# CITY OF CHARLES TOWN

**CITY COUNCIL**

**AGENDA • JANUARY 21, 2025**

**Regular Session** **COUNCIL CHAMBERS** **7:00 PM**

**101 E Washington Street, Charles Town, WV 25414**

**CALL TO ORDER**

**1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**

**2. APPROVAL OF MINUTES**

: **2025-89:** City Council Meeting Minutes - January 7, 2025
CityCouncilMeetingMinutes_7Jan2025_Draft_rmt.pdf

**3. PUBLIC COMMENT**

**4. WARD REPORTS**

**5. MAYOR'S REPORT**

: **2025-70:** Administering of Board and Commission Oath's of Office

**6. COMMITTEE REPORTS**

: **2025-75:** Finance Committee Meeting - January 8, 2025
FinanceCommitteeReport_8Jan2025.pdf

: **2025-76:** Personnel Committee Meeting - January 13, 2025
Personnel Committee Report 1-13-25.pdf

: **2025-79:** Ordinance Committee Meeting - January 16, 2025

**7. CITY MANAGER REPORT**

: **2025-88:** City Manager's Report - January 21, 2025
City_Manager_Report_Jan_16_2025 (1).pdf

**8. POLICE CHIEF REPORT**

**9. UNFINISHED BUSINESS**

: **2025-69:** Legislative Priorities Letter to West Virginia Delegation

: **2025-77:** Infrastructure Retreat Discussion - Agenda Proposal and Date

: **2025-78:** Martin Luther King/Route 51 Meeting Agenda Update

: **2025-80:** Potential Vacant County Building Discussion

: **2025-67:** Charles Washington Hall Rental Agreement

2024CWHallDamage.pdf
2024CWHallComps.pdf
2025CWHallStaffProposalv2.pdf
2025CWHALLRentalRulesv2.pdf
2025CWHALLRentalRequestREWRITEV2.pdf
CWH Downtown Business Waiver.pdf

## 10. NEW BUSINESS

: **2025-7:** Charles Street Steering Committee Concept Design Presentation

: **2025-60:** BR2024-14: Norborne Glebe Bond Release - Pool and Amenities
1. Staff Report.pdf
2. Application.pdf
3. Pool As-Built.pdf
4._Kimley-Horn-_Memorandum.pdf

: **2025-68:** Developer Fee Options/Home Rule Board

: **2025-81:** Resolution Approving Entry and Form of Shared Lease Agreement between the City of Charles Town and 111 West Congress, LLC, a West Virginia Limited Liability Company
Lease Memo to Council.pdf
APUS Parking Lease v-2.pdf

: **2025-82:** Downtown Economic Impact Report

: **2025-83:** Delinquent License and B&O Enforcement Discussion
B&O Enforcement Ordinance.pdf

: **2025-86:** Disposal of Police Vehicles
Authorization to Dispose of CTPD Vehicles.pdf

: **2025-87:** Article 147 - Utility Board
Ord. 2022-001 - Article 147 Utility Board.pdf

## 11. REFERRALS TO COMMITTEES/COMMISSIONS

## 12. APPROVAL OF BILLS

: **2025-98:** Payment of Bills - January 21, 2025
GEN FUND COUNCIL REPORT 2025-01-21.pdf
PARKS N REC COUNCIL REPORT 2025-01-21.pdf
CAPITAL RESERVE COUNCIL REPORT 2025-01-21.pdf

## 13. ADJOURNMENT

## 14. INFORMATION ONLY - NEXT MEETING MONDAY, FEBRUARY 3, 2025

: **2025-71:** Ordinance Committee Report - December 16, 2025, at 7:00PM
Ordinance Committee Report - December 2024.pdf

: **2025-72:** Charles Town Police Department December Statistical Report
December 2024 CTPD Stats.pdf

: **2025-73:** Charles Town Utility Board Oath of Office - Patrick Kratovil
2025 - Pat Kratovil oath.pdf

: **2025-74:** Charles Town Utility Board Minutes - December 10th and December 11, 2024, meetings
2024.12.10 UB MINUTES .pdf
2024.12.11 UB MINUTES .pdf

: **2025-84:** Article 148 - Schedule of Appeal Fees and Other Charges
Article 148 - Schedule of Appeal Fees and Other Charges - signed January 7th.pdf

: **2025-85:** Open Container Waiver Letter for Pat Riley (Paddy's Restaurant)
WV ABC - January 8, 2025.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: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-89: City Council Meeting Minutes - January 7, 2025

**ATTACHMENTS:**

- CityCouncilMeetingMinutes_7Jan2025_Draft_rmt.pdf

# CITY OF CHARLES TOWN

**CITY COUNCIL**

**MINUTES • January 7, 2025**

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

**101 East Washington Street, Charles Town, WV 25414**

## CALL TO ORDER

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

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

## 1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

## 2. APPROVAL OF MINUTES

2025-13: City Council Meeting Minutes - December 16, 2024

There being no corrections, additions, or changes, Mayor Trainor declared the December 16, 2024, minutes approved.

## 3. PUBLIC COMMENT

Five people expressed their desire to keep the Charles Town Farmer's Market at their current location on South Samuel Street for the 2025 market season.

Mr. Tolbert recommended presenting the West Virginia Department of Highways' proposed alternatives for the Martin Luther King/Route 51 Intersection Improvement Project at the scheduled Town Hall meeting on the 29th of January. He also recommended inviting representative(s) from Norfolk Southern (NS).

Dr. Wimer, representing Jefferson County Foundation, commented on the confusion and lack of transparency regarding the April 26, 2024, agreement between the Charles Town Utility Board and Sidewinder Enterprises, LLC.

## 4. WARD REPORTS

Ward #1

Ms. Ricketts reported not receiving emails through her City email account. She requested staff research and rectify the issue.

Mr. Kratovil had nothing to report.

Ward #2

Mr. Hynes reported that he is experiencing the same email issues as Ms. Ricketts. He also thanked City maintenance staff for their hard work removing snow from city roads.

Mr. Tester also thanked the maintenance staff for their tremendous snow removal job.

Ward #3

Ms. Philabaum had nothing to report.

Ms. Rodd had nothing to report.

Ward #4

Ms. Sugrue reported experiencing email issues as well and thanked the maintenance staff for their hard work in clearing snow.

Mr. George had nothing to report.

## 5. MAYOR'S REPORT

Mayor Trainor announced that Thursday, January 9, 2025, is former U. S. President Jimmy Carter's funeral. Considering that President Joe Biden declared January 9th a federal holiday, he asked Council if there was any objection to closing City Hall on January 9, 2025. There were no objections.

2025-17: Governor Invitation to the MLK/Route 51 Town Hall Meeting

Mayor Trainor reported sending invitation letters to the Jefferson County, West Virginia State delegation as well as the Governor-elect to the City's Town Hall MLK/Rt51 meeting on the 29th of January 2025.

## 6. COMMITTEE REPORTS

2025-2: Ordinance Committee Report - December 16, 2024

Mr. Tester reviewed the December 16, 2024, Ordinance Committee Report with Council.

## 7. CITY MANAGER REPORT

2025-29: City Manager Report - January 6, 2025

Mr. Nissel reviewed his City Manager Report with the Council.

## 8. POLICE CHIEF REPORT

Chief Kutcher reviewed CTPD's December Statistics Report with the Council. He reported that there was a stabbing on E. 1st Avenue on January 6, 2025; the suspect was arrested and is currently in custody. He also reported hiring a new police officer, West Virginia certified, who is scheduled to start in early March. Finally, he reported that the next police officer testing date is scheduled for Saturday, January 18, 2025.

## 9. UNFINISHED BUSINESS

2025-5: Public Hearing 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. George 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. George moved to close the public hearing. Mr. Hynes seconded the motion, and the public hearing was closed.

2025-1: Second 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

Ms. Philabaum moved to approve the Second Reading 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. George seconded the motion, and it passed by unanimous vote.

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

2025-9: Draft APUS Parking Lease - Possible Executive Session

Mr. Hynes moved to enter into Executive Session 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. Kratovil moved to direct the City attorney to forward the draft parking lease to American Public University System (APUS). Mr. Hynes seconded the motion, and it passed by unanimous vote.

| | |
|---|---|
| **RESULT:** | **APPROVED** |
| **MOVER:** | James Kratovil |
| **SECONDER:** | Jeff Hynes |
| **AYES:** | Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George |
| **RECUSED:** | Sugrue |

## 10. NEW BUSINESS

2025-3: City of Charles Town's Special Activity Permit Policy - Draft

Mr. Hynes moved that all special activity permits be approved by the City Manager after consulting with the Chief of Police and the members of the Special Activity Permit Advisory Committee to include the City Attorney. Ms. Rodd seconded the motion, and it passed by a 7-1 vote.

| | |
|---|---|
| **RESULT:** | **APPROVED [7-1]** |
| **MOVER:** | Jeff Hynes |
| **SECONDER:** | Priscilla Rodd |
| **AYES:** | Ricketts, Hynes, Tester, Philabaum, Rodd, George, Sugrue |
| **NAYS:** | Kratovil |

Mr. Kratovil moved to Table this agenda item until the February 18, 2025, Council meeting to allow staff time to incorporate Council input into the Special Permit policy update. Ms. Philabaum seconded the motion, and it passed by unanimous vote.

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

2025-6: TXA2024-05: First Reading and Consideration of an Amendment to the Zoning Ordinance of the City of Charles Town, West Virginia with Regard to Article 1322 of the Zoning Ordinance; a text amendment to the Neighborhood Commercial Zoning District (Section 1322.09) and the Zoning Use Table (Section 1322.04).

Mr. Newman proposed the following corrections to the first reading:

> Packet page 44, Section 1322.09, Neighborhood Commercial (NC) District; Letter (F) Other Requirements: Section 1 - change the first word "**At**" to "**A**" and in Section 2 change the word "**gross**" to "**ground**".

Ms. Philabaum moved to approve the First Reading of an Amendment to the Zoning Ordinance of the City of Charles Town, West Virginia with Regard to Article 1322 of the Zoning Ordinance; a text amendment to the Neighborhood Commercial Zoning District (Section 1322.09) and the Zoning Use Table (Section 1322.04), including the aforementioned proposed corrections. Mr. George seconded the motion, and it passed by unanimous vote.

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

2025-8: Boards and Commission Vacancy Interviews

Council conducted interviews for the following Boards and Commission vacancies:

**Parks and Recreation Commission – 6-year term (one vacancy)**

Mr. Michael Slover, Ms. Anita Finkelstein, and Ms. Jessy Printz (removed herself from consideration)

**Building Commission – 5-year term (one vacancy)**

Mr. Keith Veller -– Council agreed not to interview Mr. Veller.

**Planning Commission – 3-year term (two vacancies):**

Ms. Jess Derr, Mr. Nathaneal Hartman, and Mr. Kevin Long (Mayor Trainor read a statement from Mr. Long due to him being unable to attend the meeting).

**Tree Board Commission – 4-year term (one vacancy)**

Mr. Scott Updike - Council agreed not to interview Mr. Updike.

**Charles Town Utility Board – 4-year term (one vacancy)**

Mr. Patrick Kratovil and Mr. Stephen Gelleher

2025-18: Boards and Commission Vacancy Appointments

Council appointed candidates for the following Boards and Commission vacancies:

**Parks and Recreation Commission – 6-year term (one vacancy)**

Ms. Ricketts moved to nominate Mr. Slover and Ms. Finkelstein to fill the Parks and Recreation Commission vacancy. Mr. Hynes seconded the motion, there were no objections. Council vote results are as follows:

Mr. Slover received nine votes: (Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Sugrue, Trainor)

Ms. Finkelstein did not receive any votes for this vacancy.

Mayor Trainor declared that Mr. Michael Slover is appointed to the Parks and Recreation Commission, term expiring December 31, 2030.

**Building Commission – 5-year term (one vacancy):**

Mr. Kratovil moved to nominate Mr. Veller to fill the Building Commission vacancy. Mr. Hynes seconded the motion, there were no objections. Council vote results are as follows:

Mr. Veller received nine votes: (Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Sugrue, Trainor)

Mayor Trainor declared that Mr. Keith Veller is appointed to the Building Commission, term expiring December 31, 2029.

**Planning Commission – 3-year term (two vacancies):**

Ms. Philabaum moved to nominate Ms. Jess. Derr, Mr. Nathaniel Hartman, and Mr. Kevin Long to fill the two Planning Commission

vacancies. Ms. Ricketts seconded the motion, there were no objections. Council vote results are as follows:

Ms. Jess Derr received nine votes: (Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Sugrue, Trainor)

Mr. Kevin Long received five votes: (Kratovil, Hynes, Tester, Sugrue, Trainor)

Mr. Nathaniel Hartman received four votes (Ricketts, Philabaum, Rodd, George)

Mayor Trainor declared that Ms. Jess Derr and Mr. Kevin Long are appointed to the Planning Commission, terms expiring December 31, 2027.

**Tree Board – 4-year term (one vacancy):**

Mr. Kratovil moved to nominate Mr. Updike to fill the Tree Board vacancy. Ms. Sugrue seconded the motion, there were no objections. Council vote results are as follows:

Mr. Updike received nine votes: (Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Sugrue, Trainor)

Mayor Trainor declared that Mr. Scott Updike is appointed to the City Tree Board, term expiring December 31, 2028.

**Board of Zoning Appeals – 3-year term (one vacancy); 2-year term (one vacancy); 1-year term (one vacancy)**

Ms. Ricketts moved to nominated Ms. Anita Finkelstein to fill the 3-year Board of Zoning Appeals vacancy, there were no objections. Council vote results are as follows:

Ms. Finkelstein received nine votes (Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Sugrue, Trainor).

Mayor Trainor declared that Ms. Anita Finkelstein is appointed to the Board of Zoning Appeals, term expiring December 31, 2027.

**Charles Town Utility Board – 4-year term (one vacancy):**

Mr. Hynes moved to nominate Mr. Patrick Kratovil and Mr. Gelleher to fill the Charles Town Utility Board vacancy, there were no objections.

Councilmembers Kratovil and Ricketts recused themselves citing personal relationship with one of the candidates.

Council vote results are as follows:

Mr. Kratovil received six votes: (Hynes, Tester, Philabaum, Rodd, Sugrue, Trainor)

Mr. Gelleher received one vote: (George)

Mayor Trainor declared that Mr. Patrick Kratovil is appointed to the Charles Town Utility Board, term expiring December 31, 2028.

2025-14: Farmer's Market Special Activity Permit - Possible Executive Session

Ms. Philabaum moved to Table this agenda item indefinitely. Mr. George seconded the motion, and it passed by unanimous vote.

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

2025-15: Location Options for Charles Town Farmer's Market

Mr. Tester recused himself citing possible conflict of interest.

After discussion, Council unanimously agreed to honor the Charles Town Farmer's Market Special Activity Permit for the 2025 market season, including its current location at S. Samuel Street.

2025-16: Open Container Waiver Letter for Pat Riley (Paddy's Restaurant)

Ms. Ricketts moved to approve the City's letter to the West Virginia Alcohol Beverage Control Administration in support of Pat Riley (Paddy's Restaurant) open container waiver request [for an event on March 17, 2025]. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2025-20: Mayor's Select Committee on Community Outreach Report

Ms. Rodd moved to Table this agenda item until the February 3, 2025, Council meeting. Mr. George seconded the motion, and it passed by unanimous vote.

| | |
|---|---|
| **RESULT:** | **APPROVED [UNANIMOUS]** |
| **MOVER:** | Priscilla Rodd |
| **SECONDER:** | Micheal George |
| **AYES:** | Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Sugrue |

## 11. REFERRALS TO COMMITTEES/COMMISSIONS

There were no referrals to committees or commissions.

## 12. APPROVAL OF BILLS

2025-28: Payment of Bills - January 6, 2025

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 10:26PM.

## 14. INFORMATION ONLY - NEXT MEETING, Tuesday, January 21, 2025, at 7:00PM

2025-10: Thank You Note from Ms. Nancy Guiney

2025-11: Charles Town Police Department November Statistic Report

2025-12: Charles Town Utility Board Meeting Minutes - November 13, 2024

2025-19: Citizens Fire Company Awards Ceremony - January 18, 2025

**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: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-70: Administering of Board and Commission Oath's of Office

**ATTACHMENTS:**

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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-75: Finance Committee Meeting - January 8, 2025

**ATTACHMENTS:**

- FinanceCommitteeReport_8Jan2025.pdf

City of Charles Town Finance Committee Report
8 January 2025 Meeting

Drafted by: Bob Trainor - Chairman

## Call to Order ooa 10:01AM

1. **Persons present:** Finance Committee Members: Ms. Julie Philabaum (Remote), 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 there was not an update available for HdL

**2025-30: License Fee Waiver Request - Possible Executive Session**

This agenda item was addressed in Executive Session with agenda items 2025-23 and 2025-24 (New Business) and 2025-31 (Unfinished Business)

**2025-31: B&O Waiver Requests - Possible Executive Session**

This agenda item was addressed in Executive Session with agenda items 2025-23 and 2025-24 (New Business) and 2025-30 (Unfinished Business)

3. **New Business**

**2025-23: License Fee Waiver Request - Possible Executive Session**

This agenda item was addressed in Executive Session with agenda items 2025-30 and 2025-31 (Unfinished Business) and 2025-24 (New Business)

**2025-24: B&O Waiver Requests - Possible Executive Session**

The Committee entered into Executive Session to address this agenda item as well as agenda items 2025-30, 2025-31, 2025-23: License and B&O Fee Waiver Requests.

After Executive Session, Mr. Hynes moved the following:

| Acct | | Committee Action | Remarks |
|---|---|---|---|
| 8007 | UFB | Tabled | B&O taxes due have not been adjugated |
| 8393 | UFB | Tabled | License & Associated Penalties outstanding |
| 8264 | UFB | Tabled | License & Associated Penalties outstanding |
| 8264 | UFB | Denied License Fee Waiver | No License for at least 7-years |
| 607 | NB | Granted Waiver Request | Vendor did not conduct business in Charles Town during FY2024 and so far in FY2025 |

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

***Recommendations to the City Council: None, information only***

4. **Finance Director's Report**

**2025-25: November Operation Budget Update**

Staff reviewed the Operation Budget (General Fund Budget) statements through November 2024 (attachment (1)).

***Recommendations to the City Council: None, information only***

**2025-26: November Capital Budget Update**

Staff reviewed the Capital Budget statements through November 2024 (attachment (2)).

***Recommendations to the City Council: None, information only***

## 5. Chairman's Report

**2025-32: Investment Update**

Mr. Rob Hoxton and Mr. Archie Hoxton, Hoxton Planning and Management, presented the Committee with the 2024 update to the City's two investment accounts, currently under their management – City of Charles Town Fund (attachment (3)) & Charles Town Police Pension (Trust) Fund (attachment (4)).

***Recommendations to the City Council: None, information only***

## 6. The meeting was adjourned ooa 12:14PM

## 7. Next Scheduled Finance Committee meeting is Wednesday, 5 February 2025 at 10:00AM.

the city of
# Charles Town, WV

FC Report 8 Jan 2025
Attachment (1)
20 Pages

| | *REVENUES* | Current Budget | November 2024 | FY 2025 YTD Actual | FY 2025 Budget Balance | % Over/Under Budget | Approved Budget Notes and Explanations |
|---|---|---|---|---|---|---|---|
| | 30005 Unassigned Fund Balance (Carryover) | 4,724,453 | | 4,724,453 | (0) | 100% | $500K reserve for revenue/expense FY24 + $659,452 remaining Revenue/Loss balance |
| | 30101 Taxes - Ad Valorem | 1,688,544 | | 995,406 | 693,138 | 59% | |
| | 30106 Supplemental Taxes | 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 | | 7,971 | 2,029 | 80% | |
| | 30300 Gas & Oil Severence Tax | 33,000 | | 24,053 | 8,947 | 73% | 5% severance tax on gross receipts at the well head of oil and natural gas. $66K appears to be for 2 years. Confirm when payments are received. |
| | 30400 Utility Tax (2%) | 200,000 | 31,224 | 147,245 | 52,755 | 74% | |
| | 30500 Business & Occupation (B&O) Tax | 1,995,000 | 2,817 | 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. |
| | 30600 Liquor Tax | 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 | 224 | 1,555 | 45 | 97% | |
| | 30800 Hotel/Motel Tax | 200,000 | 17,227 | 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 | 26,765 | 108,940 | 151,060 | 42% | |
| | 32100 Parking Violation Penalties | 40,000 | 3,640 | 14,801 | 25,199 | 37% | Revised based on new program details and current year performance. |
| | 32500 Business License Revenue | 30,000 | 3,770 | 77,334 | (47,334) | 258% | |
| | 32600 Building Permit Fees | 550,000 | 68,509 | 270,487 | 279,513 | 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 | 15,510 | 31,869 | 43,131 | 42% | Two Cable Franchisees; working with Shentel/GloFiber on franchisee compliance |
| | 33000 International Registration Plan (IRP) Fees | 70,000 | 4,274 | 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 | | 681 | 1,019 | 40% | Revenue from utility bills for EMS (5 cents) |
| | 34000 Parks & Rec Fee | 1,700 | | 681 | 1,019 | 40% | Revenue from utility bills for parks and recreation (5 cents) |
| | 34200 Parking Meter Revenues | 44,000 | 5,983 | 38,902 | 5,098 | 88% | Revenue from parking meters and parking permits including ParkMobile app. |
| | 34500 Rents & Concessions | 60,000 | 7,802 | 33,518 | 26,482 | 56% | 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 | 775 | 8,683 | 8,317 | 51% | Zoning applications |
| | 35500 Street Improvement Fee | 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 | 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 | 250,000 | 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 | 17,461 | 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 | | 7,924 | 27,076 | 23% | |
| | 38100 Reimbursements | 110,000 | 2,566 | 77,355 | 32,645 | 70% | SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc. |
| | 38200 Refunds - Overpayments | 400 | 665 | 1,520 | (1,120) | 380% | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | 38600 Insurance Claims | - | | 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 | 96,091 | 243,224 | 356,776 | 41% | Video lottery receipts average $13.4K to $22.2K per week. |
| | 39900 Misc Revenue | 10,000 | 445 | 2,732 | 7,268 | 27% | Yard waste stickers and fingerprints |
| | 39902 Special Events - WV Fest | 4,000 | | - | 4,000 | 0% | |
| | 39903 Special Events - General | 900 | | 975 | (75) | 108% | Special activities fees |
| | 39904 Special Events - CW Hall | 8,500 | | 3,150 | 5,350 | 37% | |
| | 39907 Special Events - Car Show | 7,000 | 890 | 10,240 | (3,240) | 146% | Car show registration and sponsors. |
| | **Total Revenues** | **12,265,789** | **556,638** | **8,709,403** | **3,556,386** | **71%** | |
| | | | | | | | |

| | DEPARTMENT LINE ITEMS | | | | | | NOTES AND EXPLANATIONS |
|---|---|---|---|---|---|---|---|
| | **Economic Development - 402** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 03 Salaries | 72,455 | 5,466 | 29,975 | 42,480 | 41% | Salary $68,844 plus 2.5% merit and holiday supplement. |
| | 04 FICA | 5,554 | 418 | 2,293 | 3,261 | 41% | FICA @ 7.65% |
| | 05 Group Insurance | 9,800 | 815 | 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) |
| | 06 Retirement | 7,368 | 492 | 3,032 | 4,336 | 41% | PERS II Employer Contribution 9% |
| | 09 OPEB | 2,108 | 138 | 744 | 1,363 | 35% | Deferred Compensation Employer Contribution 3% |
| | 11 Telephone | 750 | 64 | 96 | 654 | 13% | 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 | 439 | 1,561 | 22% | IEDC Membership, Survey Subscription, Adobe subscription |
| | 23 Professional Services | 1,000 | | - | 1,000 | 0% | Engineering Services |
| | 26 Insurance and Bonds | 5,000 | 964 | 1,760 | 3,240 | 35% | Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property. |
| | 41 Departmental Supplies | 3,000 | 107 | 658 | 2,342 | 22% | Promotional items for events and City marketing and other departmental supplies. |
| | 43 Auto Supplies | - | | - | - | | |
| | **Total Economic Development** | **113,234** | **8,538** | **43,010** | **70,224** | **38%** | |
| | | | | | | | |
| | **Federal Grants - 403** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | Professional Services | - | | - | - | | |
| | Departmental Supplies | - | | - | - | | |
| | **Total Federal Grants** | **-** | **-** | **-** | **-** | | |
| | | | | | | | |

| | DEPARTMENT LINE ITEMS | | | | | | NOTES AND EXPLANATIONS |
|---|---|---|---|---|---|---|---|
| | **Mayor's Office - 409** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 01 Salary | 12,500 | 1,042 | 5,208 | 7,292 | 42% | Mayor's Salary |
| | 04 FICA Tax Expense | 1,000 | 80 | 398 | 602 | 40% | |
| | 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 | 193 | 419 | 581 | 42% | |
| | 41 Departmental Supplies | 500 | | 36 | 464 | 7% | $453.00 - Ceremonial Keys to the City and Coins |
| | 68 Community Contributions | 2,000 | | 696 | 1,305 | 35% | |
| | **Total Mayor's Office** | **20,000** | **1,314** | **6,757** | **13,243** | **34%** | |
| | | | | | | | |
| | **Council - 410** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 01 Salaries | 40,000 | 3,333 | 16,458 | 23,542 | 41% | Eight Council Members at $5,000 annual salary |
| | 04 FICA Tax Expense | 3,100 | 255 | 1,259 | 1,841 | 41% | |
| | 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 | 617 | 1,340 | 1,860 | 42% | Umbrella, Commercial Property, Worker's Comp, Automobile, Liability |
| | 41 Departmental Supplies | 700 | | 68 | 632 | 10% | |
| | **Total Council** | **55,000** | **4,206** | **20,975** | **34,025** | **38%** | |
| | | | | | | | |

| | DEPARTMENT LINE ITEMS | | | | | | NOTES AND EXPLANATIONS |
|---|---|---|---|---|---|---|---|
| | **City Manager - 412** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 03 Salaries | 185,525 | 13,707 | 75,665 | 109,860 | 41% | City Manager Salary ($120,000) + 2.5% Merit ($1,545) + Holiday Supplement ($500)<br>Deputy City Clerk Salary (from $52,674 to $54,000) + 2.5% Merit ($695.25) + Holiday Supplement ($500)<br>City Manager requesting promotion and salary increase for from Deputy City Clerk to City Clerk. Finance Committee approved dollar amount. |
| | 04 FICA Tax Expense | 14,945 | 1,049 | 5,803 | 9,142 | 39% | FICA Tax @ 7.65% |
| | 05 Group Insurance | 2,250 | 359 | 898 | 1,352 | 40% | Health, Dental, Vision, Life insurance, EAP |
| | 06 Retirement | 16,365 | 1,234 | 6,828 | 9,537 | 42% | 9% Employer Contribution PERS I and II |
| | 08 Overtime | 1,000 | | 196 | 804 | 20% | |
| | 09 OPEB | 5,900 | 411 | 2,255 | 3,645 | 38% | 3% Employer Contribution Deferred Compensation plan |
| | 11 Telephone | 520 | 84 | 126 | 394 | 24% | Mobile phone service |
| | 14 Travel Expense | 1,500 | | - | 1,500 | 0% | WVML Trip, City Clerk Election Training |
| | 20 Advertising | - | | - | - | | |
| | 21 Training & Education | 21,500 | 200 | 2,069 | 19,431 | 10% | 402 Economic Development - $2,500 - Two National Conferences<br>415 Court Clerk - $500 - Municipal Court training, Election training<br>437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training<br>425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar<br>436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar<br>440 City Hall - $2,000 - WVML Conference<br>413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference<br>750 Maintenance - $1,500 |
| | 22 Dues & Subscriptions | 1,000 | | - | 1,000 | 0% | Adobe subscriptions. ICMA and WVML Fees. |
| | 23 Professional Services | - | | - | - | | Background checks for City Manager candidates. Not required this year. |
| | 26 Insurance & Bonds | 15,000 | 2,941 | 6,387 | 8,613 | 43% | Umbrella, Commercial Property, Worker's Comp, Automobile, Liability |
| | 41 Departmental Supplies | 750 | | 43 | 707 | 6% | Misc. Office Supplies |
| | 43 Auto Supplies (Gas & Oil) | - | | - | - | | Gas is covered under travel expenses. |
| | **Total City Manager** | **266,255** | **19,985** | **100,271** | **165,984** | **38%** | |
| | | | | | | | |

| | DEPARTMENT LINE ITEMS | | | | | | NOTES AND EXPLANATIONS |
|---|---|---|---|---|---|---|---|
| | **Treasurer - 413** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 03 Salaries | 235,000 | 16,350 | 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 | 19,000 | 1,259 | 6,784 | 12,216 | 36% | FICA Tax @ 7.65% |
| | 05 Group Insurance | 39,000 | 1,872 | 16,102 | 22,898 | 41% | Health, Dental, Vision, Life insurance, EAP |
| | 06 Retirement | 21,150 | 1,482 | 7,968 | 13,182 | 38% | 9% Employer Contribution PERS I and II |
| | 08 Overtime | 3,000 | 112 | 1,180 | 1,820 | 39% | |
| | 09 OPEB | 7,050 | 473 | 2,422 | 4,628 | 34% | 3% Employer Contribution Deferred Compensation plan |
| | 11 Telephone | 500 | 64 | 96 | 404 | 19% | Director of Finance Cell Phone |
| | 12 Printing | - | | - | - | | |
| | 14 Travel Expense | 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 | 898 | 947 | 1,053 | 47% | Financial statement publication $625, Levy Estimate $425, Tax increase notice $250. |
| | 21 Training & Education | - | | - | - | | $4,000 Rolled into City Manager's budget |
| | 22 Dues & Subscriptions | 800 | | - | 800 | 0% | Adobe subscription for Director & Accounting Clerk III |
| | 23 Professional Services | 3,000 | 39 | 2,989 | 11 | 100% | J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200)<br>Police pension annual report ($800)<br>Background Checks for New Hires ($300) |
| | 24 Audit Costs | 42,000 | | 17,400 | 24,600 | 41% | Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit |
| | 26 Insurance & Bonds | 15,000 | 3,346 | 7,265 | 7,735 | 48% | General Liability, Worker's Compensation, Umbrella |
| | 30 Contracted Services | 24,500 | 170 | 170 | 24,330 | 1% | Tyler Technologies - Incode Annual License Fee - $20,000<br>Business License Software Maintenance (Progressive Solutions) - $5,000 |
| | 30 B&O Collectrions - Contracted Services | 150,000 | 14,209 | 82,514 | 67,486 | 55% | |
| | 38 Refunds | 145,000 | 132,000 | 138,349 | 6,651 | 95% | |
| | 41 Departmental Supplies | 2,000 | 237 | 776 | 1,224 | 39% | Paper folder machine ($500) |
| | 59 Capital Outlay | - | | - | - | | |
| | **Total Treasurer** | **713,000** | **172,510** | **373,206** | **339,794** | **52%** | |
| | | | | | | | |

| | DEPARTMENT LINE ITEMS | | | | | | NOTES AND EXPLANATIONS |
|---|---|---|---|---|---|---|---|
| | **Court Clerk - 415** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 03 Salaries | 63,907 | 5,064 | 26,458 | 37,449 | 41% | Court Clerk Salary: $59,996 plus 2.5% merit, and holiday supplement |
| | 04 FICA | 5,215 | 387 | 2,044 | 3,171 | 39% | FICA Tax @ 7.65% |
| | 05 Group Insurance | 18,529 | 1,461 | 7,841 | 10,688 | 42% | Health, Dental, Vision, Life insurance, EAP + 14% premium increase |
| | 06 Retirement | 5,720 | 456 | 2,404 | 3,316 | 42% | 9% Employer Contribution PERS I and II |
| | 08 Overtime | 1,000 | | 255 | 745 | 26% | |
| | 09 OPEB | 1,860 | 152 | 692 | 1,168 | 37% | 3% Employer Contribution Deferred Compensation plan |
| | 14 Travel | 500 | 380 | 380 | 120 | 76% | 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 | 892 | 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 | | 35 | 565 | 6% | Ink cartridges, paper stock |
| | **Total Court Clerk** | **102,556** | **8,816** | **42,104** | **60,452** | **41%** | |
| | | | | | | | |

