

CHARLESTON CITY COUNCIL

Regular Meeting

July 20, 2026

at 7:00 PM



THIS MEETING WILL TAKE PLACE IN PERSON AND CAN BE VIEWED LIVE VIA

<https://charlestonwv.civicclerk.com/web/home.aspx>

Council Chambers, Third Floor
City Hall, 501 Virginia St. E.
Charleston, WV

AGENDA

CALL TO ORDER BY THE MAYOR

INVOCATION AND PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC SPEAKERS AND CLAIMS

1. **INTERESTED PUBLIC SPEAKERS MUST REGISTER AT THE CLERK'S HALLWAY TABLE IN PERSON NO EARLIER THAN 15 MINUTES BEFORE THE MEETING STARTS. FIVE (5) SPEAKERS WILL BE PERMITTED (RULE NO. 22 (B)).**
2. Claims 7-20-2026

PROCLAMATIONS

1. Proclamations 7-20-2026

COMMUNICATIONS

1. Communications 7-20-2026

REPORTS OF STANDING COMMITTEES

PLANNING, STREETS AND TRAFFIC

1. Bill No. 8082 - A Bill removing the designation of Staunton Avenue, S.E. as an established "through" street.

URBAN RENEWAL AND ECONOMIC DEVELOPMENT

1. Resolution No. 26-084 - Authorizing Charleston Urban Renewal Authority to develop and implement a workable plan of action for elimination, prevention, or spread of deteriorating conditions and blight, and for conservation and rehabilitation within a certain area of the East End Community.

FINANCE

1. Resolution No. 26-085 - Authorizing approval of Amendment No. 1 of the FY 2026-2027 General Fund Budget.
2. Resolution No. 26-086 - Authorizing the Mayor or City Manager to approve and execute multiple Change Orders relating to the Charleston Fire Department station renovation project to address multiple changes due to unforeseen conditions discovered during the course of the project.
3. Resolution No. 26-087 - Authorizing the Mayor or City Manager to enter into an agreement with the West Virginia Division of Highways and the Regional Intergovernmental Council to receive funding and administer bidding and construction for a lighting improvement project within the Business Improvement District.
4. Resolution No. 26-088 - Authorizing the Mayor or City Manager to enter into an agreement with the West Virginia Division of Highways and the Regional Intergovernmental Council to receive funding and administer bidding and construction for a sidewalk improvement project within the City of Charleston.
5. Resolution No. 26-089 - Authorizing the Mayor or City Manager to enter into an agreement with the West Virginia Division of Highways and the Regional Intergovernmental Council to receive funding and administer bidding and construction for paving of Federal Aid Non-State roads within the City of Charleston.
6. Resolution No. 26-090 - To approve a new agreement between the City and the Kanawha Animal Shelter.
7. Resolution No. 26-091 - Authorizing the Mayor or City Manager to enter into an MOU with Mountwest Community and Technical College to provide textbooks and three semesters of paramedic training courses for 6 members of the Charleston Fire Department.

REPORTS OF OFFICERS

1. Reports 7-20-2026

NEW BILLS

1. New Bills 7-20-2026

UNFINISHED BUSINESS AND/OR MISCELLANEOUS BUSINESS

REMARKS BY MEMBERS

ROLL CALL

ADJOURNMENT

THE NEXT REGULAR MEETING OF COUNCIL WILL BE AUGUST 3, 2026 AT 7:00 PM.

THE AGENDA WAS AMENDED ON 7-16-2026

***Meetings may be recorded and broadcast via internet <https://charlestonwv.civicclerk.com>**

Bill No. 8082

Introduced in Council

Passed by Council:

June 1, 2026

Introduced by:

Referred to:

Emmett Pepper
Bruce King

Planning, Streets and Traffic

Bill No. 8082 - A Bill to amend and reenact Ordinance number 1800, passed by Council June 7, 1976, relating to Removing the designation of Staunton Avenue, S.E. as an established "through" street; Stop Signs at the intersection of Staunton Avenue, S.E. and 44th Street, S.E. by requiring vehicles eastbound on Staunton Avenue, S.E. to stop and requiring vehicles westbound on Staunton Avenue, S.E. to stop; and amending the Traffic Control Map and Traffic Control File, established by the code of the City of Charleston, West Virginia, two thousand and three, as amended, Traffic Laws, Section 263, Division 2, Article 4, Chapter 114, to conform therewith.

Be it Ordained by the Council of the City of Charleston, West Virginia:

Section 1. The designation of "through" streets previously established by Ordinance Number 1800 is hereby adjusted such that it shall remove Staunton Avenue, S.E. as an established "through" street.

Section 2. The Stop Sign at the intersection of Staunton Avenue, S.E. and 44th Street, S.E. previously established by Ordinance Number 1800 requiring vehicles southbound on 44th Street, S.E. to stop and requiring vehicles northbound on 44th Street, S.E. to stop is hereby adjusted such that it shall require vehicles eastbound on Staunton Avenue, S.E. to stop and requiring vehicles westbound on Staunton Avenue, S.E. to stop in all instances.

Section 3. The Traffic Control Map and Traffic Control File, established by the code of the City of Charleston, West Virginia, two thousand and three, as amended, Traffic Laws, Section 263, Division 2, Article 4, Chapter 114, shall be and hereby are amended, to conform to this Ordinance.

Section 4. All prior Ordinances, inconsistent with this Ordinance are hereby repealed to the extent of said inconsistency.

Resolution No. _____

Introduced in Council:

Adopted by Council:

July 20, 2026

Introduced by:

Referred to:

Larry Moore

Urban Renewal

1 **Resolution No. 26-084** - Declaring a need and authorizing Charleston Urban
2 Renewal Authority to develop and implement a workable plan of action for
3 elimination, prevention, or spread of deteriorated or deteriorating conditions and
4 blight, and for conservation and rehabilitation within a certain area of the East
5 End Community, pursuant to the provisions of Chapter 16, Article 18 of the Code
6 of West Virginia.

7
8 **WHEREAS**, Chapter 16, Article 18, Section 29 of the Code of West Virginia
9 authorized the governing body of the community, or such public officer or public
10 body as it may designate, to prepare a workable program, which may include an
11 official plan of action, for the establishment and preservation of a well-planned
12 community with well-organized residential neighborhoods of decent homes and
13 suitable living environment for adequate family life, for utilizing appropriate
14 private and public resources to eliminate and prevent the development or spread
15 of deterioration or blight, to encourage needed urban rehabilitation, to provide for
16 the redevelopment of deteriorated or blighted areas, and for the undertaking of
17 feasible activities to achieve the objectives of such a program;

18
19 **WHEREAS**, Chapter 16, Article 18, Section 25, of the Code of West Virginia
20 specifically provides that urban renewal projects may include undertakings and
21 activities for the elimination of deteriorated or deteriorating or blighted areas, or
22 to otherwise prevent an area from becoming deteriorated or blighted;

23
24 **WHEREAS**, Chapter 16, Article 18, Section 27, of the Code of West Virginia
25 eliminates the requirement of Chapter 16, Article 18, Section 4, of the Code of
26 West Virginia, that an area must first be declared “blighted” before authorizing an
27 urban renewal authority to exercise powers, function and duties permitted under
28 said Article, and additionally amends and redefines the terms “slum” and
29 “blighted” as used throughout the Article to also mean and include deteriorated or
30 deteriorating areas for the purpose of urban renewal plans and projects;

31
32 **WHEREAS**, City Council is cognizant of certain factors that warrant a plan of
33 action and exercise of the powers, function, and duties of the Charleston Urban

Renewal Authority for the elimination, prevention, and spread of deteriorated or deteriorating conditions or blight and to otherwise implement conservation and rehabilitation with respect to the area so designated herein;

WHEREAS, the area addressed by this resolution is located within the Boundaries of the former East End Community Renewal Plan, enacted in December 2005, as amended through April 2, 2016, which Plan declared the area within the Boundaries thereof as being in need of a workable plan of action for the elimination, prevention or spread of deteriorating conditions, slum or blight, which, as to the area designated by this resolution, was not accomplished prior to the expiration of said former Plan on January 1, 2025, and the area subject to this resolution remains in need of a workable plan of action for the elimination, prevention or spread of deteriorating conditions, slum or blight and continue to be in need of a plan for the redevelopment of deteriorated or blighted areas;

Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

1. That the City Council hereby finds and declares that the requisite conditions exist to make it necessary; in the interest of the public health, safety, morals or welfare of the residents of that certain area of the Community shown in Exhibit 1A attached hereto, to designate and authorize the Charleston Urban Renewal Authority to develop a workable plan and project for implementing action as contemplated and authorized by Chapter 16, Article 18, of the Code of West Virginia for said Area as may be necessary for the elimination, prevention, or spread of deteriorated or deteriorating conditions or blight within the Community of said Area and for the conservation and rehabilitation of the Community within said Area.

