



the city of Charles Town, WV

FY 2023 Capital Reserve Budget
Revision #1 - Carryover, Body Cams, Paving Streets
City Council Meeting 10/17/2022 - V9.0

REVENUES	FY21 ACTUAL	FY22 BUDGET	FY22 ACTUAL	FY23 APPROVED	FY23 PROPOSED	NOTES
Carryover	\$ -	\$ -			\$ 873,478	In previous years, CIP carryover has not been calculated. Propose to implement carryover to create better records of excess funding, starting with FY23 balance (FY22 Revenues less expenses in Capital Fund)
Developer Fees	\$ 8,083	\$ -	\$ 96,100	\$ 24,720		No approved budget, but have collected \$24,270 so far in FY2023
Repaving Fees (XFRD from General Fund)	\$ 140,348	\$ 100,000	\$ 129,567	\$ 125,000	\$ 125,000	Street Fees Remitted by CTUB then XFRD to Capital Reserve Fund
Lottery / Gaming Revenue (XFRD from General Fund)	\$ 781,704	\$ 892,500	\$ 1,068,975	\$ 850,000	\$ 850,000	All lottery/gaming revenue remitted to Charles Town gets XFRD to Capital Reserve from GenFund (less expenses previously funded by Capital Fund but moved to GenFund for FY23)
Grant Revenue - LWCF SKATE PARK	\$ 29,092	\$ 25,708	\$ 49,320	\$ 5,480	\$ -	Still waiting on final 10% of grant award for finished project, requires NPS final approval of project
Grant Revenue - Stormwater CBIG	\$ 102,559	\$ -	\$ -	\$ -	\$ -	State grant received for Liberty Street stormwater improvement design work; waiting on potential grants to fund design install and construction
Grant Revenue RCVBLE - NPS First Free School / Star Lodge	\$ 39,891	\$ 78,609	\$ 78,609	\$ -	\$ -	NPS grant for First Free School / Star Lodge Renovations ; work completed, but still waiting on funding to be received.
State Grant - First Free School Roof	\$ -	\$ 40,000	\$ 29,411	\$ -	\$ -	State Grant for First Free School Roof Work (rcvd funding in FY22)
ARPA Revenue designated for Grant Matching	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	Per Council, \$1.5 million of ARPA award has been designated as grant match funding source; ARPA funds budgeted in General Fund, so will XFR funds to Capital Reserve account as grants are completed via interfund reimbursement process.
Interest on Bank Accounts	\$ 9,662	\$ -	\$ 11,100	\$ 5,166	\$ -	
Total Revenues	\$ 1,111,339	\$ 1,136,817	\$ 1,463,082	\$ 975,000	\$ 1,848,478	

DEPARTMENT LINE ITEMS	FY21 ACTUAL	FY22 BUDGET	FY22 ACTUAL	FY23 APPROVED	FY23 PROPOSED	FY 23 NOTES AND EXPLANATIONS
General Government						
Technology Upgrades	\$ 206,385	\$ 100,000	\$ 127,592	\$ 100,000	\$ 100,000	Staff to develop a more detailed equipment replacement plan and identify embedded license fees to move to operating (i.e. \$5,100 for body camera licenses; \$10k Granicus; \$6k MyPermit for already transferred to General Fund)
Public Arts District	\$ -	\$ 10,000	\$ 6,000	\$ 10,000	\$ 10,000	Support for permanent/juried art in the CT Arts District; implementation of wayfinding signs, etc.
General Grant Matching Funds	\$ 97,975	\$ 70,000	\$ 70,000	\$ 50,000	\$ 50,000	Matching funds for high priority grants identified by Council
FIP/SIP	\$ 11,193	\$ 60,000	\$ 11,500	\$ -	\$ -	Façade and Sidewalk Improvement appropriation moved to General Fund for FY2023
City Hall Vehicles	\$ 21,133	\$ -	\$ -	\$ -	\$ -	None for FY23
Economic Development Infrastructure Fund	\$ -	\$ 25,000	\$ -	\$ -	\$ -	Proposed economic development incentive fund discontinued for higher priorities
Homelessness Solutions		\$ 50,000	\$ -	\$ -	\$ -	Homelessness Solution appropriation moved to General Fund for FY2023
Public Safety						
Vehicles & Outfitting's	\$ 110,790	\$ 115,000	\$ 111,386	\$ 125,000	\$ 125,000	2 vehicles with outfitting's; Will revise number once PD Vehicle disposal occurs to discuss potential 3rd vehicle purchase
Equipment	\$ 16,197	\$ 34,700	\$ 27,285	\$ 32,000	\$ 56,000	Body cameras; portable radios; sidearms; rifles; shotguns; tasers; tablets; ROLL OVER FY22 ALLOTTMENT FOR BODY CAMS (~\$24K bill attached), DUE TO EQUIPMENT SHORTAGE AND SHIPPING DELAYS
Parking Meters	\$ -	\$ -	\$ 3,828	\$ 5,000	\$ 5,000	Replace parking meters in the downtown parking district
Public Works						