| | DEPARTMENT LINE ITEMS | | | | | | NOTES AND EXPLANATIONS |
|---|---|---|---|---|---|---|---|
| | **Police Judges - 416** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 03 Salaries | 32,000 | 1,700 | 10,450 | 21,550 | 33% | Two Municipal Court judges; two magistrates; two prosecuting attorneys; and extra $2k for special judge. |
| | 04 FICA | 2,400 | 130 | 799 | 1,601 | 33% | |
| | 14 Travel | 500 | 240 | 240 | 260 | 48% | WV State mandated annual training for magistrates & judges |
| | 21 Training & Education | 1,000 | | - | 1,000 | 0% | WV State mandated annual training for magistrates & judges |
| | 22 Dues and Subscriptions | 100 | | - | 100 | 0% | |
| | 23 Professional Services | 1,000 | | - | 1,000 | 0% | |
| | 26 Insurance & Bonds | 2,500 | 494 | 1,072 | 1,428 | 43% | |
| | 41 Departmental Supplies | - | | - | - | | |
| | **Total Police Judges** | **39,500** | **2,564** | **12,562** | **26,938** | **32%** | |
| | | | | | | | |
| | **City Attorney - 417** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 03 Salaries | 135,000 | 11,538 | 40,385 | 94,615 | 30% | |
| | 04 FICA | 12,000 | 883 | 3,089 | 8,911 | 26% | |
| | 05 Group Insurance | 13,000 | 441 | 529 | 12,471 | 4% | |
| | 06 Retirement | 13,500 | 1,038 | 3,288 | 10,212 | 24% | |
| | 09 OPEB | 4,500 | 346 | 1,212 | 3,288 | 27% | |
| | 11 Telephone | 2,000 | 34 | 34 | 1,966 | 2% | |
| | 14 Travel | 1,000 | | - | 1,000 | 0% | |
| | 20 Advertising/Legal Publications | 1,000 | | - | 1,000 | 0% | |
| | 21 Training & Education | - | | - | - | | |
| | 22 Dues & Subscriptions | 1,500 | | - | 1,500 | 0% | |
| | 23 Professional Services | 40,000 | 11,721 | 23,321 | 16,679 | 58% | Cost for outside legal council. |
| | 26 Insurance and Bonds | 5,000 | | - | 5,000 | 0% | |
| | 41 Departmental Supplies | 500 | | 58 | 442 | 12% | |
| | **Total Attorney** | **229,000** | **26,002** | **71,916** | **157,084** | **31%** | |
| | | | | | | | |

| | DEPARTMENT LINE ITEMS | | | | | | NOTES AND EXPLANATIONS |
|---|---|---|---|---|---|---|---|
| | **Enforcement Agency - 425** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 03 Salaries | 57,700 | 4,208 | 23,538 | 34,162 | 41% | Code Enforcement Officer: $54,322.83 plus 2.5% merit and holiday supplement. |
| | 04 FICA | 4,419 | 322 | 1,801 | 2,618 | 41% | FICA @ 7.65% of Salary |
| | 05 Group Insurance | 8,640 | 735 | 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). |
| | 06 Retirement | 5,090 | 379 | 2,077 | 3,013 | 41% | PERS II Employer Contribution 9% |
| | 09 OPEB | 2,035 | 155 | 837 | 1,198 | 41% | 457(b) Deferred Compensation Employer Contribution (3%) |
| | 11 Telephone | 2,250 | 36 | 1,873 | 377 | 83% | |
| | 14 Travel | 1,500 | | - | 1,500 | 0% | International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas<br>WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas |
| | 18 Postage | 2,500 | 104 | 1,182 | 1,318 | 47% | Certified Mailings |
| | 20 Advertising/Legal Publications | 1,000 | | - | 1,000 | 0% | |
| | 21 Training & Education | - | | - | - | | $3,500 transferred to City Manager's budget.<br>International Code Council Conference. Orlando, FL. Registration Fee ($1,600)<br>WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150) |
| | 22 Dues & Subscriptions | 1,000 | 40 | 285 | 715 | 29% | Women in Code Enforcement (WICED) Membership Fees ($35)<br>ICC Membership ($160/yr) |
| | 26 Insurance and Bonds | 3,800 | 752 | 1,634 | 2,166 | 43% | Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property. |
| | 30 Contracted Services | 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 | 171 | 2,411 | 589 | 80% | Office printer, building safety month supplies, jackets, boots, code books |
| | 43 Auto Supplies | - | | - | - | | Under Maintenance budget |
| | **Total Enforcement Agency** | **164,034** | **6,901** | **51,942** | **112,092** | **32%** | |
| | | | | | | | |
| | **Regional Dev Authority - 435** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 22 Dues & Subscriptions | 6,600 | | 6,142 | 458 | 93% | Region 9 Assessment - Fees are going up |
| | **Total Regional Dev. Authority** | **6,600** | **-** | **6,142** | **458** | **93%** | |
| | **Total City Administration** | **1,709,179** | **250,837** | **728,885** | **980,294** | | |
| | | | | | | | |

| | DEPARTMENT LINE ITEMS | | | | | | NOTES AND EXPLANATIONS |
|---|---|---|---|---|---|---|---|
| | **Building Inspections - 436** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 03 Salaries | 57,300 | | 21,065 | 36,235 | 37% | Building Official/Inspector: $80,653.29 plus 2.5% merit plus holiday supplement |
| | 04 FICA | 4,296 | | 1,611 | 2,685 | 38% | FICA @ 7.65% of Salary |
| | 05 Group Insurance | 1,650 | (70) | 308 | 1,342 | 19% | 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 | 168 | 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 | 493 | 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 | 0% | Certified mailings for property Notice of Violations |
| | 20 Advertising/Legal Publications | 1,500 | | 1,278 | 222 | 85% | Job posting costs |
| | 21 Training & Education | - | | - | - | | $2,500 in City Manager's budget. ICC national conference, WV State Code Conference. |
| | 22 Dues & Subscriptions | 1,000 | 225 | 225 | 775 | 23% | ICC membership dues; WICA subscription |
| | 23 Professional Services | 50,000 | 25,225 | 43,125 | 6,875 | 86% | To cover expenses associated with inspections; compliance. |
| | 26 Insurance & Bonds | 6,000 | 1,139 | 2,473 | 3,527 | 41% | Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property. |
| | 41 Departmental Supplies | 3,000 | 748 | 781 | 2,219 | 26% | Mobile printer for vehicle, jackets, boots, building safety month |
| | 43 Auto Supplies | - | | - | - | | Under Maintenance budget |
| | **Total Building Inspections** | **138,431** | **27,928** | **73,785** | **64,646** | **53%** | |
| | | | | | | | |

| | DEPARTMENT LINE ITEMS | | | | | | NOTES AND EXPLANATIONS |
|---|---|---|---|---|---|---|---|
| | **Planning & Zoning - 437** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 03 Salaries | 250,420 | 18,501 | 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). |
| | 04 FICA | 19,645 | 1,415 | 7,998 | 11,647 | 41% | FICA @ 7.65% of Salary |
| | 05 Group Insurance | 22,000 | 1,963 | 9,043 | 12,957 | 41% | Includes 14% increase projected by PEIA. Health/Dental/Life/Vision/EAP Premiums |
| | 06 Retirement | 23,215 | 1,665 | 9,138 | 14,077 | 39% | PERS II Employer Contribution (9%) |
| | 08 Overtime | 2,000 | | 703 | 1,297 | 35% | |
| | 09 OPEB | 7,960 | 348 | 1,893 | 6,067 | 24% | 457(b) Deferred Comp Employer Contribution (3%). |
| | 11 Telephone | 250 | 36 | 55 | 195 | 22% | Director's department cell phone |
| | 14 Travel | 8,000 | | - | 8,000 | 0% | James - American Planning Association Conference<br>Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code<br>Kim - MGO Conference |
| | 18 Postage | 1,000 | | - | 1,000 | 0% | Certified Mailings; Legal notices, yard sign postings |
| | 20 Advertising/Legal Publications | 4,500 | 50 | 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 $3,500; |
| | 22 Dues & Subscriptions | 3,000 | | 405 | 2,595 | 13% | AICP Membership; Kim ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people. |
| | 23 Professional Services | 5,000 | | 17 | 4,983 | 0% | GIS Aerial imagery, Engineering Services, Background Checks |
| | 26 Insurance & Bonds | 20,000 | 3,241 | 7,037 | 12,963 | 35% | Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property. |
| | 30 Contracted Services | 30,000 | 6,920 | 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 | 0% | To maintain Tree City USA Status, we must house this cost in the budget which is based on the population. |
| | 38 Refunds | - | 119 | 169 | (169) | | |
| | 41 Departmental Supplies | 4,000 | 162 | 718 | 3,282 | 18% | Public hearing signs, office supplies, promotional supplies |
| | 53 Computer Software / Tech | 9,000 | 730 | 1,460 | 7,540 | 16% | MyPermit Now Monthly Fees |
| | 59 Capital Outlay | - | | - | - | | |
| | **Total Planning and Zoning** | **411,990** | **35,150** | **156,760** | **255,230** | **38%** | |
| | **Total City Bldg Inspection, P&Z, and Enforcement Agency** | **827,689** | **78,518** | **325,498** | **502,191** | | |
| | | | | | | | |
| | **Elections - 438** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 12 Printing | 3,000 | | - | 3,000 | 0% | |
| | 20 Advertising/Legal Publications | 500 | | - | 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 | November 2024 | FY 2025 YTD Actual | FY 2025 Budget Balance | % Over/Under Budget | Approved Budget Notes and Explanations |
| | 3 Salaries | 97,960 | 7,342 | 40,270 | 57,690 | 41% | Director of Operations Salary: $92,500 + 2.5% Merit + Holiday Supplement |
| | 4 FICA Taxes | 7,835 | 562 | 3,081 | 4,754 | 39% | FICA @ 7.65% |
| | 5 Group Insurance | 20,000 | 1,498 | 8,343 | 11,657 | 42% | Health, Dental, Vision, Life, Employee Assistance Program |
| | 6 Retirement | 9,590 | 661 | 3,624 | 5,966 | 38% | 9% Employer Contribution |
| | 9 OPEB | 3,270 | 249 | 1,353 | 1,917 | 41% | 3% Deferred Compensation Employer Contribution |
| | 11 Telephone | 18,000 | 1,086 | 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 | 5,980 | 10,230 | 15,970 | 39% | City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer |
| | 14 Travel Expense | 2,000 | 370 | 370 | 1,630 | 19% | WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD |
| | 15 Repair & Main. Bldg & Grounds | 12,000 | 1,253 | 1,412 | 10,588 | 12% | Elevator Services and City Hall maintenance. |
| | 18 Postage | 4,000 | 371 | 1,266 | 2,734 | 32% | Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection |
| | 19 Bldg & Equipment Rental | 250,000 | 29,293 | 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 | | 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 | 483 | 483 | 3,017 | 14% | Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400) |
| | 23 Professional Services | 25,000 | 1,839 | 9,667 | 15,333 | 39% | Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration. |
| | 26 Insurance & Bonds | 17,000 | 1,488 | 11,565 | 5,435 | 68% | Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial |
| | 30 Contracted Services | 181,404 | 28,072 | 81,498 | 99,906 | 45% | Sustainable Strategies (Grant Consultant, Matt Ward) - $28,800 ($2,400 per month)<br>Website Hosting Fee (Revize) - $3,900 per year for 5 years<br>Pest Control Services - $1,000<br>Printer & Copier Lease - $14,400<br>Patton Commercial Cleaning Services for City Hall and Rouss Hall - $35,000<br>Payroll Processing Base Fees - $3,864<br>ADP Software Recurring Annual Fee - $19,440<br>Tek Advisors - Moving this out of Capital Budget and into Operating budget - $75,000 per year. |
| | 32 Bank Charges | 60,000 | 339 | 12,406 | 47,594 | 21% | Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees |
| | 37 Other Fees/Taxes | 1,500 | | - | 1,500 | 0% | Late fees |
| | 41 Departmental Supplies | 15,000 | 1,235 | 5,098 | 9,902 | 34% | |

| | DEPARTMENT LINE ITEMS | | | | | | NOTES AND EXPLANATIONS |
|---|---|---|---|---|---|---|---|
| | 53 Computer Software / Tech | 15,000 | | 11,763 | 3,237 | 78% | City Sonic Wall Annual License - $1,700<br>Clearcaster Annual License - $1,700<br>Granicus Annual License - $9,500 - Agenda management,Online training, Audio/Visual software for livestreaming meetings<br>VEEAM Annual Maintenance - $600.00<br>Zoom Fees - $1,500 per year |
| | **Total City Hall** | **774,259** | **82,122** | **322,069** | **452,190** | **42%** | |
| | | | | | | | |

| | DEPARTMENT LINE ITEMS | | | | | | NOTES AND EXPLANATIONS |
|---|---|---|---|---|---|---|---|
| | **Contributions/Transfers - 444** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 68 Contributions - "But For" Organizations | 60,000 | | - | 60,000 | 0% | Citizens Fire Co. $95K and EPTA Requests $50K |
| | 68 Community Awards | - | | - | - | | |
| | 68 Contributions - Revive Grant | 20,000 | | - | 20,000 | 0% | Unspent Revive! Funding rolled over to FY24 |
| | 68 Contributions - Façade Improvement Program | 15,000 | | - | 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** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 03 Salaries | 41,614 | 3,062 | 9,185 | 32,429 | 22% | Base salary, contingency, 2.5% merit, holiday supplement, and clothing allowance |
| | 04 FICA Tax Expense | 3,500 | 238 | 706 | 2,794 | 20% | FICA @ 7.65% |
| | 05 Group Insurance | 9,300 | 152 | 215 | 9,085 | 2% | Health, Dental, Vision, Life, Employee Assistance Program |
| | 06 Retirement Expense | 3,600 | 281 | 976 | 2,624 | 27% | 9% Employer Retirement Contribution |
| | 08 Overtime | 2,000 | 57 | 57 | 1,943 | 3% | |
| | 09 OPEB | 1,400 | 91 | 318 | 1,082 | 23% | 3% Deferred Compensation Employer Contribution |
| | 13 Utilities | 1,200 | 427 | 643 | 557 | 54% | Electric Service |
| | 16 Repair & Main - Equipment | 3,000 | | - | 3,000 | 0% | Parking meter repairs and maintenance |
| | 18 Postage | 500 | 8 | 8 | 492 | 2% | |
| | 19 Bldg & Equipment Rental | 1,000 | | - | 1,000 | 0% | |
| | 20 Advertising / Legal Publications | 500 | | - | 500 | 0% | |
| | 23 Professional Services | - | | - | - | | |
| | 26 Insurance & Bonds | 3,000 | 557 | 1,210 | 1,790 | 40% | Prof Liability, Umbrella, Automobile, Worker's Comp |
| | 30 Contracted Services | 500 | | - | 500 | 0% | |
| | 41 Departmental Supplies | 4,500 | | 869 | 3,631 | 19% | Office Supplies, Batteries, Handheld Printer Paper |
| | 45 Uniforms | 1,000 | 198 | 991 | 9 | 99% | Jacket, Uniform Shirt, Patches, Badge, etc. |
| | 53 Computer Software/Tech | 4,000 | | - | 4,000 | 0% | United Public Safety/T2 Annual Fees |
| | **Total Parking** | **80,614** | **5,070** | **15,176** | **65,438** | **19%** | |
| | | | | | | | |
| | **Contingencies - 699** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **Budget Balance** | **Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | Other Contributions | 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. |
| | **Total Contingencies** | **142,973** | **-** | **-** | **142,973** | **0%** | |

| | DEPARTMENT LINE ITEMS | | | | | | NOTES AND EXPLANATIONS |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | **Police Department - 700** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 03 Salaries | 1,507,798 | 108,578 | 614,062 | 893,736 | 41% | Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement.<br>Seven (7) Patrolman ($52,998.40 - $55,681.60)<br>Two (2) Patrolman First Class ($58,510.40 - $64,542.40)<br>Three (3) Sergeants ($76,689.60 - $86,756.80)<br>Two (2) Lieutenants ($93,246.40 - $95,576.00)<br>Three (3) Corporals ($67,808 - $82,617.60)<br>Three (3) Administrative personnel ($36,276.00 - $55,910.40)<br>One (1) Chief ($134,650) |
| | 04 FICA | 84,600 | 6,369 | 34,419 | 50,181 | 41% | FICA Tax at 7.65% |
| | 05 Group Insurance | 220,000 | 20,483 | 92,867 | 127,133 | 42% | PEIA/Health insurance increase from $9K to $12K per month. |
| | 06 Retirement | 140,000 | 11,176 | 59,999 | 80,001 | 43% | Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%) |
| | 07 Police Pension | 64,000 | | 21,781 | 42,219 | 34% | Legacy CTPD Retirement System |
| | 08 Overtime | 210,000 | 19,456 | 93,675 | 116,325 | 45% | |
| | 09 OPEB | 48,000 | 3,593 | 19,183 | 28,817 | 40% | 457(b) Deferred Compensation 3% |
| | 10 Prior Year SS Exemption Correction | - | (445) | 125 | (125) | | |
| | 11 Telephone | 48,500 | 1,630 | 10,062 | 38,438 | 21% | |
| | 13 Utilities | 48,000 | 4,984 | 17,090 | 30,910 | 36% | Electric and Internet Service, increase in FY254. |
| | 14 Travel | 4,000 | 374 | 1,199 | 2,801 | 30% | |
| | 15 R&M Building & Grounds | 2,200 | | 358 | 1,842 | 16% | Lights, Paint, Air Filters, Electrical supplies, Batteries |
| | 16 R&M Equipment | 4,500 | | 4,398 | 102 | 98% | Generator Service |
| | 17 R&M Auto | 43,000 | 4,294 | 13,927 | 29,073 | 32% | Oil changes, Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, Tires, etc. |
| | 18 Postage | 1,300 | 386 | 394 | 906 | 30% | |
| | 19 Building & Equipment Rental | 100,000 | 280 | 33,040 | 66,960 | 33% | |
| | 20 Advertising/Legal Publications | 5,600 | 870 | 2,328 | 3,273 | 42% | New Hire Ads 3-6 ads in local paper |
| | 21 Training & Education | 20,000 | 332 | 2,827 | 17,173 | 14% | |
| | 22 Dues & Subscriptions | 2,000 | 300 | 360 | 1,640 | 18% | WVCOP Dues, IACP, SRO, Journal |
| | 23 Professional Services | 6,500 | 856 | 1,301 | 5,200 | 20% | Polygraph Exams, Physical Exams, Diagnostic Imaging |
| | 26 Insurance & Bonds | 105,000 | 21,256 | 46,159 | 58,841 | 44% | Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance |
| | 30 Contracted Services | 48,000 | 1,334 | 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 | 0% | |
| | 37 Other Fees & Taxes | 250 | | - | 250 | 0% | 661 George St. Ambulance Fees |
| | 41 Departmental Supplies | 40,000 | 1,674 | 11,159 | 28,841 | 28% | Ammunition, Office Supplies, Cleaning Supplies, Water Delivery |
| | 43 Auto Supplies | 65,000 | 5,294 | 24,215 | 40,785 | 37% | Gas for Police Vehicles |
| | 45 Uniforms | 20,000 | 1,405 | 6,995 | 13,005 | 35% | |
| | 53 Computer Software/Tech | 29,000 | 2,031 | 23,229 | 5,771 | 80% | CAD, Guardian Tracking, Police One Academy, Powerdms, POSS-Essentials |
| | **Total Police Dept** | **2,867,498** | **216,510** | **1,144,092** | **1,723,406** | **40%** | |

| | DEPARTMENT LINE ITEMS | | | | | | NOTES AND EXPLANATIONS |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | **Police-Special Duty Crossing Guard - 704** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 03 Salaries | 34,803 | 3,147 | 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 | 241 | 843 | 1,757 | 32% | |
| | 26 Insurance & Bonds | 1,750 | 378 | 821 | 929 | 47% | |
| | 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** | **3,766** | **12,684** | **27,219** | **32%** | |
| | **Total Police and Crossing Guards** | **2,907,401** | **220,275** | **1,156,776** | **1,750,625** | | |
| | | | | | | | |
| | **Dog Warden - 707** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | Contributions | 1,600 | | - | 1,600 | 0% | City passes along the dog tag fees to the County |
| | **Total Dog Warden** | **1,600** | **-** | **-** | **1,600** | **0%** | |
| | | | | | | | |

| | DEPARTMENT LINE ITEMS | | | | | | NOTES AND EXPLANATIONS |
|---|---|---|---|---|---|---|---|
| | **Maintenance - 750** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 03 Salaries | 263,643 | 18,738 | 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 | 21,491 | 1,489 | 8,351 | 13,140 | 39% | FICA @ 7.65% |
| | 05 Group Insurance | 29,000 | 2,472 | 12,153 | 16,847 | 42% | Health, Dental, Vision, Life, Employee Assistance Program |
| | 06 Retirement | 23,728 | 1,752 | 9,659 | 14,069 | 41% | 9% Employer Contribution |
| | 08 Overtime | 12,500 | 731 | 4,709 | 7,791 | 38% | |
| | 09 OPEB | 7,909 | 369 | 1,993 | 5,916 | 25% | 3% Deferred Compensation Employer Contribution |
| | 11 Telephone | 3,000 | 1,787 | 1,846 | 1,154 | 62% | Field staff equipped with cell phones |
| | 13 Utilities | 140,000 | 39,560 | 60,165 | 79,835 | 43% | 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 | 3,598 | 22,446 | 11,554 | 66% | General maintenance of city buildings. |
| | 16 R&M Equipment | 15,000 | 150 | 514 | 14,486 | 3% | 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 | 46 | 4,087 | 5,913 | 41% | Regular maintenance of department vehicles. |
| | 19 R&M Bldg and Equip Rental | - | 122 | 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 | 500 | | 185 | 315 | 37% | Camera subscription and CDL License Fees |
| | 23 Professional Services | 500 | | 104 | 396 | 21% | CDL physicals |
| | 26 Insurance & Bonds | 19,000 | 3,608 | 7,835 | 11,165 | 41% | Liability, Worker's Comp, Vehicle Insurance |
| | 30 Contracted Services | 49,000 | 1,568 | 15,535 | 33,465 | 32% | Trash Service, Box Rental Fees, Contractor for Tree Services, Snow Removal and Salt |
| | 41 Departmental Supplies | 41,000 | 12,579 | 20,677 | 20,323 | 50% | General maintenance annual supplies. |
| | 43 Auto Supplies (Gas, Oil & Tires) | 28,000 | 2,301 | 10,881 | 17,119 | 39% | Other city vehicle maintenance. |
| | 45 Uniforms | 11,000 | 796 | 8,689 | 2,311 | 79% | Cintas service cost increase |
| | 53 Software/Tech | - | | - | - | | |
| | 59 Capital Outlay | - | | - | - | | Elevator repairs, HVAC repairs, tires, various equipment. |
| | **Total Streets** | **710,771** | **91,664** | **294,399** | **416,372** | **41%** | |

| | DEPARTMENT LINE ITEMS | | | | | | NOTES AND EXPLANATIONS |
|---|---|---|---|---|---|---|---|
| | **Visitor's Center - 901** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 13 Utilities | - | | - | - | | Electric Service for Rouss Hall - moved to City Hall Utilities per State Auditor's budget |
| | 15 R&M - Building & Grounds | - | | - | - | | |
| | 23 Professional Services | - | | - | - | | |
| | 30 Contracted Services | - | | - | - | | |
| | 41 Departmental Supplies | - | | - | - | | |
| | 66 Contributions | 100,000 | 8,252 | 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** | **8,252** | **35,326** | **64,674** | **35%** | |
| | | | | | | | |
| | **Fairs/Festivals - 903** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 19 Bldg & Equipment Rental | - | | - | - | | No longer needed, we bought a generator. |
| | 20 Advertising/Legal Publications | 2,000 | | 50 | 1,950 | 3% | |
| | 30 Contracted Services | 36,000 | | 2,518 | 33,482 | 7% | **WV Fest**<br>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)<br>**Car Show**<br>Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Labor ($700)<br>**Halloween**<br>Labor ($146)<br>**Christmas Parade**<br>Labor ($146) |
| | 38 Refunds | - | | 85 | (85) | | |
| | 41 Departmental Supplies | 22,000 | 614 | 6,569 | 15,431 | 30% | **WV Fest**<br>Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300)<br>**Car Show**<br>Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500)<br>**General**<br>Welcome bags for new residents ($1,000), Candy ($325), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs<br>**Christmas Wreaths - $3,000** |
| | 52 Computer Software | 1,300 | | - | 1,300 | 0% | Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV. |
| | 68 Contributions | 4,000 | | 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** | **614** | **12,522** | **52,778** | **19%** | |

| | DEPARTMENT LINE ITEMS | | | | | | NOTES AND EXPLANATIONS |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | **Transfers - 960/698 SAO** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | 01 Transfers to Capital Reserve - Repaving | 130,000 | 13,984 | 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 | 3,714,452 | | 3,714,452 | - | 100% | $659,452 Revenue/Loss Allowance |
| | 03 Transfers Out - Parks & Rec | 120,000 | (11,748) | 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 | - | 100% | |
| | 11 Transfers to Capital Reserve - Table Games | 850,000 | 109,731 | 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** | **5,077,771** | **111,967** | **4,359,328** | **718,443** | **86%** | |
| | | | | | | | |
| | **General Government - 975** | **Current Budget** | **November 2024** | **FY 2025 YTD Actual** | **FY 2025 Budget Balance** | **% Over/Under Budget** | **Approved Budget Notes and Explanations** |
| | Contributions | - | | - | - | | |
| | **Total General Government** | **-** | **-** | **-** | **-** | | |
| | | | | | | | |
| | **Total Expenses** | **12,265,789** | **833,879** | **7,169,429** | **5,096,360** | | **Provides for comparable year-over-year comparision of operating costs** |
| | | | | | | | |
| | **Surplus or Deficit** | **(0)** | **(277,241)** | **1,539,974** | **(1,539,974)** | | |

the city of Charles Town, WV

# FY 2025 Capital Reserve Budget - November Budget to Actual

Approved : 08-05-2024

## CAPITAL BUDGET REVENUES

| *REVENUES* | *ENCUMBERED* | *FY 2025 CURRENT BUDGET* | *NOVEMBER 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 | | $ 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 | $ 26,532 | $ 142,036 | $ (42,036) | 142% | Estimated based on FY2024 receipts |
| **36800 Contributios from GF** - Lottery / Gaming Revenue | | $ 850,000 | $ 96,694 | $ 262,797 | $ 587,203 | 31% | 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** | **$ 123,226** | **$ 9,034,132** | **$ 571,535** | **94%** | |

FC Report 8 Jan 2025
Attachment (2)
10 Pages

| CAPITAL BUDGET EXPENSES | | | | | | | |
|---|---|---|---|---|---|---|---|
| ***EXPENDITURES*** | ***ENCUMBERED*** | ***FY 2025 CURRENT BUDGET*** | ***NOVEMBER 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 | | $ 5,484 | $ 4,516 | 55% | 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 | $ (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** | **$ -** | **$ 127,635** | **$ 548,155** | **19%** | |

| *EXPENDITURES* | *ENCUMBERED* | *FY 2025 CURRENT BUDGET* | *NOVEMBER 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 | $ 53,106 | $ 56,827 | $ 173 | 100% | Funding requested: $3723 for 18 Monadnock batons and pouches and $53,107 for 18 tasers. |
| **976-60 Public Safety Capital Outlay Equipment** - Traffic Safety Equipment | | $ 44,700 | | $ 44,699 | $ 1 | 100% | Funding requested: $37,610 for 2 trailerable traffic signs; $1200 for 20 portable barricades; $2660 for 10 temporary signs and holders; $3230 for 100 traffic cones with lettering. This equipment will be jointly used with the maintancence department. |
| **976-62 Public Safety -** Parking Meters | | $ 10,700 | $ 10,331 | $ 10,331 | $ 370 | 97% | Routine replacement of a portion of the parking meters (24) in the downtown parking district. |
| **TOTAL PUBLIC SAFETY** | **$ -** | **$ 283,700** | **$ 63,436** | **$ 280,194** | **$ 3,506** | **99%** | |

| *EXPENDITURES* | *ENCUMBERED* | *FY 2025 CURRENT BUDGET* | *NOVEMBER 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 | $ 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 | | $ 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 | $ 16,000 | $ 16,000 | $ 84,000 | 16% | |
| **977-58 Streets & Transportation Capital Outlay Other Improvements** - ADA sidewalks & stormwater drain for Lawrence/Congress | | $ 60,000 | | $ - | $ 60,000 | 0% | Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding. |
| **977-58 Streets & Transportation Capital Outlay Other Improvements** -West End connector | | $ - | | $ - | $ - | | Design and fund construction documents of Mordington Ave sidewalk from S George St to S West St. - pending grant. |
| **977-58 Streets & Transportation Capital Outlay Other Improvements -** Flower planters | $ 5,000 | $ 5,000 | | $ 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 | $ 11,801 | $ 38,730 | $ 76,270 | 34% | 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 | $ 655 | $ 21,431 | $ 3,569 | 86% | Beneficial for events and watering flowers. |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **977-61 Streets & Transportation Capital Outlay Stormwater Improvements** - Basic Stormwater Improvements | | $ - | | $ - | $ - | | ACKNOWLEDGED IMPROVEMENT LOCATIONS - Install new sidewalk drain in 200 block of W. Washington (design completed - SW project); design improvements for 100 block of Shutter St; 400 block of S. Samuel, and culvert at 4th and Hunter |
| **977-61 Streets & Transportation Capital Outlay Stormwater Improvements** - Charles Street Flooding | | $ - | | $ - | $ - | | Engineering costs to determine Charles Street flooding mitigation. |
| **977-61 Streets & Transportation Capital Outlay Stormwater Improvements** - Green Infrastructure Master Plan | | $ 204,000 | | $ - | $ 204,000 | 0% | This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. |
| **977-61 Streets & Transportation Capital Outlay Stormwater Improvements** - Samuel St. Emergency Repair | | | $ 20,225 | $ 20,225 | $ (20,225) | | |
| **TOTAL STREETS & TRANSPORTATION** | **$ 158,000** | **$ 1,053,500** | **$ 48,681** | **$ 132,789** | **$ 920,711** | **13%** | |

| *EXPENDITURES* | *ENCUMBERED* | *FY 2025 CURRENT BUDGET* | *NOVEMBER 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 | | $ 57,936 | $ 2,064 | 97% | |
| **979-58 Culture & Recreation Other Improvements** - Safety Lighting | | $ 10,000 | | $ - | $ 10,000 | 0% | |
| **979-58 Culture & Recreation Other Improvements** - JMP Tennis Court ground penetrating radar | | $ 20,000 | $ 4,900 | $ 4,900 | $ 15,100 | 25% | |
| **979-58 Culture & Recreation Other Improvements** - Skate Park | | $ - | | $ - | $ - | | Purchase and installation of mobile pump track. Finance Committee recommends including in CIP plan. |
| **979-58 Culture & Recreation Other Improvements** - Skate Park Mural and benches | | $ 40,000 | $ 5,965 | $ 18,488 | $ 21,512 | 46% | |
| **979-58 Culture & Recreation Other Improvements** - Arts & Culture - Historical Signs | | $ 20,000 | $ 2,694 | $ 2,694 | $ 17,306 | 13% | Finance Committee recommends including in CIP plan. |
| **979-58 Culture & Recreation Other Improvements** - Wayfinding signage - 3-year program | $ 100,000 | $ 97,400 | | $ - | $ 97,400 | 0% | CDD REQUEST $100K for wayfinding signage implementation phase 1 cost (3 years of phases) (request related to 2023 CTNOW ARPA Request) |
| **979-59 Culture & Recreation Equipment** - JMP Slide | | $ 14,200 | | $ - | $ 14,200 | 0% | |
| **TOTAL CULTURE AND RECREATION** | **$ 100,000** | **$ 775,100** | **$ 13,559** | **$ 84,018** | **$ 691,082** | **11%** | |
| 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** | **$ 125,677** | **$ 624,636** | **$ 8,981,031** | **7%** | |
| **REVENUES OVER EXPENSES** | | **$ -** | **$ (2,451)** | **$ 8,409,496** | **$ (8,409,496)** | | |

## *REPAVING BUDGET*

| *REVENUES* | *FY 2025 CURRENT BUDGET* | *NOVEMBER 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 | $ 13,037 | $ 66,909 | $ 63,091 | 51% | Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving |
| **TOTAL REVENUES** | **$ 1,602,865** | **$ 13,037** | **$ 1,539,774** | **$ 63,091** | **96%** | |
| *EXPENDITURES* | *FY 2025 CURRENT BUDGET* | *NOVEMBER 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** | **$ -** | **$ 3,079,548** | **$ 1,602,865** | **192%** | |
| **REVENUES OVER EXPENSES** | **$ -** | **$ 13,037** | **$ (1,539,774)** | **$ (1,539,774)** | | |

## *GRANT PROJECTS BUDGET*

| | *ENCUMBERED* | *COUNCL APPROVED* | *FY 2025 CURRENT BUDGET* | *NOVEMBER 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 | $ 71,109 | $ 133,865 | $ (54,815) | 169% | 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** | **$ 71,109** | **$ 133,865** | **$ (54,815)** | **169%** | |
| **COPS GRANT REVENUES OVER EXPENSES** | **$ -** | **$ -** | **$ -** | **$ (71,109)** | **$ (126,521)** | **$ 126,521** | | |

| | ENCUMBERED | COUNCL APPROVED | FY 2025 CURRENT BUDGET | NOVEMBER 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 | NOVEMBER 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 | $ 980 | $ 5,654 | $ 700,120 | 1% | $750,000 Est Construction Cost - FEMA Match = $305,774; Chesapeake Match = 0.00 |
| **TOTAL EXPENSES** | **$ -** | **$ 705,774** | **$ 705,774** | **$ 980** | **$ 5,654** | **$ 700,120** | **1%** | |
| **LIBERTY STREET FLOODING REVENUES OVER EXPENSES** | **$ -** | **$ -** | **$ -** | **$ (980)** | **$ 700,120** | **$ (700,120)** | | |

| | ENCUMBERED | COUNCL APPROVED | FY 2025 CURRENT BUDGET | NOVEMBER 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<br>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** | **$ -** | | |

