

CHARLESTON CITY COUNCIL

Regular Meeting

September 2, 2025

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. 9-2-2025

PROCLAMATIONS

1. 9-2-2025

COMMUNICATIONS

1. 9-2-2025

REPORTS OF STANDING COMMITTEES

FINANCE

1. Resolution No. 25-081 – Authorizing the Mayor or City Manager to enter into a 5-year software renewal agreement for a point-of-sale subscription service from Clover Sport for the Charleston Coliseum and Convention Center.
2. Resolution No. 25-082 - Authorizing the Mayor or City Manager to purchase a crowd barrier

system from Mountain Productions for the Charleston Coliseum and Convention Center.

3. Resolution No. 25-083 - Authorizing the Mayor or City Manager to enter into a contract with Motorola Solutions, Inc. for the purchase and installation of security cameras at City-owned parks.

4. Resolution No. 25-084 - Authorizing the Mayor or City Manager to enter into a contract for the purchase and installation of new tennis court lighting at the Kanawha City Community Center.

REPORTS OF OFFICERS

1. 9-2-2025

NEW BILLS

1. 9-2-2025

UNFINISHED BUSINESS AND/OR MISCELLANEOUS BUSINESS

REMARKS BY MEMBERS

ROLL CALL

ADJOURNMENT

THE NEXT REGULAR MEETING OF COUNCIL WILL BE SEPTEMBER 15, 2025 AT 7:00 PM.

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

**EXECUTIVE DEPARTMENT
CITY OF CHARLESTON
PROCLAMATION**

- WHEREAS:** 988 Day is recognized in conjunction with National Suicide Prevention Week and National Suicide Prevention Month as an annual day of action dedicated to spreading awareness of the 988 Suicide & Crisis Lifeline and emphasizing the importance of mental health support; and
- WHEREAS:** Monday, September 8, 2025, marks 988 Day, encouraging conversations about mental health among friends, families, and communities; and
- WHEREAS:** The use of #988Day helps raise awareness of the Lifeline's message of "Compassionate Help. Anytime. Anywhere." and amplifies the availability of life-saving resources; and
- WHEREAS:** The City's CARE Team and organizations like First Choice Services continue to prioritize mental health in our community, offering resources, outreach, and crisis response to ensure individuals and families have access to the support they need; and
- WHEREAS:** 988 Day reminds us that through awareness, advocacy, and action, progress can be made toward building safer, more supportive communities and preventing suicide; and

NOW THEREFORE, I, Amy Shuler Goodwin, Mayor of Charleston, do hereby commemorate September 8th, 2025 as

988 Day

in Charleston, West Virginia, and urge all citizens to join advocates and organizations nationwide in promoting awareness of the Lifeline, reducing stigma, and strengthening support for those in crisis.

IN WITNESS WHEREOF, I have set my hand and caused the Seal of the Executive Department to be affixed this 2nd day of September 2025.



A handwritten signature in blue ink, reading "Amy Shuler Goodwin", is written over a horizontal line.

Amy Shuler Goodwin, Mayor

**EXECUTIVE DEPARTMENT
CITY OF CHARLESTON
PROCLAMATION**

- WHEREAS:** With more than 277, 000 West Virginians facing hunger and 20 percent of children not knowing where their next meal will come from, hunger and poverty remain issues of vital concern in West Virginia; and
- WHEREAS:** In 2024, Mountaineer Food Bank distributed 27.4 million pounds of food throughout its 48-county service area; and
- WHEREAS:** 15.4 percent of individuals in Kanawha County are food insecure and rely on food provided through Mountaineer Food Bank's 44 community partners—with more than 840,000 pounds of food being distributed to Kanawha County households since January 1, 2025; and
- WHEREAS:** The month of September is dedicated to raising awareness about food insecurity and encouraging action—including volunteering, advocacy, and donations—to ensure every person has access to the food they need to thrive; and
- WHEREAS:** Mountaineer Food Bank, part of the Feeding America® nationwide network, works year-round to educate the public about the role of food banks, highlight the need for additional resources, and raise awareness—efforts that are amplified in September as food banks nationwide host events to rally support in the fight against hunger; and

NOW THEREFORE, I, Amy Shuler Goodwin, Mayor of Charleston, do hereby commemorate September 2025 as

Hunger Action Month

in Charleston, West Virginia, and urge all citizens to learn about the impacts of hunger and help inspire action in our local communities.

IN WITNESS WHEREOF, I have set my hand and caused the Seal of the Executive Department to be affixed this 2nd day of September 2025.



Amy Shuler Goodwin, Mayor

Resolution No. 25-081

Introduced in Council:

September 2, 2025

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

Resolution No. 25-081 – Authorizing the Mayor or City Manager to enter into a five-year software renewal agreement for a point-of-sale (“POS”) subscription service from Clover Sport for the Charleston Coliseum and Convention Center (“CCCC”) in the amount of \$44,328 in the first year, and approximately \$37,500 in years two through five, where the CCCC already owns Clover POS equipment and the remaining equipment will be provided to the CCCC by Clover at no charge in exchange for this five-year software renewal.

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

That the Mayor or City Manager is authorized to enter into a five-year software renewal agreement for a point-of-sale (“POS”) subscription service from Clover Sport for the Charleston Coliseum and Convention Center (“CCCC”) in the amount of \$44,328 in the first year, and approximately \$37,500 in years two through five.



Charleston Coliseum & Convention Center

Charleston Coliseum & Convention Center

Annual SaaS Model

Estimated Go Live Date:

First Data Merchant Services LLC
901 S. Mopac Expressway
Building 3, Suite 200
Austin, TX 78746

Quote No: JA-Charleston072925a
Quote Date: 8/29/2025
Quote Expires: 9/28/2025

Jaclyn Allen
678-767-8348

Shipping and Handling Hardware; Rate 3%

Account: Charleston Coliseum & Convention Center				
Scope: Clover Sport Hardware Refresh with new 5 Year Software Subscription (New Subscription Period starts 10/1/2025)				
POS Hardware - Concessions Fixed & Portables				
Station Duo 2 w/ Starter Kit, Terminal (Mini), Printer, and Cash Drawer	\$	1,898	90	\$170,820
Clover Flex V4	\$	677	10	\$6,770
				\$177,590
POS Hardware - Misc.				
Epson TM-U220 Ethernet Impact Printer	\$	422	1	\$422
USB Barcode Scanner (Zebra DS9308)	\$	276	20	\$5,520
				\$5,942
Venue Set Up				
Venue Configuration	\$	1,500	1	\$1,500
				\$1,500
Software Subscriptions & Recurring Costs				
Tablet Software Subscription	\$	375	100	\$37,500
				\$37,500

Information to Customer:	Customer Initials
- Invoice terms: Hardware, Shipping & Services Invoiced when Hardware Ships (One time HW flex credit will be applied) - Invoice terms: New 5 year annual software subscription - start date 10/1/2025 - Software Subscription Renewal Term: Billed 30 days prior to Renewal. Annual software subscription will remain the same for the 5 year contract period. - Quote amount does not include any applicable taxes - Connectivity and power supplied by client - Credit Card Merchant Processing Fees Paid by Client - Implementation availability subject to 60-day advance notice	

Hardware Subtotal	\$183,532
Shipping and Handling Subtotal	\$5,328
Software Subscription Subtotal	\$37,500
Implementation Services Subtotal	\$1,500
TOTAL	\$227,860
Hardware Flex Credit	(\$183,532)
Total with Credit	\$44,328

Client: Charleston Coliseum & Convention Center

Signature _____

Print Name _____

Title _____

Date _____

The above client ("Client") subscribes to the software and services and agrees to purchase the hardware set forth in the applicable quote (each, a "Quote"), subject to the attached Terms and Conditions (the "Terms"). A Quote will become effective upon execution of the same by both parties (the "Effective Date"). Each Quote entered into between the parties will reference the attached Terms. These Terms (together with the Quote to which they are attached and any subsequent Quote executed by the parties, this "Agreement") shall set forth the terms and conditions pursuant to which First Data shall deliver certain software, services and equipment. Capitalized terms not defined in the attached Terms have the meanings set forth in the Quote. In the event of a conflict between this Quote and the Terms, the Quote shall take precedence.

Billing Information

Client/Sold To Legal Entity Name: _____

Shipping Street Address, City, State, Zip: _____

Bill To Legal Entity Name: _____

Billing Address (if different from above): _____

Payor Legal Entity Name: _____

Tax Exempt Purchase?
Please provide documentation. _____

AP Contact Name: _____

AP Contact Email Address: _____

Legal Entity Name for Renewals: _____

Renewal Contact Email Address: _____

Invoices shall be due and payable within thirty (30) days from the date of invoice. If payment is not made within 10 days after its due date, First Data will charge a late fee on the unpaid balance of 1.5% per month. Supplemental orders will not be processed for accounts with past due balances. First Data reserves the right to suspend access to and use of the Payment System if the account becomes delinquent.

Resolution No. 25-082

Introduced in Council:

Adopted by Council:

September 2, 2025

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 25-082 – Authorizing the Mayor or City Manager to purchase a crowd barrier
2 system from Mountain Productions for the Charleston Coliseum and Convention Center in the
3 amount of \$50,125.00 pursuant to a competitive bid process.
4

5 Be it Resolved by the Council of the City of Charleston, West Virginia:
6

7 That the Mayor or City Manager is authorized to purchase a crowd barrier system from
8 Mountain Productions for the Charleston Coliseum and Convention Center in the amount of
9 \$50,125.00 pursuant to a competitive bid process.

2025-38 Crowd Barrier System		
Business	Opened at	Total Bid
Mountain Productions	8/19/2025 14:00	\$ 50,125.00

2025-38 Crowd Barrier System	
Mandatory Requirement	Mountain Productions
-	
3.1 Crowd Barrier Standard Single units (30)	\$ 43,500.00
a. Aluminum Alloy	Yes
b Natural Finish	Yes
c. Approx. Dimensions - 40.74 x 49.21 x 46.65(H)	Yes
d. Minimum of 85lbs.per standard single unit	Yes
e .Maximum of 95lbs. per standard single unit	Yes
f.Connection: 3-point locking with one bolt fits all assembly. Rear step for physical elevation for crowd visibility	Yes
g. Rounded top rail	Yes
h. Rear step for physical elevation for crowd visibility	Yes
i. Designed with tread plate that prevents liquids from pooling	Yes
j. Slope front end at floorboard/plate reducing tripping	Yes
k. Ability to fold flat after use and able to be stacked on dollies or cart	Yes
3.2 Crowd Barrier Trolley Carts (3)	\$ 5,550.00
a. Aluminum Alloy	Yes
b. Natural Finish	Yes
c. Approx. Dimensions 47" x 54" x 49" (H)	Yes
d. Minimum of 125lbs. per unloaded cart	Yes
e. Maximum of 145lbs per unloaded cart	Yes
f. Two lockable caster wheels	Yes
g. Ability to hold ten (10) folded standard crowd barriers, horizontally	Yes
3.3 Product Specifications	Yes
3.4 Clients with Venue contact Information	Yes
6. Delivery	\$ 1,075.00
30 Working Days from Notice to Proceed	Yes
Bid Submission Required Documents:	
Certificate of Insurance	Yes
Vendor Protest Acknowledgement	Yes
Contact and Signature Form	Yes
Pricing Page	Yes
Addendum Acknowledgement	Yes
Local Vendor Form (if Applicable)	N/A
City of Charleston Purchasing Affidavit	Yes
Grand Total:	\$ 50,125.00

QUOTE

No. 25e02322

QUOTE DATE:

8/14/2025

SALES REP:

DA

MOUNTAIN

PRODUCTIONS

QUOTED BY:

Dan Pekar
dan.pekar@shopmtn.com
OFFICE:(570) 826-5566 x 275
CELL:(570) 309-7066

QUOTED TO:

Charleston Coliseum & Convention Ctr
200 Civic Center Drive
Charleston, WV 25301

GOOD THROUGH:

9/19/2025

PAYMENT TERMS:

Net 30 DAYS

This quote may not include taxes or freight charges that will be applied to invoices.