2. In the course of developing a workable plan the Charleston Urban Renewal Authority shall endeavor to involve as many residents and business owners of the Community shown in Exhibit 1A as possible by using the following methods to encourage participation:

- a. Direct contact with as many businesses as possible;
- b. Public announcements in both the newspaper and radio as available;
- c. Attempt to engage operators of businesses where folks typically congregate (i.e. convenience stores, barber shops, bars) to assist in publicizing planning events;
- d. Contact the local landlord association and enlist their assistance in having tenants participate in planning events;

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- e. Contact and participate in meetings held by the East End Neighborhood Association.

3. Most of the planning events shall be held in the Community shown on Exhibit 1A.

4. City Council shall not approve any urban renewal plan that proposes giving the Charleston Urban Renewal Authority the power of eminent domain over any residence that is occupied by the same individuals who are the owners as shown in the real estate records maintained by the Office of the Clerk of Kanawha County, West Virginia at the time the plan is adopted or amended.

Resolution No. 26-085

Introduced in Council:

Adopted by Council:

July 20, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

- 1 Resolution No. 26-085 - Authorizing approval of Amendment No. 1 of the FY 2026-2027 General
- 2 Fund Budget as indicated on the attached list of accounts.
- 3
- 4 Be it Resolved by the Council of the City of Charleston, West Virginia:
- 5
- 6 That Amendment No. 1 of the FY 2026-2027 General Fund Budget as indicated on the attached
- 7 list of accounts is approved.

General Fund FY 2026-2027 Budget Amendment No. 01 - July 20, 2026

Revenues and Fund Balances										
Account No.		Department		Account Description		Current Amount	Increase/ (Decrease)	Amended Amount		
1001	00	00000	000	000	329500	Fund Balance	Non-Spendable Fund Balance	-	298,622	298,622
1001	00	00000	000	000	430500	Revenue	Business & Occupation Tax	53,660,000	(298,622)	53,361,378
Net Increase/(Decrease) to Revenues								-		
Expenditures										
Account No.		Department		Account Description		Current Amount	Increase/ (Decrease)	Amended Amount		
Net Increase/(Decrease) to Expenditures								-		
Description:										
Nonspendable Fund Balance - To recognize nonspendable fund balances for Prepaid Insurance expenses.										

Revenues and Fund Balances										
Account No.		Department		Account Description		Current Amount	Increase/ (Decrease)	Amended Amount		
1001	00	00000	000	000	329500	Fund Balance	Restricted Fund Balance - Debt Service	-	57,068	57,068
1001	00	00000	000	000	430500	Revenue	Business & Occupation Tax	53,361,378	(57,068)	53,304,310
Net Increase/(Decrease) to Revenues								-		
Expenditures										
Account No.		Department		Account Description		Current Amount	Increase/ (Decrease)	Amended Amount		
Net Increase/(Decrease) to Expenditures								-		
Description:										
Restricted Fund Balance - To recognize funds restricted for Ball Park Debt Service.										

Revenues and Fund Balances									
Account No.		Department		Account Description		Current Amount	Increase/ (Decrease)	Amended Amount	
1001	00	00000	000	000	329500 Fund Balance	Unassigned Fund Balance	3,000,000	851,854	3,851,854
Net Increase/(Decrease) to Revenues								851,854	
Expenditures									
Account No.		Department		Account Description		Current Amount	Increase/ (Decrease)	Amended Amount	
1001	10	41200	000	000	522300 City Manager's Office	Professional Services	329,000	100,000	429,000
1001	10	41700	000	000	522900 City Attorney	Claims & Damages	750,000	450,000	1,200,000
1001	10	42100	000	000	510310 MOECD	Salaries & Wages - Part Time	20,000	157,319	177,319
1001	10	42100	000	000	510400 MOECD	FICA	34,753	12,035	46,788
1001	10	42400	000	000	556800 Main Streets Program	Contributions to Others	75,000	62,500	137,500
1001	80	98000	C18	000	645900 Capital Outlay - Social Services	Cemetery - Equipment	90,000	70,000	160,000
Net Increase/(Decrease) to Expenditures								851,854	
Description: Unassigned Fund Balance - To recognize the unassigned balance for items budgeted but not purchased in FY 2026									

Resolution No. 26-086

Introduced in Council:

July 20, 2026

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

Resolution No. 26-086 - Authorizing the Mayor or City Manager to approve and execute multiple Change Orders collectively referred to as Cumulative Change Order No. 3, relating to the Charleston Fire Department station renovation project in the total amount of \$60,285.40 to address multiple changes due to unforeseen conditions discovered during the course of the project.

Now Therefore, Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to approve and execute multiple Change Orders collectively referred to as Cumulative Change Order No. 3, relating to the Charleston Fire Department station renovation project in the total amount of \$60,285.40 to address multiple changes due to unforeseen conditions discovered during the course of the project. The pricing details related to Cumulative Change Order No. 3 are indicated in Exhibit A. The new total contract price approved is \$4,352,070.74.

Cumulative Change Order #1

CO Number	Cost	Station	Description	CMO Approval	Work Status
CO1	17,310.25	4	Replace rotten wood; corrected electrical room ceiling; fill old sewer line under addition	Approved	Completed
CO2	0.00	4 & 2	Add 14 days due to asbestos delay	Approved	Completed
CO5	2,259.26	2	Owner-requested change to design of study room	Approved	Completed
CO6	1,447.80	2	Relocation of shower wall; replace rotten shower wall material	Approved	Completed
Total	21,017.31				

Cumulative Change Order #2

CO Number	Cost	Station	Description	CMO Approval	Work Status
CO3.1	24,290.84	4	Gas leaking at Station 4 - internal lines need replaced	Approved	Completed
CO4	5,454.59	4	Owner-requested cleaning and painting apparatus bay at Station 4	Approved	Completed
Total	29,745.43				

Approved by Council - February 2, 2026

New Contract Total **\$4,250,762.74****Cumulative Change Order #3**

CO Number	Cost	Station	Description	CMO Approval	Work Status
CO7.1	14,589.39	2	Kitchen and Laundry Rooms - electrical and plumbing work	Approved	Completed
CO8		4	Range Hood	Rejected	
CO9		4	Painting Stairs	Rejected	
CO10	2,763.86	4	HVAC would not fit in location - attic and rafter work to accommodate	Approved	Completed
CO11.1	3,072.78	4	Additional Kitchen Cabinets due to change in range and range hood size	Approved	Completed
CO12.1	886.52	2	Cabinet Modifications due to larger range hood	Approved	Completed
CO13		4	Adding Additional Countertop to Kitchen at Station 4	Rejected	
CO14		2	Adding Additional Countertop to Kitchen at Station 2	Rejected	
CO15	1,915.71	2	Modification of keying system - addition of keypad to exterior door	Approved	Pending
CO16.1	1,483.99	8	Flashing and sealant modification and labor on new deck at Station 8	Approved	Pending
Total	24,712.25				

Approved

New Contract Total **\$4,275,474.99****Cumulative Change Order #4**

CO Number	Cost	Station	Description	CMO Approval	Work Status
CO17	2,443.47	2	Add additional gas line to roof for make up air unit and accessories	Approved	Completed
CO18.1	14,371.76	5	Owner requested change to kitchen design; add new door at rear; add larger showers	Approved	Completed
CO19	16,398.21	5	Addition of concrete patio in rear of building to the new retaining wall	Rejected	
CO20.1	(504.88)	1	Remove deck from scope; owner-requested change to kitchen design; add larger showers	Approved	Completed
Total	16,310.35				

Amount Approved by Council

June 1, 2026: **\$4,308,183.55**

New Contract Total

(after rejecting CO19) **\$4,291,785.34****Cumulative Change Order #5**

CO Number	Cost	Station	Description	CMO Approval	Work Status
CO21	24,582.25	5	Station 5 subfloor replacement - Wooden with new composite floor	Approved	Completed
CO22		5	Concrete subfloor - Alternate Option to CO21	Rejected	
CO23	22,582.25	1	Replace ductwork in Station 1	Pending	
CO24	2,749.19	1	Gas line extension	Pending	
CO25	10,371.71	5	Exterior waterproofing for basement issues that were not cured by internal waterproofing	Pending	
Total	60,285.40				

Pending Council Approval

New Contract Total **\$4,352,070.74**

Total Change Orders:

3.62%

Resolution No. 26-090

Introduced in Council:

July 6, 2026

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

1 Resolution No. 26-090 – Authorizing the Mayor or City Manager to enter into an Agreement with
2 Kanawha-Charleston Humane Association for animal sheltering services. The Agreement is
3 attached hereto as Exhibit A. The Agreement will be in effect for an initial three-year period,
4 starting July 1, 2026, and ending June 30, 2029.