Basic Stormwater Improvements	\$ -	\$ -	\$ 1,336	\$ 50,000	\$ 50,000	Install new sidewalk drain in 200 block of W. Washington (design completed - JW project); fix Paradise Alley storm drain; design improvements for 100 block of Shutter St; 400 block of S. Samuel, and culvert at 4th and Hunter
Charles Street Flooding & Arts District Design	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	Matching funds for green infrastructure grant to begin planning and redesign (confirm grant status)
Streep Paving / Improvements	\$ -	\$ 100,000	\$ 12,400	\$ 140,000	\$ 300,000	Rollover FY22 allotment of \$87.6k, and appropriate additional funds for increased repaving expense (bill attached, increase due to material and fuel cost inflation)
Sidewalk Improvements - George Street, Higgs/W. Liberty St	\$ 16,935		\$ 12,716	\$ 300,000	\$ 300,000	Complete design for sidewalk to 661; fund half of \$500k project (other half from grants); design sidewalks connections at Higgs/W. Liberty
Security Fence / Shop Improvements	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	Install perimeter fence along Evitts Run
Parking Lot Improvements		\$ 25,000	\$ 9,775	\$ -	\$ -	Repaving and sealing completed in FY22
Equipment Purchases	\$ 3,135	\$ 75,000	\$ 6,155	\$ 52,500	\$ 52,500	Leaf vacuum and other truck/equipment
General Infrastructure Improvements	\$ -	\$ 100,000	\$ 14,818	\$ -	\$ -	FY22 expense - Brooke Street Sinkhole remediation
Parks						
Amenities & Replacements / Park Upgrades	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	Master planning for parks; plan/design additional tennis/pickleball court; install disc golf; picnic tables; pavilion repair, etc.
Master Park Planning	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	Undertake formal master planning effort for parks system (Depot District?), including identifying new parks, ball fields, and other needs (tennis, pickleball, disc golf, etc.)
Walking Bridges at Happy Retreat and Evitts Run Park	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	Plan for bridges over Evitts Run
Pool Renovation	\$ 5,970	\$ -	\$ 3,980	\$ -	\$ -	FY21 & FY22 expenses: Pool Renovation Study & Design Options
Other Projects						
City Hall Renovations	\$ -	\$ 100,000	\$ -	\$ 125,000	\$ 125,000	Planning and design fees for City Hall renovations (none of FY23 appropriation spent on design services yet).
Augustine Avenue Trail Design	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	Matching funds for Phase II design
Augustine Avenue Trail Construction	\$ -	\$ -	\$ -	\$ -	\$ -	No funding appropriated as of FY23, must complete design work first
Nuisance Property - Witteried	\$ -	\$ 75,000	\$ 23,993	\$ -	\$ -	Nuisance Property appropriation moved to General Fund for FY23
RECENTLY COMPLETED PROJECTS						
Police Staffing		\$ 44,243	\$ 40,775	\$ -	\$ -	Study to evaluate current and future staffing needs completed in FY22
Developer Fee Study		\$ 50,000	\$ 48,143	\$ -	\$ -	Study to update developer fees completed in FY22
First Free School / Star Lodge Renovations	\$ 69,391		\$ 97,080			Grant project completed in FY22 - still waiting on funds from NPS
Skate Park	\$ 83,893		\$ 27,964			Grant project completed in FY22 - still waiting on final 10% funding release
Paving Analysis	\$ 55,872		\$ 2,880			Paving Assessment completed in FY21 and presented in FY22
Liberty Street Stormwater Study - Green Infrastructure	\$ 156,008	\$ -	\$ -	\$ -	\$ -	Design work has been completed by Greenway Engineering and construction drawings received in FY21; next step is to pursue grant money and match to install the project
Total CIP	\$ 854,876	\$ 1,083,943	\$ 589,604	\$ 1,239,500	\$ 1,423,500	
Surplus	\$ 256,463	\$ 52,874	\$ 873,478	\$ (264,500)	\$ 424,978	