QUANTITY	MPN	DESCRIPTION	U/M	UNIT PRICE	AMOUNT
30	TC CWB-B	STANDARD 1035mm CROWD BARRIER - NATURAL FINISH		1,450.00	43,500.00
3	CWB-V-CAR US	FIXED CART - HOLDS 10 STANDARD CROWD BARRIERS - NATURAL FINISH		1,850.00	5,550.00
		*** Drop Shipping from Vendor ***		1,075.00	1,075.00

We accept Visa, Mastercard, American Express, and Discover

Through acceptance of this quote and subsequent conversion to invoice, Buyer understands and agrees that any unpaid past due portions of the related invoice are subject to a late fee of 2% monthly, 24% annually

SUBTOTAL	\$50,125.00
SALES TAX (0.0%)	\$0.00
TOTAL QUOTE AMOUNT	\$50,125.00

PRICING PAGE

We agree to sell and perform for the City of Charleston, WV the above contract items or services described in the attached specifications for the price listed below:

<u>Mandatory Requirement</u>	<u>Quantity</u>	<u>UM</u>	<u>Unit Price</u>	<u>Total Price</u>
3.1 Crowd Barrier Standard Single Units	30	EA	1450.00	43,500.00
3.2 Crowd Barrier Trolley Carts	3	EA	1850.00	5550.00
Delivery	1	LS	1075.00	1075.00
GRAND TOTAL				\$50,125.00

QUANTITIES LISTED ARE FOR BIDDING PURPOSES ONLY AND ARE NOT GUARANTEED. THE CITY SHALL ONLY PAY FOR ACTUAL AMOUNTS RECEIVED.

(Company) Mountain Productions

(Signature) Daniel Pekar

(Printed Name) Daniel Pekar

(Title) Business Development & Product Specialist

(Date) 8/14/2025

(Phone Number) 570-826-5566 Ext 275

(Email Address) dan.pekar@shopmntn.com



Solicitation: 2025-38 Crowd Barrier System

Contact and Signature

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Daniel Pekar - Business Development
(Address) 80 New Frederick St Wilkes-Barre PA 18702
(Phone Number) 570-826-5566 Ext 275
(Email address) dan.pekar@shopmtn.com

CERTIFICATION AND SIGNATURE: By signing below, I certify that: I have reviewed this Solicitation/Agreement, including all of these Terms and Conditions as well as Attachment A, in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid constitutes an offer to the City that cannot be withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any entity that may require registration.

VENDOR SIGNATURE

(Company) Mountain Productions
(Signature) Daniel Pekar
(Printed Name) Daniel Pekar
(Title) Business Development & Product Specialist
(Date) 8/14/2025
(Phone Number) 570-826-5566 Ext 275



Solicitation: 2025-38 Crowd Barrier System

(Email Address) clan.pekar@Shopmtn.com

(Mail Address) 80 New Frederick St, Wilkes-Barre PA 18702

CITY SIGNATURE

CITY OF CHARLESTON, A WEST VIRGINIA MUNICIPAL CORPORATION

(Signature) _____

(Printed Name) _____

(Title) _____

(Date) _____

(Phone Number) _____

(Email Address) _____

(Mail Address) _____

CITY OF CHARLESTON PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE OR POLITICAL SUBDIVISION:

West Virginia Code § 5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars (\$1,000) in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the **West Virginia Code**. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contracts may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the **West Virginia Code** and who has not submitted that plan to the appropriate contracting authority in a timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the **West Virginia Code** may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted, the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for a price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, the West Virginia Insurance Commission or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (**West Virginia Code § 61-5-3**), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: Mountain Productions

Authorized Signature: [Signature] Date: 8/14/2025



MOUNPRO-01

J4ASHAFER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/1/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners of New Jersey, LLC dba AssuredPartners of Northeastern PA 1130 Highway 315 Wilkes Barre, PA 18702		CONTACT NAME: PHONE (A/C, No, Ext): (570) 819-2000 FAX (A/C, No): (570) 819-4000 E-MAIL ADDRESS:		
INSURED Mountain Productions Inc 80 New Frederick Street P O Box 454 Wilkes Barre, PA 18702		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Arch Insurance Company		11180
		INSURER B: Arch Specialty Insurance Company		21199
		INSURER C: Evanston Insurance Company		35378
		INSURER D:		
		INSURER E:		
INSURER F:				

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SLR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☒ LOC ☐ OTHER:		ZAGLB9259102	10/1/2024	10/1/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPIOP AGO \$ 4,000,000 EBL AGGREGATE \$ 2,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		ZACAT9286002	10/1/2024	10/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 0		UXP1061891-02	10/1/2024	10/1/2025	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ Aggregate \$ 3,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below		ZAWC19751802	10/1/2024	10/1/2025	PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Excess Liability		MKLV7EUE101167	10/1/2024	10/1/2025	2nd XS Layer 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
XS Liability 5MII XS 5MII - Navigators - NAIC 36056 - 10-1-24 to 10-1-25 Term
Policy #PT24EXGZ0DQ90IC
XS Liability 5MII XS 10MII - Endurance American -NAIC 41718 -10-1-24 to 10-1-25 Term
Policy #ELD30035407401
XS Liability 5MII XS 15MII - Evanston Ins. Co. NAIC 35378 -10-1-24 to 10-1-25 Term
Policy #MKLV7EUE10168
Total XS limit = \$20,000,000
SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

CANCELLATION

Mountain Productions Inc.
80 New Frederick Street
Wilkes Barre, PA 18702

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



AGENCY CUSTOMER ID: MOUNPRO-01

J4ASHAFER

LOC #: 1

ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY AssuredPartners of New Jersey, LLC dba AssuredPartners of Northeastern PA		NAMED INSURED Mountain Productions Inc 80 New Frederick Street P O Box 454 Wilkes Barre, PA 18702	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:
Professional/Pollution Liability Indian Harbor Insurance Company NAIC 36940
Term 10/20/2023 to 10/20/2024
Total Limits- \$2,000,000 Per Occurrence
\$4,000,000 Aggregate



ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: 2025-38 Crowd Barrier System

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received: (Check the box next to each addendum received)

- | | |
|---|--|
| ☐ Addendum No. 1 | ☐ Addendum No. 6 |
| ☐ Addendum No. 2 | ☐ Addendum No. 7 |
| ☐ Addendum No. 3 | ☐ Addendum No. 8 |
| ☐ Addendum No. 4 | ☐ Addendum No. 9 |
| ☐ Addendum No. 5 | ☐ Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company Name:	Mountain Productions Inc
Authorized Signature:	<i>Daniel Pekar</i>
Printed Name:	Daniel Pekar
Date:	8/20/25

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing

professional fees, including, but not limited to, attorney fees, and all costs, fees or expenses of any kind whatsoever related in any way to the unsuccessful protest. By signing this document, Protestor waives the right to receive any money retained by City as set forth herein. If there are any funds remaining after City has recouped amounts as permitted herein, the remaining funds will be returned to Protestor. In the event Protestor is successful, the full amount of the certified check or bond will be returned to Protestor.

Upon receipt of a timely written protest, City shall provide notice of the protest to vendor selected as the successful bidder (hereinafter "Selected Vendor") and provide Selected Vendor with a copy of the written protest and any documents related thereto. **Selected Vendor will have two (2) business days to file a written response to the protest.** A hearing may be held within five (5) business days of the **date of receipt of the written response to the protest by Selected Vendor**; provided that, City may, in its sole discretion, set the date of the hearing beyond the five (5) day time period specified herein if deemed necessary or convenient to do so by City. If a hearing is held, both Protestor and Selected Vendor will have an opportunity to appear and present evidence and testimony in support of their positions. The hearing will be held before the City Manager or his designee. The department head of the department seeking the RFP and the City Attorney shall be in attendance.

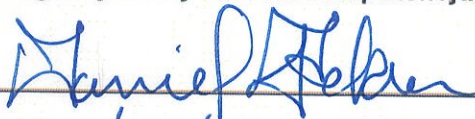
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Once a written protest is filed, no work will be performed by Selected Vendor until such time as City has rendered a final decision on the protest; provided that, if City, in its sole discretion, determines time is of the essence regarding receipt of the goods or completion of the services to be performed, City may permit Selected Vendor to proceed pursuant to its proposal and any Agreement with City, until/unless the protest is successful.

By submitting a proposal, each vendor agrees that the procedure outlined herein is the exclusive remedy available to challenge/protest the award of a contract to a successful bidder. The decision of the city manager is final and is not appealable. Each vendor further agrees that, in the event any qualified vendor fails to submit a written protest and certified check or bond within the time period specified, that vendor thereby forever waives its right to any further claim, action, or remedy, including, but not limited to, the right to bring an action before any administrative agency or any court of competent jurisdiction.

Vendor Signature: _____


8/20/25

Date: _____

Solicitation:

2025-38 Crowd Barrier System

Partial Client List

Previous Sale to

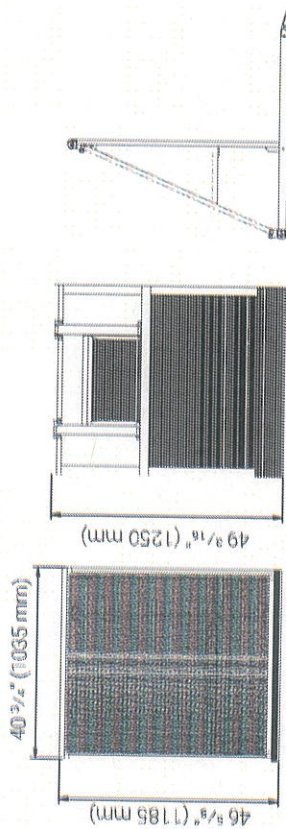
Charleston Coliseum PO CCCC-021324

City of Charleston Department of Parks Blanket PO 149264

Walt Disney World	407-828-2692
Encore US	407-488-7630
Encore PSAV	847-222-9800
On Services	713-688-7900
John F Kennedy Center	202-416-8147
Black Paint	617-905-4758
Hard Rock Atlantic City	609-449-5109
Radio City Music Hall	212-485-7407

Standard Module

The backbone of our crowd barrier system, the standard module folds flat, can be stacked on our carts for ease of transport and storage, and measures 40 3/4" in width.