5 Be it Resolved by the Council of the City of Charleston, West Virginia:

6 That the Mayor or City Manager is authorized to enter into an Agreement with Kanawha-
7 Charleston Humane Association for animal sheltering services. The Agreement is attached hereto
8 as Exhibit A. This Agreement will be in effect for an initial three-year period, starting July 1, 2026,
9 and ending June 30, 2029.



AGREEMENT FOR THE PROVISION OF ANIMAL SHELTERING SERVICES

This Agreement for the Provision of Animal Sheltering Services (the “Agreement”) is made as of this _____ day of _____, 2026, by and between the Kanawha-Charleston Humane Association (the “KCHA”) and the City of Charleston, West Virginia (the “City”). The KCHA and the City are hereinafter referred to collectively as the “parties.”

WHEREAS, the City may provide certain animal sheltering services as well as animal control services, pursuant to the guidelines established by its Ordinances or Code; and

WHEREAS, the KCHA operates a facility at 1248 Greenbrier Street, Charleston, Kanawha County, West Virginia 25311, (the “facility”) which provides animal sheltering services and animal control services; and

WHEREAS, the City desires to have KCHA provide animal sheltering services as an independent contractor on the City’s behalf for animals the City takes into possession after such animals have been abandoned, seized, or considered strays, as hereinafter defined, and the KCHA desires to provide animal sheltering services on behalf of the City, in accordance with applicable law, and pursuant to the terms and conditions set forth in this agreement; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, and subject to the terms and conditions herein set forth, the parties mutually covenant and agree as follows:

1. **New Agreement; Term of Agreement.** This Agreement supersedes and replaces in its entirety any and all covenants and agreements previously entered into by and between the City and KCHA. The initial term of this Agreement shall be for three (3) calendar years commencing as of July 1, 2026. This Agreement shall be renewed automatically for additional three (3) year terms unless written notice is provided by one of the parties to the other at least sixty (60) days prior to the end of the term, stating the party’s intention to terminate the agreement.
2. **Default.** If either party fails in any material term or condition of this agreement, including failure by the City to make any payment when due under the agreement, the non-defaulting party will provide written notice of the nature of the default and give the defaulting party a reasonable period of time to cure the default. Failure to cure the default

may result in termination of this Agreement, as to the defaulting party, at the election of the non-defaulting party.

3. **Non-appropriation.** The City's obligation to pay the Annual Fees shall be subject to annual appropriation of the necessary funds. Notwithstanding anything in this Agreement to the contrary, the City's failure to appropriate funds necessary to pay the Annual Fees shall result in termination of this Agreement at the conclusion of the City's then current budget year or at the conclusion of the Agreement year, whichever comes first. The City's obligation to pay any outstanding portion of the Annual Fee until the date of termination shall survive termination of the Agreement.
4. **Compensation for Animal Sheltering Services.** In consideration of the provision of Animal Sheltering Services as provided herein, the City shall pay KCHA annual fees in the amount of **\$65,000**. Payments shall be made monthly pursuant to 11 equal installments in the amount of \$5,416.67 and 1 final installment of 5,416.63.
5. **Responsibilities of KCHA.** The KCHA shall provide Animal Sheltering Services, as described herein and as the same may be amended or modified by the parties in writing from time to time. For purposes of this agreement, "animals" includes domestic animals such as dogs, cats (excluding healthy stray cats; provided that said cats shall be accepted by KCHA and serviced by the TNR program as set forth in section 9 of this agreement), rabbits, Guinea pigs, and chinchillas. KCHA will not provide sheltering services for birds, fowl, or livestock. KCHA shall accept all animals delivered by the City, subject to reasonable coordination of intake timing between the City's Humane Officers and KCHA, and subject to KCHA's ability to temporarily delay intake of healthy stray dogs when necessary to ensure adequate space and to protect the health and welfare of animals in its care. Owned animals voluntarily surrendered by their owners will not be accepted without prior consultation between the City and KCHA regarding space availability and the resources required to safely accept such animals. Notwithstanding the foregoing, KCHA will accept healthy stray dogs that present a community safety risk, as well as owned animals when the owner has been arrested, hospitalized, or is deceased and no responsible party is available to assume custody of the animal. KCHA will not perform any services that contradicts its mission or philosophical beliefs.

The parties intend that an independent contractor relationship between KCHA and the City will be created by this Agreement. No agent, employee, or representative of KCHA shall be deemed to be an employee, agent, servant, or representative of the City for any purpose. KCHA will be solely and entirely responsible its acts and for the acts of its agents, employees, servants, subcontractors, or otherwise during the performance of this Agreement. In addition, the KCHA shall maintain books and records relating to the

operations of the Facility, in accordance with generally accepted accounting principles. Upon request by the City, KCHA will provide to the City annually, within 30 days of the completion of KCHA's annual audit, a report of the individual annual amounts contributed to KCHA by each political subdivisions of the State of West Virginia for which KCHA has provided sheltering services or other services, a general description of what services were provided to each such political subdivision in exchange for its contribution (e.g., sheltering, contracted KCHA humane officers, and other services broken down by general categories, if any, kept by KCHA in its ordinary course of business), and the total number of animals by type (e.g., dogs, cats, rabbits, Guinea pigs, chinchillas, and other animals) received by KCHA from each such political subdivision; and at the City's request and upon reasonable notice, provide copies of an annual audit and budget and access to its books and records.

6. **Animal Sheltering Services.** The KCHA shall provide animal Sheltering Services for all animals as defined in this agreement that are found within the City's jurisdiction and delivered to the Facility from the City by Humane Officers and from community members when an animal is found within the City's jurisdiction. For purposes of this Agreement, "Animal Sheltering Services" shall mean the impoundment and care of Animals delivered to the Facility. Except as otherwise expressly provided in this Agreement, or as required by applicable law, the manner in which Animal Sheltering Services are provided, including, without limitation, the hours of operation and staffing of the Facility, and the decision whether and when to euthanize any Animal shall be at the sole discretion of the KCHA.

Animal sheltering services shall include, to the extent permitted by applicable state law, rules and local ordinances:

- a. Place, hold, euthanize, transfer, or otherwise dispose of impounded Animals.
- b. Provide treatment and controlled drugs for euthanasia and other medical purposes.
- c. Provide applicable license and documentation as required by applicable law.
- d. Maintain accurate written or computerized accounts of all Animals impounded.
- e. Perform all procedures required by applicable law, including those relating to impounded Animals that have bitten a person.
- f. Allow the Humane Officers to have access to the Facility premises for the purpose of delivering Animals twenty-four (24) hours a day.