HOXTON
PLANNING & MANAGEMENT

# Investor Statement

December 31, 2024

**Prepared for**

**City Of Charles Town**

**Advisor**

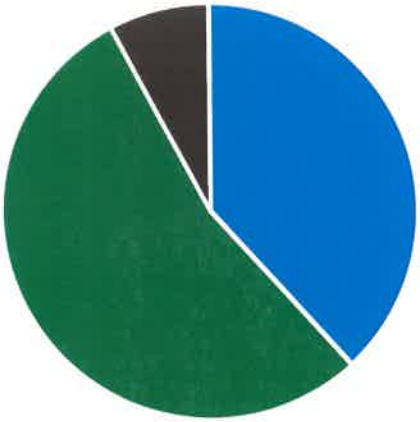
**Hoxton Planning & Management, LLC**

FC Report 8 Jan 2025
Attachment (3)
7 pages

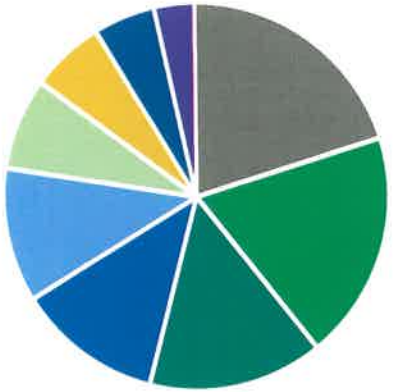
# Aggregate Overview

## All Accounts

### Portfolio Asset Allocation



| Asset Category | Allocation |
|---|---|
| Equity | 38.25 % |
| Bond | 53.99 % |
| Money Market | 7.75 % |



| Asset Class | Allocation |
|---|---|
| Corporate Bond | 20.20 % |
| Treasury Bond | 19.13 % |
| Agency Bond | 14.67 % |
| Large Growth | 12.21 % |
| Large Value | 11.22 % |
| Money Market-Taxable | 7.75 % |
| Foreign Large Blend | 6.22 % |
| Mid Cap Blend | 5.17 % |
| Small Core | 3.42 % |

### Client Group Summary

| Start Date | Jan 1, 2024 |
|---|---|
| Total Value | $539,314.09 |
| Net Investment | $379,601.24 |

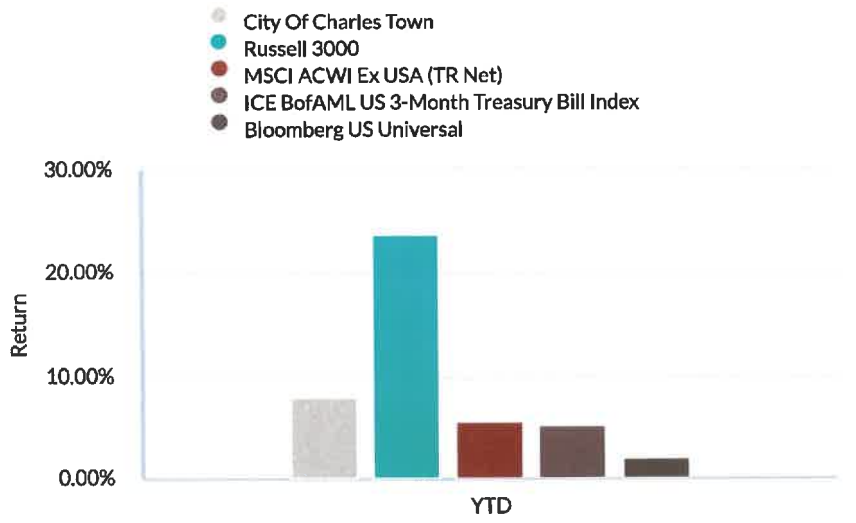
| Performance | This Quarter | Year-to-Date | 1/1/2024 to 12/31/2024 |
|---|---|---|---|
| TWRR | 0.08 % | 8.01 % | 8.01 % |

| Accounts / Benchmarks | Market Value | Net Investment | Qtr to Date | Year to Date | Trailing 1 Yr | Trailing 3 Yrs | Trailing 5 Yrs | 1/1/2024 - 12/31/2024 |
|---|---|---|---|---|---|---|---|---|
| City of Charles Town Police Pension \| Trust\| XXX-XX6846 | $539,314.09 | $379,601.24 | Incp: Jan 3, 2017 | | | | | |
| Unassigned | - | - | 0.08 % | 8.01 % | 8.01 % | 2.36 % | 4.09 % | 4.48 % |

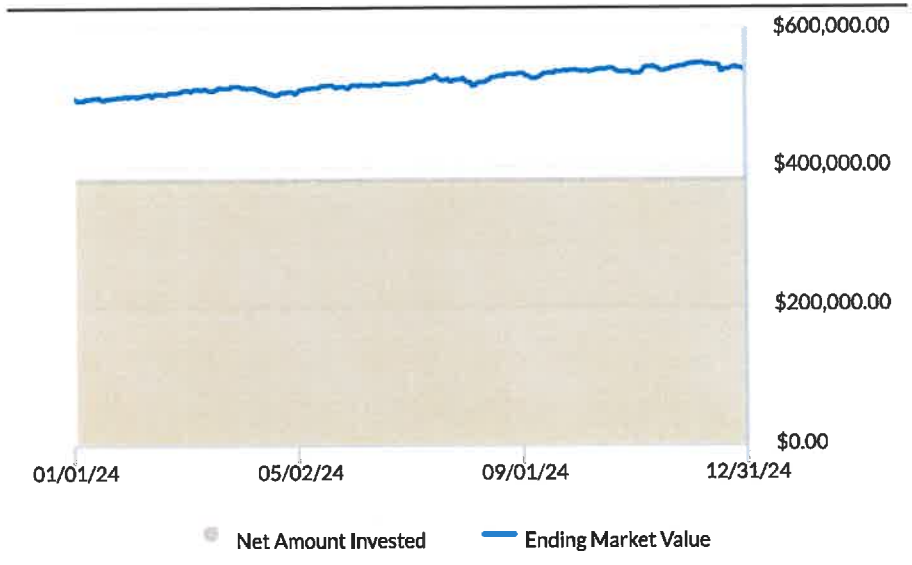
# Aggregate Overview

## All Accounts

### Performance Summary




### Market Value vs. Net Investment



# Aggregate Overview

## All Accounts

### Quarterly Performance Statistics

| | QTD | YTD | Rolling 1-Year | Rolling 10-Year | Rolling 5-Year | Inception |
|---|---|---|---|---|---|---|
| City Of Charles Town TWRR | 0.08 % | 8.01 % | 8.01 % | - | 4.09 % | 4.48 % |
| Russell 3000 | 2.63 % | 23.81 % | 23.81 % | - | 13.86 % | 14.14 % |
| MSCI ACWI Ex USA (TR Net) | -7.60 % | 5.53 % | 5.53 % | - | 4.10 % | 6.21 % |
| ICE BofAML US 3-Month Treasury Bill Index | 1.17 % | 5.25 % | 5.25 % | - | 2.46 % | 2.17 % |
| Bloomberg US Universal | -2.73 % | 2.04 % | 2.04 % | - | 0.06 % | 1.63 % |

### Periodic Performance Statistics

| | QTD (10/1/2024 - 12/31/2024) | YTD (1/1/2024 - 12/31/2024) | Rolling 1-Year (1/1/2024 - 12/31/2024) | Rolling 10-Year (1/3/2017 - 12/31/2024) | Rolling 5-Year (1/1/2020 - 12/31/2024) | Inception (1/3/2017 - 12/31/2024) |
|---|---|---|---|---|---|---|
| City Of Charles Town TWRR | 0.08 % | 8.01 % | 8.01 % | - | 4.09 % | 4.48 % |
| Russell 3000 | 2.63 % | 23.81 % | 23.81 % | - | 13.86 % | 14.14 % |
| MSCI ACWI Ex USA (TR Net) | -7.60 % | 5.53 % | 5.53 % | - | 4.10 % | 6.21 % |
| ICE BofAML US 3-Month Treasury Bill Index | 1.17 % | 5.25 % | 5.25 % | - | 2.46 % | 2.17 % |
| Bloomberg US Universal | -2.73 % | 2.04 % | 2.04 % | - | 0.06 % | 1.63 % |

# Holdings

## All Accounts

| Holdings Summary | Total % | Total |
|---|---|---|
| Market Value | 100.00 % | $539,314.09 |
| Bond | 100.00 % | $291,197.10 |
| Mutual Fund | 100.00 % | $41,804.90 |
| Stock/ETF | 100.00 % | $206,312.09 |

| Unrealized[14] | Gains | Losses | Total |
|---|---|---|---|
| | $113,774.94 | -$11,093.72 | $102,681.22 |

| Bond | Price | Units Owned | Market Value | % of Total | Style | Cost Basis | Gain / Loss | Yield |
|---|---|---|---|---|---|---|---|---|
| Comcast Corp New Note Call Make Whole 4.55% 1/15/2029 \| 20030NED9 | $0.99 | 25,000.00 | $24,754 | 4.59 % | Corporate Bond | $24,340 | $414 | 4.60 % |
| Duke Energy FL Llc Bond 3.20% 1/15/2027 \| 26444HAC5 | $0.97 | 15,000.00 | $14,605 | 2.71 % | Corporate Bond | $14,102 | $502 | 3.29 % |
| FFCB Bond 5.30% 8/25/2026 \| 31331VHD1 | $1.02 | 30,000.00 | $30,466 | 5.65 % | Agency Bond | $35,802 | -$5,336 | 5.22 % |
| FHLMC Ser Benchmark 0.00% 9/23/2025 \| 3137EAEX3 | $0.97 | 50,000.00 | $48,626 | 9.02 % | Agency Bond | $49,864 | -$1,238 | 0.39 % |
| Invesco Fin Plc Sr Note 3.75% 1/15/2026 \| 46132FAD2 | $0.99 | 25,000.00 | $24,739 | 4.59 % | Corporate Bond | $24,881 | -$143 | 3.79 % |
| Merck & Co Inc Bond 2.75% 2/10/2025 \| 58933YAR6 | $1.00 | 20,000.00 | $19,962 | 3.70 % | Corporate Bond | $20,629 | -$667 | 2.76 % |
| US Treasury Note 1.50% 1/31/2027 \| 912828Z78 | $0.95 | 30,000.00 | $28,371 | 5.26 % | Treasury Bond | $27,129 | $1,242 | 1.59 % |
| US Treasury Note 2.00% 8/15/2025 \| 912828K74 | $0.99 | 15,000.00 | $14,792 | 2.74 % | Treasury Bond | $14,500 | $292 | 2.03 % |

| Bond | Price | Units Owned | Market Value | % of Total | Style | Cost Basis | Gain / Loss | Yield |
|---|---|---|---|---|---|---|---|---|
| US Treasury Note 4.25% 5/31/2025 \| 91282CHD6 | $1.00 | 60,000.00 | $59,985 | 11.12 % | Treasury Bond | $59,794 | $191 | 4.25 % |
| Wal-Mart Stores 3.55% 6/26/2025 \| 931142ED1 | $1.00 | 25,000.00 | $24,899 | 4.62 % | Corporate Bond | $28,609 | -$3,710 | 3.56 % |

| Stock/ETF | Price | Units Owned | Market Value | % of Total | Style | Cost Basis | Gain / Loss | Yield |
|---|---|---|---|---|---|---|---|---|
| iShares Core S&P Small-Cap ETF \| IJR | $115.22 | 160.00 | $18,435 | 3.42 % | Small Core | $8,082 | $10,353 | 2.05 % |
| iShares MSCI EAFE ETF \| EFA | $75.61 | 444.00 | $33,571 | 6.22 % | Foreign Large Blend | $27,837 | $5,734 | 3.24 % |
| iShares Russell 1000 Growth ETF \| IWF | $401.58 | 164.00 | $65,859 | 12.21 % | Large Growth | $15,126 | $50,734 | 0.35 % |
| iShares Russell 1000 Value ETF \| IWD | $185.13 | 327.00 | $60,538 | 11.22 % | Large Value | $31,994 | $28,543 | 1.35 % |
| SPDR S&P Mid Cap 400 Trust \| MDY | $569.58 | 49.00 | $27,909 | 5.17 % | Mid Cap Blend | $12,139 | $15,770 | 1.18 % |

| Cash Balance | Market Value | % of Total |
|---|---|---|
| Fidelity Government Cash Reserves | $41,805 | 100.00 % |

## Report Disclaimer

Hoxton Planning & Management, LLC is a registered investment adviser. This supplemental report is provided for informational purposes only; please refer to your account statement(s) or other custodian provided statement for the official records of your account(s). The information contained herein has been obtained from sources we believe to be reliable, but we do not guarantee its accuracy or completeness. The information contained herein is only for accounts that Hoxton has agreed to manage per your investment management agreement. You should always contact us immediately if there are any changes in your financial situation or investment objectives or if you wish to add or modify any reasonable restrictions to the management of your account. All market values include any accrued income earned unless otherwise noted. Performance returns are calculated using time-weighted rate of returns, net of fees. All returns less than one year are cumulative and not annualized.

HOXTON
PLANNING & MANAGEMENT

# Investor Statement

December 31, 2024

**Prepared for**

## City Of Charles Town

**Advisor**

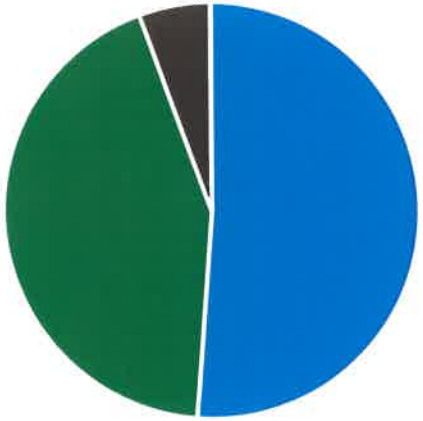
## Hoxton Planning & Management, LLC

FC Report 8 Jan 2025
Attachment (4)
8 pages

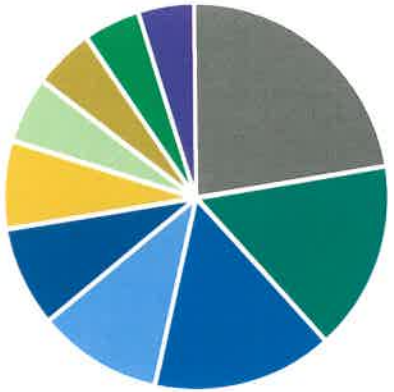
# Aggregate Overview

## All Accounts

### Portfolio Asset Allocation



| Asset Category | Allocation |
|---|---|
| Equity | 51.21 % |
| Bond | 43.22 % |
| Money Market | 5.57 % |



| Asset Class | Allocation |
|---|---|
| Corporate Bond | 22.49 % |
| Agency Bond | 15.93 % |
| Large Growth | 15.10 % |
| Large Value | 10.51 % |
| Mid Cap Blend | 8.39 % |
| Foreign Large Blend | 7.37 % |
| Money Market-Taxable | 5.57 % |
| Foreign Small/Mid Blend | 5.13 % |
| Treasury Bond | 4.80 % |
| Small Core | 4.71 % |

### Client Group Summary

| Start Date | Jan 3, 2017 |
|---|---|
| Total Value | $787,399.20 |
| Net Investment | $516,223.17 |

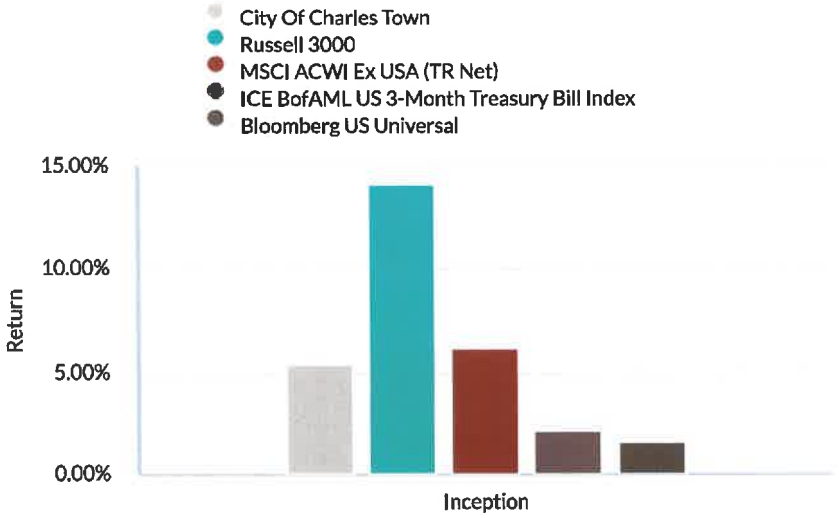
| Performance | This Quarter | Year-to-Date | 1/3/2017 to 12/31/2024 |
|---|---|---|---|
| TWRR | -0.36 % | 9.16 % | 5.41 % |

| Accounts / Benchmarks | Market Value | Net Investment | Qtr to Date | Year to Date | Trailing 1 Yr | Trailing 3 Yrs | Trailing 5 Yrs | 1/3/2017 - 12/31/2024 |
|---|---|---|---|---|---|---|---|---|
| City Of Charles Town \| Corporation\| XXX-XX9959 | $787,399.20 | $516,223.17 | Incp: Jan 3, 2017 | | | | | |
| Unassigned | - | - | -0.36 % | 9.16 % | 9.16 % | 2.08 % | 4.91 % | 5.41 % |

# Aggregate Overview

## All Accounts

### Performance Summary




### Market Value vs. Net Investment



# Aggregate Overview

## All Accounts

### Quarterly Performance Statistics

| | QTD | YTD | Rolling 1-Year | Rolling 10-Year | Rolling 5-Year | Inception |
|---|---|---|---|---|---|---|
| City Of Charles Town TWRR | -0.36 % | 9.16 % | 9.16 % | - | 4.91 % | 5.41 % |
| Russell 3000 | 2.63 % | 23.81 % | 23.81 % | - | 13.86 % | 14.14 % |
| MSCI ACWI Ex USA (TR Net) | -7.60 % | 5.53 % | 5.53 % | - | 4.10 % | 6.21 % |
| ICE BofAML US 3-Month Treasury Bill Index | 1.17 % | 5.25 % | 5.25 % | - | 2.46 % | 2.17 % |
| Bloomberg US Universal | -2.73 % | 2.04 % | 2.04 % | - | 0.06 % | 1.63 % |

### Periodic Performance Statistics

| | QTD (10/1/2024 - 12/31/2024) | YTD (1/1/2024 - 12/31/2024) | Rolling 1-Year (1/1/2024 - 12/31/2024) | Rolling 10-Year (1/3/2017 - 12/31/2024) | Rolling 5-Year (1/1/2020 - 12/31/2024) | Inception (1/3/2017 - 12/31/2024) |
|---|---|---|---|---|---|---|
| City Of Charles Town TWRR | -0.36 % | 9.16 % | 9.16 % | - | 4.91 % | 5.41 % |
| Russell 3000 | 2.63 % | 23.81 % | 23.81 % | - | 13.86 % | 14.14 % |
| MSCI ACWI Ex USA (TR Net) | -7.60 % | 5.53 % | 5.53 % | - | 4.10 % | 6.21 % |
| ICE BofAML US 3-Month Treasury Bill Index | 1.17 % | 5.25 % | 5.25 % | - | 2.46 % | 2.17 % |
| Bloomberg US Universal | -2.73 % | 2.04 % | 2.04 % | - | 0.06 % | 1.63 % |

# Holdings

## All Accounts

| Holdings Summary | Total % | Total |
|---|---|---|
| Market Value | 100.00 % | $787,399.20 |
| Bond | 100.00 % | $340,336.85 |
| Mutual Fund | 100.00 % | $43,819.74 |
| Stock/ETF | 100.00 % | $403,242.61 |

| Unrealized[14] | Gains | Losses | Total |
|---|---|---|---|
| | $186,227.29 | -$18,513.58 | $167,713.71 |

| Stock/ETF | Price | Units Owned | Market Value | % of Total | Style | Cost Basis | Gain / Loss | Yield |
|---|---|---|---|---|---|---|---|---|
| Invesco DWA Emerging Markets Momentum \| PIE | $19.22 | 2,101.00 | $40,381 | 5.13 % | Mid Cap Blend | $36,467 | $3,914 | 2.33 % |
| iShares Core S&P Small-Cap ETF \| IJR | $115.22 | 322.00 | $37,101 | 4.71 % | Small Core | $18,027 | $19,074 | 2.05 % |
| iShares MSCI EAFE ETF \| EFA | $75.61 | 768.00 | $58,068 | 7.37 % | Foreign Large Blend | $49,729 | $8,340 | 3.24 % |
| iShares Russell 1000 Growth ETF \| IWF | $401.58 | 296.00 | $118,868 | 15.10 % | Large Growth | $36,944 | $81,923 | 0.35 % |
| iShares Russell 1000 Value ETF \| IWD | $185.13 | 447.00 | $82,753 | 10.51 % | Large Value | $47,844 | $34,910 | 1.35 % |
| SPDR S&P Mid Cap 400 Trust \| MDY | $569.58 | 116.00 | $66,071 | 8.39 % | Mid Cap Blend | $30,607 | $35,464 | 1.18 % |

| Bond | Price | Units Owned | Market Value | % of Total | Style | Cost Basis | Gain / Loss | Yield |
|---|---|---|---|---|---|---|---|---|
| Deere John Capital Corp Ser H Mtn 1.30% 10/13/ 2026 \| 24422EVW6 | $0.95 | 35,000.00 | $33,122 | 4.21 % | Corporate Bond | $34,394 | -$1,272 | 1.37 % |
| Duke Energy FL Llc Bond 3.20% 1/15/2027 \| | $0.97 | 25,000.00 | $24,341 | 3.09 % | Corporate Bond | $23,503 | $838 | 3.29 % |

| Bond | Price | Units Owned | Market Value | % of Total | Style | Cost Basis | Gain / Loss | Yield |
|---|---|---|---|---|---|---|---|---|
| 26444HAC5 | | | | | | | | |
| FHLB 3.00% 12/11/2026 \| 3130AAJM1 | $0.98 | 50,000.00 | $48,808 | 6.20 % | Agency Bond | $54,646 | -$5,838 | 3.07 % |
| FHLB Ser Wq-2026 0.67% 6/16/2026 \| 3130AKJN7 | $0.95 | 50,000.00 | $47,441 | 6.03 % | Agency Bond | $49,975 | -$2,534 | 0.71 % |
| FHLMC Ser Benchmark 0.00% 9/23/2025 \| 3137EAEX3 | $0.97 | 30,000.00 | $29,175 | 3.71 % | Agency Bond | $29,950 | -$775 | 0.39 % |
| The Connecticut Light and Power Company \| 207597ER2 | $0.99 | 35,000.00 | $34,822 | 4.42 % | Corporate Bond | $35,393 | -$571 | 4.67 % |
| Toyota Mtr Cr Corp Note 4.80% 1/10/2025 \| 89236TKN4 | $1.00 | 35,000.00 | $35,001 | 4.45 % | Corporate Bond | $34,988 | $13 | 4.80 % |
| US Treasury Note 1.50% 1/31/2027 \| 912828Z78 | $0.95 | 40,000.00 | $37,828 | 4.80 % | Treasury Bond | $36,178 | $1,650 | 1.59 % |
| Wal-Mart Stores 3.55% 6/26/2025 \| 931142ED1 | $1.00 | 50,000.00 | $49,798 | 6.32 % | Corporate Bond | $57,222 | -$7,424 | 3.56 % |

| Cash Balance | Market Value | % of Total |
|---|---|---|
| Fidelity Government Cash Reserves | $43,820 | 100.00 % |

## Report Disclaimer

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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-76: Personnel Committee Meeting - January 13, 2025

**ATTACHMENTS:**

- Personnel Committee Report 1-13-25.pdf

# City of Charles Town Personnel Committee Report

January 13, 2025 Meeting

1. **CALL TO ORDER**

   Meeting was called to order at 5:00pm. Persons present: Councilman Micheal George, Councilman Jeff Hynes, Councilman Kevin Tester, City Operations Director Cindy Rezmer, and City Attorney Stephanie Grove

2. **UNFINISHED BUSINESS**

   **2025-62: Employee Handbook Review**

   Committee reviewed section 6.09 Sick Pay. Specifically, the documentation of sick leave. Current policy states a doctor's note may be required for all absences of three days or more… City would like to update policy to state we may request documentation at any time. Council expressed concern about the risk of policy not being applied consistently by supervisors and requested more specifics on when documentation may be requested. Staff will provide option with more definition.

   Second section discussed was 3.07 Overtime Authorization for Non-exempt Employees. Current policy counts annual leave towards calculation of hours worked. Labor law states that hours counted are hours actually worked. Councilman Hynes stated his preference to get more in alignment with the law. Committee approved the addition of annual time to not count toward overtime calculation. This would not go into effect until revised handbook approved by City Council.

3. **NEW BUSINESS**

   **2025-63: Addition of Abuse and Molestation Policy**

   Staff presented two sample policies that were provided by the City's liability insurance provider. Since the City does provide swimming and tennis programs for youth, it is necessary for us to add and implement a policy. Staff is reviewing on-line training option or training may be accomplished via briefings and signed acknowledgements. Committee inquired how would policy apply if it involved a minor to another minor since lifeguards are often under 18 years old. City Attorney Stephanie Grove confirmed that policy would apply to all employees regardless of age. Committee approved of staff moving forward to adopt and implement selected policy.

4. **Meeting adjourned at 5:57pm**

5. **Next Personnel Committee meeting is scheduled for 5:00pm February 10, 2024.**

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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-79: Ordinance Committee Meeting - January 16, 2025

**ATTACHMENTS:**

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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-88: City Manager's Report - January 21, 2025

City Manager's Report - January 21, 2025

**ATTACHMENTS:**

- City_Manager_Report_Jan_16_2025 (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

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

FROM: Alissa Meeks, Director of Community Development

SUBJECT: City Manager's Report

DATE: January 16, 2025

This report is designed to provide information on substantive issues and meaningful project updates on items of importance to the Mayor and City Council. If you have questions about any item or would like additional information, please ask. As a reminder, the City Manager will be out of the office from 1/16/25 and return on 1/27/25. Please contact Alissa Meeks for any questions, needs, or concerns.

**COMMUNITY AND ECONOMIC DEVELOPMENT**

Walks about Nothing – "How a Walk About Nothing Can Change Everything About Public Engagement." This is the title of a recent Strong Towns article highlighting our City's very own outside-the-box approach, created by Liz Cook, to get more of our community excited about and engaged in community development. This article highlights the creative nature that not only our city, but other cities can embrace when we seek public input, involvement and buy-in in a community. Thank You, Liz Cook, for pioneering this initiative.

Permit Tech Position – We have hired Wendy Schutz as the City's permit technician. Wendy brings over 14 years of government and customer service experience with her to the City to include superior knowledge in our MyGovernmentOnline (MGO) Software program. Wendy will start on Tuesday, January 21. Please stop by, introduce yourself and welcome her to the City Hall Team.

Nuisance Property Liens – Our staff attorney, Stephanie Grove, has started to scrub through some of the code enforcement and nuisance property cases and has begun filling liens on behalf of the City to recoup City-expended resources. Examples of liens include: engineering assessments fees, maintenance clean-up expenses, any type of demolition expenses, etc. This will be on-going as Code Enforcement work continues.

E. Washington Street/Jefferson County Properties Update – The City Manager was tasked by Council to have a list of deliverables, and scope presented to the Council, by mid-January 2025, regarding the potential vacancy of the E. Washington Street county properties The City Manager has broached the County Administrator, Ms. Edwina Benites, about the topic on several occasions and the County Administrator has indicated she is not ready to discuss the potential vacant buildings, so no additional information is able to be generated at this time.

Leadership WV – The Director of Community Development, Alissa Meeks, was recently notified of her selection to be a participating member of Class of 2025 Leadership West Virginia. This is a competitive selection process, and the program consists of a seven (7) month long program aimed at specific topics important to WV, leadership training, and getting well-versed in specific areas across the state.

**OPERATIONS & MAINTENANCE**

Request for Proposals RE: City Stormwater Study – The City Manager, Director of Operations, Cindy Rezmer and Director of Maintenance, Jim Wysong, have been meeting and interviewing various engineering firms to make the final engineering selection on the firm who will be conducting the Stormwater Study. The interviews are on-going and the selection will be announced in the coming months.

Snow Removal and Preparation – The Director of Maintenance, Jim Wysong, and his team (Travis, Blaise, & Perry) have been called into action a few times thus far this winter for snow removal with the most recent being Friday, 1/10/25. The team put down pre-treated brine on every street. Jim assessed the streets early morning Saturday and the team continued salting high-traffic areas, main inlets/outlets of developments, the police department and sidewalks. Thank you to your entire team for a job always well done.

**ADMINISTRATIVE**

Municipal Elections – The City's Municipal Election filing period is now open and accepting applications. The filing period will run January 13, 2025 to January 25, 2025. All applications must be received by midnight (12:00am) that day or postmarked by the USPS by Jan 25, 2025. Please note all council candidates must reside in the respective ward they are seeking election.

But-For Process – The City's But-For Process Update will occur at the 2nd meeting in February 2025. Additional information will be forthcoming related to that process.

Opioid Distribution – The City Manager has spoken with the Jefferson County Administrator regarding the Opioid Distribution. The County is non-committal at this juncture. Any additional information will be forthcoming as it is gathered.

Developer Fee Update – The Council requested an update at this meeting regarding aspects related to Home Rule and the City's Developer Fee. The City Manager is not ready to report on the topic.

**FINANCE**

Budget Preparation –The City's Finance Director, Lori Nice, is starting to meet with the City Manager and Department Directors to assemble the 2026 budget. Members of the Finance team will also be attending the State's Budget Workshop in the coming weeks.

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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-69: Legislative Priorities Letter to West Virginia Delegation

**ATTACHMENTS:**

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

Meeting: 01/21/25
Department: City Council
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-77: Infrastructure Retreat Discussion - Agenda Proposal and Date

This agenda item needs to be removed from The Table.

**ATTACHMENTS:**

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

Meeting: 01/21/25
Department: City Council
Category: Information Only
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-78: Martin Luther King/Route 51 Meeting Agenda Update

Martin Luther King/Route 51 Meeting Agenda Update

**ATTACHMENTS:**

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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-80: Potential Vacant County Building Discussion

**ATTACHMENTS:**

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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-67: Charles Washington Hall Rental Agreement

This agenda item needs to be removed from the Table.

**ATTACHMENTS:**

- 2024CWHallDamage.pdf
- 2024CWHallComps.pdf
- 2025CWHallStaffProposalv2.pdf
- 2025CWHALLRentalRulesv2.pdf
- 2025CWHALLRentalRequestREWRITEV2.pdf
- CWH Downtown Business Waiver.pdf

# CW Hall Damage

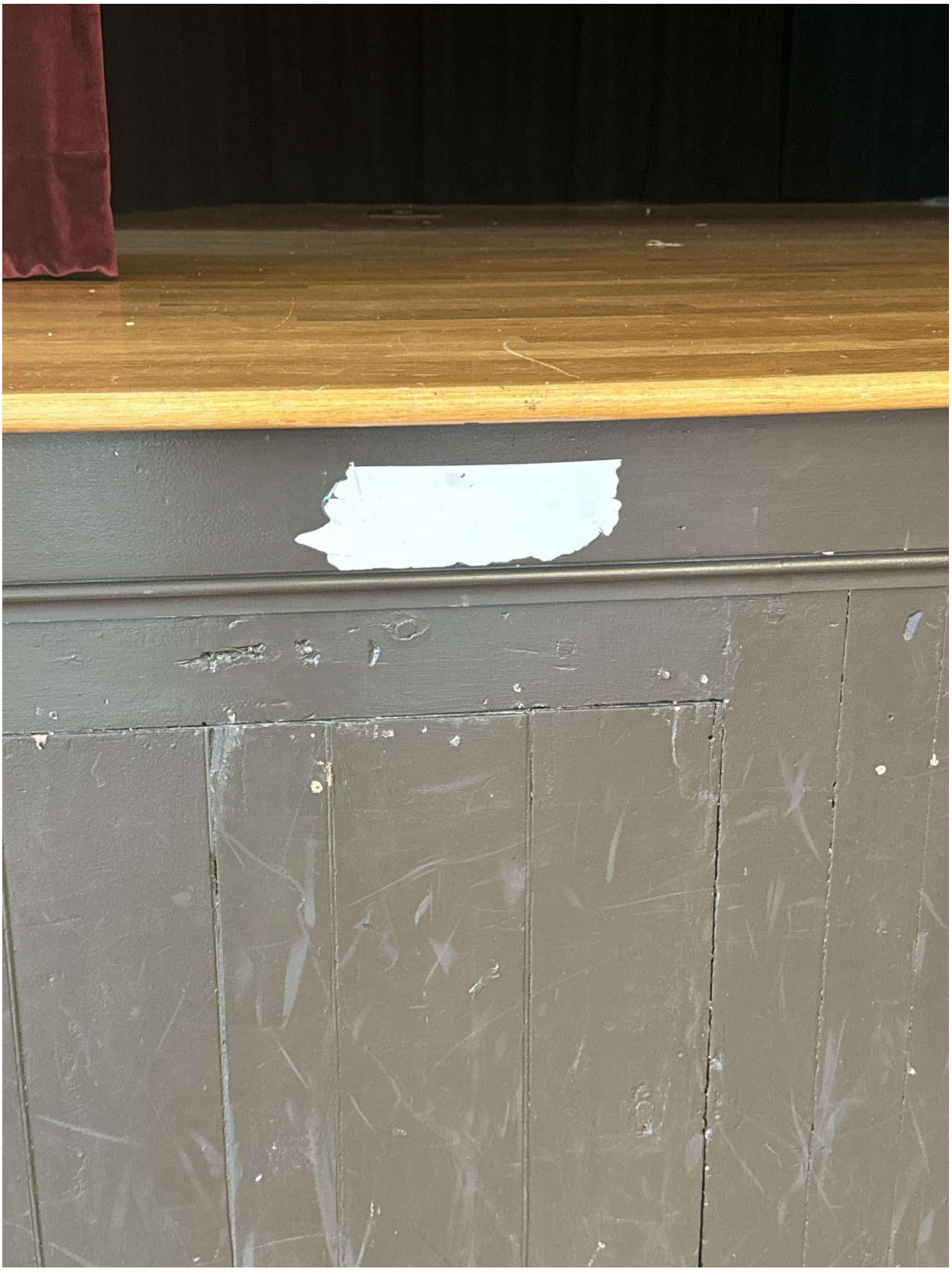
- Binds need replaced
- Paint is peeling on stage and balcony
- Paint is chipped on walls
- Tape has damaged floors
- Walls need cleaned/repainted, multiple scuff marks etc.
- Chalkboard has needed repainted multiple times due to renters using paint instead of chalk













## 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.

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: Resident- $275 per day Non-Resident $375
Weekend: Resident - $450 per day Non-Resident $600

*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 to utilize CW Hall for engaging public events. The fee has been a barrier for many 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 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.

