring housing development Phase 2. The applicant is requesting a bond initiation in the amount of $14, 782, 413.46. This amount will cover both performance bond issues (road paving, street lights, etc.) and land disturbance requirements (such as silt fencing).

Upon review of the request the City Engineer, Kimley-Horn, has determined that the bond initiation amount is a reasonable request based on the proposed work.

Bonds shall be required for public and other physical Improvements to be constructed under an approved Final S/LD Application. Such Improvements shall include, without limitation, Road, curb, gutter, sidewalk, trails, storm Drainage, traffic signalization and control, water and sanitary sewer infrastructure, and any other site-related Improvements required by the City of Charles Town for vehicular and pedestrian ingress and egress, for public access roadways, for Structures necessary to insure stability of critical slopes, for necessary utilities, and for Stormwater Management Facilities.

PLANNING COMMISSION

The Planning Commission discussed this request at their October 28, 2024 meeting. The Commission voted to recommend approval of the request subject to 'Explanation of Note One and Note Two, with any additions the Commission may not be aware of at this time'. These notes were references to the Cit's prior bond cost estimate sheet.

Following Planning Commission review, the applicant has submitted a revised bond estimate based on the City's new bond cost sheet.

The Commission again discussed this at their November 25, 2024 meeting. Following discussion, the Commission voted to recommend approval of the revised bond, subject to resolving the status of the parking lot for the open space and whether or not it is covered under Phase 1 or 2.

The Commission voted 3-1 to recommend approval subject to that condition.

Following the meeting, the applicant sent staff a diagram showing the parking lot was previously covered under the Phase 1bond.

RECOMMENDATION

Approval.

Bond Request No. 2

BOND REQUEST AND REDUCTION

To assist the Subdivision Administrator in the review of a Bond Request Application, the Applicant must utilize this form to supply the City with the information prescribed under Article 1335 and Section 1332 of the Subdivision and Land Development Ordinance. The submission of this form, along with the prescribed information and required fees, shall serve as the Applicant's Bond Request Application as required by Ordinance Article 1335.

1. DATE September 30, 2024

2. APPLICATION TYPE ☒ Bond | Initiation ☐ Bond | Reduction

☐ Bond | Reallocation ☐ Bond | Release**

3. PROJECT NAME Stone Spring Subdivision - Phase 2

Address intersection of Stone Spring Road and Keyes Ferry Road

4. APPLICANT'S NAME* Stanley Martin Homes

Address 14200 Park Meadow Drive, Suite 100 North, Chantilly, VA 20151

Telephone Number (703)636-9232 Fax Number ( )

Email Address AmesME@stanleymartin.com

5. PROPERTY OWNER'S NAME Stanley Martin Homes

Address 14200 Park Meadow Drive, Suite 100 North, Chantilly, VA 20151

Telephone Number (703)636-9232 Fax Number ( )

Email Address AmesME@stanleymartin.com

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

**Requires a Public Hearing and landscaping surety for one year after release

Bond Request No. 2

6. DESCRIPTION OF REQUETED INITIATION, REDUCTION, OR RELEASE:

This request is for the initiation of the Stone Spring Phase 2 Performance Bond.

7. A) CURRENT BOND AMOUNT $ 0

B) PROPOSED BOND AMOUNT $ 9,347,667.31

8. PARCEL INVENTORY: (List all parcels that are part of this application):

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
15	1	1306	427	03

9. PARCEL HISTORY: (List all pending or previously approved applications on the subject parcels inventoried above, including previous plat applications if this application is an amendment)

Application No.	Project Name and Phase	Status	Approval Date

Bond Request No. 2

10. BOND RELEASE ATTACHMENTS.

The following shall be included with this request:

A. To the extent not previously submitted pursuant to bond reduction request, copies of inspection and test reports if work was inspected and tested by a third-party inspector.

B. Certification that all bonded Improvements, other than Improvements accepted by West Virginia Department of Highways (WVDOH), have been completed in accordance with the approved plans, profiles, and specifications and the requirements of any applicable manual. For Improvements to be accepted for maintenance by WVDOH, such Certification shall state that the Improvements have been installed and inspected in accordance with WVDOH's requirements.

C. A copy of the City-approved As-Built Drawings as required for facilities within public rights-of-way or Easements submitted pursuant to Section 1332.10 of this Ordinance.

Date of As-Builts _____ Prepared By _____

D. A letter from a Professional Engineer or Professional Land Surveyor certifying that property corners and Monuments have been set as required under this Ordinance.

E. Documentation of acceptance by WVDOH for public roadways and rights-of-way, or a maintenance and indemnification agreement and bond approved by the Planning Commission for public roadways that have been completed in accordance with WVDOH standards but which, due to factors other than their quality of construction, are not eligible for acceptance by WVDOH.

F. For private roadways, a letter of acceptance by the entity responsible for maintenance and a Latent Defects Indemnification Agreement and Bond in accordance with this Section.

G. Private Roadway Maintenance Bonds. Before a Performance Agreement and surety for private roadway construction shall be released, a Latent Defects Indemnification Agreement and Bond shall be provided by the applicant/Developer and approved by the Planning Commission. The guarantee provided by such Agreement and Bond must be for a period of two (2) years following the date of performance bond release, and must be in an amount equal to no less than 5% of the original performance bond estimate in accordance with Section 1335.07 (F) of the Subdivision Ordinance.

H. Landscaping Surety. Surety is required to ensure the landscaping shown on the Major S/LD plans is maintained for one (1) year. The one (1) year shall start from the date at which the surety for the site has been released, with the exception of this landscaping surety. The landscaping surety amount shall not be less than $5,000.00 or 10% of the total landscaping cost for the project, which every is greater.

Bond Request No. 2

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1335 of the S/LD Ordinance.

Signature of Applicant

_____ Date 10/1/2024

Signature of Property Owner (If different than Applicant)

_____ Date _____

Please submit an original completed Application, 1 digital copy and 1 paper copy of the As-Built Plans (if applicable) to the following:

Subdivision Administrator
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

Please also send a copy of the completed Application as well as the As-Builts to the following:

Hatch/Chester Engineers
Attn: Elizabeth Adamowicz
705 Quince Orchard Road, Suite 310
Gaithersburg, MD 20878

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Subdivision Administrator Approval:_____ Date:_____

Engineer Approval:_____ Date:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

BOND ESTIMATE					BOND REDUCTION						City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	Final Price	QUANTITY COMPLETED (REDUCTION REQUEST)	UNIT COST	PREVIOUS QUANTITY COMPLETED	TOTAL QUANTITY COMPLETED (INCLUDING REDUCTION REQUEST)	EXTENSION	%COMPLETE	%APPROVED
MOBILIZATION GENERAL											
Mobilization	LS	$12,440.00		$0.00		$0.00		0		0%	
Field Office	EA	$3,490.00		$0.00		$0.00		0		0%	
Job Sign	EA	$1,340.00		$0.00		$0.00		0		0%	
SURVEYING											
Steel Pipe Property Corner Marker Incl. Survey	EA	$320.38	298	$95,473.24		$0.00		0		0%	
R.O.W MONUMENTS SURVEYED IN PLACE											
RM--1	EA	$825.00		$0.00		$0.00		0		0%	
RM--2	EA	$764.00		$0.00		$0.00		0		0%	
EARTHWORK EXCAVATION											
Regular Bulk used as Fill	CY	$4.50	100203	$450,913.50		$0.00		0		0%	
Rock, Rip	CY	$51.50		$0.00		$0.00		0		0%	
Rock, Blast	CY	$55.00		$0.00		$0.00		0		0%	
BORROW MATERIAL											
Buy, Load, Haul 10 Mi. Select Material	CY	$42.00	117425	$4,931,850.00		$0.00		0		0%	
Fill and Compaction of On-site Borrow	CY	$11.06	100203	$1,108,245.18		$0.00		0		0%	
UNSUITABLE MATERIAL											
Load and Haul, 20 mi R/T	CY	$36.56		$0.00		$0.00		0		0%	
Dump Charge	CY	$62.50		$0.00		$0.00		0		0%	
Site Grading	SY	$1.25		$0.00		$0.00		0		0%	
CLEAR & GRUB											
Light	AC	$14,548.50		$0.00		$0.00		0		0%	
Heavy	AC	$26,699.49		$0.00		$0.00		0		0%	
LANDSCAPING											
Seeding	SY	$3.00	180185	$540,555.00		$0.00		0		0%	
Sodding	SY	$8.50		$0.00		$0.00		0		0%	
PLANTING SHRUBS											
18"	EA	$70.00		$0.00		$0.00		0		0%	
24"	EA	$90.00		$0.00		$0.00		0		0%	
TREES											
6'-8' (1-2 in. Caliper)	EA	$400.00	306	$122,400.00		$0.00		0		0%	
8'-10' (2.5-3 in. Caliper)	EA	$700.00		$0.00		$0.00		0		0%	
Tree Protection	LF	$11.13		$0.00		$0.00		0		0%	
MISCELLANEOUS SITE IMPROVEMENTS											
Timber Wall (less than 6 ft)	LF	$325.00		$0.00		$0.00		0		0%	
Dry Rubble RW-1 (H=6')	LF	$450.00		$0.00		$0.00		0		0%	

Mortared Rubble RW-1A (H=6')	LF	$535.00		$0.00		$0.00		0		0%	
Concrete Gravity RW-2 (H=6')	LF	$589.50		$0.00		$0.00		0		0%	
Concrete Gravity RW-3 (H=6')	LF	$1,037.50		$0.00		$0.00		0		0%	
FENCING											
Std. Fence (H=5') FR-5	LF	$56.00		$0.00		$0.00		0		0%	
Farm Fence (H=5') FR-3A	LF	$37.50		$0.00		$0.00		0		0%	
Chain Link Fence (H=6') FR 2-B	LF	$62.00		$0.00		$0.00		0		0%	
Board Fence (H=6')	LF	$62.00		$0.00		$0.00		0		0%	
TOTS LOTS											
Tot Lot	EA	$16,495.00		$0.00		$0.00		0		0%	
STORM DRAINAGE											
STORM SEWER											
NOTE: All pipe unit prices include trench, excavation, bedding, pipe, & backfill											
Rock Excavation for All Pipe Types											
Less than 1,500 CY (Blasting)	CY	$110.00		$0.00		$0.00		0		0%	
More than 1,500 CY (Blasting)	CY	$90.00		$0.00		$0.00		0		0%	
Less than 1,500 CY (Hoe Ram)	CY	$220.00		$0.00		$0.00		0		0%	
More than 1,500 CY (Hoe Ram)	CY	$180.00		$0.00		$0.00		0		0%	
Trench De-Watering											
Trench De-Watering	LF	$4.00		$0.00		$0.00		0		0%	
RCP CLASS III ROUND T & G W/MASTIC											
12" Pipe (RCP III)											
0'-8' Cut	LF	$100.00		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$140.00		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$1.90		$0.00		$0.00		0		0%	
O-Ring	LF	$12.36		$0.00		$0.00		0		0%	
15" Pipe (RCP III)											
0'-10' Cut	LF	$100.00		$0.00		$0.00		0		0%	
10'-16'	LF	$156.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$1.48		$0.00		$0.00		0		0%	
O-Ring	LF	$8.58		$0.00		$0.00		0		0%	
18" Pipe (RCP III)											
0'-10' Cut	LF	$100.00		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$160.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$3.20		$0.00		$0.00		0		0%	
O-Ring	LF	$11.20		$0.00		$0.00		0		0%	
21" Pipe (RCP III)											
0'-8' Cut	LF	$115.00		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$174.80		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$4.40		$0.00		$0.00		0		0%	
O-Ring	LF	$20.80		$0.00		$0.00		0		0%	
24" Pipe (RCP III)											
0'- 10' Cut	LF	$140.00		$0.00		$0.00		0		0%	
10'-16'	LF	$196.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$5.04		$0.00		$0.00		0		0%	
O-Ring	LF	$22.40		$0.00		$0.00		0		0%	

27" Pipe (RCP III)											
0'- 10' Cut	LF	$123.20		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$195.03		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$6.40		$0.00		$0.00		0		0%	
O-Ring	LF	$24.00		$0.00		$0.00		0		0%	
30" Pipe (RCP III)											
0'- 8' Cut	LF	$169.40		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$256.66		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$9.60		$0.00		$0.00		0		0%	
O-Ring	LF	$27.60		$0.00		$0.00		0		0%	
33" Pipe (RCP III)											
0'- 10' Cut	LF	$240.00		$0.00		$0.00		0		0%	
10'-16'	LF	$333.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$13.50		$0.00		$0.00		0		0%	
O-Ring	LF	$45.80		$0.00		$0.00		0		0%	
36" Pipe (RCP III)											
0'-10' Cut	LF	$249.60		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$363.92		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$12.40		$0.00		$0.00		0		0%	
O-Ring	LF	$36.40		$0.00		$0.00		0		0%	
42" Pipe (RCP III)											
0'- 8' Cut	LF	$289.54		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$413.46		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$19.20		$0.00		$0.00		0		0%	
O-Ring	LF	$56.72		$0.00		$0.00		0		0%	
48" Pipe (RCP III)											
0'-10' Cut	LF	$320.52		$0.00		$0.00		0		0%	
10'-16'	LF	$442.31		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$20.00		$0.00		$0.00		0		0%	
O-Ring	LF	$69.36		$0.00		$0.00		0		0%	
54" Pipe (RCP III)											
0' - 10' Cut	LF	$420.00		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$541.38		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$30.00		$0.00		$0.00		0		0%	
O-Ring	LF	$70.96		$0.00		$0.00		0		0%	
60" Pipe (RCP III)											
0'-10' Cut	LF	$420.00		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$498.48		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$36.00		$0.00		$0.00		0		0%	
O-Ring	LF	$77.84		$0.00		$0.00		0		0%	
ELLIPTICAL PIPE - RCP CLASS III											
23"x14" (18" Equiv- RCP III)											
0'10' Cut	LF	$190.00		$0.00		$0.00		0		0%	
10'-16' Cut	LF	$278.60		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$41.60		$0.00		$0.00		0		0%	
O-Ring	LF	$109.80		$0.00		$0.00		0		0%	
30"x19" (24" Equiv- RCP III)											

0'10' Cut	LF	$190.00		$0.00		$0.00		0		0%	
10'-16' Cut	LF	$329.25		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$15.07		$0.00		$0.00		0		0%	
O-Ring	LF	$109.79		$0.00		$0.00		0		0%	
38"x24" (30" Equiv- RCP III)											
0'10' Cut	LF	$190.00		$0.00		$0.00		0		0%	
10'-16' Cut	LF	$423.78		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$21.38		$0.00		$0.00		0		0%	
O-Ring	LF	$129.92		$0.00		$0.00		0		0%	
45"x29" (36" Equiv- RCP III)											
0'10' Cut	LF	$370.00		$0.00		$0.00		0		0%	
10'-16' Cut	LF	$526.88		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$25.45		$0.00		$0.00		0		0%	
O-Ring	LF	$119.63		$0.00		$0.00		0		0%	
53"X 34" (42" Equiv-RCP III)											
0'12' Cut	LF	$370.00		$0.00		$0.00		0		0%	
10'-18' Cut	LF	$528.36		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$38.87		$0.00		$0.00		0		0%	
O-Ring	LF	$149.26		$0.00		$0.00		0		0%	
60"x38" (48" Equiv- RCP III)											
0'12' Cut	LF	$370.00		$0.00		$0.00		0		0%	
10'-18' Cut	LF	$543.90		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$46.46		$0.00		$0.00		0		0%	
O-Ring	LF	$177.11		$0.00		$0.00		0		0%	
HDPE PIPE											
8" Pipe											
0'-8' Cut	LF	$50.00		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$75.30		$0.00		$0.00		0		0%	
12" Pipe											
0'-8' Cut	LF	$67.50		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$100.04		$0.00		$0.00		0		0%	
15" Pipe											
0'-8' Cut	LF	$87.08	2625	$228,585.00		$0.00		0		0%	
8'-16' Cut	LF	$129.65	1432	$185,658.80		$0.00		0		0%	
18" Pipe											
0'-8' Cut	LF	$114.33	603	$68,940.99		$0.00		0		0%	
8'-16' Cut	LF	$170.69	215	$36,698.35		$0.00		0		0%	
24" Pipe											
0'-8' Cut	LF	$132.62	787	$104,371.94		$0.00		0		0%	
8'-16' Cut	LF	$197.61	319	$63,037.59		$0.00		0		0%	
30" Pipe											
0'-8' Cut	LF	$157.42	405	$63,755.10		$0.00		0		0%	
8'-16' Cut	LF	$236.13	123	$29,043.99		$0.00		0		0%	
36" Pipe											
0'-8' Cut	LF	$200.00	74	$14,800.00		$0.00		0		0%	
8'-16' Cut	LF	$298.00		$0.00		$0.00		0		0%	
42" Pipe											

0'-8' Cut	LF	$224.20	128	$28,697.60			$0.00		0		0%
8'-16' Cut	LF	$334.06		$0.00			$0.00		0		0%
48" Pipe											
0'-8' Cut	LF	$253.35		$0.00			$0.00		0		0%
8'-16' Cut	LF	$377.49		$0.00			$0.00		0		0%
STORM STRUCTURES											
END SECTIONS											
End Sections (ES-1), Concrete Pipe Size											
15"	EA	$1,389.00		$0.00			$0.00		0		0%
18"	EA	$1,583.46		$0.00			$0.00		0		0%
21"	EA	$1,805.14		$0.00			$0.00		0		0%
24"	EA	$2,057.86		$0.00			$0.00		0		0%
27"	EA	$2,345.97		$0.00			$0.00		0		0%
30"	EA	$2,674.40	1	$2,674.40			$0.00		0		0%
36"	EA	$3,048.82		$0.00			$0.00		0		0%
42"	EA	$3,558.50		$0.00			$0.00		0		0%
48"	EA	$4,056.69		$0.00			$0.00		0		0%
54"	EA	$4,624.63		$0.00			$0.00		0		0%
60"	EA	$5,272.07		$0.00			$0.00		0		0%
ENDWALLS											
EW-1 (Pre-Cast) Round Pipe Size											
15"	EA	$2,433.00		$0.00			$0.00		0		0%
18"	EA	$2,724.96		$0.00			$0.00		0		0%
24"	EA	$3,051.96		$0.00			$0.00		0		0%
30"	EA	$3,418.19		$0.00			$0.00		0		0%
36"	EA	$3,828.37		$0.00			$0.00		0		0%
EW-1 Cast in Place [Round Pipe Size]											
15"	EA	$2,591.15		$0.00			$0.00		0		0%
18"	EA	$2,902.08		$0.00			$0.00		0		0%
24"	EA	$3,250.33		$0.00			$0.00		0		0%
30"	EA	$3,640.37		$0.00			$0.00		0		0%
36"	EA	$4,077.22		$0.00			$0.00		0		0%
EW-1A (Pre-Cast) Elliptical Pipe Size											
23" X 14" (18")	EA	$1,335.00		$0.00			$0.00		0		0%
30" X 19" (24")	EA	$1,495.20		$0.00			$0.00		0		0%
38 X 24" (30")	EA	$1,879.50		$0.00			$0.00		0		0%
45 X 29" (36")	EA	$2,105.04		$0.00			$0.00		0		0%
53" X 34" (42")	EA	$2,791.50		$0.00			$0.00		0		0%
EW-1A (Cast in Place) Elliptical Pipe Size											
23" X 14" (18")	EA	$1,318.50		$0.00			$0.00		0		0%
30" X 19" (24")	EA	$1,318.50		$0.00			$0.00		0		0%
38 X 24" (30")	EA	$2,257.00		$0.00			$0.00		0		0%
45 X 29" (36")	EA	$2,257.00		$0.00			$0.00		0		0%
53" X 34" (42")	EA	$3,217.50		$0.00			$0.00		0		0%
EW-2 (PreCast) Round Size Pipe Size											
42"	EA	$8,324.00		$0.00			$0.00		0		0%
48"	EA	$9,322.88		$0.00			$0.00		0		0%

54"	EA	$10,441.63		$0.00		$0.00		0		0%	
60"	EA	$11,694.62		$0.00		$0.00		0		0%	
72"	EA	$12,675.50		$0.00		$0.00		0		0%	
84"	EA	$14,196.56		$0.00		$0.00		0		0%	
EW-2 (Cast in Place) Round Size Pipe Size											
42"	EA	$9,255.50		$0.00		$0.00		0		0%	
48"	EA	$10,366.16		$0.00		$0.00		0		0%	
54"	EA	$11,610.10		$0.00		$0.00		0		0%	
60"	EA	$13,003.31		$0.00		$0.00		0		0%	
72"	EA	$15,747.00		$0.00		$0.00		0		0%	
84"	EA	$17,636.64		$0.00		$0.00		0		0%	
EW-6PC [Double Pipe] Pipe Size											
2-15"	EA	$2,123.00		$0.00		$0.00		0		0%	
2-18"	EA	$2,377.76		$0.00		$0.00		0		0%	
2-24"	EA	$2,663.09		$0.00		$0.00		0		0%	
2-30"	EA	$4,096.00		$0.00		$0.00		0		0%	
2-36"	EA	$4,587.52		$0.00		$0.00		0		0%	
MANHOLES											
Standard Brick Manhole Std Frame & Cover (MH-1)											
6' Depth	EA	$6,048.00	6	$36,288.00		$0.00		0		0%	
Depth Below 6'	VF	$230.00	14	$3,220.00		$0.00		0		0%	
Standard Precast Manhole Std Frame & Cover (MH-2)		$5,337.00		$0.00		$0.00		0		0%	
Additional Cost (Amount in parentheses to be added to the above unit costs)											
Watertight Fr/Cover (Add 110)	EA	$579.00		$0.00		$0.00		0		0%	
Heavy Duty Fr/ Cover (Add 82)	VF	$599.00		$0.00		$0.00		0		0%	
Drop Inlets											
Cast in Place 48"											
Drop Inlet (DI-1) 12"-24" Pipe0-10 VF	EA	$7,690.00	2	$15,380.00		$0.00		0		0%	
Drop Inlet (DI-1A) 12"-24" Pipe10-20 VF	EA	$7,690.00		$0.00		$0.00		0		0%	
Drop Inlet (DI-2A) 12"-24" Pipe0-10 VF, 10' throat	EA	$9,458.70		$0.00		$0.00		0		0%	
Drop Inlet (DI-2A) 12"-24" Pipe10-20 VF, 10' throat	EA	$11,634.20		$0.00		$0.00		0		0%	
Curb Drop Inlets											
Curb Drop Inlet (DI-3A)											
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$7,460.00		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3AA)											
12"-30" Pipe (Invert Depth (H) =8'-	EA	$9,772.60		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3B) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
4'	EA	$7,758.40		$0.00		$0.00		0		0%	
6'	EA	$8,534.24	60	$512,054.40		$0.00		0		0%	
8'	EA	$9,387.66	9	$84,488.94		$0.00		0		0%	
10'	EA	$10,326.43	19	$196,202.17		$0.00		0		0%	

12'	EA	$11,359.07	6	$68,154.42		$0.00		0		0%	
16'	EA	$12,494.98		$0.00		$0.00		0		0%	
20'	EA	$13,744.48		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3BB) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
4'	EA	$7,680.82		$0.00		$0.00		0		0%	
6'	EA	$8,448.90		$0.00		$0.00		0		0%	
8'	EA	$9,293.79		$0.00		$0.00		0		0%	
10'	EA	$10,223.17		$0.00		$0.00		0		0%	
12'	EA	$11,245.48		$0.00		$0.00		0		0%	
16'	EA	$12,370.03		$0.00		$0.00		0		0%	
20'	EA	$13,607.03		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3C) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
6'	EA	$7,204.61		$0.00		$0.00		0		0%	
8'	EA	$7,925.07		$0.00		$0.00		0		0%	
10'	EA	$8,717.57		$0.00		$0.00		0		0%	
12'	EA	$9,589.33		$0.00		$0.00		0		0%	
16'	EA	$10,548.26		$0.00		$0.00		0		0%	
20'	EA	$11,603.09		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3CC) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
6'	EA	$8,573.48		$0.00		$0.00		0		0%	
8'	EA	$9,430.83		$0.00		$0.00		0		0%	
10'	EA	$10,373.91		$0.00		$0.00		0		0%	
12'	EA	$11,411.30		$0.00		$0.00		0		0%	
16'	EA	$12,552.43		$0.00		$0.00		0		0%	
20'	EA	$13,807.68		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3D)											
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$6,430.11		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3DD)											
12"-30" Pipe (Invert Depth	EA	$7,587.53		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3E) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
4'	EA	$7,460.00		$0.00		$0.00		0		0%	
8'	EA	$7,982.20		$0.00		$0.00		0		0%	
10'	EA	$8,540.95		$0.00		$0.00		0		0%	
12'	EA	$9,138.82		$0.00		$0.00		0		0%	
16'	EA	$9,778.54		$0.00		$0.00		0		0%	
20'	EA	$10,463.04		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3EE) 12"-30" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
6'	EA	$11,509.34		$0.00		$0.00		0		0%	
8'	EA	$12,314.99		$0.00		$0.00		0		0%	
10'	EA	$13,177.04		$0.00		$0.00		0		0%	
12'	EA	$14,099.44		$0.00		$0.00		0		0%	
16'	EA	$15,086.40		$0.00		$0.00		0		0%	
20'	EA	$16,142.44		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3F) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
6'	EA	$6,855.74		$0.00		$0.00		0		0%	
8'	EA	$7,335.64		$0.00		$0.00		0		0%	

10'	EA	$7,849.14		$0.00			$0.00		0		0%	
12'	EA	$8,398.58		$0.00			$0.00		0		0%	
16'	EA	$8,986.48		$0.00			$0.00		0		0%	
20'	EA	$9,615.53		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3FF) 12"-30" Pipe (Invert Depth (H) = 8'-20') Inlet Length												
6'	EA	$14,671.28		$0.00			$0.00		0		0%	
8'	EA	$15,698.27		$0.00			$0.00		0		0%	
10'	EA	$16,797.15		$0.00			$0.00		0		0%	
12'	EA	$17,972.95		$0.00			$0.00		0		0%	
16'	EA	$19,231.06		$0.00			$0.00		0		0%	
20'	EA	$20,577.23		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4A) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length												
4'	EA	$10,020.00		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4AA) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length												
4'	EA	$10,020.00		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4B) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length												
6'	EA	$8,802.77		$0.00			$0.00		0		0%	
8'	EA	$9,418.96		$0.00			$0.00		0		0%	
10'	EA	$10,078.29		$0.00			$0.00		0		0%	
12'	EA	$10,783.77		$0.00			$0.00		0		0%	
16'	EA	$11,538.64		$0.00			$0.00		0		0%	
20'	EA	$12,346.34		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4BB) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length												
6'	EA	$17,429.48		$0.00			$0.00		0		0%	
8'	EA	$18,649.55		$0.00			$0.00		0		0%	
10'	EA	$19,955.02		$0.00			$0.00		0		0%	
12'	EA	$21,351.87		$0.00			$0.00		0		0%	
16'	EA	$22,846.50		$0.00			$0.00		0		0%	
20'	EA	$24,445.75		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4C) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length												
8'	EA	$9,418.96		$0.00			$0.00		0		0%	
10'	EA	$10,078.29		$0.00			$0.00		0		0%	
12'	EA	$10,783.77		$0.00			$0.00		0		0%	
16'	EA	$11,538.64		$0.00			$0.00		0		0%	
20'	EA	$12,346.34		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4CC) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length												
8'	EA	$22,417.13		$0.00			$0.00		0		0%	
10'	EA	$23,986.33		$0.00			$0.00		0		0%	
12'	EA	$25,665.38		$0.00			$0.00		0		0%	
16'	EA	$27,461.95		$0.00			$0.00		0		0%	
20'	EA	$29,384.29		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4D)												
36"-48" Pipe (Invert Depth (H) =8'16') Inlet Length 4'	EA	$8,279.27		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4DD)												
36"-48" Pipe (Invert Depth (H)	EA	$16,392.95		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4E) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length												

6'	EA	$9,016.12		$0.00		$0.00		0		0%	
8'	EA	$9,647.25		$0.00		$0.00		0		0%	
10'	EA	$10,322.56		$0.00		$0.00		0		0%	
12'	EA	$11,045.14		$0.00		$0.00		0		0%	
16'	EA	$11,818.30		$0.00		$0.00		0		0%	
20'	EA	$12,645.58		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-4EE) 36"-48" Pipe (Invert Depth (H) = 8'-16') Inlet Length											
6'	EA	$15,688.06		$0.00		$0.00		0		0%	
8'	EA	$16,786.22		$0.00		$0.00		0		0%	
10'	EA	$17,961.26		$0.00		$0.00		0		0%	
12'	EA	$19,218.54		$0.00		$0.00		0		0%	
16'	EA	$20,563.84		$0.00		$0.00		0		0%	
20'	EA	$22,003.31		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-4F) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length											
8'	EA	$10,040.36		$0.00		$0.00		0		0%	
10'	EA	$10,743.18		$0.00		$0.00		0		0%	
12'	EA	$11,495.20		$0.00		$0.00		0		0%	
16'	EA	$12,299.87		$0.00		$0.00		0		0%	
20'	EA	$13,160.86		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-4FF) 36"-48" Pipe (Invert Depth (H) = 8'-16') Inlet Length											
8'	EA	$15,140.86		$0.00		$0.00		0		0%	
10'	EA	$16,200.72		$0.00		$0.00		0		0%	
12'	EA	$17,334.77		$0.00		$0.00		0		0%	
16'	EA	$18,548.20		$0.00		$0.00		0		0%	
20'	EA	$19,846.57		$0.00		$0.00		0		0%	
Median Drop Inlets - CIP											
Median Drop Inlets (DI-6A) 12"-24"Pipe Inlet (H=8')	EA	$6,032.00		$0.00		$0.00		0		0%	
Median Drop Inlets (DI-6B) 12"-24"Pipe Inlet (H=8')	EA	$6,080.00		$0.00		$0.00		0		0%	
Median Drop Inlets (DI-6C) 30"-48"Pipe Inlet (H=10')	EA	$7,737.50		$0.00		$0.00		0		0%	
Median Drop Inlets (DI-6D) 30"-48"Pipe Inlet (H=10')	EA	$7,805.00		$0.00		$0.00		0		0%	
Median Drop Inlets (DI-7) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00		$0.00		$0.00		0		0%	
Median Drop Inlets (DI-7A) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00		$0.00		$0.00		0		0%	
Median Drop Inlets (DI-7B) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00		$0.00		$0.00		0		0%	
MISCELLANEOUS INLETS											
Median Drop Inlets (DI-5) Type III Top 12"-42" Pipe Inlet (H=8')	EA	$6,569.08		$0.00		$0.00		0		0%	

Standard Yard Inlet (YI-1) 12"-48" Pipe (Invert Depth (H)= 0'-8') Inlet Length 4' (No Aprons)		$5,969.49		$0.00		$0.00		0		0%	
Add Yard Inlet Apron	THROAT	$320.54		$0.00		$0.00		0		0%	
Standard Yard Inlet (YI-1) 12"-48" Pipe (Invert Depth (H)= 0'-8') Inlet Length 4' (No Aprons)	EA	$6,444.64		$0.00		$0.00		0		0%	
Add Yard Inlet Apron	THROAT	$320.54		$0.00		$0.00		0		0%	
Culverts											
Single Box Culvert (BC-1A) Fills to 25'											
4' X 4'	LF	$473.00		$0.00		$0.00		0		0%	
5' X 5'	LF	$563.00		$0.00		$0.00		0		0%	
6' X 6'	LF	$689.00		$0.00		$0.00		0		0%	
8' X 8'	LF	$944.00		$0.00		$0.00		0		0%	
10' X 10'	LF	$1,159.00		$0.00		$0.00		0		0%	
Double Box Culvert (BC-2b) Fills to 25'											
4' X 4'	LF	$792.40		$0.00		$0.00		0		0%	
5' X 5'	LF	$987.00		$0.00		$0.00		0		0%	
6' X 6'	LF	$1,195.60		$0.00		$0.00		0		0%	
8' X 8'	LF	$1,607.20		$0.00		$0.00		0		0%	
10' X 10'	LF	$1,975.40		$0.00		$0.00		0		0%	
Oversized Single Box Culvert (BBC-1) Fills to 25'											
12' X 6'	LF	$1,488.50		$0.00		$0.00		0		0%	
12' X 8'	LF	$1,488.50		$0.00		$0.00		0		0%	
12' X 10'	LF	$1,771.50		$0.00		$0.00		0		0%	
12' X 12'	LF	$1,771.50		$0.00		$0.00		0		0%	
Triple Box Culvert (BC-3B) Fills to 25'											
4' X 4'	LF	$1,129.55		$0.00		$0.00		0		0%	
5' X 5'	LF	$1,399.25		$0.00		$0.00		0		0%	
6' X 6'	LF	$1,755.95		$0.00		$0.00		0		0%	
8' X 8'	LF	$2,367.85		$0.00		$0.00		0		0%	
10' X 10'	LF	$3,607.60		$0.00		$0.00		0		0%	
Quadruple Box Culvert (BC-4B) Fills to 25'											
4' X 4'	LF	$1,431.15		$0.00		$0.00		0		0%	
5' X 5'	LF	$1,776.25		$0.00		$0.00		0		0%	
6' X 6'	LF	$2,208.35		$0.00		$0.00		0		0%	
8' X 8'	LF	$2,170.65		$0.00		$0.00		0		0%	
10' X 10'	LF	$4,110.75		$0.00		$0.00		0		0%	
Standard Wing for Box Culvert (1 Side Only) Height of Box											
4'	EA	$926.50		$0.00		$0.00		0		0%	
5'	EA	$1,390.00		$0.00		$0.00		0		0%	
6'	EA	$1,853.50		$0.00		$0.00		0		0%	
8'	EA	$3,426.50		$0.00		$0.00		0		0%	
10'	EA	$4,558.00		$0.00		$0.00		0		0%	
Standard Wing for Box Culvert (BBC-W) Height of Box											