- g. Provide best efforts to make dog and cat runs or cages available at all times for Animals delivered by the Humane Officers.
 - h. Provide reasonable and necessary veterinary treatment and vaccinations to impounded Animals.
- 7. **Other services or programs.** The services that are the subject of this agreement may not be expanded, and new services or programs may not be added, unless they are the subject of a separate written agreement and subject to negotiation as to the nature and cost of the services and dependent upon the resources available to KCHA.
- 8. **Responsibilities of the City.** The City shall pay the annual fees, as provided herein, and shall provide a date, time and location for KCHA's Executive Director or his or her designee to meet with representatives of the City at the end of each Agreement Year. In addition, the City shall:
 - a. Designate a supervising City official to whom the KCHA may deliver routine communications, notifications required by this agreement, and any other requests;
 - b. Exercise best efforts to resolve any disagreements regarding this Agreement by promptly consulting with the Executive Director of the KCHA;
 - c. Require humane officers and police officers, as applicable, to comply with applicable law in the handling and delivery of animals to the Facility, including following applicable bond and forfeiture statutes to assist with prompt resolution of legal proceedings;
 - d. Require humane officers and police officers to enforce applicable statutes and regulations of the State of West Virginia, in addition to City ordinances, as they pertain to each situation where the City delivers an animal to KCHA for impoundment;
 - e. Require humane officers to fully complete KCHA's admission forms, to include owner name, owner address or address where the animal was found, and reason(s) for admission;
 - f. Require humane officers to scan for microchips, if possible, or search for a license and use all reasonable diligence to notify the licensed owner, if any, prior to delivery of an animal to KCHA;
 - g. When impounding an animal during non-KCHA business hours, the City shall take all injured animals to a veterinarian or animal clinic during non-KCHA business hours for treatment with the City or owner to bear the cost of the treatment, Provided That once such animal has been discharged from inpatient care by the treating veterinarian or animal

clinic, KCHA will accept the animal if delivered to KCHA by or on behalf of the City; and

- h. Provide reasonable advance notice, when practicable, to the KCHA in cases where a large number of animals in one case or situation (a number greater than 5 animals) will need to be sheltered.
9. **TNR Program.** Any delivery by the City Humane Officer or their designees of healthy stray or feral cats found within City limits shall be pursuant to the Trap-Neuter-Return (“TNR”) program. After such cats have been sterilized and are medically cleared for return to the general population, the City Humane Officer or designee shall retrieve the cats from KCHA and shall be responsible for returning them to the location where they were originally captured.
10. **Insurance.** The KCHA shall maintain insurance to protect itself and the City from any and all lawsuits, claims, demands, losses or actions that may arise from the KCHA’s performance of its obligations as set forth in this Agreement. The insurance shall be in the minimum amount of One Million Dollars (\$1,000,000) and shall name the City as an additional insured on the policy. KCHA shall provide the City a certificate of insurance evidencing such insurance upon execution of this agreement and upon renewal(s) of such policy.
11. **Indemnification.** The KCHA shall be responsible for, shall defend against and shall indemnify and hold the City, including but not limited to its Council, employees, representatives, officials and agents, harmless from and against any and all lawsuits, claims, demands, losses or actions made or taken against the City based upon, arising from, or incident to the decisions and/or actions of the KCHA or any of its officers, directors, employees, agents, or volunteers in the performance of the obligations of the KCHA pursuant to this Agreement. KCHA shall have no responsibility to indemnify the City for the negligence, willful misconduct, or policy decisions of the City, its officers, employees, or agents.
12. **Assignment.** No party may assign or transfer all or any part of its right, title or interest in this Agreement, without the prior written consent of the other party.
13. **Governing Law.** This Agreement shall be governed by the laws and rules of the State of West Virginia. The parties will attempt to settle any claim or controversy arising out of this Agreement or the services provided therefore through consultation and negotiation in good faith and a spirit of mutual cooperation. Any dispute which cannot be resolved between the parties through consultation, negotiation, or mediation within a reasonable

time may then be submitted exclusively to the Circuit Court of Kanawha County, West Virginia.

14. **Notices.** All notices required to be given under this Agreement shall be delivered, by first class mail, as follows:

To the KCHA:

The Kanawha-Charleston Humane Association
1248 Greenbrier Street
Charleston, WV 25311
Attn: Executive Director

To the City:

City of Charleston
501 Virginia Street East
Charleston, WV 25301

15. **Complete Agreement; Amendments; Severability.** This Agreement constitutes the final expression of the parties and supersedes all previous agreements and understandings, written or oral, relating to the rights and responsibilities of the parties hereunder. This Agreement may not be altered, amended or modified except by written instrument executed by the duly authorized representatives of the parties. In the event that any provision of this Agreement is held unenforceable for any reason, the remaining provisions shall remain in full force and affect.
16. **Headings.** The headings and captions heading are inserted for the convenience of reference only and are not intended to govern, limit, or aid in the construction of any term or provision hereof.
17. **Counterparts Permitted.** This Agreement may be executed in any number of counterparts, and each such counterpart shall be deemed an original of this Agreement to be executed as of the date first written above.

[Signatures on the Next Page]

IN WITNESS WHEREOF, the parties do hereby set forth their signatures and do hereby represent that the individuals who have executed this Agreement have been duly authorized to bind the City and the KCHA, respectively, to the terms and conditions hereof.

KANAWHA-CHARLESTON HUMANE ASSOCIATION

By: _____
Bethany Hively, Executive Director

THE CITY OF CHARLESTON,
A West Virginia municipal corporation,

By: _____
Benjamin Mishoe, City Manager

Resolution No. 26-091

Introduced in Council:

July 20, 2026

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

Resolution No. 26-091 - Authorizing the Mayor or City Manager to enter into an MOU with Mountwest Community and Technical College to provide textbooks and three semesters of paramedic training courses for 6 members of the Charleston Fire Department, where the prices are set forth in the MOU and the anticipated total cost is \$37,000.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to enter into an MOU with Mountwest Community and Technical College to provide textbooks and three semesters of paramedic training courses for 6 members of the Charleston Fire Department, where the prices are set forth in the MOU and the anticipated total cost is \$37,000.



INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing **\$5,000 or more**. A minimum of **3** quotes is required for this form.

CITY OF CHARLESTON
Purchase Request

Date: 7/15/2026

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: _____

Paramedic tuition for 3 semesters and books for 6
students. (Fall 2026, Spring 2027, & Summer 2027)

Purchase justification: _____

Required training to have qualified paramedics on staff.

If approved, the total purchase price will be: \$37,000.00

(Check One)

- ☐ The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).
- ☐ The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

I have contacted the following responsible vendors and have attached their written quotes for the requested item(s): (Minimum of 3 Quotes Required)

- | | | |
|----|---|---|
| 1. | <u>Mountwest Community and Technical College</u> | Price Quote: \$ <u>37,000.00</u> |
| 2. | <u> </u> | Price Quote: \$ <u> </u> |
| 3. | <u> </u> | Price Quote: \$ <u> </u> |
| 4. | <u> </u> | Price Quote: \$ <u> </u> |
| 5. | <u> </u> | Price Quote: \$ <u> </u> |

The apparent low-bid vendor *meeting specifications* is: Mountwest Community and Technical College

AND

- ☒ The low-bid vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records, and I recommend authorizing the purchase through the low-bid vendor.

OR

- ☐ I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with _____ because:

Additionally, the recommended vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records.

ITEM A (For Sole Source Procurements ONLY)

Explain what is unique about this vendor/brand and why your department must purchase this product:

Identify at least 1 independent third party who has verified the vendor is a sole source for the item(s) requested to be purchased, and submit his/her written opinion regarding the vendor's sole source status:

(Name & Phone Number) _____

REQUESTOR'S DECLARATION

I declare that I have fully complied with the letter and intent of the City Code as it pertains to procurement and have exercised reasonable precaution to procure the item(s) requested above at the lowest price, consistent with good service and quality.

I also declare that I have no personal or business relationship with the listed vendor(s) that would be considered a conflict of interest, except as follows:

(List Actual, Potential, or Perceived Conflicts of Interest) _____

Request Submitted By: Bernice A. Freas for CFD Department: City Manager's Office

Bernice Freas

Is this purchase being paid with grant funds? ☐ Yes ☒ No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: 70600000 522100 \$33,500.00 70600000 534109 \$3,500.00

City Manager Approval: _____ Date: _____

Date: 7/14/2025 **Purchase Order #:** 1110999

Vendor: Mountwest Community College **Phone #:** 304-710-3528

Contact: Ed Bays **Fax:** _____

Address: _____
(Street, City, State, Zip)

Date: 7/14/2025 **Purchase Order #:** _____

Vendor: Mountwest Community College V/110999 **Phone #:** 304-710-3528

Contact: Ed Bays **Fax:** _____

Address: _____
(Street, City, State, Zip)

Date: 7/14/2025 **Purchase Order #:** V11099

Vendor: Mountwest Community College **Phone #:** 304-710-3528

Contact: Ed Bays **Fax:** _____

Address: _____
(Street, City, State, Zip)

Page | 26 of

Date: 7/14/2025 **Purchase Order #:** _____

Vendor: Mountwest Community College V11099 **Phone #:** 304-710-3528

Contact: Ed Bays **Fax:** _____

Address: _____
(Street, City, State, Zip)

