CITY OF CHARLES TOWN

CITY COUNCIL WORKSHOP
AGENDA • JULY 21, 2025

Workshop **COUNCIL CHAMBERS** **6:00 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. WORK SESSION

: **2025-792:** FY2026 Capital Budget
Capital Budget 1st Revision.pdf

3. ADJOURNMENT

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

City Council Workshop
101 East Washington Street
Charles Town, WV 25414

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

SCHEDULED

AGENDA ITEM (ID #)

2025-792: FY2026 Capital Budget

ATTACHMENTS:

- Capital Budget 1st Revision.pdf

the city of Charles Town WV

FY 2026 Capital Reserve Budget

Approved : 6/16/2025

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

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

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

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

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

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

REPAVING BUDGET

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