6'	EA	$1,817.00		$0.00		$0.00		0		0%	
8'	EA	$3,007.50		$0.00		$0.00		0		0%	
10'	EA	$4,497.50		$0.00		$0.00		0		0%	
12'	EA	$6,567.00		$0.00		$0.00		0		0%	
MISCELLANEOUS STORM											
Connection to Existing Structure											
15"-36" Pipe	EA	$1,584.00	2	$3,168.00		$0.00		0		0%	
42"-60" Pipe	EA	$1,584.00	1	$1,584.00		$0.00		0		0%	
Casing Pipe, Bore and Jack (3/8" wall)											
22" ID (6"-8" Carrier Pipe)	LF	$885.71		$0.00		$0.00		0		0%	
24" ID (10" Carrier Pipe)	LF	$971.91		$0.00		$0.00		0		0%	
30" ID (12" Carrier Pipe)	LF	$1,226.20		$0.00		$0.00		0		0%	
Plug Pipe											
6"-12" Pipe	EA	$444.50		$0.00		$0.00		0		0%	
15"-36" Pipe	EA	$444.50		$0.00		$0.00		0		0%	
42"-60" Pipe	EA	$574.50		$0.00		$0.00		0		0%	
Pavement Edge Pipe											
Standard Pipe Underdrain	LF	$20.50		$0.00		$0.00		0		0%	
RipRap											
Dry, Class I, 18"	SY	$82.00	30	$2,460.00		$0.00		0		0%	
Dry, Class II, 18"	SY	$82.00		$0.00		$0.00		0		0%	
Grouted, Class I, 18"	SY	$84.00		$0.00		$0.00		0		0%	
Filter Fabric											
Class I	SY	$4.13	30	$123.90		$0.00		0		0%	
Class II	SY	$4.13		$0.00		$0.00		0		0%	
Class III	SY	$4.13		$0.00		$0.00		0		0%	
Gabions (No excavations)											
Mattress	CY	$237.50		$0.00		$0.00		0		0%	
Revetment	CY	$237.50		$0.00		$0.00		0		0%	
Wall	CY	$237.50		$0.00		$0.00		0		0%	
Paved Ditch (4" Thick)											
Concrete (Non-reinforced)	SY	$94.50		$0.00		$0.00		0		0%	
Bituminous Concrete (4")	SY	$43.50		$0.00		$0.00		0		0%	
Sodded Ditch											
Sodded Ditch(Incl Fine Grading)	SY	$15.03		$0.00		$0.00		0		0%	
STREET CONSTRUCTION											
ROADS AND PARKING											
Soil Stabilization											
Cement 6%	SY/ Inch	$20.00		$0.00		$0.00		0		0%	
Depth (in Inches):	Depth				0						
Lime 6%	SY/ Inch	$14.00		$0.00		$0.00		0		0%	
Depth (in Inches):	Depth				0						
Subbase, Aggregated Material											
Base Type I	SY/ Inch	$12.95		$0.00		$0.00		0		0%	
Depth (in Inches):	Depth				0						
Bituminous Concrete											

Base Course	SY/ Inch	$7.00	22400	$1,254,400.00		$0.00		0		0%	
Depth (in Inches):	Depth	8			8						
Intermediate Course	SY/ Inch	$7.00	22400	$470,400.00		$0.00		0		0%	
Depth (in Inches):	Depth	3			3						
Top Course	SY/ Inch	$7.00	22400	$313,600.00		$0.00		0		0%	
Depth (in Inches):	Depth	2			2						
Prime Coat	SY	$1.38		$0.00		$0.00		0		0%	
Tack Coat	SY	$1.38		$0.00		$0.00		0		0%	
Driveway Restoration											
4" Concrete & 4" Gravel	SY	$75.00		$0.00		$0.00		0		0%	
2" S-5 & 7 6" Gravel	SY	$29.98		$0.00		$0.00		0		0%	
Shoulders, Type I											
Aggregated Base, 4"	SY	$15.00		$0.00		$0.00		0		0%	
Concrete Curbing											
Curb & Gutter CG6 & CG7	LF	$31.50	15526	$489,069.00		$0.00		0		0%	
Curb Cut, CG-12 DetectableSurf.	EA	$1,044.00	36	$37,584.00		$0.00		0		0%	
Entrances/ Driveways											
Commercial Entrance CG-11	SY	$87.00		$0.00		$0.00		0		0%	
Commercial Entrance CG-13	SY	$87.00		$0.00		$0.00		0		0%	
Residential Driveway Apron	EA	$2,254.50	183	$412,573.50		$0.00		0		0%	
Guardrails											
Std. Blocked-out W beam(GR2)	LF	$53.50		$0.00		$0.00		0		0%	
Std. W beam, Weak Post GR8	LF	$53.50		$0.00		$0.00		0		0%	
Terminal, GR-6 (L=12'-6")	EA	$3,880.50		$0.00		$0.00		0		0%	
Terminal, GR-7 (L=6'-3")	EA	$3,880.50		$0.00		$0.00		0		0%	
Type I, GR-8 Terminal (L=25')	EA	$3,580.50		$0.00		$0.00		0		0%	
Type II, GR-8 Terminal(L=13'-6")	EA	$1,701.00		$0.00		$0.00		0		0%	
Terminal, MB-4 (L=37'-6")	EA	$3,580.50		$0.00		$0.00		0		0%	
Type I, MB-5 Terminal(L=27'-1)	EA	$3,580.50		$0.00		$0.00		0		0%	
Type II, MB-5 Terminal(L=13'-6)	EA	$1,701.00		$0.00		$0.00		0		0%	
Miscellaneous											
Trash enclosure - Brick 6' high	LF	$7,336.50		$0.00		$0.00		0		0%	
Reinforced Concrete Pad 6" to 8"	SY	$150.00		$0.00		$0.00		0		0%	
Striping 4" width (VDOT Type	LF	$2.50		$0.00		$0.00		0		0%	
B)											
Concrete Wheel Stops	EA	$90.00		$0.00		$0.00		0		0%	
Parking Lot Striping	EA	$50.00		$0.00		$0.00		0		0%	
Sign Island	EA	$850.00		$0.00		$0.00		0		0%	
Traffic Barricade	EA	$133.50		$0.00		$0.00		0		0%	
Street Name Signs	EA	$594.50	15	$8,917.50		$0.00		0		0%	
Traffic Control Signs	EA	$512.00	22	$11,264.00		$0.00		0		0%	
Street Light (pole, bracket,light)	EA	$5,938.00	22	$130,636.00		$0.00		0		0%	
SIDEWALKS AND TRAILS											
Sidewalk											
Concrete 4" w/WWF, No base	SY	$58.50		$0.00		$0.00		0		0%	
Bitum. Conc, 2" w/4" Base	SY	$42.00	6773	$284,466.00		$0.00		0		0%	

4" Conc, No Reinf., No Base	SY	$58.50		$0.00		$0.00		0		0%	
HANDRAIL											
Handrail 3 Rail 1-1/4" #4 Finish	LF	$143.00		$0.00		$0.00		0		0%	
Wood Chip Trail											
Trails(Incl Excavation &	SY	$77.00		$0.00		$0.00		0		0%	
Grading) Wood chip, 4' wide	SY	$21.00		$0.00		$0.00		0		0%	
Bituminous Trail											
6' to 10' wide	SY	$22.00		0		$0.00		0		0%	
CRITICAL SLOPE STABILIZATION											
Paved Flume	SY	$100.00		$0.00		$0.00		0		0%	
Stmwtr Conc Channel-Excav	SY	$97.00		$0.00		$0.00		0		0%	
ADD Grass Lined-seeded	SY	$19.00		$0.00		$0.00		0		0%	
ADD Grass Lined-sodded	SY	$26.00		$0.00		$0.00		0		0%	
Outlet Protection											
Non-grouted Riprap 18"	SY	$87.00		$0.00		$0.00		0		0%	
Concrete 4"	SY	$70.00		$0.00		$0.00		0		0%	
Level Spreader	SY	$5.77		$0.00		$0.00		0		0%	
Struc Streambank Protection											
Non-grouted Riprap 18"	SY	$87.00		$0.00		$0.00		0		0%	
Gabions	CY	$255.00		$0.00		$0.00		0		0%	
Vegetative Erosion Control											
Sodding incl Fertilizing –Banks	SY	$9.00		$0.00		$0.00		0		0%	
Sodding incl Fertilizing – Flat	SY	$9.00		$0.00		$0.00		0		0%	
Seeding incl Fertilizing	SY	$3.00		$0.00		$0.00		0		0%	
Soding W/Soil Treat &Watering	SY	$9.00		$0.00		$0.00		0		0%	
Seeding W/Soil Treat &Watering	SY	$3.00		$0.00		$0.00		0		0%	
Straw Mulch w/Tack	SY	$2.00		$0.00		$0.00		0		0%	
Jute Mesh	SY	$2.00		$0.00		$0.00		0		0%	
SPECIAL ITEMS											
FEMA ProcessingLOMR/CLOMR	EA	$10,240.00		$0.00		$0.00		0		0%	
As Built (Record Drawings)	EA	$12,967.50	1	$12,967.50		$0.00		0		0%	
SWM/BMP POND	LS	$0.00		$0.00		$0.00		0		0%	
SIGNALIZATION	LS	$0.00		$0.00		$0.00		0		0%	

EFFECTIVE PERIOD OF BOND (IN MONTHS)	24
TOTAL ESTIMATE OF COMPLETED WORK	$12,424,702.01
+ 10% CONTINGENCY	$1,242,470.20
GRAND TOTAL	$13,667,172.21
FINAL PRICE (+ 4% ANNUAL INTEREST)	$14,782,413.46

EFFECTIVE PERIOD OF BOND (IN MONTHS)	
TOTAL BOND REDUCTION REQUEST	$0.00
+ 10% CONTINGENCY	$0.00
GRAND TOTAL	$0.00
FINAL BOND REDUCTION REQUEST (+4% ANNUAL INTEREST)	$0.00

TOTAL ESTIMATED - BOND REMAINING	###########

Kimley»Horn

Memorandum

To: Stanley Martin Homes, LLC
12200 Park Meadow Drive,
Suite 100 N Chantilly, VA 20152

From: Mark Phillips, P.E.

Through: James Newman
City of Charles Town
101 E Washington Street
Charles Town, WV 25414

Date: November 12, 2024

Subject: Stone Spring Phase 2 Performance Bond Initiation Request

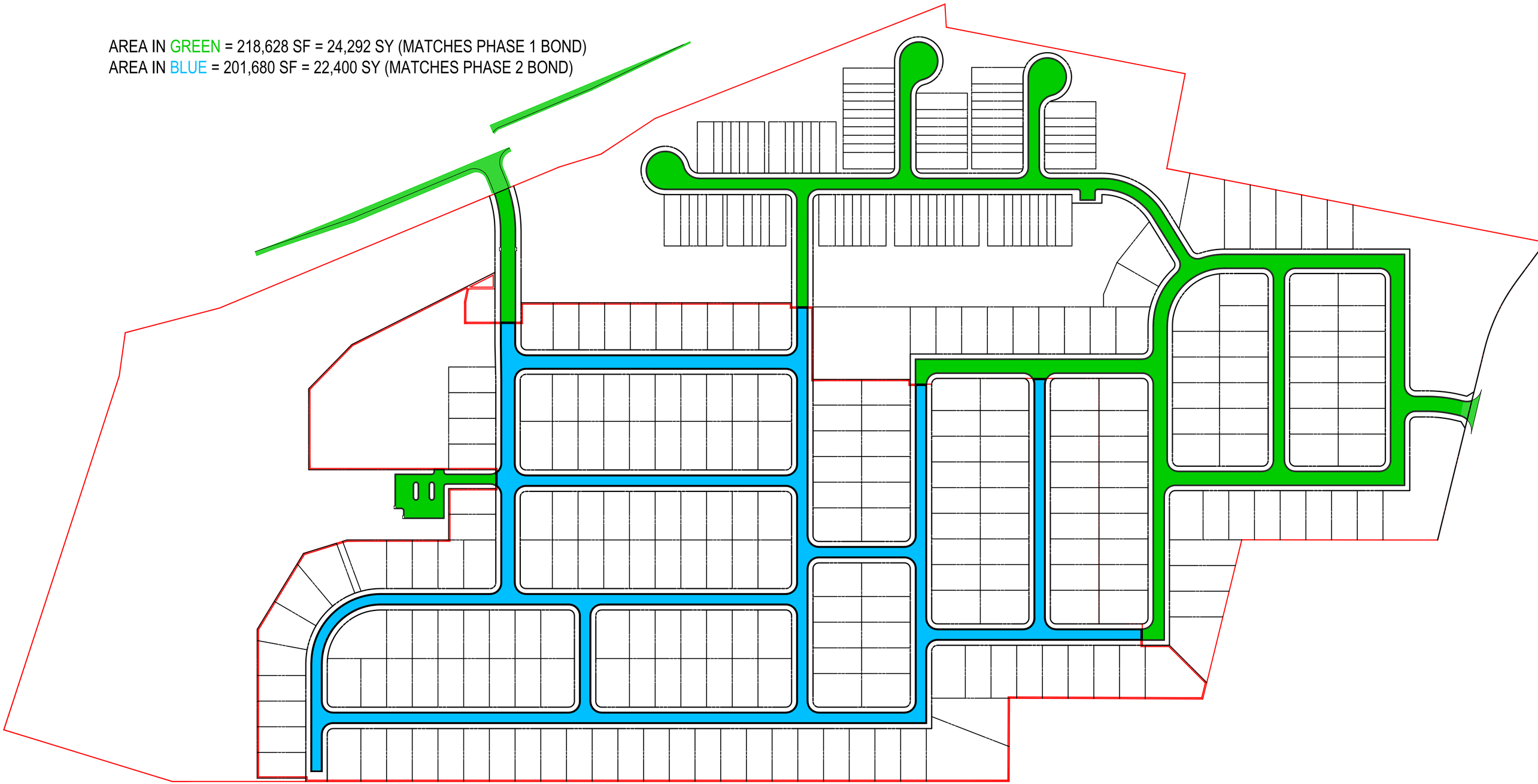
This memorandum summarizes our review of the Bond Initiation Request for the Stone Spring Subdivision – Phase 2 (dated November 13, 2024, prepared by Stanley Martin Homes). This application request a bond initiation in the amount of $14,782,413.46. The request is based on the approved plan and plat for Stone Spring Phase 2.

Based on our review of the Phase 2 plans, and utilizing the latest City Bond Estimate spreadsheet we have no comments on the Bond Initiation amount of $14,782,413.46. Thank you for the opportunity to review this Bond Initiation Request. Please feel free to contact us at 703-870-3631 should you have any questions.

KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager, Associate

AREA IN GREEN = 218,628 SF = 24,292 SY (MATCHES PHASE 1 BOND)
AREA IN BLUE = 201,680 SF = 22,400 SY (MATCHES PHASE 2 BOND)



City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1261: FY2025 General Budget Revision #3

Proposed Motion: Move to approve the FY2025 General Budget Revision #3

ATTACHMENTS:

- FY 2025 GF Revision #3.pdf
- FY25 GenFund Revision #3 State Worksheet.pdf

the city of Charles Town, WV

FY 2025 General Fund Revision #2 FY 2025 General Fund - Revision #3

	REVENUES	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes
	30005 Unassigned Fund Balance (Carryover)	1,200,000	3,524,453			4,724,453	4,724,453	(0)	100%	$500K reserve for revenue/expense FY24 + $659,452 remaining Revenue/Loss balance	Bringing FY24 carryover into FY25 budget.	
	30101 Taxes - Ad Valorem	1,688,544				1,688,544	995,406	693,138	59%			
	30106 Supplemental Taxes	36,000				36,000	22,170	13,830	62%	Property taxes owed from previous years, but paid in the current fiscal year.		
	30107 Tax Loss Restoration Fund	-				-	-	-				
	30200 Interest as Penalty	10,000				10,000	7,971	2,029	80%			
	30300 Gas & Oil Severence Tax	33,000				33,000	24,053	8,947	73%	5% severance tax on gross receipts at the well head of oil and natural gas. $66K appears to be for 2 years. Confirm when payments are received.		
	30400 Utility Tax (2%)	200,000				200,000	147,245	52,755	74%			
	30500 Business & Occupation (B&O) Tax	1,700,000		145,000	150,000	1,995,000	1,064,464	930,536	53%	$459K actuals in FY24 thru 2/29/2024. Collections should continue through August 31 then be accrued to FY24, resulting in another revision to carry over balance.		Transfer to 413-30 Treasurer Contracted Services for HDL collection services.
	30600 Liquor Tax	25,000				25,000	13,481	11,519	54%	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.		
	30700 Animal Control Tax	1,600				1,600	1,555	45	97%			
	30800 Hotel/Motel Tax	200,000				200,000	87,878	112,122	44%	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	107,979	152,021	42%			
	32100 Parking Violation Penalties	40,000				40,000	14,531	25,469	36%	Revised based on new program details and current year performance.		
	32500 Business License Revenue	30,000				30,000	77,334	(47,334)	258%			
	32600 Building Permit Fees	550,000				550,000	270,187	279,813	49%	Building activity increasing/expected to remain strong through FY2025 with new development projects on the horizon and increases in permit fee structure.		
	32800 Franchise Tax	75,000				75,000	31,869	43,131	42%	Two Cable Franchisees; working with Shentel/GloFiber on franchisee compliance		
	33000 International Registration Plan (IRP) Fees	70,000				70,000	31,953	38,047	46%	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	681	1,019	40%	Revenue from utility bills for EMS (5 cents)		
	34000 Parks & Rec Fee	1,700				1,700	681	1,019	40%	Revenue from utility bills for parks and recreation (5 cents)		
	34200 Parking Meter Revenues	44,000				44,000	36,597	7,403	83%	Revenue from parking meters and parking permits including ParkMobile app.		
	34500 Rents & Concessions	60,000				60,000	32,922	27,078	55%	CTUB rental of 661 space ($30k total); CW Hall Revenue is recorded as Due to Building Commission/CWH Landlord, so revising down to reflect true flow of revenues		
	35300 Zoning Fee	17,000				17,000	8,683	8,317	51%	Zoning applications		
	35500 Street Improvement Fee	135,000				135,000	53,441	81,559	40%	Revenue from utility bills for street improvements ($4 per month); pending fee decision from Council		
	36504 Federal Government Grants	41,667				41,667	-	41,667	0%	DOJ/COPS grant for additional police officer. $125,000 across 3 years.		
	36600 State Government Grants	-				-	2,970	(2,970)				
	36700 Other Grants					-	1,229	(1,229)				
	36900 Contributions from Other Funds - Sales Tax	1,000,000				1,000,000	500,000	500,000	50%	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets).		
	37600 Gaming Income	250,000				250,000	95,519	154,481	38%	Gaming receipts average $19K to $23K per month in the 2nd Quarter 2024.		
	37900 Gain/Loss - Sale of Fixed Assets	-				-	-	-				
	38007 Interest Income (Operating Acct)	35,000				35,000	7,924	27,076	23%			
	38100 Reimbursements	110,000				110,000	77,355	32,645	70%	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.		
	38200 Refunds - Overpayments	400				400	1,520	(1,120)	380%			
	38600 Insurance Claims	-				-	2,500	(2,500)				
	39200 Property Rehabilitation	-				-	100	(100)				
	38700 Filing Fees	325				325	-	325	0%	Filing Fees Revenue - Election in FY25. $50.00 per person.		
	39700 Video Lottery	600,000				600,000	225,021	374,979	38%	Video lottery receipts average $13.4K to $22.2K per week.		
	39900 Misc Revenue	10,000				10,000	2,732	7,268	27%	Yard waste stickers and fingerprints		
	39902 Special Events - WV Fest	4,000				4,000	-	4,000	0%			
	39903 Special Events - General	900				900	975	(75)	108%	Special activities fees		
	39904 Special Events - CW Hall	8,500				8,500	3,150	5,350	37%			
	39907 Special Events - Car Show	7,000				7,000	10,240	(3,240)	146%	Car show registration and sponsors.		
	Total Revenues	**8,446,336**	**3,524,453**	**145,000**	**150,000**	**12,265,789**	**8,686,768**	**3,579,021**	**71%**			

	DEPARTMENT LINE ITEMS									NOTES AND EXPLANATIONS		
	Economic Development - 402	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
	03 Salaries	70,250			2,205	72,455	29,975	42,480	41%	Salary $68,844 plus 2.5% merit and holiday supplement.		Allowance for 3.2% COLA increases.
	04 FICA	5,374			180	5,554	2,293	3,261	41%	FICA @ 7.65%		Increase due to 3.2% COLA increases.
	05 Group Insurance	8,300			1,500	9,800	3,898	5,902	40%	Includes 14% premium increase projected by PEIA. $7,294 (Health Insurance), $540.48 (Life Insurance), Dental Ins ($266.16), Vision Ins ($111.00), EAP Premiums ($15.84)		Allowance for increase in health insurance.
	06 Retirement	6,323			1,045	7,368	3,032	4,336	41%	PERS II Employer Contribution 9%		Increase due to 3.2% COLA increases.
	09 OPEB	2,108				2,108	744	1,363	35%	Deferred Compensation Employer Contribution 3%		
	11 Telephone	750				750	96	654	13%	Cell phone		
	14 Travel	4,200				4,200	115	4,086	3%	2 National Conferences; airfare, lodging, per-diem		
	20 Advertising/Legal Publications	-				-	-	-				
	21 Training & Education	-				-	-	-		$2,500 rolled under City Manager's office.		
	22 Dues & Subscriptions	2,000				2,000	365	1,635	18%	IEDC Membership, Survey Subscription, Adobe subscription		
	23 Professional Services	1,000				1,000	-	1,000	0%	Engineering Services		
	26 Insurance and Bonds	5,000				5,000	1,760	3,240	35%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		
	41 Departmental Supplies	3,000				3,000	611	2,389	20%	Promotional items for events and City marketing and other departmental supplies.		
	43 Auto Supplies	-				-	-	-				
	Total Economic Development	**108,304**	**-**	**-**	**4,930**	**113,234**	**42,889**	**70,345**	**38%**			
	Federal Grants - 403	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
	Professional Services	-				-	-	-				
	Departmental Supplies	-				-	-	-				
	Total Federal Grants	**-**	**-**	**-**	**-**	**-**	**-**	**-**				

DEPARTMENT LINE ITEMS									NOTES AND EXPLANATIONS		
Mayor's Office - 409	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
01 Salary	12,500				12,500	5,208	7,292	42%	Mayor's Salary		
04 FICA Tax Expense	1,000				1,000	398	602	40%			
11 Telephone	-				-	-	-				
14 Travel Expense	2,000				2,000	-	2,000	0%	WV Municipal League		
20 Advertising/Legal Publication	-				-	-	-				
21 Training & Education	1,000				1,000	-	1,000	0%			
26 Insurance & Bonds	1,000				1,000	419	581	42%			
41 Departmental Supplies	500				500	36	464	7%	$453.00 - Ceremonial Keys to the City and Coins		
68 Community Contributions	2,000				2,000	696	1,305	35%			
Total Mayor's Office	**20,000**	**-**	**-**	**-**	**20,000**	**6,757**	**13,243**	**34%**			
Council - 410	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
01 Salaries	40,000				40,000	16,458	23,542	41%	Eight Council Members at $5,000 annual salary		
04 FICA Tax Expense	3,100				3,100	1,259	1,841	41%			
14 Travel Expense	4,800				4,800	-	4,800	0%	Conferences		
20 Advertising	-				-	-	-				
21 Training & Education	3,200				3,200	1,849	1,351	58%	Conference Registration ($450 per registration)		
26 Insurance & Bonds	3,200				3,200	1,340	1,860	42%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability		
41 Departmental Supplies	700				700	68	632	10%			
Total Council	**55,000**	**-**	**-**	**-**	**55,000**	**20,975**	**34,025**	**38%**			

DEPARTMENT LINE ITEMS										NOTES AND EXPLANATIONS		
City Manager - 412		**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
03	Salaries	180,000			5,525	185,525	75,665	109,860	41%	City Manager Salary ($120,000) + 2.5% Merit ($1,545) + Holiday Supplement ($500) Deputy City Clerk Salary (from $52,674 to $54,000) + 2.5% Merit ($695.25) + Holiday Supplement ($500) City Manager requesting promotion and salary increase for from Deputy City Clerk to City Clerk. Finance Committee approved dollar amount.		Allowance for 3.2% COLA increases.
04	FICA Tax Expense	14,400	100		445	14,945	5,803	9,142	39%	FICA Tax @ 7.65%	Increase due to additional overtime allocation.	Increase due to 3.2% COLA increases.
05	Group Insurance	2,000			250	2,250	898	1,352	40%	Health, Dental, Vision, Life insurance, EAP		Allowance for increase in health insurance.
06	Retirement	16,200			165	16,365	6,828	9,537	42%	9% Employer Contribution PERS I and II		Increase due to 3.2% COLA increases.
08	Overtime		1,000			1,000	196	804	20%		Allocation for Deputy City Clerk overtime.	
09	OPEB	5,400			500	5,900	2,255	3,645	38%	3% Employer Contribution Deferred Compensation plan		Increase due to 3.2% COLA increases.
11	Telephone	520				520	126	394	24%	Mobile phone service		
14	Travel Expense	1,500				1,500	-	1,500	0%	WVML Trip, City Clerk Election Training		
20	Advertising	-				-	-	-				
21	Training & Education	20,000	1,500			21,500	2,000	19,500	9%	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500	$1500 allowance for City Attorney training.	
22	Dues & Subscriptions	1,000				1,000	-	1,000	0%	Adobe subscriptions. ICMA and WVML Fees.		
23	Professional Services	-				-	-	-		Background checks for City Manager candidates. Not required this year.		
26	Insurance & Bonds	15,000				15,000	6,387	8,613	43%	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability		
41	Departmental Supplies	750				750	43	707	6%	Misc. Office Supplies		
43	Auto Supplies (Gas & Oil)	-				-	-	-		Gas is covered under travel expenses.		
Total City Manager		**256,770**	**2,600**	**-**	**6,885**	**266,255**	**100,202**	**166,053**	**38%**			

DEPARTMENT LINE ITEMS										NOTES AND EXPLANATIONS		
	Treasurer - 413	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
	03 Salaries	235,000				235,000	87,501	147,499	37%	Director of Finance ($100,000), Accounting Clerk III ($44,762), Accounting Clerk II 0.5 FTE ($40,685), Accounting Clerk I ($37,500) plus 2.5% merit, holiday supplement, and overtime.		
	04 FICA Tax Expense	18,800	200			19,000	6,784	12,216	36%	FICA Tax @ 7.65%	Increase due to additional overtime allocation.	
	05 Group Insurance	25,000			14,000	39,000	16,102	22,898	41%	Health, Dental, Vision, Life insurance, EAP		Allowance for increase in health insurance.
	06 Retirement	21,150				21,150	7,968	13,182	38%	9% Employer Contribution PERS I and II		
	08 Overtime		2,000		1,000	3,000	1,180	1,820	39%		Allocation for Accounting Clerks I, II & III overtime.	OT allowance for the remainder of FY25.
	09 OPEB	7,050				7,050	2,422	4,628	34%	3% Employer Contribution Deferred Compensation plan		
	11 Telephone	500				500	96	404	19%	Director of Finance Cell Phone		
	12 Printing	-				-	-	-				
	14 Travel Expense	4,000				4,000	745	3,255	19%	Director & Acct. Clerk III - WV Government Finance Officers Association Training		
	18 Postage	-				-	-	-		Transfer cost to City Hall and Pitney Bowes machine.		
	20 Advertising/Legal Pubs	2,000				2,000	947	1,053	47%	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.		
	21 Training & Education	-				-	-	-		$4,000 Rolled into City Manager's budget		
	22 Dues & Subscriptions	800				800	-	800	0%	Adobe subscription for Director & Accounting Clerk III		
	23 Professional Services	2,500			500	3,000	2,989	11	100%	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)		Increase due to Police Pension Annual Report expense being higher than expected.
	24 Audit Costs	42,000				42,000	17,400	24,600	41%	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit		
	26 Insurance & Bonds	15,000				15,000	7,265	7,735	48%	General Liability, Worker's Compensation, Umbrella		
	30 Contracted Services	25,000			(500)	24,500	170	24,330	1%	Tyler Technologies - Incode Annual License Fee - $20,000 Business License Software Maintenance (Progressive Solutions) - $5,000		
	30 B&O Collections - Contracted Services				150,000	150,000	82,514	67,486	55%			Increase for HDL collections services.
	38 Refunds			145,000		145,000	138,349	6,651	95%			
	41 Departmental Supplies	2,000				2,000	559	1,441	28%	Paper folder machine ($500)		
	59 Capital Outlay	-				-	-	-				
	Total Treasurer	**400,800**	**2,200**	**145,000**	**165,000**	**713,000**	**372,990**	**340,010**	**52%**			
	Court Clerk - 415	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
	03 Salaries	62,000			1,907	63,907	26,458	37,449	41%	Court Clerk Salary: $59,996 plus 2.5% merit, and holiday supplement		Allowance for 3.2% COLA increases.
	04 FICA	4,960	100		155	5,215	2,044	3,171	39%	FICA Tax @ 7.65%	Increase due to additional overtime allocation.	Increase due to 3.2% COLA increases.
	05 Group Insurance	12,529			6,000	18,529	7,841	10,688	42%	Health, Dental, Vision, Life insurance, EAP + 14% premium increase		Allowance for increase in health insurance.
	06 Retirement	5,580			140	5,720	2,404	3,316	42%	9% Employer Contribution PERS I and II		Increase due to 3.2% COLA increases.
	08 Overtime		1,000			1,000	255	745	26%		Allocation for Court Clerk overtime.	
	09 OPEB	1,860				1,860	692	1,168	37%	3% Employer Contribution Deferred Compensation plan		
	14 Travel	500				500	-	500	0%	Court Clerk training and Election training		
	18 Postage	-				-	35	(35)				
	20 Advertising/Legal Publications	700				700	-	700	0%			
	21 Training & Education	-				-	-	-		$500 transferred to City Manager's budget. WVML training and Election training.		
	22 Dues & Subscriptions	-				-	-	-				
	23 Professional Services	-				-	-	-				
	24 Audit Costs	-				-	-	-				
	26 Insurance & Bonds	4,500				4,500	1,936	2,564	43%	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella		
	30 Contracted Services	25				25	25	-	100%	Flu shot		
	41 Departmental Supplies	600				600	35	565	6%	Ink cartridges, paper stock		
	Total Court Clerk	**93,254**	**1,100**	**-**	**8,202**	**102,556**	**41,724**	**60,832**	**41%**			

DEPARTMENT LINE ITEMS										NOTES AND EXPLANATIONS		
	Police Judges - 416	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
	03 Salaries	32,000				32,000	10,450	21,550	33%	Two Municipal Court judges; two magistrates; two prosecuting attorneys; and extra $2k for special judge.		
	04 FICA	2,400				2,400	799	1,601	33%			
	14 Travel	500				500	-	500	0%	WV State mandated annual training for magistrates & judges		
	21 Training & Education	1,000				1,000	-	1,000	0%	WV State mandated annual training for magistrates & judges		
	22 Dues and Subscriptions	100				100	-	100	0%			
	23 Professional Services	1,000				1,000	-	1,000	0%			
	26 Insurance & Bonds	2,500				2,500	1,072	1,428	43%			
	41 Departmental Supplies	-				-	-	-				
	Total Police Judges	**39,500**	**-**	**-**	**-**	**39,500**	**12,322**	**27,178**	**31%**			
	City Attorney - 417	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
	03 Salaries		150,000		(15,000)	135,000	40,385	94,615	30%		Salary $ plus 2.5% merit and holiday supplement.	Transfer to 417-23 Professional Services.
	04 FICA		12,000			12,000	3,089	8,911	26%		FICA @ 7.65%	
	05 Group Insurance		13,000			13,000	529	12,471	4%		Health, Dental, Vision, and Life insurance.	
	06 Retirement		13,500			13,500	3,288	10,212	24%		PERS II Employer Contribution 9%	
	09 OPEB		4,500			4,500	1,212	3,288	27%		Deferred Compensation Employer Contribution 3%	
	11 Telephone		2,000			2,000	34	1,966	2%		$1500 cell phone cost and $500 for monthly services.	
	14 Travel		1,000			1,000	-	1,000	0%		Travel allowance for various trainings.	
	20 Advertising/Legal Publications		1,000			1,000	-	1,000	0%		Allowance for legal publications.	
	21 Training & Education					-	-	-			Rolled under City Manager's office.	
	22 Dues & Subscriptions		1,500			1,500	-	1,500	0%		Allowance for legal subscriptions and memberships.	
	23 Professional Services	225,000	(200,000)		15,000	40,000	23,321	16,679	58%	Cost for outside legal council.		Allowance for outside legal services for the remanider of FY25.
	26 Insurance and Bonds		5,000			5,000	-	5,000	0%		Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
	41 Departmental Supplies		500			500	58	442	12%		Miscellaneous office supplies.	
	Total Attorney	**225,000**	**4,000**	**-**	**-**	**229,000**	**71,916**	**157,084**	**31%**			

	DEPARTMENT LINE ITEMS									NOTES AND EXPLANATIONS		
	Enforcement Agency - 425	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
	03 Salaries	56,000			1,700	57,700	23,538	34,162	41%	Code Enforcement Officer: $54,322.83 plus 2.5% merit and holiday supplement.		Allowance for 3.2% COLA increases.
	04 FICA	4,284			135	4,419	1,801	2,618	41%	FICA @ 7.65% of Salary		Increase due to 3.2% COLA increases.
	05 Group Insurance	1,140			7,500	8,640	3,516	5,124	41%	Includes 14% premium increase projected by PEIA. Current expenses include: Life Ins. ($545 per mo), Dental ($266 per mo), and Vision ($111 per mo).		Allowance for insurance for the remainder of FY25.
	06 Retirement	5,040			50	5,090	2,077	3,013	41%	PERS II Employer Contribution 9%		Increase due to 3.2% COLA increases.
	09 OPEB	1,680			355	2,035	837	1,198	41%	457(b) Deferred Compensation Employer Contribution (3%)		Increase due to 3.2% COLA increases.
	11 Telephone	750	1,500			2,250	1,873	377	83%		Allocation for new cell phone.	
	14 Travel	3,000			(1,500)	1,500	-	1,500	0%	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas		Transfer to 425-18 Postage.
	18 Postage	1,000			1,500	2,500	1,079	1,421	43%	Certified Mailings		Allowance for postage for the remainder of FY25.
	20 Advertising/Legal Publications	1,000				1,000	-	1,000	0%			
	21 Training & Education	-				-	-	-		$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)		
	22 Dues & Subscriptions	1,000				1,000	245	755	25%	Women in Code Enforcement (WICED) Membership Fees ($35) ICC Membership ($160/yr)		
	26 Insurance and Bonds	3,800				3,800	1,634	2,166	43%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		
	30 Contracted Services	71,100				71,100		58,311	18%	Kimley-Horn Engineering Services / Nuisance Properties; discuss process w/council. Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.		
	30 Nuicance Properties-Contracted Services					-	12,789					
	41 Departmental Supplies	3,000				3,000	2,241	759	75%	Office printer, building safety month supplies, jackets, boots, code books		
	43 Auto Supplies	-				-	-	-		Under Maintenance budget		
	Total Enforcement Agency	**152,794**	**1,500**	**-**	**9,740**	**164,034**	**51,628**	**112,406**	**31%**			
	Regional Dev Authority - 435	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
	22 Dues & Subscriptions	6,600				6,600	6,142	458	93%	Region 9 Assessment - Fees are going up		
	Total Regional Dev. Authority	**6,600**	**-**	**-**	**-**	**6,600**	**6,142**	**458**	**93%**			
	Total City Administration	**1,358,022**	**11,400**	**145,000**	**194,757**	**1,709,179**	**727,545**	**981,634**				