Freas, Bernice

From: Dunbar Jr. Jesse
Sent: Tuesday, July 14, 2026 10:47 AM
To: Freas, Bernice
Subject: FY 27 Medic Class request
Attachments: SKM_C450i26071410191.pdf

Bernice attached is request for medic class approval. Class is set to start August 24. Also the MOU needs a signature on it from Ben. Thanks

Fred Dunbar
Deputy Chief
Charleston Fire Department
808 Virginia Street West
Charleston, WV 25302
304-932-6240 (cell)
Jesse.Dunbar@charlestonfire.com

From: copier@cityofcharleston.org <copier@cityofcharleston.org>
Sent: Tuesday, July 14, 2026 10:19 AM
To: Dunbar Jr. Jesse <jesse.dunbar@charlestonfire.com>
Subject: Message from KM_C450i



January 22, 2026

Memorandum of Understanding

This Memorandum of Understanding is between Mountwest Community and Technical College (MCTC) in Huntington, West Virginia and Charleston Fire Department located in Charleston, West Virginia. Since there is a demonstrated need and desire for a paramedic program in the area, and since MCTC is an accredited institution of Higher Learning in West Virginia to provide paramedic education, MCTC agrees to provide administrative oversight and assistance to Charleston Fire Department. This agreement is for the period starting July 16, 2026 through July 15, 2027 and renewable yearly beyond that date.

Administrative and Clinical Oversight by MCTC will include the following:

1. Final clearance of students for eligibility to sit for the National Registry Paramedic Exam. Note: before eligibility will be granted, the student must have achieved a 75% or greater for each component of the Paramedic Program and score a 70% or better on the Paramedic Exam administered through Fisdap (Internet based skills tracking, scheduling, and testing program).
2. Reporting and paperwork required by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions and/or the West Virginia Office of EMS.
3. Monitoring of student's academic process in each course.
4. Approve all faculty teaching in the paramedic program and keep files of all related credentials.
5. Maintaining current clinical agreements.
6. Purchasing/ordering of Clinical Uniforms for students.
7. Scheduling of drug screens.
8. Purchasing of the Fisdap accounts for each student. Fisdap scheduler and skills tracker will be purchased initially, student accounts will be upgraded to include the assessment package as student's successfully progress.
9. Scheduling NREMT Psychomotor exams.
10. Hiring and paying for all faculty for EME/PAR courses in the program.
11. Scheduling and providing laboratory instruction of the paramedic curriculum in accordance with the approved curriculum.
12. Purchase textbooks required for the length of the Paramedic Certificate Degree Program. This will be billed separately from tuition (see pricing below).

Charleston Fire Department responsibilities will include:

1. Arranging field internship sites for students.
2. Pay for the student's NREMT Exams.

Clarification of billing and fees.

Billing for courses for year one will be as follows:

1. Semester 1 (Fall 2026) - \$2,500 per student
2. Semester 2 (Spring 2027) - \$2,500 per student
3. Semester 3 (Summer 2027) - \$1,000 per student

Billing for textbooks at a cost of \$700 per student will be billed separate from tuition.

Charleston Fire Department will be invoiced separately for each semester based on the number of students registered on the first day of class each semester. Payment is due 60 days from invoice date. A late payment fee of 10% will be added to payments made after 60 days but before 75 days. If payment is not made before 75 days from invoice date, students will be dropped from registration and no certification/credit will be awarded nor grades provided. Charleston Fire Department will still be responsible for payment after the 75 day drop.



Authorized Signature
Mountwest CTC

Authorized Signature
Charleston Fire Department

CITY OF CHARLESTON
Payroll Variance Analysis
June 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Mayor	409	Regular	23,591	23,238	353	1.50%	306,682	301,666	5,016	1.64%	306,682	5,016
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	23,591	23,238	353	1.50%	306,682	301,666	5,016	1.64%	306,682	5,016
Mayor - CARE Office	409-02	Regular	9,915	9,720	194	1.96%	128,889	126,274	2,615	2.03%	128,889	2,615
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	9,915	9,720	194	1.96%	128,889	126,274	2,615	2.03%	128,889	2,615
City Council	410	Regular	13,000	12,000	1,000	7.69%	169,000	149,000	20,000	11.83%	169,000	20,000
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	13,000	12,000	1,000	7.69%	169,000	149,000	20,000	11.83%	169,000	20,000
City Manager - Admin.	412-00	Regular	48,371	41,714	6,657	13.76%	628,819	534,203	94,616	15.05%	628,819	94,616
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	48,371	41,714	6,657	13.76%	628,819	534,203	94,616	15.05%	628,819	94,616
City Treasurer	413	Regular	10,557	10,549	9	0.08%	137,246	136,952	294	0.21%	137,246	294
		IPT	1,015	1,080	(65)	-6.36%	13,200	12,102	1,098	8.32%	13,200	1,098
		OT	-	-	-		-	-	-		-	-
		Total	11,573	11,629	(56)	-0.48%	150,446	149,054	1,392	0.93%	150,446	1,392
City Collector	414	Regular	67,116	61,552	5,564	8.29%	872,504	820,091	52,413	6.01%	872,504	52,413
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	67,116	61,552	5,564	8.29%	872,504	820,091	52,413	6.01%	872,504	52,413
City Clerk	415	Regular	11,770	11,539	231	1.96%	153,012	149,923	3,089	2.02%	153,012	3,089
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	11,770	11,539	231	1.96%	153,012	149,923	3,089	2.02%	153,012	3,089
Municipal Court	416	Regular	26,108	26,128	(20)	-0.08%	339,410	336,343	3,067	0.90%	339,410	3,067
		IPT	769	1,260	(491)	-63.80%	10,000	13,724	(3,724)	-37.24%	10,000	(3,724)
		OT	2,055	1,202	853	41.51%	26,711	14,626	12,085	45.24%	26,711	12,085
		Total	28,932	28,590	342	1.18%	376,121	364,693	11,428	3.04%	376,121	11,428

CITY OF CHARLESTON
Payroll Variance Analysis
June 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
City Attorney	417	Regular	38,845	38,489	356	0.92%	504,982	486,023	18,959	3.75%	504,982	18,959
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	38,845	38,489	356	0.92%	504,982	486,023	18,959	3.75%	504,982	18,959
Accounting	418	Regular	23,774	23,459	314	1.32%	309,056	304,668	4,388	1.42%	309,056	4,388
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	23,774	23,459	314	1.32%	309,056	304,668	4,388	1.42%	309,056	4,388
Engineering - General	420-00	Regular	41,158	27,241	13,917	33.81%	535,055	468,565	66,490	12.43%	535,055	66,490
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	41,158	27,241	13,917	33.81%	535,055	468,565	66,490	12.43%	535,055	66,490
Engineering - Stormwater	420-01	Regular	11,497	10,205	1,291	11.23%	149,459	123,815	25,644	17.16%	149,459	25,644
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	11,497	10,205	1,291	11.23%	149,459	123,815	25,644	17.16%	149,459	25,644
MOECD	421	Regular	32,592	31,285	1,307	4.01%	423,699	412,308	11,391	2.69%	423,699	11,391
		IPT	161,467	10,901	150,566	93.25%	192,667	94,453	98,214	50.98%	264,700	170,247
		OT	-	-	-		-	2,615	(2,615)		-	(2,615)
		Total	194,059	-	151,873	78.26%	616,366	509,376	106,990	17.36%	688,399	179,023
Human Resources	422	Regular	33,020	31,966	1,054	3.19%	429,255	406,622	22,633	5.27%	429,255	22,633
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	33,020	31,966	1,054	3.19%	429,255	406,622	22,633	5.27%	429,255	22,633
Development Services	430	Regular	95,338	89,356	5,982	6.27%	1,239,388	1,202,640	36,748	2.96%	1,239,388	36,748
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	95,338	89,356	5,982	6.27%	1,239,388	1,202,640	36,748	2.96%	1,239,388	36,748
Mail Room	431	Regular	2,867	2,811	56	1.96%	37,272	36,497	775	2.08%	37,272	775
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	2,867	2,811	56	1.96%	37,272	36,497	775	2.08%	37,272	775