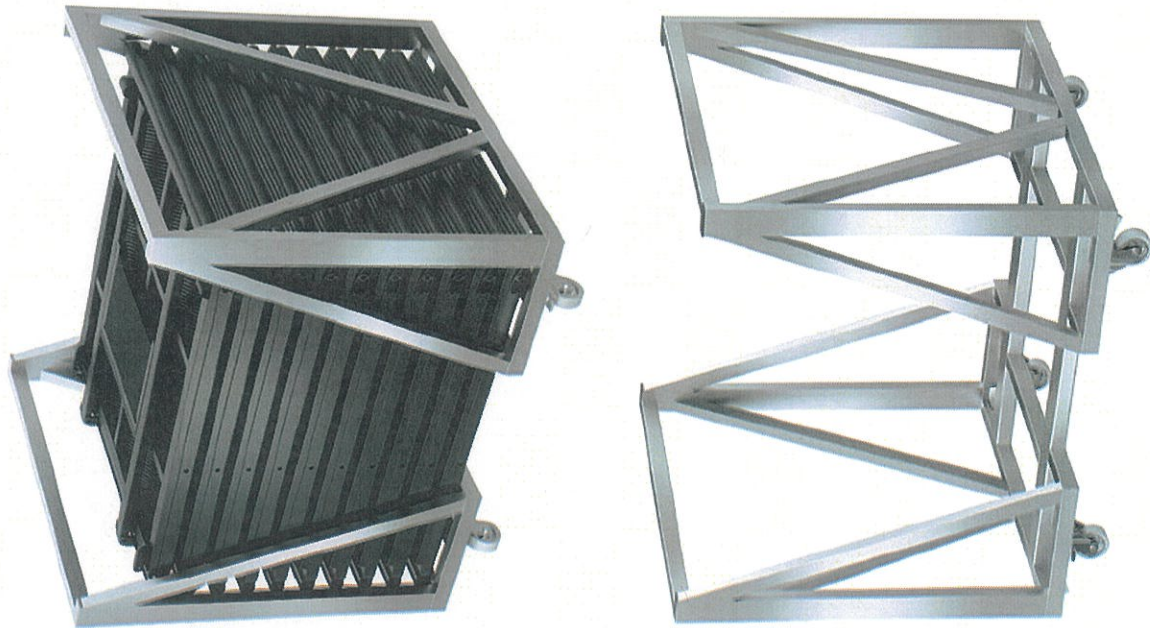
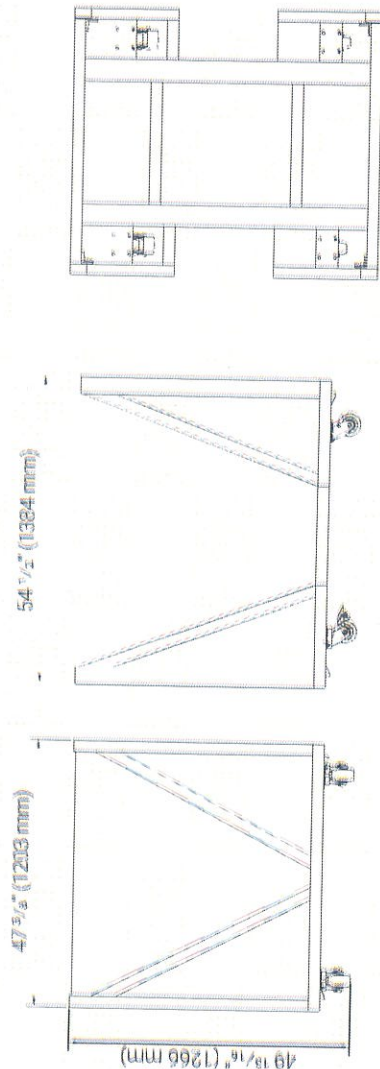


Standard Module	
Code	TC CWB-B
Material	Aluminum alloy EN AW-6082 T6
Dimensions	40 3/4" (1035 mm) wide x 49 3/16" (1250 mm) deep x 46 5/8" (1185 mm) tall
Weight	88.7 lbs. (40.3 kg)
Connection kit	Included



Fixed Cart

Our most popular and cost effective cart will comfortably store 10 standard barriers horizontally when folded, will stack two high, includes two locking castors and will pack two wide across a truck.



Fixed Cart for 10 Barriers, Horizontal Storage

Code	TC CWB-CARTUS
Material	Aluminum Alloy EN AW-6061 T6
Dimensions	47 3/8" (1203 mm) wide x 54 1/2" (1384 mm) deep x 49 18/16" (1266 mm) tall
Weight	134 lbs. (61 kg) unloaded

Declaration of Performance (DoP) CPR 305/2011

DECLARATION OF PERFORMANCE N. DoP – CWB-B - 2014

1. Unique identification code of the product-type: **CWB-B**
2. Type, batch or serial number or any other element allowing identification of the construction product as required pursuant to Article 11 (4): **CWB-B**
3. Intended use or uses of the construction product, in accordance with the applicable harmonised technical specification, as foreseen by the manufacturer **MODULAR TEMPORARY STRUCTURE**
4. Name, registered trade name or registered trade mark and contact addresses of the manufacturer as required under Article 11 (5):

LITEC Italia Spa
Via Raffaello, 31
31021 – Mogliano Veneto (TV) – IT

5. System or systems of assessment and verification of constancy of performance of the construction product as set out in CPR, Annex V: **System 2+**
6. In case of the declaration of performance concerning a construction product covered by a harmonised standard (EN 1090-1:2009+A1):

Notified factory production control certification body No. 1372

TECNO PIEMONTE S.p.A.
Via Pizzorno, 12
I - 28078 Romagnano Sesia (NO) – IT

performed the initial inspection of the manufacturing plant and of factory production control and the continuous surveillance, assessment and evaluation of factory production control, according AVCP* 2+, and issued the certificate of conformity of the factory production control No. **1372-CPR-1760**

7. Declared performance:

ER (CPR)	Essential Characteristics	Performance	Harmonised Technical Specification
1	Tolerances on geometrical data	According to EN 1090-3 // G, H, I // EXC2	UNI EN 1090-1:2009+A1:2011
1	Weldability	Constituent Products (EN573 –EN755-2)	
1	Fracture toughness	Constituent Products (EN573 –EN755-2)	
1	Load bearing capacity	EN 1090-3:2008 // EXC2	
1	Deformation at serviceability limit state	LT RC VARITOWER 2 40	
1	Fatigue strength	NDP	
2	Resistance to fire	NDP	
2	Reaction to fire	Class A1 - EN 13501-1	
3	Release of cadmium	Constituent Products (EN 573 – EN 755)	
3	Emission of radioactivity	Constituent Products (EN 573 – EN 755)	
1	Durability	NDP	

8. The performance of the product identified in points 1 and 2 is conformity with the declared performance in point 7.

This declaration of performance is issued under the sole responsibility of the manufacturer identified in point 4.

Mogliano Veneto (TV), 14 marzo 2014

LITEC Italia S.p.a.
Via Raffaello, 31
31021 MOGLIANO V.TO -TV
RIVA IT02748570245

(Amministratore Delegato firma)

(CEO)



CITY OF CHARLESTON
RECOMMENDATION TO AWARD

DATE: August 21, 2025

SUBJECT: Recommendation for Award

Solicitation Number: 2025-38 Crowd Barrier System

Mountain Productions - \$50,125.00

Award Recommendation: Check the appropriate box below.

☒ **Lowest Bid:** By signing below, the Department certifies that bids have been properly evaluated and recommends award to Mountain Productions in the amount of \$50,125.00.

☐ **Multiple Award:** By signing below, the Department certifies that bids have been properly evaluated and recommends award to multiple bidders meeting the required specifications. Those bidders receiving an award are identified as follows: _____.

☐ **Other Than Lowest Bid:** By signing below, the Department certifies that bids have been properly evaluated and recommends award to _____ as the lowest responsible bidder meeting the required specifications. Award to the lowest bid was not made due to disqualifications described in more detail below:

Bidding Vendors not awarded:

NO OTHER VENDORS SUBMITTED BIDS

Respectfully,


Signature

8/21/25
Date

Patricia Leary, G.M./Executive Director
Printed Name and Title

Resolution No. 25-083

Introduced in Council:

Adopted by Council:

September 2, 2025

Introduced by:

Referred to:

Joseph Jenkins

Finance

- 1 Resolution No. 25-083 – Authorizing the Mayor or City Manager to enter into a contract with
2 Motorola Solutions, Inc. in the amount of \$245,907.49 for the purchase and installation of
3 security cameras at City-owned parks pursuant to a competitively sourced Sourcewell contract.
4
5 Be it Resolved by the Council of the City of Charleston, West Virginia:
6
7 That the Mayor or City Manager is authorized to enter into a contract with Motorola Solutions,
8 Inc. in the amount of \$245,907.49 for the purchase and installation of security cameras at City-
9 owned parks pursuant to a competitively sourced Sourcewell contract.

Section 12

Total Price Page

Location	Description	Price (\$)
Beatrice Park	Equipment & install	\$11,314.40
Bigley Park	Equipment & install	\$28,939.55
Daniel Boone Park	Equipment & install	\$24,793.60
East End Park	Equipment & install	\$14,008.00
Davis Park	Equipment & install	\$14,394.60
Haddad Park	Equipment & install	\$53,795.40
Hunter Park	Equipment & install	\$7,834.02
Magic Island Park	Equipment & install	\$30,611.30
Oakmont Park	Equipment & install	\$18,977.40
Riverview Park	Equipment & install	\$17,003.90
North Charleston Rec Center & Park	Equipment & install	\$24,235.32
	Grand Total	\$245,907.49

Note:

Pricing, terms and conditions per 2024 Motorola Sourcewell Contract #042021-MOT

City of Charleston may purchase this proposal by issuing Motorola a purchase order denoting the name of the proposal, the aforementioned contract and NET30 payment terms.

Milestones: 10% CDR; 50% Equipment Shipping; 30% Installation, 10% Project Completion

Resolution No. 25-084

Introduced in Council:

Adopted by Council:

September 2, 2025

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 25-084 – Authorizing the Mayor or City Manager to enter into a contract with
2 T.W. Reed Construction in the amount of \$158,750.00 for the purchase and installation of new
3 tennis court lighting for Kanawha City Recreation Center pursuant to a competitive bid process.
4

5 Be it Resolved by the Council of the City of Charleston, West Virginia:
6

7 That the Mayor or City Manager is authorized to enter into a contract with T.W. Reed
8 Construction in the amount of \$158,750.00 for the purchase and installation of new tennis
9 court lighting for Kanawha City Recreation Center pursuant to a competitive bid process.

2025-10 Tennis Court Lighting Project			
Business	Opened at	Bid Total	Local Vendor Preference
T.W. Reed Construction	7/11/2025 2:00pm	\$158,750.00	\$153,750.00
PowerSecure Inc	7/11/2025 2:00pm	\$172,681.00	\$167,681.00
Plateau Electric Inc	7/11/2025 2:00pm	\$338,000.00	\$333,000.00

2025-10 Tennis Court Lighting Project

	T.W. Reed Construction	PowerSecure Inc	Plateau Electric Inc
<u>Mandatory Requirement</u>			
Materials	\$ 110,000.00	\$ 116,794.00	\$ 174,000.00
Labor	\$ 48,750.00	\$ 55,887.00	\$ 164,000.00
Vendor Protest Acknowledgement	Yes	Yes	Yes
Contact and Signature Form	Yes	Yes	Yes
Pricing Page	Yes	Yes	Yes
Addendum Acknowledgement	Yes	Yes	Yes
Local Vendor Form (if Applicable)	Yes	Yes	Yes
City of Charleston Purchasing Affidavit	Yes	Yes	Yes
WV Electrician's License	Yes	Yes	Yes
WV Contractors License	Yes	Yes	Yes
Certificate of Insurance	Yes	Yes	Yes
Drug Free Affidavit	Yes	Yes	Yes
Subcontractor List	Yes	Yes	Yes
Bid Bond	Yes	Yes	Yes
Grand Total	\$ 158,750.00	\$ 172,681.00	\$ 338,000.00

PRICING PAGE

We agree to provide the City of Charleston, WV the above Construction Services as described in the attached specifications for the price listed below:

<u>Mandatory Requirement</u>	<u>Quantity</u>	<u>UM</u>	<u>Unit Price</u>	<u>Total Price</u>
Materials	1	LS	110,000. ⁰⁰	110,000. ⁰⁰
Labor	1	LS	48,750. ⁰⁰	48,750. ⁰⁰
GRAND TOTAL				\$ 158,750.⁰⁰

QUANTITIES ARE FOR BIDDING PURPOSES ONLY AND ARE NOT GUARANTEED. THE CITY SHALL ONLY PAY FOR ACTUAL AMOUNTS RECEIVED.