# 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 $200 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 ~~Imust 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 2025

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-Thursday: Residential Rate: $275 Regular Rate $375

Friday-Sunday: Residential Rate $450 Regular Rate $600

**Security Deposit of $200 will be required for all events.

*Non-Profit Discount of $150 per event with proof (501c3 letter from the IRS) of non-profit status which will be required.

*Rental Fee Engagement Waivers are available for Businesses/ Non Profit upon request.

**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
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 an Engagement Fee Waiver For Charles Washington Hall.

Requirements:

- Applicant requesting waiver must be located in the City of Charles Town City Limits.
- Applicant must be current on all licenses with the City of Charles Town.
- 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 must include Charles Town Now as a Co-Host to ensure event is promoted to the public
- 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, including any sales
- 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 serve minimum 50 people.
- Applicant must provide a $200 security deposit.
- If event does not adhere to plan set forth, applicant will not be permitted to complete another waiver for 6 months.
- Event cannot be hosted by a political or religious organization, nor can the event be political or religious in nature.

Please complete the 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? _____

Do you agree to add Charles Town Now as a co-host of the event? _____

Will there be outside vendors? _____

Will there be alcohol sales? _____

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

Meeting: 01/21/25
Department: City Council
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-7: Charles Street Steering Committee Concept Design Presentation

Charles Street Steering Committee Concept Design Presentation

**ATTACHMENTS:**

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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-60: BR2024-14: Norborne Glebe Bond Release - Pool and Amenities

**Proposed Motion:** Approve the Arcadia Land, Inc. bond release request in the amount of $65,461.00 for the community pool, recreational amenities, and parking lot.

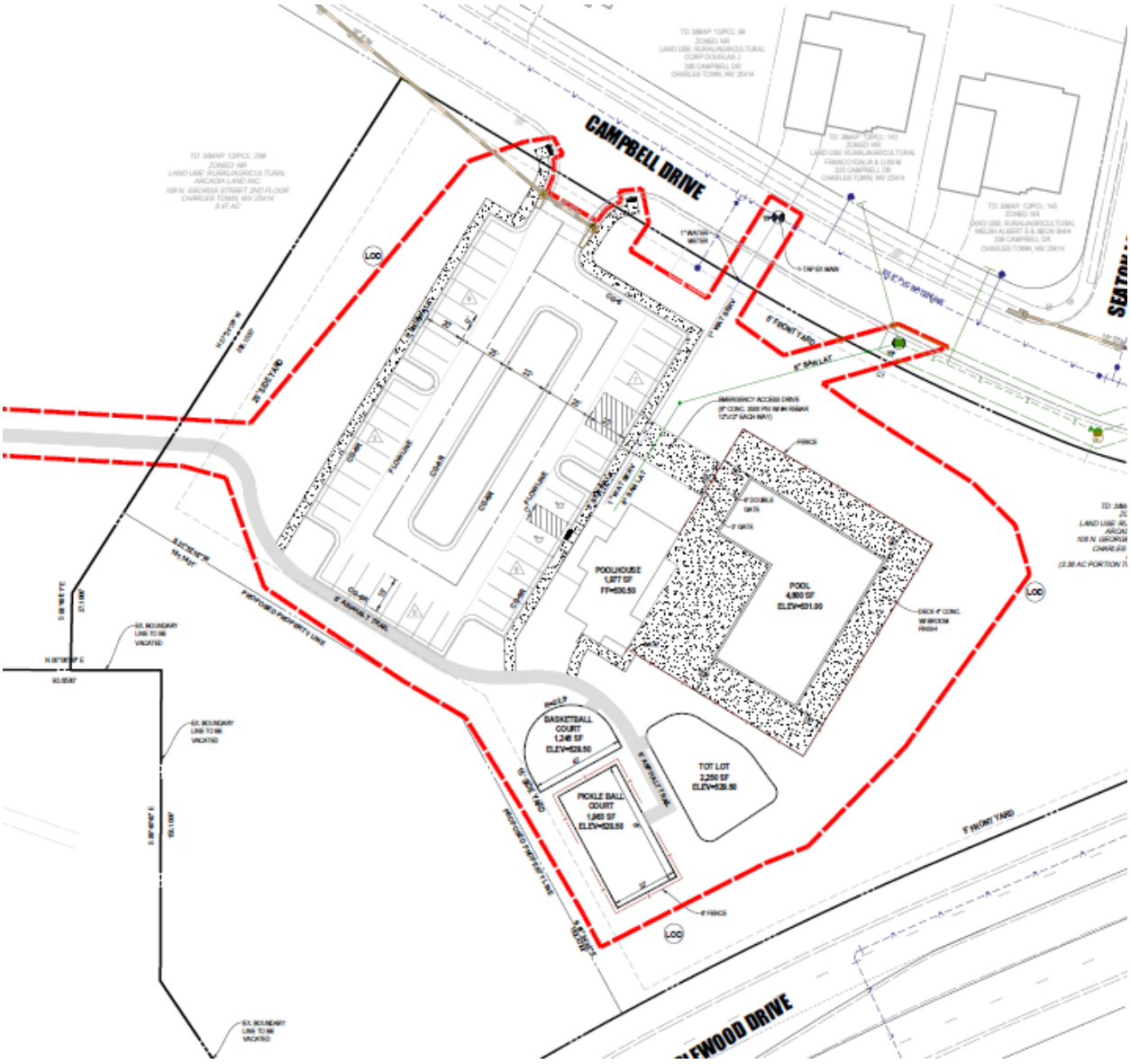
**ATTACHMENTS:**

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Pool As-Built.pdf
- 4._Kimley-Horn-_Memorandum.pdf

**Bond Release Request**
BR2024-14

**Date:** For the January 21, 2025 City Council meeting
**Applicant**: Arcadia Land Inc.
**Report by**: James Newman, City Planner, Zoning/Subdivision Administrator.
**Proposal:** A bond release in the amount of $65,461.00

**Norborne Glebe Pool and Amenities**



**BACKGROUND**

The applicant, Arcadia Land Inc., has submitted a bond release request for the community pool, recreational amenities, and parking lot. The applicant is requesting a bond release in the amount of $65,461.00.

Upon review of the request the City Engineer, Kimley-Horn, has determined that the bond release is a reasonable request, and consistent with the completed scope of work.

**BOND COMMITTEE**

The Bond Committee reviewed this item on December 17, 2024 and recommended approval of the bond release.

**PLANNING COMMISSION**

The Planning Commission reviewed this item at their meeting on December 23, 2024. Following discussion, the Commission recommended approval of the bond release. The Commission requested a checklist be provided by Kimley-Horn marking off each item that was bonded; a memo from Kimley-Horn is attached which explains their bond review process.

**RECOMMENDATION**

Approval of the bond release

**Bond Request No.**_____

# 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 NOVEMBER 8, 20 24

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

☐ Bond | Reallocation ■ Bond | Release**

3. PROJECT NAME NORBORNE GLEBE SWIM CLUB

Address 300 CAMPBELL DRIVE, CHARLES TOWN, WV 25414

4. APPLICANT'S NAME* ARCADIA LAND, INC.

Address 108 N. GEORGE STREET, 2ND FLOOR, CHARLES TOWN, WV 25414

Telephone Number (703) 771-8000 Fax Number ( )

Email Address gendler@arcadiacompanies.com

5. PROPERTY OWNER'S NAME ARCADIA LAND INC.

Address 108 N. GEORGE STREET, 2nd FLOOR, CHARLES TOWN, WV 25414

Telephone Number (703) 771-8000 Fax Number ( )

Email Address gendler@arcadiacompanies.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.**_____

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

Land Disturbance Bond # PB 027 6300 231, Philadelphia Indemnity, $ 65,461 $\frac{00}{xx}$.

7. A) CURRENT BOND AMOUNT $ 65,461$^{00}$

B) PROPOSED BOND AMOUNT $ 0$^{00}$, RELEASE

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

| Tax Map No. | Parcel No. | Deed Book | Page No. | Zoning District |
|---|---|---|---|---|
| SWIM CLUB | 3-12-209.4 | 1173 | 85 | NR |

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 |
|---|---|---|---|

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 8-28-24 Prepared By MORRIS RUCHIE ASSOCIATES

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.**_____

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 _____

Asst Treasurer Date 12/8/2024

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

# NORBORNE GLEBE

## POOL

## PRELIMINARY SUBDIVISION/LAND DEVELOPMENT PLAT

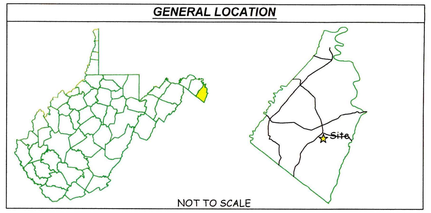
MAJOR SLD 2022-06-SP

CHARLES TOWN CORP. DISTRICT (3) - MAP 12 - PARCEL 215
DEED BOOK 1173 - PAGE 85
CITY OF CHARLES TOWN
JEFFERSON COUNTY, WEST VIRGINIA
ZONED NEIGHBORHOOD RESIDENTIAL (NR)

CORE AS-BUILT




**GENERAL LOCATION**




RECEIVED
JUL 19 2023
BY:

### Sheet List Table


| Sheet Number | Sheet Title |
|---|---|
| 1 | ~~COVER SHEET~~ |
| 2 | GENERAL NOTES |
| 3 | ADJOING OWNER INFORMATION & PHASING KEY |
| 3A | EXISTING CONDITIONS |
| 4 | E&S PHASE I |
| 5 | TRAIL E&S PHASE I |
| 6 | E&S PHASE II |
| 7 | TRAIL E&S PHASE II |
| 8 | E&S NARRATIVE |
| 9 | E&S DETAILS |
| 10 | LAYOUT & UTILITY PLAN |
| 11 | ~~GRADING PLAN~~ |
| 12 | TRAIL LAYOUT PLAN |
| 13 | PRELIMINARY PLAN |
| 14 | UTILITY PROFILES |
| 15 | LANDSCAPE PLAN |
| 16 | CITY OF CHARLES TOWN AND CURB RAMP DETAILS |
| 17 | CTUB DETAILS |
| 18 | LIGHTING PLAN |
| 19 | SITE DETAILS |
| 20 | SWM PLAN |
| 21 | SWM DETAILS |
| 22 | SWM COMPS |


**REVISION NARRATIVE 05/26/2023**
1. ADDED PICKLEBALL COURT.
2. ADDED HALF COURT BASKETBALL.
3. REVISED TRAILS AND SIDEWALKS FOR CONNECTIVITY WITH NEW RECREATIONAL AMENITIES AND TO TIE INTO EXISTING SIDEWALK AND ACCESSIBLE ROUTE.
4. REVISED WATERLINE SERVICE AND SANITARY LATERAL CONNECTION INTO BUILDING.
5. UPDATED LIMITS OF DISTURBANCE AND E&S CONTROLS.


MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
604 SOUTH KING STREET
LEESBURG, VA 20175
PHONE: (703) 994-0047
MRAGTA.COM

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Fax: (540) 722-9528
www.greenwayeng.com
GREENWAY ENGINEERING
PROUDLY SERVING VIRGINIA & WEST VIRGINIA
OFFICES IN: WINCHESTER, VA & MARTINSBURG, WV


### Plan Revisions

| Revision | Date | Comment |
|---|---|---|
| 1 | 05/26/2023 | PER CITY, CTUB, & CLIENT COMMENTS** |
| 2 | 06/01/2023 | PER NPDES PERMIT |
| 3 | 06/14/2023 | PER CTUB COMMENTS |
| 4 | 06/15/2023 | PER CITY COMMENTS |
| 5 | 06/27/2023 | PER CITY COMMENT |

### STATE & LOCAL PERMITS

| AGENCY | PERMIT #/APPROVAL DATE |
|---|---|
| WVDEP | WVR1101047 / 03/28/2022 |
| WVDOH | 05-02-0050 /01-23-2021 |
| | |
| | |

### CALL "MISS UTILITY"

**MISS UTILITY OF WEST VIRGINIA (MUWV) AT 811 OR 1-800-245-4848, 48 HOURS PRIOR TO THE START OF WORK. EXCAVATORS MUST NOTIFY ALL PUBLIC UTILITY OPERATORS WHO MAINTAIN UNDERGROUND UTILITY LINES IN THE AREA OF PROPOSED EXCAVATING OR BLASTING AND HAVE THOSE FACILITIES LOCATED BY THE UTILITY COMPANIES PRIOR TO COMMENCING EXCAVATION. THE EXCAVATOR IS RESPONSIBLE FOR COMPLIANCE WITH ALL COUNTY REQUIREMENTS, WEST VIRGINIA CODE AND REGULATIONS.**

### UTILITY NOTICE (AS NEEDED)

Contractors shall notify all public utility operators who maintain underground utility lines in the area of proposed excavating or blasting at least two (2) working days, but not more than ten (10) working days, prior to commencement of excavation or demolition. Names and telephone numbers of the operators of underground utility lines appear below. These numbers shall also be used to serve in an emergency condition.

Water: Charles Town Utility Board
832 S. George Street
Charles Town, WV 25414
(304) 725-2316

Sewer: Charles Town Utility Board
832 S. George Street
Charles Town, WV 25414
(304) 725-2316

Power: Potomac Edison
P.O.Box 3615
Akron, OH 44309
(800) 686-0011

Phone: Frontier Communications
1108 N. Mildred Street
Ranson, WV 25438
(304) 728-8500

Soil Conservation: Eastern Panhandle Conservation District
151 Aikens Center, Suite 2
Martinsburg, WV 25404
(304) 263-4376

AS-BUILT CERTIFICATION

I, JON K. ERICKSON, DO HEREBY CERTIFY THAT THIS AS-BUILT CONFORMS TO THE APPROVED PLANS, EXCEPT AS SHOWN, WHICH REPRESENTS ACTUAL CONDITIONS ON THIS SITE AS OF THIS DATE

JON K. ERICKSON — WVPS#2302 — AUGUST 28, 2024

**Charles Town - Complete List of Waivers/Variances**

| Ordinance | Section of Ordinance | Description of Waiver or Variance | Date Granted |
|---|---|---|---|
| | | | |

"This property is in an area designated as a special flood area, as shown on Community Map/panel Number 54037C0138E, Effective date 12/18/2009."

## VICINITY MAP

SCALE: 1" = 400'

**OWNER/DEVELOPER**
**ARCADIA LAND, INC**
**108 N. GEORGE STREET 2ND FLOOR**
**CHARLES TOWN, WEST VIRGINIA 25414**
**(443) 286-2786**

### ENGINEER/SURVEYOR'S CERTIFICATION

"The plat represents a survey made by him/her; all Monuments and improvements indicated thereon actually exist, and that their location, size and material are correctly shown; he/she is familiar with all requirements of this Ordinance; and, to his/her best knowledge and belief, all requirements of this Ordinance have been fully complied therewith."

CHRIS BLAIR, PLS — Date
GREENWAY ENGINEERING, INC.

### STATEMENT OF ACCURACY

"The Engineer and/or Surveyor, in signing this plat/plan, attests to the best of his or her knowledge, is plan is complete and accurate."

RANDY L. KEPLER, P.E. — 27 June 2023 — Date
GREENWAY ENGINEERING INC.

### STATEMENT OF ACCEPTANCE

"The developer, in signing this plat/plan, agrees to abide by all conditions, terms and specifications provided heron; and to complete all the improvements required by the Preliminary Plat and Plan or site plan."

ARCADIA LAND, INC. — Date
108 N. GEORGE STREET 2ND FLOOR
CHARLES TOWN, WEST VIRGINIA 25414

### PRELIMINARY PLAN AND PLAT APPROVAL

"This Preliminary Plan was approved by the City of Charles Town, on the 26 day of June, 20 23, subject to any conditions specified hereon.

All expenses incurred with respect to improvements for all utility services, paving, grading, landscaping, curbs, gutters, sidewalks, road lighting, road signs, flood protection devices, drainage structures and all other improvements that may be required shall be the responsibility of the subdivider and not the City.

Secretary of the Planning Commision — 7/28/23 — Date

### APPROVALS

| | | |
|---|---|---|
| PRELIMINARY PLAT APPROVAL | 7/28/23 | DATE |
| PLANNING COMMISSION | 6/26/23 | DATE |
| ZONING ADMINISTRATOR | 7/28/23 | DATE |

THESE PLANS ARE IN CONFORMANCE WITH CITY OF CHARLES TOWN STANDARDS AND ORDINANCES. ANY DEVIATION OR CHANGE IN THESE PLANS SHALL BE APPROVED BY THE ZONING ADMINISTRATOR PRIOR TO CONSTRUCTION

JON K. ERICKSON — LICENSED PROFESSIONAL ENGINEER — 022724 — STATE OF WEST VIRGINIA — 08/28/24

RANDY L. KEPLER — REGISTERED PROFESSIONAL ENGINEER — 027223 — 27 JUNE 2023 — STATE OF WEST VIRGINIA

COVER SHEET
**NORBORNE GLEBE**
**POOL**
**PRELIMINARY SUBDIVISION/LAND DEVELOPMENT PLAT**
**CITY OF CHARLES TOWN-JEFFERSON COUNTY, WV**

DATE: 04/26/2023
SCALE: AS NOTED
DESIGNED BY: AM/CW
FILE NO. 4542A
SHEET 1 OF 22
22-06-SP

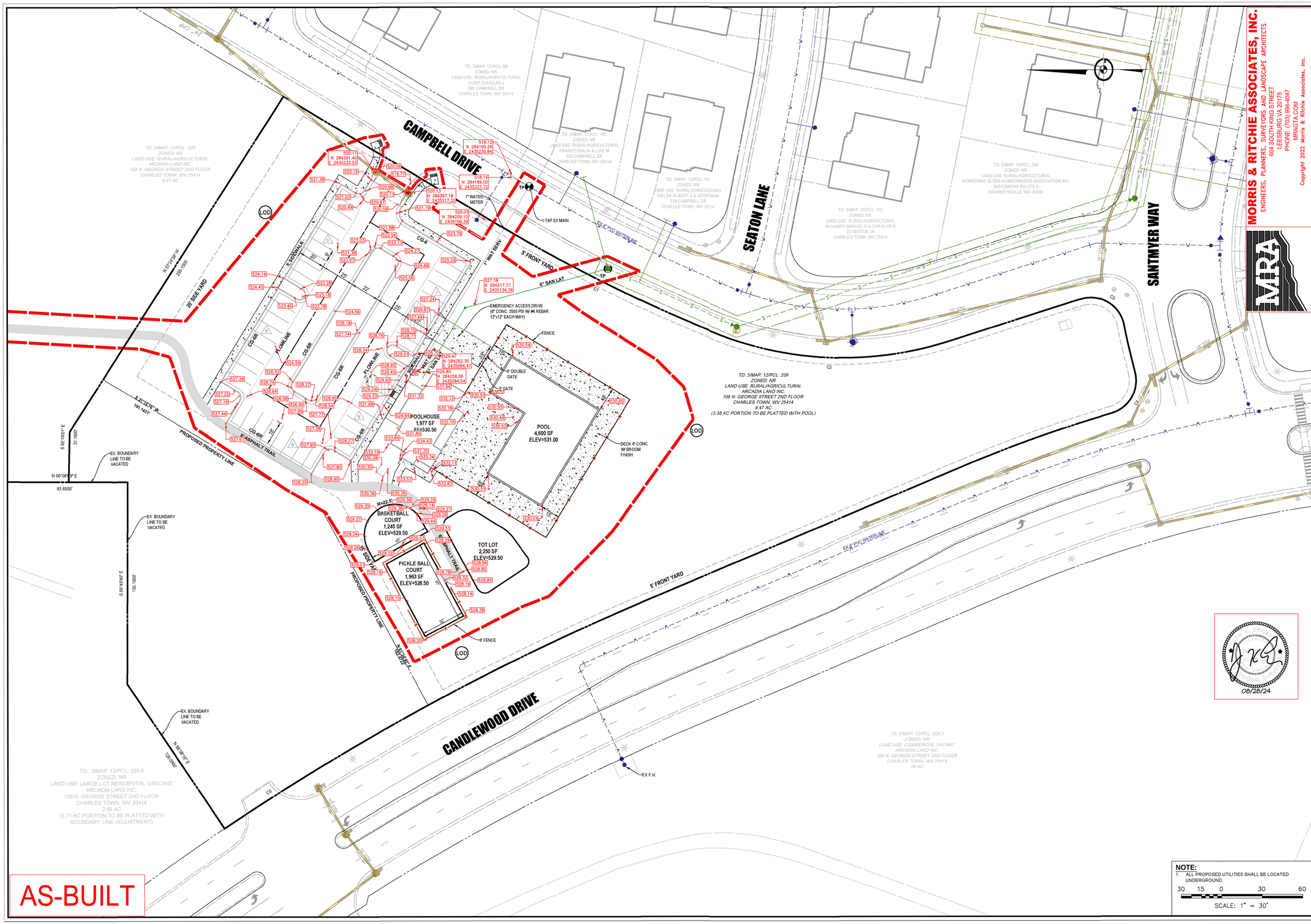
SHEET 1 OF 2

LIST OF SERVICES: CIVIL ENGINEERING I GIS I LAND SURVEYING I ENVIRONMENTAL I ANALYTICAL LABORATORY I QUALITY CONTROL TESTING & INSPECTIONS

AS-BUILT

L:\Projects\Norborne Glebe\Survey data\PDS 638\3-17\exhibits\ Glebe Pool As Built.dwg, 8/28/2024 4:33:49 PM, AutoCAD PDF (General Documentation).pc3

100




**NOTE:**
1. ALL PROPOSED UTILITIES SHALL BE LOCATED UNDERGROUND.

30 15 0 30 60
SCALE: 1" = 30'

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
604 SOUTH KING STREET
LEESBURG VA 20175
PHONE: (703) 994-4047
MRAGTA.COM
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GREENWAY ENGINEERING
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OFFICES IN: WINCHESTER, VA & MARTINSBURG, WV

# LAYOUT & UTILITY PLAN
# NORBORNE GLEBE
## POOL
## PRELIMINARY SUBDIVISION/LAND DEVELOPMENT PLAT
## CITY OF CHARLES TOWN-JEFFERSON COUNTY, WV

| Rev. No. | Date |
|---|---|
| 3 | 06/14/2023 |

RANDY L. KERLER
REGISTERED
17223
27 JUNE 2023
STATE OF WEST VIRGINIA
PROFESSIONAL ENGINEER

DATE: 04/26/2023
SCALE: 1" = 30'
DESIGNED BY: AM/CW
FILE NO. 4542A
SHEET 10 OF 22
22-06-SP
SHEET 2 OF 2

Kimley»Horn

# Memorandum

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

From: Mark Phillips, P.E.

Date: July 3, 2024

**Subject: Bond Reduction Check List**

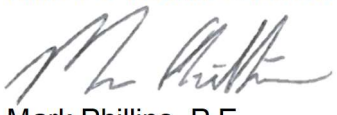
This memorandum summarizes the Kimley-Horn Bond Reduction Application review process. Kimley-Horn notes with the new excel version of the Bond Estimate form required at initiation the review process will be more easily tracked and traced through the progression of construction and bond release.

Kimley-Horn's typical review process for Bond Reduction Requests is outlined in the following steps:

1. Kimley-Horn reviews the materials provided by the City, typically this consists of the As-Built plans along with a PDF of the bond reduction request.
2. Kimley-Horn reviews the submitted bond reduction request quantities by placing them in the Charles Town quantities spreadsheet. The quantities and pricing calculation is then checked for quality to ensure they match up with the bond reduction request.
3. Once the bond reduction spreadsheet calculations are confirmed Kimley-Horn reviews the bond reduction quantities are reviewed against the quantities shown on the final construction drawings and as-builts.
4. Kimley-Horn then reviews all other submitted documents provided to ensure their validity in relation to the bond reduction request.
5. Lastly, Kimley-Horn conducts a site visit to observe the current construction conditions in relation to what is depicted on the As-Built and requested on the bond reduction. It should be noted that the site visit is for observational purposes only and Kimley-Horn can only observe what is physically visible. Elements such as water line, sanitary sewer, storm sewer etc.. that is not visible cannot be observed and the As-Builts are utilized for quantity confirmations. Kimley-Horn utilizes the site visit to confirm any questions that arise when comparing the As-Builts to the Final Plans and Bond Reduction Request.
6. Once all steps are complete Kimley-Horn prepares a review memorandum summarizing the findings of the review.

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

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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-68: Developer Fee Options/Home Rule Board

**ATTACHMENTS:**

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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-81: Resolution Approving Entry and Form of Shared Lease Agreement between the City of Charles Town and 111 West Congress, LLC, a West Virginia Limited Liability Company

**Proposed Motion:** Move to approve the Resolution Approving Entry and Form of Shared Lease Agreement between the City of Charles Town and 111 West Congress, LLC, a West Virginia Limited Liability Company

**ATTACHMENTS:**

- Lease Memo to Council.pdf
- APUS Parking Lease v-2.pdf

# MEMORANDUM

**FROM:** **Stephanie F. Grove, City Attorney**

**TO:** **Mayor and City Council**

**DATE:** **January 21, 2024**

**RE:** **APUS Shared Parking Lease Agreement**

---

Council has agreed to enter into a shared parking agreement with APUS to facilitate the acquisition of the nine (9) APUS parcels on S George Street. This shared lot will be located on Lot 8 as represented on Tax Map 2A in the Charles Town Corporate District. The lot is currently configured for parking, and the City plans to continue to use this parcel to serve the parking needs of any planned municipal park. Accordingly, a lease agreement has been drafted outlining the parties' intentions with regard to Parcel 8.

Over the last several weeks, pursuant to the Council's directive, I have been negotiating the lease agreement with APUS's counsel. The attached lease represents the final draft between the parties. Pursuant to W.Va. Code 8-12-18, prior to entering into any lease, a City is required to pass a resolution after public hearing. Pending Council's approval of form and substance of the attached lease, it is ready to be advertised and forwarded to public hearing.

Today, if the Council finds the lease terms acceptable and in conformance to its expectations, I am requesting that the Council vote to approve the attached lease to move forward to a public hearing, which hearing will be advertised for the first scheduled meeting in February. At the conclusion of that public hearing, the Council will then formally vote on the resolution to enter into the lease.

Upon approval of the lease, the City will have met its obligations under the Purchase and Sales Agreement to move forward with the purchase of the nine APUS lots.

**SHARED PARKING LEASE AGREEMENT**

THIS AGREEMENT for shared parking (the "Agreement" or "Lease") is dated as of this _____ day of February, 2025, is entered by the City of Charles Town, West Virginia, a home-rule municipal corporation, ("City" or "Lessor") and 111 West Congress, LLC, a West Virginia limited liability company ("Lessee"), collectively referred to the "Parties":

WHEREAS, the Parties have entered into this public-private Agreement that is deemed as in the best interest of the City Charles Town and the businesses and residents located in the City's historic downtown district; and

WHEREAS, the City is the owner of a certain parcel of real estate located in the Corporation of Charles Town (Tax District 3), Jefferson County, West Virginia, designated as Parcel 8 on Tax Map 2A and legally described on Exhibit A hereto (the "Property").

WHEREAS, the City and Lessee have agreed to enter into a Parking Lease Agreement regarding the Property for the purpose of increasing the availability of parking for the property commonly known as 330 N George Street, Charles Town, West Virginia ("330 N. George Property"), which property is currently owned by Lessee and is legally described on Exhibit B hereto.

WHEREAS, subject to and in accordance with the terms of Section 7 below, the City agrees to improve the Property as a parking lot and to otherwise maintain the Property at the City's expense, subject to and in accordance with the terms and provisions of this Agreement.

NOW, THEREFORE, in consideration of the promises contained herein, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Recitals and Defined Terms. The foregoing recitals and representations and exhibits are material to this Amendment and are hereby incorporated by reference as if restated in full in Amendment.

2. Term: Pursuant to West Virginia Code 8-12-18, Lessor does hereby lease the Property to Lessee, for purposes of parking only, subject to the provisions herein, for an initial term of 50 years, from the _____ day of February 2025, and ending at midnight on the _____day of February 2075. The Lessee shall have the option to renew the term of this Lease for an additional fifty (50) years by providing notice, in writing, to the Lessor not less than one year prior to the expiration of such period. If this Lease is cancelled or terminated as provided herein, full possession and use of the Property shall revert back to the Lessor.

3. Rent: The Lessee shall pay the Lessor rent of One Dollar ($1.00) per year,

payable in advance in its entirety (i.e., $50.00) within thirty (30) days after the completed execution and delivery of this Agreement. Upon any renewal of this Agreement, as provided herein, rent at the rate of One Dollar ($1.00) per year shall be due in its entirety (i.e., $50.00) within thirty (30) days of the commencement of the renewal term. Given that this Lease is for the benefit of the community and given the Lease is for a limited purpose and use of the land, and given that the Lessor retains some use of the Property, an annual rent of One Dollar ($1.00) is fair and adequate consideration.

4. Reciprocal Agreement for Shared Parking Lot: The Property shall be shared by the Lessor and Lessee for parking according to the terms outlined herein.

5. Purpose: This Lease Agreement is a limited lease, which provides Lessee with the limited use of the property for parking vehicles of Lessee's employees, tenants, occupants, contractors, guests, and invitees (collectively, "Permittees"). No other right or use of the property is granted through this Lease.

6. City's Obligation. In consideration of the shared use of the Property , the Lessor agrees to the following: 1) The City will improve the Property in a manner consistent with the Concept Plan attached hereto as Exhibit C ("Concept Plan"), including, without limitation, striping and not less than 35 parking spaces; 2) The City agrees to maintain the Property in good condition, including removal of snow, ice, debris, and trash; and 3) Lessee's access to and use of the Property will not be disturbed by the City except as reasonably required during any improvement of the Property made pursuant to this Agreement, during any subsequent maintenance, and in connection with public events, during which events the City is entitled to access the Property under the terms provided herein. Lessee acknowledges that the Concept Plan is preliminary and is subject to change by the City Council; provided, however, that changes to the Concept Plan (or future improvements to the Property) that result in less than 35 parking spaces at the Property or vehicular ingress and egress to the Property from less than two of N. George Street, East 1st Street and Valley Place will require Lessee's prior written consent which may be withheld in Lessee's sole discretion and that other material changes to the Concept Plan (or future modifications to the Property) that affect Lessee's access to or use of the Property for the purposes permitted under this Lease will require Lessee's prior written consent not to be unreasonably withheld.

7. Shared Parking Arrangements: The Parties acknowledge and agree that the Lessor and Lessee are entitled to use the Property for parking for the purposes outlined below. The following shared parking arrangement shall be followed by the Parties:1) the Lessee may use the property for parking vehicles of Permittees; 2) the City may use the premises at all times for parking by visitors to the adjacent public park; 3) Upon not less than fourteen (14) days' prior written notice to the Lessee, the City has the right to restrict Lessee's access to the Property during public events to be held in the adjacent public park, which events will be held primarily on State and Federal holidays, week-ends and evenings. Lessor's delivery to Lessee of a list of recurring, pre-planned City

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events, with dates and times, on a bi-annual basis shall be considered adequate notice to the Lessee under the terms of this Agreement.

8. Ownership Costs: All costs of ownership and operation of the Property, including, without limitation, real estate taxes, will be the sole responsibility of Lessor. Once the Property is transferred to the Lessor, the Property will be exempt from ad valorem taxation. If for any reason the property is taxed and such taxation is upheld, then the Lessor shall pay all taxes assessed.

9. Improvements: The Lessee shall not be entitled to make any improvements to the Property during the term of this Agreement.

10. Insurance: Lessee shall at all times during the term of this Agreement maintain general liability insurance with minimum liability limits of two million dollars ($2,000,000) with an insurance company licensed in West Virginia, shall timely pay all premiums for said insurance, and will provide a certificate of insurance to the Lessor annually upon renewal of the prescribed policy and name the City of Charles Town as an additional insured under the policy.