CITY OF CHARLESTON
Payroll Variance Analysis
June 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Information Systems	439	Regular	44,737	40,565	4,172	9.32%	581,582	519,904	61,678	10.61%	581,582	61,678
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	44,737	40,565	4,172	9.32%	581,582	519,904	61,678	10.61%	581,582	61,678
General Services	440	Regular	37,711	37,443	268	0.71%	490,239	453,219	37,020	7.55%	490,239	37,020
		IPT	-	-	-		-	-	-		-	-
		OT	6,224	4,021	2,202	35.39%	80,910	44,511	36,399	44.99%	80,910	36,399
		Total	43,935	41,464	2,470	5.62%	571,149	497,730	73,419	12.85%	571,149	73,419
Constituent Services	442-01	Regular	20,579	19,744	835	4.06%	267,524	251,457	16,067	6.01%	267,524	16,067
		IPT	2,178	2,610	(432)	-19.86%	28,314	18,413	9,901	34.97%	28,314	9,901
		OT	-	-	-		-	-	-		-	-
		Total	22,757	22,355	402	1.77%	295,838	269,870	25,968	8.78%	295,838	25,968
Morris Square Property	500	Regular	5,586	5,491	95	1.70%	72,622	71,276	1,346	1.85%	72,622	1,346
		IPT	-	-	-		-	-	-		-	-
		OT	154	225	(71)	-46.09%	2,000	2,716	(716)	-35.79%	2,000	(716)
		Total	5,740	5,716	24	0.42%	74,622	73,991	631	0.85%	74,622	631
Public Works	566	Regular	17,921	17,569	351	1.96%	232,967	229,173	3,794	1.63%	232,967	3,794
		IPT	-	-	-		-	-	-		-	-
		OT	385	-	385	100.00%	5,000	540	4,460	89.21%	5,000	4,460
		Total	18,305	17,569	736	4.02%	237,967	229,713	8,254	3.47%	237,967	8,254
Public Grounds - Adm.	567-00	Regular	76,284	72,809	3,476	4.56%	991,696	935,133	56,563	5.70%	991,696	56,563
		IPT	-	-	-		-	-	-		-	-
		OT	2,292	9,525	(7,233)	-315.59%	29,795	117,886	(88,091)	-295.66%	29,795	(88,091)
		Total	78,576	82,334	(3,757)	-4.78%	1,021,491	1,053,019	(31,528)	-3.09%	1,021,491	(31,528)
Public Grounds - C/T	567-01	Regular	3,144	4,187	(1,043)	-33.16%	40,872	52,347	(11,475)	-28.07%	40,872	(11,475)
		IPT	-	-	-		-	-	-		-	-
		OT	188	118	70	37.29%	2,444	1,268	1,176	-100.00%	2,444	1,176
		Total	3,332	4,305	(973)	-29.19%	43,316	53,614	(10,298)	-23.77%	43,316	(10,298)

CITY OF CHARLESTON
Payroll Variance Analysis
June 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Police - Uniform	700-00	Regular	768,456	694,893	73,563	9.57%	9,989,932	9,400,168	589,764	5.90%	9,989,932	589,764
		OT	204,496	261,516	(57,021)	-27.88%	2,726,415	3,345,895	(619,480)	-22.72%	2,726,415	(619,480)
		Reimb.	(3,077)	-	(3,077)	-100.00%	(40,000)	-	(40,000)	-100.00%	(40,000)	(40,000)
		Total	969,875	956,410	13,465	1.39%	12,676,347	12,746,063	(69,716)	-0.55%	12,676,347	(69,716)
Police - Civilian	700-01	Regular	73,262	78,054	(4,791)	-6.54%	952,411	971,134	(18,723)	-1.97%	952,411	(18,723)
		IPT	4,231	1,394	2,837	67.05%	55,000	14,397	40,603	73.82%	55,000	40,603
		OT	8,015	9,957	(1,943)	-24.24%	104,191	112,716	(8,525)	-8.18%	104,191	(8,525)
		Total	85,508	89,405	(3,897)	-4.56%	1,111,602	1,098,247	13,355	1.20%	1,111,602	13,355
Fire - Uniform	706-00	Regular	748,223	839,255	(91,032)	-12.17%	10,319,009	10,775,324	(456,315)	-4.42%	10,319,009	(456,315)
		OT	140,787	112,770	28,017	19.90%	1,947,678	1,686,745	260,933	13.40%	1,947,678	260,933
		Reimb.	(923)	-	(923)	-100.00%	(12,000)	-	(12,000)	-100.00%	(12,000)	(12,000)
		Total	888,087	952,025	(63,938)	-7.20%	12,254,687	12,462,068	(207,381)	-1.69%	12,254,687	(207,381)
Fire - Civilian	706-01	Regular	7,851	7,470	381	4.85%	102,059	99,225	2,834	2.78%	102,059	2,834
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	231	82	149	-	3,000	1,745	1,255	-	3,000	1,255
		Total	8,081	7,551	530	6.56%	105,059	100,969	4,090	3.89%	105,059	4,090
Traffic	712	Regular	38,226	31,575	6,651	17.40%	496,944	470,329	26,615	5.36%	496,944	26,615
		IPT	423	-	423	100.00%	5,500	-	5,500	100.00%	5,500	5,500
		OT	1,078	3,368	(2,290)	-212.49%	14,013	34,302	(20,289)	-144.79%	14,013	(20,289)
		Total	39,727	34,944	4,784	12.04%	516,457	504,631	11,826	2.29%	516,457	11,826
Emergency Services	716	Regular	6,525	6,397	128	1.96%	84,823	83,116	1,707	2.01%	84,823	1,707
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	-	-	-	-	-	-	-	-	-	-
		Total	6,525	6,397	128	1.96%	84,823	83,116	1,707	2.01%	84,823	1,707
Street	750	Regular	208,176	154,921	53,254	25.58%	2,706,284	2,145,256	561,028	20.73%	2,706,284	561,028
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	17,465	23,577	(6,112)	-34.99%	299,050	359,325	(60,275)	-20.16%	299,050	(60,275)
		Total	225,641	178,499	47,143	20.89%	3,005,334	2,504,582	500,752	16.66%	3,005,334	500,752

CITY OF CHARLESTON
Payroll Variance Analysis
June 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Equipment Maintenance	754	Regular	62,823	58,699	4,124	6.56%	816,700	813,357	3,343	0.41%	816,700	3,343
		IPT	-	-	-		-	-	-		-	-
		OT	5,009	395	4,614	92.12%	65,112	67,901	(2,789)	-4.28%	65,112	(2,789)
		Total	67,832	59,094	8,738	12.88%	881,812	881,258	554	0.06%	881,812	554
Refuse & Recycling	800	Regular	187,423	177,698	9,725	5.19%	2,436,500	2,453,014	(16,514)	-0.68%	2,436,500	(16,514)
		IPT	-	-	-		-	-	-		-	-
		OT	22,489	12,092	10,397	46.23%	292,352	141,323	151,029	51.66%	292,352	151,029
		Total	209,912	189,790	20,121	9.59%	2,728,852	2,594,337	134,515	4.93%	2,728,852	134,515
Parks & Recreation	900	Regular	103,362	93,906	9,455	9.15%	1,343,703	1,236,748	106,955	7.96%	1,343,703	106,955
		IPT	85,008	26,355	58,653	69.00%	354,200	241,975	112,225	31.68%	354,200	112,225
		OT	4,849	5,862	(1,013)	-20.89%	63,042	51,485	11,557	18.33%	63,042	11,557
		Total	193,219	126,124	67,095	34.73%	1,760,945	1,530,208	230,737	13.10%	1,760,945	230,737
Public Arts	906	Regular	5,182	5,080	102	1.96%	67,361	65,996	1,365	2.03%	67,361	1,365
		IPT	1,538	-	1,538	100.00%	20,000	748	19,253	96.26%	20,000	19,253
		OT	-	-	-		-	-	-		-	-
		Total	6,720	5,080	1,640	24.41%	87,361	66,744	20,618	23.60%	87,361	20,618
Spring Hill Cemetery	952	Regular	31,011	28,972	2,039	6.58%	403,145	368,915	34,230	8.49%	403,145	34,230
		IPT	-	-	-	0.00%	-	-	-	0.00%	-	-
		OT	940	1,413	(472)	-50.24%	12,225	4,153	8,072	66.03%	12,225	8,072
		Total	31,952	30,385	1,567	4.90%	415,370	373,068	42,302	10.18%	415,370	42,302
General Fund		Regular	2,936,000	2,825,981	110,018	3.75%	38,760,101	37,390,679	1,369,422	3.53%	38,760,101	1,369,422
		IPT	256,630	43,601	213,029	83.01%	678,881	395,812	283,069	41.70%	750,914	355,102
		OT	416,655	446,124	(29,469)	-7.07%	5,673,938	5,989,752	(315,814)	-5.57%	5,673,938	(315,814)
		Reimb.	(4,000)	-	(4,000)	100.00%	(52,000)	-	(52,000)	100.00%	(52,000)	(52,000)
		Total	3,605,285	3,315,706	289,579	8.03%	45,060,920	43,776,243	1,284,677	2.85%	45,132,953	1,356,710