(Company) T.W. Reed Construction

(Signature) 

(Printed Name) Timothy Reed II

(Title) President

(Date) 7-11-25

(Phone Number) 304 531 8311

(Email Address) timothy@twreedconstruction.com



Solicitation: 2025-10 Tennis Court Lighting Project

Contact and Signature

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Timothy Reed II - President
 (Address) 241 Bracken Ln, Ripley, WV 25271
 (Phone Number) 304 531 8311
 (email address) timothy@twrcd construction.com

CERTIFICATION AND SIGNATURE: By signing below, I certify that: I have reviewed this

Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid constitutes an offer to the City that cannot be withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any entity that may require registration.

(Company) T.W. Reed Construction
 (Signature) [Signature]
 (Printed Name) Timothy Reed II
 (Title) President
 (Date) 7-11-25
 (Phone Number) 304 531 8311
 (Email Address) timothy@twrcd construction.com

CITY OF CHARLESTON PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE OR POLITICAL SUBDIVISION:

West Virginia Code § 5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars (\$1,000) in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the **West Virginia Code**. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contracts may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the **West Virginia Code** and who has not submitted that plan to the appropriate contracting authority in a timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the **West Virginia Code** may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted, the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for a price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by West Virginia Tax Department, the West Virginia Insurance Commission or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (**West Virginia Code § 61-5-3**), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: L.W. Reed Construction

Authorized Signature: [Signature]

Date: 7-11-25

VENDOR PROTEST ACKNOWLEDGMENT

In the event that any vendor desires to protest City's selection, such vendor (hereinafter "Protestor") shall submit its protest in writing, which must be received by City within seven (7) calendar days of after City Council approves of the award. Provided that the City Manager reserves the right to extend the time for submission of the protest if he determines it is reasonable under the circumstances.

The written protest must be submitted to: Benjamin Mishoe, City Manager, City of Charleston, 501 Virginia Street, Charleston, WV 25301.

Only vendors who have submitted a timely and responsive proposal may protest City's selection. No protest may be filed if the RFP is withdrawn or if all proposals received in response to the RFP are rejected.

Protestors shall include the following information:

1. The Protestor's name, address, telephone number, and fax number;
2. The solicitation number;
3. A detailed statement of the legal and/ or factual grounds for the protest;
4. Copies of all relevant and supporting documentation, if necessary; and
5. A statement as to the form of resolution or relief sought.

FAILURE TO SUBMIT THIS INFORMATION SHALL BE GROUNDS FOR REJECTION OF THE PROTEST.

The City Manager may refuse to review any protests when the matter involved is the subject of litigation before a court of competent jurisdiction; if the merits have previously been decided by a court of competent jurisdiction; or if it has been decided by the City Manager in a previous protest. At the time of submitting the written protest, Protestor shall submit a certified check in the amount of one thousand dollars (\$1,000.00) or bond equal to five percent (5%) of the price of the selected proposal, whichever is greater. In the event the proposal being protested is for contracted services, an estimated average of the contract value will be determined in order to calculate the five percent (5%) bond value. This bonding requirement is designed to protect against frivolous claims and unnecessary expenditures of public funds and to allow City to offset any and all costs, fees, expenses or damages of any kind whatsoever incurred by City as the result of an unsuccessful protest.

In the event the protest is unsuccessful, the certified check or bond will be used by City to recoup any and all costs, fees, expenses, or damages of any kind whatsoever incurred by City and related in any way to the unsuccessful protest. Costs, fees, expenses, and damages shall include, but shall not be limited to, increased costs of labor, materials or services resulting from any delay,

professional fees, including, but not limited to, attorney fees, and all costs, fees or expenses of any kind whatsoever related in any way to the unsuccessful protest. By signing this document, Protestor waives the right to receive any money retained by City as set forth herein. If there are any funds remaining after City has recouped amounts as permitted herein, the remaining funds will be returned to Protestor. In the event Protestor is successful, the full amount of the certified check or bond will be returned to Protestor.

Upon receipt of a timely written protest, City shall provide notice of the protest to vendor selected as the successful bidder (hereinafter "Selected Vendor") and provide Selected Vendor with a copy of the written protest and any documents related thereto. **Selected Vendor will have two (2) business days to file a written response to the protest.** A hearing may be held within five (5) business days of the date of receipt of the written response to the protest by Selected Vendor; provided that, City may, in its sole discretion, set the date of the hearing beyond the five (5) day time period specified herein if deemed necessary or convenient to do so by City. If a hearing is held, both Protestor and Selected Vendor will have an opportunity to appear and present evidence and testimony in support of their positions. The hearing will be held before the City Manager or his designee. The department head of the department seeking the RFP and the City Attorney shall be in attendance.

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Vendor Signature: _____
 Date: 7-11-25

Solicitation:



ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: 2025-10 Tennis Court Lighting Project

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received: (Check the box next to each addendum received)

☒ Addendum No. 1

☐ Addendum No. 6

☐ Addendum No. 2

☐ Addendum No. 7

☐ Addendum No. 3

☐ Addendum No. 8

☐ Addendum No. 4

☐ Addendum No. 9

☐ Addendum No. 5

☐ Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company Name:	I.W. Reed Construction
Authorized Signature:	
Printed Name:	I.W. Reed
Date:	7-11-25

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/5/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Friedlander Company 1566 Kanawha Blvd. E. Charleston WV 25311	
INSURED T.W. Reed Construction, LLC 241 Bracken Ln Ripley WV 25271-1247	
TWREDC-01 INSURER A: Westfield Insurance 24112 NAIC #	INSURER F: INSURER E: INSURER D: INSURER C: INSURER B:
CONTACT NAME: PHONE (A/C No. ext): 304-357-4520 FAX (A/C No.): 304-345-8724 E-MAIL: jeffodeil@friedlandercompany.com ADDRESS: jeffodeil@friedlandercompany.com	

COVERAGES
 CERTIFICATE NUMBER: 1006766002
 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADSL SUBR	INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY			464330V	2/15/2025	2/15/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 COMBINED SINGLE LIMIT \$1,000,000
A	AUTOMOBILE LIABILITY			464330V	2/15/2025	2/15/2026	ANY AUTO OWNED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY SCHEDULED AUTOS ONLY
A	UMBRELLA LIAB			464330V	2/15/2025	2/15/2026	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?						
	DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. EACH ACCIDENT \$

CERTIFICATE HOLDER
 CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.	AUTHORIZED REPRESENTATIVE 
City of Charleston, WV PO Box 11930 Charleston, WV	

AGENCY CUSTOMER ID: TWREEDC-01

LOC #:

ADDITIONAL REMARKS SCHEDULE



AGENCY Friedlander Company		POLICY NUMBER	CARRIER
NAMED INSURED T.W. Reed Construction, LLC 241 Bracken Ln Ripley WV 25271-1247			
EFFECTIVE DATE:		NAIC CODE	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM, FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

All coverage includes a waiver of subrogation, when required by written contract.

Should any of the above-described policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice to the Certificate Holder when required by written contract, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.

CONTRACTOR LICENSE

AUTHORIZED BY THE
West Virginia Contractor
Licensing Board



NUMBER: WV060795

CLASSIFICATION:
ELECTRICAL
GENERAL BUILDING
SPECIALTY

TW REED CONSTRUCTION LLC
241 BRACKEN LANE
RIPLEY, WV 25271

EXPIRATION DATE

DATE ISSUED

JANUARY 17, 2026

JANUARY 17, 2025

Chair, West Virginia Contractor
Licensing Board

Authorized Signature



A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.

CHANGES AND DELETIONS: The author may also
indicate the text of the original
document. An *Additions and
Deletions* report that notes added
as well as revisions to the
original text is available from
the author and should be reviewed. A
line in the left margin of this
document indicates where the author
added necessary information
where the author has added to or
deleted from the original AIA text.
The document has important legal
consequences. Consultation with an
attorney is encouraged with respect
to completion or modification.

Regular reference to Contractor,
Owner or other party shall be
made plural where applicable.

AIA[®]

Document A310™ – 2010

Bid Bond

CONTRACTOR: (Name, legal status and address)
T.W. Reed Construction, LLC
241 Bracken Lane
Ripley, WV 25271

OWNER: (Name, legal status and address)
City of Charleston - City Manager's Office
501 Virginia Street, East - Room 101
Charleston, WV 25301

BOND AMOUNT: \$
Five Percent of Total Amount Bid (5%)

PROJECT: (Name, location or address, and Project number, if any)
2025-10 Tennis Court Lighting Project

ADDITIONS AND DELETIONS: The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text. This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification. Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so

furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.
Signed and sealed this 1st day of July, 2025

T.W. Reed Construction, LLC

(Contractor as Principal)
(Seal)
- President
(Title)
Ohio Farmers Insurance Company
(Surety)
(Seal)
(Title)
Robin Hubbard-Sherrod, Attorney-in-Fact

(Witness)
Kent Kennedy
(Witness)
Anthony O'Neil

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User Notes:
(1762076727)

Int.
/

General

Power of Attorney

CERTIFIED COPY

Westfield Insurance Co.
Westfield National Insurance Co.
Ohio Farmers Insurance Co.

POWER NO. 4752402 00

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint
RICHARD L. HIGGINBOTHAM, BUNNIE MARIE PERRINE, JEFFERY O'DELL, ROBIN M. HUBBARD-SHERROD, LISA G. ASBURY, JOINTLY OR SEVERALLY

of CHARLESTON and State of WV its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship in any penal limit.
LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:
"Be it Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:
The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company hereof or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).
COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 01st day of MAY A.D., 2022.

Corporate
Seals
Affixed



State of Ohio
County of Medina
ss.:

WESTFIELD INSURANCE COMPANY
WESTFIELD NATIONAL INSURANCE COMPANY
OHIO FARMERS INSURANCE COMPANY
By: Gary W. Stumper, National Surety Leader and Senior Executive

[Signature of Gary W. Stumper]

On this 01st day of MAY A.D., 2022, before me personally came Gary W. Stumper to me known, who, being by me duly sworn, did depose and say, that he resides in Medina, OH; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial
Seal
Affixed



State of Ohio
County of Medina
ss.:

David A. Kotnik, Attorney at Law, Notary Public
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

[Signature of David A. Kotnik]

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.
In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 11th day of July A.D., 2025.



Frank A. Carrino, Secretary
[Signature of Frank A. Carrino]

BP0AC2 (combined) (03-22)



CITY OF CHARLESTON
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
West Virginia Code §21-1D-5

I, Timothy Reed II, after being first duly sworn, depose and state as follows:

1. I am an employee of T.W. Reed Construction, and,
2. I do hereby attest that T.W. Reed Construction (Company Name)

maintains a written plan for a drug-free workplace policy and that such plan and policy are in compliance with **West Virginia Code §21-1D**.

The above statements are sworn to under the penalty of perjury.