11. Indemnification: In addition to the general liability insurance required by this Agreement and to the greatest extent permitted by law, Lessee shall save Lessor, its successors, and assigns, harmless and free from any loss, costs, damage, or expense arising out of any third-party claims for death, personal injury or property damage arising out of the Lessee's negligence or willful misconduct and not arising out of the negligence or willful misconduct of the City. To the greatest extent permitted by law, Lessor shall save Lessee, its successors, and assigns, harmless and free from any loss, costs, damage, or expense arising out of any third-party claims for death, personal injury or property damage arising out of the Lessor's negligence or willful misconduct and not arising out of the negligence or willful misconduct of the Lessee.

12. Assignment: The Lessee may only assign this Agreement to two (2) subsequent owners of the 330 N. George Property. For purposes of this Agreement, owner will be defined as any person or entity to which all or a substantial portion of the 330 N George Property is transferred by deed, but will specifically exclude transfers to subsequent owners by power of sale, foreclosure, deed in lieu of foreclosure or similar process. This Lease Agreement will automatically terminate upon a third (3rd) deed transfer of the 330 N George Property to an owner during the pendency of the Agreement.

13. Changes, Modifications, or Addendums: The Lessor and Lessee agree that none of the covenants, terms, or conditions of this Lease will in any manner be altered, waived, changed, or abandoned except by written instrument, signed, acknowledged, and delivered by the parties hereto, and not otherwise, and no act or acts, omission or omissions, or series of acts or omissions, or waiver, acquiescence, or forgiveness by the Lessor or Lessee as to any default in or failure of performance

either in whole or in part by the other Party as to any of the covenants, terms, or conditions of this Lease, will be deemed or construed to be a waiver by the Lessor or Lessee, as applicable, of the right at all times in the future to insist upon the full and complete performance by the other Party of each and all the covenants, terms, and conditions thereafter to be performed according to the provisions of this Lease in the same manner and to the same extent as the same are covenanted to be performed.

14. Termination: Lessee has the right to terminate the lease upon written notice as provided herein at any time the Lessee determines that it no longer desires to use the Premises for parking associated with the 330 N George Property.

15. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of West Virginia applicable to contracts made and to be performed entirely within such State.

16. Notices. Any notice or statement required or permitted to be given pursuant to this Agreement shall be in writing signed by the Party giving such notice and shall be sent by hand messenger delivery, overnight courier service, or certified mail (receipt requested) to the other Party at the addresses set forth below:

To Lessor: City Manager,
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

Copy to: City Attorney
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414
E-Mail: sgrove@charlestown.us

To Lessee: 111 West Congress, LLC
c/o American Public Education, Inc.
303 West 3rd Avenue
Ranson, WV 25438
Attention: Vice President of Real Estate
E-Mail: realestate@apei.com

Copy to: American Public University System, Inc.
c/o American Public Education, Inc.
303 West 3rd Avenue
Ranson, WV 25438
Attention: Legal Department
E-Mail: legal@apus.edu

Any such notice will be effective upon receipt or rejection. The address to which any notice, demand, or other writing may be given or made or sent to any party as above provided may be changed by written notice given by either party as above provided.

17. Entire Agreement. This Agreement constitutes the entire agreement among the Parties and supersedes all prior agreements and understandings, both written and oral, with respect to the subject matter hereof. There are no representations and warranties of either Party except as expressly set forth in this Agreement.

18. Enforceability. This Agreement may be enforced in any court of competent jurisdiction by any of the parties hereto, by any appropriate action at law or in equity to secure the performance of the covenants contained herein. The parties agree that venue shall be proper only in the Circuit Court for the Twenty-Eighth Judicial Circuit of Jefferson County. West Virginia and all courts to which appeals may be taken therefrom.

19. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid, or unenforceable under any present or future law, rule or regulation, such provision shall be fully severable and this Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision has never comprised a part hereof. The remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance herefrom. No law, rule, regulation or ordinance enacted by Lessor from or after the date of this Lease will be binding on or have any effect on the terms or provisions of this Lease or any of Lessee's rights or obligations hereunder.

20. Recording of Lease Agreement: A copy of this Lease Agreement may be recorded among the land records in the office of the Clerk of the County Commission of Jefferson County, West Virginia.

21. Sections: The captions appearing under the paragraph number designations of this Lease are for convenience and are not a part of this Lease and do not in any way limit or amplify the terms and provisions of this Lease.

22. Multiple Counterparts**.** This Agreement may be executed in two or more counterparts, each of which is deemed an original but all constitute one and the same instrument.

23. Attorneys' Fees. In the event of any controversy, claim or dispute relating to this Agreement, the prevailing party in a non-appealable judicial resolution of such controversy, claim or dispute will be entitled to recover from the losing party reasonable expenses, attorneys' fees and costs incurred by the prevailing party in connection with such judicial action.

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24. Written Assurances. Upon a written request from a Party (for itself or on behalf of a lender or prospective lender, purchaser, tenant or investor), the other Party will execute and deliver a "Written Assurance" (defined below). A "**Written Assurance**" is a writing which states that, except as otherwise provided in that Written Assurance: (a) except as otherwise attached to that Written Assurance, this Agreement has not been amended or modified in any manner; (b) to the best knowledge of the Party executing and delivering the Written Assurance there are no defaults presently existing under this Agreement by that Party; (c) there are no amounts presently due and owing to the Party executing and delivering the Written Assurance from the other Party; and (d) to the best knowledge of the Party executing and delivering the Written Assurance there are no defaults presently existing by the other Party to this Agreement.

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IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed, as of the day and year first above written.

LESSOR:

CITY OF CHARLES TOWN, WEST VIRGINIA,
a duly organized municipality
under the laws of the State of West Virginia

By: _____
Name: John Nissel
Title: City Manager

STATE OF WEST VIRGINIA )
) SS.
COUNTY OF JEFFERSON )

I, _____, a Notary Public in and for said County in the State aforesaid, DO HEREBY CERTIFY THAT John Nissel, being the City Manager of City of Charles Town, West Virginia, a duly organized municipality under the laws of the State of West Virginia, personally known to me to be the same person whose name is subscribed to the foregoing instrument appeared before me this day in person and acknowledged that he signed and delivered the said instrument as his own free and voluntary act, and as the free and voluntary act of said municipality for the uses and purposes therein set forth.

WITNESS my hand and official seal this ____ day of _____, 2025.

_____
Notary Public

My Commission Expires _____

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LESSEE:

111 West Congress, LLC, a West Virginia
limited liability company

By: _____
Name: Nuno Fernandes
Its: President

STATE OF _____ )
) SS.
COUNTY OF _____ )

I, _____, a Notary Public in and for said County in the State aforesaid, DO HEREBY CERTIFY THAT Nuno Fernandes, being the President of 111 West Congress, LLC, a West Virginia limited liability company, personally known to me to be the same person whose name is subscribed to the foregoing instrument appeared before me this day in person and acknowledged that he signed and delivered the said instrument as his own free and voluntary act, and as the free and voluntary act of said company for the uses and purposes therein set forth.

WITNESS my hand and official seal this ____ day of _____, 2025.

_____
Notary Public

My Commission Expires _____

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Exhibit A
Legal Description of Property

All that certain lot or parcel of real estate, with the improvements and appurtenances thereunto belonging, situate in the City of Charles Town, Jefferson County, West Virginia, more particularly described as follows:

Fronting on the east side of George Street, bounded on the north by First Avenue and on the south by Valley Place, consisting of all of Lot Nos. 1, 2, 3, 4, 5, 6 and a part of Lot 7 in Block 65 of the Charles Town Mining, Manufacturing and Improvement Company as shown on a plat thereof recorded in the office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book X at Page 1.

Tax Parcel No. 03 2A 0008 0000 0000

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Exhibit B

Legal Description of 330 N. George Property

Being all of those two parcels of real estate, lying on the west side of North George Street in the City of Charles Town, and described as follows:

Parcel One:

Beginning at the intersection of the northern limit of the Winchester Potomac Railroad Company and the western limit of North George Street the Point being shown on the "Site Plan of Gateway Center", dated June 2007 which is prepared by Dewberry as Point 226, thence with the northern limit of Winchester Potomac Railroad Company initially that has a curve with a length of 212.44, a radius of 1412.39, a tangent of 106.42, a chord bearing NW 85-59-04, a chord length of 212.24 and a delta of 8-37-05 to Point 230, thence NW 81-40-31 155.57' to Point 239 situate in the eastern boundary line of WPM Prop, LLC, thence leaving the Winchester Potomac Railroad Company and with WPM, NE 01-00-00 37.46' to Point 202, thence NE 24-45-00 52.00' to Point 203, thence leaving WPM NE 69-35-34 52.51', to Point 335, thence NE 42-11-11 39.63' to Point (undesignated), thence NE 55-56-11 29.50' to the common boundary with Grove to a Point (undesignated), thence with Grove SE 13-42-42 36.33' to Point 356, thence NE 69-35-34 117.41' to Point 1004, thence NW 20-24-26 1.00' to Point 1005, thence NE 69-35-34 49.59' to the western limit of North George Street being Point 1006, thence with North George Street SE 20-24-26 224.20' to the point of beginning.

AND BEING the same two parcels conveyed to 111 West Congress, L.L.C. by deed dated June 29, 2009, and recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia in Deed Book 1066 at page 247. Reference is hereby made to said deed and other instruments referenced therein for further information regarding the subject two parcels of real estate conveyed.

Parcel Two:

Beginning at the intersection of the southern limit of the Winchester Potomac Railroad Company and the western limit of North George Street, the point being shown on the "Site Plan of Gateway Center" dated June, 2007, which is prepared by Dewberry as Point 1008, thence with the southern limit of Winchester Potomac Railroad Company by a curve having a length of 51.26', a radius of 1447.39, a tangent of 25.63, a chord bearing SE 89-46-42, a chord distance of 51.25 and a delta of 2-01-44 to Point 1007, thence leaving the Railroad Company and with the Asbury United Methodist Church SE 20-35-06 111.63' to Point 1227, thence NE 69-44-54 47.50' to Point 1226, a Number 6 rebar found to the western limit of George Street, thence with the western limit of George Street NW 20-20-01 93.70' to the point of beginning.

AND BEING the same two parcels conveyed to 111 West Congress, L.L.C. by deed dated June 29, 2009, and recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia in Deed Book 1066 at page 247. Reference is hereby made to said deed and other

DRAFT

instruments referenced therein for further information regarding the subject two parcels of real estate conveyed.

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Exhibit C

Concept Plan

4917-8891-6494, v. 2

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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-82: Downtown Economic Impact Report

**ATTACHMENTS:**

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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-83: Delinquent License and B&O Enforcement Discussion

**ATTACHMENTS:**

- B&O Enforcement Ordinance.pdf

**745.01 SHORT TITLE.**

This article shall be known as the "City of Charles Town Municipal Business and Occupation Tax Ordinance." (Ord. 2024-007. Passed 9-16-24.)

**745.02 PURPOSE AND INTENT.**

The purpose of this article is to impose a municipal business and occupation tax pursuant to West Virginia Code§ 8-13-5 to the fullest extent allowable under the operative laws of the State of West Virginia and the United States unless a more restrictive application is required by an express limitation set forth in this article. (Ord. 2024-007. Passed 9-16-24.)

**745.03 DEFINITIONS.**

For purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section unless a different meaning is clearly required by the context in which the term is used:

(a) Banking business. The term "banking business or financial organization" means any bank, banking association, trust company, industrial loan company, small loan company, or licensee, building and loan association, savings and loan association, credit union, finance company, investment company, investment broker or dealer, and any other similar business organization at least ninety percent (90%) of the assets of which consists of intangible personal property and at least ninety percent (90%) of the gross receipts of which consists of dividends, interest and other charges derived from the use of money or credit.

(b) Business. The term "business" means all activities engaged in or caused to be engaged in with the object of gain or economic benefit, either direct or indirect. The production of raw materials or manufactured products which are used or consumed in the main business shall be deemed a business engaged in taxable in the class for which it falls.

(c) Contracting. The term "contracting" means the furnishing of work, or both materials and work, in the fulfillment of a contract for the construction, alteration, repair, decoration or improvement of a new or existing building or structure, or any part thereof, or for the alteration, improvement or development of real property.

(d) Gross Income. The term "gross income" generally means the gross receipts of the taxpayer, other than a banking or financial business, received as compensation for personal services and the gross receipts of the taxpayer derived from trade, business, commerce or sales and the value proceeding or accruing from the sale of tangible property, real or personal, or service, or both, and all receipts by reason of the investment of the capital of the business engaged in, including interest, discount, rentals, royalties, fees, reimbursed costs or expenses or other emoluments however designated and without any deductions on account of the cost of property sold, the cost of materials used, labor costs, taxes, royalties, interest and discount paid, or sums paid to independent contractors, subcontractors or persons furnishing services or property used in the operation of any business to produce gross income, or any other expense whatsoever. "Gross income" of a banking or financial business is specified in Section 745.13 of this article.

(e) Gross proceeds of sales. The term "gross proceeds of sales" means the value actually proceeding from the sale of tangible property without any deduction on account of the cost of property sold or expenses of any kind. The words "gross income" and "gross proceeds of sales" shall not be construed to include cash discounts allowed and taken on sales; the proceeds of sale of goods, wares or merchandise returned by customers when the sale price is refunded either in cash or by credit; or the sale price of any article accepted as part payment on any new article sold, if the full sale price of the new article is included in the" gross income" or "gross proceeds of sales"; excise taxes imposed by the State; money or other property received or held by a professional person for the sole use and benefit of a client or another person or money received by the taxpayer on behalf of a bank or other financial institution for repayment of a debt of another; and excise taxes imposed by the federal government upon the consumer, not manufacturer, and which are held in trust by the vendor as agent for the federal government.

(f) Municipality. The term "municipality" means the City of Charles Town.

(g) Person. The terms "person" and "company" are used interchangeably in this article and mean and include any individual, firm, copartnership, joint adventure, association, corporation, limited liability company, trust, estate or any other group or combination acting as a unit, and the plural as well as the singular number. The word "it" shall also include the pronouns "he" and "she".

(h) Retail sales. The terms "retail sales" and "selling at retail" mean all sales other than wholesale sales, including but not limited to sales to persons for use in any activity not subject to the tax imposed by this article, all sales of real property, and sales to consumers.

(i) Sale. The terms "sale" and "sales" mean any transfer of the ownership of or title to property, whether for money or in exchange for other property.

(j) Services. The term "service business or calling" includes all activities engaged in for other persons for a consideration, which involve the rendering of a service as distinguished from the production or sale of tangible property, but shall not include the services rendered by an employee to his employer.

(k) Tax year. The terms "tax year" and "taxable year" mean as the period commencing July 1 and ending June 30. For the purpose of this article the taxable year shall be divided into two semi-annual periods. The first period shall be from July 1st through December 31st. The second period shall be from January 1st through June 30th.

(l) Taxpayer. The term "taxpayer" means any person liable for any tax hereunder.

(m) Treasurer. The term "treasurer" means the municipality's treasurer and his or her agents, delegates or representatives.

(n) Wholesale sales. The terms "selling at wholesale" and "wholesale sales" mean only:

(1) Sales of tangible personal property for the purpose of resale in the form of tangible personal property,

(2) Sales of machinery, supplies or materials which are to be directly consumed by the purchaser in the conduct of any business or activity which is subject to the tax imposed by this article, or

(3) Sales of tangible personal property to the United States of America, its agencies and instrumentalities, or to the State of West Virginia, its institutions and political subdivisions.

(Ord. 2024-007. Passed 9-16-24.)

**745.04 IMPOSITION OF TAX.**

(a) There are hereby levied and imposed and shall be collected annual privilege taxes, against the persons, on account of the business and other activities and in the amounts to be determined by the application of rates against values or gross income or gross proceeds as set forth in Sections 745.05 through 745.14 of this article, inclusive.

(b) If any person liable for any tax under Section 745.05 or 745.06 of this article shall ship or transport its products, or any part thereof, out of the municipality without making sale of such products, the value of the products in the condition or form in which they exist immediately before transportation out of the municipality shall be the basis for the assessment of the tax imposed in those sections. Gross income included in the measure of the tax under Section 745.05 or 745.06 of this article, shall neither be added nor deducted in computing the tax levied under the other sections of this article. In determining value, however, as regards sales from one to another of affiliated companies or persons, or under other circumstances where the relation between the buyer and the seller is such that the gross proceeds from the sale are not indicative of the true value of the subject matter of the sale, the value upon which such privilege tax shall be levied shall correspond as nearly as possible to the gross proceeds from the sale of similar products of like quality or character where no common interest exists between the buyer and the seller but where the circumstances or conditions are otherwise similar.

(c) The municipal business and occupation tax is imposed on each person engaged in privileges taxable under this article if such person is engaged in purposive revenue generating activities within the municipality's limits and such person has sufficient contacts to sustain the municipality's taxing jurisdiction. By way of example (but not limitation), if a person's activities within the municipality contributes to the establishment and maintenance of a market, such contacts are considered to be sufficient to sustain the municipality's taxing jurisdiction assuming federal constitutional nexus standards are satisfied.
(Ord. 2024-007. Passed 9-16-24.)

**745.17 TAX CUMULATIVE.**

The tax, interest and penalty imposed by this article shall be in addition to all other licenses, taxes and other revenue measures levied or collected by the municipality as a condition precedent to the right of any person to engage or continue in any business, profession, trade, calling or other activity within this municipality. A person exercising a privilege taxable under this article, subject to the payment of all licenses and charges which are conditions precedent to exercising the privileges taxed, may exercise the privilege in this municipality for the tax year upon the condition that he shall pay the tax, interest and penalty imposed by this article.
(Ord. 2024-007. Passed 9-16-24.)

**745.18 ADMINISTRATION GENERALLY.**

The administration of this article is vested in and shall be exercised by the treasurer who shall prescribe forms and may promulgate from time to time reasonable rules, publications and instructions for the making of returns, and for ascertaining, assessment, collection and administration of tax, interest and penalty imposed hereunder.
(Ord. 2024-007. Passed 9-16-24.)

**745.19 RETURNS; COMPUTATION AND PAYMENT OF TAX.**

(a) The tax levied by this article shall be due and payable in semi-annual installments on or before the expiration of one month from the end of each semi-annual period in which they accrue. The taxpayer shall,

within one month from the expiration of each semi-annual period, make a return reporting the computation of tax for which it is liable for each semi-annual period; sign and mail the completed return, together with any remittance due, to the location specified by the treasurer. The treasurer may allow return and payment under this section for periods other than semi-annual periods.

(b) On or before thirty-one (31) days after the end of the tax year, each person liable for the payment of tax under this article shall make a second semi-annual return, showing the gross proceeds of sale or gross income of business, trade, calling or activity, computing the amount of tax, interest and penalty chargeable against the person in accordance with the provisions of this article and transmit with the return a remittance in the sum required by this article, covering the remainder of the tax, interest and penalty chargeable against the person for the tax year, to such location or locations specified by the treasurer. Such returns shall be verified by the oath of the taxpayer, if made by an individual, or by the individual designated by a taxpayer that is an entity to take the oath on behalf of the taxpayer.

(c) All remittances and payments of tax, interest and penalty imposed by this article shall be made to the treasurer, in lawful money of the United States or by bank draft, certified check, cashier's check, or other commercially acceptable means specified by the treasurer, to be kept, deposited and accounted for as provided by law.

(Ord. 2024-007. Passed 9-16-24.)

**745.20 TAXPAYER RECORDS.**

Each person subject to this article shall maintain sufficient records for review by the treasurer as long as the contents of such records may be material in the administration of tax imposed by this article.

(Ord. 2024-007. Passed 9-16-24.)

**745.21 TAX RETURN INFORMATION CONFIDENTIALITY.**

(a) Except when required in an investigation or proceeding to ascertain or collect amount of tax, interest, penalty, refund or credit due, or pursuant to an exemption in W. Va. Code§ 11-10-5d, it shall be unlawful for any officer, employee or agent of the municipality to divulge or make known in any manner the tax return, or any part thereof, of any person, or disclose information concerning the personal affairs of any individual or the business of any person, or disclose the amount of income or any particulars set forth or disclosed in any report, declaration or return required to be filed with the treasurer or otherwise obtained by the municipality in an investigation undertaken by the treasurer concerning the tax imposed by this article. Any person protected by the provisions of this article may, in writing, waive the confidentiality provisions of this section for such purpose and such period as he shall therein state. This section shall not be construed to prohibit the publication or release of statistics so classified as to prevent the identification of particular reports and the items thereof. Notwithstanding the foregoing, the treasurer may permit the proper officer, or his authorized representative or agent, of the United States or the State, or any political subdivision of the State, to inspect return information to or may furnish to such officer or representative a copy of any such return or any other tax return information, provided, that such other jurisdiction grants similar privileges to this municipality or if the other jurisdiction is a party of an intergovernmental agreement authorizing the exchange of such information.

(b) Any officer, employee or agent of the municipality or any former officer, employee or agent of the municipality who shall divulge facts or information obtained from returns or tax statements other than for the purpose of administering such tax shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not more than one thousand dollars ($1,000) or imprisonment for not more than one year, or both, together with costs of prosecution.

(c) Any officer, employee or agent of the municipality or any former officer, employee or agent of the municipality who shall make unauthorized disclosure of information received from the State Tax Commissioner under authority of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not more than one thousand dollars ($1,000) or imprisonment for not more than one year, or both, together with costs of prosecution.

(d) For purposes of this article, "unauthorized disclosure" means the release to any person of any tax information obtained by the municipality from the State Tax Commissioner unless the person receiving the information is the authorized counsel of the municipality and shall be using the information only for the purpose of administering the tax imposed by this article, Sales Tax from single location businesses, or Liquor Sales Tax; or the person who filed the return has authorized, in writing, its release, thereby waiving his right to secrecy.

(Ord. 2024-007. Passed 9-16-24.)

**745.22 ERRONEOUS COMPUTATION OF TAX.**

If any taxpayer shall make any error in computing the tax, interest and penalty under this article, the treasurer shall correct such error or reassess the proper amount of tax, interest and penalty, and notify the taxpayer of his or her action by mailing the taxpayer promptly a copy of the corrected assessment, and any additional tax, interest and penalty for which such taxpayer may be liable shall be paid within fifteen (15) days after the receipt of such statement. If the amount already paid exceeds that which should have been paid on the basis of the tax so

recomputed, the excess so paid shall be immediately refunded to the taxpayer upon the request of the treasurer and shall be payable out of any funds available for the purpose. The taxpayer may, at its election, apply an overpayment as credit upon tax subsequently accruing hereunder.
(Ord. 2024-007. Passed 9-16-24.)

**745.23 INVESTIGATIONS.**

(a) For the purpose of ascertaining the correctness of a tax return, claim or assessment or for the purpose of making an estimate of any taxpayer's liability for the tax administered under this article, the treasurer shall have the power to examine or cause to be examined any books, papers, records, memoranda and other documents or data bearing upon the matters required to be included in the return and may require the attendance of the person rendering the return or the attendance of any other person having knowledge of relevant matters. In connection therewith, the treasurer may take testimony and shall have the power to administer oaths.

(b) The treasurer has the power to issue subpoenas and subpoenas duces tecum to compel the attendance of witnesses and production of documents for the purpose of ascertaining the correctness of a return or claim or for performing an assessment or for any hearing held by the treasurer. In case of the failure or refusal of a witness to appear and testify or to produce evidence, the treasurer may invoke the aid of the circuit court of Jefferson County. Upon proper showing, the treasurer may apply for an order requiring the witness to appear and give testimony and produce evidence concerning the matter in question.
(Ord. 2024-007. Passed 9-16-24.)

**745.24 ASSESSMENTS.**

(a) If any person who is required by this article to do so shall fail or refuse to make a return, either in whole or part, or if the treasurer believes the tax imposed by this article has been insufficiently returned by any taxpayer, the treasurer may proceed to assess the tax and shall notify the person assessed of the amount of the tax, additional tax, interest and penalties so assessed.

(b) The treasurer may, at any time before the assessment becomes final, amend, in whole or in part, any assessment whenever the treasurer ascertains that such assessment is improper or incomplete in any material respect. The treasurer may, at any time within the period prescribed for assessment, make a supplemental assessment whenever the treasurer ascertains that any assessment is incorrect in any material respect.

(c) The amount of tax, interest and penalties imposed by this article shall be assessed within three (3) years after the date the second semi-annual return for the year in which such tax arose is filed by the taxpayer; provided, that in the case of a false or fraudulent return filed with the intent to evade the tax or in case no return is filed, an assessment may be made at any time.
(Ord. 2024-007. Passed 9-16-24.)

**745.25 NOTICE OF ASSESSMENT; PETITION FOR REASSESSMENT.**

The treasurer shall give the taxpayer written notice of any assessment made pursuant to this article. Unless the taxpayer to whom the notice of assessment is given shall within thirty (30) days after service thereof file with the treasurer a petition for reassessment, the assessment shall become final and not subject to administrative or judicial review. A petition for reassessment must be in writing verified under oath by the taxpayer or his duly authorized agent having knowledge of the facts, setting forth with particularity the items of the assessment objected to, together with the reasons for the objections. The total amount of an assessment shall be due and payable on the day following the date upon which the assessment becomes final.
(Ord. 2024-007. Passed 9-16-24.)

**745.26 HEARING PROCEDURE; DECISION; REVIEW.**

(a) When a petition for reassessment or a petition for refund or credit is properly filed pursuant to this article within the time prescribed for such filing, the treasurer shall assign a time and a place for a hearing thereon and shall notify the petitioner of such hearing by written notice at least twenty (20) days in advance thereof. Such hearing shall be held within ninety (90) days from the date of filing the petition, unless continued by agreement of the parties or by the treasurer for sufficient cause.

(b) The hearing shall be informal and shall be conducted in an impartial manner by the Finance Committee of the municipality. The burden of proof shall be upon the taxpayer to show that the assessment or denial refund or credit is incorrect and contrary to law, in whole or in part.

(c) After such hearing, the Finance Committee of the municipality shall, within a reasonable time, give notice in writing to the taxpayer of their decision. An appeal may be taken by the taxpayer of the Finance Committee's decision to the council of the municipality.

(d) An appeal may be taken by the taxpayer to the Circuit Court of Jefferson County within thirty (30) days after service of the council's administrative decision issued pursuant to this section. (Ord. 2024-007. Passed 9-16-24.)

**745.27 INJUNCTION.**

After any delinquency shall have continued sixty (60) days, the treasurer may proceed in the Circuit Court of Jefferson County to obtain an injunction restraining the further exercise of the privilege until full payment shall have been made of all tax, interest and penalty due under this article. In any proceeding under this section, upon judgment or decree for the municipality, the municipality shall be awarded its costs.
(Ord. 2024-007. Passed 9-16-24.)

**745.28 UNPAID TAX A LIEN; DELINQUENCY NOTICE FILING AND RELEASE.**

Any tax, interest and penalties due and payable under this article shall be a debt due the municipality and shall constitute a lien on the real and personal property of the taxpayer. The treasurer, for the more effective collection of the tax, interest and penalty imposed by this article, may file with the Clerk of the Jefferson County Commission a certified notice of lien for delinquent taxes, interest and penalty under this article for recordation. If a lien has been recorded respecting a delinquency, upon full payment of all delinquent tax, interest and penalty, the treasurer shall attest to the fact and amount of payment, and shall forward a certificate of release to the taxpayer. Upon presentment and payment of the recording fee by the taxpayer, the Clerk of the Jefferson County Commission shall record such certificate in the book in which releases are recorded. (Ord. 2024-007. Passed 9-16-24.)

**745.29 SUCCESSOR LIABILITY.**

The tax, interest and penalty imposed by this article shall be a continuing lien upon the property of any person subject to the provisions hereof who shall sell out its business or stock of goods, or shall quit business, and such person shall be required to make the return provided for in this article within thirty (30) days after the date it sold out its business or stock of goods, or quit business, and its successor in business shall be required to withhold a sufficient amount of the purchase money to cover the amount of such tax, interest and penalty due and unpaid until such time as the former owner shall produce a receipt from the treasurer showing that all tax, interest and penalty has been paid. If the purchaser of a business or stock of goods fails to withhold purchase money as hereby provided, and the tax, interest and penalty shall be due and unpaid after the thirty-day period allowed, the successor shall be personally liable for the payment of the tax, interest and penalty accrued and unpaid on account of the operation of the business by the former owner. (Ord. 2024-007. Passed 9-16-24.)

**745.30 REVOCATION, NON-RENEWAL OF LICENSES AND PERMITS.**

(a) The treasurer has the authority to revoke, deny and prevent any and all licenses and permits issued by the municipality in the event a licensee or permittee fails or refuses to file any return required hereby or fails or refuses to pay any delinquent tax, interest or penalty due and owing to the municipality.

(b) In the event of such a revocation or denial, the treasurer will provide written notice to the affected person at least five (5) days prior to the contemplated revocation or denial and such notice shall be served by certified mail. The notice shall indicate the time and the place of a revocation/ denial review meeting, the general grounds of said contemplated action, and shall advise the affected person of its rights to appear at said hearing in person and represented by legal counsel, and to be heard orally upon the merits of the person's defense. The treasurer may request legal advice from the City Attorney, and adopt such procedures for its decorum and the dispatch of business at such hearings as the treasurer may regard advisable. The revocation decision of the treasurer will be final.

(c) Each license or permit that has been revoked or denied pursuant to this section may be issued or re-issued upon payment of all delinquent tax, interest or penalty due and owing to the municipality and satisfaction of all relevant licensing conditions otherwise imposed by the municipality. (Ord. 2024-007. Passed 9-16-24.)

**745.31 SETTLEMENT AGREEMENTS AND COMPROMISES.**

The treasurer, with approval of the City Manager, is authorized to enter into an agreement in writing with any person relating to the liability of such person in respect of the tax, interest and penalty imposed by this article for any taxable period. If such a closing agreement is duly made and entered into, such agreement shall be final and conclusive for the periods covered except upon a showing of fraud, malfeasance or misrepresentation of a material fact. The treasurer, with approval of the City Manager, may compromise all or part of any administrative determination or civil case concerning tax, interest and penalty or otherwise arising under the provisions of this article.
(Ord. 2024-007. Passed 9-16-24.)

**745.32 ADDITIONAL ADMINISTRATIVE PROVISIONS CONCERNING CONTRACTING.**

(a) Without limiting the generality of the administrative and collection powers granted to the treasurer in this article, the treasurer is also empowered to require any person engaging or continuing within the municipality in the business of contracting to furnish a list of the names, addresses and amounts paid by them to any subcontractors employed and suppliers of materials used upon any job or to do any work within the municipality. The treasurer may also require every person engaging or continuing within the municipality in the business of contracting who is a nonresident of the State to pay or guarantee the payment of the amount of the tax imposed

by this article for the privilege of engaging in the business of contracting within the municipality, such payment of such tax to be based upon the amount of the building permit issued by the municipality for the work to be performed by such person, as a condition precedent to the issuance of such building permit. In lieu of such prior payment in cash of such tax any such nonresident may guarantee the payment of such privilege tax provided for herein by delivering to the municipality a bond, with good and adequate surety, payable to the municipality, and conditioned to pay such tax on or before the estimated date of the completion of the work to be performed by such person within the municipality.

(b) Any person engaging a contractor or subcontractor within this municipality shall withhold payment in sufficient amount to cover taxes assessed by this article in the final settlement of such contracts until the receipt of a certificate from the treasurer to the effect that all taxes levied and accrued under this article against the contractor have been paid. If any person fails to withhold as provided herein and the contractor or subcontractor fails to timely pay such tax, such person shall be personally liable for the payment of such taxes, and the same shall be recoverable by the treasurer by appropriate legal proceedings.
(Ord. 2024-007. Passed 9-16-24.)

**745.33 CLAIMS FOR REFUND OR CREDIT.**

(a) Any taxpayer claiming to have overpaid any tax, interest or penalty imposed by this article shall file its claim with the treasurer within three (3) years after the due date of the return in respect of which the tax was imposed, and not thereafter.

(b) If, as a result of the claim, the treasurer shall be of the opinion that the tax, interest or penalty, or any part thereof, was overpaid, the treasurer shall refund the same to the taxpayer. If the treasurer denies the claim, the taxpayer may within thirty (30) days after notice of denial file with the treasurer a petition for refund or credit, which shall be heard in accordance with Section 745.27 of this article. A taxpayer's failure to abide by express procedures contained in this section precludes taxpayer's right to any refund or credit of tax, interest and penalties paid or collected under this article. (Ord. 2024-007. Passed 9-16-24.)

**745.34 INTEREST AND PENALTY; CRIMINAL LIABILITY.**

(a) If any person, as required by this article, fails to complete and submit their semi-annual tax return, or submits their tax return after the due date, or submits their tax return but fails to remit in whole the proper amount of tax owed, to the appropriate municipal authorities, then there shall be added to the amount of tax owed and unpaid, from the date such tax should have been paid, a penalty in the amount of twenty-five (25.00%) percent of the tax due for the period of such failure or delinquency. In addition, such tax and penalty shall bear an interest at the rate of twelve percent (12.00%) per annum from the due date of the payment until paid. Whoever engages in any activity contrary to the provisions of this article shall, in addition to paying the tax, penalty, and interest imposed by this article, be subject to a fee of fifty dollars ($50.00) for each month or fraction thereof during in which that person has been in default of filing and/or remitting to the municipality taxes due including penalties and interest. This fee will not exceed $250.00 for any semi-annual tax reporting period. It shall be the duty of the treasurer to collect the full amount of the tax, penalty, interest, and fee(s) imposed. The person(s) responsible for remitting the tax, after all required taxes, penalties, and interest, less the accrued fees, have been paid in full, may for good cause shown, request that the municipality waive the penalty, interest, and fees owed in whole or in part. The municipality may waive the penalty, interest, and fees owed in whole or in part upon the recommendation of the municipality's Finance Committee. The City Manager may grant a fifteen (15) day grace period for delinquent zero return filings. After the grace period has expired the City Manager may waive the fees for returns with zero balances. Repeat waiver requests within a three year period will not be considered.