DEPARTMENT LINE ITEMS										NOTES AND EXPLANATIONS		
Building Inspections - 436		**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
03	Salaries	82,300			(25,000)	57,300	21,065	36,235	37%	Building Official/Inspector: $80,653.29 plus 2.5% merit plus holiday supplement		Transfer of funds to 436-23 Building Inspector Professional Services.
04	FICA	6,296			(2,000)	4,296	1,611	2,685	38%	FICA @ 7.65% of Salary		Transfer of funds to 436-23 Building Inspector Professional Services.
05	Group Insurance	1,650				1,650	308	1,342	19%	Dental/Life/Vision/EAP Premiums		
06	Retirement	7,100				7,100	1,778	5,322	25%	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods		
09	OPEB	1,575				1,575	395	1,180	25%	457(b) Deferred Comp Employer Contribution (3%). $60.53 per pay period * 26 pay periods		
11	Telephone	1,010				1,010	253	758	25%	Two lines; one is a hot spot. $84.18 per month x 12 months = $1,010.16 per year in actual costs		
14	Travel	3,000				3,000	493	2,507	16%	National ICC Conference; Women in Code Enforcement Training; airfare, lodging, meals, gas		
17	R&M Auto	-				-	-	-		Under Maintenance budget		
18	Postage	1,000				1,000	-	1,000	0%	Certified mailings for property Notice of Violations		
20	Advertising/Legal Publications	500			1,000	1,500	1,278	222	85%	Job posting costs		
21	Training & Education	-				-	-	-		$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.		
22	Dues & Subscriptions	1,000				1,000	225	775	23%	ICC membership dues; WICA subscription		
23	Professional Services	10,000	5,000		35,000	50,000	43,125	6,875	86%	To cover expenses associated with inspections; compliance.	Allowance for outsourcing inspections.	Increase for inspection services due to vacancy.
26	Insurance & Bonds	6,000				6,000	2,473	3,527	41%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		
41	Departmental Supplies	3,000				3,000	33	2,967	1%	Mobile printer for vehicle, jackets, boots, building safety month		
43	Auto Supplies	-				-	-	-		Under Maintenance budget		
Total Building Inspections		**124,431**	**5,000**	**-**	**9,000**	**138,431**	**73,037**	**65,394**	**53%**			

DEPARTMENT LINE ITEMS										NOTES AND EXPLANATIONS		
Planning & Zoning - 437		**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
03	Salaries	243,000			7,420	250,420	103,851	146,569	41%	Director of Community Development: $96,937, City Planner/Zoning/Subdiv Administrator: $84,721, Permit Tech: $50,141 plus 2.5% step increase on 1/1/2025 for all three positions. Includes Holiday Supplement pay ($500 x 3 employees = $1,500) and summer intern ($5,250).		Allowance for 3.2% COLA increases.
04	FICA	19,000	50		595	19,645	7,998	11,647	41%	FICA @ 7.65% of Salary	Increase due to additional overtime allocation.	Increase due to 3.2% COLA increases.
05	Group Insurance	31,000			(9,000)	22,000	9,043	12,957	41%	Includes 14% increase projected by PEIA. Health/Dental/Life/Vision/EAP Premiums		Transfer of funds to 436-23 Building Inspector Professional Services.
06	Retirement	23,085			130	23,215	9,138	14,077	39%	PERS II Employer Contribution (9%)		Increase due to 3.2% COLA increases.
08	Overtime		500		1,500	2,000	703	1,297	35%		Allocation for Permit Tech. overtime.	OT allowance for the remainder of FY25.
09	OPEB	7,290			670	7,960	1,893	6,067	24%	457(b) Deferred Comp Employer Contribution (3%).		Increase due to 3.2% COLA increases.
11	Telephone	250				250	55	195	22%	Director's department cell phone		
14	Travel	8,000				8,000	-	8,000	0%	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Kim - MGO Conference		
18	Postage	1,000				1,000	-	1,000	0%	Certified Mailings; Legal notices, yard sign postings		
20	Advertising/Legal Publications	4,500				4,500	310	4,190	7%	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		
22	Dues & Subscriptions	3,000				3,000	405	2,595	13%	AICP Membership; Kim ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.		
23	Professional Services	5,000				5,000	17	4,983	0%	GIS Aerial imagery, Engineering Services, Background Checks		
26	Insurance & Bonds	20,000				20,000	7,037	12,963	35%	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.		
30	Contracted Services	30,000				30,000	13,962	16,038	47%	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;		
31	Contracted Services - Tree Board	2,000				2,000	-	2,000	0%	To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.		
38	Refunds					-	169	(169)				
41	Departmental Supplies	4,000				4,000	598	3,402	15%	Public hearing signs, office supplies, promotional supplies		
53	Computer Software / Tech	9,000				9,000	1,460	7,540	16%	MyPermit Now Monthly Fees		
59	Capital Outlay	-				-	-	-				
Total Planning and Zoning		**410,125**	**550**	**-**	**1,315**	**411,990**	**156,640**	**255,350**	**38%**			
Total City Bldg Inspection, P&Z, and Enforcement Agency		**795,654**	**7,050**	**-**	**24,985**	**827,689**	**324,195**	**503,495**				
Elections - 438		**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
12	Printing	3,000				3,000	-	3,000	0%			
20	Advertising/Legal Publications	500				500	-	500	0%	Publish ballot multiple times		
23	Professional Services	-				-	-	-				
30	Contracted Services	5,000				5,000	-	5,000	0%	Poll workers for early voting and day of election.		
41	Departmental Supplies	2,000				2,000	-	2,000	0%	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers		
Total Elections		**10,500**	**-**	**-**	**-**	**10,500**	**-**	**10,500**	**0%**			

	DEPARTMENT LINE ITEMS									NOTES AND EXPLANATIONS		
	City Hall - 440	FY25 Approved Budget	Revision #1	Revision #2	Revision #3	Current Budget	FY 2025 YTD Actual	FY 2025 Budget Balance	% Over/Under Budget	Approved Budget Notes and Explanations	Revision #1 Notes	Revision #3 Notes
	3 Salaries	95,000			2,960	97,960	40,270	57,690	41%	Director of Operations Salary: $92,500 + 2.5% Merit + Holiday Supplement		Allowance for 3.2% COLA increases.
	4 FICA Taxes	7,600			235	7,835	3,081	4,754	39%	FICA @ 7.65%		Increase due to 3.2% COLA increases.
	5 Group Insurance	16,500			3,500	20,000	8,343	11,657	42%	Health, Dental, Vision, Life, Employee Assistance Program		Allowance for increase in health insurance.
	6 Retirement	9,500			90	9,590	3,624	5,966	38%	9% Employer Contribution		Increase due to 3.2% COLA increases.
	9 OPEB	2,000			1,270	3,270	1,353	1,917	41%	3% Deferred Compensation Employer Contribution		Increase due to 3.2% COLA increases.
	11 Telephone	18,000				18,000	8,558	9,442	48%	WebEx Phone Services ($6,000), Internet Service ($3,012), Cell phone - Director ($384), Rouss Hall Phone Service ($7,200 per year/$600 per mo.) **Proposing upgrade to internet service. 1 Gbps with GloFiber. $1,900 per month, $22,800 per year. One time set up fee $1,900. $950 set up cost allocated to Police Dept, $950 set up cost allocated to City Hall. Please review quote in attachments.**		
	13 Utilities	26,200				26,200	10,230	15,970	39%	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer		
	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	12,000				12,000	1,412	10,588	12%	Elevator Services and City Hall maintenance.		
	16 Repair & Main. Equipment	-				-	-	-				
	17 Repair & Main. Auto	-				-	-	-				
	18 Postage	3,500	500			4,000	1,266	2,734	32%	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection	Allowance for increase in postage costs.	
	19 Bldg & Equipment Rental	250,000				250,000	110,041	139,959	44%	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer		
	20 Advertising/Legal Publications	5,000				5,000	1,041	3,959	21%	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	483	3,017	14%	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)		
	23 Professional Services	25,000				25,000	9,628	15,372	39%	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.		
	24 Audit Costs					-	-	-				
	26 Insurance & Bonds	17,000				17,000	11,565	5,435	68%	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial		
	30 Contracted Services	181,404				181,404	81,498	99,906	45%	Sustainable Strategies (Grant Consultant, Matt Ward) - $28,800 ($2,400 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Printer & Copier Lease - $14,400 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $35,000 Payroll Processing Base Fees - $3,864 ADP Software Recurring Annual Fee - $19,440 Tek Advisors - Moving this out of Capital Budget and into Operating budget - $75,000 per year.		
	31 Bad Debt Expense	-				-	-	-				
	32 Bank Charges	29,000	31,000			60,000	12,406	47,594	21%	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	Allocation for credit card merchant fees.	
	37 Other Fees/Taxes	1,500				1,500	-	1,500	0%	Late fees		
	41 Departmental Supplies	12,000	3,000			15,000	5,098	9,902	34%		Increase due to rising kitchen, cleaning, & office supplies costs.	
	43 Auto Supplies (Gas & Oil)	-				-	-	-				
	53 Computer Software / Tech	15,000				15,000	11,763	3,237	78%	City Sonic Wall Annual License - $1,700 Clearcaster Annual License - $1,700 Granicus Annual License - $9,500 - Agenda management,Online training, Audio/Visual software for livestreaming meetings VEEAM Annual Maintenance - $600.00 Zoom Fees - $1,500 per year		
	59 Capital Outlay	-				-	-	-				
	68 Contributions	-				-	-	-				
	70 Capital Lease	-				-	-	-				
	75 Special Emergency Expense	-				-	-	-		Covid related expenses		
	Total City Hall	**731,704**	**34,500**	**-**	**8,055**	**774,259**	**321,659**	**452,600**	**42%**			

	DEPARTMENT LINE ITEMS									NOTES AND EXPLANATIONS		
	Contributions/Transfers - 444	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
	68 Contributions - "But For" Organizations	60,000				60,000	-	60,000	0%	Citizens Fire Co. $95K and EPTA Requests $50K		
	68 Community Awards	-				-	-	-				
	68 Contributions - Revive Grant	20,000				20,000	-	20,000	0%	Unspent Revive! Funding rolled over to FY24		
	68 Contributions - Façade Improvement Program	15,000				15,000	-	15,000	0%			
	68 Contributions - Homeless Solutions	25,000				25,000	14,402	10,598	58%	County Homelessness position funding commitment		
	68 Contribution - Nuisance Property Expenses	-				-	-	-		Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.		
	68 Contributions - Sidewalk Improvement Program	15,000				15,000	-	15,000	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		
	Total Contributions/Transfers	**135,000**	**-**	**-**	**-**	**135,000**	**14,402**	**120,598**	**11%**			
	Parking - 571	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
	03 Salaries	41,614				41,614	9,185	32,429	22%	Base salary, contingency, 2.5% merit, holiday supplement, and clothing allowance		
	04 FICA Tax Expense	3,300	200			3,500	706	2,794	20%	FICA @ 7.65%	Increase due to additional overtime allocation.	
	05 Group Insurance	9,300				9,300	215	9,085	2%	Health, Dental, Vision, Life, Employee Assistance Program		
	06 Retirement Expense	3,600				3,600	976	2,624	27%	9% Employer Retirement Contribution		
	08 Overtime		2,000			2,000	57	1,943	3%		Allocation for parking attendant overtime.	
	09 OPEB	1,400				1,400	318	1,082	23%	3% Deferred Compensation Employer Contribution		
	13 Utilities	1,200				1,200	643	557	54%	Electric Service		
	16 Repair & Main - Equipment	3,000				3,000	-	3,000	0%	Parking meter repairs and maintenance		
	18 Postage	500				500	8	492	2%			
	19 Bldg & Equipment Rental	1,000				1,000	-	1,000	0%			
	20 Advertising / Legal Publications	500				500	-	500	0%			
	23 Professional Services	-				-	-	-				
	26 Insurance & Bonds	3,000				3,000	1,210	1,790	40%	Prof Liability, Umbrella, Automobile, Worker's Comp		
	30 Contracted Services	500				500	-	500	0%			
	41 Departmental Supplies	5,000			(500)	4,500	869	3,631	19%	Office Supplies, Batteries, Handheld Printer Paper		Transfer of funds to 571-45 Uniforms.
	45 Uniforms	500			500	1,000	991	9	99%	Jacket, Uniform Shirt, Patches, Badge, etc.		Allowance for unexpected uniform expense due to filling a vacancy.
	53 Computer Software/Tech	4,000				4,000	-	4,000	0%	United Public Safety/T2 Annual Fees		
	Total Parking	**78,414**	**2,200**	**-**	**-**	**80,614**	**15,176**	**65,438**	**19%**			

DEPARTMENT LINE ITEMS									NOTES AND EXPLANATIONS		
Contingencies - 699	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**Budget Balance**	**Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
Other Contributions	254,996	95,004		(207,027)	142,973	-	142,973	0%	Placeholder for 3.2% COLA ($84,900 plus $16,980 for FICA/Retirement Cont.); $50,000 for emergency snow costs. $41,667 for COPS grant for additional police officer.	Allowance for city wide unexpected expenses.	$91,277 allowance for city wide 3.2% COLA, FICA, and retirement. $75,750 transferred to city wide Group Insurance. $40,000 transferred to 750-13 Streets Utilities.
Total Contingencies	**254,996**	**95,004**	**-**	**(207,027)**	**142,973**	**-**	**142,973**	**0%**			
Police Department - 700	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
03 Salaries	1,532,798	5,000		(30,000)	1,507,798	614,062	893,736	41%	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. Seven (7) Patrolman ($52,998.40 - $55,681.60) Two (2) Patrolman First Class ($58,510.40 - $64,542.40) Three (3) Sergeants ($76,689.60 - $86,756.80) Two (2) Lieutenants ($93,246.40 - $95,576.00) Three (3) Corporals ($67,808 - $82,617.60) Three (3) Administrative personnel ($36,276.00 - $55,910.40) One (1) Chief ($134,650)	Allowance for additional promotions.	Transfer to 700-04 FICA.
04 FICA	50,000	1,200		33,400	84,600	34,419	50,181	41%	FICA Tax at 7.65%	Increase due to additional overtime allocation.	Increase due to unexpected overtime.
05 Group Insurance	180,000			40,000	220,000	92,867	127,133	42%	PEIA/Health insurance increase from $9K to $12K per month.		Allowance for increase in health insurance.
06 Retirement	140,000				140,000	59,999	80,001	43%	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)		
07 Police Pension	64,000				64,000	21,781	42,219	34%	Legacy CTPD Retirement System		
08 Overtime	150,000	10,000		50,000	210,000	93,675	116,325	45%		Allowance for unanticipated police overtime.	OT increase due to short staffed.
09 OPEB	48,000				48,000	19,183	28,817	40%	457(b) Deferred Compensation 3%		
10 Prior Year SS Exemption Correction					-	125	(125)				
11 Telephone	48,500				48,500	10,062	38,438	21%			
13 Utilities	48,000				48,000	17,090	30,910	36%	Electric and Internet Service, increase in FY254.		
14 Travel	4,000				4,000	1,199	2,801	30%			
15 R&M Building & Grounds	2,200				2,200	358	1,842	16%	Lights, Paint, Air Filters, Electrical supplies, Batteries		
16 R&M Equipment	2,500			2,000	4,500	4,398	102	98%	Generator Service		Increase for unexpected annual generator maintenance.
17 R&M Auto	45,000			(2,000)	43,000	13,927	29,073	32%	Oil changes, Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, Tires, etc.		Transfer of funds to 700-16.
18 Postage	1,300				1,300	394	906	30%			
19 Building & Equipment Rental	100,000				100,000	33,040	66,960	33%			
20 Advertising/Legal Publications	5,600				5,600	2,328	3,273	42%	New Hire Ads 3-6 ads in local paper		
21 Training & Education	20,000				20,000	2,495	17,505	12%			
22 Dues & Subscriptions	2,000				2,000	60	1,940	3%	WVCOP Dues, IACP, SRO, Journal		
23 Professional Services	6,500				6,500	1,301	5,200	20%	Polygraph Exams, Physical Exams, Diagnostic Imaging		
26 Insurance & Bonds	105,000				105,000	46,159	58,841	44%	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance		
30 Contracted Services	48,000				48,000	8,940	39,060	19%	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.		
32 Bank Charges	250				250	-	250	0%			
37 Other Fees & Taxes	250				250	-	250	0%	661 George St. Ambulance Fees		
41 Departmental Supplies	40,000				40,000	10,191	29,809	25%	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery		
43 Auto Supplies	65,000				65,000	19,265	45,735	30%	Gas for Police Vehicles		
45 Uniforms	20,000				20,000	6,995	13,005	35%			
53 Computer Software/Tech	29,000				29,000	23,229	5,771	80%	CAD, Guardian Tracking, Police One Academy, Powerdms, POSS-Essentials		
Total Police Dept	**2,757,898**	**16,200**	**-**	**93,400**	**2,867,498**	**1,137,543**	**1,729,955**	**40%**			

DEPARTMENT LINE ITEMS									NOTES AND EXPLANATIONS		
Police-Special Duty Crossing Guard - 704	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
03 Salaries	34,803				34,803	11,020	23,783	32%	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA.		
04 FICA Tax Expense	2,600				2,600	843	1,757	32%			
26 Insurance & Bonds	1,750				1,750	821	929	47%			
41 Departmental Supplies	250				250	-	250	0%	Stop signs		
45 Uniforms	500				500	-	500	0%	Reflective jackets and vests		
43 Auto Supplies (Gas & Oil)	-				-	-	-				
Total Police - Special Duty Crossing Guard	**39,903**	**-**	**-**	**-**	**39,903**	**12,684**	**27,219**	**32%**			
Total Police and Crossing Guards	**2,797,801**	**16,200**	**-**	**93,400**	**2,907,401**	**1,150,227**	**1,757,174**				
Dog Warden - 707	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
Contributions	1,600.00				1,600	-	1,600	0%	City passes along the dog tag fees to the County		
Total Dog Warden	**1,600.00**	**-**	**-**	**-**	**1,600**	**-**	**1,600**	**0%**			

DEPARTMENT LINE ITEMS										NOTES AND EXPLANATIONS		
Maintenance - 750	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
03 Salaries	263,643				263,643	104,449	159,194	40%	Promote Maintenance Supervisor to Director; increase in salary from $73,418 to $80,000, plus three (3) Maintenance Staff: $66,454, $49,995 and $42,064 plus 5.0% Merit and Holiday Supplement.		
04 FICA Tax Expense	21,091	400			21,491	8,351	13,140	39%	FICA @ 7.65%	Increase due to additional overtime allocation.	
05 Group Insurance	26,000			3,000	29,000	12,153	16,847	42%	Health, Dental, Vision, Life, Employee Assistance Program		Allowance for increase in health insurance.
06 Retirement	23,728				23,728	9,659	14,069	41%	9% Employer Contribution		
08 Overtime		5,000		7,500	12,500	4,709	7,791	38%		Overtime allowance for maintenance employees.	Allowance for remaining OT in FY25.
09 OPEB	7,909				7,909	1,993	5,916	25%	3% Deferred Compensation Employer Contribution		
11 Telephone	3,000				3,000	1,846	1,154	62%	Field staff equipped with cell phones		
13 Utilities	100,000			40,000	140,000	60,165	79,835	43%	Electric (street lights), water, sewer, and internet		Allowance for utilities expenses for the remainder of FY25.
14 Travel Expense	1,500				1,500	-	1,500	0%	Maintain certifications; other skill enhancement training as required/proposed		
15 R&M Buildings and Grounds	14,000	20,000			34,000	22,446	11,554	66%	General maintenance of city buildings.	Increase for elevator and HVAC repairs transfererd from capital outlay. This also includes repairs for Ortegas equipment per contract.	
16 R&M Equipment	15,000				15,000	365	14,635	2%	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	7,000	3,000			10,000	4,041	5,959	40%	Regular maintenance of department vehicles.	Allocation for additional vehicle repair.	
19 R&M Bldg and Equip Rental	-				-	122	(122)		Equipment rented as required to maintain various city buildings.		
20 Advertising	-				-	-	-		Spring and Fall Cleanup. Additional city sponsored projects as required.		
21 Training & Education	-				-	-	-		Maintain certifications; other skill enhancement training as required/proposed		
22 Dues & Subscriptions	200	300			500	185	315	37%	Camera subscription and CDL License Fees	Additional allocation for CDL licenses.	
23 Professional Services	120	380			500	104	396	21%	CDL physicals	Additional allocation for CDL physicals.	
26 Insurance & Bonds	19,000				19,000	7,835	11,165	41%	Liability, Worker's Comp, Vehicle Insurance		
30 Contracted Services	50,000	5,000		(6,000)	49,000	15,535	33,465	32%	Trash Service, Box Rental Fees, Contractor for Tree Services, Snow Removal and Salt	Allowance for Happy Retreat Ash tree removal.	Transfer to 750-45 uniforms.
41 Departmental Supplies	12,000	29,000			41,000	19,996	21,004	49%	General maintenance annual supplies.	$5000 for PPE and tree work tools. $9000 for street light replacement. $5000 for street signs and poles. $10,000 for Christmas wreaths transferred from Fairs/Festivals.	
43 Auto Supplies (Gas, Oil & Tires)	23,000	5,000			28,000	8,581	19,419	31%	Other city vehicle maintenance.	$5000 tire expenses transferred from Capital Outlay.	
45 Uniforms	10,000	(5,000)		6,000	11,000	8,689	2,311	79%	Cintas service cost increase	Reduced due to termination of Cintas contract.	Allowance for purchase of new uniforms.
53 Software/Tech	-				-	-	-			GoGov Work Order Software cost transferred from supplies.	
59 Capital Outlay	25,000	(25,000)			-	-	-		Elevator repairs, HVAC repairs, tires, various equipment.	$5000 transferred to Auto Supplies and $20,000 transferred to R&M Buildings and Grounds.	
Total Streets	**622,191**	**38,080**	**-**	**50,500**	**710,771**	**291,222**	**419,549**	**41%**			
Visitor's Center - 901	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
13 Utilities					-	-	-		Electric Service for Rouss Hall - moved to City Hall Utilities per State Auditor's budget		
15 R&M - Building & Grounds	-				-	-	-				
23 Professional Services	-				-	-	-				
30 Contracted Services	-				-	-	-				
41 Departmental Supplies	-				-	-	-				
66 Contributions	100,000				100,000	35,326	64,674	35%	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center. Hotel/Motel Tax Revenue is trending 6% higher than FY24; primarily in August and January.		
Total Visitor's Center	**100,000**	**-**	**-**	**-**	**100,000**	**35,326**	**64,674**	**35%**			

	DEPARTMENT LINE ITEMS									NOTES AND EXPLANATIONS		
	Fairs/Festivals - 903	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
	19 Bldg & Equipment Rental	-				-	-	-		No longer needed, we bought a generator.		
	20 Advertising/Legal Publications	1,800	200			2,000	50	1,950	3%		Allowance for increase of Carlisle Ads costs.	
	30 Contracted Services	30,000	6,000			36,000	2,518	33,482	7%	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($4,300), Signage ($2,000), Inflatables ($2,000), Labor ($2,100), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($1,000), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Labor ($700) **Halloween** Labor ($146) **Christmas Parade** Labor ($146)	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1500), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Gaming Trailer ($1,000)	
	38 Refunds					-	85	(85)				
	41 Departmental Supplies	25,000	(3,000)			22,000	5,955	16,045	27%	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($325), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs **Christmas Wreaths - $3,000**	**WV Fest** Water/cups ($1,500), Sinage ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($2000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500) **Christmas Wreathes** - Transferred to Maintenance.	
	52 Computer Software	1,300				1,300	-	1,300	0%	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.		
	68 Contributions	4,000				4,000	3,300	700	83%	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.		
	Total Fairs/Festivals	**62,100**	**3,200**	**-**	**-**	**65,300**	**11,908**	**53,392**	**18%**			
	Transfers - 960/698 SAO	**FY25 Approved Budget**	**Revision #1**	**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
	01 Transfers to Capital Reserve - Repaving	130,000				130,000	67,856	62,144	52%	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures		
	02 Transfers to Capital Reserve - One Time Funding	659,452	3,055,000			3,714,452	3,714,452	-	100%	$659,452 Revenue/Loss Allowance	$3,055,000 for Jefferson Memorial Park pool.	
	03 Transfers Out - Parks & Rec	120,000				120,000	55,326	64,674	46%	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.		
	04 Transfers to Residual Fund		263,319			263,319	263,319	-	100%		Transfer to Residual Fund to build up Rainy Day savings.	
	11 Transfers to Capital Reserve - Table Games	850,000				850,000	258,375	591,625	30%	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.		
	Total Transfers	**1,759,452**	**3,318,319**	**-**	**-**	**5,077,771**	**4,359,328**	**718,443**	**86%**			
	General Government - 975	**FY25 Requested**		**Revision #2**	**Revision #3**	**Current Budget**	**FY 2025 YTD Actual**	**FY 2025 Budget Balance**	**% Over/Under Budget**	**Approved Budget Notes and Explanations**	**Revision #1 Notes**	**Revision #3 Notes**
	Contributions	-	-			-	-	-				
	Total General Government	**-**	**-**	**-**		**-**	**-**	**-**				
	Total Expenses	**8,446,336**	**3,524,453**	**145,000**	**150,000**	**12,265,789**	**7,156,470**	**5,109,319**		**Provides for comparable year-over-year comparision of operating costs**		
	Surplus or Deficit	**(0)**	**(0)**	**-**	**0**	**(0)**	**1,530,297**	**(1,530,298)**				

LGSD BR (Ver. 2020)

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER
Fiscal Year Ending: FY25
Fund: 1
Revision Number: 3
Pages: 1 of 2

City of Charles Town
GOVERNMENT ENTITY

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

101 E. Washington Street
STREET OR PO BOX

Charles Town | 25414
CITY | ZIP CODE

Municipality
Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
305	Business and Occupation Tax	1,845,000	150,000		1,995,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			150,000		

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
402	Economic Development	108,304	4,930		113,234
412	City Manager's Office	259,370	6,885		266,255
413	Treasurer's Office	548,000	165,000		713,000
415	City Clerk	94,354	8,202		102,556
425	Enforcement Agency	154,294	9,740		164,034
436	Building Inspection	129,431	9,000		138,431
437	Planning & Zoning	410,675	1,315		411,990
440	City Hall	766,204	8,055		774,259
699	Contingencies*	350,000		207,027	142,973
700	Police Department	2,774,098	93,400		2,867,498
NET INCREASE/(DECREASE) Expenditures			150,000		

APPROVED BY THE STATE AUDITOR

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

AUTHORIZED SIGNATURE OF ENTITY

12/16/2024
APPROVAL DATE

EXPENDITURES (CONT'D) City of Charles Town

LGSD: BR City of Charles Town CONTROL NUMBER: FY25 1 3

FY FUND REV#

BUDGET REVISION REQUEST-SUPPLEMENT

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
750	Streets and Highways	660,271	50,500		710,771
	#N/A				
	#N/A				
	#N/A			

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1265: Charles Washington Hall Rental Agreement

ATTACHMENTS:
- 2024CWHallPacketforCouncil.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

CW Hall Fee/Policy Change Proposal

Purpose: The purpose of this change is to preserve the renovation efforts and investment by the city and utilize Charles Washington Hall for more active uses for a more vibrant downtown.

Fee Schedule Change

Old Rates:
- Weekday: $175 per day
- Weekend: $350 per day

Proposed Rates:
- Weekday: $375 per day
- Weekend: $600 per day

*When the policy was approved on April 18th, 2017, it was intended to be temporary. Additionally, the pricing was set to make the hall attainable to the public. There was an understanding that once someone was managing the hall, the policy would be amended.

**Event Space Comps are attached, and CW Hall will still be below the rates in Jefferson County.

Policy Statement Change with Addition of Engagement Waiver

Current Policy: It is the City of Charles Town's intent to make the second floor of Charles Washington Hall available to the public for civic, social, educational, and cultueral activities and limited commercial use.
Proposed policy: It is the City of Charles Town's intent to make the second floor of Charles Washington Hall available to the public as an active vibrant space for events and community engagement.

** Our 2024 Historically Hip Comprehensive Plan calls CW Hall a public use space and also states "The establishment of easily rentable concert and event spaces can go a long way toward making a city feel vibrant and inviting. The second level of the newly renovated Charles Washington Hall could make for an excellent event space."

** One objective laid out by the comp plan is to "promote strategic economic development opportunities" and one implementation strategy to do this is to "Maximize the Community Based Utilization of Charles Washington Hall."

Engagement Waiver Purpose: The purpose of the engagement waiver is to promote a vibrant active downtown and fulfill a need defined by our residents by encouraging businesses and nonprofits in the OTMUC zone to utilize CW Hall for engaging public events. The fee has been a barrier for many downtown businesses. By removing the fee, the city will encourage businesses to host public events.

Waiver Statement: The City of Charles Town is committed to promoting a vibrant active downtown core. The Market Study provided in 2021 indicated that active spaces are needed in Downtown Charles Town. Due to the structure of many of our historic buildings, our businesses and nonprofits are unable to host activities or events for more than a small number of people. The intent behind Charles Washington Hall was to be a public space for gathering. This space can serve our community and align with the 2040 Comprehensive plan if used to promote active public events. To encourage businesses to engage our community with events, the City of Charles Town will offer a Downtown Business/Non-Profit Engagement Fee Waiver For Charles Washington Hall.

Usage from 2019-Current:

Less than 10% of events at CW Hall have been public events that align with our comprehensive plan. The rest are private weddings, baby showers, bridal showers, retirement parties, birthday parties and corporate events.

CW Hall Rental Rate Comparisons 2024

Venues located within 5 miles:

Venue 1:
Full Weekend Day : $1000
Full Weekday Day: $550

Venue 2:
Full Day: $750 (Raising to $1000)

Venue 3:
Full Weekend Day (Smaller Room): $1000
Full Weekday Day (Smaller Room): $800
Full Weekend Day (Larger Room) $1900
Full Weekend Day (Larger Room) $1400

Venues in the County:

Venue 1:
Full Weekend Day: $1200 (same for weekday) based on 15hours ½ Gym
Full Weekend Day: $1800 Full Gym

Venue 2:
Minimum Charge $5475

Venue 3:
$100 an Hour or $700 a day (nothing included, no tables/chairs)

Venue 4:
$1000 Base rate per day IF using the in-house catering. Rate is higher if using outside catering.

Other Factors:

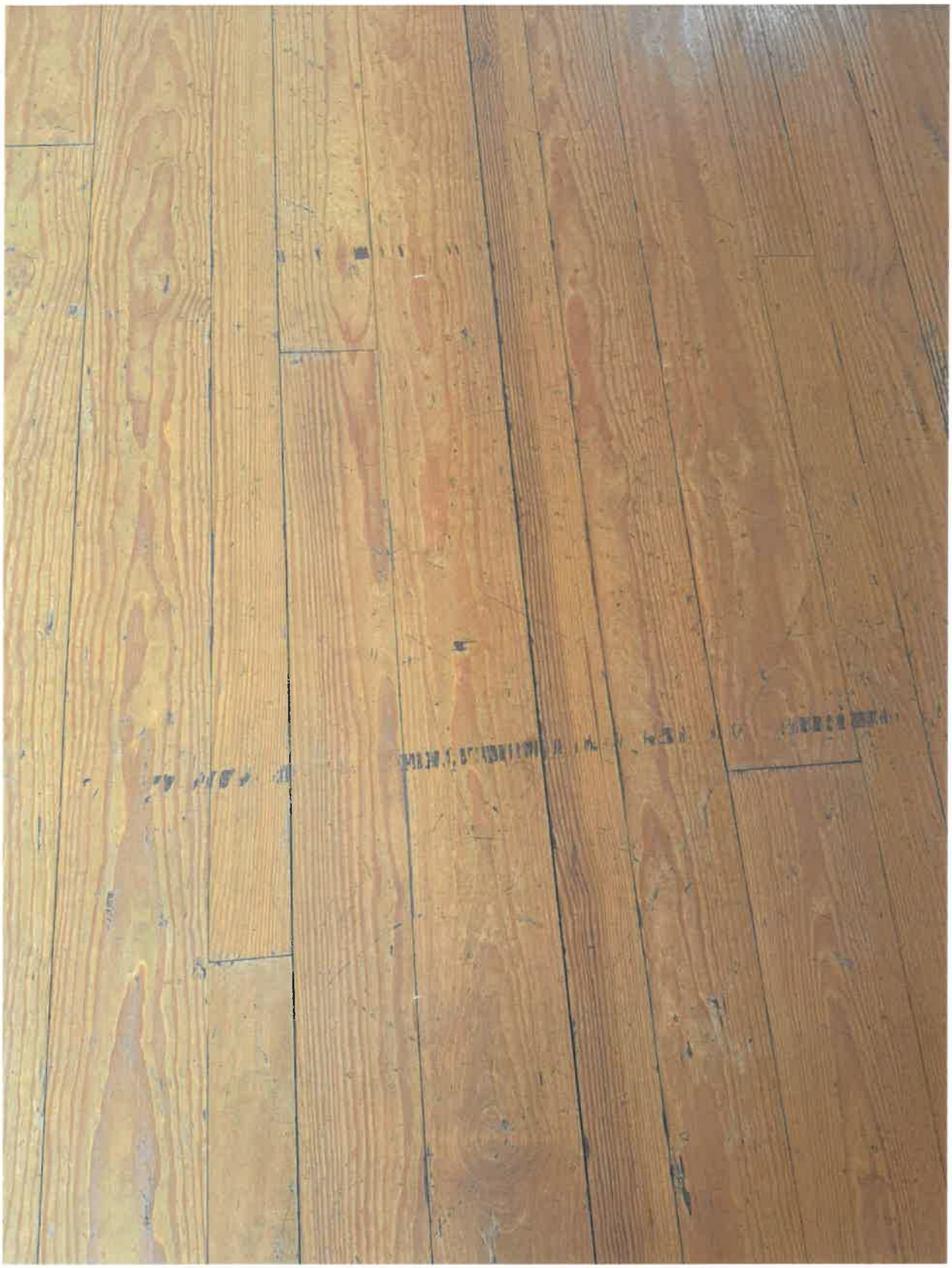
Staff Time:

To flip CW Hall, this takes 2 public works staff 3 hours.
To show hall, process paperwork, communicate with renters, process payment (2-4Hours)
**Staff is "on call" during events. If there is an issue and a non-salary employee has to address issue, that results on overtime. This does not happen often but has in the past.

CW Hall Damage

- Binds need replaced
- Paint is peeling on stage and balcony
- Paint is chipped on walls
- Tape has damaged floors
- Walls need cleaned/repainted, multiple scuff marks etc.
- Chalkboard has needed repainted multiple times due to renters using paint instead of chalk











City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Fax: (304) 725-1014 ♦ Web:
www.charlestownwv.us

POLICY AND RESERVATIONS PROCEDURES AGREEMENT

AS OF JANUARY ~~2022~~2025

*CAPACITY 100 GUESTS

***Please be advised that our elevator is not managed on site. We can not guarantee that if an issue arises it will be fixed before your event.**

Policy Statement:

It is the City of Charles Town's intent to make the second floor of Charles Washington Hall available to the public as an active vibrant space for events and community engagement ~~for civic, social, educational and cultural activities and limited commercial use~~. It is the intent of this Policy and the Charles Washington Hall Rental Agreement to provide for regulation and use policies and procedures to accommodate groups and/or individuals who wish to use the facility. Failure to comply with the policies and procedures set for in thisagreement may result in revocation of a submitted or approved Reservation Request.

Reservation Procedures:

1. A completed Second Floor Rental Request Form, signed Charles Washington Hall Rental Agreement, and signed Policy and Reservations Procedures Agreement must be submitted to the City of Charles Town **at least 60 days prior to your event date** but can be submitted up to six months prior. Once received, it will be processed within 10 days and you will be informed of the cost of your rental. Full payment and all completed paperwork (including Vendor forms, if applicable) is required to confirm your reservation. Submission of a Request does NOT constitute approval.

2. Applicants acknowledge that the City of Charles Town assumes no liability for injury or loss or damage of personal property. Depending on the nature of an applicant's event, and when it is deemed to be in the best interests of the general public, the City of Charles Town may require the renter to furnish a Certificate of Insurance naming the City as additional insured in the amount of no less than $1,000,000 per occurrence of commercial general liability insurance.