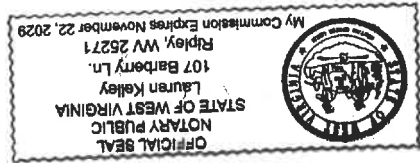
Printed Name: Timothy Reed II
Signature: [Signature]
Title: President
Company Name: T.W. Reed Construction
Date: 7-11-25

STATE OF WEST VIRGINIA,

COUNTY OF Jackson, TO-WIT:

Taken, subscribed and sworn to before me this 11th day of July, 2025.
By Commission expires November 22, 2029

(Seal)



(Notary Public)

[Signature]

T.W. Reed Construction

License Number if Required by
W. Va. Code § 21-1-1 et. seq.

Attach additional pages if necessary

Tennis Courts



Luminaire Schedule			
Symbol	Qty	Label	Arrangement
⊙	46	HL-APS-750WD-50K-N4, PC Lens,	SINGLE
Total Lamp Lumens			113880
LLF			0.950

Calculation Summary									
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min		
Tennis 1	Illuminance	Fc	77.03	107	57	1.35	1.88		
Tennis 2	Illuminance	Fc	88.63	102	77	1.15	1.32		
Tennis 3	Illuminance	Fc	91.75	109	79	1.16	1.38		



HL-APS-750WD-50K



Tennis Courts

Luminaire Location Summary									
LumNo	Label	Orient	Tilt	X	Y	Z			
24	HL-APS-750WD-50K-N4, PC Lens,	326.56	60.984	78	214	35			
25	HL-APS-750WD-50K-N4, PC Lens,	312.109	63.33	78	214	35			
26	HL-APS-750WD-50K-N4, PC Lens,	66.541	58.61	77	94	35			
27	HL-APS-750WD-50K-N4, PC Lens,	30.619	58.235	77	94	35			
28	HL-APS-750WD-50K-N4, PC Lens,	46.771	62.836	77	94	35			
29	HL-APS-750WD-50K-N4, PC Lens,	247.249	62.354	191	217	35			
30	HL-APS-750WD-50K-N4, PC Lens,	216.384	63.562	191	217	35			
31	HL-APS-750WD-50K-N4, PC Lens,	230.492	64.526	191	217	35			
32	HL-APS-750WD-50K-N4, PC Lens,	149.036	58.846	185	94	35			
33	HL-APS-750WD-50K-N4, PC Lens,	112.479	60.695	185	94	35			
34	HL-APS-750WD-50K-N4, PC Lens,	127.626	59.823	185	94	35			
35	HL-APS-750WD-50K-N4, PC Lens,	307.875	58.266	308	297	35			
36	HL-APS-750WD-50K-N4, PC Lens,	277.224	63.808	308	297	35			
37	HL-APS-750WD-50K-N4, PC Lens,	295.796	62.145	308	297	35			
38	HL-APS-750WD-50K-N4, PC Lens,	32.4	60.225	291	167	35			
39	HL-APS-750WD-50K-N4, PC Lens,	65.48	60.648	291	167	35			
40	HL-APS-750WD-50K-N4, PC Lens,	50.648	61.42	291	167	35			
41	HL-APS-750WD-50K-N4, PC Lens,	244.231	61.324	403	292	35			
42	HL-APS-750WD-50K-N4, PC Lens,	215.059	63.178	403	292	35			
43	HL-APS-750WD-50K-N4, PC Lens,	228.366	64.024	403	292	35			
44	HL-APS-750WD-50K-N4, PC Lens,	149.381	58.235	401	169	35			
45	HL-APS-750WD-50K-N4, PC Lens,	116.98	60.277	401	169	35			
46	HL-APS-750WD-50K-N4, PC Lens,	129.92	61.129	401	169	35			

Luminaire Location Summary									
LumNo	Label	Orient	Tilt	X	Y	Z			
1	HL-APS-750WD-50K-N4, PC Lens,	301.551	62.233	69	339	35			
2	HL-APS-750WD-50K-N4, PC Lens,	341.565	68.34	69	339	35			
3	HL-APS-750WD-50K-N4, PC Lens,	319.554	66.303	69	339	35			
4	HL-APS-750WD-50K-N4, PC Lens,	334.195	70.828	69	339	35			
5	HL-APS-750WD-50K-N4, PC Lens,	60.781	62.494	80	225	35			
6	HL-APS-750WD-50K-N4, PC Lens,	14.311	70.839	80	225	35			
7	HL-APS-750WD-50K-N4, PC Lens,	27.929	69.483	80	225	35			
8	HL-APS-750WD-50K-N4, PC Lens,	43.958	65.663	80	225	35			
9	HL-APS-750WD-50K-N4, PC Lens,	249.326	58.102	237	340	35			
10	HL-APS-750WD-50K-N4, PC Lens,	202.19	66.801	237	340	35			
11	HL-APS-750WD-50K-N4, PC Lens,	218.437	66.375	237	340	35			
12	HL-APS-750WD-50K-N4, PC Lens,	209.836	65.827	237	340	35			
13	HL-APS-750WD-50K-N4, PC Lens,	162.35	69.158	236	226	35			
14	HL-APS-750WD-50K-N4, PC Lens,	143.13	66.262	236	226	35			
15	HL-APS-750WD-50K-N4, PC Lens,	125.961	60.788	236	226	35			
16	HL-APS-750WD-50K-N4, PC Lens,	94.821	67.106	236	226	35			
17	HL-APS-750WD-50K-N4, PC Lens,	52.651	53.551	240	225	35			
18	HL-APS-750WD-50K-N4, PC Lens,	118.951	56.708	240	225	35			
19	HL-APS-750WD-50K-N4, PC Lens,	81.87	54.509	240	225	35			
20	HL-APS-750WD-50K-N4, PC Lens,	320.964	53.454	243	340	35			
21	HL-APS-750WD-50K-N4, PC Lens,	292.38	57.406	243	340	35			
22	HL-APS-750WD-50K-N4, PC Lens,	191.746	71.189	243	340	35			
23	HL-APS-750WD-50K-N4, PC Lens,	291.991	57.841	78	214	35			

AEON™
PNR SERIES

What makes the AEON™ LED Sports Light your Lighting Solution of Choice?

Fully Encased Luminaire
Protects Sensitive Electronic Components against any Outside Elements

Neutral Color reflects all Wavelengths of External Light

AEON Luminaire
Specifically Designed Proprietary LED Drivers

Proprietary Glare-Free Illumination: UGR <19 with Controlled Intensity and Uniformity

Available in NEMA: 3, 4, & 6 Beam Spreads

High Color Rendition: CRI >85+

Up to 170+ Delivered LpW

Designed for 4K / HDTV Broadcasting

Neighborhood-Friendly
No Light Spillage or Sky Glow

Proprietary & Patented Designs!

Meets/Exceeds National & International Standards

Comes Standard with Prewired Double-Sheathed Quick-Connect Cord

Standard included: Instant On/Off and Continuous Dimming

0-90° Orientation Marking

Tilt-Angle Marking for Precise Aiming

Corrosion Resistant Stainless Steel Hardware

85% RECYCLABLE
LEAD, MERCURY, TOXIC GASES OR HEAVY METALS

SAVE UP TO 75% ON YOUR ENERGY COSTS

GSA

AMERICAN SOCIETY OF LIGHTING ENGINEERS MEMBER ASSOCIATION

PLC PREMIUM

Designed, Engineered & Assembled in the USA

Outstanding Features:

- Incredibly High (95%+) Total Efficiency and with the Highest Efficacy in its own Class: Up to 170+ Delivered LpW. Greater Light, Fewer Luminaires.
- Heavy-Duty, Lightweight and Durable Die-Cast Design for High Wear Resistance: Withstands Harsh, Extreme Outdoor Conditions and Corrosive Environments.
- Fully Encased Luminaire with Patented Cross-Vent Convection Design: Protects Sensitive LED Package and Electronic Components against any Outside Elements.
- Rugged, Weather-Tight Design, IP67 Rated for Wet Location.
- Incredibly Long-Life Span of over 100,000 Hours.

Operational Flexibility: Adaptable to Various Intelligent Lighting Controls - Wired or Wireless.

Solid-State Design: No Moving Parts. Ideal for High Vibration Areas (ANSI C136.31, 3G Rated). Simple, Reliable, and Affordable, Maintenance-Free Design.

High Color Rendition showing True Colors: CRI >85.

Advanced Functionality and User Friendly with Quick Connect System.

User Friendly Features: Lenses, Modules and Drivers are Field-Changeable. Saves Time, Labor and Money for a Quick and Easy Installation Process

Multi-Voltage Options
100-277VAC / 347-480VAC

Easy Quick Connect
Wiring System for Controls

Comes Standard with 3 ft (1m) Stainless Steel Safety Cable

Patented Cross-Vent Convection Design

AEON™ LED Sports Light your Lighting Solution of Choice?

NEXGEN PRODUCTS

AEON
HYLITE
LED Lighting

Tennis Courts

REQUEST FOR QUOTATION
2025-10 Tennis Court Lighting Project

any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Timothy Reed II
Telephone Number: 304 531 8311
Fax Number: None
Email Address: timothy@tweedconstruction.com

**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: August 5, 2025
RE: July 2025 Financial Information, Charleston Municipal Court

TOTAL CITATIONS FILED: 1,448

Criminal Violations: 272

Traffic Violations: 1,176

Parking:

Building Search Warrants: 0

RESTITUTION COLLECTED (paid to victims): \$644.00

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
Tony Harmon, Building Department
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
 Report For July 1, 2025 Thru July 31, 2025
 Page: 1
 FILEDST

 Violations by Filed Date...

TRAFFIC	1,176	
CRIMINAL	272	
Total Filed Violations		1,448

 Completed Cases...

Paid Fine...		
TRAFFIC	393	
CRIMINAL	15	
Total Paid Fines		408
Before Judge...		
TRAFFIC	8	
CRIMINAL	3	
Total Before Judge		11
Total Completed		419

 Other Completed...

DISMISS- OFFICER NOT WITH CITY		
TRAFFIC	4	
CRIMINAL	3	
Total		7
DISMISSED(PRESENTED INSURANCE)		
TRAFFIC	42	
CRIMINAL	0	
Total		42
DISMISSED (PRESENTED DL)		
TRAFFIC	18	
CRIMINAL	0	
Total		18
DISMISSED STORE CLOSED		
TRAFFIC	0	
CRIMINAL	1	
Total		1
DISMISSED (PROSECUTOR'S ORDER)		
TRAFFIC	37	
CRIMINAL	12	
Total		49
Dismissed at Officers Request		
TRAFFIC	32	
CRIMINAL	1	

CHARLESTON MUNICIPAL COURT
 Report For July 1, 2025 Thru July 31, 2025
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Total 33

DISMISSED PRESENTED RECORDS

TRAFFIC 185
 CRIMINAL 4
 Total 189

DISMISSED AFTER PT DIVERSION

TRAFFIC 15
 CRIMINAL 48
 Total 63

Dismissed Pursuant to Plea

TRAFFIC 75
 CRIMINAL 93
 Total 168

DISMISSED VICTIM/WITNESS FTA

TRAFFIC 0
 CRIMINAL 6
 Total 6

DISMISSED WITHOUT PREJUDICE

TRAFFIC 3
 CRIMINAL 21
 Total 24

RECORDS DESTROYED - CLOSED

TRAFFIC 1
 CRIMINAL 0
 Total 1

VOIDED DOCKET

TRAFFIC 10
 CRIMINAL 3
 Total 13

Total Other Completed 614

Grand Total Completed 1,033

Net Difference Filed/Complete 415

Warrants...