(b) Interest and penalties may be collected in the same manner as the tax imposed by this article.

(c) Any person who shall willfully, and with intent to evade, refuse to pay all or any part of the tax imposed by this article shall be guilty of a misdemeanor. If the amount of the unpaid tax shall be less than one thousand dollars ($1,000), such person shall, in addition to such tax, penalties and interest as is owed, be fined not less than one hundred dollars ($100.00) nor more than five hundred dollars ($500.00), and if the amount of the unpaid tax shall be one thousand dollars ($1,000) or more, such person shall, in addition to such tax, penalties and interest as is owed, be fined not less than one hundred dollars ($100.00) nor more than one thousand dollars ($1,000), or imprisoned not more than thirty days, or be both fined and imprisoned as herein provided. Each day or part thereof that any violation continues shall be deemed to constitute a distinct and separate offense and be punishable accordingly.

(d) 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 applications 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. (Ord. 2024-007. Passed 9-16-24.)

**745.35 SEVERABILITY.**

If any provision of this article is held unconstitutional or invalid, on its face or as applied, the remaining provisions of this article shall remain in full force and effect; and to this end, the provisions of this article are declared to be severable.
(Ord. 2024-007. Passed 9-16-24.)

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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-86: Disposal of Police Vehicles

**Proposed Motion:** Approve the disposal of two police vehicles no longer required by the Charles Town Police Department.

**ATTACHMENTS:**

- Authorization to Dispose of CTPD Vehicles.pdf

# Charles Town Police Department

661 South George Street, Suite 100, Charles Town, WV 25414
Phone: (304) 725-2714 • Fax: (304) 725-6753 • Email: ckutcher@charlestownwv.us
Chief Christopher A. Kutcher

To: Robert Trainor, Mayor
Charles Town City Council

From: Christopher A. Kutcher, Chief of Police

Date: January 21, 2025

Re: Authorization to dispose of vehicles no longer required by CTPD.

1. The following vehicles are deemed to be no longer required for CTPD operations:

| Vehicle | Year | Miles | Recommend Disposal Action |
|---|---|---|---|
| Ford Crown Victoria | 2011 | 118, 845 | Transfer to Jefferson County Sheriff Reserves |
| Ford Explorer | 2013 | 119,917 | Transfer to Jefferson County Sheriff Reserves |

2. I have determined that the vehicles list above have reached the end of their useful service life for CTPD. These vehicles have multiple maintenance issues that will require repairs whose costs will likely exceed any additional service life gained. Removing these surplus vehicles from the CTPD vehicle fleet inventory will not only save the City money, primary in insurance costs, decommissioning cost (emergency equipment, decals, etc.), but will also provide a low-cost vehicle option for potential new owners.

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

Meeting: 01/21/25
Department: City Council
Category: Ordinance
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-87: Article 147 - Utility Board

**ATTACHMENTS:**

- Ord. 2022-001 - Article 147 Utility Board.pdf

**ARTICLE 147**
**Utility Board**

147.01 Established.
147.02 Board of Directors composition.
147.03 Board of Director terms; vacancies; compensation.
147.04 Board of Directors organization; quorum; records; funds.
147.05 Powers and duties.
147.06 Budget; employees; bonds.
147.07 Financial reports and administrative supervision.
147.08 Amendment; repeal.
147.09 Severability.

147.01 ESTABLISHED.

(a) Upon the issuance of the bonds and reissuance of the combined Waterworks and Sewerage System Revenue Bonds, but only upon such issuance and reissuance, the Waterworks Board and the Sewer and Sanitation Board shall be simultaneously repealed and rescinded, the City of Charles Town Utility Board ("CTUB") shall be created and the heretofore separate Waterworks System and Sewerage System of the City of Charles Town ("City") shall be combined into a single undertaking (the "System").

(b) The governance and oversight of the System shall be vested in a Charles Town Utility Board of Directors ("Board of Directors").

(c) The supervision, management, control and operation of the System shall be vested in a CTUB Manager ("Manager") who shall be accountable to the Directors. The Manager will hire staff to operate and maintain the System.

147.02 BOARD OF DIRECTORS COMPOSITION.

(a) The Charles Town Utility Board of Directors shall consist of five members with full voting powers, four (4) of whom shall be appointed by the Charles Town City Council ("City Council") (such appointed directors being referred to herein as "Appointed Directors") and the other of whom shall be the then-serving Charles Town City Manager on an *ex officio* basis (the "Ex Officio Director"). No officer or employee of the City or CTUB, other than the City Manager, whether holding a paid or unpaid office, shall be eligible to be appointed a Director except as expressly provided in Section 147.02(a)(1) below. The Board of Directors structure shall be configured as follows:

(1) The Chair of the Board of Directors shall be the Charles Town City Manager. In the event of a vacancy in the position of Charles Town City Manager, City Council may appoint an individual to serve as the interim Director and Chair of the Board of Directors in the place and stead of the Ex Officio Director (the "Interim Director and Chair") until such time as a City Manager is duly appointed and has taken the oath of office. Notwithstanding any other provision to the contrary in this Article 147 and without limitation of who may be appointed, City Council may appoint any

member of City Council or other officer or employee of the City, excluding any officer or employee of CTUB, as the Interim Director and Chair. City Council may remove a person serving as Interim Director and Chair at any time and substitute another person meeting the criteria of this section in such role.

(2) Not less than one Director should possess a professional background and/or experience in water and/or sewer utilities that would benefit the Board of Directors. Such background includes but is not limited to: engineering with a background in water and/or sewer utilities; land development; construction; accountant; legal; or environmental protection.

(3) Not less than one Director shall be a resident of Charles Town and a ratepayer in the System.

(4) Since CTUB has acquired the Ranson sewer system and as such provides services to the City of Ranson, the City Council will consider the City of Ranson's recommendation(s) for an individual to serve as one of the Directors, using the following process:

A. The City of Ranson shall have the right to nominate not more than three (3) individuals who are residents of Ranson and who reside within the service territory of Ranson; or an individual who is employed by the City of Ranson, to serve as a Director.

B. The City Council may select one (1) of the individuals so nominated by the process in the preceding paragraph, or the City Council may request the City of Ranson to nominate not more than three (3) additional individuals, each of whom shall satisfy all of the preceding paragraph's criteria, who have not previously been so nominated, for consideration by the City Council to serve as Director for the current vacancy.

C. Although the City Council is not obligated to appoint any of the nominees as Director using the above method, it is the intention of this section to provide a seat on the Board of Directors that best represents the interests of the City of Ranson. City Council retains the discretion to appoint a Director at will if a suitable nominee is not presented.

(5) Since CTUB has acquired the Jefferson County Public Service District (JCPSD) system and as such provides services to those areas previously serviced by the JCPSD, the City Council will consider the Jefferson County Commission's ("Commission") recommendation(s) for an individual to serve as one of the Directors, using the following process:

A. The Commission shall have the right to nominate not more than three (3) individuals to serve as a Director, each of whom shall satisfy all of the following criteria:

1. Resident of Jefferson County, West Virginia;

2. Customer of the CTUB served by the assets of the former JCPSD Sewer System, or extensions thereof; and

3. Customer of the CTUB paying the same prevailing sewer rate charged to the customers of the former JCPSD Sewer System.

B. The City Council may select one (1) of the individuals so nominated by the process in the preceding paragraph, or the City Council may request the Commission to nominate not more than three (3) additional individuals, each of whom shall satisfy all of the preceding paragraph's criteria, who have not previously been so nominated, for consideration by the City Council to serve as Director for the current vacancy.

C. Although the City Council is not obligated to appoint any of the nominees as Director using the above method, it is the intention of this section to provide a seat on the Board of Directors that best represents the interests of Jefferson County residents who are former JCPSD rate payers and are currently served by CTUB. City Council retains the discretion to appoint a Director at will if a suitable nominee is not presented.

D. The Commission shall then have the right to appoint an individual to serve as the County Liaison ("Liaison") to the Board of Directors, the identity of which individual shall be at the sole and exclusive discretion of the Commission, and such individual as Liaison:

1. Shall not be voting member of the Board of Directors, nor have the right to make or second any motion at a meeting of the Board of Directors;

2. Shall have the right to engage in all discussion and debate at meetings of the Board of Directors, with the exception of any executive session under W.V. Code Section 6- 9A-1, et seq., as would any Director, and such right to engage in discussion and debate of the Board of Directors shall not be limited as would a member of the public; and

3. Shall receive all notices of meetings and documents and other materials provided to the Board of Directors either in anticipation of, or prior to, any meeting of the Directors, except to the extent any such documents or other materials relate to, or are in connection with, any issue which could be considered in executive session by the Board of Directors pursuant to W.V. Code Section 6-9A-1, et seq.

147.03 BOARD OF DIRECTORS TERMS; VACANCIES; COMPENSATION.

(a) The Mayor of the City shall notify all appointees of their appointment.

(b) In the event of a vacancy, and also within thirty (30) days after the expiration of the term of office of any Director, a successor shall be appointed by City Council. With respect to Appointed Directors, all vacancies shall be filled for the unexpired term only and all other appointments shall be for a term of four (4) years, to commence on the date following the scheduled expiration date of the previous term. The Board of Directors shall have the power to adopt bylaws, rules and regulations for its own governance. Any Appointed Director shall be eligible for reappointment upon the expiration of their term.

(c) The Appointed Directors (and any Interim Director and Chair that is then not serving as a member of City Council or other officer or employee of the City) shall each receive compensation for their services at the rate of fifty dollars ($50.00) per meeting attended, not to exceed one hundred fifty dollars ($150.00) per month, and in addition, shall be reimbursed for any and all actual expenses incurred in the performance of duties as ordered by the Directors. These amounts may be raised by an affirmative vote of seventy-five percent (75%) of the members of City Council, but any such change shall not take effect for a Director position until the beginning of the next full term following the effective date of the change in compensation.

(d) In the event that any Appointed Director is unable to fulfill the duties of his or her office for a period exceeding six (6) months, a majority of the remainder of the Directors will declare the office of such Director vacant and the City Council will thereupon fill such vacancy as otherwise provided for herein.

(e) Each Appointed Director shall be subject to removal by City Council by the recorded vote of a majority of City Council after a public hearing thereon. The decision of City Council as to such removal shall be final and not subject to review by any court, arbitrator, or other body, and each Director accepting such appointment shall acknowledge the finality of such decision. The Ex Officio Director shall be subject to removal only by removal from the position of City Manager.

147.04 BOARD OF DIRECTORS ORGANIZATION; QUORUM; RECORDS; FUNDS.

(a) As a critical link with City Council, the City Manager shall be the Chair of the Board of Directors except as expressly provided in Section 147.02(a)(1) above. Annually the Board of Directors shall organize by selecting one Director to act as Vice Chair. The Directors will also annually select a Secretary and Treasurer, who need not be a Director. The Secretary and Treasurer may be the same person. The Chair shall preside at all meetings when present and may call special meetings on their motion or shall when requested to do so by any two (2) Directors. The Vice Chair shall preside in the absence of the Chair.

(b) Three (3) Directors members shall constitute a quorum, but any action to be taken by the Directors must be approved by not less than three (3) members.

(c) The Secretary shall keep a certified or approved written record of the proceedings which shall be available for inspection as other municipal records.

(d) The Treasurer shall receive and disburse the funds of the System as directed by the Board of Directors.

147.05 POWERS AND DUTIES.

(a) The Board of Directors shall have the power to set all policies related to the governance, oversight, and operations of the System. The Board of Directors shall also have the power to recommend to City Council tariff changes, capital projects, and borrowings. The Manager and staff will assist the Board of Directors by providing technical advice on such matters to City Council. The Manager and staff will also be responsible for implementing policies and developing procedures to carry out the directives established by the Board of Directors.

(b) The Manager, accountable to the Board of Directors, will have full and complete authority for the supervision, management, control and operation of the System.

(c) All bills for water and sewer service shall be collected and accounted for by the Manager in the manner and form required by law, the Public Service Commission of West Virginia and the ordinances of the City, and all disbursements and accounts of the System shall be ordered paid out only upon approval of said Board of Directors; provided, however, that all such supervision, management and control of the System and the collection and accounting for bills for water and sewer service shall be consistent and in accordance with any ordinances pursuant to which the City may have authorized and issued any bonds from time to time outstanding, which by their terms are payable from and secured by the revenues of the System.

(d) After consultation with the Board of Directors, the Manager or staff designee shall have the power and authority to prepare, evaluate, and negotiate all contracts, agreements and other matters for the final review and approval of the Board of Directors as is necessary or proper for the effective governance, oversight, and operation of the System.

(e) Personnel policies, practices, and other matters affecting the Manager and staff shall, to the extent practicable and unless otherwise approved by City Council, be the same as those undertaken by the City, subject to the provisions of Section 147.06.

147.06 BUDGET; EMPLOYEES; BONDS.

(a) The Board of Directors shall employ, discharge, and fix the compensation of the Manager.

(b) The Board of Directors shall approve an annual budget for the efficient and effective operation of the System.

(c) The Chair and Treasurer, upon their appointment and taking office, shall furnish and file with the Charles Town City Clerk, a bond in an amount to be set by the Board of Directors from time to time, the cost of such bond to be payable from revenues of the System and such bond to be payable to the City and conditioned as to the faithful performance of their respective duties as are fixed by the Board of Directors.

147.07 FINANCIAL REPORTS AND ADMINISTRATIVE SUPERVISION.

(a) The Manager shall provide reports, at least annually, or as otherwise required by law, to the Mayor, the City Manager and City Council, indicating the System's financial condition. City Council may, from time to time, request more current financial statements showing the most recent quarterly financial condition of the System.

(b) The Manager shall also provide to the City Council audited financial statements of the System that have been reviewed with the Board of Directors, minutes of meetings of the Board of Directors, an annual budget for the System, and other information as may reasonably be requested. The Manager shall also make themself available to answer questions from City Council.

147.08 AMENDMENT; REPEAL.

(a) The City Council enacts this article for the assurance and protection of the ratepayers and for the purpose of assuring the holders of debt payable from the income and revenues of the System of an efficient operation and maintenance thereof.

(b) No amendment or repeal of this article shall be enacted unless approved by seventy-five percent (75%) of the members of City Council. Any such amendment or repeal shall otherwise be enacted in accordance with the rules and regulations of City Council.

147.09 SEVERABILITY.

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

Passed on First Reading: February 14, 2022

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

ATTEST:

Robert M. Trainor
Mayor

Daryl Hennessy
City Manager/Clerk

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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-98: Payment of Bills - January 21, 2025

**ATTACHMENTS:**

- GEN FUND COUNCIL REPORT 2025-01-21.pdf
- PARKS N REC COUNCIL REPORT 2025-01-21.pdf
- CAPITAL RESERVE COUNCIL REPORT 2025-01-21.pdf

| VENDOR SORT KEY | DATE | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|---|---|---|---|---|---|
| 10-42 TACTICAL LLC | 1/17/25 | NEWLIN & HALL UNIFORM | GENERAL FUND | POLICE DEPARTMENT | 660.46 |
| | | | | TOTAL: | 660.46 |
| ADVANCED AUTO AUTHORITY SERVICES | 1/17/25 | CAR#6 OIL SERVICE | GENERAL FUND | POLICE DEPARTMENT | 89.52 |
| | | | | TOTAL: | 89.52 |
| AMAZON | 1/17/25 | COURT CLERK PRINTER | GENERAL FUND | CITY CLERK'S OFFICE | 69.99 |
| | 1/17/25 | COURT CLERK PRINTER INK | GENERAL FUND | CITY CLERK'S OFFICE | 36.89 |
| | | | | TOTAL: | 106.88 |
| AMERICAN LEGAL PUBLISHING CORP | 1/17/25 | ORDINANCE UPDATE FEES | GENERAL FUND | CITY HALL | 1,353.24 |
| | | | | TOTAL: | 1,353.24 |
| APPLE VALLEY WASTE SERVICE, INC. | 1/17/25 | DEC24 CH & JMP TRASH SERV | GENERAL FUND | NON-DEPARTMENTAL | 525.00 |
| | 1/17/25 | DEC24 CH & JMP TRASH SERV | GENERAL FUND | CITY HALL | 660.13 |
| | | | | TOTAL: | 1,185.13 |
| BOARD OF TRUSTEES OF THE POLICE PENSIO | 1/17/25 | FY25 PD PENSION CONTRIBUT | GENERAL FUND | POLICE DEPARTMENT | 5,020.60 |
| | | | | TOTAL: | 5,020.60 |
| BOLAND TRANE SERVICES INC | 1/17/25 | JAN 25 PD HVAC SERV | GENERAL FUND | POLICE DEPARTMENT | 457.00 |
| | | | | TOTAL: | 457.00 |
| BRIGETTE TESTER | 1/10/25 | REFUND CWHALL RENTAL | GENERAL FUND | TREASURER'S OFFICE | 350.00 |
| | | | | TOTAL: | 350.00 |
| CAMICO MUTUAL INSURANCE | 1/17/25 | B&O OVERPMT ACT 2052 | GENERAL FUND | TREASURER'S OFFICE | 87.92 |
| | | | | TOTAL: | 87.92 |
| CINTAS | 1/07/25 | UNIFORMS DEC 24 &10/04/24 | GENERAL FUND | STREETS & HIGHWAYS | 250.29 |
| | 1/07/25 | UNIFORMS DEC 24 &10/04/24 | GENERAL FUND | STREETS & HIGHWAYS | 250.29 |
| | 1/07/25 | UNIFORMS DEC 24 &10/04/24 | GENERAL FUND | STREETS & HIGHWAYS | 250.29 |
| | 1/07/25 | UNIFORMS DEC 24 &10/04/24 | GENERAL FUND | STREETS & HIGHWAYS | 250.29 |
| | 1/07/25 | UNIFORMS DEC 24 &10/04/24 | GENERAL FUND | STREETS & HIGHWAYS | 205.63 |
| | | | | TOTAL: | 1,206.79 |
| CITY OF CHARLES TOWN BOARD OF PARKS AN | 1/17/25 | DEC 24 HTL/MTL COLLECTION | GENERAL FUND | TRANSFERS | 7,053.80 |
| | | | | TOTAL: | 7,053.80 |
| CITY OF CHARLES TOWN REPAVING | 1/17/25 | DEC 24 REPAVING | GENERAL FUND | TRANSFERS | 14,208.56 |
| | | | | TOTAL: | 14,208.56 |
| CITY OF CT CAPITAL RESERVE | 1/17/25 | XTR 11/24 GMS 12/24 RCTR | GENERAL FUND | TRANSFERS | 19,880.46 |
| | 1/17/25 | XTR 11/24 GMS 12/24 RCTR | GENERAL FUND | TRANSFERS | 17.31 |
| | 1/17/25 | XTR 11/24 GMS 12/24 RCTR | GENERAL FUND | TRANSFERS | 1,362.22 |
| | 1/17/25 | XTR 11/24 GMS 12/24 RCTR | GENERAL FUND | TRANSFERS | 70,986.72 |
| | | | | TOTAL: | 92,246.71 |
| CITY OF RANSON | 1/17/25 | CTR PARADE WINNERS PRIZES | GENERAL FUND | FAIR ASSOC/FESTIVAL | 612.50 |
| | | | | TOTAL: | 612.50 |
| COMCAST CORPORATION | 1/17/25 | JAN 25 CH INTERNET | GENERAL FUND | CITY HALL | 315.35 |
| | 1/17/25 | JAN 25 PD TV SERV | GENERAL FUND | POLICE DEPARTMENT | 10.46 |
| | 1/17/25 | JAN 25 PD INTERNET SERV | GENERAL FUND | POLICE DEPARTMENT | 303.35 |
| | 1/17/25 | JAN 25 MAINT INTERNET SER | GENERAL FUND | STREETS & HIGHWAYS | 97.25 |
| | | | | TOTAL: | 726.41 |

| VENDOR SORT KEY | DATE | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|---|---|---|---|---|---|
| CORNERSTONE LAWN SERVICES LLC | 1/07/25 | B&O $50 PEN WAIVER | GENERAL FUND | TREASURER'S OFFICE | 50.00 |
| | | | | TOTAL: | 50.00 |
| COUNTERTOP SOLUTIONS | 1/17/25 | B&O OVERPMNT ACT 7962 | GENERAL FUND | TREASURER'S OFFICE | 565.33 |
| | | | | TOTAL: | 565.33 |
| CREAMERS AUTO SERVICE CENTER, LLC | 1/17/25 | CAR#26 OIL SERVICE 1/7 | GENERAL FUND | POLICE DEPARTMENT | 91.82 |
| | 1/17/25 | CAR #25 OIL SERV& TIRE RO | GENERAL FUND | POLICE DEPARTMENT | 19.95 |
| | 1/17/25 | CAR #25 OIL SERV& TIRE RO | GENERAL FUND | POLICE DEPARTMENT | 89.37 |
| | | | | TOTAL: | 201.14 |
| CHARLES TOWN BUILDING COMMISSION | 1/17/25 | 01/25 CWH/CTUB/PD RENTS | GENERAL FUND | CITY HALL | 16,667.00 |
| | 1/17/25 | 01/25 CWH/CTUB/PD RENTS | GENERAL FUND | CITY HALL | 2,550.00 |
| | 1/17/25 | 01/25 CWH/CTUB/PD RENTS | GENERAL FUND | POLICE DEPARTMENT | 7,840.98 |
| | | | | TOTAL: | 27,057.98 |
| CHARLES TOWN UTILITY BOARD | 1/07/25 | DEC24 CH PD RH MD WATER | GENERAL FUND | CITY HALL | 100.67 |
| | 1/07/25 | DEC24 CH PD RH MD WATER | GENERAL FUND | CITY HALL | 109.78 |
| | 1/07/25 | DEC24 CH PD RH MD WATER | GENERAL FUND | POLICE DEPARTMENT | 308.61 |
| | 1/07/25 | DEC24 CH PD RH MD WATER | GENERAL FUND | STREETS & HIGHWAYS | 80.56 |
| | | | | TOTAL: | 599.62 |
| JONATHAN DESARNO | 1/17/25 | PER DIEM DESARNO 02/23-26 | GENERAL FUND | POLICE DEPARTMENT | 259.00 |
| | | | | TOTAL: | 259.00 |
| FIRST-CITIZENS BANK & TRUST CO | 1/17/25 | CH 3RD FLOOR COPIER | GENERAL FUND | CITY HALL | 117.70 |
| | | | | TOTAL: | 117.70 |
| FRONTIER, INC. | 1/07/25 | 12/25-01/24 RH PHONE SERV | GENERAL FUND | CITY HALL | 63.57 |
| | 1/17/25 | JAN 25 RH FIRE ALARM | GENERAL FUND | CITY HALL | 197.95 |
| | 1/17/25 | JAN 25 CWH FIRE ALARM | GENERAL FUND | CITY HALL | 59.12 |
| | 1/07/25 | 12/19-1/18 PD PHONE SERV | GENERAL FUND | POLICE DEPARTMENT | 119.07 |
| | 1/07/25 | 12/24-1/23 PD PHONE SERV | GENERAL FUND | POLICE DEPARTMENT | 67.33 |
| | | | | TOTAL: | 507.04 |
| GENERAL DYNAMICS INFORMATION TECHNOLOG | 1/17/25 | OVERPMNT B&O ACT 7973 | GENERAL FUND | TREASURER'S OFFICE | 112.28 |
| | | | | TOTAL: | 112.28 |
| GRIFFITH ENERGY SERVICES, INC | 1/17/25 | 12/26 CH HTNG OIL | GENERAL FUND | CITY HALL | 705.44 |
| | 1/17/25 | 01/11 CH HTNG OIL | GENERAL FUND | CITY HALL | 950.14 |
| | | | | TOTAL: | 1,655.58 |
| HDL COMPANIES INC | 1/17/25 | DEC 24 B&O COLLECT SERV | GENERAL FUND | CITY HALL | 4,440.87 |
| | | | | TOTAL: | 4,440.87 |
| JAMES NEWMAN | 1/17/25 | 7 EASELS FOR PRESENTATION | GENERAL FUND | PLANNING & ZONING | 155.08 |
| | | | | TOTAL: | 155.08 |
| JAMES SHEATS | 1/17/25 | REFUND/ SIGN PERMIT APP | GENERAL FUND | PLANNING & ZONING | 25.00 |
| | | | | TOTAL: | 25.00 |
| JEFFERSON COUNTY CONVENTION & VISITOR' | 1/17/25 | DEC 24 HTL/MTL COLLECTION | GENERAL FUND | VISITORS CENTER | 7,053.79 |
| | | | | TOTAL: | 7,053.79 |
| JEFFERSON PUBLISHING COMPANY, INC. | 1/17/25 | CERT OF APPROPRIATNESS | GENERAL FUND | PLANNING & ZONING | 47.98 |
| | 1/17/25 | CH MERRY XMAS WISHES | GENERAL FUND | CITY HALL | 69.50 |

| VENDOR SORT KEY | DATE | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|---|---|---|---|---|---|
| | 1/17/25 | CH NEW YEAR WISHES | GENERAL FUND | CITY HALL | 69.50 |
| | | | | TOTAL: | 186.98 |
| JOHNSON HYDRO SEEDING CORPORATION | 1/07/25 | B&O $50.00 PEN WAIVER | GENERAL FUND | TREASURER'S OFFICE | 250.00 |
| | | | | TOTAL: | 250.00 |
| KABLE EXCAVATING, LLC | 1/17/25 | 1/3-7 2025 SNOW REMOVAL | GENERAL FUND | STREETS & HIGHWAYS | 8,041.70 |
| | | | | TOTAL: | 8,041.70 |
| KENT PARSONS FORD, INC | 1/17/25 | CAR # 10 SOFTWARE UPDATE | GENERAL FUND | POLICE DEPARTMENT | 159.95 |
| | 1/17/25 | CAR #18 WHEEL REPAIR | GENERAL FUND | POLICE DEPARTMENT | 156.22 |
| | | | | TOTAL: | 316.17 |
| KONE INC. | 1/17/25 | CH ELEVATOR REPAIR | GENERAL FUND | STREETS & HIGHWAYS | 6,762.69 |
| | | | | TOTAL: | 6,762.69 |
| KONICA MINOLTA BUSINESS SOLUTIONS INC | 1/17/25 | MARCH 25 WEBEX SERVICES | GENERAL FUND | CITY HALL | 392.27 |
| | 1/17/25 | MAY 24 WEBEX SERVICES | GENERAL FUND | CITY HALL | 392.10 |
| | 1/17/25 | JAN 25 WEBEX SERV | GENERAL FUND | CITY HALL | 392.64 |
| | 1/17/25 | MARCH 25 WEBEX SERVICES | GENERAL FUND | POLICE DEPARTMENT | 461.07 |
| | 1/17/25 | MAY 24 WEBEX SERVICES | GENERAL FUND | POLICE DEPARTMENT | 460.86 |
| | 1/17/25 | JAN 25 WEBEX SERV | GENERAL FUND | POLICE DEPARTMENT | 478.25 |
| | | | | TOTAL: | 2,577.19 |
| LAW ENFORCEMENT SYSTEMS, INC | 1/17/25 | 2000 WARNING TICKETS | GENERAL FUND | POLICE DEPARTMENT | 357.00 |
| | | | | TOTAL: | 357.00 |
| MOORE AND DORSEY, INC. | 1/17/25 | 5 TREES/ 200 E WASH-ST | GENERAL FUND | STREETS & HIGHWAYS | 1,700.00 |
| | | | | TOTAL: | 1,700.00 |
| PATTON BUILDING SERVICES INC | 1/17/25 | DEC 24 CH CLEANING SERV | GENERAL FUND | CITY HALL | 933.50 |
| | 1/17/25 | DEC 24 CH CLEANING SERV | GENERAL FUND | POLICE DEPARTMENT | 933.50 |
| | | | | TOTAL: | 1,867.00 |
| PEIA | 1/11/25 | JAN 25 PEIA | GENERAL FUND | NON-DEPARTMENTAL | 4,157.48 |
| | 1/11/25 | JAN 25 PEIA | GENERAL FUND | ECONOMIC DEVELOPMENT | 580.83 |
| | 1/11/25 | JAN 25 PEIA | GENERAL FUND | CITY MANAGER'S OFFICE | 3.96 |
| | 1/11/25 | JAN 25 PEIA | GENERAL FUND | TREASURER'S OFFICE | 1,165.62 |
| | 1/11/25 | JAN 25 PEIA | GENERAL FUND | CITY CLERK'S OFFICE | 1,271.88 |
| | 1/11/25 | JAN 25 PEIA | GENERAL FUND | CITY ATTORNEY | 1.98 |
| | 1/11/25 | JAN 25 PEIA | GENERAL FUND | ENFORCEMENT AGENCY | 580.83 |
| | 1/11/25 | JAN 25 PEIA | GENERAL FUND | BUILDING INSPECTION | 51.98 |
| | 1/11/25 | JAN 25 PEIA | GENERAL FUND | PLANNING & ZONING | 1,275.84 |
| | 1/11/25 | JAN 25 PEIA | GENERAL FUND | CITY HALL | 1,271.88 |
| | 1/11/25 | JAN 25 PEIA | GENERAL FUND | PARKING | 1.98 |
| | 1/11/25 | JAN 25 PEIA | GENERAL FUND | POLICE DEPARTMENT | 13,812.16 |
| | 1/11/25 | JAN 25 PEIA | GENERAL FUND | STREETS & HIGHWAYS | 1,813.32 |
| | | | | TOTAL: | 25,989.74 |
| PITNEY BOWES INC | 1/17/25 | DEC 24 POSTAGE REFILL | GENERAL FUND | CITY HALL | 806.75 |
| | | | | TOTAL: | 806.75 |
| POTOMAC EDISON COMPANY, INC. | 1/17/25 | 1-25 RH OFFC ELEC SERV | GENERAL FUND | CITY HALL | 252.47 |
| | 1/17/25 | 1/25 CWH ELEC SERV | GENERAL FUND | CITY HALL | 1,271.47 |
| | 1/03/25 | DEC 24 RH ELEC SERV | GENERAL FUND | CITY HALL | 277.81 |
| | 1/15/25 | JAN 25 ELEC SERV | GENERAL FUND | CITY HALL | 69.14 |