~~3. Depending on the nature of an applicant's event, the City of Charles Town also reserves the right to require a security deposit paid in full prior to approval of a Request. If a security deposit is required, it will be refunded upon inspection and approval of the cleaned facility and confirmation that no property damage has occurred or additional cleanup is required.~~ The City Of Charles Town will require a $150 Security Deposit for all events. This deposit will be returned upon inspection of CW Hall.

~~4.~~3. The Request, Rental Agreement and this Policy must be completed and signed by an adult, aged 21 or over who will attend, supervise and be responsible for the entire event or activities. ~~Proof of non-profit status or other documentationmay be required at the time of application to apply for "Public" rather than "Private" rental rates.~~

~~5.~~4. Approved Requests may not be transferred, assigned or otherwise sublet to another group, business or individual.

~~6.~~5. All persons, organizations, groups or businesses using the facility shall observe and obey all regulations of the policy and applicable City, State and Federal laws and regulations.

CHARLES WASHINGTON HALL

RENTAL AGREEMENT AND TERMS AND CONDITIONS

AS OF JANUARY 2022

In consideration for renting the Second Floor of Charles Washington Hall on the date(s), time(s) and at the amount set forth on my Second Floor Rental Request Form, I agree to following terms and conditions:

Policy and Rental Procedures Agreement

1. I/We have read, understand and agree to abide by all terms and conditions specifically set forth in the Charles Washington Hall Policy and Reservations Procedures Agreement.

Rental Area

2. I/We understand the use of the facility includes, generally, the second floor of Charles Washington Hall and the lobby area just inside the entrance to the building on North George Street. Rental fees include utility costs. No attendees, agents or participants in any second-floor events may enter or exit through any other entrance to the building, unless prior arrangements have been made and approved by the City.

Rental Time

3. I/We understand that no one in my party, including any outside Vendors, is allowed access to the facility prior to the start of my rental time.

4. I/We understand that all members of my party, including outside Vendors, and any items brought into the facility must be cleared out and the facility fully vacated by rental end time.

5. I/We understand that I will be charged for any amount of time anyone associated with my event occupies or otherwise uses the facility before and/or after the start and end times on the Second Floor Rental Request Form.

6. I/We understand that if the event extends longer than the agreed upon time, I will alert the provided contact person of the new departure time.

Entry and Departure

7. I/We understand that we will be given a unique code via text to access the key to the George Street Entrance. I will maintain sole possession of that key until it is deposited back into the key lock box upon departure. I will incur any charges in case of a lost, stolen, or damaged key.

8. I/we will ensure all lights are turned off and doors are locked before placing key in the lock box. The doors adjacent to the elevator must be shut on the 1st and 2nd floor. The side entrance door must be locked. I/we will incur any charges for any damages or vandalism that occur as a result of failing to properly close and lock the side entrance door. In the event of any problem with locking the door, please communicate with the contact person.

Cleaning and Damage Assessment

Commented [VB1]: Could have a reference to the rental checklist to clear up any questions

9. I/We understand I am responsible for cleaning all areas and surfaces of the rented room following my event.

10. I/We understand that all trash and debris generated by my event must be removed from the facility at the end time of my event. Trash shall be taken out by the stage door and placed on the catwalk. DO NOT take it down the stairs. Do NOT use the dumpster. If event waste has been found in the dumpster, the security deposit will be kept.

11. I/We understand that no items may be glued, taped, tacked, nailed or otherwise affixed to the walls, windows, furnishings or fixtures of the facility.

12. I/We understand that chairs and tables must be returned to their original configuration as found or as discussed with the City's rental agent prior to your event.

13. I/We understand the facility must be left in the same condition as it was prior to the rental and users are financially responsible for any damage to property or loss of property. A fee equal to the total replacement cost or costs for excessive cleanup will be charged. All trash and debris must be picked up and removed from the facility at the end time of the event.

14. I/We understand that a cleanup/damage assessment of the facility will be completed within three (3) business days after my rental or prior to another party occupying the facility. I will be given notice at that time of any additional cleanup fees or damage incurred for which I am financially responsible.

Food and Alcohol Use:

15. I/We understand that food and nonalcoholic beverages may be brought in and served so long as a plan for such activities is submitted with the Second Floor Rental Request Form and in accordance with this Agreement.

16. I/We understand prior approval is required for any rental with alcohol. I understand that any alcohol on facility grounds during an event without prior written approval will result in immediate termination of the event; possible criminal consequences and loss of security deposit. Violation of this term may also result in forfeiture of future use of facility.

17. I/We understand beer and wine may only be sold at Charles Washington Hall if an individual, organization, association or a non-profit obtains a special event, festival or fair permit through the West Virginia Alcohol Beverage Commission (ABC) in compliance with the ABC regulations. If the individual, organization, or association is hosting a private (not open to the public) event in which alcohol is provided free of charge, a permit will not be required. A certificate of insurance will be required in this instance.

18. I/we understand that if I am selling alcoholic beverages, I must obtain written permission by the City Manager and must request this at the time the facility request is submitted. The City reserves the right to place restrictions on the selling of alcoholic beverages in accordance with the State Law and these guidelines. "Alcohol use" means the presence of any beverage that contains any amount of alcohol.

19. I/we understand that if I am hosting a private (not open to the public) event in which alcohol will be provided free of charge, I must indicate this on the facility rental request. The City Reserves the right to place restrictions on the distribution of alcoholic beverages in accordance with the State Law and these guidelines. "Alcohol use" means the presence of any beverage that contains any amount of alcohol.

20. I/We understand the City shall require the applicant to carry general liability insurance. The City shall require evidence of full liquor liability insurance in the amount of $1,000,000.00, in addition to general liability insurance when alcohol is on the premises and include a Waiver of Subrogation. The cost of the required liability insurance shall be borne by the applicant. ** Proof of insurance must be presented 10 days prior to event.

21. If a permit is required, I/we understand that the following must be provided: 1.A Copy of the ABC Permit obtained from the WVABCA and 2. A limited waiver of the city's open container law provided by the City Manager that is strictly limited to the time and place of the facility rental. These must be provided prior to the event date.

22. I/We understand alcohol is not allowed when an event is designated for minors such as school age award programs, birthday parties and/or receptions.

23. I/We understand the Charles Town city staff and Police shall have the authority to enforce all rules and regulations governing facility rentals. Charles Town City Staff monitoring the event has the authority to contact the police if they so deem that necessary. Where 100 or more attendees are anticipated, the City may require a Charles Town city staff member or police officer at the event.

24. I/We understand that no alcoholic beverage shall be served to any person less than 21 years of age. Injuries caused to any person as a result of alcoholic beverages being served to or consumed by someone under the age of 21 while on the City's premises, shall be the sole responsibility of the organization or individual renting the facility.

25. I/We understand the distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including regulations of the ABC. Any organization using City facilities shall be solely responsible for obtaining all permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises.

26. I/We understand alcohol may only be served by an adult 21 years of age or older. If evidence is found that alcohol is being served that was not authorized by the City or to a minor the Police will be notified, and the event will be terminated, and all fees and deposits will be forfeited.

27. I/We understand the use of alcohol shall be limited to only the second-floor event space of Charles Washington Hall and shall not be permitted in hallways, bathrooms, the first floor or outside. The waiver of the city's open container law is limited to the second-floor event space only and does not include the hallways, bathrooms, first-floor, or any area outside the rental facility.

Entrance Fees and Donations:

~~28. I/We understand that only Non-profit, 501-c-3 organizations may use the facility for fundraising activities and charge entrance fees and collect donations provided that a detailed plan of such activities is submitted with the Second Floor Rental Request Form.~~

Additional Terms:

~~29.~~28.I/We understand that if I use any outside Vendors for professional services (caterer, florist, furniture rental, etc.) in connection with my event and/or if my event involves Vendors selling items to attendees and/or the general public, that ~~I must submit a completed Vendor Form for each Vendor to the City of Charles Town at least 10 days prior to the date of my event and~~ that such third-party Vendors must have a City of Charles Town business license.

~~30.~~29.I/We understand that smoking is strictly prohibited in the facility and within 25 ft. of all entrances to the facility.

~~31.~~30.I/We understand that for events involving youth, 17 years and under, there shall be one adult for every 20 minors, orincrements thereof, in attendance who shall remain on the premises for the duration of the event.

~~32.~~31.I/We understand that no gambling of any kind shall be conducted in the facility.

~~33.~~32.I/We understand the use of open flames is prohibited, including candles.

~~34.~~33.I/We understand the posted occupancy of the facility shall not be exceeded at any time.

~~35.~~34.I/We understand that no animals are permitted in the facility, except for service animals.

~~36. I/We understand the facility may be available on certain holidays at the discretion of the City.~~

~~37.~~35.I/We understand that all persons, organizations, groups or businesses using the Facility shall observe and obey allregulations, policies, and applicable City, State and Federal laws and regulations.

Contact Person: Liz Cook- 304-270-0174

Please retain these policies for your reference and return the signed CW Hall Contract to the City of Charles Town.

City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Fax: (304) 725-1014 ♦ Web:
www.charlestownwv.us

Charles Washington Hall ~~Contract~~Rental Agreement

I have read both the Charles Washington Hall Policy and Reservations Procedures Agreement and the Charles Washington Hall Rental Agreement and Terms and Conditions in its entirety. I understand that I am required to comply with all rules, procedures, and terms as set forth in these agreements and understand that non-compliance may result in revocation of an approved reservation request, the non-return of security deposit fees (if applicable), other charges, or denial of future Requests. By signing below, I agree to indemnify and hold harmless the City of Charles Town and the Charles Town Building Commission against any and all liability, claim, loss or payment of any kind arising out of uses of the facility and actions that may be caused during my event.

Print Name: _____

Organization/Business: _____

Event Date: _____

Signature: _____

Date: _____

In order to gain entry into the hall, please provide a cell phone contact number. We will send this number a unique code for access to they key lock box.

_____

City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 724-3243 ▯ Fax: (304) 725-1014 ▯ Web: www.charlestownwv.us

CHARLES WASHINGTON HALL

SECOND FLOOR RENTAL REQUEST

JANUARY 2024

Thank you for your interest in reserving the Second Floor of Charles Washington Hall for your event! In this packet, you will find all the information and forms necessary to rent the Second Floor of Charles Washington Hall for your event, meeting or other function. It includes:

- Reservation Request Form
- Charles Washington Hall - Rental Agreement and Terms and Conditions
- Charles Washington Hall – Policy and Reservations Procedures Agreement

A completed Request Form, Rental Agreement, and Policy Agreement must be submitted to the City of Charles Town **at least 60 days prior to your event date** but can be submitted up to six months prior. Once received, it will be processed within 10 days and you will be informed of the cost of your rental. Full payment and all completed paperwork is required to confirm your reservation. Submission of a Request does NOT constitute approval. Reserving multiple dates in consecutive succession is generally discouraged but may be permitted.

Charles Washington Hall Rental Rates:

Monday, Tuesday, Wednesday, Thursday: ~~$175~~ 375

Friday, Saturday, Sunday: ~~$350~~ $600

~~Full Weekend (Friday-Sunday): $900~~

*Non-Profit Discount of $~~50~~ 200 per event with proof (501c3 letter from the IRS) of non-profit status which will be required.

* Rental Fee Waivers for Downtown Business/ Nonprofit Engagement are available upon request

*Rental Fee Waiver may be approved by the City Manager on a case by case basis for businesses located in the General Commercial Zoning District

CW HALL RENTAL REQUEST

Reservation Date: _____ Start time (includes set up):_____ End time:_____

Name of Person Submitting Application: _____

Organization if Applicable: _____

Address, City, State, Zip: _____

Cell: _____ Email: _____

Alternate/Emergency Contact Name, Phone, Cell, Email: _____

Estimated Attendance: _____ Open to Public?: Yes / No

Name/Description of Event: _____

Planned Activities: _____

Will be used for fundraising?: Yes / No

If used for fundraising, what will net proceeds be used for? _____

Are you proposing to have alcohol at your event?: Yes / No

If Yes:

Have you have attached proof of full liquor liability insurance, wavier of subrogation, and general liability insurance?: Yes / No

Have you read the Charles Washington Hall Rental Agreement and Terms and Conditions?:

Yes / No

Will you be using outside Vendors (such as caterers, etc.) and/or does your event feature Vendors selling any items? Yes / No

Will food or beverages be served? If so, please indicate what is planned.

_____

I have read and signed both the Charles Washington Hall Policy and Reservations Procedures Agreement, and the Charles Washington Hall Rental Agreement and Terms and Conditions in its entirety, which is included in this submission. By signing below, I agree to indemnify and hold harmless the City of Charles Town and the Charles Town Building Commission against any and all liability, claim, loss or payment of any kind arising out of uses of the facility and actions that may be caused during my event.

Applicant Print Name: _____ Date: _____

Applicant Signature: _____

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

Charles Washington Hall
Downtown Business/Non-Profit Engagement Waiver

The City of Charles Town is committed to promoting a vibrant active downtown core. The Market Study provided in 2021 indicated that active spaces are needed in Downtown Charles Town. Due to the structure of many of our historic buildings, our businesses and nonprofits are unable to host activities or events for more than a small number of people. The intent behind Charles Washington Hall was to be a public space for gathering. This space can serve our community and align with the 2040 Comprehensive plan if used to promote active public events.

To encourage businesses to engage our community with events, the City of Charles Town will offer a Downtown Business/Non-Profit Engagement Fee Waiver For Charles Washington Hall.

Requirements:

- Applicant requesting waiver must be located in the Old Town Mixed Use Zoning District (OTMUC).
- Applicant must offer event to the public. This cannot be a private business event, including, client only, customer only, etc.
- Applicant must promote event on social media and include Charles Town Now as a Co-Host for promotion
- Applicant may charge an attendance fee, but, this fee must be approved by the City of Charles Town.
- Event must be after 5pm Monday – Friday or anytime Saturday or Sunday.
- Applicant must agree to provide follow up statistics from event.
- Applicant will be responsible for set up of hall.
- Applicant must clean the hall after the event and remove trash as explained in policies.
- Event details must be provided to Charles Town City Hall prior to event.
- Applicant must provide insurance as defined in the CW Hall Policy.
- Event must be inclusive, engaging, and serve minimum 50 people.
- If event does not adhere to plan set forth, applicant will not be permitted to complete another waiver for 6 months.

Please complete the Downtown Business Engagement Waiver for consideration.

Downtown Business Engagement Waiver Fee for Charles Washington Hall

Business Name:_____

Contact Name: _____

Address: _____

Date Requested: _____

Time of Event: _____

Description of event: _____

_____

_____

_____

Will this event require an attendance fee? If so, please indicate cost. _____

Will this event be open to the public and shared on social media platforms? _____

Will there be outside vendors? _____

Will there be alcohol sales? _____

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1266: Holiday Time Off Request

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1275: Payment of Bills - December 16, 2024

ATTACHMENTS:

- GENERAL FUND COUNCIL REPORT 2024 12-16(1).pdf
- PCARD COUNCIL REPORT 12-16-24.pdf
- CAPITAL RESERVE COUNCIL REPORT 2024 12-16.pdf
- PARKS N REC COUNCIL REPORT 2024 12-16.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10-42 TACTICAL LLC	12/13/24	NEWLIN & KERNS UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	415.27
				TOTAL:	415.27
7-ELEVEN	12/11/24	CAR#26 FUEL 11/07	GENERAL FUND	POLICE DEPARTMENT	32.85
	12/11/24	CAR#26 FUEL 11/13	GENERAL FUND	POLICE DEPARTMENT	42.84
	12/11/24	CAR#4 FUEL 11/28	GENERAL FUND	POLICE DEPARTMENT	64.16
	12/11/24	CAR#4 FUEL 11/08	GENERAL FUND	POLICE DEPARTMENT	77.25
	12/11/24	CAR#4 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	50.00
	12/11/24	CAR#4 FUEL 11/23	GENERAL FUND	POLICE DEPARTMENT	60.03
	12/11/24	CAR#26 FUEL 11/27	GENERAL FUND	POLICE DEPARTMENT	39.16
	12/12/24	2017 CHEVY FUEL 11/05	GENERAL FUND	STREETS & HIGHWAYS	100.78
				TOTAL:	467.07
ACADEMY.COM	12/12/24	6 TRAIL CAMERAS FOR CITY P	PARKS & REC	PARKS & REC	385.14
				TOTAL:	385.14
AMAZON	12/12/24	SUPPLIES WALK ABOUT NOTHIN	GENERAL FUND	ECONOMIC DEVELOPMENT	47.27
	12/13/24	CM NOTEBOOK/FRAME	GENERAL FUND	CITY MANAGER'S OFFICE	29.27
	12/13/24	CH & TREAS OFFICE SUPPLIE	GENERAL FUND	TREASURER'S OFFICE	32.35
	12/13/24	GROVE DESK ORGANIZER	GENERAL FUND	TREASURER'S OFFICE	43.44
	12/13/24	CH& CE OFFICE SUPPLIES	GENERAL FUND	ENFORCEMENT AGENCY	23.03
	12/12/24	DUANE OFFICE CHAIR	GENERAL FUND	BUILDING INSPECTION	119.00
	12/12/24	OFFICE DESK DUANE	GENERAL FUND	BUILDING INSPECTION	269.99
	12/13/24	CH & TREAS OFFICE SUPPLIE	GENERAL FUND	CITY HALL	34.87
	12/13/24	CH EXTENSION CORDS	GENERAL FUND	CITY HALL	74.97
	12/13/24	CH PORT PODIUM/ORGANIZER	GENERAL FUND	CITY HALL	358.90
	12/13/24	CH PORT PODIUM/ORGANIZER	GENERAL FUND	CITY HALL	298.54-
	12/13/24	CH& CE OFFICE SUPPLIES	GENERAL FUND	CITY HALL	13.84
	12/12/24	WINDSHIELD WASHER FLUID	GENERAL FUND	POLICE DEPARTMENT	114.26
	12/12/24	PD COPY PAPER	GENERAL FUND	POLICE DEPARTMENT	118.82
	12/12/24	6 HOLSTER MOUNTED SYST	GENERAL FUND	POLICE DEPARTMENT	257.94
	12/12/24	HIGHLIGHTERS/CAR WASH SUPP	GENERAL FUND	POLICE DEPARTMENT	40.44
	12/12/24	6 HOLSTER MOUNTING SYST	GENERAL FUND	POLICE DEPARTMENT	257.94
	12/12/24	2 THUMB DRIVES	GENERAL FUND	POLICE DEPARTMENT	38.78
	12/12/24	PD COPY PAPER	GENERAL FUND	POLICE DEPARTMENT	117.94
	12/12/24	FIRE HOSE NOZZLE	GENERAL FUND	STREETS & HIGHWAYS	53.99
	12/12/24	WIRE AND CONNECTORS XMAS D	GENERAL FUND	STREETS & HIGHWAYS	125.99
	12/12/24	CH CANDY FOR XMAS PARADE	GENERAL FUND	FAIR ASSOC/FESTIVAL	29.99
	12/12/24	CANDY FOR XMAS PARADE	GENERAL FUND	FAIR ASSOC/FESTIVAL	384.42
	12/12/24	2 SURVEILLANCE SIGNS FOR P	PARKS & REC	PARKS & REC	44.95
				TOTAL:	2,333.85
AMERICAN HEART ASSOCIATION	12/12/24	CPR INSTRUCTOR COURSE-NEWL	GENERAL FUND	POLICE DEPARTMENT	88.17
	12/12/24	CPR INSTRUCTOR MANUAL	GENERAL FUND	POLICE DEPARTMENT	47.05
	12/12/24	DUPLICATE CPR CHARGE	GENERAL FUND	POLICE DEPARTMENT	44.09-
				TOTAL:	91.13
APPLE	12/12/24	DEC 24 APPLE SUBSCRIPTION	GENERAL FUND	ECONOMIC DEVELOPMENT	21.35
				TOTAL:	21.35
APPLE VALLEY WASTE SERVICE, INC.	12/13/24	OCT&NOV 24 TRASH SERVICE	GENERAL FUND	STREETS & HIGHWAYS	1,320.26
	12/13/24	OCT&NOV 24 TRASH SERVICE	PARKS & REC	PARKS & REC	1,050.00
				TOTAL:	2,370.26
BACKGROUNDCHECKS.COM	12/12/24	BACKGROUND CHECK D DUNN	GENERAL FUND	CITY HALL	39.02
				TOTAL:	39.02

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BOLAND TRANE SERVICES INC	12/13/24	DEC24 PD HVAC SERV	GENERAL FUND	STREETS & HIGHWAYS	457.00
	12/13/24	9/13 SERV PD HVAC UNIT	GENERAL FUND	STREETS & HIGHWAYS	1,128.20
				TOTAL:	1,585.20
BP	12/11/24	CAR#5 FUEL 11/07	GENERAL FUND	POLICE DEPARTMENT	64.01
	12/11/24	CAR#5 FUEL 11/08	GENERAL FUND	POLICE DEPARTMENT	50.57
	12/11/24	CAR#5 FUEL 11/10	GENERAL FUND	POLICE DEPARTMENT	62.88
	12/11/24	CAR#6 FUEL 11/10	GENERAL FUND	POLICE DEPARTMENT	65.00
	12/11/24	CAR#6 FUEL 11/03	GENERAL FUND	POLICE DEPARTMENT	65.50
	12/11/24	CAR#6 FUEL 11/12	GENERAL FUND	POLICE DEPARTMENT	54.00
	12/11/24	CAR#25 FUEL 11/13	GENERAL FUND	POLICE DEPARTMENT	41.70
	12/11/24	CAR#25 FUEL 11/07	GENERAL FUND	POLICE DEPARTMENT	39.67
	12/11/24	CAR#25 FUEL 11/02	GENERAL FUND	POLICE DEPARTMENT	43.91
	12/11/24	CAR#25 FUEL 10/31	GENERAL FUND	POLICE DEPARTMENT	45.08
	12/11/24	CAR#3 FUEL 10/31	GENERAL FUND	POLICE DEPARTMENT	67.35
	12/11/24	CAR#3 FUEL11/11	GENERAL FUND	POLICE DEPARTMENT	64.18
	12/11/24	CAR #3 FUEL 11/27	GENERAL FUND	POLICE DEPARTMENT	62.33
	12/11/24	CAR #3 FUEL 11/22	GENERAL FUND	POLICE DEPARTMENT	62.86
	12/11/24	CAR#4 FUEL 11/21	GENERAL FUND	POLICE DEPARTMENT	71.57
	12/11/24	CAR#5 FUEL 11/14	GENERAL FUND	POLICE DEPARTMENT	61.39
	12/11/24	CAR#5 FUEL 11/16	GENERAL FUND	POLICE DEPARTMENT	65.32
	12/11/24	CAR#5 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	66.52
	12/11/24	CAR#5 FUEL 11/22	GENERAL FUND	POLICE DEPARTMENT	58.47
	12/11/24	CAR#5 FUEL 11/24	GENERAL FUND	POLICE DEPARTMENT	63.62
	12/11/24	CAR#5 FUEL 11/27	GENERAL FUND	POLICE DEPARTMENT	50.52
	12/11/24	CAR#6 FUEL 11/18	GENERAL FUND	POLICE DEPARTMENT	65.50
	12/11/24	CAR#6 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	58.50
	12/11/24	CAR 15 FUEL 11/11	GENERAL FUND	POLICE DEPARTMENT	32.10
	12/11/24	CAR 15 FUEL 11/24	GENERAL FUND	POLICE DEPARTMENT	41.55
	12/11/24	CAR#8 FUEL 11/01	GENERAL FUND	POLICE DEPARTMENT	47.21
	12/11/24	CAR#25 FUEL 11/15	GENERAL FUND	POLICE DEPARTMENT	25.83
	12/11/24	CAR#25 FUEL 11/16	GENERAL FUND	POLICE DEPARTMENT	41.39
	12/11/24	CAR#25 FUEL 11/21	GENERAL FUND	POLICE DEPARTMENT	39.12
	12/11/24	CAR#25 FUEL 11/25	GENERAL FUND	POLICE DEPARTMENT	43.38
	12/11/24	CAR#25 FUEL 11/27	GENERAL FUND	POLICE DEPARTMENT	28.29
	12/12/24	2017 F350 FUEL 11/06	GENERAL FUND	STREETS & HIGHWAYS	91.47
				TOTAL:	1,740.79
CARLOS NIEDERHAUSER	12/13/24	REIMBURSEMENT ZNG USE AP	GENERAL FUND	PLANNING & ZONING	20.00
				TOTAL:	20.00
CARPER'S AUTO SERVICE	12/12/24	TRAX STATE INSPECTION	GENERAL FUND	STREETS & HIGHWAYS	19.00
	12/12/24	2023 CHEVY STATE INSPECTIO	GENERAL FUND	STREETS & HIGHWAYS	19.00
				TOTAL:	38.00
CHILI'S	12/12/24	11/17 DNNR CRT CLK TRNG S	GENERAL FUND	CITY CLERK'S OFFICE	23.02
	12/12/24	11/17 DNNR CRT CLRK TRNG R	GENERAL FUND	CITY HALL	33.58
				TOTAL:	56.60
CINTAS	12/13/24	NOV24 MAINT LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	250.29
	12/13/24	NOV24 MAINT LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	250.29
	12/13/24	NOV24 MAINT LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	250.29
	12/13/24	NOV24 MAINT LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	250.29
	12/13/24	NOV24 MAINT LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	250.29
				TOTAL:	1,251.45

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CITY OF CHARLES TOWN BOARD OF PARKS AN	12/13/24	NOV 24 HOTEL MOTEL COLL	GENERAL FUND	TRANSFERS	8,613.31
				TOTAL:	8,613.31
CITY OF CT CAPITAL RESERVE	12/13/24	OCT GAMES NOV RACETRACK	GENERAL FUND	TRANSFERS	17,446.24
	12/13/24	OCT GAMES NOV RACETRACK	GENERAL FUND	TRANSFERS	14.91
	12/13/24	OCT GAMES NOV RACETRACK	GENERAL FUND	TRANSFERS	1,345.24
	12/13/24	OCT GAMES NOV RACETRACK	GENERAL FUND	TRANSFERS	94,745.40
				TOTAL:	113,551.79
CMA'S TOYOTA CHEVROLET OF MARTINSBURG	12/13/24	CAR#12 OIL SERV TIRE ROT	GENERAL FUND	POLICE DEPARTMENT	29.95
	12/13/24	CAR#12 OIL SERV TIRE ROT	GENERAL FUND	POLICE DEPARTMENT	142.09
				TOTAL:	172.04
COMCAST CORPORATION	12/13/24	12/7-01/06 PD TV SERVICE	GENERAL FUND	POLICE DEPARTMENT	10.49
	12/13/24	DEC 24 PD INTERNET SERV	GENERAL FUND	POLICE DEPARTMENT	303.35
	12/13/24	11-12/24 MD INTERNET	GENERAL FUND	STREETS & HIGHWAYS	188.60
				TOTAL:	502.44
CONSTRUCTIVE SOLUTIONS LLC	12/13/24	CH BRICK REPOINTING ROOF	CAPITAL RESERVE	STREETS & TRANSPORTATI	1,600.00
				TOTAL:	1,600.00
CREAMERS FAST LUBE 1	12/13/24	CAR#2 OIL CHANGE	GENERAL FUND	POLICE DEPARTMENT	58.95
				TOTAL:	58.95
CREAMERS AUTO SERVICE CENTER, LLC	12/13/24	CAR#17 BATTERY/TIRE/BRAKE	GENERAL FUND	POLICE DEPARTMENT	1,444.40
	12/13/24	CAR#2 STATE INSP/ HEADLIG	GENERAL FUND	POLICE DEPARTMENT	179.42
	12/13/24	CAR#28 STATE INSP/OIL	GENERAL FUND	POLICE DEPARTMENT	18.67
	12/13/24	CAR#28 STATE INSP/OIL	GENERAL FUND	POLICE DEPARTMENT	91.82
				TOTAL:	1,734.31
CHARLES TOWN BUILDING COMMISSION	12/13/24	DEC 24 PD/CTUB/CWL RENT	GENERAL FUND	CITY HALL	2,550.00
	12/13/24	DEC 24 PD/CTUB/CWL RENT	GENERAL FUND	CITY HALL	16,667.00
	12/13/24	DEC 24 PD/CTUB/CWL RENT	GENERAL FUND	POLICE DEPARTMENT	7,840.98
				TOTAL:	27,057.98
CHARLES TOWN UTILITY BOARD	12/13/24	NOV 24 WATER BILL	GENERAL FUND	CITY HALL	100.67
	12/13/24	NOV 24 WATER BILL	GENERAL FUND	CITY HALL	139.02
	12/13/24	PD WATER DELIVERY 11/08	GENERAL FUND	POLICE DEPARTMENT	89.43
	12/13/24	NOV 24 WATER BILL	GENERAL FUND	POLICE DEPARTMENT	313.23
	12/13/24	NOV 24 WATER BILL	GENERAL FUND	STREETS & HIGHWAYS	108.80
				TOTAL:	751.15
DAVID A VAGO	12/13/24	POTTER'S FIELD SIGN DEP	CAPITAL RESERVE	STREETS & TRANSPORTATI	1,750.00
				TOTAL:	1,750.00
DOLLAR GENERAL	12/12/24	BATTERIES FOR TRAIL CAMERA	PARKS & REC	PARKS & REC	51.20
				TOTAL:	51.20
EMBASSY SUITES INC	12/12/24	11/17-19 HTL CRT CLRK TRNG	GENERAL FUND	CITY CLERK'S OFFICE	328.00
	12/12/24	11/17-19 HTL CRT CLRK TRNG	GENERAL FUND	CITY HALL	298.00
				TOTAL:	626.00
ENCOVA INSURANCE	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	ECONOMIC DEVELOPMENT	175.06
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	MAYOR'S OFFICE	31.15
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	CITY COUNCIL	99.68
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	CITY MANAGER'S OFFICE	448.56

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	TREASURER'S OFFICE	585.62
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	CITY CLERK'S OFFICE	154.50
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	POLICE JUDGE'S OFFICE	79.74
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	CITY ATTORNEY	373.80
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	ENFORCEMENT AGENCY	139.55
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	BUILDING INSPECTION	205.09
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	PLANNING & ZONING	605.55
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	CITY HALL	236.74
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	PARKING	103.67
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	POLICE DEPARTMENT	3,820.21
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	POLICE-SPECIAL DUTY	86.72
	12/13/24	OCT-DEC 24 WORKERS COMP	GENERAL FUND	STREETS & HIGHWAYS	65.79
	12/13/24	OCT-DEC 24 WORKERS COMP	PARKS & REC	PARKS & REC	129.57
				TOTAL:	7,341.00
ENVIRO-TECH PEST SERVICES INC	12/13/24	12/06 PREG PEST SERV	GENERAL FUND	CITY HALL	80.75
	12/13/24	PD PEST SERV 11/05/24	GENERAL FUND	POLICE DEPARTMENT	80.75
				TOTAL:	161.50
ENVIRONMENTAL SYSTEMS RESEARCH INSTITU	12/13/24	ERCGIS ANNUAL SUBSCRIPTIO	GENERAL FUND	PLANNING & ZONING	749.00
				TOTAL:	749.00
FIRST-CITIZENS BANK & TRUST CO	12/13/24	CH 3RD FLOOR COPIER NOV	GENERAL FUND	CITY HALL	110.00
				TOTAL:	110.00
FRONTIER, INC.	12/13/24	ROUSS HLL PHN 11-25-12/24	GENERAL FUND	CITY HALL	63.58
	12/13/24	PD PHONE SERV 11/24-12/23	GENERAL FUND	POLICE DEPARTMENT	67.33
	12/13/24	11/19-12/18 PD PHONE SERV	GENERAL FUND	POLICE DEPARTMENT	218.20
				TOTAL:	349.11
GALLS, LLC	12/13/24	HALL DUTY BELT	GENERAL FUND	POLICE DEPARTMENT	100.18
	12/13/24	10 CROSSFIRE SPRAYS	GENERAL FUND	POLICE DEPARTMENT	200.79
	12/13/24	10 CROSSFIRE SPRAYS	GENERAL FUND	POLICE DEPARTMENT	147.16-
				TOTAL:	153.81
GO MART	12/12/24	CH JEEP FUEL 11/19	GENERAL FUND	STREETS & HIGHWAYS	35.82
				TOTAL:	35.82
GREENWAY ENGINEERING, INC.	12/13/24	LIBERTY BID PRCSSNG& SLCT	CAPITAL RESERVE	STREETS & TRANSPORTATI	830.00
	12/13/24	LIBERTY BID PRCSSNG&SELEC	CAPITAL RESERVE	STREETS & TRANSPORTATI	2,541.25
				TOTAL:	3,371.25
GRIFFITH ENERGY SERVICES, INC	12/13/24	CH OIL DELIVERY 12/02	GENERAL FUND	CITY HALL	663.32
				TOTAL:	663.32
HDL COMPANIES INC	12/13/24	NOVEMBER 24 RMBSMT	GENERAL FUND	CITY HALL	1,703.93
				TOTAL:	1,703.93
HOME DEPOT INC	12/12/24	FIREHOSE CONNECTORS/ MAINT	GENERAL FUND	STREETS & HIGHWAYS	95.66
	12/12/24	ZIP TIES CHRISTMAS DECORAT	GENERAL FUND	STREETS & HIGHWAYS	69.88
	12/12/24	LAG SHIELDS & SCREW EYES X	GENERAL FUND	STREETS & HIGHWAYS	101.29
	12/12/24	EXTENSION CORDS & ADAPTERS	GENERAL FUND	STREETS & HIGHWAYS	60.68
	12/12/24	LIGHTS FOR CHEER BOOTH	GENERAL FUND	FAIR ASSOC/FESTIVAL	199.92
	12/12/24	PAINT SUPPLIES SKATE PARK	CAPITAL RESERVE	CULTURE & RECREATION	72.02
				TOTAL:	599.45