Issued...

TRAFFIC 29
 CRIMINAL 250
 Total Violations 279
 Total Warrants Issued 279

Cleared...

TRAFFIC 39

CHARLESTON MUNICIPAL COURT
Report For July 1, 2025 Thru July 31, 2025
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CRIMINAL	190	
Total Violations		229
Total Warrants Cleared		229
Change in Total Warrants	50	

Other Paid Cases...

Paid Fine...	
Total Other Paid Fines	62

FINE FINE	\$21,532.35
LAWFND LAW ENFORCE. TRAIN STATE	\$3,709.00
LAWLOC LAW ENFORCE. TRAIN (LOCAL)	\$1,460.00
CVC CRIME VICTIM'S FUND	\$2,560.30
ADMIN ADMINISTRATIVE COST	\$640.00
JAILF REGIONAL JAIL CORR.	\$12,369.20
OP OVER PAYMENT	\$8.00
CCF COMMUNITY CORRECTIONS FUND	\$280.00
REST RESTITUTION	\$644.00
Total Fees/Fines Paid	\$43,202.85

Monthly Report – Definition Key

Violations by Filed Date:

Violations keyed into the Court software during the month

Completed Cases:

Cases where the fine and court costs were paid in full and the case was closed during the month.

Before Judge:

Number of violations where a case set for trial before the judge; the defendant was found guilty or entered a guilty plea at trial and the defendant paid off all costs/fines in full thereby closing the case.

Other Completed -Dismissed (By Complainant):

The City Attorney moved to dismiss cases because the person who filed the complaint no longer wishes to pursue the charges.

Defendant Deceased:

Cases dismissed because the defendant died.

Dismissed Officer Fail to Pros:

Cases dismissed because the officer failed to appear in Court.

Dismissed (presented insurance):

Cases dismissed because the defendant presented valid proof of insurance for the offense date.

Dismissed (presented DL):

Cases dismissed because the defendant presented a valid driver's license.

Dismissed Mistaken Identity:

Cases dismissed cases on the City Attorney's motion due to mistaken identity.

Dismissed (Prosecutor's Order):

Cases dismissed on the City Attorney's motion or as a result of a plea agreement.

Dismissed Presented Records:

Cases dismissed because the defendant presented records to satisfy a code or Court requirement.

Dismissed After PT Diversion:

Cases dismissed because the defendant entered into a Pre-Trial Diversion agreement with the City and satisfied the requirements of the Pre-Trial Diversion.

Dismissed Victim/Witness FTA:

Cases dismissed because the witness or victim did not appear in Court for trial.

Dismissed without prejudice:

Cases dismissed but the City having the option to re-file the case within one (1) year of the date of the offense.

Dismissed No Drug Results:

Drug results were not received for trial.

Dismissed – Officer Not With City

Officer/Witness is no long employed by the City.

Warrants

The Court issues warrants for Failure to Appear in Court for court sessions. These warrants are printed and copied to the CPD Warrants Division.

Cleared:

The Court clears warrants once the warrant is served by an officer or when a defendant self reports to the Court. The Court also clears warrants if a person is deceased, posts bond and or, in some cases, enters a plea.

Other Paid Cases:

The Court received a partial payment for a case; however, the defendant still has a balance due.

Search Warrant Issued:

A search warrant document was prepared and presented to the court by the City Attorney's office with regard to safety and public health concerns of a structure/property.

This report is not indicative of the case volume in Municipal Court. Rather, this information reflects payment status/coding for cases.

CITY OF CHARLESTON
Payroll Variance Analysis
May 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Mayor	409	Regular	24,973	24,672	301	1.21%	299,682	295,988	3,694	1.23%	324,655	28,667
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	24,973	24,672	301	1.21%	299,682	295,988	3,694	1.23%	324,655	28,667
Mayor - CARE Office	409-02	Regular	9,751	9,560	191	1.96%	117,017	114,642	2,375	2.03%	126,768	12,126
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	9,751	9,560	191	1.96%	117,017	114,642	2,375	2.03%	126,768	12,126
City Council	410	Regular	13,000	17,500	(4,500)	-34.62%	156,000	133,750	22,250	14.26%	169,000	35,250
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	13,000	17,500	(4,500)	-34.62%	156,000	133,750	22,250	14.26%	169,000	35,250
City Manager - Admin.	412-00	Regular	47,140	42,058	5,082	10.78%	565,674	497,335	68,339	12.08%	612,814	115,479
		IPT	-	-	-		-	6,616	(6,616)		-	(6,616)
		OT	-	-	-		-	-	-		-	-
		Total	47,140	42,058	5,082	10.78%	565,674	503,951	61,724	10.91%	612,814	108,863
City Treasurer	413	Regular	10,394	10,218	176	1.70%	124,732	122,531	2,200	1.76%	135,126	12,595
		IPT	1,015	948	67	6.64%	12,185	11,646	539	4.42%	13,200	1,554
		OT	-	-	-		-	5	(5)		-	-
		Total	11,410	11,166	244	2.14%	136,916	134,182	2,734	2.00%	148,326	14,149
City Collector	414	Regular	65,604	64,631	973	1.48%	787,245	728,774	58,471	7.43%	852,849	124,075
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	65,604	64,631	973	1.48%	787,245	728,774	58,471	7.43%	852,849	124,075
City Clerk	415	Regular	11,379	11,379	0	0.00%	136,552	136,084	468	0.34%	147,931	11,847
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	11,379	11,379	0	0.00%	136,552	136,084	468	0.34%	147,931	11,847
Municipal Court	416	Regular	25,211	25,084	127	0.50%	302,535	305,091	(2,556)	-0.84%	327,746	22,655
		IPT	1,385	1,196	189	13.62%	16,615	2,090	14,525	87.42%	18,000	15,910
		OT	2,055	1,545	510	24.81%	24,656	12,077	12,579	51.02%	26,711	14,634
		Total	28,651	27,825	826	2.88%	343,806	319,258	24,548	7.14%	372,457	53,199

CITY OF CHARLESTON
Payroll Variance Analysis
May 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
City Attorney	417	Regular	39,113	37,603	1,510	3.86%	469,357	448,214	21,143	4.50%	508,470	60,256
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	39,113	37,603	1,510	3.86%	469,357	448,214	21,143	4.50%	508,470	60,256
Accounting	418	Regular	23,323	22,907	416	1.78%	279,875	274,668	5,207	1.86%	303,198	28,530
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	23,323	22,907	416	1.78%	279,875	274,668	5,207	1.86%	303,198	28,530
Engineering - General	420-00	Regular	40,235	39,791	444	1.10%	482,822	476,891	5,931	1.23%	523,057	46,166
		IPT	769	-	769		9,231	-	9,231		10,000	10,000
		OT	-	-	-		-	-	-		-	-
		Total	41,004	39,791	1,213	2.96%	492,053	476,891	15,162	3.08%	533,057	56,166
Engineering - Stormwater	420-01	Regular	11,334	11,111	223	1.96%	136,003	133,256	2,747	2.02%	147,337	14,081
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	11,334	11,111	223	1.96%	136,003	133,256	2,747	2.02%	147,337	14,081
MOECD	421	Regular	31,910	27,791	4,119	12.91%	382,921	352,516	30,405	7.94%	414,831	62,315
		IPT	1,200	2,731	(1,531)	-127.58%	82,800	88,686	(5,886)	-7.11%	120,000	(31,314)
		OT	-	-	-		-	-	-		-	-
		Total	33,110	30,522	2,588	7.82%	465,721	441,202	24,519	5.26%	534,831	31,001
Human Resources	422	Regular	32,253	31,812	441	1.37%	387,041	381,496	5,545	1.43%	419,294	37,798
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	32,253	31,812	441	1.37%	387,041	381,496	5,545	1.43%	419,294	37,798
Development Services	430	Regular	93,274	91,075	2,199	2.36%	1,119,293	1,064,939	54,354	4.86%	1,212,567	147,628
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	93,274	91,075	2,199	2.36%	1,119,293	1,064,939	54,354	4.86%	1,212,567	147,628
Mail Room	431	Regular	2,827	2,731	96	3.39%	33,920	33,423	497	1.47%	36,747	3,324
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	13	(13)		-	-
		Total	2,827	2,731	96	3.39%	33,920	33,436	484	1.43%	36,747	3,324

CITY OF CHARLESTON
Payroll Variance Analysis
May 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Information Systems	439	Regular	43,634	39,031	4,603	10.55%	523,603	489,666	33,938	6.48%	567,237	77,571
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	43,634	39,031	4,603	10.55%	523,603	489,666	33,938	6.48%	567,237	77,571
General Services	440	Regular	36,812	36,504	308	0.84%	441,740	440,651	1,089	0.25%	478,552	37,901
		IPT	769	-	769	100.00%	9,231	-	9,231	100.00%	10,000	10,000
		OT	6,075	5,652	423	6.97%	72,906	75,175	(2,270)	-3.11%	78,981	3,806
		Total	43,656	42,156	1,500	3.44%	523,877	515,826	8,050	1.54%	567,533	51,707
Constituent Services	442-01	Regular	17,848	17,470	378	2.12%	214,174	211,696	2,478	1.16%	232,022	20,326
		IPT	1,980	1,707	273	13.79%	23,760	19,038	4,722	19.87%	25,740	6,702
		OT	-	-	-		-	90	(90)		-	(90)
		Total	19,828	19,177	651	3.28%	237,934	230,824	7,110	2.99%	257,762	26,938
Morris Square Property	500	Regular	5,422	5,261	161	2.97%	65,068	63,773	1,294	1.99%	70,490	6,717
		IPT	-	-	-		-	-	-		-	-
		OT	154	555	(401)	-260.75%	1,846	2,079	(233)	-12.64%	2,000	(79)
		Total	5,576	5,816	(240)	-4.30%	66,914	65,853	1,061	1.59%	72,490	6,637
Public Works	566	Regular	17,594	17,267	327	1.86%	211,130	208,028	3,102	1.47%	228,724	20,696
		IPT	-	-	-		-	-	-		-	-
		OT	385	7	378	98.18%	4,615	1,948	2,668	57.80%	5,000	3,052
		Total	17,979	17,274	705	3.92%	215,745	209,975	5,770	2.67%	233,724	23,749
Public Grounds - Adm.	567-00	Regular	72,471	66,288	6,183	8.53%	869,650	774,127	95,523	10.98%	942,121	167,994
		IPT	-	-	-		-	-	-		-	-
		OT	2,177	6,067	(3,890)	-178.64%	26,129	94,748	(68,619)	-262.62%	28,306	(66,442)
		Total	74,648	72,355	2,293	3.07%	895,779	868,875	26,904	3.00%	970,427	101,552
Public Grounds - C/T	567-01	Regular	5,980	7,243	(1,263)	-21.13%	71,756	83,031	(11,274)	-15.71%	77,736	(5,295)
		IPT	-	-	-		-	-	-		-	-
		OT	384	1,285	(901)	-234.90%	4,604	17,245	(12,641)	-274.55%	4,988	(12,257)
		Total	6,363	8,528	(2,165)	-34.02%	76,361	100,276	(23,916)	-31.32%	82,724	(17,552)