| VENDOR SORT KEY | DATE | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|---|---|---|---|---|---|
| | 1/15/25 | JAN 25 ELEC SERV | GENERAL FUND | CITY HALL | 334.94 |
| | 1/15/25 | JAN 25 ELEC SERV | GENERAL FUND | CITY HALL | 178.66 |
| | 1/15/25 | JAN 25 ELEC SERV | GENERAL FUND | CITY HALL | 182.58 |
| | 1/15/25 | JAN 25 ELEC SERV | GENERAL FUND | CITY HALL | 143.06 |
| | 1/15/25 | JAN 25 ELEC SERV | GENERAL FUND | CITY HALL | 647.35 |
| | 1/15/25 | JAN 25 ELEC SERV | GENERAL FUND | PARKING | 107.59 |
| | 1/09/25 | DEC 24 PD ELEC SERV | GENERAL FUND | POLICE DEPARTMENT | 5,236.78 |
| | 1/07/25 | DEC 24 CROSSWINDS ELEC | GENERAL FUND | STREETS & HIGHWAYS | 176.89 |
| | 1/15/25 | JAN 25 ELEC SERV | GENERAL FUND | STREETS & HIGHWAYS | 497.33 |
| | 1/15/25 | JAN 25 ELEC SERV | GENERAL FUND | STREETS & HIGHWAYS | 3,395.31 |
| | 1/15/25 | JAN 25 ELEC SERV | GENERAL FUND | STREETS & HIGHWAYS | 166.63 |
| | 1/15/25 | JAN 25 ELEC SERV | GENERAL FUND | STREETS & HIGHWAYS | 38.89 |
| | 1/15/25 | JAN 25 ELEC SERV | GENERAL FUND | STREETS & HIGHWAYS | 356.83 |
| | 1/15/25 | JAN 25 ELEC SERV | GENERAL FUND | STREETS & HIGHWAYS | 287.46 |
| | 1/15/25 | JAN 25 ELEC SERV | GENERAL FUND | STREETS & HIGHWAYS | 41.10 |
| | 1/15/25 | JAN 25 ELEC SERV | GENERAL FUND | STREETS & HIGHWAYS | 20.66 |
| | 1/15/25 | JAN 25 ELEC SERV | GENERAL FUND | STREETS & HIGHWAYS | 244.30 |
| | 1/15/25 | JAN 25 ELEC SERV | GENERAL FUND | STREETS & HIGHWAYS | 663.61 |
| | 1/15/25 | JAN 25 ELEC SERV | GENERAL FUND | STREETS & HIGHWAYS | 4,824.98 |
| | | | | TOTAL: | 19,415.84 |
| RANALE JONES | 1/07/25 | REIMBURSEMENT 24002978 | GENERAL FUND | POLICE DEPARTMENT | 370.00 |
| | | | | TOTAL: | 370.00 |
| DONALD B RICE TIRE CO INC | 1/17/25 | CAR#28 4 TIRES | GENERAL FUND | POLICE DEPARTMENT | 591.20- |
| | 1/17/25 | CAR#28 4 TIRES | GENERAL FUND | POLICE DEPARTMENT | 594.40 |
| | | | | TOTAL: | 3.20 |
| SOUTH CENTRAL PLANNING & DEVELOPMENT C | 1/17/25 | DEC 24 MYPERMITNOW FEES | GENERAL FUND | PLANNING & ZONING | 730.00 |
| | | | | TOTAL: | 730.00 |
| STAPLES ADVANTAGE INC | 1/17/25 | CALENDAR & LABEL PAPER | GENERAL FUND | CITY MANAGER'S OFFICE | 29.79 |
| | 1/17/25 | LABEL TPS & BIZ CRD PAPER | GENERAL FUND | PLANNING & ZONING | 37.79 |
| | 1/17/25 | LABEL TPS & BIZ CRD PAPER | GENERAL FUND | CITY HALL | 32.26 |
| | 1/17/25 | CH TISSUE | GENERAL FUND | CITY HALL | 54.79 |
| | 1/17/25 | CALENDAR & LABEL PAPER | GENERAL FUND | STREETS & HIGHWAYS | 5.87 |
| | | | | TOTAL: | 160.50 |
| SUSTAINABLE STRATEGIES DC | 1/17/25 | DEC 24 GRANT RETAINER | GENERAL FUND | CITY HALL | 2,400.00 |
| | | | | TOTAL: | 2,400.00 |
| T-MOBILE | 1/17/25 | DEC 24 CELL PHONE | GENERAL FUND | ECONOMIC DEVELOPMENT | 31.99 |
| | 1/17/25 | JULY 24 CELL SERV | GENERAL FUND | ECONOMIC DEVELOPMENT | 13.79 |
| | 1/17/25 | DEC 24 CELL PHONE | GENERAL FUND | CITY MANAGER'S OFFICE | 42.09 |
| | 1/17/25 | JULY 24 CELL SERV | GENERAL FUND | CITY MANAGER'S OFFICE | 23.89 |
| | 1/17/25 | DEC 24 CELL PHONE | GENERAL FUND | TREASURER'S OFFICE | 36.64 |
| | 1/17/25 | JULY 24 CELL SERV | GENERAL FUND | TREASURER'S OFFICE | 13.79 |
| | 1/17/25 | DEC 24 CELL PHONE | GENERAL FUND | CITY ATTORNEY | 17.85 |
| | 1/17/25 | JULY 24 CELL SERV | GENERAL FUND | CITY ATTORNEY | 16.48 |
| | 1/17/25 | DEC 24 CELL PHONE | GENERAL FUND | ENFORCEMENT AGENCY | 17.85 |
| | 1/17/25 | JULY 24 CELL SERV | GENERAL FUND | ENFORCEMENT AGENCY | 17.85 |
| | 1/17/25 | DEC 24 CELL PHONE | GENERAL FUND | BUILDING INSPECTION | 97.32 |
| | 1/17/25 | JULY 24 CELL SERV | GENERAL FUND | BUILDING INSPECTION | 164.56 |
| | 1/17/25 | DEC 24 CELL PHONE | GENERAL FUND | PLANNING & ZONING | 61.45 |
| | 1/17/25 | JULY 24 CELL SERV | GENERAL FUND | PLANNING & ZONING | 17.85 |
| | 1/17/25 | DEC 24 CELL PHONE | GENERAL FUND | CITY HALL | 31.99 |

| VENDOR SORT KEY | DATE | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|---|---|---|---|---|---|
| | 1/17/25 | JULY 24 CELL SERV | GENERAL FUND | CITY HALL | 98.05 |
| | 1/17/25 | DEC 24 CELL PHONE | GENERAL FUND | POLICE DEPARTMENT | 140.10 |
| | 1/17/25 | JULY 24 CELL SERV | GENERAL FUND | POLICE DEPARTMENT | 103.70 |
| | 1/17/25 | DEC 24 CELL PHONE | GENERAL FUND | STREETS & HIGHWAYS | 58.85 |
| | 1/17/25 | JULY 24 CELL SERV | GENERAL FUND | STREETS & HIGHWAYS | 40.65 |
| | | | | TOTAL: | 1,046.74 |
| LYLE C TABB & SONS, INC. | 1/17/25 | DEC 24 BOX RENTAL | GENERAL FUND | STREETS & HIGHWAYS | 900.00 |
| | | | | TOTAL: | 900.00 |
| TAYLOR A HODGES | 1/17/25 | FACDE IMPRV GRT 323E WASH | GENERAL FUND | CONT/TRNSFR 2 OTHR FUN | 5,000.00 |
| | | | | TOTAL: | 5,000.00 |
| TEK ADVISORS | 1/17/25 | DEC24 CH TECH SERV | GENERAL FUND | CITY HALL | 11,825.26 |
| | | | | TOTAL: | 11,825.26 |
| THE CINCINNATI INSURANCE COMPANIES | 1/17/25 | CY 25 CM BOND | GENERAL FUND | CITY MANAGER'S OFFICE | 375.00 |
| | | | | TOTAL: | 375.00 |
| TRAVELERS | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | NON-DEPARTMENTAL | 83.07 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | NON-DEPARTMENTAL | 341.11 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | NON-DEPARTMENTAL | 319.55 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | NON-DEPARTMENTAL | 179.48 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | ECONOMIC DEVELOPMENT | 86.52 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | ECONOMIC DEVELOPMENT | 355.32 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | ECONOMIC DEVELOPMENT | 332.86 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | ECONOMIC DEVELOPMENT | 186.96 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | MAYOR'S OFFICE | 17.30 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | MAYOR'S OFFICE | 71.06 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | MAYOR'S OFFICE | 66.57 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | MAYOR'S OFFICE | 37.39 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | CITY COUNCIL | 55.37 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | CITY COUNCIL | 227.40 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | CITY COUNCIL | 213.03 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | CITY COUNCIL | 119.65 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | CITY MANAGER'S OFFICE | 263.85 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | CITY MANAGER'S OFFICE | 1,083.58 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | CITY MANAGER'S OFFICE | 570.14 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | CITY MANAGER'S OFFICE | 1,015.11 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | TREASURER'S OFFICE | 300.12 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | TREASURER'S OFFICE | 1,232.53 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | TREASURER'S OFFICE | 1,154.64 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | TREASURER'S OFFICE | 648.51 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | CITY CLERK'S OFFICE | 79.98 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | CITY CLERK'S OFFICE | 328.46 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | CITY CLERK'S OFFICE | 307.70 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | CITY CLERK'S OFFICE | 172.82 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | POLICE JUDGE'S OFFICE | 44.30 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | POLICE JUDGE'S OFFICE | 181.92 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | POLICE JUDGE'S OFFICE | 170.43 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | POLICE JUDGE'S OFFICE | 95.72 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | ENFORCEMENT AGENCY | 67.49 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | ENFORCEMENT AGENCY | 277.18 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | ENFORCEMENT AGENCY | 259.66 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | ENFORCEMENT AGENCY | 145.84 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | BUILDING INSPECTION | 102.16 |

| VENDOR SORT KEY | DATE | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|---|---|---|---|---|---|
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | BUILDING INSPECTION | 419.56 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | BUILDING INSPECTION | 393.05 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | BUILDING INSPECTION | 220.76 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | PLANNING & ZONING | 290.71 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | PLANNING & ZONING | 1,193.88 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | PLANNING & ZONING | 1,118.42 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | PLANNING & ZONING | 628.17 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | CITY HALL | 133.45 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | CITY HALL | 548.05 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | CITY HALL | 513.41 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | CITY HALL | 288.36 |
| | 1/07/25 | D CHICCHIRICHI LAW SUIT | GENERAL FUND | CITY HALL | 2,500.00 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | PARKING | 49.97 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | PARKING | 205.23 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | PARKING | 192.26 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | PARKING | 107.99 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | POLICE DEPARTMENT | 1,906.87 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | POLICE DEPARTMENT | 7,831.16 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | POLICE DEPARTMENT | 7,336.24 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | POLICE DEPARTMENT | 4,120.45 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | POLICE-SPECIAL DUTY | 33.92 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | POLICE-SPECIAL DUTY | 139.29 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | POLICE-SPECIAL DUTY | 130.48 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | POLICE-SPECIAL DUTY | 73.29 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | STREETS & HIGHWAYS | 323.65 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | STREETS & HIGHWAYS | 1,329.18 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | STREETS & HIGHWAYS | 1,245.18 |
| | 1/17/25 | 3RD QUARTER INS PAYMT | GENERAL FUND | STREETS & HIGHWAYS | 699.36 |
| | | | | TOTAL: | 45,167.12 |
| TYLER TECHNOLOGIES, INC | 1/17/25 | INCODE SUBSCRIPTION | GENERAL FUND | TREASURER'S OFFICE | 476.30 |
| | | | | TOTAL: | 476.30 |
| UNITED WAY OF THE EASTERN PANHANDLE, I | 1/17/25 | DEC 24 TEEN COURT FEES | GENERAL FUND | NON-DEPARTMENTAL | 360.00 |
| | | | | TOTAL: | 360.00 |
| US BANK | 1/14/25 | DEC 24 PCARD PAYMNT | GENERAL FUND | NON-DEPARTMENTAL | 9,194.24 |
| | 1/14/25 | DEC 24 AP PCARD PAYMENT | GENERAL FUND | NON-DEPARTMENTAL | 156.51 |
| | 1/14/25 | DEC 24 FLEET PAYMENT | GENERAL FUND | NON-DEPARTMENTAL | 4,248.16 |
| | | | | TOTAL: | 13,598.91 |
| VERIZON BUSINESS | 1/17/25 | JAN 25 BI HOTSPOT | GENERAL FUND | CITY HALL | 43.91 |
| | | | | TOTAL: | 43.91 |
| VIKING TREE SERVICE LLC | 1/17/25 | 200 E WASH 6 TREE REMOVAL | GENERAL FUND | STREETS & HIGHWAYS | 5,700.00 |
| | | | | TOTAL: | 5,700.00 |
| VITAL SIGNS PLUS, INC. | 1/17/25 | GROVE & MICHAEL NAME PLAT | GENERAL FUND | CITY COUNCIL | 68.00 |
| | 1/17/25 | GROVE & MICHAEL NAME PLAT | GENERAL FUND | CITY ATTORNEY | 68.00 |
| | | | | TOTAL: | 136.00 |
| WASTE MANAGEMENT INC | 1/17/25 | JAN25 MAINT TRASH SERV | GENERAL FUND | STREETS & HIGHWAYS | 321.33 |
| | | | | TOTAL: | 321.33 |
| WEST VIRGINIA PUBLIC SERVICE TRAINING- | 1/17/25 | 1ST AID CPR AED CLASS | GENERAL FUND | POLICE DEPARTMENT | 325.00 |
| | | | | TOTAL: | 325.00 |

| VENDOR SORT KEY | DATE | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|---|---|---|---|---|---|
| WIRELESS NETWORKS GROUP INC | 1/17/25 | DEC 24 TRIBERG PRJCT REVW | GENERAL FUND | PLANNING & ZONING | 250.00 |
| | | | | TOTAL: | 250.00 |
| WV STATE TREASURER'S OFFICE | 1/17/25 | DEC 24 MUN COURT FEES | GENERAL FUND | NON-DEPARTMENTAL | 3,831.98 |
| | | | | TOTAL: | 3,831.98 |

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

| | | |
|---|---|---|
| 001 | GENERAL FUND | 329,458.24 |
| | GRAND TOTAL: | 329,458.24 |

TOTAL PAGES: 7

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: AP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 1/03/2025 THRU 1/17/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

| DATE | VENDOR NAME | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|---|---|---|---|---|---|
| 1/09/25 | POTOMAC EDISON COMPANY, INC | DEC 24 JMP ELEC SERV | PARKS & REC | PARKS & REC | 11.86 |
| | | | | TOTAL: | 11.86 |

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

| | | |
|---|---|---|
| 207 | PARKS & REC | 11.86 |
| | GRAND TOTAL: | 11.86 |

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: 1/09/2025 THRU 1/09/2025

PAYROLL SELECTION

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

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Date
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 |
|---|---|---|---|---|---|
| MOTOROLA SOLUTIONS, INC. | 1/16/25 | RADIO ANTENNA KIT | CAPITAL RESERVE | PUBLIC SAFETY | 202.52 |
| | | | | TOTAL: | 202.52 |

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

| | | |
|---|---|---|
| 200 | CAPITAL RESERVE | 202.52 |
| | GRAND TOTAL: | 202.52 |

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: 1/16/2025 THRU 1/16/2025

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-71: Ordinance Committee Report - December 16, 2025, at 7:00PM

**ATTACHMENTS:**

- Ordinance Committee Report - December 2024.pdf

# City of Charles Town Ordinance Committee Report - December 16, 2024

**Call to Order:**
17:00

**Committee Members In Attendance:**
Kevin Tester, Julie Philabaum and Andie Sugrue Also in attendance: Stephanie Grove

**Outdoor Dining Ordinance Discussion/Review:**

- Reviewed and made revisions to sample Outdoor Dining Ordinance
- Discussion of Pedlits, after feedback from Council will remove from Outdoor Dining Ordinance and continue to develop seperately.
- After final review, unanimous vote to move forward to Council for consideration

**Art. 1102 Animals and Fowl**

- Immediate Issue that brought this to Ordinance has been resolved, but we will continue to work on this issue to make needed changes to address the issues with cat colonies.
- We determine best course of action is to coordinate with the County and other surrounding municipalities in addressing this issue as we update Ordinance.
- Chair will be meeting with the Sheriff's office and Animal Control to develope a mutual aid process in dealing with enforcement

**PODA Discussion**

- We will work to finalize final PODA Ordinance to bring to Council for Consideration no later than 1st meeting in February.

***Recommendation to City Council:***

- Will bring forward Outdoor Dining Ordinance for 1st reading.
- Target PODA Ordinance last meeting in January or 1st Meeting in February.

**Adjournment:**
18:10

**Next Meeting:**
Thursday, January 16, 2025 at 18:00

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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-72: Charles Town Police Department December Statistical Report

**ATTACHMENTS:**

- December 2024 CTPD Stats.pdf

# Charles Town Police Department
## Monthly Stat Report

**December 2024**

| | |
|---|---|
| 911 Hangup | 5 |
| Abandoned Vehicle | 7 |
| Alarm | 22 |
| Animal Complaint | 3 |
| Assault | 1 |
| ATV Complaint | 2 |
| BOLO | |
| Breaking and Entering Vehicle | 2 |
| Building Check | 86 |
| Burglary | 1 |
| Capias Recall by Court | 6 |
| Capias Service | 6 |
| Child in Vehicle | 1 |
| Code Enforcement | |
| Court/Bailiff Duty | 3 |
| Crossing Guard Duties | 1 |
| Destruction of Property | 1 |
| Directed Patrol | 430 |
| Disabled Vehicle | 4 |
| Disturbance | 24 |
| Dog Locked in Vehicle | |
| Domestic | 3 |
| Drug Activity | 6 |
| DUI | 2 |
| EMS Assist | 8 |
| Fingerprinting | 9 |
| Fireworks Complaint | 1 |
| Follow Up | 22 |
| Foot Patrol | 12 |
| Found Property | 2 |
| Funeral Escort | 1 |
| Gunshots Heard | |
| Harassment | |
| Hardcopy Check | 2 |
| Illegal Burn | |
| Information (Misc. Activity) | 5 |
| Intoxicated Person | 1 |
| Juvenile Complaint | 1 |

| | |
|---|---|
| Landlord Tenant Dispute | 1 |
| Missing Child | 1 |
| Motorist Assist | 2 |
| MVA w/ Entrapment | |
| MVA Hit and Run | 2 |
| MVA No Injury | 18 |
| MVA w/ Injury | 3 |
| Nuisance | 2 |
| Open Door | |
| Out of Car (Investigation/Mtg/Court) | 6 |
| Overdose | |
| Overdose-Death | |
| Panhandling | |
| Parking Complaint | 4 |
| Public Assist (In Person Contact) | 30 |
| Public Service (Phone Contact) | 63 |
| Reckless Driver | 2 |
| Road Patrol | 16 |
| Sexual Assault | |
| Shoplifting | 4 |
| Special Event/Detail | 7 |
| Stabbing | 1 |
| Suspicious Activity | 6 |
| Suspicious Person | 2 |
| Suspicious Vehicle | 9 |
| Swear To Complaints | 2 |
| Theft | 3 |
| Threats | |
| Traffic Hazzard | 8 |
| Transport | 1 |
| Trespassing | 2 |
| Unattended Death | 1 |
| VIN Verification | |
| Warrant Service | 10 |
| Welfare Check | 17 |
| Wildlife Complaint | 1 |
| Wires Down | |
| **Total calls of service** | **904** |

| | | | | |
|---|---|---|---|---|
| Assists/Back-Ups: | Ranson | **11** | Sheriffs Dept. | **14** |
| | Harpers Ferry | | State Police | |
| | Shepherdstown | | Other (not including CTPD) | **4** |
| | | | **Total Assists** | **29** |

| | Male | Female | Caucasian | African American | Hispanic | Asian | Other/ Unknown | Total |
|---|---|---|---|---|---|---|---|---|
| Defendants: | 17 | 10 | 20 | 7 | 0 | 0 | 0 | **27** |
| Total Charges | 30 | 11 | 28 | 13 | 0 | 0 | 0 | **41** |
| | | | | | | | | |
| Citations: | | | | | | | | **192** |
| - Moving | | | | | | | | **87** |
| - Nonmoving | | | | | | | | **90** |
| - Criminal | | | | | | | | **14** |
| - S Ticket (Parking) | | | | | | | | **1** |
| Stops | 98 | 65 | 121 | 18 | 22 | 0 | 2 | **163** |
| | | | | | | | | |
| Warnings: | | | | | | | | **113** |
| Stops | 72 | 41 | 90 | 7 | 8 | 2 | 6 | **113** |
| | | | | | | | | |
| Total | **187** | 116 | **231** | **32** | **30** | **2** | **8** | |
| | | | | | | | | |
| Incident Report | | | | | | | | **59** |
| | | | | | | | | |
| Parking | | | | | | | | |
| - Citations | | | | | | | | **87** |
| -Warnings | | | | | | | | **6** |

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

**December 2024**

| | Male | Female | Caucasian | African American | Hispanic | Asian | Unknown |
|---|---|---|---|---|---|---|---|
| PART I OFFENSE | | | | | | | |
| Burglary (Daytime) | | | | | | | |
| Burglary (Nighttime) | | | | | | | |
| Grand Larceny | 2 | | | 2 | | | |
| Grand Larceny, Attempted | 2 | | 1 | 1 | | | |
| Malicious Assault | 1 | | 1 | | | | |
| Malicious Wounding | | | | | | | |
| Attempted Murder 2nd Degree | 1 | | 1 | | | | |
| Murder 1st Degree | | | | | | | |
| Petit Larceny | | | | | | | |
| Robbery - Attempted | | | | | | | |
| Robbery | | | | | | | |
| Robbery 2nd Degree | | | | | | | |
| Sexual Assault 1st Degree | | | | | | | |
| Shoplifting | | 1 | 1 | | | | |
| Shoplifting 2nd Offense | | 2 | 2 | | | | |
| Shoplifting 3rd Offense | | | | | | | |
| Strangulation | | | | | | | |
| TOTAL | 6 | 3 | 6 | 3 | 0 | 0 | 0 |
| PART II OFFENSE | | | | | | | |
| Assault | | | | | | | |
| Assault on an Officer | | | | | | | |
| Attempted to Escape from LEO | | | | | | | |
| Battery | | 1 | 1 | | | | |
| Bond Revocation | | | | | | | |
| Bringing Stolen Property Into State | 1 | | | 1 | | | |
| Capias Served | 2 | 4 | 6 | | | | |
| Child Abuse Resulting in Injury | | | | | | | |
| Child Neglect Creating Risk of Injury | | | | | | | |
| Computer Fraud | | | | | | | |
| Conspiracy to Commit Grand Larceny | 1 | | | 1 | | | |
| Conspiracy to Distribute MDMA | | | | | | | |
| Conspiracy to Breaking and Entering | | | | | | | |
| Conspiracy to Possess w/Intent to Deliver Cocaine | | | | | | | |
| Conspiracy to Possess w/Intent to Deliver Heroin | | | | | | | |
| Conspiracy to Possess w/Intent to Deliver Methamphetamine | | | | | | | |
| Cruelty to Animals | | | | | | | |
| Destruction of Property | | | | | | | |
| Disorderly Conduct | | | | | | | |
| Disruption of School | | | | | | | |
| Distribution of Crack Cocaine | | | | | | | |
| Domestic Assault 3rd Offense | | | | | | | |
| Domestic Battery | | | | | | | |
| Domestic Battery 2nd Offense | | | | | | | |
| Domestic Battery 3rd Offense | | | | | | | |
| Driving Revoked for DUI | 1 | | 1 | | | | |
| Driving Revoked for DUI 2nd | | | | | | | |
| Driving Revoked for DUI 3rd | | | | | | | |
| Driving Revoked Non DUI Admin | | | | | | | |
| DUI | 2 | | 2 | | | | |
| DUI 2nd | | | | | | | |
| DUI 3rd | | | | | | | |
| DUI Aggravated | 1 | | 1 | | | | |
| DUI Causing Bodily Injury | | | | | | | |
| DUI - Drugs | | | | | | | |

# Charles Town Police Department

## Monthly Stat Report

## Charges by Offense/Gender/Race

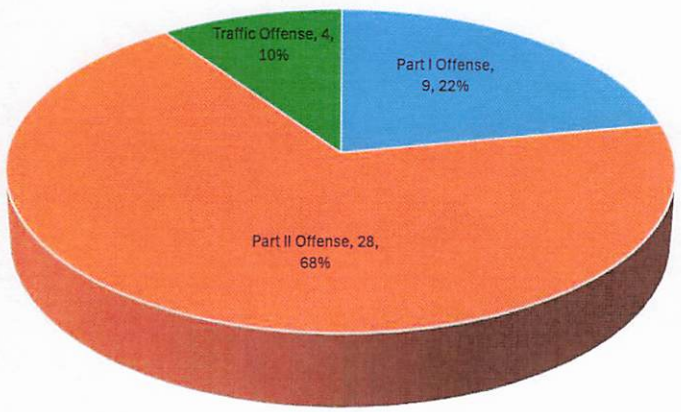
| | | | | | | | |
|---|---|---|---|---|---|---|---|
| DUI - Drugs 3rd Offense | | | | | | | |
| DUI w/ Minor | | | | | | | |
| Engage in Business W/O Business Franchise Registration | | | | | | | |
| Enter without Breaking | | | | | | | |
| False Alarm of Fire | | | | | | | |
| False Reporting of an Emergency | | | | | | | |
| Felon in Possession of Firearm | | | | | | | |
| Fingerprint Refusal | 2 | | 1 | 1 | | | |
| Fleeing from Officer | | | | | | | |
| Forgery of a Public Record | | | | | | | |
| FPO Violation | | | | | | | |
| Fraudulent Schemes | | | | | | | |
| Fugitive From Justice | | | | | | | |
| Injuring or Tampering with Mobile Equipment | | | | | | | |
| Interfering with Emergency Communication | | | | | | | |
| Non-Consensual Disclosure of Private Intimate Images | | | | | | | |
| Obstructing an Officer | 4 | | 1 | 3 | | | |
| Obtain Money, Property, Services by False Pretense | | | | | | | |
| Open Container | | 1 | | 1 | | | |
| Organized Retail Theft | | | | | | | |
| Pedestrian in Roadway | | | | | | | |
| Pimping | | | | | | | |
| Possession Deadly Weapon by Minor | | | | | | | |
| Possession of Alcohol Under 21 | | | | | | | |
| Possession of Acetaminophen/Tramadol | | | | | | | |
| Possession of Gabapentin | | | | | | | |
| Possession of Fentanyl | | | | | | | |
| Possession of Marijuana | 6 | 1 | 5 | 2 | | | |
| Possession of Methamphetamine | | | | | | | |
| Possession of Oxycodontin | | | | | | | |
| Possession of Pregabalin | | | | | | | |
| Possession of Xanax | | | | | | | |
| Possession w/ Intent to Deliver Methamphetamine | | | | | | | |
| Possession w/ Intent to Distribute Heroin | | | | | | | |
| Probation Revocation | | | | | | | |
| Prohibited Person in Poss of Firearm | | | | | | | |
| Prostitution | | | | | | | |
| Prostitution 2nd Offense | | | | | | | |
| Providing Alcohol to Under 21 | | | | | | | |
| Public Intoxication | | | | | | | |
| Resisting Arrest | | | | | | | |
| Sale of Alcohol to Person Under 21 | | | | | | | |
| Sexual Abuse 1st Degree | | | | | | | |
| Sexual Assault 3rd Degree | | | | | | | |
| Tampering with Vehicle | | | | | | | |
| Transfer Receive Stolen Property | 1 | | | 1 | | | |
| Trespassing | | | | | | | |
| Unauthorized Use of Vehicle | | | | | | | |
| Underage Consumption of Alcohol | | | | | | | |
| Uttering | | | | | | | |
| Wanton Endangerment | | | | | | | |
| **TOTAL** | **21** | **7** | **18** | **10** | **0** | **0** | **0** |

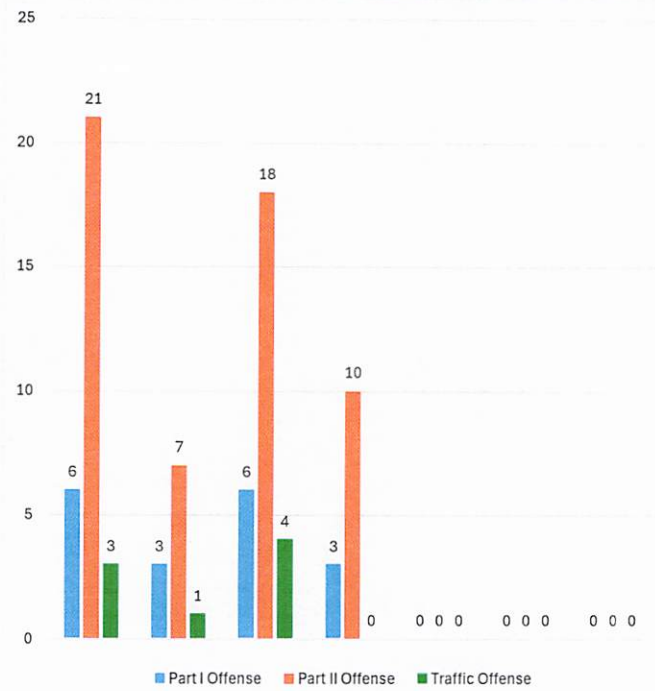
# Charles Town Police Department

## Monthly Stat Report

## Charges by Offense/Gender/Race

| TRAFFIC OFFENSE | | | | | | | |
|---|---|---|---|---|---|---|---|
| Cell Phone Violation | | | | | | | |
| Child Safety Restraint Violation | | | | | | | |
| Defective Equipment | | | | | | | |
| Driving Suspended | | | | | | | |
| Driving Suspended 2nd Offense | 1 | | 1 | | | | |
| Driving Suspended 3rd Offense | | 1 | 1 | | | | |
| Driving Too Fast for Conditions | | | | | | | |
| Exp/No MVI | | | | | | | |
| Expired/No Operators | | | | | | | |
| Expired/No Registration | | | | | | | |
| Fail to Keep Right | | | | | | | |
| Fail to Maintain Control | 1 | | 1 | | | | |
| Fail to Obey Traffic Control Device | 1 | | 1 | | | | |
| Fail to Render Aid | | | | | | | |
| Fail to Report Accident | | | | | | | |
| Failure to Yield at Intersection | | | | | | | |
| Following to Closely | | | | | | | |
| Improper Display | | | | | | | |
| Improper Registration | | | | | | | |
| Leaving the Scene of Accident w/ Injury | | | | | | | |
| Leaving the Scene of Accident w/ Damage | | | | | | | |
| Left of Center | | | | | | | |
| Littering from Vehicle | | | | | | | |
| No Insurance/No Proof of Insurance | | | | | | | |
| No Motorcycle Endorsement | | | | | | | |
| No Parking Violation | | | | | | | |
| No Seatbelt | | | | | | | |
| Passing on Right Off Road | | | | | | | |
| Red Light Violation | | | | | | | |
| Speeding | | | | | | | |
| Wrong Way on Traffic Circle | | | | | | | |
| TOTAL | 3 | 1 | 4 | 0 | 0 | 0 | 0 |
| **TOTAL CHARGES** | **30** | **11** | **28** | **13** | **0** | **0** | **0** |



# Charles Town Police Department

Total Traffic Citation Report, by Violation

| Violation | Description | Total |
|---|---|---|
| 17A-3-16 | Expired Registration | 31 |
| 17A-9-2 | No Or Expired Registration | 26 |
| 17A-9-3 | Improper Registration | 2 |
| 17B-2-1 | No Operators | 3 |
| 17B-2-12 | Expired Operators | 2 |
| 17B-2-3a | GDL License Violations | 1 |
| 17B-4-3(a) | Driving Suspended/2nd/3rd | 10 |
| 17B-4-3(b) | Driving Revoked For DUI/2nd/3rd | 1 |
| 17C-12-7 | Fail To Stop For School Bus | 2 |
| 17C-16-9 | No Or Expired MVI | 19 |
| 17C-3-4 | Fail To Obey Traffic Control Device | 5 |
| 17C-3-5 | Fail To Obey Traffic Light | 17 |
| 17C-3-5(c) | Right on Red | 1 |
| 17C-5-2(e) | Basic DUI <.15 | 2 |
| 17C-6-1a | Failure To Maintain Control | 2 |
| 17C-6-1b | Speeding | 34 |
| 17C-7-4 | Passing On Right-Off Road | 2 |
| 17C-8-8 | Improper Stopping/Turning/Signaling | 1 |
| 17C-9-1 | Fail Yield At Intersection | 2 |
| 17D-2A-3 | No Insurance | 5 |
| 17D-2A-4 | No Proof Of Insurance | 8 |
| CTPD171.07 | Failure To Appear For Trial (CAPIAS) | 6 |
| CTPD333.03 | Hazardous Driving | 2 |
| CTPD334.02(b) | Open Container in Vehicle | 2 |
| CTPD361.08 | Parking For Prohibited Purposes | 1 |
| CTPD531.03 | Possession Of Marijuana <15gms | 4 |
| CTPD533.01(1) | Shoplifting | 1 |
| **Report Totals** | | **192** |

**Report Includes:**

All dates of issue between `00:00:00 12/01/24` and `23:59:59 12/31/24`, All agencies matching `CTPD`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

# Charles Town Police Department

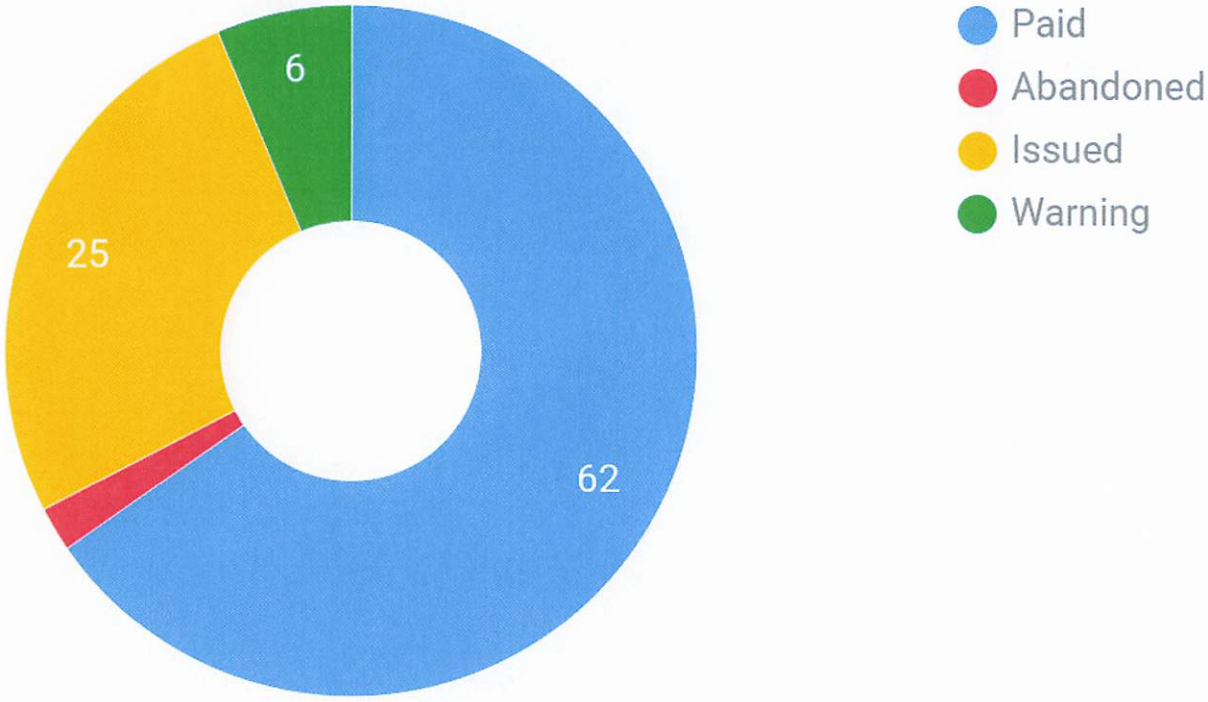
## Total Traffic Warning Report, by Violation

| Violation | Description | Total |
|---|---|---|
| 17A-10-3a | Improper Use Of Antique Registration | 1 |
| 17A-3-15 | Improper Display Of Registration | 7 |
| 17A-3-16 | Expired Registration | 26 |
| 17B-2-12 | Expired Operators | 1 |
| 17C-12-5 | Stop Sign Violation | 4 |
| 17C-15-1 | Unsafe-Improperly Equipped Vehicle | 13 |
| 17C-16-9 | No Or Expired MVI | 2 |
| 17C-3-4 | Fail To Obey Traffic Control Device | 19 |
| 17C-3-5(c) | Right on Red | 2 |
| 17C-6-1a | Failure To Maintain Control | 3 |
| 17C-6-1b | Speeding | 21 |
| 17C-7-4 | Passing On Right-Off Road | 3 |
| 17C-7-6 | Left of Center | 1 |
| 17C-7-9 | Improper Lane Change | 2 |
| 17C-8-3 | Turning Left Improperly | 1 |
| 17C-8-8 | Improper Stopping/Turning/Signaling | 3 |
| 17C-9-1 | Fail Yield At Intersection | 1 |
| CTPD349.15 | Shortcutting Traffic Control Device | 3 |