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
INTERNATIONAL CODE COUNCIL	12/12/24	BLDG INSP STUDY GUIDE C L	GENERAL FUND	CITY MANAGER'S OFFICE	69.00
	12/12/24	INTL BLDG CODE BOOK C LEWI	GENERAL FUND	ENFORCEMENT AGENCY	170.50
				TOTAL:	239.50
INTERNATIONAL CODE COUNCIL	12/12/24	CODE BOOKS BLDG INSP	GENERAL FUND	BUILDING INSPECTION	359.20
				TOTAL:	359.20
INDUSTRIAL ORGANIZATIONAL SOLUTIONS IN	12/13/24	ZECHMAN & HINKLE PROM EXM	GENERAL FUND	POLICE DEPARTMENT	201.00
				TOTAL:	201.00
JEFFERSON COUNTY EMERGENCY COMMUNICATI	12/13/24	CAD MOBILE 08/06-09-05	GENERAL FUND	POLICE DEPARTMENT	451.42
				TOTAL:	451.42
JEFFERSON COUNTY CONVENTION & VISITOR'	12/13/24	NOV 24 HOTEL/MOTEL COLL	GENERAL FUND	VISITORS CENTER	8,613.31
				TOTAL:	8,613.31
JEFFERSON PUBLISHING COMPANY, INC.	12/13/24	11/14&21 STORMWATER STUDY	GENERAL FUND	PLANNING & ZONING	33.74
				TOTAL:	33.74
JOAN & JOE COFFEE	12/12/24	COFFEE FOR AUG TRAIL CEREM	GENERAL FUND	PLANNING & ZONING	53.63
				TOTAL:	53.63
JOHN WYSONG	12/13/24	REIMB CABLE TIES	GENERAL FUND	STREETS & HIGHWAYS	54.28
				TOTAL:	54.28
ROBERT E. JONES, M.D.	12/13/24	HINKLE & ZECHMAN PHYSICAL	GENERAL FUND	POLICE DEPARTMENT	240.00
				TOTAL:	240.00
KIMLEY-HORN AND ASSOCIATES, INC.	12/13/24	09/30 PLNG & SITE REVIEWS	GENERAL FUND	PLANNING & ZONING	8,484.63
				TOTAL:	8,484.63
KONICA MINOLTA BUSINESS SOLUTIONS INC	12/13/24	WEBEX 12/01-12/31	GENERAL FUND	CITY HALL	392.73
	12/13/24	WEBEX 12/01-12/31	GENERAL FUND	POLICE DEPARTMENT	478.18
				TOTAL:	870.91
L JAYS DINER	12/13/24	CH XMAS LUNCH CATERING	GENERAL FUND	CITY HALL	1,100.00
				TOTAL:	1,100.00
LIBERTY GET N GO	12/11/24	CAR#12 FUEL 11/12	GENERAL FUND	POLICE DEPARTMENT	60.92
	12/11/24	CAR#12 FUEL 11/04	GENERAL FUND	POLICE DEPARTMENT	60.83
	12/11/24	CAR#12 FUEL 11/06	GENERAL FUND	POLICE DEPARTMENT	54.96
	12/11/24	CAR#12 FUEL 10/31	GENERAL FUND	POLICE DEPARTMENT	53.12
	12/11/24	CAR#12 FUEL 10/29	GENERAL FUND	POLICE DEPARTMENT	61.57
	12/11/24	CAR#2 FUEL 11/07	GENERAL FUND	POLICE DEPARTMENT	49.78
	12/11/24	CAR#5 FUEL 11/01	GENERAL FUND	POLICE DEPARTMENT	67.20
	12/11/24	CAR#2 FUEL 11/26	GENERAL FUND	POLICE DEPARTMENT	46.51
	12/11/24	CAR#4 FUEL 11/13	GENERAL FUND	POLICE DEPARTMENT	50.00
	12/11/24	CAR#12 FUEL 11/17	GENERAL FUND	POLICE DEPARTMENT	63.24
	12/12/24	SWEEPER FUEL 11/01	GENERAL FUND	STREETS & HIGHWAYS	112.66
	12/12/24	SWEEPER FUEL 11/08	GENERAL FUND	STREETS & HIGHWAYS	117.58
	12/12/24	SWEEPER FUEL 11/12	GENERAL FUND	STREETS & HIGHWAYS	94.62
	12/12/24	STAUB TRUCK FUEL 11/21	GENERAL FUND	STREETS & HIGHWAYS	94.80
	12/12/24	STAUB TRUCK FUEL 11/26	GENERAL FUND	STREETS & HIGHWAYS	34.45
	12/12/24	SWEEPER FUEL 11/26	GENERAL FUND	STREETS & HIGHWAYS	104.27
	12/12/24	BUCKET TRUCK FUEL 11/01	GENERAL FUND	STREETS & HIGHWAYS	145.30
	12/12/24	2017 CHEVY FUEL 11/12	GENERAL FUND	STREETS & HIGHWAYS	93.59

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	12/12/24	LEAF VAC FUEL 11/18	GENERAL FUND	STREETS & HIGHWAYS	86.33
	12/12/24	2015 FORD FUEL 11/20	GENERAL FUND	STREETS & HIGHWAYS	94.12
	12/12/24	2017 CHEVY FUEL 11/20	GENERAL FUND	STREETS & HIGHWAYS	48.76
	12/12/24	2017 CHEVY FUEL 11/26	GENERAL FUND	STREETS & HIGHWAYS	98.36
	12/12/24	2023 CHEVY FUEL 11/06	GENERAL FUND	STREETS & HIGHWAYS	88.09
	12/12/24	GAS CAN FUEL 11/06	GENERAL FUND	STREETS & HIGHWAYS	15.70
	12/12/24	2023 CHEVY FUEL11/14	GENERAL FUND	STREETS & HIGHWAYS	94.63
	12/12/24	2023 CHEVY FUEL 11/21	GENERAL FUND	STREETS & HIGHWAYS	98.48
	12/12/24	BOBCAT FUEL 11/21	GENERAL FUND	STREETS & HIGHWAYS	72.08
	12/12/24	DUMP TRUCK FUEL 11/12	GENERAL FUND	STREETS & HIGHWAYS	125.16
	12/12/24	2017 F350 FUEL 11/22	GENERAL FUND	STREETS & HIGHWAYS	83.04
				TOTAL:	2,270.15
LOVES#537	12/12/24	11/17 LNCH CRT CLRK TRNG R	GENERAL FUND	CITY HALL	5.31
	12/12/24	CH JEEP FUEL 11/17	GENERAL FUND	STREETS & HIGHWAYS	44.96
				TOTAL:	50.27
MARCUS ANDERSON	12/13/24	B&O DUPLICATE PMNT REFUND	GENERAL FUND	TREASURER'S OFFICE	39.63
				TOTAL:	39.63
MARLIN LEASING CORPORATION	12/13/24	NOV 24 CH PD COPIER SERV	GENERAL FUND	CITY HALL	590.20
	12/13/24	NOV 24 CH PD COPIER SERV	GENERAL FUND	POLICE DEPARTMENT	320.28
				TOTAL:	910.48
MARTINS	12/12/24	COOKIES AUG TRAIL CEREMONY	GENERAL FUND	PLANNING & ZONING	66.44
				TOTAL:	66.44
MARTINS FUEL	12/11/24	CAR#15 FUEL 11/04	GENERAL FUND	POLICE DEPARTMENT	39.80
	12/11/24	CAR#15 FUEL 11/11	GENERAL FUND	POLICE DEPARTMENT	41.30
	12/11/24	CAR 15 FUEL 11/15	GENERAL FUND	POLICE DEPARTMENT	36.75
	12/11/24	CAR 15 FUEL 11/22	GENERAL FUND	POLICE DEPARTMENT	43.25
	12/11/24	CAR 15 FUEL 11/10	GENERAL FUND	POLICE DEPARTMENT	44.54
				TOTAL:	205.64
MATTHEW ANDERSON, PE, PLLC	12/13/24	INSPECT SERV 11/25-11/27	GENERAL FUND	BUILDING INSPECTION	7,250.00
	12/13/24	INSPECT SERV 12/02-12/06	GENERAL FUND	BUILDING INSPECTION	6,750.00
				TOTAL:	14,000.00
MCKINNEY'S AUTO REPAIR & TOWING	12/13/24	CAR#28 TIRE PATCHING	GENERAL FUND	POLICE DEPARTMENT	63.00
				TOTAL:	63.00
MELISSA SEGURA	12/13/24	INTRPRTR SERV COURT 11/06	GENERAL FUND	POLICE DEPARTMENT	75.00
	12/13/24	TRANSL SERV	GENERAL FUND	POLICE DEPARTMENT	75.00
	12/13/24	TRANSL SERV	GENERAL FUND	POLICE DEPARTMENT	75.00
				TOTAL:	225.00
MIDWAYUSA.COM	12/12/24	INVESTIGATION COTTON SWAB	GENERAL FUND	POLICE DEPARTMENT	21.97
				TOTAL:	21.97
MILLENIUM INSURANCE GROUP INC	12/13/24	JAN 25 INS BROKER FEES	GENERAL FUND	CITY HALL	1,800.00
				TOTAL:	1,800.00
MOULTRIE MOBILE	12/12/24	FY25 CAMERA SERVICE PLAN	PARKS & REC	PARKS & REC	495.70
				TOTAL:	495.70
NAPA	12/12/24	MD WASHER FLUID FOR VEHICL	GENERAL FUND	STREETS & HIGHWAYS	2.42

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	2.42
NATIONAL ASSOCIATION OF SCHOOL RESOURC	12/12/24	DESARNO MEMBER FEES	GENERAL FUND	POLICE DEPARTMENT	50.00
	12/12/24	LIPSCOMB MEMBER FEES	GENERAL FUND	POLICE DEPARTMENT	50.00
	12/12/24	LIPSCOMB SRO TRAINING	GENERAL FUND	POLICE DEPARTMENT	500.00
				TOTAL:	600.00
OUTBACK STEAKHOUSE	12/12/24	11/18 DNR CRT CLRK TRAING	GENERAL FUND	CITY CLERK'S OFFICE	28.52
	12/12/24	11/18 DNR CRT CLERK TRNG R	GENERAL FUND	CITY HALL	33.58
				TOTAL:	62.10
PATTON BUILDING SERVICES INC	12/13/24	CH CLEANING SERV NOV 24	GENERAL FUND	CITY HALL	1,867.00
				TOTAL:	1,867.00
PEIA	12/10/24	DEC 24 PEIA	GENERAL FUND	NON-DEPARTMENTAL	4,277.69
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	NON-DEPARTMENTAL	115.70
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	NON-DEPARTMENTAL	127.50
	12/10/24	DEC 24 PEIA	GENERAL FUND	ECONOMIC DEVELOPMENT	580.83
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	ECONOMIC DEVELOPMENT	28.90
	12/10/24	DEC 24 PEIA	GENERAL FUND	CITY MANAGER'S OFFICE	3.96
	12/10/24	DEC 24 PEIA	GENERAL FUND	TREASURER'S OFFICE	1,165.62
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	TREASURER'S OFFICE	57.80
	12/10/24	DEC 24 PEIA	GENERAL FUND	CITY CLERK'S OFFICE	1,271.88
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	CITY CLERK'S OFFICE	28.90
	12/10/24	DEC 24 PEIA	GENERAL FUND	CITY ATTORNEY	1.98
	12/10/24	DEC 24 PEIA	GENERAL FUND	ENFORCEMENT AGENCY	580.83
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	ENFORCEMENT AGENCY	28.90
	12/10/24	DEC 24 PEIA	GENERAL FUND	PLANNING & ZONING	1,275.84
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	PLANNING & ZONING	28.90
	12/10/24	DEC 24 PEIA	GENERAL FUND	CITY HALL	1,271.88
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	CITY HALL	28.90
	12/10/24	DEC 24 PEIA	GENERAL FUND	PARKING	1.98
	12/10/24	DEC 24 PEIA	GENERAL FUND	POLICE DEPARTMENT	14,328.39
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	POLICE DEPARTMENT	462.40
	12/10/24	DEC 24 PEIA	GENERAL FUND	STREETS & HIGHWAYS	1,813.32
	12/10/24	DEC 24 RHBT INS PREM	GENERAL FUND	STREETS & HIGHWAYS	57.80
				TOTAL:	27,539.90
PODS ENTERPRISES LLC	12/12/24	SKATE PARK MURAL PAINT STO	CAPITAL RESERVE	CULTURE & RECREATION	116.63
				TOTAL:	116.63
POM INCORPORATED	12/13/24	PARKING PROGRAMMER RENTAL	GENERAL FUND	PARKING	500.00
				TOTAL:	500.00
POTOMAC EDISON COMPANY, INC.	12/13/24	OCT 24 CWH ELEC SERV BALA	GENERAL FUND	CITY HALL	1,756.02
	12/13/24	OCT 24 106N G ELEC SER BA	GENERAL FUND	CITY HALL	458.28
				TOTAL:	2,214.30
DONALD B RICE TIRE CO INC	12/13/24	4 TIRES FOR CAR#17	GENERAL FUND	POLICE DEPARTMENT	586.96
				TOTAL:	586.96
RON SHIELDS	12/13/24	B&O OVERPAYMENT REIMBURSE	GENERAL FUND	TREASURER'S OFFICE	27.35
				TOTAL:	27.35
ROYAL FARMS	12/11/24	CAR#8 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	47.06
				TOTAL:	47.06

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
RUCKMAN ENGINEERING, PLC	12/13/24	PLAN REVIEWS 10/07-10/11	GENERAL FUND	BUILDING INSPECTION	1,750.00
	12/13/24	PLAN REVIEWS 10/14-10/18	GENERAL FUND	BUILDING INSPECTION	1,725.00
	12/13/24	PLAN REVIEWS 10/28-11/02	GENERAL FUND	BUILDING INSPECTION	1,650.00
	12/13/24	PLAN REVIEWS 11/04-11/08	GENERAL FUND	BUILDING INSPECTION	1,200.00
	12/13/24	PLAN REVIEWS 11/11-11/15	GENERAL FUND	BUILDING INSPECTION	1,150.00
	12/13/24	PLAN REVIEWS 11/25 -11/29	GENERAL FUND	BUILDING INSPECTION	975.00
	12/13/24	PLAN REVIEW 12/02-12-06	GENERAL FUND	BUILDING INSPECTION	1,950.00
				TOTAL:	10,400.00
S&K ENTERPRISES, LLC	12/13/24	TREE FELLING JMP	GENERAL FUND	STREETS & HIGHWAYS	900.00
				TOTAL:	900.00
SCOTT ELECTRIC GREENSBURG	12/12/24	DELIVERY FEE FOR STREET PO	GENERAL FUND	STREETS & HIGHWAYS	281.88
				TOTAL:	281.88
SHEETZ	12/11/24	CAR#28 FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	46.02
	12/11/24	CAR# 28 FUEL 11/04	GENERAL FUND	POLICE DEPARTMENT	43.86
	12/11/24	CAR#28 FUEL 11/05	GENERAL FUND	POLICE DEPARTMENT	48.00
	12/11/24	CAR#28 FUEL 11/09	GENERAL FUND	POLICE DEPARTMENT	40.00
	12/11/24	CAR#28 FUEL 11/11	GENERAL FUND	POLICE DEPARTMENT	48.00
	12/11/24	CAR#28 FUEL 11/02	GENERAL FUND	POLICE DEPARTMENT	25.27
	12/11/24	CAR#26 FUEL 11/01	GENERAL FUND	POLICE DEPARTMENT	39.84
	12/11/24	CAR#26 FUEL 11/03	GENERAL FUND	POLICE DEPARTMENT	43.07
	12/11/24	CAR#26 FUEL 11/09	GENERAL FUND	POLICE DEPARTMENT	38.22
	12/11/24	CAR#4 FUEL 11/14	GENERAL FUND	POLICE DEPARTMENT	74.63
	12/11/24	CAR#4 FUEL 11/01	GENERAL FUND	POLICE DEPARTMENT	71.86
	12/11/24	CAR#9 FUEL 11/08	GENERAL FUND	POLICE DEPARTMENT	45.00
	12/11/24	CAR#9 FUEL 11/14	GENERAL FUND	POLICE DEPARTMENT	30.63
	12/11/24	CAR#9 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	41.76
	12/11/24	CAR#9 FUEL 11/22	GENERAL FUND	POLICE DEPARTMENT	39.46
	12/11/24	CAR 19 FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	22.67
	12/11/24	CAR 15 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	44.14
	12/11/24	CAR#26 FUEL 11/16	GENERAL FUND	POLICE DEPARTMENT	39.11
	12/11/24	CAR#26 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	31.42
	12/11/24	CAR#26 FUEL 11/22	GENERAL FUND	POLICE DEPARTMENT	35.98
	12/11/24	CAR#28 FUEL 11/17	GENERAL FUND	POLICE DEPARTMENT	45.00
	12/11/24	CAR#28 FUEL 11/24	GENERAL FUND	POLICE DEPARTMENT	42.00
	12/11/24	CAR#28 FUEL 11/25	GENERAL FUND	POLICE DEPARTMENT	43.00
	12/12/24	CAR #21 FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	25.51
	12/12/24	CAR#21 FUEL 11/03	GENERAL FUND	POLICE DEPARTMENT	24.94
	12/12/24	CAR#21 FUEL 11/04	GENERAL FUND	POLICE DEPARTMENT	33.95
	12/12/24	CAR#21 FUEL 11/05	GENERAL FUND	POLICE DEPARTMENT	24.83
	12/12/24	CAR#21 FUEL 11/06	GENERAL FUND	POLICE DEPARTMENT	32.55
	12/12/24	CAR#21 FUEL 11/10	GENERAL FUND	POLICE DEPARTMENT	32.47
	12/12/24	CAR#21 FUEL 11/11	GENERAL FUND	POLICE DEPARTMENT	39.21
	12/12/24	CAR#21 FUEL 11/14	GENERAL FUND	POLICE DEPARTMENT	37.56
	12/12/24	CAR#21 FUEL 11/13	GENERAL FUND	POLICE DEPARTMENT	29.76
	12/12/24	CAR#21 FUEL 11/17	GENERAL FUND	POLICE DEPARTMENT	24.47
	12/12/24	CAR#21 FUEL 11/18	GENERAL FUND	POLICE DEPARTMENT	29.28
	12/12/24	CAR#21 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	26.45
	12/12/24	CAR#21 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	33.62
	12/12/24	CAR#21 FUEL 11/25	GENERAL FUND	POLICE DEPARTMENT	42.05
	12/12/24	CAR#21 FUEL 11/26	GENERAL FUND	POLICE DEPARTMENT	36.72
	12/12/24	CAR#21 FUEL 11/27	GENERAL FUND	POLICE DEPARTMENT	29.07
	12/12/24	CAR#1 FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	68.82
	12/12/24	CAR#1 FUEL 11/08	GENERAL FUND	POLICE DEPARTMENT	70.36

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	12/12/24	CAR#1 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	71.88
	12/12/24	CAR#18 FUEL 11/08	GENERAL FUND	POLICE DEPARTMENT	55.00
	12/12/24	TRAX 5937 FUEL 11/20	GENERAL FUND	STREETS & HIGHWAYS	26.83
	12/12/24	LEAF VAC FUEL 11/07	GENERAL FUND	STREETS & HIGHWAYS	56.99
				TOTAL:	1,831.26
SOUTH CENTRAL PLANNING & DEVELOPMENT C	12/13/24	NOV 24 MYPERMITNOW FEES	GENERAL FUND	PLANNING & ZONING	730.00
				TOTAL:	730.00
STAPLES ADVANTAGE INC	12/13/24	ORGANIZATIONAL STAND	GENERAL FUND	TREASURER'S OFFICE	31.69
	12/13/24	RECEIPT ROLLS	GENERAL FUND	TREASURER'S OFFICE	38.74
	12/13/24	CH CUPS COFFEE CREAMER	GENERAL FUND	CITY HALL	197.04
	12/13/24	CH SUGAR	GENERAL FUND	CITY HALL	14.82
				TOTAL:	282.29
SUNOCO	12/12/24	STAUB TRUCK FUEL 11/11	GENERAL FUND	STREETS & HIGHWAYS	81.20
	12/12/24	STAUB TRUCK FUEL 11/20	GENERAL FUND	STREETS & HIGHWAYS	85.19
				TOTAL:	166.39
SUSTAINABLE STRATEGIES DC	12/13/24	NOV 24 GRANT RETAINER	GENERAL FUND	CITY HALL	2,400.00
				TOTAL:	2,400.00
T-MOBILE	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	ECONOMIC DEVELOPMENT	31.99
	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	CITY MANAGER'S OFFICE	42.09
	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	TREASURER'S OFFICE	31.99
	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	CITY ATTORNEY	17.85
	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	ENFORCEMENT AGENCY	17.85
	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	BUILDING INSPECTION	84.18
	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	PLANNING & ZONING	17.85
	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	CITY HALL	31.99
	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	POLICE DEPARTMENT	140.10
	12/13/24	NOV 24 CELL PHONE SERV	GENERAL FUND	STREETS & HIGHWAYS	58.85
				TOTAL:	474.74
LYLE C TABB & SONS, INC.	12/13/24	NOV 24 BOX RENTAL	GENERAL FUND	STREETS & HIGHWAYS	675.00
	12/13/24	APR BOX RENTAL	GENERAL FUND	STREETS & HIGHWAYS	675.00
				TOTAL:	1,350.00
TECHSTAR MECHANICAL SERVICES LLC	12/13/24	CWH 4 AC UNITS REPAIR	GENERAL FUND	STREETS & HIGHWAYS	750.00
				TOTAL:	750.00
TEK ADVISORS	12/13/24	CH TECH SERV NOV24	GENERAL FUND	CITY HALL	20,705.00
				TOTAL:	20,705.00
THE GARLAND CO INC	12/13/24	CH ROOF	CAPITAL RESERVE	STREETS & TRANSPORTATI	71,547.66
				TOTAL:	71,547.66
TOWN MART CITGO	12/11/24	CAR #4 FUEL 11/06	GENERAL FUND	POLICE DEPARTMENT	50.00
	12/11/24	CAR#12 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	54.68
	12/11/24	CAR#12 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	51.88
	12/11/24	CAR 15 FUEL 11/05	GENERAL FUND	POLICE DEPARTMENT	37.20
	12/11/24	CAR 15 FUEL 11/13	GENERAL FUND	POLICE DEPARTMENT	47.26
	12/11/24	CAR 15 FUEL 11/27	GENERAL FUND	POLICE DEPARTMENT	34.36
	12/12/24	CAR#21 FUEL 11/23	GENERAL FUND	POLICE DEPARTMENT	43.10
	12/12/24	STAUB TRUCK FUEL 10/30/24	GENERAL FUND	STREETS & HIGHWAYS	75.24
				TOTAL:	393.72

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TRACTOR SUPPLY	12/12/24	LYNCH PINS	GENERAL FUND	STREETS & HIGHWAYS	5.96
	12/12/24	DRILL BITS FOR XMAS DECORA	GENERAL FUND	STREETS & HIGHWAYS	17.98
				TOTAL:	23.94
TRANSUNION	12/12/24	OCT 24 INVESTIGATION SUBSC	GENERAL FUND	POLICE DEPARTMENT	200.00
				TOTAL:	200.00
TYLER TECHNOLOGIES, INC	12/11/24	BLANK CHECK PAPER	GENERAL FUND	TREASURER'S OFFICE	216.56
				TOTAL:	216.56
UNITED WAY OF THE EASTERN PANHANDLE, I	12/13/24	NOV 24 TEEN COURT FEES	GENERAL FUND	NON-DEPARTMENTAL	705.00
				TOTAL:	705.00
US BANK	12/11/24	NOV 24 FLEET PAYMENT	GENERAL FUND	NON-DEPARTMENTAL	4,090.76
	12/11/24	NOV 24 AP PCARD PAYMNT	GENERAL FUND	NON-DEPARTMENTAL	216.56
	12/11/24	NOV PCARD PMNT	GENERAL FUND	NON-DEPARTMENTAL	9,770.16
				TOTAL:	14,077.48
US POSTAL SERVICE	12/12/24	CERT MAIL 126 W WASHINGTON	GENERAL FUND	ENFORCEMENT AGENCY	10.99
	12/12/24	CERT MAIL 109 N CHARLES	GENERAL FUND	ENFORCEMENT AGENCY	10.99
	12/12/24	CERT MAIL 418 E NORTH	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	12/12/24	CERT MAIL 321 N PRESTON	GENERAL FUND	ENFORCEMENT AGENCY	9.68
	12/12/24	CERT MAIL 307 N PRESTON	GENERAL FUND	ENFORCEMENT AGENCY	20.67
	12/12/24	CERT MIAL 399 E FIRST	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	12/12/24	CERT MAIL 502 S CHURCH	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	12/12/24	CERT MAIL 615 S MILDRED	GENERAL FUND	ENFORCEMENT AGENCY	11.54
	12/12/24	CERT MAIL 418 S MILDRED	GENERAL FUND	ENFORCEMENT AGENCY	9.96
				TOTAL:	103.71
VITAL SIGNS PLUS, INC.	12/13/24	100 PUBLIC NOTICE SIGNS	GENERAL FUND	PLANNING & ZONING	900.00
	12/13/24	B KIND & FREE PRKG SIGNS	GENERAL FUND	PARKING	1,316.00
	12/13/24	B KIND & FREE PRKG SIGNS	GENERAL FUND	FAIR ASSOC/FESTIVAL	96.00
				TOTAL:	2,312.00
WALMART INC	12/12/24	MAINT SHOP COFFEE	GENERAL FUND	STREETS & HIGHWAYS	23.06
				TOTAL:	23.06
WASTE MANAGEMENT INC	12/13/24	DEC 24 MAINT TRASH SERV	GENERAL FUND	STREETS & HIGHWAYS	323.89
				TOTAL:	323.89
WITMER PUBLIC SAFETY GROUP INC	12/13/24	18 END CAP BATONS	CAPITAL RESERVE	PUBLIC SAFETY	342.95
				TOTAL:	342.95
WV CODE OFFICIALS ASSOCIATION	12/12/24	25 WV CODE OFFICIALS ASS D	GENERAL FUND	ENFORCEMENT AGENCY	40.00
				TOTAL:	40.00
WV MUNICIPAL LEAGUE	12/12/24	MAGISTRATE TRAINING KUTCHE	GENERAL FUND	POLICE JUDGE'S OFFICE	120.00
	12/12/24	MAGISTRATE TRAINING KING	GENERAL FUND	POLICE JUDGE'S OFFICE	120.00
				TOTAL:	240.00
ZOOM.US	12/12/24	NOV 24 ZOOM SUBSCRIPTION	GENERAL FUND	ECONOMIC DEVELOPMENT	52.43
				TOTAL:	52.43

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
001 GENERAL FUND	306,853.00
200 CAPITAL RESERVE	78,800.51
207 PARKS & REC	2,156.56
GRAND TOTAL:	387,810.07

TOTAL PAGES: 11

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
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: 12/10/2024 THRU 12/13/2024

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
7-ELEVEN	12/11/24	CAR#26 FUEL 11/07	GENERAL FUND	POLICE DEPARTMENT	32.85
	12/11/24	CAR#26 FUEL 11/13	GENERAL FUND	POLICE DEPARTMENT	42.84
	12/11/24	CAR#4 FUEL 11/28	GENERAL FUND	POLICE DEPARTMENT	64.16
	12/11/24	CAR#4 FUEL 11/08	GENERAL FUND	POLICE DEPARTMENT	77.25
	12/11/24	CAR#4 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	50.00
	12/11/24	CAR#4 FUEL 11/23	GENERAL FUND	POLICE DEPARTMENT	60.03
	12/11/24	CAR#26 FUEL 11/27	GENERAL FUND	POLICE DEPARTMENT	39.16
	12/12/24	2017 CHEVY FUEL 11/05	GENERAL FUND	STREETS & HIGHWAYS	100.78
				TOTAL:	467.07
ACADEMY.COM	12/12/24	6 TRAIL CAMERAS FOR CITY P	PARKS & REC	PARKS & REC	385.14
				TOTAL:	385.14
AMAZON	12/12/24	SUPPLIES WALK ABOUT NOTHIN	GENERAL FUND	ECONOMIC DEVELOPMENT	47.27
	12/12/24	DUANE OFFICE CHAIR	GENERAL FUND	BUILDING INSPECTION	119.00
	12/12/24	OFFICE DESK DUANE	GENERAL FUND	BUILDING INSPECTION	269.99
	12/12/24	WINDSHIELD WASHER FLUID	GENERAL FUND	POLICE DEPARTMENT	114.26
	12/12/24	PD COPY PAPER	GENERAL FUND	POLICE DEPARTMENT	118.82
	12/12/24	6 HOLSTER MOUNTED SYST	GENERAL FUND	POLICE DEPARTMENT	257.94
	12/12/24	HIGHLIGHTERS/CAR WASH SUPP	GENERAL FUND	POLICE DEPARTMENT	40.44
	12/12/24	6 HOLSTER MOUNTING SYST	GENERAL FUND	POLICE DEPARTMENT	257.94
	12/12/24	2 THUMB DRIVES	GENERAL FUND	POLICE DEPARTMENT	38.78
	12/12/24	PD COPY PAPER	GENERAL FUND	POLICE DEPARTMENT	117.94
	12/12/24	FIRE HOSE NOZZLE	GENERAL FUND	STREETS & HIGHWAYS	53.99
	12/12/24	WIRE AND CONNECTORS XMAS D	GENERAL FUND	STREETS & HIGHWAYS	125.99
	12/12/24	CH CANDY FOR XMAS PARADE	GENERAL FUND	FAIR ASSOC/FESTIVAL	29.99
	12/12/24	CANDY FOR XMAS PARADE	GENERAL FUND	FAIR ASSOC/FESTIVAL	384.42
	12/12/24	2 SURVEILLANCE SIGNS FOR P	PARKS & REC	PARKS & REC	44.95
				TOTAL:	2,021.72
AMERICAN HEART ASSOCIATION	12/12/24	CPR INSTRUCTOR COURSE-NEWL	GENERAL FUND	POLICE DEPARTMENT	88.17
	12/12/24	CPR INSTRUCTOR MANUAL	GENERAL FUND	POLICE DEPARTMENT	47.05
	12/12/24	DUPLICATE CPR CHARGE	GENERAL FUND	POLICE DEPARTMENT	44.09-
				TOTAL:	91.13
APPLE	12/12/24	DEC 24 APPLE SUBSCRIPTION	GENERAL FUND	ECONOMIC DEVELOPMENT	21.35
				TOTAL:	21.35
BACKGROUNDCHECKS.COM	12/12/24	BACKGROUND CHECK D DUNN	GENERAL FUND	CITY HALL	39.02
				TOTAL:	39.02
BP	12/11/24	CAR#5 FUEL 11/07	GENERAL FUND	POLICE DEPARTMENT	64.01
	12/11/24	CAR#5 FUEL 11/08	GENERAL FUND	POLICE DEPARTMENT	50.57
	12/11/24	CAR#5 FUEL 11/10	GENERAL FUND	POLICE DEPARTMENT	62.88
	12/11/24	CAR#6 FUEL 11/10	GENERAL FUND	POLICE DEPARTMENT	65.00
	12/11/24	CAR#6 FUEL 11/03	GENERAL FUND	POLICE DEPARTMENT	65.50
	12/11/24	CAR#6 FUEL 11/12	GENERAL FUND	POLICE DEPARTMENT	54.00
	12/11/24	CAR#25 FUEL 11/13	GENERAL FUND	POLICE DEPARTMENT	41.70
	12/11/24	CAR#25 FUEL 11/07	GENERAL FUND	POLICE DEPARTMENT	39.67
	12/11/24	CAR#25 FUEL 11/02	GENERAL FUND	POLICE DEPARTMENT	43.91
	12/11/24	CAR#25 FUEL 10/31	GENERAL FUND	POLICE DEPARTMENT	45.08
	12/11/24	CAR#3 FUEL 10/31	GENERAL FUND	POLICE DEPARTMENT	67.35
	12/11/24	CAR#3 FUEL11/11	GENERAL FUND	POLICE DEPARTMENT	64.18
	12/11/24	CAR #3 FUEL 11/27	GENERAL FUND	POLICE DEPARTMENT	62.33
	12/11/24	CAR #3 FUEL 11/22	GENERAL FUND	POLICE DEPARTMENT	62.86
	12/11/24	CAR#4 FUEL 11/21	GENERAL FUND	POLICE DEPARTMENT	71.57

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	12/11/24	CAR#5 FUEL 11/14	GENERAL FUND	POLICE DEPARTMENT	61.39
	12/11/24	CAR#5 FUEL 11/16	GENERAL FUND	POLICE DEPARTMENT	65.32
	12/11/24	CAR#5 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	66.52
	12/11/24	CAR#5 FUEL 11/22	GENERAL FUND	POLICE DEPARTMENT	58.47
	12/11/24	CAR#5 FUEL 11/24	GENERAL FUND	POLICE DEPARTMENT	63.62
	12/11/24	CAR#5 FUEL 11/27	GENERAL FUND	POLICE DEPARTMENT	50.52
	12/11/24	CAR#6 FUEL 11/18	GENERAL FUND	POLICE DEPARTMENT	65.50
	12/11/24	CAR#6 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	58.50
	12/11/24	CAR 15 FUEL 11/11	GENERAL FUND	POLICE DEPARTMENT	32.10
	12/11/24	CAR 15 FUEL 11/24	GENERAL FUND	POLICE DEPARTMENT	41.55
	12/11/24	CAR#8 FUEL 11/01	GENERAL FUND	POLICE DEPARTMENT	47.21
	12/11/24	CAR#25 FUEL 11/15	GENERAL FUND	POLICE DEPARTMENT	25.83
	12/11/24	CAR#25 FUEL 11/16	GENERAL FUND	POLICE DEPARTMENT	41.39
	12/11/24	CAR#25 FUEL 11/21	GENERAL FUND	POLICE DEPARTMENT	39.12
	12/11/24	CAR#25 FUEL 11/25	GENERAL FUND	POLICE DEPARTMENT	43.38
	12/11/24	CAR#25 FUEL 11/27	GENERAL FUND	POLICE DEPARTMENT	28.29
	12/12/24	2017 F350 FUEL 11/06	GENERAL FUND	STREETS & HIGHWAYS	91.47
				TOTAL:	1,740.79
CARPER'S AUTO SERVICE	12/12/24	TRAX STATE INSPECTION	GENERAL FUND	STREETS & HIGHWAYS	19.00
	12/12/24	2023 CHEVY STATE INSPECTIO	GENERAL FUND	STREETS & HIGHWAYS	19.00
				TOTAL:	38.00
CHILI'S	12/12/24	11/17 DNNR CRT CLK TRNG S	GENERAL FUND	CITY CLERK'S OFFICE	23.02
	12/12/24	11/17 DNNR CRT CLRK TRNG R	GENERAL FUND	CITY HALL	33.58
				TOTAL:	56.60
DOLLAR GENERAL	12/12/24	BATTERIES FOR TRAIL CAMERA	PARKS & REC	PARKS & REC	51.20
				TOTAL:	51.20
EMBASSY SUITES INC	12/12/24	11/17-19 HTL CRT CLRK TRNG	GENERAL FUND	CITY CLERK'S OFFICE	328.00
	12/12/24	11/17-19 HTL CRT CLRK TRNG	GENERAL FUND	CITY HALL	298.00
				TOTAL:	626.00
GO MART	12/12/24	CH JEEP FUEL 11/19	GENERAL FUND	STREETS & HIGHWAYS	35.82
				TOTAL:	35.82
HOME DEPOT INC	12/12/24	FIREHOSE CONNECTORS/ MAINT	GENERAL FUND	STREETS & HIGHWAYS	95.66
	12/12/24	ZIP TIES CHRISTMAS DECORAT	GENERAL FUND	STREETS & HIGHWAYS	69.88
	12/12/24	LAG SHIELDS & SCREW EYES X	GENERAL FUND	STREETS & HIGHWAYS	101.29
	12/12/24	EXTENSION CORDS & ADAPTERS	GENERAL FUND	STREETS & HIGHWAYS	60.68
	12/12/24	LIGHTS FOR CHEER BOOTH	GENERAL FUND	FAIR ASSOC/FESTIVAL	199.92
	12/12/24	PAINT SUPPLIES SKATE PARK	CAPITAL RESERVE	CULTURE & RECREATION	72.02
				TOTAL:	599.45
INTERNATIONAL CODE COUNCIL	12/12/24	BLDG INSP STUDY GUIDE C L	GENERAL FUND	CITY MANAGER'S OFFICE	69.00
	12/12/24	INTL BLDG CODE BOOK C LEWI	GENERAL FUND	ENFORCEMENT AGENCY	170.50
				TOTAL:	239.50
INTERNATIONAL CODE COUNCIL	12/12/24	CODE BOOKS BLDG INSP	GENERAL FUND	BUILDING INSPECTION	359.20
				TOTAL:	359.20
JOAN & JOE COFFEE	12/12/24	COFFEE FOR AUG TRAIL CEREM	GENERAL FUND	PLANNING & ZONING	53.63
				TOTAL:	53.63
LIBERTY GET N GO	12/11/24	CAR#12 FUEL 11/12	GENERAL FUND	POLICE DEPARTMENT	60.92