CITY OF CHARLESTON
Payroll Variance Analysis
May 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Police - Uniform	700-00	Regular	757,515	702,481	55,034	7.27%	9,090,174	8,633,838	456,336	5.02%	9,847,689	1,213,851
		OT	184,832	237,980	(53,148)	-28.75%	2,486,001	2,798,140	(312,139)	-12.56%	2,687,584	(110,556)
		Reimb.	(3,077)	-	(3,077)	-100.00%	(36,923)	(13,273)	(23,651)	-64.05%	(40,000)	(26,727)
		Total	939,270	940,461	(1,191)	-0.13%	11,539,252	11,418,706	120,547	1.04%	12,495,273	1,076,568
Police - Civilian	700-01	Regular	72,523	71,298	1,225	1.69%	870,280	874,629	(4,350)	-0.50%	942,803	68,174
		IPT	4,231	3,130	1,101	26.02%	50,769	30,967	19,802	39.00%	55,000	24,033
		OT	8,015	7,363	652	8.13%	96,176	104,170	(7,994)	-8.31%	104,191	21
		Total	84,769	81,791	2,978	3.51%	1,017,225	1,009,767	7,459	0.73%	1,101,994	92,227
Fire - Uniform	706-00	Regular	667,865	724,254	(56,389)	-8.44%	9,406,324	10,056,668	(650,344)	-6.91%	10,161,186	104,518
		OT	109,606	83,868	25,738	23.48%	1,793,406	1,030,316	763,090	42.55%	1,932,895	902,579
		Reimb.	(923)	-	(923)	-100.00%	(11,077)	(20,530)	9,453	85.34%	(12,000)	8,530
		Total	776,548	808,122	(31,574)	-4.07%	11,188,653	11,066,454	122,199	1.09%	12,082,081	1,015,627
Fire - Civilian	706-01	Regular	7,688	7,537	151	1.96%	92,250	86,573	5,677	6.15%	99,938	13,365
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	231	-	231	-	2,769	-	2,769	-	3,000	3,000
		Total	7,918	7,537	381	4.82%	95,020	86,573	8,446	8.89%	102,938	16,365
Traffic	712	Regular	36,133	33,897	2,236	6.19%	433,596	405,486	28,110	6.48%	469,729	64,243
		IPT	423	-	423	100.00%	5,077	-	5,077	100.00%	5,500	5,500
		OT	1,019	3,905	(2,886)	-283.25%	12,227	31,713	(19,486)	-159.36%	13,246	(18,467)
		Total	37,575	37,802	(227)	-0.60%	450,900	437,199	13,701	3.04%	488,475	51,276
Emergency Services	716	Regular	6,317	6,317	-	0.00%	75,804	51,799	24,005	31.67%	82,121	30,322
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	-	-	-	-	-	-	-	-	-	-
		Total	6,317	6,317	-	0.00%	75,804	51,799	24,005	31.67%	82,121	30,322
Street	750	Regular	203,920	159,605	44,315	21.73%	2,447,038	2,048,508	398,530	16.29%	2,650,958	602,450
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	16,995	16,332	663	3.90%	275,942	370,933	(94,991)	-34.42%	292,937	(77,996)
		Total	220,915	175,937	44,978	20.36%	2,722,980	2,419,441	303,539	11.15%	2,943,895	524,454
Equipment Maintenance	754	Regular	61,741	60,208	1,533	2.48%	740,888	727,336	13,553	1.83%	802,629	75,293
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	4,921	1,983	2,938	59.71%	59,058	78,031	(18,974)	-32.13%	63,979	(14,052)
		Total	66,662	62,191	4,471	6.71%	799,946	805,367	(5,421)	-0.68%	866,608	61,241

CITY OF CHARLESTON
Payroll Variance Analysis
May 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Refuse & Recycling	800	Regular	182,760	177,907	4,853	2.66%	2,193,120	2,216,220	(23,100)	-1.05%	2,375,880	159,660
		IPT	-	-	-		-	-	-		-	-
		OT	21,929	13,047	8,882	40.50%	263,149	131,755	131,394	49.93%	285,078	153,323
		Total	204,689	190,954	13,735	6.71%	2,456,269	2,347,975	108,294	4.41%	2,660,958	312,983
Parks & Recreation	900	Regular	101,030	92,129	8,901	8.81%	1,212,363	1,144,391	67,972	5.61%	1,313,393	169,002
		IPT	21,252	9,274	11,978	56.36%	269,192	207,552	61,640	22.90%	354,200	146,648
		OT	4,740	3,239	1,501	31.67%	56,880	48,988	7,892	13.88%	61,620	12,632
		Total	127,022	104,642	22,380	17.62%	1,538,435	1,400,931	137,504	8.94%	1,729,213	328,282
Public Arts	906	Regular	5,000	5,000	-	0.00%	60,000	59,704	296	0.49%	65,000	5,296
		IPT	1,538	273	1,265	82.26%	18,462	273	18,189	98.52%	20,000	19,727
		OT	-	-	-		-	-	-		-	-
		Total	6,538	5,273	1,265	19.35%	78,462	59,977	18,484	23.56%	85,000	25,023
Spring Hill Cemetery	952	Regular	30,397	25,155	5,242	17.24%	364,761	331,090	33,672	9.23%	395,158	64,068
		IPT	-	-	-	#DIV/0!	-	-	-	0.00%	-	-
		OT	922	262	660	71.58%	11,061	2,230	8,831	79.84%	11,983	9,753
		Total	31,319	25,417	5,902	18.84%	375,822	333,320	42,503	11.31%	407,141	73,821
General Fund		Regular	2,814,370	2,724,775	89,595	3.18%	35,164,389	34,406,812	757,577	2.15%	38,065,756	3,658,944
		IPT	34,563	19,259	15,304	44.28%	497,321	366,868	130,453	26.23%	631,640	264,772
		OT	364,439	383,090	(18,651)	-5.12%	5,191,425	4,799,656	391,769	7.55%	5,602,499	802,843
		Reimb.	(4,000)	-	(4,000)	100.00%	(48,000)	(33,803)	(14,197)	29.58%	(52,000)	(18,197)
		Total	3,209,372	3,127,124	82,248	2.56%	40,805,135	39,539,534	1,265,602	3.10%	44,247,895	4,708,361

CITY OF CHARLESTON
Payroll Variance Analysis
May 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Business Improvement Dist.	568	Regular	3,571	2,835	736	20.62%	42,857	35,106	7,751	18.09%	46,429	11,323
		IPT	-	-	-		-	-	-		-	-
		OT	-	160	(160)		-	505	(505)		-	(505)
		Total	3,571	2,995	576	16.14%	42,857	35,611	7,246	16.91%	46,429	10,818
Land Reuse Agency	428	Regular	3,846	3,603	243	6.32%	46,154	43,198	2,956	6.40%	50,000	6,802
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	3,846	3,603	243	6.32%	46,154	43,198	2,956	6.40%	50,000	6,802
CARE Fund	409-02	Regular	25,643	21,713	3,930	15.33%	307,720	280,995	26,725	8.68%	333,364	52,368
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	25,643	21,713	3,930	15.33%	307,720	280,995	26,725	8.68%	333,364	52,368
Coliseum & Conv. Center	910-01	Regular	49,120	42,965	6,155	12.53%	589,434	562,968	26,467	4.49%	638,554	75,586
		IPT	-	-	-	0.00%	-	-	-	0.00%	-	-
		OT	2,308	1,874	434	18.79%	27,692	20,197	7,496	27.07%	30,000	9,803
		Total	51,427	44,839	6,588	12.81%	617,127	583,165	33,962	5.50%	668,554	85,389
Parking System	571	Regular	63,796	57,436	6,360	9.97%	765,551	754,339	11,212	1.46%	829,347	75,008
		IPT	4,315	1,279	3,036	70.36%	51,785	21,405	30,380	58.67%	56,100	34,695
		OT	1,692	1,283	409	24.19%	20,308	8,786	11,522	56.73%	22,000	13,214
		Total	69,804	59,998	9,806	14.05%	837,643	784,530	53,113	6.34%	907,447	122,917
Total		Regular	2,960,347	2,853,327	107,020	3.62%	36,916,106	36,083,418	832,688	2.26%	39,963,449	3,880,031
		IPT	38,878	20,538	18,340	47.17%	549,106	388,273	160,833	29.29%	687,740	299,467
		OT	368,439	386,407	(17,968)	-4.88%	5,239,425	4,829,144	410,281	7.83%	5,654,499	825,355
		Reimb.	(4,000)	-	(4,000)	100.00%	(48,000)	(33,803)	(14,197)	29.58%	(52,000)	(18,197)
		Total	3,363,664	3,260,272	103,392	3.07%	42,656,637	41,267,033	1,389,604	3.26%	46,253,688	4,986,656

Vacancy Report:

City Manager	1	Constituent Services	1	Fire - Uniform	4	Coliseum	2
Engineering	1	Public Works (all)	30	Parks & Rec	4	CARE Office	1
MOECD	1	Police - Uniform	19	Total General Fund	63	Parking System	2
IS	1	Police - Civilian	1			Total All	68

CITY OF CHARLESTON
Payroll Variance Analysis
June 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Mayor	409	Regular	24,973	24,672	301	1.21%	324,655	320,660	3,995	1.23%	324,655	3,995
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	24,973	24,672	301	1.21%	324,655	320,660	3,995	1.23%	324,655	3,995
Mayor - CARE Office	409-02	Regular	9,751	9,560	191	1.96%	126,768	124,202	2,566	2.02%	126,768	2,566
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	9,751	9,560	191	1.96%	126,768	124,202	2,566	2.02%	126,768	2,566
City Council	410	Regular	13,000	11,750	1,250	9.62%	169,000	145,500	23,500	13.91%	169,000	23,500
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	13,000	11,750	1,250	9.62%	169,000	145,500	23,500	13.91%	169,000	23,500
City Manager - Admin.	412-00	Regular	47,140	42,058	5,082	10.78%	612,814	539,393	73,421	11.98%	612,814	73,421
		IPT	-	-	-		-	6,616	(6,616)		-	(6,616)
		OT	-	-	-		-	-	-		-	-
		Total	47,140	42,058	5,082	10.78%	612,814	546,009	66,805	10.90%	612,814	66,805
City Treasurer	413	Regular	10,394	10,218	176	1.70%	135,126	132,749	2,377	1.76%	135,126	2,377
		IPT	1,015	1,128	(113)	-11.09%	13,200	12,774	426	3.23%	13,200	426
		OT	-	-	-		-	5	(5)		-	(5)
		Total	11,410	11,346	64	0.56%	148,326	145,528	2,798	1.89%	148,326	2,798
City Collector	414	Regular	65,604	64,689	915	1.39%	852,849	793,463	59,386	6.96%	852,849	59,386
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	65,604	64,689	915	1.39%	852,849	793,463	59,386	6.96%	852,849	59,386
City Clerk	415	Regular	11,379	11,379	0	0.00%	147,931	147,463	468	0.32%	147,931	468
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	11,379	11,379	0	0.00%	147,931	147,463	468	0.32%	147,931	468
Municipal Court	416	Regular	25,211	25,354	(143)	-0.57%	327,746	330,445	(2,699)	-0.82%	327,746	(2,699)
		IPT	1,385	1,086	299	21.57%	18,000	3,176	14,824	82.35%	18,000	14,824
		OT	2,055	538	1,517	73.82%	26,711	12,615	14,096	52.77%	26,711	14,096
		Total	28,651	26,978	1,673	5.84%	372,457	346,236	26,221	7.04%	372,457	26,221