**Report Totals:** **113**

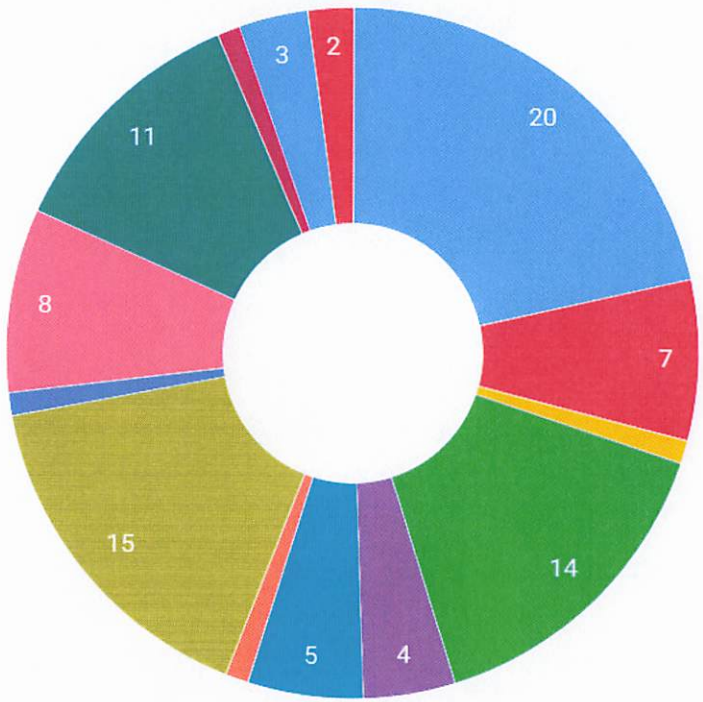
**Report Includes:**
All dates between `00:00:00 12/01/24` and `23:59:59 12/31/24`, All agencies matching `CTPD`, All issuing officers, All areas, All violations

City of Charles Town - Tickets By Status (Dec. 2024)




Data as of 1/2/2025, 12:00:00 AM

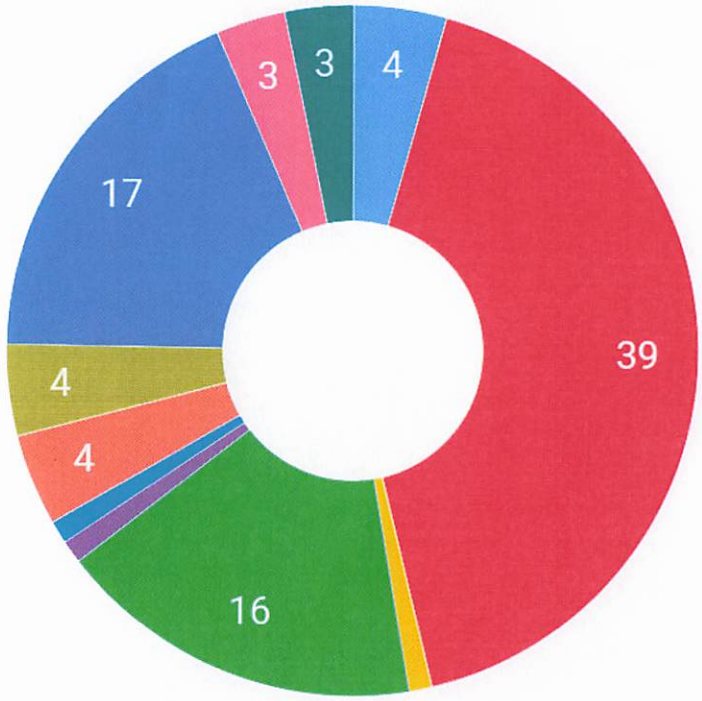
# City of Charles Town - Tickets By Location (Dec. 2024)




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

Data as of 1/2/2025, 12:00:00 AM

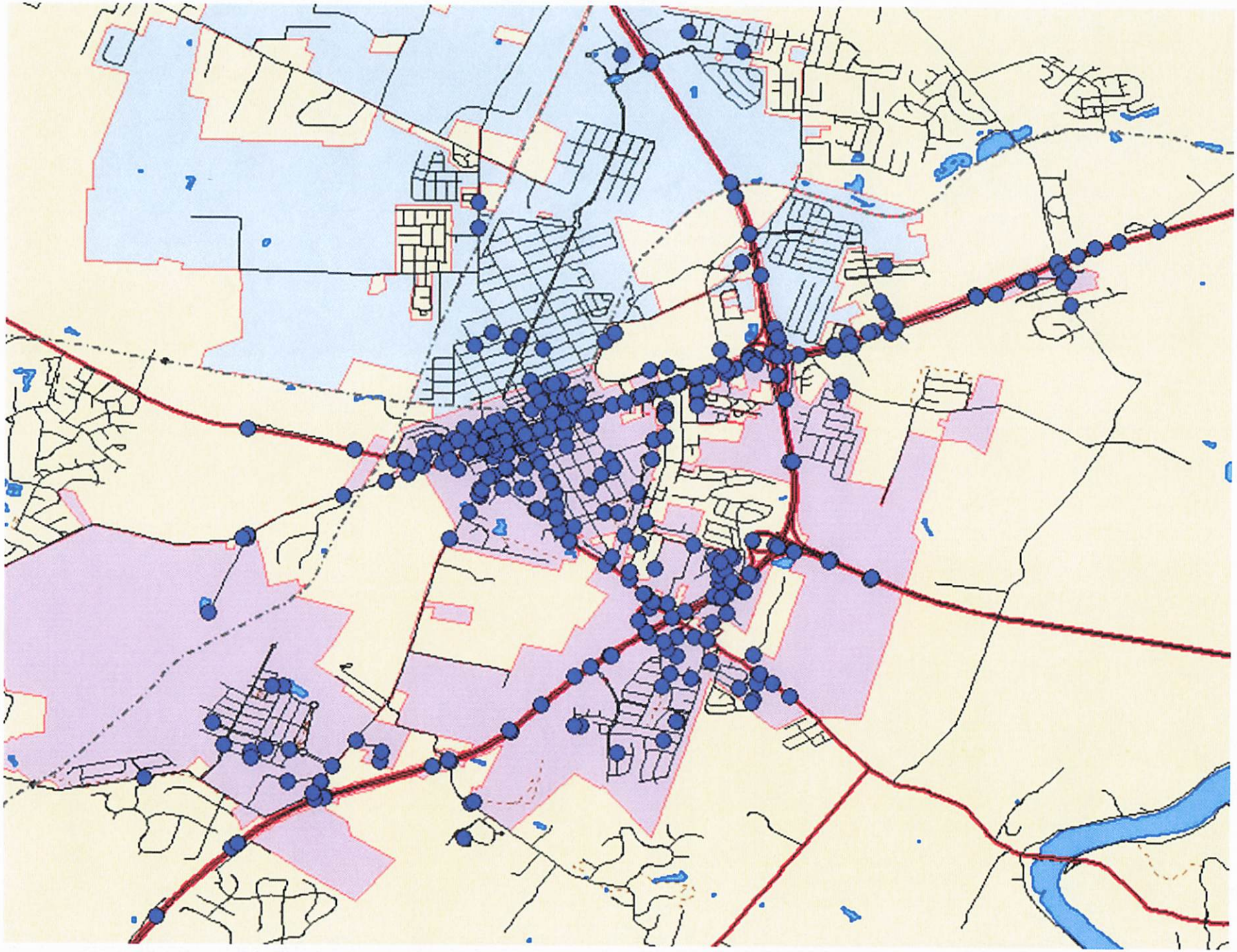
City of Charles Town - Tickets By Violation (Dec. 2024)



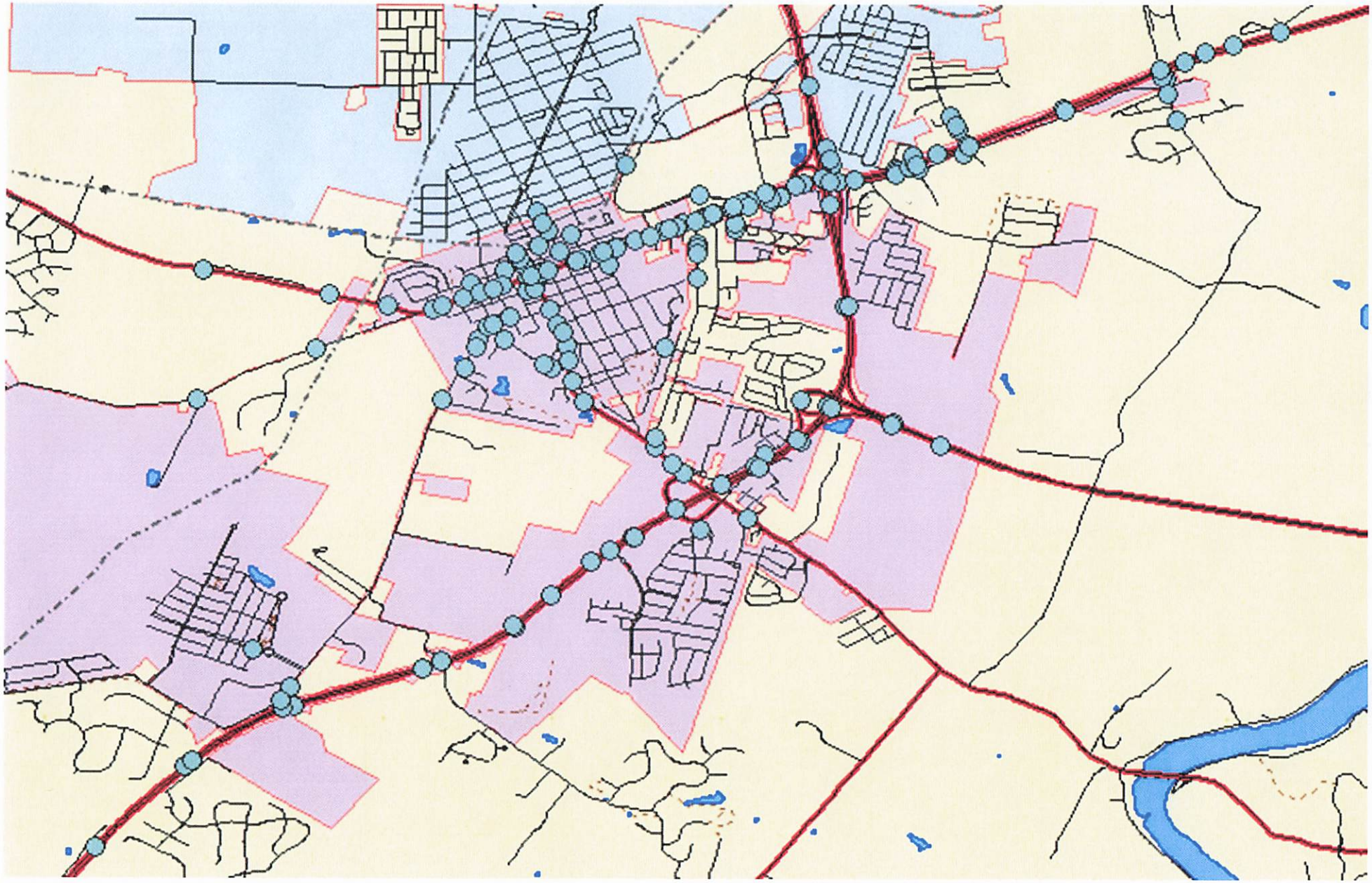

- Accessible Parking Violation
- Exceed 2 Hour Free Parking
- Exceed 4 Hour Free Parking- Acce...
- Expired Meter
- Immobilization Device (Booting) F...
- Improper Manner of Parking
- Loading/Unloading Zone Violation
- Parking Permit Violation
- Permit Parking Only/Pay by App Vi...
- Right wheel more than 18" from rig...
- Yellow/Red Painted Curbs or Stree...

Data as of 1/2/2025, 12:00:00 AM

December 2024 – All CTPD Calls



December 2024 – All CTPD Traffic Stops



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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-73: Charles Town Utility Board Oath of Office - Patrick Kratovil

**ATTACHMENTS:**

- 2025 - Pat Kratovil oath.pdf

*State of West Virginia*
*Charles Town Utility Board*
*Oath of Office*

**COUNTY OF JEFFERSON**

I, **Patrick Kratovil,** do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of West Virginia.

I, **Patrick Kratovil,** do solemnly swear that I will faithfully discharge and perform the duties of the position of Board Member for the City of Charles Town Utility Board, to the best of my skill and judgment, and according to law.

_____
**Signature**

The above oath was taken and subscribed before John Nissel, Charles Town Utility Board Chairman, on this 8th day of January, 2025.

_____
**John Nissel**
**Charles Town Utility Board Chairman**

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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-74: Charles Town Utility Board Minutes - December 10th and December 11, 2024, meetings

**ATTACHMENTS:**
- 2024.12.10 UB MINUTES .pdf
- 2024.12.11 UB MINUTES .pdf

**Charles Town Utility Board**
**Special Board Meeting**
**December 10, 2024**

The Charles Town Utility Board held a special meeting on December 10, 2024 at 9:00 A.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Tommy Stocks, Treasurer; Heidi Parker, Board Member (Zoom); and John Maxey, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary;

## CALL TO ORDER

The Chairman called the meeting to order at 9:00 A.M.

## PUBLIC COMMENT

The Board received no public comment.

## NEW BUSINESS

Collection System Project Contract Approval

Mrs. Stolipher provided that with the closing of the bond issue today, the Collection System project contract needs to be signed effective the same date.

**Action:** **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved the Collection System Project construction contract between the Owner and Contractor.**

Collection System Project Notice to Proceed

Mrs. Stolipher provided the Notice to Proceed with substantial completion in 18 months (June 18, 2026) and final payment in 19 months (July 18, 2026) from the date of the contract times/pre-construction meeting which is December 18, 2024.

Mr. Maxey joined the meeting.

**Action:** **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved the Notice to Proceed.**

## ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 9:04 A.M.

## INFORMATION ONLY

The next meeting is scheduled for Wednesday, December 11, 2024 at 4:00 P.M. at 661 S. George Street.

John Nissel
Chairman

Ashley Stottlemyer
Secretary

**Charles Town Utility Board**
**Special Board Meeting**
**December 11, 2024**

The Charles Town Utility Board held a special meeting on December 11, 2024 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Tommy Stocks, Treasurer; Heidi Parker, Board Member; and John Maxey, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Robert Rodecker, Legal Counsel and Richard Lewis, Legal Counsel.

## CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M.

## APPROVAL OF MINUTES

Approval of November 13, 2024 Special Meeting Minutes

The Chairman called for changes or corrections to the November 13, 2024 special meeting minutes. Mrs. Parker suggested a minor change to the Summit Point Raceway discussion.

**Action:** **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the November 13, 2024 minutes as amended.**

## PUBLIC COMMENT

Public comment was received from James Grantham, Mary Gee, Christine Wimer, Elizabeth Ricketts, Christine Marshall and Cheryl Middleton.

Mr. Maxey requested future agenda items comply with the Open Meetings Act relating to the wording and specificity of the item.

## NEW BUSINESS

Middleway Water Bottling Facility Discussion

Mr. Maxey questioned if there was a "secret" agreement between CTUB and the developer of the proposed water bottling facility in Middleway. Mrs. Stolipher stated that CTUB does have an agreement as the public utility to take over the developer constructed water transmission line from their well source to their site and water plant to provide domestic water service once completed, plus a provision for a future 200 EDU's that CTUB could provide public service to. Mrs. Stolipher also mentioned the agreement requires both entities to provide notice to any other entity with regard to any public disclosure. She also stated the Board gave her and the Attorney direction at a previous meeting to finalize the agreement, which will need to be approved by the WV PSC, and pursue a DOH permit for the project, which has since been approved by DOH. The Board provided discussions.

**Action:** **Motion made by Mr. Maxey, second by Mrs. Parker, with discussion from the Board, the Board approved 3-2 to not renew the DOH permit until sufficient public input and discussions with residents of Middleway and Jefferson County. Mr. Stocks and Mr. Pierson voted against the motion.**

Mrs. Stolipher provided the DOH permit was extended and does not expire until September 2025.

**UNFINISHED BUSINESS**

Summit Point Raceway Evaluation

Mrs. Stolipher addressed the questions the Board had last month on the Zone of Critical Concern mentioned in the grant agreement, which was found that Summit Point is not located in that zone. Mr. Rodecker briefed the Board on his memo regarding this concern and has no issues with the Board moving forward with the agreement. The Board provided discussions and was satisfied with Mr. Rodecker's findings.

**Action:** **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the grant agreement for the Summit Point Raceway evaluation.**

PFAS Discussion

Mr. Maxey provided the Board with PFAS content testing results the Blue Ridge Water Coalition obtained from wells in the County near the biosolid land application site and requested a discussion on PFAS to address his concerns and request CTUB test for PFAS in the biosolids of the wastewater treatment plant. He would like Mrs. Stolipher to obtain three bids from qualified firms able to access the PFAS content of sewage sludge and the land where applied. Mrs. Stolipher and Chris Eckenrode, from GDF, addressed the testing results Mr. Maxey provided and Mr. Maxey's claims of poisoning wells due to biosolid land application.

Mr. Eckenrode mentioned the EPA has not yet released biosolid standards or regulations for West Virginia on PFAS so questioned if CTUB began testing for PFAS what standards does staff compare the results to. Richard Lewis, CTUB Environmental Attorney, commented that gathering information is important, but careful not to gather the wrong information that puts CTUB at risk for inappropriate liability. He suggested the Board wait for more guidance from the regulatory agencies when testing the biosolid application sites. The Board provided discussions.

**Action:** **Motion made by Mr. Maxey to obtain three bids from qualified firms able to access the PFAS content of sewage sludge and the land where applied. Discussion was held. Amended motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved authorizing staff to obtain bids from three qualified vendors for sampling and testing the biosolids of CTUB for PFAS and PFOS at the source before transported.**

Mr. Eckenrode stated that CTUB has done their due diligence on the water side of removing PFAS chemicals from the drinking water and will do the same due diligence on the sewer side.

**NEW BUSINESS**

Resolution 2024-04 – Thomas Stocks Proclamation

The Chairman thanked Mr. Stocks for his many years of service to the Utility Board. Mrs. Stolipher read the resolution into record. Mr. Stocks term expires at the end of the month and he is not applying for reappointment.

**Action:** **No action required by the Board.**

Resolution 2024-05 – FY 2025 Budget Revision Draft

Mrs. Shultz briefed the Board on the minor revisions to the FY 2025 water and sewer operating budgets. Due to the influx of new customers and rate adjustments from the prior year, staff re-evaluated the FY 2025 budget. The revenues and expenses increased in total, but the overall budget revisions for FY 2025 were expected considering the number of new connections added in the first quarter. The increase in expenses were due to additional labor, plant and maintenance supplies, and power used at the plants. The Chairman requested Mrs. Shultz add a percentage of budget column beside the year-to-date numbers.

**Action:** **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved Resolution 2024-05 – FY 2025 Budget Revisions.**

Renewal and Replacement Project

a. Resolution No. 26 – Contractor Pay No. 26

Mrs. Stolipher included the contractor application for Payment No. 26 in the amount of $91,137.06 for work completed.

**Action:** **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved Resolution No. 26.**

b. Change Order #7 – FRP Building HVAC

Mrs. Stolipher provided Change Order #7 for the upsizing of the HVAC unit for the FRP building totaling $16,950.28. Mr. Eckenrode briefed the Board.

**Action:** **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved Change Order #7.**

Collection System Project

a. Resolution No.2 – CIF Payment # 1

Mrs. Stolipher included the pay application for Resolution No. 2 in the amount of $17,325.91 for work completed.

**Action:** **Motion made by Mr. Stocks, second by Mr. Pierson, the Board unanimously approved Resolution No. 2 – CIF Payment # 1.**

Huntwell Alternate Mainline Extension Agreement

Mrs. Stolipher provided the AMEA for the sewer connection to the Huntwell West subdivision including the reimbursement to the developer for the upsizing of the pump station as discussed at the last meeting. Last month, Mrs. Stolipher discussed running a gravity line approximately 539 feet to connect the existing Orchard Hills pump station, which currently serves 54 homes, to the gravity sewer line in the Huntwell Subdivision and decommissioning the Orchard Hills pump station. Mrs. Stolipher provided CTUB would be responsible for extending the gravity line and reimburse the developer for the upsizing of their pump station to accommodate the Orchard Hills pump station flows. Mrs. Stolipher mentioned if approved by the Board, the agreement would be sent to the Public Service Commission for approval.

**Action:** **Motion made by Mr. Maxey, second by Mr. Pierson, with discussions, the Board approved the Huntwell Alternate Mainline Extension Agreement. Mrs. Parkers voted against the motion.**

RFP Solicitation for Utility Communication Specialist

Richard Lewis, from Steptoe and Johnson, suggested the Board solicit and hire a Utility Communication Specialist for the purpose of transparency and education surrounding PFAS for CTUB customers. He mentioned the firm could assist staff with addressing customer concerns and community outreach regarding PFAS. The Board provided discussions.

**Action:** **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the RFP solicitation for a Utility Communication Specialist and as a Board, interview and choose the firm.**

Utility Manager Performance Evaluation Review - Possible Executive Session Under: WV State Code Section 6-9A-4(b)(2)(A)- Matters arising from the appointment, employment of an employee

The Chairman mentioned he is still waiting on Utility Manager reviews from two Board members. The Board will perform the review next month.

**Action:** **No action required by the Board.**

Board Agenda Policy

Mrs. Parker requested the board packet be finalized by 3pm on the Friday prior to the meeting or hold that item until the next meeting. Mrs. Stolipher stated that staff makes every effort to finalize the packet by 3pm Friday, but always provides the Board documents as soon as possible if after that deadline.

**Action:** **Motion by Mrs. Parker to have the board packet finalized by 3pm on the Friday prior to the meeting or hold that item until the next meeting. After Board discussions, Mrs. Parker withdrew her motion as staff will make all efforts to finalize the packet by 3pm on the Friday prior to the meeting.**

2025 Board Meeting Schedule

**Action:** **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the 2025 board meeting schedule as presented, but subject to change.**

2025 Holiday Calendar

**Action:** **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved the 2025 holiday schedule as presented.**

## MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided staff is continuing to work on the asset management and billing integration, Dewberry is finalizing the Water Model, and the baffle wall installation at the water plant in the upcoming weeks. She also mentioned the pre-construction meeting for the Collection System Project is on December 18th and DOH permit for the Greenfield project was received. Mrs. Stolipher provided she will have a task order next month for a geo-technical investigation for the North/George/Liberty block project due to the underground caverns in that area.

**Action:** **No action required by the Board.**

Chairman Report

The Chairman reported City Council will be interviewing applicants for the CTUB Board member position on January 6, 2025.

**Action:** **No action required by the Board.**

**APPROVAL OF BILLS**

December 11, 2024

**Action:** **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved the payment of the bills.**

**ADJOURNMENT**

There being no further business at this time, the Board adjourned the meeting at 5:47 P.M.

**INFORMATION ONLY**

The next meeting is scheduled for Wednesday, January 8, 2025 at 4:00 P.M. at 661 S. George Street.

John Nissel
Chairman

Ashley Stottlemyer
Secretary

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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-84: Article 148 - Schedule of Appeal Fees and Other Charges

**ATTACHMENTS:**

- Article 148 - Schedule of Appeal Fees and Other Charges - signed January 7th.pdf

ARTICLE 148
Schedule of Appeal Fees and Other Charges

148.01 Purpose.

148.02 Appeal fees.

148.03 Freedom of Information Act request; request for services and supplies.

148.04 Merchandising and jobbing rates and charges.

148.05 Ordinance Book, Zoning Ordinance, and Zoning Maps.

148.06 Planning and Zoning services.

148.07 Police Department reports and services.

148.01 PURPOSE.

The purpose of this Article is to establish appeal fees and other charges for use by the City of Charles Town for Appeals Hearings, Merchandising and Jobbing, Freedom of Information Act requests, requests for services or supplies and charges for books and reports.

148.02 APPEAL FEES.

The following appeal fees shall be charged:

| | |
|---|---|
| BOCA Board of Appeals Hearing | $150.00 |
| Zoning Board of Appeals Hearing | 150.00 |

148.03 FREEDOM OF INFORMATION ACT REQUEST; REQUEST FOR SERVICES AND SUPPLIES.

(a) The following rates and charges shall be applied to all Freedom of Information Act or other requests for services and supplies.

| | |
|---|---|
| Reproduction Charge | $.25 per page, per side (8 ½ by 11) |
| Reproduction Charge | $.50 per page, per side (11 by 17) |
| CD Reproduction Charge | $10.00 each |
| Clerical | Based on actual payroll records |
| City Manager | Based on actual payroll records |
| Video Tapes | $25 each |
| Audio Tapes | $10 each |

(b) The City Manager shall resolve disputes with regard to the implementation of specific requests seeking assistance from the City's Attorney as deemed necessary.

148.04 MERCHANDISING AND JOBBING RATES AND CHARGES.

The following rates and charges shall be applied to services and supplies provided by the City of Charles Town and the Charles Town Water and Sewer Departments.

| | |
|---|---|
| Backhoe | $50 per hour |
| Employees | Based on actual payroll records |
| City Vehicle | $25 per hour |
| (while used in the performance of a specific jobbing order) | |
| Materials and Supplies | Cost plus overhead at 30% |
| Brush/Chipping Pick-Up | $25 per pick-up |
| Brush/Chipping Pick-Up | $100 per dump truck |

148.05 ORDINANCE BOOK, ZONING ORDINANCE, AND ZONING MAPS.

The following charges shall be applied for City Ordinance Books, Zoning Ordinance Books and Zoning Maps:

| | |
|---|---|
| City of Charles Town Codified Ordinances | $75 |
| City of Charles Town Zoning Ordinance | $35 |
| City of Charles Town Comprehensive Plan | $35 |
| City of Charles Town Water Specifications | $25 |
| City of Charles Town Sewer Specifications | $15 |
| Zoning Maps | $10 |
| City of Charles Town Subdivision/Land Development Ordinance | $35 |

148.06 PLANNING AND ZONING SERVICES.

The following rates and charges shall be applied for Planning and Zoning review services:

(a) Zoning Permit Application Fee - $25.

(b) Certificate of Appropriateness - $25.

(c) Rezoning Request Filing Fee - $700.

(d) Grading/Land Disturbance Permit - $200 application fee plus the actual costs incurred based on the engineering review fee schedule to review provided documents and perform site inspection of completed work. Minimum of $300 escrow required.

(e) Site Plan for Building Additions Application Fee:

| | |
|---|---|
| (1) < 2500 SF and when <50% increase in impervious area | $200 |
| (2) >2500 SF or when > 50% increase in impervious area | $300 |

(f) Minor Subdivision/Land Development

(1) Boundary Line Adjustment/Property Merger/Property Division - $100 filing fee
(2) Residential Construction Building Plan Review - $200 filing fee
(3) Testamentary Transfer, Judicial Partition, Re-Surveys, Utility Lot Creation - $75 filing fee

(g) Major Subdivision/Land Development Sketch Plan Application Fee:

(1) Single principal structure on a single site - $200 filing fee.
(2) < 3 Residential Buildings - $200 filing fee.

(3) > 3 or more Residential Buildings - $500 filing fee plus $50 per building, minimum of $2000 escrow.
(4) Manufactured (Mobile) Home Park - $500 filing fee plus $50 per dwelling unit, minimum of $2000 escrow.
(5) Commercial and Industrial Buildings - $700 filing fee plus $2000 escrow.
(6) Subdivision Only - $200 filing fee.

(h) Legal review fees for zoning and site plan reviews will be actual costs incurred based on the legal review.

(i) Water and Sewer review fees for zoning and site plan reviews will be actual costs incurred based on the engineering review.

(j) Third-party review fees for zoning and site plan reviews will be actual costs incurred based on the review.

(k) Schematic/Preliminary Plan Review - $300 application fee plus the actual costs incurred based on the engineering review fee schedule to review provided documents.

(l) Sign Permit Fee - $50.

(m) Record Plat Review Fees:

1. With no bonding required - $200 per plat.
2. With independent estimate of required bonding - $1500 for initial review, any subsequent reviews will be based on engineering review fee schedule.
3. Without independent estimate of required bonding - $6000 for initial review, any subsequent reviews will be based on engineering review fee schedule.

(n) Bond Initiation Request - Fee will be actual costs incurred based on the engineering review.

(o) Bond Reduction Request - Fee will be actual costs incurred based on the engineering review costs performed by the City's third-party engineering firm.

(p) Bond Release Request - Fee will be actual costs incurred based on the engineering review fee schedule to perform final site inspection of completed work and review provided documentation.

(q) Application for Annexation - $1,000 flat fee.

(r) Board of Zoning Appeals

(1) Variance: $300 filing fee
(2) Special Exception/Use Permit: $300 filing fee
(3) Appeal: $500 filing fee

(s) Planning Commission Waiver - $200 filing fee.

(t) Zoning Verification Letter - $50 per parcel.

(u) Text Amendment - $400 filing fee.

(v) Legal Notice

(1) In addition to any other fees, an additional fee will be required of all applications requiring public notice in a newspaper:

A. Class I/I-0 Legal Advertisement - $25 flat fee
B. Class II/II-0 Legal Advertisement - $50 flat fee
C. Class III/III-0 Legal Advertisement - $75 flat fee

(2) In addition to any other fees, an additional fee will be required of all applications requiring mailed notice:

A. First Class Mail - $25 flat fee
B. Certified Mail - $75 flat fee

(3) In addition to any other fees, an additional fee will be required of all applications requiring posted notice:

A. Public Notice Signage - $10 flat fee

(4) For any postponement of an item at the applicant's request which results in additional legal notice being required, the cost of the legal notice shall be borne by the applicant subject to the costs listed in v.1; v.2; and v.3 above.

148.07 POLICE DEPARTMENT REPORTS AND SERVICES.

The following charges shall be applied for Police Reports and Services:

Charles Town Police Department Reports:

| | |
|---|---|
| Accident Reports | $20 |
| Incident Reports | $20 |

Charles Town Police Department Services:

| | |
|---|---|
| Adult Private Employment Fingerprinting | $5 |
| Vehicle Identification Number Verification | $5 |
| Non-Governmental Background Investigation Report | $5 |

First Reading: December 2, 2024

Passed on the Second Reading: January 7, 2025

Robert M. Trainor
Mayor

John Nissel
City Manager/Clerk

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

Meeting: 01/21/25
Department: City Council
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2025-85: Open Container Waiver Letter for Pat Riley (Paddy's Restaurant)

**ATTACHMENTS:**
- WV ABC - January 8, 2025.pdf

# City of Charles Town

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

**MAYOR**
*Robert M. Trainor*

**CITY COUNCIL**
*Elizabeth Ricketts*
*James Kratovil*
*Jeff Hynes*
*Kevin Tester*
*Julie Philabaum*
*Priscilla Rodd*
*Michael George*
*Andie Sugrue*

**CITY MANAGER**
*John Nissel*

January 8, 2025

WV Alcohol Beverage Control Administration
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302

To Whom It May Concern,

I am writing on behalf of the City of Charles Town to ask that the WV Alcohol Beverage Control Administration approve the request by Parick Riley and Paddy's Irish Pub, for a one-day permit to extend their footprint for an event on March 17, 2025. The City agrees to suspend all open container laws and related ordinances in the specified serving area.

If you have any questions regarding this event or our support for the application from Patrick Riley, please do not hesitate to contact our Business Development Coordinator, Liz Cook. She can be reached by email at ecook@charlestownwv.us.

Thank you for your assistance with this request.

Sincerely,

Robert M. Trainor
Mayor

c: Liz Cook, Business Development and Downtown Coordinator
Patrick Riley, Paddy's Irish Pub