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	12/11/24	CAR#12 FUEL 11/04	GENERAL FUND	POLICE DEPARTMENT	60.83
	12/11/24	CAR#12 FUEL 11/06	GENERAL FUND	POLICE DEPARTMENT	54.96
	12/11/24	CAR#12 FUEL 10/31	GENERAL FUND	POLICE DEPARTMENT	53.12
	12/11/24	CAR#12 FUEL 10/29	GENERAL FUND	POLICE DEPARTMENT	61.57
	12/11/24	CAR#2 FUEL 11/07	GENERAL FUND	POLICE DEPARTMENT	49.78
	12/11/24	CAR#5 FUEL 11/01	GENERAL FUND	POLICE DEPARTMENT	67.20
	12/11/24	CAR#2 FUEL 11/26	GENERAL FUND	POLICE DEPARTMENT	46.51
	12/11/24	CAR#4 FUEL 11/13	GENERAL FUND	POLICE DEPARTMENT	50.00
	12/11/24	CAR#12 FUEL 11/17	GENERAL FUND	POLICE DEPARTMENT	63.24
	12/12/24	SWEEPER FUEL 11/01	GENERAL FUND	STREETS & HIGHWAYS	112.66
	12/12/24	SWEEPER FUEL 11/08	GENERAL FUND	STREETS & HIGHWAYS	117.58
	12/12/24	SWEEPER FUEL 11/12	GENERAL FUND	STREETS & HIGHWAYS	94.62
	12/12/24	STAUB TRUCK FUEL 11/21	GENERAL FUND	STREETS & HIGHWAYS	94.80
	12/12/24	STAUB TRUCK FUEL 11/26	GENERAL FUND	STREETS & HIGHWAYS	34.45
	12/12/24	SWEEPER FUEL 11/26	GENERAL FUND	STREETS & HIGHWAYS	104.27
	12/12/24	BUCKET TRUCK FUEL 11/01	GENERAL FUND	STREETS & HIGHWAYS	145.30
	12/12/24	2017 CHEVY FUEL 11/12	GENERAL FUND	STREETS & HIGHWAYS	93.59
	12/12/24	LEAF VAC FUEL 11/18	GENERAL FUND	STREETS & HIGHWAYS	86.33
	12/12/24	2015 FORD FUEL 11/20	GENERAL FUND	STREETS & HIGHWAYS	94.12
	12/12/24	2017 CHEVY FUEL 11/20	GENERAL FUND	STREETS & HIGHWAYS	48.76
	12/12/24	2017 CHEVY FUEL 11/26	GENERAL FUND	STREETS & HIGHWAYS	98.36
	12/12/24	2023 CHEVY FUEL 11/06	GENERAL FUND	STREETS & HIGHWAYS	88.09
	12/12/24	GAS CAN FUEL 11/06	GENERAL FUND	STREETS & HIGHWAYS	15.70
	12/12/24	2023 CHEVY FUEL11/14	GENERAL FUND	STREETS & HIGHWAYS	94.63
	12/12/24	2023 CHEVY FUEL 11/21	GENERAL FUND	STREETS & HIGHWAYS	98.48
	12/12/24	BOBCAT FUEL 11/21	GENERAL FUND	STREETS & HIGHWAYS	72.08
	12/12/24	DUMP TRUCK FUEL 11/12	GENERAL FUND	STREETS & HIGHWAYS	125.16
	12/12/24	2017 F350 FUEL 11/22	GENERAL FUND	STREETS & HIGHWAYS	83.04
				TOTAL:	2,270.15
LOVES#537	12/12/24	11/17 LNCH CRT CLRK TRNG R	GENERAL FUND	CITY HALL	5.31
	12/12/24	CH JEEP FUEL 11/17	GENERAL FUND	STREETS & HIGHWAYS	44.96
				TOTAL:	50.27
MARTINS	12/12/24	COOKIES AUG TRAIL CEREMONY	GENERAL FUND	PLANNING & ZONING	66.44
				TOTAL:	66.44
MARTINS FUEL	12/11/24	CAR#15 FUEL 11/04	GENERAL FUND	POLICE DEPARTMENT	39.80
	12/11/24	CAR#15 FUEL 11/11	GENERAL FUND	POLICE DEPARTMENT	41.30
	12/11/24	CAR 15 FUEL 11/15	GENERAL FUND	POLICE DEPARTMENT	36.75
	12/11/24	CAR 15 FUEL 11/22	GENERAL FUND	POLICE DEPARTMENT	43.25
	12/11/24	CAR 15 FUEL 11/10	GENERAL FUND	POLICE DEPARTMENT	44.54
				TOTAL:	205.64
MIDWAYUSA.COM	12/12/24	INVESTIGATION COTTON SWAB	GENERAL FUND	POLICE DEPARTMENT	21.97
				TOTAL:	21.97
MOULTRIE MOBILE	12/12/24	FY25 CAMERA SERVICE PLAN	PARKS & REC	PARKS & REC	495.70
				TOTAL:	495.70
NAPA	12/12/24	MD WASHER FLUID FOR VEHICL	GENERAL FUND	STREETS & HIGHWAYS	2.42
				TOTAL:	2.42
NATIONAL ASSOCIATION OF SCHOOL RESOURC	12/12/24	DESARNO MEMBER FEES	GENERAL FUND	POLICE DEPARTMENT	50.00
	12/12/24	LIPSCOMB MEMBER FEES	GENERAL FUND	POLICE DEPARTMENT	50.00
	12/12/24	LIPSCOMB SRO TRAINING	GENERAL FUND	POLICE DEPARTMENT	500.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	600.00
OUTBACK STEAKHOUSE	12/12/24	11/18 DNR CRT CLRK TRAING	GENERAL FUND	CITY CLERK'S OFFICE	28.52
	12/12/24	11/18 DNR CRT CLERK TRNG R	GENERAL FUND	CITY HALL	33.58
				TOTAL:	62.10
PODS ENTERPRISES LLC	12/12/24	SKATE PARK MURAL PAINT STO	CAPITAL RESERVE	CULTURE & RECREATION	116.63
				TOTAL:	116.63
ROYAL FARMS	12/11/24	CAR#8 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	47.06
				TOTAL:	47.06
SCOTT ELECTRIC GREENSBURG	12/12/24	DELIVERY FEE FOR STREET PO	GENERAL FUND	STREETS & HIGHWAYS	281.88
				TOTAL:	281.88
SHEETZ	12/11/24	CAR#28 FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	46.02
	12/11/24	CAR# 28 FUEL 11/04	GENERAL FUND	POLICE DEPARTMENT	43.86
	12/11/24	CAR#28 FUEL 11/05	GENERAL FUND	POLICE DEPARTMENT	48.00
	12/11/24	CAR#28 FUEL 11/09	GENERAL FUND	POLICE DEPARTMENT	40.00
	12/11/24	CAR#28 FUEL 11/11	GENERAL FUND	POLICE DEPARTMENT	48.00
	12/11/24	CAR#28 FUEL 11/02	GENERAL FUND	POLICE DEPARTMENT	25.27
	12/11/24	CAR#26 FUEL 11/01	GENERAL FUND	POLICE DEPARTMENT	39.84
	12/11/24	CAR#26 FUEL 11/03	GENERAL FUND	POLICE DEPARTMENT	43.07
	12/11/24	CAR#26 FUEL 11/09	GENERAL FUND	POLICE DEPARTMENT	38.22
	12/11/24	CAR#4 FUEL 11/14	GENERAL FUND	POLICE DEPARTMENT	74.63
	12/11/24	CAR#4 FUEL 11/01	GENERAL FUND	POLICE DEPARTMENT	71.86
	12/11/24	CAR#9 FUEL 11/08	GENERAL FUND	POLICE DEPARTMENT	45.00
	12/11/24	CAR#9 FUEL 11/14	GENERAL FUND	POLICE DEPARTMENT	30.63
	12/11/24	CAR#9 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	41.76
	12/11/24	CAR#9 FUEL 11/22	GENERAL FUND	POLICE DEPARTMENT	39.46
	12/11/24	CAR 19 FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	22.67
	12/11/24	CAR 15 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	44.14
	12/11/24	CAR#26 FUEL 11/16	GENERAL FUND	POLICE DEPARTMENT	39.11
	12/11/24	CAR#26 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	31.42
	12/11/24	CAR#26 FUEL 11/22	GENERAL FUND	POLICE DEPARTMENT	35.98
	12/11/24	CAR#28 FUEL 11/17	GENERAL FUND	POLICE DEPARTMENT	45.00
	12/11/24	CAR#28 FUEL 11/24	GENERAL FUND	POLICE DEPARTMENT	42.00
	12/11/24	CAR#28 FUEL 11/25	GENERAL FUND	POLICE DEPARTMENT	43.00
	12/12/24	CAR #21 FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	25.51
	12/12/24	CAR#21 FUEL 11/03	GENERAL FUND	POLICE DEPARTMENT	24.94
	12/12/24	CAR#21 FUEL 11/04	GENERAL FUND	POLICE DEPARTMENT	33.95
	12/12/24	CAR#21 FUEL 11/05	GENERAL FUND	POLICE DEPARTMENT	24.83
	12/12/24	CAR#21 FUEL 11/06	GENERAL FUND	POLICE DEPARTMENT	32.55
	12/12/24	CAR#21 FUEL 11/10	GENERAL FUND	POLICE DEPARTMENT	32.47
	12/12/24	CAR#21 FUEL 11/11	GENERAL FUND	POLICE DEPARTMENT	39.21
	12/12/24	CAR#21 FUEL 11/14	GENERAL FUND	POLICE DEPARTMENT	37.56
	12/12/24	CAR#21 FUEL 11/13	GENERAL FUND	POLICE DEPARTMENT	29.76
	12/12/24	CAR#21 FUEL 11/17	GENERAL FUND	POLICE DEPARTMENT	24.47
	12/12/24	CAR#21 FUEL 11/18	GENERAL FUND	POLICE DEPARTMENT	29.28
	12/12/24	CAR#21 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	26.45
	12/12/24	CAR#21 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	33.62
	12/12/24	CAR#21 FUEL 11/25	GENERAL FUND	POLICE DEPARTMENT	42.05
	12/12/24	CAR#21 FUEL 11/26	GENERAL FUND	POLICE DEPARTMENT	36.72
	12/12/24	CAR#21 FUEL 11/27	GENERAL FUND	POLICE DEPARTMENT	29.07
	12/12/24	CAR#1 FUEL 10/30	GENERAL FUND	POLICE DEPARTMENT	68.82
	12/12/24	CAR#1 FUEL 11/08	GENERAL FUND	POLICE DEPARTMENT	70.36

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	12/12/24	CAR#1 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	71.88
	12/12/24	CAR#18 FUEL 11/08	GENERAL FUND	POLICE DEPARTMENT	55.00
	12/12/24	TRAX 5937 FUEL 11/20	GENERAL FUND	STREETS & HIGHWAYS	26.83
	12/12/24	LEAF VAC FUEL 11/07	GENERAL FUND	STREETS & HIGHWAYS	56.99
				TOTAL:	1,831.26
SUNOCO	12/12/24	STAUB TRUCK FUEL 11/11	GENERAL FUND	STREETS & HIGHWAYS	81.20
	12/12/24	STAUB TRUCK FUEL 11/20	GENERAL FUND	STREETS & HIGHWAYS	85.19
				TOTAL:	166.39
TOWN MART CITGO	12/11/24	CAR #4 FUEL 11/06	GENERAL FUND	POLICE DEPARTMENT	50.00
	12/11/24	CAR#12 FUEL 11/19	GENERAL FUND	POLICE DEPARTMENT	54.68
	12/11/24	CAR#12 FUEL 11/20	GENERAL FUND	POLICE DEPARTMENT	51.88
	12/11/24	CAR 15 FUEL 11/05	GENERAL FUND	POLICE DEPARTMENT	37.20
	12/11/24	CAR 15 FUEL 11/13	GENERAL FUND	POLICE DEPARTMENT	47.26
	12/11/24	CAR 15 FUEL 11/27	GENERAL FUND	POLICE DEPARTMENT	34.36
	12/12/24	CAR#21 FUEL 11/23	GENERAL FUND	POLICE DEPARTMENT	43.10
	12/12/24	STAUB TRUCK FUEL 10/30/24	GENERAL FUND	STREETS & HIGHWAYS	75.24
				TOTAL:	393.72
TRACTOR SUPPLY	12/12/24	LYNCH PINS	GENERAL FUND	STREETS & HIGHWAYS	5.96
	12/12/24	DRILL BITS FOR XMAS DECORA	GENERAL FUND	STREETS & HIGHWAYS	17.98
				TOTAL:	23.94
TRANSUNION	12/12/24	OCT 24 INVESTIGATION SUBSC	GENERAL FUND	POLICE DEPARTMENT	200.00
				TOTAL:	200.00
TYLER TECHNOLOGIES, INC	12/11/24	BLANK CHECK PAPER	GENERAL FUND	TREASURER'S OFFICE	216.56
				TOTAL:	216.56
US POSTAL SERVICE	12/12/24	CERT MAIL 126 W WASHINGTON	GENERAL FUND	ENFORCEMENT AGENCY	10.99
	12/12/24	CERT MAIL 109 N CHARLES	GENERAL FUND	ENFORCEMENT AGENCY	10.99
	12/12/24	CERT MAIL 418 E NORTH	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	12/12/24	CERT MAIL 321 N PRESTON	GENERAL FUND	ENFORCEMENT AGENCY	9.68
	12/12/24	CERT MAIL 307 N PRESTON	GENERAL FUND	ENFORCEMENT AGENCY	20.67
	12/12/24	CERT MIAL 399 E FIRST	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	12/12/24	CERT MAIL 502 S CHURCH	GENERAL FUND	ENFORCEMENT AGENCY	9.96
	12/12/24	CERT MAIL 615 S MILDRED	GENERAL FUND	ENFORCEMENT AGENCY	11.54
	12/12/24	CERT MAIL 418 S MILDRED	GENERAL FUND	ENFORCEMENT AGENCY	9.96
				TOTAL:	103.71
WALMART INC	12/12/24	MAINT SHOP COFFEE	GENERAL FUND	STREETS & HIGHWAYS	23.06
				TOTAL:	23.06
WV CODE OFFICIALS ASSOCIATION	12/12/24	25 WV CODE OFFICIALS ASS D	GENERAL FUND	ENFORCEMENT AGENCY	40.00
				TOTAL:	40.00
WV MUNICIPAL LEAGUE	12/12/24	MAGISTRATE TRAINING KUTCHE	GENERAL FUND	POLICE JUDGE'S OFFICE	120.00
	12/12/24	MAGISTRATE TRAINING KING	GENERAL FUND	POLICE JUDGE'S OFFICE	120.00
				TOTAL:	240.00
ZOOM.US	12/12/24	NOV 24 ZOOM SUBSCRIPTION	GENERAL FUND	ECONOMIC DEVELOPMENT	52.43
				TOTAL:	52.43

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
001 GENERAL FUND	13,171.31
200 CAPITAL RESERVE	188.65
207 PARKS & REC	976.99
GRAND TOTAL:	14,336.95

TOTAL PAGES: 6

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: PCARD
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 12/11/2024 THRU 12/12/2024

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
CONSTRUCTIVE SOLUTIONS LLC	12/13/24	CH BRICK REPOINTING ROOF	CAPITAL RESERVE	STREETS & TRANSPORTATI	1,600.00
				TOTAL:	1,600.00
DAVID A VAGO	12/13/24	POTTER'S FIELD SIGN DEP	CAPITAL RESERVE	STREETS & TRANSPORTATI	1,750.00
				TOTAL:	1,750.00
GREENWAY ENGINEERING, INC.	12/13/24	LIBERTY BID PRCSSNG& SLCT	CAPITAL RESERVE	STREETS & TRANSPORTATI	830.00
	12/13/24	LIBERTY BID PRCSSNG&SELEC	CAPITAL RESERVE	STREETS & TRANSPORTATI	2,541.25
				TOTAL:	3,371.25
THE GARLAND CO INC	12/13/24	CH ROOF	CAPITAL RESERVE	STREETS & TRANSPORTATI	71,547.66
				TOTAL:	71,547.66
WITMER PUBLIC SAFETY GROUP INC	12/13/24	18 END CAP BATONS	CAPITAL RESERVE	PUBLIC SAFETY	342.95
				TOTAL:	342.95

FUND TOTALS	
200 CAPITAL RESERVE	78,611.86
GRAND TOTAL:	78,611.86

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: 12/13/2024 THRU 12/13/2024

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
AC & T CO., INC	12/13/24	10/24 JMP PT SERVICE	PARKS & REC	PARKS & REC		289.00
					TOTAL:	289.00
CHET HINES	12/13/24	HAPPY RETREAT FUEL 10/22	PARKS & REC	PARKS & REC		12.38
	12/13/24	HAPPY RETREAT FUEL 11/08	PARKS & REC	PARKS & REC		5.54
	12/13/24	HAPPY RETREAT FUEL 10/31	PARKS & REC	PARKS & REC		7.80
					TOTAL:	25.72
FRONTIER, INC	12/13/24	SEPT 24 PHONE BALANCE JMP	PARKS & REC	PARKS & REC		56.39
					TOTAL:	56.39
POTOMAC EDISON COMPANY, INC	12/13/24	NOV 24 JMP ELEC SERV	PARKS & REC	PARKS & REC		365.97
	12/13/24	FOREST RD 12/06 ELEC SERV	PARKS & REC	PARKS & REC		11.86
					TOTAL:	377.83

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

207	PARKS & REC	748.94
	GRAND TOTAL:	748.94

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: All
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: 12/13/2024 THRU 12/13/2024

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: 12/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1256: City Council Liaison's Report - Eastern Panhandle Transit Authority

ATTACHMENTS:

- Ricketts_ EPTA- Eastern Panhandle Transit Authority Transit Development Plan_amended.pdf

Hagerstown/Eastern Panhandle Metropolitan Planning Organization

Eastern Panhandle Transit Authority Transit Development Plan





Stakeholder Focus Groups – Jefferson County

October 2024

Prepared by:

Foursquare ITP

Michael Baker INTERNATIONAL





Advisory Groups

Stakeholder Focus Group

- Representatives from Jefferson and Berkely Counties
- Participates in working sessions to provide local insight and guidance during the development of the TDP

Steering Committee

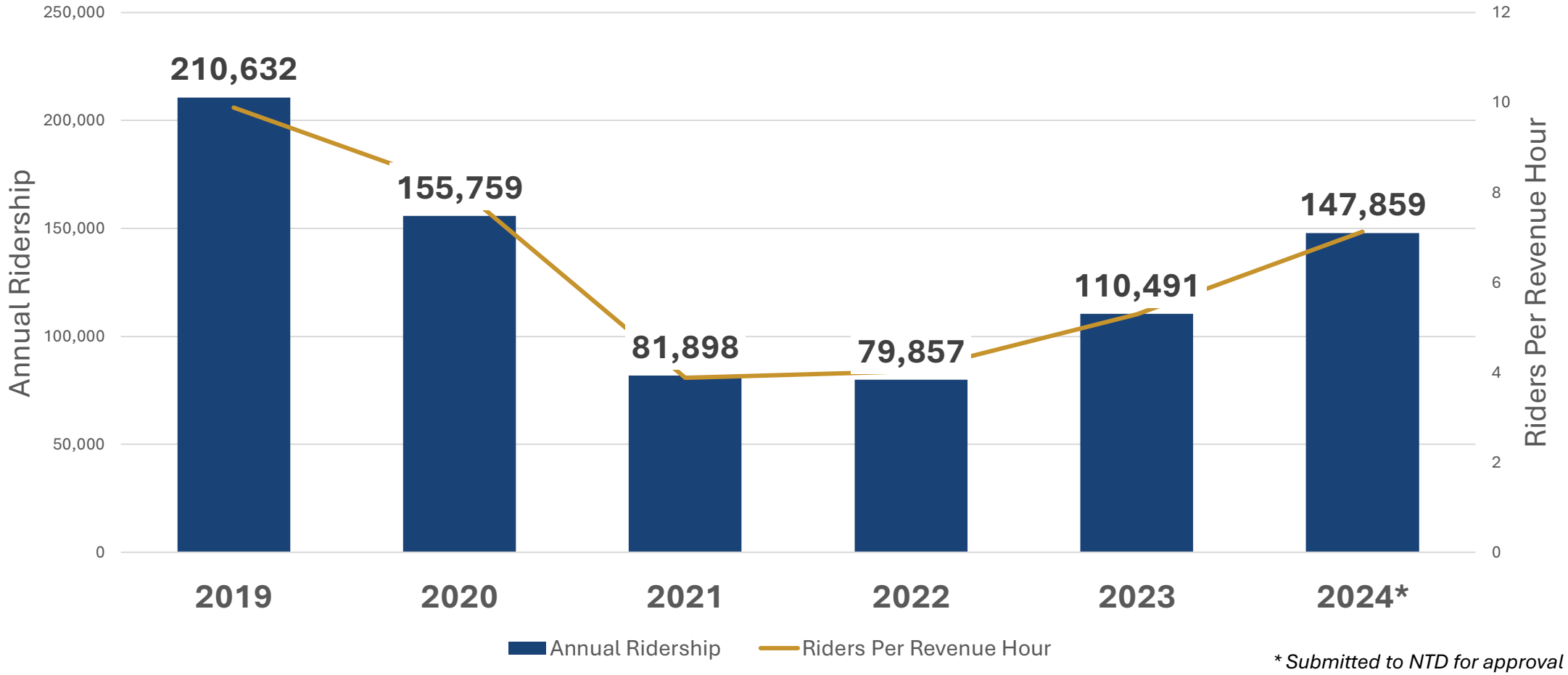
- Subset of the Stakeholder Focus Group
- Provides a more thorough review of project deliverables



2020 Recommendations in Review

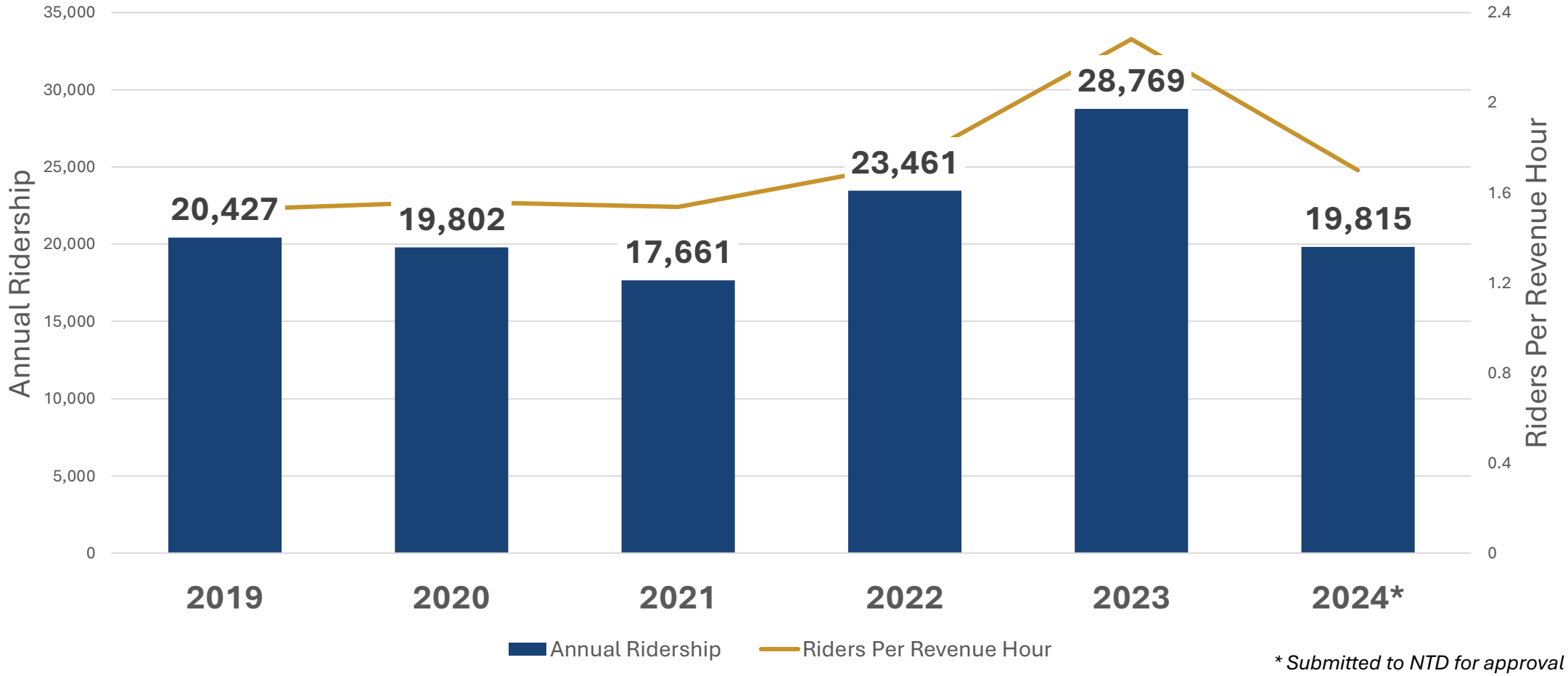
- ✓ Provide On-Call service to Potomac Marketplace with Routes 16 and 20
- ✓ Reduce Route 18 trips to Inwood
- × Introduce Route 21 between VA Medical Center and Shepherdstown and Route 22 between Martinsburg and Spring Mills
- × Extend Route 18 to Foxcroft Towne Center and remove Gabe's from Route 14
- × Add Saturday and Evening service to Routes 10, 11, 12, 14, 16, and 20 to eliminate Routes 25, 30, 35, and 40
- × Add Morning service to Route 12
- × Realign Route 12 to Edwin Miller Blvd and Route 19 to Rock Cliff Dr
- × Serve new development in Charles Town with Route 20

EPTA Fixed Route Bus Ridership



** Submitted to NTD for approval*

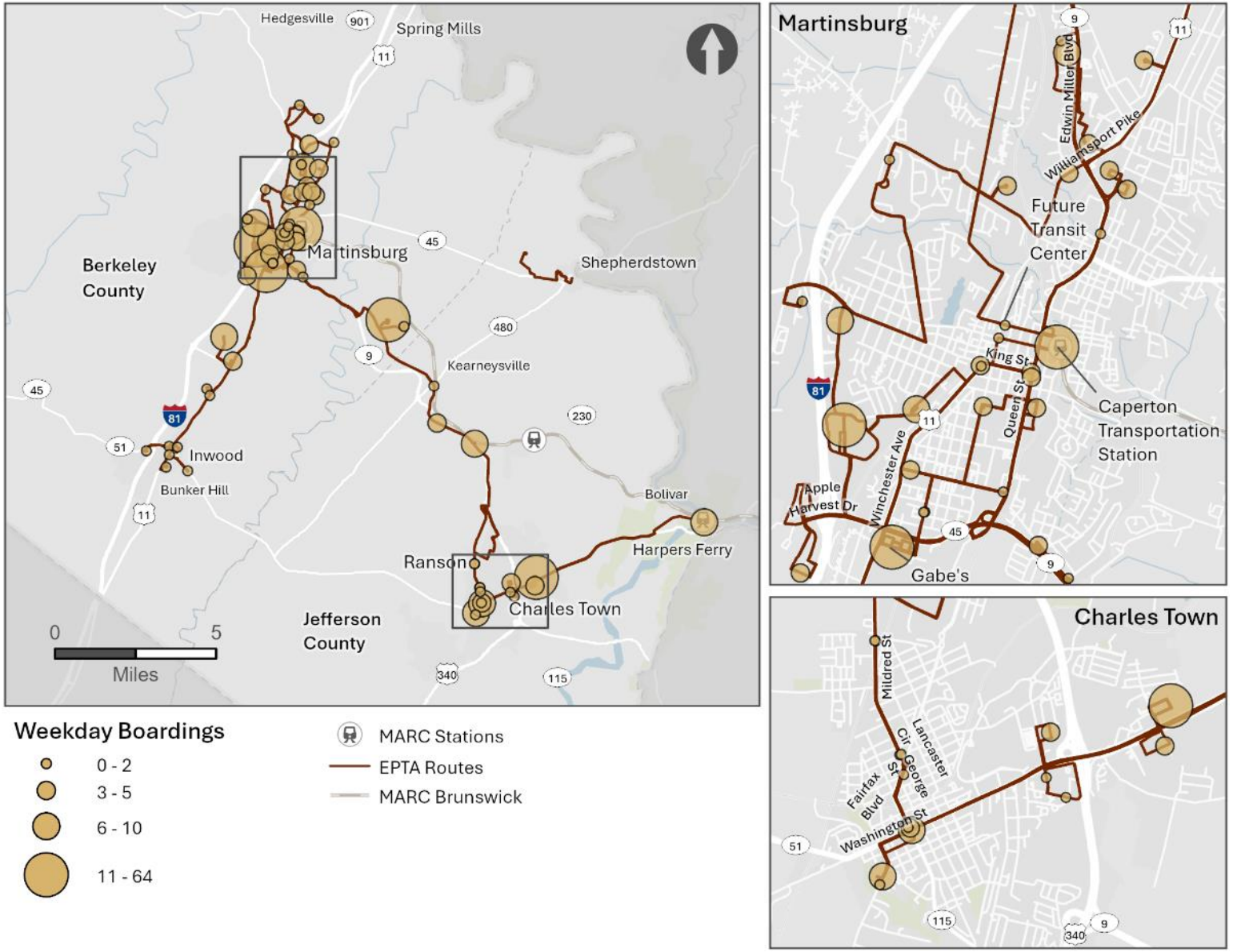
EPTA Demand Response Ridership



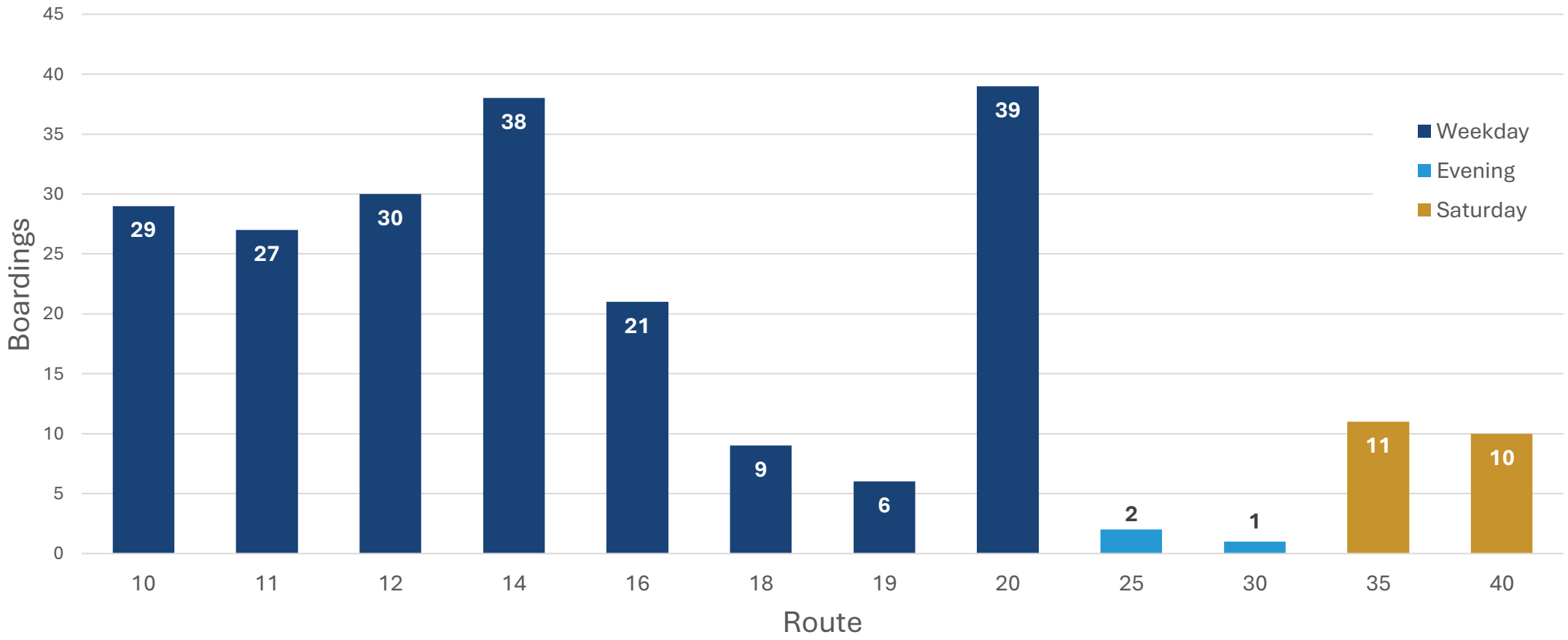
** Submitted to NTD for approval*

Weekday Boardings

- Caperton Transportation Station averages the most weekday boardings, followed by the Foxcroft Walmart and the VA Medical Center
- Almost 40% of stops average less than one boarding per day
- Only 20% of stops have more than five boardings per day



Average Daily Ridership by Route



Note: The average was calculated from boardings during May, June, and July 2024.

Market Analysis Components

Transit Potential

Where are there appropriate densities of people and jobs to support transit?

Transit Propensity

Where are the people and places that are more likely to use or need transit as an option?