CITY OF CHARLESTON
Payroll Variance Analysis
June 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Business Improvement Dist.	568	Regular	3,629	3,222	407	11.22%	47,171	39,010	8,162	17.30%	47,171	8,162
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	114	(114)		-	(114)
		Total	3,629	3,222	407	11.22%	47,171	39,124	8,047	17.06%	47,171	8,047
Land Reuse Agency	428	Regular	3,846	3,683	163	4.24%	50,000	47,838	2,162	4.32%	50,000	2,162
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	3,846	3,683	163	4.24%	50,000	47,838	2,162	4.32%	50,000	2,162
CARE Fund	409-02	Regular	25,643	21,099	4,544	17.72%	333,364	272,489	60,875	18.26%	333,364	60,875
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	25,643	21,099	4,544	17.72%	333,364	272,489	60,875	18.26%	333,364	60,875
Coliseum & Conv. Center	910-01	Regular	50,576	34,144	16,432	32.49%	657,490	514,410	143,080	21.76%	657,490	143,080
		IPT	-	-	-		-	-	-		-	-
		OT	2,308	360	1,948	84.39%	30,000	8,259	21,741	72.47%	30,000	21,741
		Total	52,884	34,505	18,379	34.75%	687,490	522,669	164,821	23.97%	687,490	164,821
Parking System	571	Regular	63,307	63,583	(276)	-0.44%	822,988	806,002	16,986	2.06%	822,988	16,986
		IPT	4,315	1,943	2,372	54.97%	56,100	15,639	40,461	72.12%	56,100	40,461
		OT	1,692	1,458	234	13.84%	22,000	17,374	4,626	21.03%	22,000	4,626
		Total	69,314	66,984	2,330	3.36%	901,088	839,015	62,073	6.89%	901,088	62,073
Total		Regular	3,083,001	2,951,712	131,289	4.26%	40,671,114	39,070,427	1,600,687	3.94%	40,671,114	1,600,687
		IPT	260,945	45,544	215,401	82.55%	734,981	411,451	323,530	44.02%	807,014	395,563
		OT	420,655	447,942	(27,287)	-6.49%	5,725,938	6,015,500	(289,562)	-5.06%	5,725,938	(289,562)
		Reimb.	(4,000)	-	(4,000)	100.00%	(52,000)	-	(52,000)	100.00%	(52,000)	(52,000)
		Total	3,760,601	3,445,198	315,403	8.39%	47,080,033	45,497,378	1,582,655	3.36%	47,152,066	1,654,688

Vacancy Report:

City Manager	1	Public Works (all)	23	CARE Fund	1
City Collector	1	Police - Uniform	23	Coliseum	5
Engineering	2	Traffic Engineering	1	Parking	1
Development Services	1	Parks & Recreation	4	Total All	65
Information Systems	1	Total General Fund	58		
General Services	1				

Prepared: 7/14/2026
Finance Director

Current Month covers 2 pay periods (5/17/2026 - 6/13/2026)
YTD covers 26 pay periods (6/15/2025 - 6/16/2026)

City of Charleston West Virginia

City Treasurer's Report to City Council

Month Ending

June 30, 2026



Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "B. Adams", is written over a horizontal line.

Benjamin D. Adams – City Treasurer

<u>Fund / Description</u>	<u>Collections Jun 2026</u>	<u>Withdrawals Jun 2026</u>	<u>YTD Balance Jun 2026</u>	<u>YTD Balance Jun 2025</u>	<u>FY % Increase / Decrease</u>
001 General Fund	6,896,096.29	10,562,436.68	8,638,242.44	9,707,936.71	-11.02
002 Coal Severance Tax	58.41	25,751.12	58.41	74,584.42	-99.92
003 Municipal Stabilization	55,003.27	0.00	18,644,076.57	17,941,281.33	3.92
007 Business Improvement Dist Fund	4,340.83	18,864.25	144,600.45	144,278.51	0.22
009 Community Development	132,882.26	161,620.58	5,079.03	750.00	577.20
014 IT Infrastructure	3,556.73	675.00	1,205,351.28	1,771,058.30	-31.94
015 Charleston Land Reuse	106,260.43	22,247.95	385,745.77	152,402.33	153.11
017 Project West Invest	21.02	0.00	7,126.82	649.28	997.65
018 Planning Grant	6,401.36	0.00	7,409.95	25,575.72	-71.03
019 Tourism & Promotions	1,110.59	60,000.00	341,447.97	402,173.30	-15.10
020 Business Development	1,702.67	0.00	577,141.75	652,799.02	-11.59
021 Community Participation	511.39	0.00	173,342.91	269,097.12	-35.58
024 LGBTQ Working Group	4.45	0.00	1,507.67	1,450.84	3.92
026 Uniform Pension Reserve Fund	1,415.14	0.00	479,700.18	579,636.15	-17.24
027 Opioid Settlement	14,161.16	0.00	4,800,111.54	5,302,826.82	-9.48
035 Municipal Beautification	10,779.44	1,004.52	268,896.50	280,226.68	-4.04
036 Special Demolition	323.96	156,722.00	21,004.00	23,147.16	-9.26
037 Sister Cities	58.50	0.00	19,829.48	19,082.00	3.92
038 Solid Waste	389,627.47	1,065,088.15	132,808.50	77,882.40	70.52
039 Waste Disposal	163,783.03	163,783.03	0.00	0.00	0.00
040 Landfill Closure	16,034.46	0.00	5,147,147.18	4,935,436.00	4.29
041 Police Contributions	5,204.61	0.00	72,023.13	52,296.60	37.72
042 Police Evidence	1,018.73	0.00	345,309.88	331,362.11	4.21
043 Forfeited Funds	32,969.11	16,688.74	632,024.51	631,035.33	0.16
044 Municipal Court	56,338.06	62,013.86	274,822.23	315,528.35	-12.90
045 Homeland Security	0.00	91,208.31	125,440.52	0.00	100.00
046 Home-ARP Inv Trust Fund	136.64	136.62	8.24	7.93	3.91
047 Health Insurance Reserves	82,285.78	1,200,000.00	27,211,844.95	20,437,305.35	33.15
048 Wayfinding Commission	61.34	0.00	20,793.32	20,009.51	3.92
049 Live On The Levee	67,053.78	87,558.91	16,209.46	39,661.35	-59.13
073 American Rescue Plan	13,928.79	180,175.51	4,351,178.34	5,989,743.54	-27.36
080 Human Rights	0.00	0.00	176,793.29	176,793.29	0.00
081 Home Program	54,136.26	52,768.45	361,121.52	34,305.19	952.67
083 Other Federal Grant Fund	2,413,234.25	29,858.03	2,415,500.28	0.00	100.00
085 Firefighters Assistance Grant	0.00	0.00	77.08	77.08	0.00
088 SBA Riverfront Project Donation Account	0.00	0.00	9.18	9.18	0.00
088 SBA Riverfront Project Grant Account	0.00	0.00	10,167.71	10,167.71	0.00
091 Byrne Justice	3,000.00	3,000.00	0.00	0.00	0.00
095 Police Grants	106,155.26	198,107.00	207,229.59	209,901.29	-1.27
097 C.A.R.E.	2,465.23	131,955.19	760,461.93	247,857.61	206.81
099 Public Arts Grant	0.00	0.00	172,446.54	188,201.42	-8.37
100 Sinking Fund	4,030.28	2,403,681.35	4,030.28	2,319,917.87	-99.83
200 Infrastructure	541.69	0.00	183,613.85	176,692.46	3.92
205 Turf Maintenance	250,903.76	0.00	509,094.30	250,565.07	103.18
213 Municipal Auditorium Project Fund	3,076.33	0.00	1,042,761.69	1,003,694.52	3.89
214 Civic Center Capital Improvement	2,443.05	21,095.74	810,526.74	689,204.99	17.60
215 Municipal Auditorium Capital Improvement	533.23	0.00	180,746.39	250,633.08	-27.88
220 General Maintenance	723,784.36	151,022.06	3,059,522.89	2,799,007.81	9.31
221 City Service Fee Capital Project	1,003,184.53	0.00	1,646,104.46	495,490.20	232.22
222 Facilities Maintenance	680,427.66	449,347.60	9,878,726.96	13,039,697.07	-24.24
223 Green Initiative Fund	839.11	0.00	284,426.07	273,704.53	3.92
224 Sidewalk Improvement Fund	2,130.29	0.00	722,086.81	790,630.29	-8.67
252 Public Safety Center	754,891.10	4,287.00	2,079,332.09	1,537,435.55	35.25
255 Ballpark Maintenance	126,266.84	0.00	148,314.01	190,330.16	-22.08
402 Civic Center Revenue	857,872.13	730,748.58	1,137,037.26	3,091,115.11	-63.22
406 Parking System Revenue	269,360.19	589,758.96	6,889,852.10	6,525,719.99	5.58
426 Parking Operation and Maintenance	251,955.04	300,476.44	5,067,467.34	5,033,890.06	0.67
427 Civic Center TIF Project	484.96	0.00	164,383.83	451,561.48	-63.60
900 M - DENT	40,420.26	29,114.21	77,674.97	170,123.16	-54.34
901 Pending Forfeiture	54,845.14	44,595.68	1,849,578.23	1,631,529.34	13.36
Working Cash Advance Fund	0.00	0.00	43,875.00	44,375.00	-1.13
Total All Funds	15,670,110.65	19,015,791.52	113,933,245.37	111,811,854.67	1.90