Travel Flows and Corridors

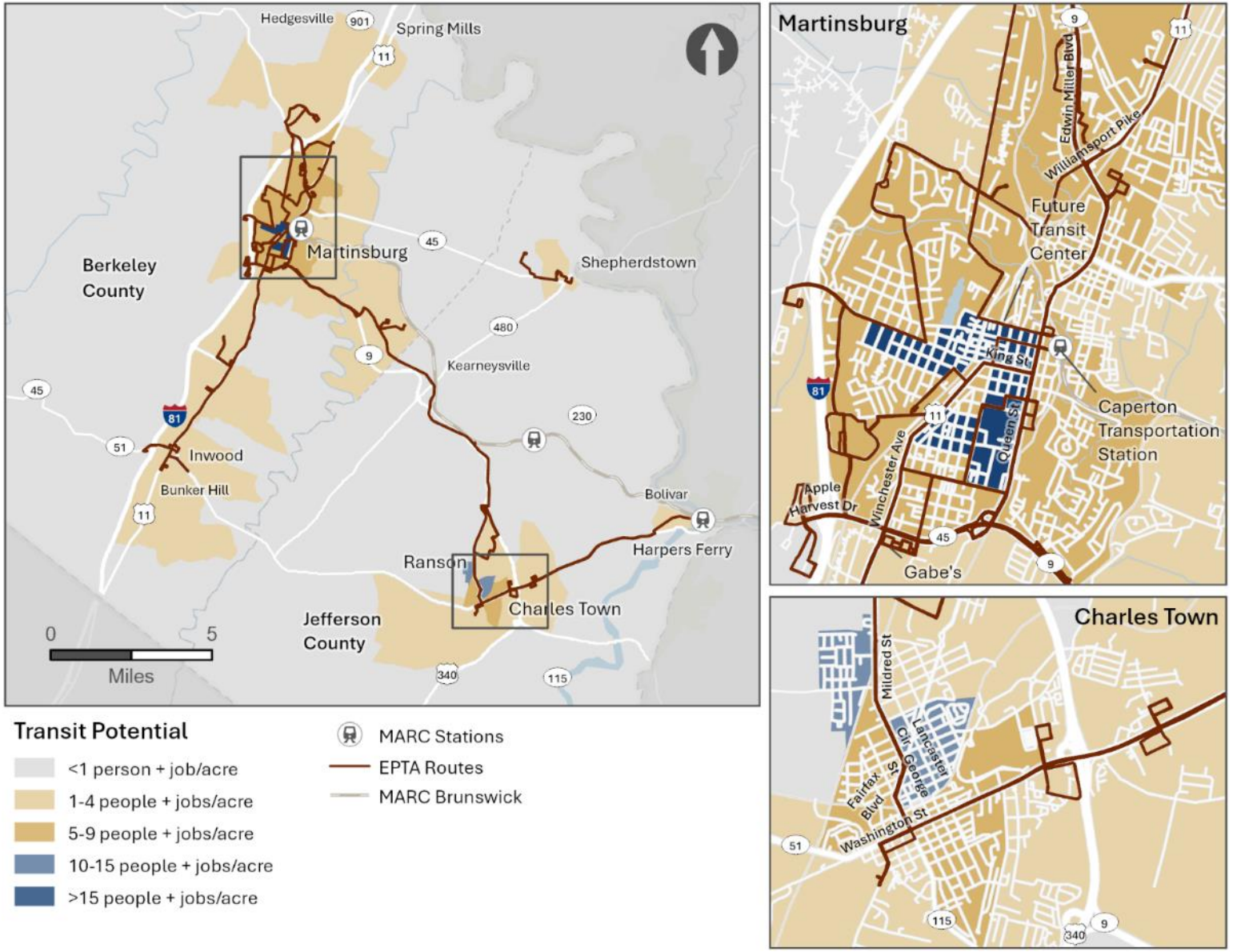
What are the major travel flows and origin-destination pairs?

Possible Gaps

Where are the areas with higher transit potential, propensity, and travel flows and lower service?

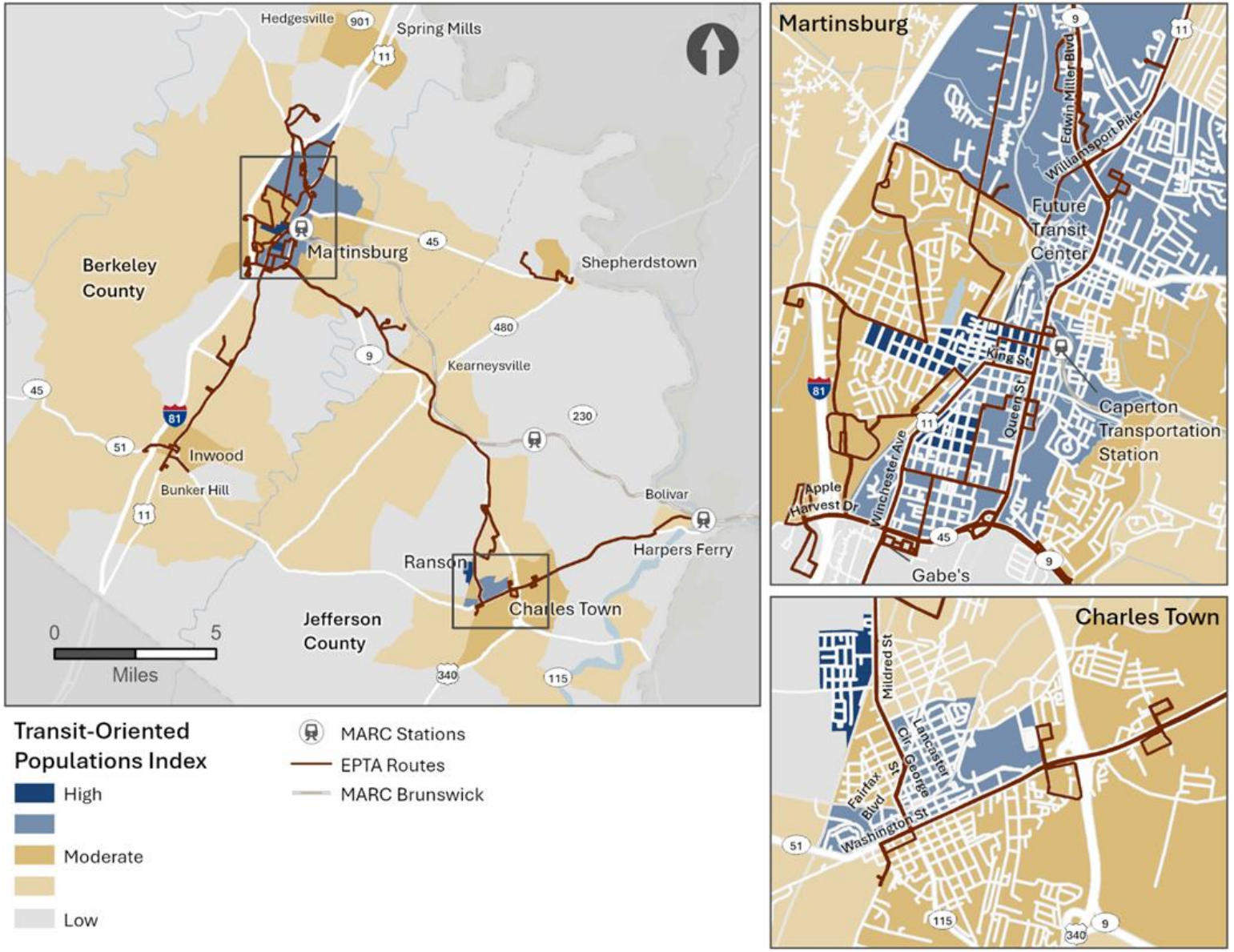
Transit Potential

- Highest in downtown Martinsburg
- Moderate concentrations in Charles Town
- Considers:
  - Population Density
  - Job Density



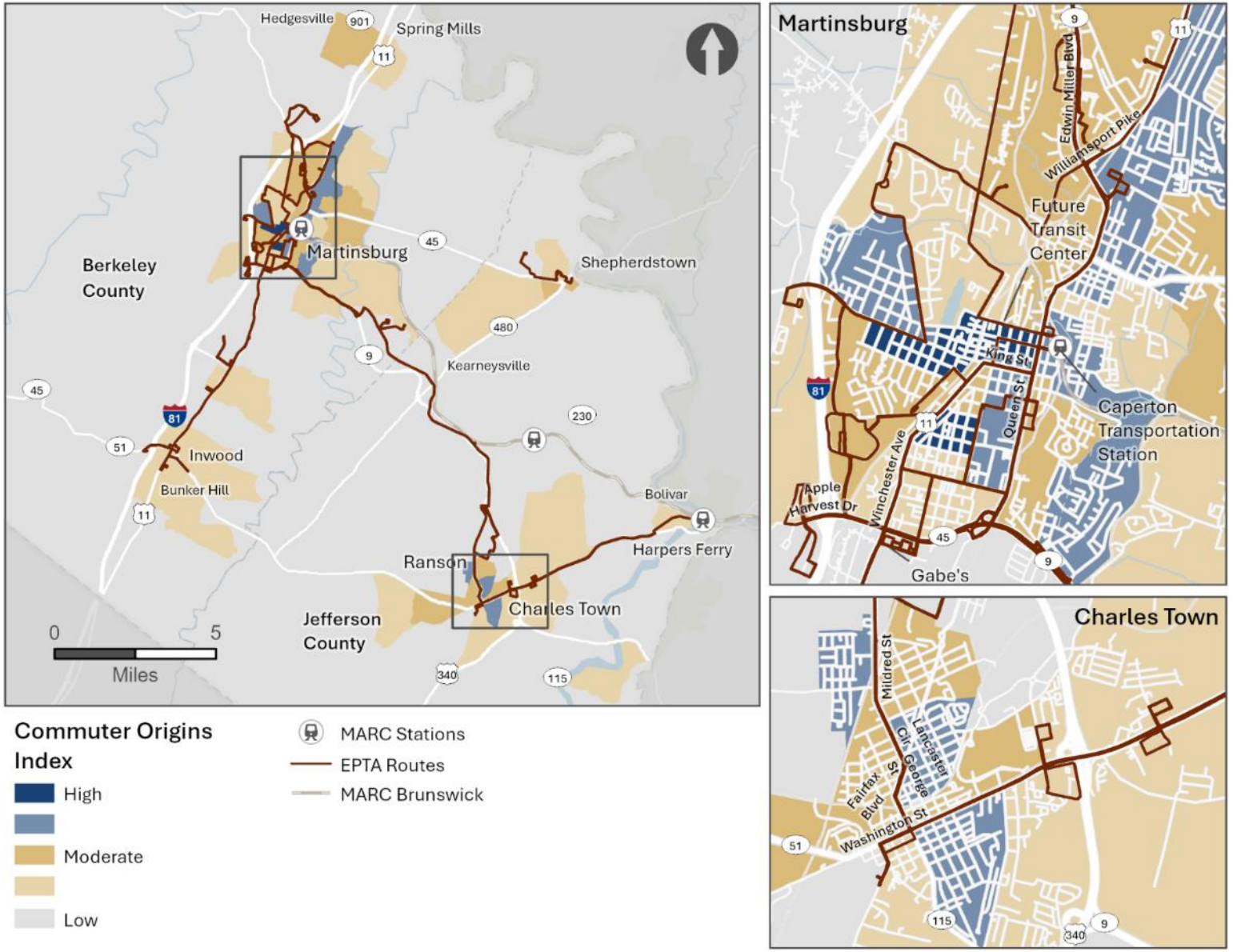
Transit-Oriented Populations

- Highest scores in Martinsburg and Charles Town
- Considers:
  - Population
  - Age
  - Households
  - Income
  - Vehicle Ownership
  - Disability Status



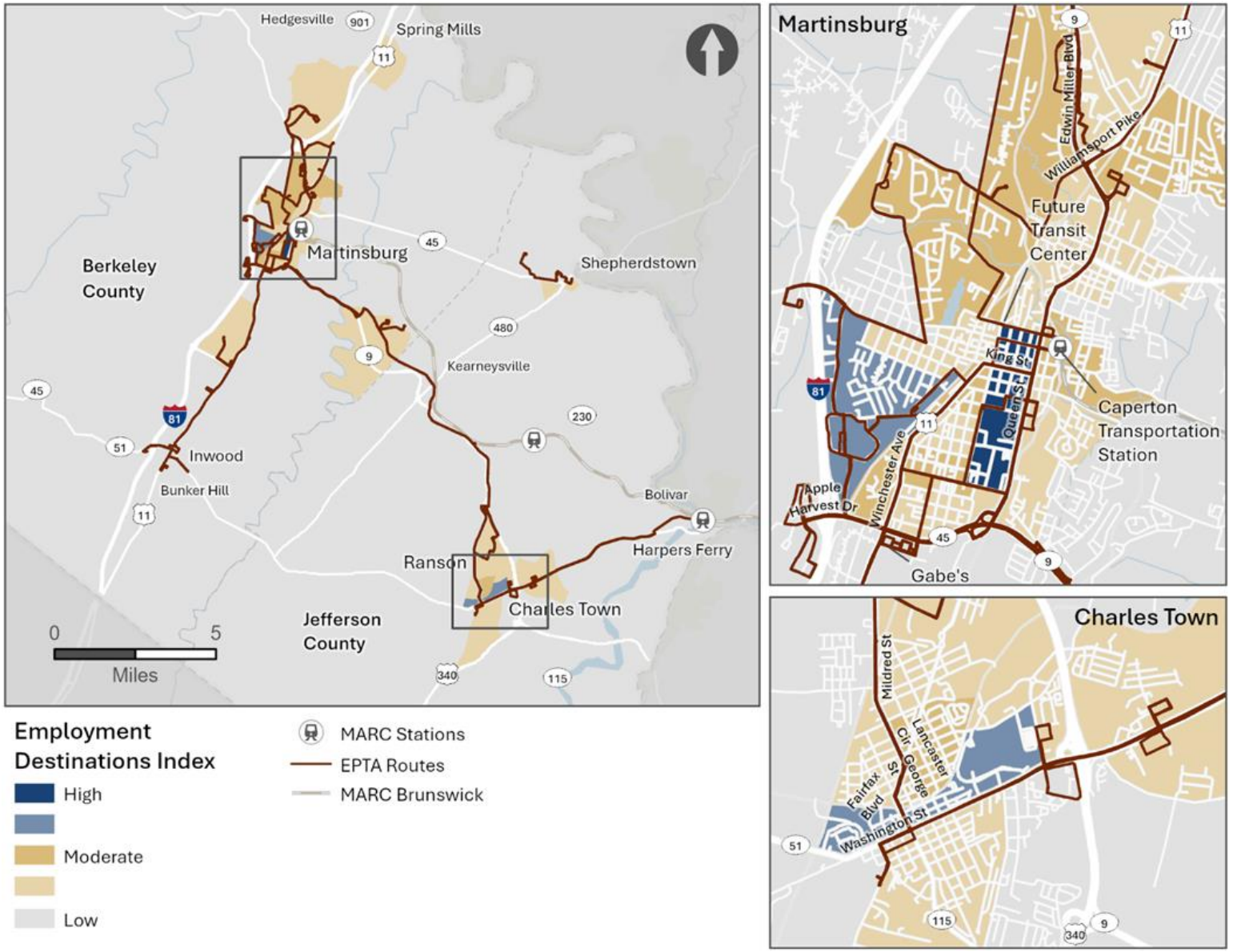
Commuter Origins

- Highest scores in Martinsburg and Charles Town
- Considers:
  - Labor Force
  - Commute Mode



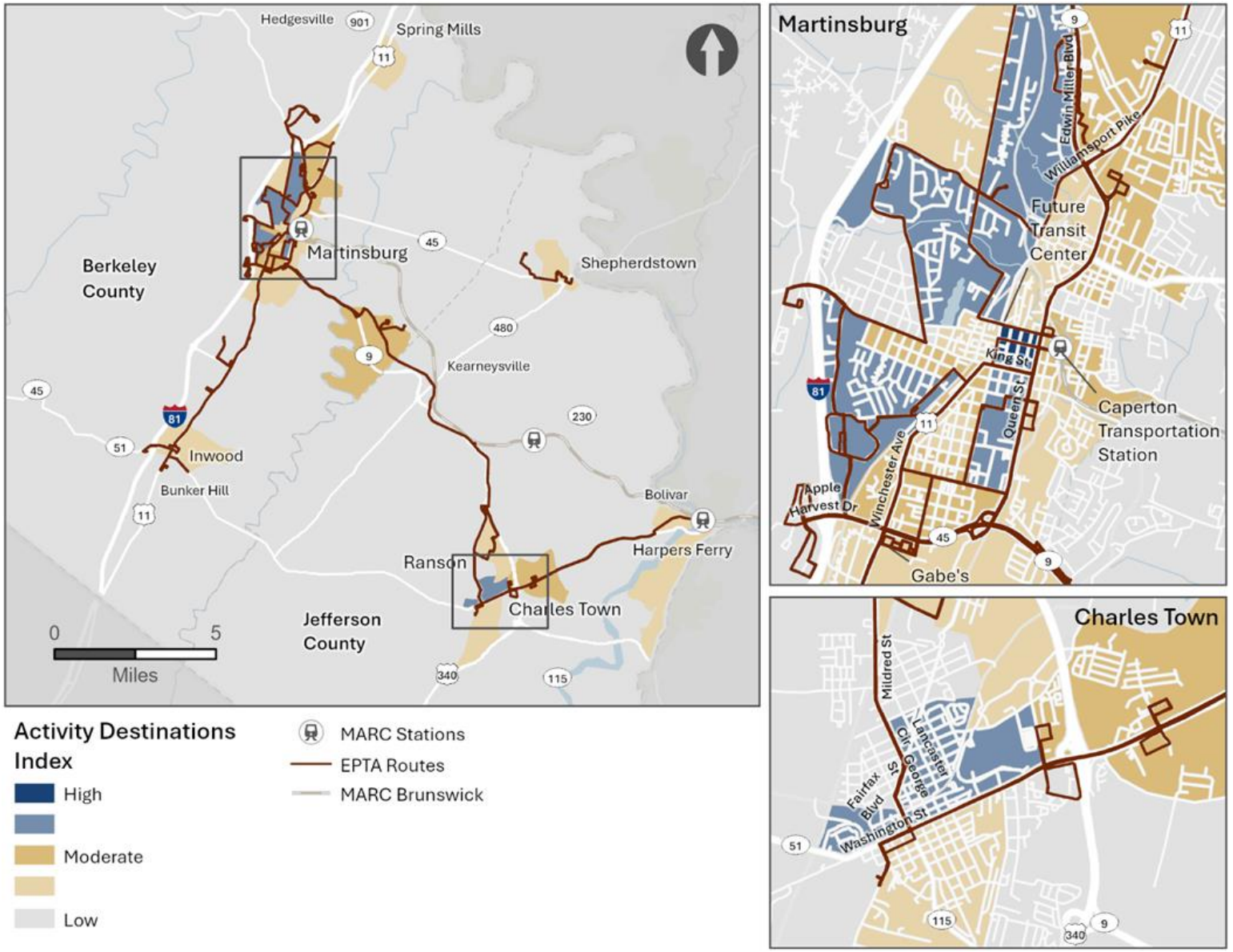
Employment Destinations

- Highest scores in Martinsburg and Charles Town
- Considers:
  - Total Employment
  - Employment Density



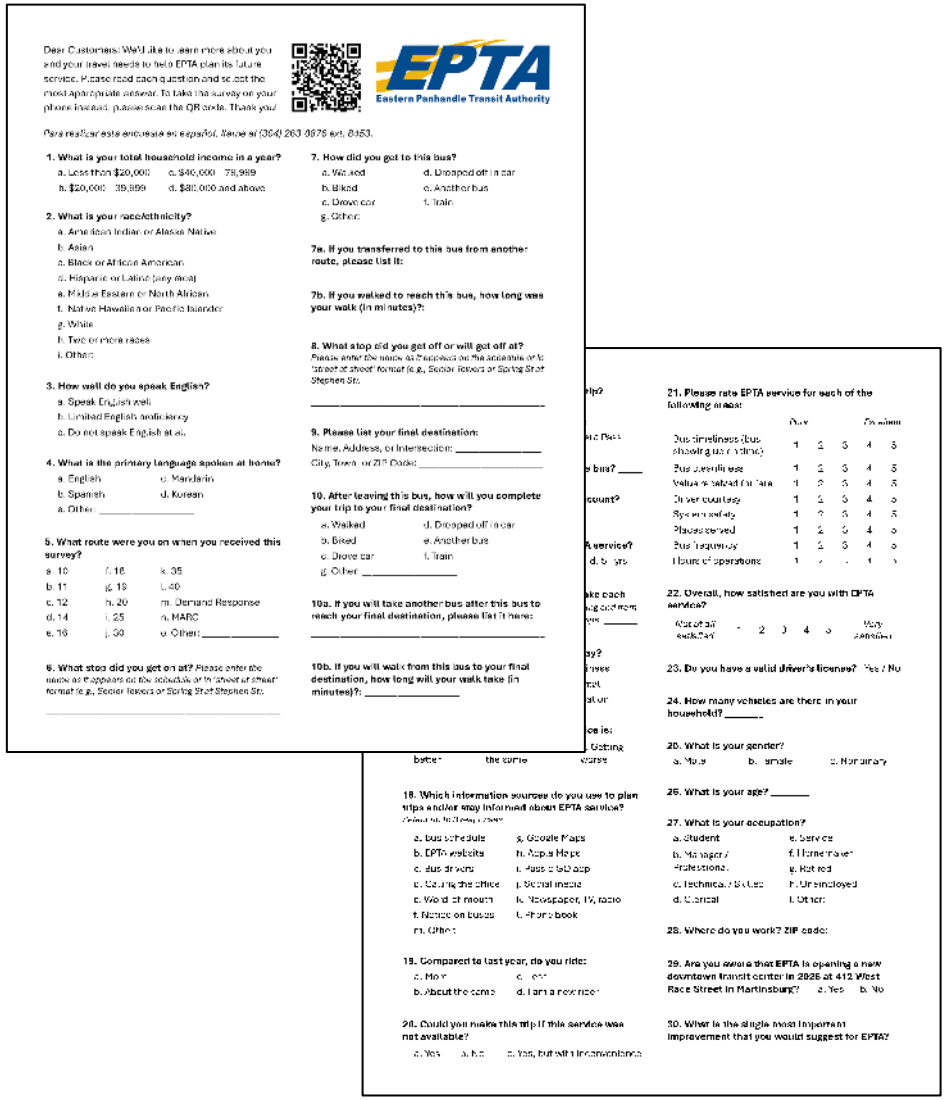
Activity Destinations

- Highest scores in Martinsburg and Charles Town
- Considers:
  - Retail and Restaurants
  - Recreation
  - Healthcare and Social Services
  - Education
  - Government



Survey Overview

- Launched on September 25
- 111 responses through October 15
  - 63% existing riders
  - 37% non-riders
- Closing on November 1



Dear Customers: We'd like to learn more about you and your travel needs to help EPTA plan its future service. Please read each question and select the most appropriate answer. To take the survey on your phone instead, please scan the QR code. Thank you!

Para realizar esta encuesta en español, llame al (304) 263-8676 ext. 8453.

1. What is your total household income in a year?
   a. Less than $20,000 c. $40,000 - 79,999
   b. $20,000 - 39,999 d. $80,000 and above
2. What is your race/ethnicity?
   a. American Indian or Alaskan Native
   b. Asian
   c. Black or African American
   d. Hispanic or Latino (any race)
   e. Middle Eastern or North African
   f. Native Hawaiian or Pacific Islander
   g. White
   h. Two or more races
   i. Other:
3. How well do you speak English?
   a. Speak English well
   b. Limited English proficiency
   c. Do not speak English at all
4. What is the primary language spoken at home?
   a. English c. Mandarin
   b. Spanish d. Korean
   e. Other: _____
5. What route were you on when you received this survey?
   a. 10 f. 16 k. 35
   b. 11 g. 18 l. 40
   c. 12 h. 20 m. Demand Response
   d. 14 i. 25 n. MARC
   e. 15 j. 30 o. Other: _____
6. What stop did you get on at? Please enter the name or cross-street of the stop/bus stop (e.g., Sodder Toyota or Spring St at Stephen St).
7. How did you get to this bus?
   a. Walked d. Dropped off in car
   b. Biked e. Another bus
   c. Drove car f. Train
   g. Other:
7a. If you transferred to this bus from another route, please list it:
7b. If you walked to reach this bus, how long was your walk (in minutes)?:
8. What stop did you get off or will get off at? Please enter the name or cross-street of the stop/bus stop (e.g., Sodder Toyota or Spring St at Stephen St).
9. Please list your final destination:
   Name, Address, or Intersection: _____
   City, Town, or ZIP Code: _____
10. After leaving this bus, how will you complete your trip to your final destination?
    a. Walked d. Dropped off in car
    b. Biked e. Another bus
    c. Drove car f. Train
    g. Other: _____
10a. If you will take another bus after this bus to reach your final destination, please list it here:
10b. If you will walk from this bus to your final destination, how long will your walk take (in minutes)?: _____

21. Please rate EPTA service for each of the following areas:
    Poor ... Excellent
    Bus timeliness (bus should arrive on time) 1 2 3 4 5
    Bus cleanliness 1 2 3 4 5
    Value for service 1 2 3 4 5
    Driver courtesy 1 2 3 4 5
    Bus safety 1 2 3 4 5
    Places served 1 2 3 4 5
    Bus frequency 1 2 3 4 5
    Hours of operations 1 2 3 4 5
22. Overall, how satisfied are you with EPTA service?
    Not at all satisfied 1 2 3 4 5 Very satisfied
23. Do you have a valid driver's license? Yes / No
24. How many vehicles are there in your household? _____
25. What is your gender?
    a. Male b. Female c. Non-binary
26. What is your age? _____
27. What is your occupation?
    a. Student e. Service
    b. Management/ Professional f. Homemaker
    c. Technical / Skilled g. Retired
    d. Clerical h. Unemployed
    i. Other:
28. Where do you work? ZIP code:
29. Are you aware that EPTA is opening a new downtown transit center in 2026 at 412 West Race Street in Martinsburg? a. Yes b. No
30. What is the single most important improvement that you would suggest for EPTA?

18. Which information sources do you use to plan trips and/or stay informed about EPTA service?
    a. Bus schedule g. Google Maps
    b. EPTA website h. Apple Maps
    c. Bus drivers i. Pass a-bus app
    d. Calling the office j. Social media
    e. Word of mouth k. Newspaper, TV, radio
    f. Notice on buses l. Phone book
    m. Other:
19. Compared to last year, do you ride:
    a. More c. Less
    b. About the same d. I am a new rider
20. Could you make this trip if the service was not available?
    a. Yes b. No c. Yes, but with inconvenience

Travel Patterns

Most riders make only a few trips each week by bus

67% of respondents make five or fewer weekly trips

Riders are choosing to take more trips by bus

Only 10% of respondents ride less than they did last year

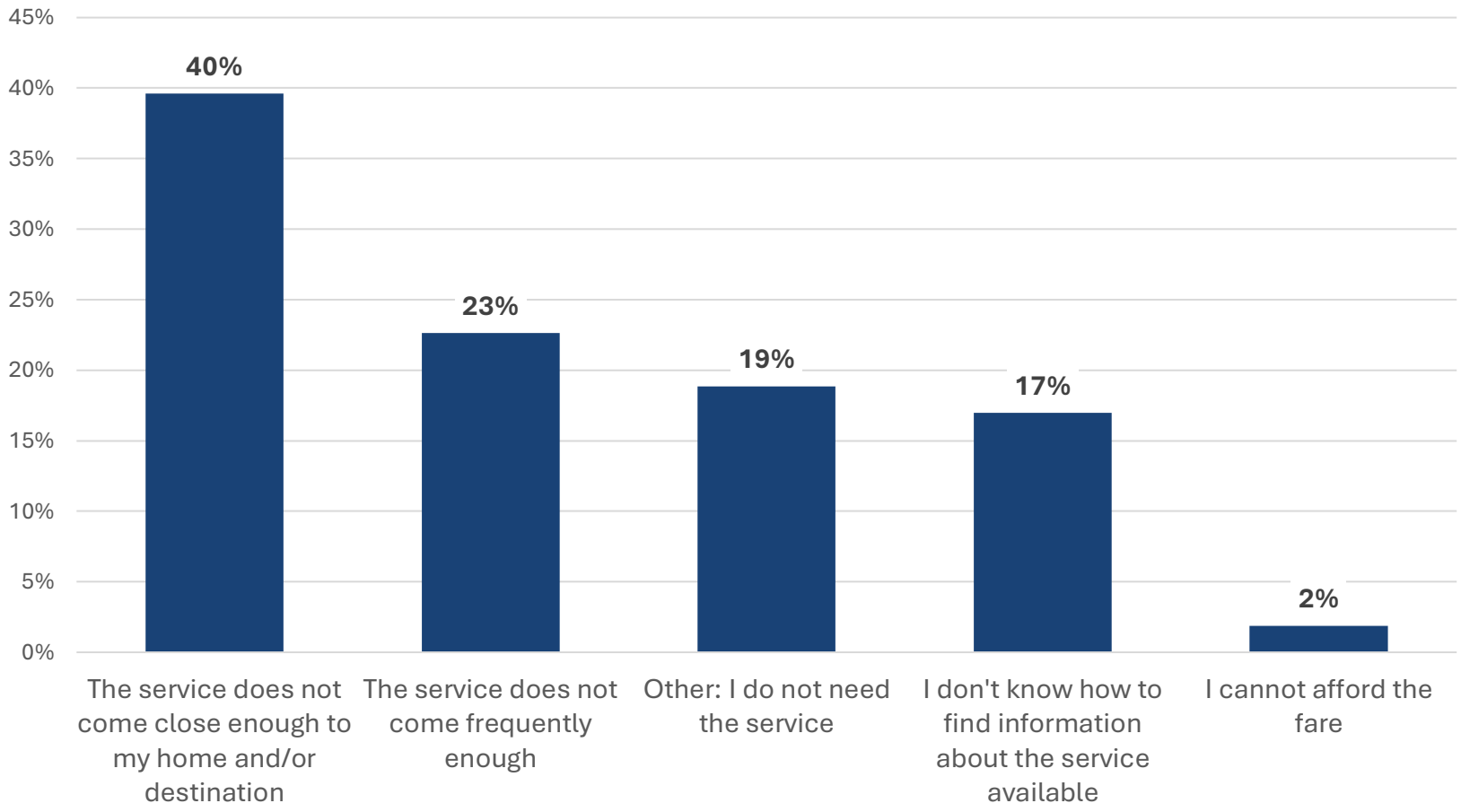
EPTA serves both old and new riders

30% of respondents have been riding for 5+ years; 29% have been riding for <1 year

Riders rely on EPTA to get them to their destination

Almost half of respondents wouldn't be able to make their trip without bus service

Reasons for Not Riding



54% of existing riders are aware of the new transit center

68% of non-riders are aware of the new transit center

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1257: City Council Liaison's Report - Hagerstown/Eastern Panhandle Metropolitan Planning Organization

ATTACHMENTS:

- HEPMPO site visit presentation on West Washington October 2024.pdf
- HEPMPO.pdf







HEPMPO Safety Corridor Studies – Washington St

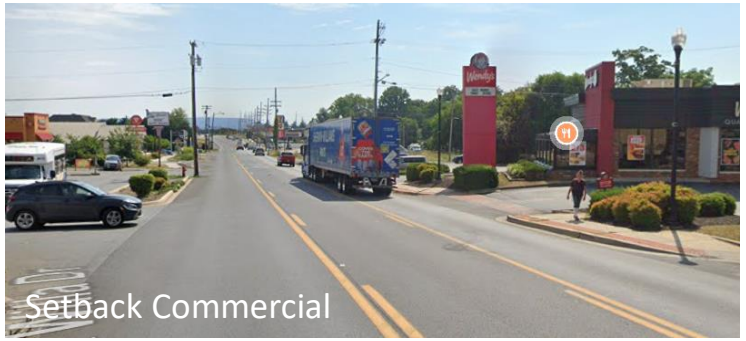
About

Washington St
between West St & Flowing Spring Rd









Crashes 2018 - 2023

Washington St
between West St & Flowing Spring Rd

- Fatal Crash
- Severe Injury Crash
- Minor or Possible Injury Crash
- No Apparent Injury Crash



Additional Corridor Context

- **Traffic flow and turning movements contributing to crashes.**
- **Road Conditions including pavement quality, signage, lighting, and the presence of pedestrian crossings.**
- **Issues related to speeding, aggressive driving, failure to yield to pedestrians.**
- **Pedestrian and bicycle safety issues due to lack of sidewalks, bike lanes and crosswalks.**
- **Environmental factors considerations of weather, visibility, and lighting affecting safety conditions.**
- **Public feedback – input received related to Safety, Near Misses, Congestion and Improvement ideas.**



Project Timeline & Next Steps

Task 1: Project Kick-off

- Develop project data map
- Identify stakeholders per corridor

Task 3: Concept Development

- Identify proven safety countermeasures
- Prioritize countermeasures
- Draft planning cost estimates, sources, and phase implementation
- Develop signage plan
- Prepare all final materials as grant-ready

Task 5: Monitoring and Evaluation

- Define performance metrics and establish baseline
- Develop excel-based monitoring tool



Task 2: Needs Assessment

- Evaluate existing (including FHWA tool) and future conditions
- Write Needs assessment memo
- Host pre-site visit webinar with stakeholders
- Conduct on-site safety evaluation

Task 4: SS4A Implementation Grant and HSIP Grant Strategy

- Provide guidance on timing and applicability of grants
- Prepare submission package outline
- Prepare all final materials as grant-ready

Task 6: Study Report

- Draft and final report to include:
  - Existing and future conditions results
  - Engagement opportunities and takeaways
  - Conceptual design of the corridor improvements
  - Phase implementation plan
  - Thirty-day public engagement period
  - Summary of public comments and responses


MPO ID: J2025-03
Site
Greensburg
Scrabble
Swan Pond
Martinsburg
Files Crossroad
Wynkoop Spring
Winebrenners Crossroad
Baker Heights
Eastern WV Regional Airport
Kearneysville
Vanville
Uvilla
Jefferson Village
Halltown
Ranson
Harewood
Charles Town
Blair
WVU Facilities, Jefferson County GIS Office, WashCo MD, VGIN, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA, USFWS

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1258: Finance Committee Updated Report - November 13, 2024, meeting

ATTACHMENTS:

- FinanceCommitteeReport_13Nov2024_page1-2_revision.pdf

City of Charles Town Finance Committee Report
13 Nov 2024 Meeting – **Revision 1**

Drafted by: Bob Trainor - Chairman

Call to Order ooa 10:00AM

1. **Persons present:** Finance Committee Members: Ms. Julie Philabaum, Mr. Jeff Hynes, and Mr. Bob Trainor; City Manager, Mr. John Nissel; and Financial Director, Ms. Lori Nice

2. **Unfinished Business**

There was no Unfinished Business discussed at this meeting

3. **New Business**

2024-1134: Audit Committee Appointments

The Committee agreed to appoint Mayor Trainor, Councilmember ~~Philabaum~~ Hynes, and Financial Director Nice to the Audit Committee.

Recommendations to the City Council: None, information only

2024-1135: General Fund Budget Revision #2

The Committee presented the following proposed budget revision to the General Fund budget to account for Business & Occupation Tax refunds associated with HdL billings.

Revenues

Department	Original Allocation	Proposed Revision	Balance	Remarks
30500 Business & Occupancy Tax	$1,700,000	**+$145,000**	$1,845.000	Actual B&O revenues through Sep 2024 equals $1,036,639

Expenditures

Department	Original Allocation	Proposed Revision	Balance	Remarks
413 – Treasurer 38 - Refunds	$00.00	**+$145,000**	$145,000	B&O tax refunds

Recommendations to the City Council: Review and approve Rev #2 to the General Budget

2024-1136: September Financial Statements

Staff reviewed the General Fund and Capital budget statements through September 2024 (attachments (1) and (2))

Recommendations to the City Council: None, information only

4. **Finance Director's Report**

   2024-1137: HdL Update – Possible Executive Session

   Staff reviewed the updated HdL contract and credit status.

   Note: The Committee did not enter into Executive Session for this agenda item.

   Recommendations to the City Council: None, information only

5. **Chairman's Report**
6. **Pending Items**
7. **The meeting was adjourned ooa 11:08AM**
8. **Next Scheduled Finance Committee meeting is Thursday, 12 December 2024 at 10:00AM.**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1259: Payment of Bills - Park and Recreation

ATTACHMENTS:

- PARKS N REC COUNCIL REPORT TABLE DROP 2024 12-02.pdf

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT
PARKS & REC	PARKS & REC	GREENER VOLTS	12/02/24	7 LED FLOOD LGHTS TENNIS	2,520.00
				TOTAL:	2,520.00

FUND TOTALS	
207 PARKS & REC	2,520.00
GRAND TOTAL:	2,520.00

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: All
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: 12/02/2024 THRU 12/02/2024

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 Department
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: 12/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1260: City of Charles Town Public Statement

ATTACHMENTS:

- Public Statement 2024.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

Charles Town City Officials Affirm Their Commitment to Retaining City Hall at its Current Location – 101 E. Washington Street

MAYOR
Robert M. Trainor

CITY COUNCIL

James Kratovil

Elizabeth Ricketts

Jeff Hynes

Kevin Tester

Julie Philabaum

Priscilla Rodd

Micheal George

Andie Sugrue

CITY MANAGER

John Nissel

November 25, 2024

Charles Town, WV – During Monday's, November 18, 2024, City Council meeting, Charles Town's governing body – City Council – by official unanimous vote, affirmed their commitment to retaining City Hall at 101 E. Washington Street.

"Charles Town is committed to maintaining City Hall in the heart of the downtown district and has no intention of relocating its headquarters to any other area of the City" said City Manager, John Nissel.

Charles Town, founded by Charles Washington, brother to one of our nation's Founding Fathers, and first U.S. President, George Washington, had a wish that in the event a new county should be formed, the four corners of the town center be dedicated for public purposes. Nissel said, "The City is committed to maintaining Charles Washington's original intent behind the dedication and at the current time, has no plans to relocate." The City of Charles Town wants to ensure our historically HIP downtown is maintained in a prosperous and vibrant way, and one component of that is having City Hall operations at its current location.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1262: Infrastructure Committee Report - October 21, 2024

ATTACHMENTS:

- Infrastructure Report - October 2024.pdf

City of Charles Town
Infrastructure Committee Report
October 21, 2024

I. CALL TO ORDER: Monday, October 21, 2024 at 4:30 PM - City Hall

ATTENDANCE: committee members Elizabeth Ricketts (Chair), Priscilla Rodd, James Kratovil; staff: John Nissel and Jim Wysong

II. UNFINISHED BUSINESS

2024-1066: Park Street and Surrounding Area - Traffic Flows and Parking

The item remains **tabled** until the committee can plan another walk-thru to address additional traffic-calming needs.

2024-1067: HEPMPO Safety Action Plan - Washington St Corridor site visit

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization completed their regional SafetyAction Plan which included Washington Street being identified as one of the most dangerous corridors in the study area. The next step is a site visit with stakeholders planned for Tuesday, October 22nd at 9AM.

2024-976: ADA Transition Plan

This will be an on-going effort and should be discussed further at a City Infrastructure Retreat.

III. NEW BUSINESS

2024-1069: Proposal for a City for Charles Town Infrastructure Retreat Agenda

Councilmember Ricketts proposed a list of topics for an Infrastructure Retreat which would be open to council and staff. This will be presented at an upcoming City Council meeting for consideration and scheduling.

2024-1070: Staff Updates

City Manager John Nissel updated the committee that City Hall updates and roof repairs are ongoing, ground penetrating radar will be deployed at Jefferson Memorial Park, staff has walked the East-end of downtown with Code Enforcement, RFP for repaving is in progress,

stormwater RFP is ready to be published, and the city is looking at an audit of the 790 street lights in town because we are one of the only jurisdictions that are paying for neighborhood lights rather than the HOA taking it over.

2024-1071: Maintenance Director Report

The City Maintenance team of Jim, Perry, Blaise, and Travis continue to work hard across the city. This included drywall in City Hall's new offices, park repairs and improvements, prep for Tree Board activities, installation of new crosswalks and stop signs, among regular duties.

Looking ahead, the team will be busy with holiday preparations and leaf sweeping. Additionally, a bucket truck was purchased from the City of Ranson. Charles Town traded its the old bucket truck to the Charles Town Utility Board for their pull-behind jetter for storm drain clearing.

IV. ADJOURNMENT

Meeting adjourned at 5:08PM

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1263: Green-Copeland American Legion Auxiliary Unit 63 Letter

ATTACHMENTS:
- Green-Copeland Auxiliary Letter.pdf

December 2, 2024

Dear City Council Members,

Green-Copeland American Legion Auxiliary Unit 63, along with our affiliated Post 63, convey our sincere gratitude to the Charles Town City Council for your substantial grant in the amount of $2,694.00 written to The Culture Center in Charleston, WV, to direct toward the acquisition of a Green-Copeland highway marker. The total cost of the highway marker is $3,194.00. Green-Copeland Auxiliary Unit 63 will pay the remaining $500.00. The total cost includes the marker fee, pipe transportation, and Department of Highway installation.

A motion was made, seconded, and carried at the October 7, 2024, Charles Town City Council meeting to approve up to $5,000 to procure a Green-Copeland highway marker. The member present representing the Green-Copeland Auxiliary Unit 63 expressed sincere thanks to the council for their approval. The check dated November 21, 2024, was picked up at City Hall on November 22, 2024. The Green-Copeland highway marker was ordered on the following Monday, November 25, 2024.

The highway marker will pay tribute to Shields Green and John Anthony Copeland, Jr., the two young abolitionists who were hanged in Charles Town on December 16, 1859, for their pursuit of freedom for all Americans. Young Green and Copeland were two of the five African American men who participated in the revolt against slavery along with John Brown in Harpers Ferry in 1859. Green-Copeland Auxiliary 63 requested, through the West Virginia Archives and History Section, that this highway marker be erected and paired with the John Brown highway marker on South Samuel Street. Our requested location was approved by the West Virginia Department of Highways.

The Green-Copeland highway marker will cite that it was erected by the City Council and Green-Copeland American Legion Auxiliary Unit 63 of Charles Town, W. V., including the year it will be erected. The highway marker will be state property who will then be responsibility for repair/refurbishments and seeking law enforcement assistance in the event the marker is stolen. Any citizen can report damage to the highway marker, if incurred, to the West Virginia Department of Highways.

In closing, we say thank you for the grant and special thanks to councilwoman Priscilla Rodd who supported us from beginning to end. The grant helped us greatly with efforts to procure and erect a highway marker to pay tribute to Shields Green and John Anthony Copeland, Jr., for their supreme sacrifice in their quest for freedom for all Americans.

Respectfully submitted,

Linda D. Ballard

Linda Downing Ballard
On behalf of Green-Copeland American Legion Auxiliary Unit 63

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1267: Article 741 Municipal License Tax

ATTACHMENTS:

- Ord. #2024-009 Article 741 Municipal License Tax - signed.pdf

ARTICLE 741

Municipal License Tax

741.01 Legislative findings; purpose.
741.02 Definitions.
741.03 Payment and term of license.
741.04 Fees to constitute debts due the City.
741.05 Applicability; non-transferability.
741.06 Effect of imposition of license tax.
741.07 Acts prohibited.
741.08 Effect of license.
741.09 Duties and powers of City Treasurer.
741.10 License fees cumulative.
741.11 Change in name or partners.
741.12 Other taxes.
741.13 Display of certificate.
741.14 Fees for owning and operating coin-operated amusement devices or vending machines.
741.15 Laundries and car washes.
741.16 Circus, carnivals and other public shows.
741.17 Trading stamps.
741.18 Fortunetellers.
741.185 Hawkers and peddlers.
741.19 Junk dealers or their agents.
741.20 Pawnbrokers.
741.21 Theaters and public shows.
741.22 Collection agencies.
741.23 Employment agencies.
741.24 Billiard, pool, bowling alleys and bagatelle tables.
741.25 Stores.
741.26 Fees for certain trades, professions, or occupations.
741.265 Contractors.
741.27 Hearing aid fitters.
741.28 Dental corporations.
741.29 Funeral establishments.
741.30 Medical corporations.
741.31 Nursing homes and personal care homes.
741.32 Hospitals.
741.33 Hotels, motels and boarding houses.
741.34 Restaurants.
741.35 Barber and beautician schools.
741.36 Insurers.
741.37 Construction; severability.
741.38 False statements prohibited.

741.39 Prosecution; injunctions.
741.40 Effective date.
741.41 Registration of non-licensed businesses.
741.99 Penalty.

CROSS REFERENCES
Taxation powers - see W. Va. Code 8-13-1 et seq.
License taxes generally - see W. Va. Code 8-13-4; 11-12-4

741.01 LEGISLATIVE FINDINGS; PURPOSE.

Council hereby finds that in order to provide essential Municipal services, City revenue needs require the imposition of the following license taxes upon the businesses and commercial ventures listed in this article.

741.02 DEFINITIONS.

(a) Except where otherwise defined in this article, businesses, occupations, trades, commercial ventures and terms of art used in Sections 741.14 through 741.27 have those meanings given them in the West Virginia Code, as amended and in force on January 1, 1970.

(b) Except as otherwise defined in this article, terms, phrases, occupations, trades, commercial ventures and terms of art used in sections of this article other than those referred to in subsection (a) hereof shall have the meaning given to them in the West Virginia Code, as amended and currently in force and, when there is more than one such meaning, they shall have the meaning given in the sections of the West Virginia Code imposing any State license tax correlative to the City's license tax.

(c) "Fee" and "tax" may be used interchangeably to refer to the charges imposed under this article.

(d) "Person" includes, wherever the context will permit, not only natural persons, but all other legal entities such as partnerships, corporations, business trusts and the like.

741.03 PAYMENT AND TERM OF LICENSE.

Except as otherwise specified in this article, the entirety of any license fee designated as an annual fee shall be billed on or about June 1 in each year, and shall be paid within thirty days of the bill being sent. All annual licenses provided for by this article shall be issued for a term of one year beginning on July 1 and ending on the next succeeding June 30. Biennial licenses shall be issued for a term of two years, commencing on July 1 and ending on June 30 two years after the initial license date. Where licenses of other periods are authorized by this article, they shall be of such duration, and shall begin and end on such dates, as the City Treasurer may provide; but the City Treasurer shall select such dates as State law requires, if any, for any correlative State licenses, certificates or permits.

741.04 FEES TO CONSTITUTE DEBTS DUE THE CITY.

The fees provided for in this article shall constitute debts due to the City and may be collected by the City Treasurer by an appropriate action in either the circuit courts or magistrate courts of West Virginia.

741.05 APPLICABILITY; NONTRANSFERABILITY.

Except where otherwise expressly provided herein, the fees provided for herein apply to any

person undertaking the herein described activities, trades or professions for any part, no matter how small, of a given time period in which the fee is imposed. Except where otherwise expressly provided herein, the licenses provided for in this article are not transferable; that is, the payment by one person of a license fee provided for in this article shall not exempt or excuse a purchaser from, a successor to, or assignee of, any such person from the payment of the prescribed fee for the maintenance or possession of a particular license for the conduct of a particular activity. The licenses provided for herein are nontransferable personal privileges. The fees provided for in this article apply only to persons engaging in the specified acts, having the specified ownership, or carrying on the specified operation or conduct of a trade or business where the foregoing are located within the geographic limits of the City.

741.06 EFFECT OF IMPOSITION OF LICENSE TAX.

In every case where this article imposes a license tax or fee, it shall be deemed that a license is required to perform the activity at each location within the City and that a license can and must be issued by the City Treasurer with respect to that activity at each location within the City, but only upon payment of the requisite fee and completion of the requisite application. The imposition of a license tax by this article shall mean that the payment of the tax is a prerequisite to the lawful conduct of the activity upon which the tax is imposed, at each location within the City.

741.07 ACTS PROHIBITED.

Whenever a license tax is imposed by this article, no person shall engage in the activity or occupation upon which the fee is levied, nor own or operate any device upon which the fee is levied, without first paying the tax and acquiring the license provided for under this article.

741.08 EFFECT OF LICENSE.

In any case in which a license is required by this article, the issuance of the license shall be deemed a prerequisite to the lawful conduct of the activity for which the license is required. Issuance of any license under this article shall not, however, make valid or legal any act not otherwise valid or legal or not otherwise authorized by other provisions of law. Nothing in this article shall authorize any act, activity or ownership not otherwise lawful.

741.09 DUTIES AND POWERS OF CITY TREASURER.

The City Treasurer shall have the power to prepare application forms for any licenses required under this article. The application may contain questions on or blanks for any information reasonably deemed necessary by the City Treasurer. The City Treasurer is expressly authorized to require applicants to have, and to provide evidence of, a valid and existing West Virginia Business Franchise Registration Certificate. Proper completion of an application is a condition precedent to the City Treasurer having any duty to issue a license. Upon proper completion of a license application and payment of the requisite fee, the City Treasurer shall issue the requested license to the applicant. The form of the license and information thereon shall be such as the City Treasurer may reasonably prescribe. The City Treasurer, or his designated agent, shall have the power to examine activities and locations of each business to determine compliance with this article.

741.10 LICENSE FEES CUMULATIVE.

The license fees imposed in this article are cumulative and the imposition of any one fee does not preclude the imposition of other fees upon any one individual or entity. The fees imposed by this article are imposed for engaging in certain trades or activities, or for the use or

possession of certain devices. The pursuit of a particular trade or activity, or the ownership or use of a particular device, shall not excuse a person or entity from the requirement for a license and payment of a license fee for each such activity or device for which, if engaged in or possessed singly, a license requirement and license fee would be imposed.

741.11 CHANGE IN NAME OR PARTNERS.

A change in the name under which a person does business shall not require the person to seek, any new license for any activity licensed under a prior name; nor shall the withdrawal or addition of partners to a partnership require the partnership to obtain a new license, provided that the partnership always retains at least one partner who was a member of the firm at the time the license was granted.

741.12 OTHER TAXES.

The City Treasurer may refuse to issue any license required by this article to any person, firm or corporation delinquent in the payment of any tax or fee due the City under any ordinance or tariff until such delinquent tax or fee is paid.

741.13 DISPLAY OF CERTIFICATE.

The licenses provided for in this article shall be evidenced by license certificates. The holder of a license shall display the license certificate in a prominent place at or near the location of the licensed activity or device, and shall make the license certificate available for inspection by City police, the City Treasurer or his designated agent.

741.14 FEES FOR OWNING AND OPERATING COIN-OPERATED AMUSEMENT DEVICES OR VENDING MACHINES.

(a) Persons owning and operating coin-operated merchandise, service, amusement or music devices or vending machines shall obtain annual licenses and pay the fees prescribed in this section.

(b) The liability for the license to operate any type of coin-operated merchandise, service, amusement or music devices or vending machines shall be upon the owner of the machine. The ownership shall be established by either a bill of sale, paid invoice or a conditional sales contract which has been recorded in the applicable county clerk's office. The leasing of such a machine shall not be considered as a transfer of ownership of the machine and where a lessor-lessee relationship exists, the lessor shall be liable for the applicable license and fees.

(c) The annual license fee to own and operate a coin-operated baggage or parcel checking machine or device which is used for the storage of baggage or parcels of any character shall be fifty cents ($0.50) for each section of any such device which is operated on the coin-in-the-slot principle.

(d) The annual license fee to own and operate any coin-operated toilet locker or device, sanitary napkin device or bed vibrator device shall be fifty cents ($0.50) for every such locker or device.

(e) The annual license fee to own and operate any coin-operated amusement or music devices, shall be a follows:

(1) Where a person owns fewer than twenty such devices, the fee for each device is:

For one-cent devices	$ 2.00
For five-cent devices	5.00

For ten-cent devices	10.00
For devices requiring more than ten cents	12.50

(2) Where a person owns and operates twenty or more such devices, the aggregate fee to the owner is:

For one-cent devices	$ 50.00
For five-cent devices	100.00
For ten-cent devices	150.00
For devices requiring more than ten cents	250.00

The operator of more than one type of device shall pay the highest fee prescribed.

(3) Any device taking more than one denomination of coin shall be licensed on the basis of the largest denomination of coin taken or the total of coins necessary to make the device function.

(f) The annual license fee to own and operate coin-operated merchandise or service devices shall be as follows:

(1) Where a person owns and operates fewer than twenty such devices, the fee for each device is:

For one-cent devices	$2.00
For five-cent devices	5.00
For ten-cent devices	10.00
For devices requiring more than ten cents	12.50

(2) Where a person owns and operates twenty or more such devices, the aggregate annual fee to the owner is:

For one-cent devices	$50.00
For five-cent devices	100.00
For ten-cent devices	150.00
For devices requiring more than ten cents	250.00

The operator of more than one type of device shall pay the highest fee prescribed.

(3) Any device taking more than one denomination of coin shall be licensed on the basis of the largest denomination of coin taken or the total of coins necessary to make the device function.

(g) No license fee shall be required of stores or businesses owning and operating machines or devices described in this section and owned by them in their own licensed stores. Provided however, that where the principal business is the operation of the machines or devices, then the licenses shall be obtained as outlined above.

(h) The provisions of this section shall not be applicable to any pay telephone, postage stamp vending machines or currency changing machines operated on the coin-in-the-slot principle.

741.15 LAUNDRIES AND CAR WASHES.

Laundries and car washes shall be required to pay an annual license fee as follows:

1-5 devices	$15.00
6-9 devices	3.00 each
10 or more devices	30.00

741.16 CIRCUS, CARNIVALS AND OTHER PUBLIC SHOWS.

(a) The license to exhibit a circus or menagerie, a circus and menagerie combined, wild west show, or other itinerant show not exhibited in a theater, opera house or other permanent place for public shows, shall be based upon the number of railroad cars or motor trucks used to transport the property or equipment of such shows, but not including railroad cars or motor trucks used to transport the personnel thereof.

(b) If railroad cars are used the fee shall be four dollars ($4.00) for each car for each day on which any performance is given; if motor trucks are used the fee shall be three dollars ($3.00) for each truck for each day on which any performance is given.

(c) The license fee to exhibit a street or other carnival shall be five dollars ($5.00) a week for each entertainment, performance or exhibition given at or in the vicinity of any such carnival. Each such entertainment, performance or exhibition shall require a separate license, whether or not shown under the same canvas and whether or not exhibited for additional compensation; and upon any such entertainment, performance or exhibition being concluded, so that an additional fee for admission is charged, an additional license fee shall be required for any further or additional entertainment, performance or exhibition. To operate any riding device of any kind at or in the vicinity of any street or carnival show, the fee shall be ten dollars ($10.00) per week for each such device.

(d) To keep or maintain any concession stand selling service, goods, wares or merchandise, such as food, soft drinks, ice cream, candy floss and the like, at or in the vicinity of such street or carnival show, the fee shall be one dollar ($1.00) a week for each such concession. To maintain any concession stand such as ball games, bingo, cane rack, penny pitch-till-you-win, striking machine, weighing machine, shooting gallery, artful dodger, bumper, fish pond, dart game or other legitimate games of skill, none of which shall be controlled by the operator, at or in the vicinity of any street or carnival show, the license fee shall be five dollars ($5.00) a week for each such concession. To operate or maintain a candy wheel or any legitimate merchandise wheels, when operated without control of the operator, the license fee shall be twenty-five dollars ($25.00) a day.

(e) The provisions of this section shall not apply to any educational, literary, dramatic, musical or benevolent society, or volunteer fire companies, not conducted for private profit, where such exhibitions are confined to one county, unless professional or paid talent, other than director, is employed in such exhibitions.

741.17 TRADING STAMPS.

The annual license fee to sell or offer for sale merchants' trading stamps, premium stamps or certificates of like nature, or to undertake to redeem such stamps or certificates in money or goods, shall be fifty dollars ($50.00). Provided, however, that this section shall not apply to any coupon or similar device issued and redeemed by a manufacturer or packer.

741.18 FORTUNETELLERS.

The annual license fee to act as a fortuneteller, palmist, phrenologist, spiritualist, medium, clairvoyant, mindreader or any other person who performs the art or profession of telling the past or forecasting the future shall be two hundred dollars ($200.00).

741.185 HAWKERS AND PEDDLERS.

For every license to act as a hawker or peddler, if the party travels on foot without a vehicle, the annual fee shall be fifteen dollars ($15.00), and if with one or more vehicles of any kind, the annual fee shall be fifty dollars ($50.00).
(1955 Code Sec. 15-63.)

741.19 JUNK DEALERS OR THEIR AGENTS.

(a) Definitions.

(1) "Junk" as used in this section, means old or scrap gold, copper, brass, rope, rags, batteries, paper, rubber, automobile parts, iron, steel and other old scrap ferrous or nonferrous metals.

(2) "Junk dealers" includes all persons engaged in the business of buying or selling junk as defined in subsection (a)(1) hereof.

(3) "Junk dealer's agents" includes all persons who buy or sell junk as defined in subsection (a)(1) hereof for or on behalf of a junk dealer, as defined in subsection (a)(2) hereof, but the term "junk dealer's agent" shall not be construed to include any person regularly employed upon a salary by a regularly licensed junk dealer engaged in such business within the State.

(4) "Itinerant junk collector" includes only such persons who gather junk from place to place with the aid of a cart or vehicle hand drawn or propelled, who have no fixed place of business.

(5) "Nonresident junk dealer" or "nonresident junk dealer's agent" includes all persons who act as junk dealers or junk dealer's agents who are nonresidents of the State and all firms so engaged whose members are nonresidents of the State and all corporations which have not been admitted to hold property and transact business in the State.

(b) Fees. The annual license fee to act as a resident junk dealer shall be twenty-five dollars ($25.00); to act as a junk dealer's agent, ten dollars ($10.00); to act as a nonresident junk dealer or his agent who buys or solicits for the purchase of junk within the State, one hundred fifty dollars ($150.00); to act as an itinerant junk collector, ten dollars ($10.00).

741.20 PAWNBROKERS.

The annual license fee to engage in the business of pawnbroker shall be one hundred dollars ($100.00). "Pawnbroker" includes any person, firm, partnership, association or corporation engaged in the business of lending money on deposit or pledge of personal property or other valuable thing, other than securities or printed evidence of indebtedness, or in the business of purchasing personal property, such as articles made of or containing gold, silver, platinum or other precious metals or jewels of any description for the purpose of reducing or smelting them into any form different from their condition or construction when purchased and reselling or marketing the product.

741.21 THEATERS AND PUBLIC SHOWS.

The license fee for the operation of a theater, opera house or other permanent place for public shows shall be forty dollars ($40.00).

741.22 COLLECTION AGENCIES.

The annual license fee to engage in the business of a collection agency shall be twenty-five dollars ($25.00). For the purposes of this section, solicitation by or through an agent shall be considered to be engaging the business of a collection agency.

741.23 EMPLOYMENT AGENCIES.

The annual license fee to conduct the business of an employment agent, to receive applications for employment, to hire or contract with persons for employment shall be twenty-five dollars ($25.00).

741.24 BILLIARD, POOL, BOWLING ALLEYS AND BAGATELLE TABLES.

The annual license fee to keep or maintain a bowling alley, a billiard, pool or bagatelle table, or table of like kind, for public use, where any charge is made for the use of the same, shall be twenty-five dollars ($25.00); but if more than one of such alleys or tables be kept or maintained in the same building by the same person, the fee shall be fifteen dollars ($15.00) for each additional one.

741.25 STORES.

(a) As used in this section:

(1) "General store" means any store or stores or any mercantile establishment in which goods, wares or merchandise of any kind are purchased, ordered, sold or offered for sale either at retail or wholesale;

(2) "Person" includes any group or combination acting as a unit, individual, committee, guardian, trustee, executor, administrator, partnership, co-partnership, joint adventure, association, trust, firm or corporation, either domestic or foreign, which is controlled or held with others by majority stock ownership or ultimately controlled or directed by one management or association of ultimate management; and

(3) "Special store" means any store or stores or any mercantile establishment or establishments, in which goods, wares or merchandise of any kind except cigarettes, tobacco products and soft drinks are purchased, ordered, sold or offered for sale, either at retail or wholesale, and which contains no coin-operated device or devices, owned and operated by the store proprietor. (Passed 6-20-94.)

(b) General Stores. Every person establishing, operating or maintaining one or more general stores within the City shall pay annual license taxes as follows:

1 to 5 stores	$15.00 each
6 to 10 stores	40.00 each additional store
11 to 15 stores	80.00 each additional store

(c) Special Stores. Every person establishing, operating or maintaining one or more special stores within the City shall pay annual license taxes as follows:

1 to 5 stores	$5.00 each
6 to 10 stores	20.00 each additional store
11 to 15 stores	40.00 each additional store

(Ord. 97-003. Passed 4-21-97.)

741.26 FEES FOR CERTAIN TRADES, PROFESSIONS OR OCCUPATIONS.

(a) Unless otherwise indicated below, there shall be a license tax imposed, on an annual basis, upon each person practicing in the following trades, professions or occupations within the City. The fees shall be in the amounts listed below, and shall enable the payor to purchase

a license to engage in the trade, profession or occupation for one year unless some other fee period is indicated, in which case the fee will purchase a license for that period.

(1) For architects, a fee of twenty-five dollars ($25.00);
(2) For attorneys, a fee of five dollars ($5.00);
(3) For auctioneers, a fee of fifteen dollars ($15.00);
(4) For barbers, beauticians and manicurists, a fee of fifteen dollars ($15.00);
(5) For chiropractors, a fee of twenty-five dollars ($25.00);
(6) For dentists, a fee of twenty dollars ($20.00);
(7) For embalmers, a fee of fifteen dollars ($15.00);
(8) For engineers, a fee of twenty-five dollars ($25.00);
(9) For foresters, a fee of five dollars ($5.00);
(10) For funeral directors, a fee of one dollar ($1.00);
(11) For landscape architects, a fee of twenty-five dollars ($25.00)
(12) For land surveyors, a fee of twenty dollars ($20.00);
(13) For insurance brokers, a fee of ten dollars ($10.00);
(14) For midwives, a fee of ten dollars ($10.00);
(15) For nursing home administrators, a fee of twenty-five dollars ($25.00);
(16) For occupational therapists, a fee of five dollars ($5.00);
(17) For osteopathic physicians and surgeons, a fee of ten dollars ($10.00);
(18) For physical therapists, a fee of twenty-five dollars ($25.00);
(19) For physicians, surgeons and podiatrists, a biennial fee of fifty dollars ($50.00);
(20) For practical nurses, a fee of five dollars ($5.00);
(21) For private detectives and investigators, a fee of twenty-five dollars ($25.00);
(22) For psychologists, a biennial fee of thirty dollars ($30.00);
(23) For radiologic technologists, a fee of twenty dollars ($20.00);
(24) For real estate brokers, a fee of twenty-five dollars ($25.00);
(25) For real estate salesmen, a fee of ten dollars ($10.00);
(26) For registered professional nurses, a fee of five dollars ($5.00);
(27) For social workers, a fee of five dollars ($5.00);
(28) For veterinarians, an annual fee of five dollars ($5.00).

741.265 CONTRACTORS.

Any person engaged in the following contracting activity shall be required to pay an annual license fee of fifteen dollars ($15.00):

(a) Building and general contracting and similar construction building,
(b) Plumbing, heating and air conditioning,
(c) Heating and air conditioning,
(d) Electrical contracting,
(e) Brick, concrete or stone construction (or in all of such contracting work),
(f) Painting or papering or both,
(g) Carpentry contracting alone,
(h) Work of insulating,
(i) Plastering,
(j) Excavating and heavy hauling in connection therewith (or in either thereof),
(k) Road and street building, or surfacing of roads and streets.

741.27 HEARING AID FITTERS.

Any person (natural or artificial) engaged in the practice of dealing in or fitting hearing aids shall be required to pay an annual license fee of twenty-five dollars ($25.00).

741.28 DENTAL CORPORATIONS.

An annual license fee of fifty dollars ($50.00) is imposed on each dental corporation for the privilege of doing business.

741.29 FUNERAL ESTABLISHMENTS.

An annual license fee of fifty dollars ($50.00) is hereby imposed upon each funeral establishment doing business within the City.

741.30 MEDICAL CORPORATIONS.

An annual license fee of fifty dollars ($50.00) is hereby imposed upon each medical corporation doing business within the City.

741.31 NURSING HOMES AND PERSONAL CARE HOMES.

Upon nursing homes, there is imposed a license fee equal to four dollars ($4.00) for each patient bed; upon personal care homes, there is imposed a license fee equal to two dollars ($2.00) per bed.

741.32 HOSPITALS.

Upon each hospital there is imposed an annual license fee in an amount varying in accord with the following table:

(a) For hospitals with 4-49 beds, a fee of twenty dollars ($20.00);
(b) For hospitals with 50-99 beds, a fee of thirty dollars ($30.00);
(c) For hospitals with 100-199 beds, a fee of forty dollars ($40.00);
(d) For hospitals with 200 or more beds, a fee of fifty dollars ($50.00).

741.33 HOTELS, MOTELS AND BOARDING HOUSES.

Upon every hotel, motel and boarding house, there is imposed an annual license fee of two dollars ($2.00) and for each bedroom in excess of seven, twenty-five cents ($.25) each up to ten dollars ($10.00).

741.34 RESTAURANTS.

Upon every restaurant doing business within the City there is imposed an annual license fee of two dollars ($2.00) and for each five chairs or five spaces where people are fed in excess of ten, twenty-five cents ($.25) up to ten dollars ($10.00).

741.35 BARBER AND BEAUTICIAN SCHOOLS.

Upon every barber and beautician school there is imposed an annual fee of two hundred fifty dollars ($250.00).

741.36 INSURERS.

Upon every corporation or entity acting as an insurer, there is imposed an annual license fee of fifty dollars ($50.00).

741.37 CONSTRUCTION; SEVERABILITY.

The provisions of this article shall be construed so as to make them consistent with State law and consistent with the correlative statutes providing for State licensing fees. If any section or

sections of this article shall, even when so construed, be found to be in violation of the laws or constitutions of the State or the United States, or shall be found to be an attempted exercise of power not granted to the City, the resulting invalidity of that section or those sections shall not mean the remaining sections of this article shall not be enforced. It is the intent of Council that each license tax imposed herein should be imposed, even if other license taxes provided for herein could not have been imposed.

741.38 FALSE STATEMENTS PROHIBITED.

No person shall knowingly make any false statement in any application for a City license provided for in this article, or in any report or other statement relating to any activity licensed by the City and which is required to be made to any City officer or agency.

741.39 PROSECUTION; INJUNCTIONS.

If any person engages in or prosecutes any business, activity, trade or employment contrary to any of the provisions of this Code, whether without first obtaining a license therefor or by continuing the same after the termination of the effective period of such license, or by any violation of the terms and conditions of such license, he shall be subject to immediate prosecution in the Municipal Court and, in addition, the City Attorney may, in the name of the City, seek such injunctive relief as may be appropriate in any court of competent jurisdiction.

741.40 EFFECTIVE DATE.

This article shall take effect upon passage of the Codified Ordinances.

741.41 REGISTRATION OF NONLICENSED BUSINESSES.

Any person undertaking any other business activity not licensed under this article shall be required annually to make application to and to register with, the City Treasurer on such forms as he shall prescribe, in order to establish compliance with Article 745.

741.99 PENALTY.

(a) Whoever engages in any activity contrary to the provisions of this article, whether without obtaining a license required therefor before commencing the same or by continuing the same after the termination of the effective period of any such license, shall, in addition to paying the license tax, be subject to a penalty of fifty dollars ($50.00) for each month or fraction thereof during which he has been in default of the license tax. It shall be the duty of the City Treasurer to collect the full amount of the license tax and penalty imposed. Any waiver of the penalty herein provided for shall have the approval of the Finance Committee. The penalty may be paid after the committee reviews the waiver request. Only one request will be considered in a three-year period.

(b) In addition to the foregoing and except as may herein be otherwise expressly provided, whoever violates any provision under this article during any one twelve month period shall be fined not less than fifty dollars ($50.00) nor more than five hundred dollars ($500.00), and whoever shall commit multiple violations of this article during more than one twelve month period, whether or not said periods shall be consecutive and whether or not said person shall have been previously convicted thereof, shall be fined not less than five hundred dollars ($500.00) nor more than one thousand dollars ($1,000) and imprisoned not more than thirty days or both. Each day or part thereof that any violation continues shall be deemed to constitute a distinct and separate offense and be punishable accordingly.

(c) Whoever knowingly makes a false statement in any tax form or application shall be fined not less than two hundred dollars ($200.00) nor more than one thousand dollars

($1,000). Each false statement, whether made with or without other false statements on any one or more application shall constitute a separate offense. And, whoever shall knowingly make a false statement in two separate "tax filings", whether or not said applications shall have been filed consecutively, and whether or not said person shall have been previously convicted thereof, shall be fined not less than five hundred dollars ($500.00) nor more than one thousand dollars ($1,000) and imprisoned not more than six months, or both.

First Reading: October 21, 2024

Passed on Second Reading: November 18, 2024

Robert M. Trainor
Mayor

John Nissel
City Manager/Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1268: Resolution for Shop Small Business December 2024

ATTACHMENTS:

- 2024-007 - A Resolution for Shop Small Business December 2024.pdf

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

Resolution for Shop Small Business December 2024

WHEREAS, Charles Town, West Virginia celebrates its small businesses and the contribution they make to our local economy and community; and

WHEREAS, these small and primarily locally owned businesses are vital to our city's economic health and community identity; and

WHEREAS, Charles Town is proud of its national recognition as an accredited Main Street community with a focus on supporting small businesses, which constitute most businesses in our downtown and 95% of all businesses in the State of West Virginia; and

WHEREAS, the City Council has routinely waived the paid portion of the City's parking program during the month of December to support our downtown businesses, celebrate the holiday season, and encourage shoppers to visit and shop in our city; and

WHEREAS, the increase in visitors and residents to our downtown produces a positive economic impact for the City as consumer spending is historically high during this time of year and visitor and resident presence in our downtown creates sales opportunity for our businesses; and

WHEREAS, encouraging people to visit our downtown during the holiday season promotes the City to visitors and builds greater community identity for our residents.

NOW, THEREFORE LET IT BE RESOLVED, the Charles Town City Council reminds visitors and businesses that recent changes to the City's parking ordinance (Charles Town Parking District – Article 365.045 Holiday Exceptions), waives the **paid** parking requirement at all eight (8) hour street metered parking spaces, as well as the new four (4) hour street metered parking spaces .These Holiday exceptions will help ensure parking availability for visitors and shoppers to our downtown businesses this Holiday Season *(Note: the four (4) hour time restriction will be enforced as will the two (2) hour time restriction at the free parking spaces along Washington and George Streets. Parking spaces in our municipal lots (Charles & Congress, Lawrence & Congress, and Liberty Street) will retain their full functionality.)*; and

NOW, THEREFORE LET IT BE FURTHER RESOLVED, the City Council hereby declares the month of December 2024 as Shop Small Business month in Charles Town.

Adopted the second day of December, 2024.

Robert M. Trainor
Mayor

Attest:

John Nissel
City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 12/16/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1269: 2024 Tree City USA Application for Certification

ATTACHMENTS:
- Tree City USA Application signed.pdf

Arbor Day Foundation

2024 Tree City USA Application for Certification

The Tree City USA award is in recognition of work completed by the community during the 2024 calendar year.

PRIMARY CONTACT INFORMATION

Contact Name:
John Nissel

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jnissel@charlestownwv.us

Phone:
+13047243244

Address:
101 E Washington St

Charles Town, West Virginia 25414

Charles Town COMMUNITY INFORMATION

Select which best describes your community:
Community has both a Tree Board and a Department Chair/City Manager

Ordinance Date:
03/02/2023

Ordinance Uploaded

Per-capita Expenditure
$4.35

Arbor Day Date
04/20/2024

Arbor Day Proclamation Uploaded

As Mayor or Equivalent of the Community of Charles Town

Robert M Travis | Mayor | 5 Dec 2024

Mayor or Equivalent Signature | Title | Date

Application Certification (to be Completed by the State Forester)

The above-named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained herein, said community is eligible to be certified as a Tree City USA community, for the 2024 calendar year, having in my opinion met the standards required for recognition.

State Forester Signature | Title | Date