**MUNICIPAL COURT
CITY OF CHARLESTON**

**Post Office Box 2749
Charleston, West Virginia 25330
(304) 348-8079**

Matt Smith, Judge

Adam Campbell, Clerk

TO: Mayor Amy Shuler Goodwin
FROM: Adam Campbell, Clerk
DATE: July 7, 2026
RE: June 2026 Financial Information, Charleston Municipal Court

TOTAL CITATIONS FILED: 1,485

Criminal Violations: 332

Traffic Violations: 1,153

Parking: 0

Building Search Warrants: 0

RESTITUTION COLLECTED: \$1,264.97

RESTITUTION PAID TO VICTIMS: \$0

Primarily related to shoplifting cases, restitution monies are collected and refunded to the store/victim.

FINANCIAL REPORT ATTACHED

cc: Matt Smith, Judge
Miles Cary, City Clerk
Ben Adams, Treasurer
Scott Dempsey, Chief of Police
David Potters, Office of the City Attorney
Sgt. Troy VanHorn, CPD
Nikki Smith, City Clerk's Office
Andrew Workman, Mayor's Office

CHARLESTON MUNICIPAL COURT

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Report For June

1, 2026 Thru June

30, 2026

FILEDST

Violations by Filed Date...

TRAFFIC	1,153	
CRIMINAL	332	
Total Filed Violations		1,485

Completed Cases...

Paid Fine...		
TRAFFIC	477	
CRIMINAL	13	
Total Paid Fines		490
Before Judge...		
TRAFFIC	13	
CRIMINAL	2	
Total Before Judge		15
Total Completed		505

Other Completed...

DISMISS- OFFICER NOT WITH CITY

TRAFFIC	12	
CRIMINAL	5	
Total		17

DISMISSED OFFICER FAIL TO PROS

TRAFFIC	3	
CRIMINAL	0	
Total		3

DISMISS - SEATBELT WAIVER

TRAFFIC	2	
CRIMINAL	0	
Total		2

DISMISSED(PRESENTED INSURANCE)

TRAFFIC	64	
CRIMINAL	0	
Total		64

DISMISSED BY JUDGE

TRAFFIC	1	
CRIMINAL	0	
Total		1

DISMISSED E-PROOF

TRAFFIC	2	
CRIMINAL	0	

CHARLESTON MUNICIPAL COURT

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Report For June

1, 2026 Thru June

30, 2026

FILEDST

Total		2
DISMISSED (PRESENTED DL)		
TRAFFIC	29	
CRIMINAL	0	
Total		29
DISMISSED MISTAKEN IDENTITY		
TRAFFIC	0	
CRIMINAL	7	
Total		7
DISMISSED STORE CLOSED		
TRAFFIC	0	
CRIMINAL	2	
Total		2
DISMISSED OFF FAIL TO PROV VIN		
TRAFFIC	3	
CRIMINAL	0	
Total		3
DISMISSED (PROSECUTOR'S ORDER)		
TRAFFIC	7	
CRIMINAL	12	
Total		19
Dismissed at Officers Request		
TRAFFIC	49	
CRIMINAL	1	
Total		50
DISMISSED PRESENTED RECORDS		
TRAFFIC	261	
CRIMINAL	0	
Total		261
DISMISSED AFTER PT DIVERSION		
TRAFFIC	31	
CRIMINAL	23	
Total		54
Dismissed Pursuant to Plea		
TRAFFIC	55	
CRIMINAL	99	
Total		154
DISMISSED VICTIM/WITNESS FTA		
TRAFFIC	0	
CRIMINAL	4	
Total		4
DISMISSED WITHOUT PREJUDICE		
TRAFFIC	6	

CHARLESTON MUNICIPAL COURT

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Report For June 1, 2026 Thru June 30, 2026 FILEDST

CRIMINAL	4	
Total		10
RECORDS DESTROYED - CLOSED		
TRAFFIC	3	
CRIMINAL	0	
Total		3
VOIDED DOCKET		
TRAFFIC	6	
CRIMINAL	1	
Total		7
Total Other Completed		692
Grand Total Completed		1,197
Net Difference Filed/Complete		288

Warrants...

Issued...		
TRAFFIC	21	
CRIMINAL	204	
Total Violations		225
Total Warrants Issued		225
Cleared...		
TRAFFIC	33	
CRIMINAL	252	
Total Violations		285
Total Warrants Cleared		285
Change in Total Warrants		60-

Other Paid Cases...

Paid Fine...		
Total Other Paid Fines		46

JAILF REGIONAL JAIL CORR.	\$13,501.01
FINE FINE	\$26,857.52
LAWFND LAW ENFORCE. TRAIN STATE	\$4,039.00
LAWLOC LAW ENFORCE. TRAIN (LOCAL)	\$1,605.00
CVC CRIME VICTIM'S FUND	\$2,722.20
ADMIN REG'L JAIL ADMINISTRATIVE COST	\$682.00
REST RESTITUTION	\$1,264.97
BF BOND FORFEITURE	\$2,000.00
CCF COMMUNITY CORRECTIONS FUND	\$202.10
PCADM PC ADMIN FEE	\$50.00

CHARLESTON MUNICIPAL COURT

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Report For June

1, 2026 Thru June

30, 2026

FILEDST

Total Fees/Fines Paid

\$52,923.80

1 **Bill No. 8056**

3 **Introduced in Council:**

4 July 20, 2026

Passed by Council:

6 **Introduced by:**

7 Beth Kerns

Referred to:

Planning, Streets and Traffic

9 **Bill No. 8056** - A Bill to amend and reenact ordinance 1984, related to a No Parking Area
10 on Garrison Avenue by amending the area to include both easterly and westerly sides of
11 Garrison Avenue and amending the Traffic Control Map and Traffic Control File,
12 established by the code of the City of Charleston, West Virginia, two thousand and three,
13 as amended, Traffic Laws, Section 263, Division 2, Article 4, Chapter 114, to conform
14 therewith.

15 **Be it Ordained by the Council of the City of Charleston, West Virginia:**

16 Section 1. A Bill to amend and reenact ordinance 1984, related to a No Parking Area
17 on Garrison Avenue by amending the area to include both easterly and westerly sides of
18 Garrison Avenue. Establishing a NO PARKING ANYTIME ZONE on Garrison Avenue
19 from 519 Garrison Avenue to the intersection of "Upper" Pacific St at 543 Garrison Avenue

20 Section 2. The Traffic Control Map and Traffic Control File, established by the code of
21 the City of Charleston, West Virginia, two thousand and three, as amended, Traffic Laws,
22 Section 263, Division 2, Article 4, Chapter 114, shall be and hereby are amended, to
23 conform to this Ordinance.

24
25 Section 3. All prior Ordinances, inconsistent with this Ordinance are hereby repealed
26 to the extent of said inconsistency.