CITY OF CHARLESTON
Payroll Variance Analysis
June 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
City Attorney	417	Regular	39,113	37,603	1,510	3.86%	508,470	485,817	22,653	4.46%	508,470	22,653
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	39,113	37,603	1,510	3.86%	508,470	485,817	22,653	4.46%	508,470	22,653
Accounting	418	Regular	23,323	22,907	416	1.78%	303,198	297,575	5,623	1.85%	303,198	5,623
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	23,323	22,907	416	1.78%	303,198	297,575	5,623	1.85%	303,198	5,623
Engineering - General	420-00	Regular	40,235	39,791	444	1.10%	523,057	516,682	6,375	1.22%	523,057	6,375
		IPT	769	-	769		10,000	-	10,000		10,000	10,000
		OT	-	-	-		-	-	-		-	-
		Total	41,004	39,791	1,213	2.96%	533,057	516,682	16,375	3.07%	533,057	16,375
Engineering - Stormwater	420-01	Regular	11,334	11,111	223	1.96%	147,337	144,367	2,970	2.02%	147,337	2,970
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	11,334	11,111	223	1.96%	147,337	144,367	2,970	2.02%	147,337	2,970
MOECD	421	Regular	31,910	28,073	3,837	12.02%	414,831	380,589	34,242	8.25%	414,831	34,242
		IPT	37,200	18,486	18,714	50.31%	120,000	107,172	12,828	10.69%	120,000	12,828
		OT	-	-	-		-	-	-		-	-
		Total	69,110	46,559	22,551	32.63%	534,831	487,761	47,070	8.80%	534,831	47,070
Human Resources	422	Regular	32,253	31,812	441	1.37%	419,294	413,308	5,986	1.43%	419,294	5,986
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	32,253	31,812	441	1.37%	419,294	413,308	5,986	1.43%	419,294	5,986
Development Services	430	Regular	93,274	91,260	2,014	2.16%	1,212,567	1,156,199	56,368	4.65%	1,212,567	56,368
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	93,274	91,260	2,014	2.16%	1,212,567	1,156,199	56,368	4.65%	1,212,567	56,368
Mail Room	431	Regular	2,827	2,731	96	3.39%	36,747	36,154	593	1.61%	36,747	593
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	13	(13)		-	(13)
		Total	2,827	2,731	96	3.39%	36,747	36,167	580	1.58%	36,747	580
Information Systems	439	Regular	43,634	39,031	4,603	10.55%	567,237	528,697	38,540	6.79%	567,237	38,540
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	43,634	39,031	4,603	10.55%	567,237	528,697	38,540	6.79%	567,237	38,540

Prepared: 8/28/2025
Finance Director

Current Month covers 2 pay periods (5/18/2025 - 6/14/2025)
YTD covers 26 pay periods (6/16/2024 - 6/14/2025)

CITY OF CHARLESTON
Payroll Variance Analysis
June 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
General Services	440	Regular	36,812	36,723	89	0.24%	478,552	477,374	1,178	0.25%	478,552	1,178
		IPT	769	-	769	100.00%	10,000	-	10,000	100.00%	10,000	10,000
		OT	6,075	12,874	(6,799)	-111.90%	78,981	88,049	(9,068)	-11.48%	78,981	(9,068)
		Total	43,656	49,597	(5,941)	-13.61%	567,533	565,423	2,110	0.37%	567,533	2,110
Constituent Services	442-01	Regular	17,848	15,360	2,488	13.94%	232,022	227,056	4,966	2.14%	232,022	4,966
		IPT	1,980	1,167	813	41.06%	25,740	20,205	5,535	21.50%	25,740	5,535
		OT	-	-	-		-	90	(90)		-	(90)
		Total	19,828	16,527	3,301	16.65%	257,762	247,351	10,411	4.04%	257,762	10,411
Morris Square Property	500	Regular	5,422	5,317	105	1.94%	70,490	69,090	1,400	1.99%	70,490	1,400
		IPT	-	-	-		-	-	-		-	-
		OT	154	438	(284)	-184.70%	2,000	2,517	(517)	-25.87%	2,000	(517)
		Total	5,576	5,755	(179)	-3.21%	72,490	71,608	882	1.22%	72,490	882
Public Works	566	Regular	17,594	17,279	315	1.79%	228,724	225,307	3,417	1.49%	228,724	3,417
		IPT	-	-	-		-	-	-		-	-
		OT	385	-	385	100.00%	5,000	1,948	3,052	61.04%	5,000	3,052
		Total	17,979	17,279	700	3.89%	233,724	227,254	6,470	2.77%	233,724	6,470
Public Grounds - Adm.	567-00	Regular	72,471	72,173	298	0.41%	942,121	846,300	95,821	10.17%	942,121	95,821
		IPT	-	-	-		-	-	-		-	-
		OT	2,177	14,914	(12,737)	-584.95%	28,306	109,662	(81,356)	-287.41%	28,306	(81,356)
		Total	74,648	87,087	(12,439)	-16.66%	970,427	955,962	14,465	1.49%	970,427	14,465

CITY OF CHARLESTON
Payroll Variance Analysis
June 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Public Grounds - C/T	567-01	Regular	5,980	7,045	(1,065)	-17.82%	77,736	90,076	(12,340)	-15.87%	77,736	(12,340)
		IPT	-	-	-		-	-	-		-	-
		OT	384	1,354	(970)	-252.89%	4,988	18,599	(13,611)	-100.00%	4,988	(13,611)
		Total	6,363	8,399	(2,036)	-31.99%	82,724	108,675	(25,951)	-31.37%	82,724	(25,951)
Police - Uniform	700-00	Regular	757,515	732,668	24,847	3.28%	9,847,689	9,366,506	481,183	4.89%	9,847,689	481,183
		OT	201,583	357,862	(156,279)	-77.53%	2,687,584	3,156,002	(468,418)	-17.43%	2,687,584	(468,418)
		Reimb.	(3,077)	-	(3,077)	-100.00%	(40,000)	(13,273)	(26,727)	-66.82%	(40,000)	(26,727)
		Total	956,021	1,090,530	(134,509)	-14.07%	12,495,273	12,509,236	(13,963)	-0.11%	12,495,273	(13,963)
Police - Civilian	700-01	Regular	72,523	73,474	(951)	-1.31%	942,803	948,103	(5,300)	-0.56%	942,803	(5,300)
		IPT	4,231	3,316	915	21.62%	55,000	34,283	20,717	37.67%	55,000	20,717
		OT	8,015	9,516	(1,501)	-18.73%	104,191	113,686	(9,495)	-9.11%	104,191	(9,495)
		Total	84,769	86,306	(1,537)	-1.81%	1,101,994	1,096,073	5,921	0.54%	1,101,994	5,921
Fire - Uniform	706-00	Regular	754,862	719,410	35,452	4.70%	10,161,186	10,776,078	(614,892)	-6.05%	10,161,186	(614,892)
		OT	139,489	212,371	(72,882)	-52.25%	1,932,895	1,242,687	690,208	35.71%	1,932,895	690,208
		Reimb.	(923)	-	(923)	-100.00%	(12,000)	(20,530)	8,530	71.08%	(12,000)	8,530
		Total	893,428	931,781	(38,353)	-4.29%	12,082,081	11,998,235	83,846	0.69%	12,082,081	83,846
Fire - Civilian	706-01	Regular	7,688	7,537	151	1.96%	99,938	94,110	5,828	5.83%	99,938	5,828
		IPT	-	-	-		-	-	-		-	-
		OT	231	-	231		3,000	-	3,000		3,000	3,000
		Total	7,918	7,537	381	4.82%	102,938	94,110	8,828	8.58%	102,938	8,828
Traffic	712	Regular	36,133	37,179	(1,046)	-2.89%	469,729	442,665	27,064	5.76%	469,729	27,064
		IPT	423	-	423	100.00%	5,500	-	5,500	100.00%	5,500	5,500
		OT	1,019	4,596	(3,577)	-351.06%	13,246	36,309	(23,063)	-174.11%	13,246	(23,063)
		Total	37,575	41,775	(4,200)	-11.18%	488,475	478,974	9,501	1.95%	488,475	9,501
Emergency Services	716	Regular	6,317	6,317	-	0.00%	82,121	58,116	24,005	29.23%	82,121	24,005
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	6,317	6,317	-	0.00%	82,121	58,116	24,005	29.23%	82,121	24,005
Street	750	Regular	203,920	158,578	45,342	22.24%	2,650,958	2,207,086	443,872	16.74%	2,650,958	443,872
		IPT	-	-	-		-	-	-		-	-
		OT	16,995	37,610	(20,615)	-121.30%	292,937	408,543	(115,606)	-39.46%	292,937	(115,606)
		Total	220,915	196,188	24,727	11.19%	2,943,895	2,615,629	328,266	11.15%	2,943,895	328,266

CITY OF CHARLESTON
Payroll Variance Analysis
June 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Equipment Maintenance	754	Regular	61,741	62,521	(780)	-1.26%	802,629	789,857	12,772	1.59%	802,629	12,772
		IPT	-	-	-		-	-	-		-	-
		OT	4,921	643	4,278	86.93%	63,979	78,674	(14,695)	-22.97%	63,979	(14,695)
		Total	66,662	63,164	3,498	5.25%	866,608	868,531	(1,923)	-0.22%	866,608	(1,923)
Refuse & Recycling	800	Regular	182,760	185,289	(2,529)	-1.38%	2,375,880	2,401,509	(25,629)	-1.08%	2,375,880	(25,629)
		IPT	-	-	-		-	-	-		-	-
		OT	21,929	16,810	5,119	23.34%	285,078	148,565	136,513	47.89%	285,078	136,513
		Total	204,689	202,099	2,590	1.27%	2,660,958	2,550,074	110,884	4.17%	2,660,958	110,884
Parks & Recreation	900	Regular	101,030	92,514	8,516	8.43%	1,313,393	1,236,905	76,488	5.82%	1,313,393	76,488
		IPT	85,008	34,977	50,031	58.85%	354,200	242,529	111,671	31.53%	354,200	111,671
		OT	4,740	5,463	(723)	-15.25%	61,620	54,451	7,169	11.63%	61,620	7,169
		Total	190,778	132,954	57,824	30.31%	1,729,213	1,533,885	195,328	11.30%	1,729,213	195,328
Public Arts	906	Regular	5,000	5,000	-	0.00%	65,000	64,704	296	0.46%	65,000	296
		IPT	1,538	1,092	446	29.02%	20,000	1,365	18,635	93.18%	20,000	18,635
		OT	-	-	-		-	-	-		-	-
		Total	6,538	6,092	446	6.83%	85,000	66,069	18,931	22.27%	85,000	18,931
Spring Hill Cemetery	952	Regular	30,397	29,724	673	2.21%	395,158	360,814	34,344	8.69%	395,158	34,344
		IPT	-	-	-	0.00%	-	-	-	0.00%	-	-
		OT	922	1,354	(432)	-46.89%	11,983	3,584	8,399	70.09%	11,983	8,399
		Total	31,319	31,078	241	0.77%	407,141	364,398	42,743	10.50%	407,141	42,743
General Fund		Regular	2,901,367	2,768,107	133,260	4.59%	38,065,756	37,174,919	890,837	2.34%	38,065,756	890,837
		IPT	134,319	61,252	73,067	54.40%	631,640	428,120	203,520	32.22%	631,640	203,520
		OT	411,074	676,343	(265,269)	-64.53%	5,602,499	5,475,999	126,500	2.26%	5,602,499	126,500
		Reimb.	(4,000)	-	(4,000)	100.00%	(52,000)	(33,803)	(18,197)	34.99%	(52,000)	(18,197)
		Total	3,442,760	3,505,702	(62,942)	-1.83%	44,247,895	43,045,236	1,202,659	2.72%	44,247,895	1,202,659

CITY OF CHARLESTON
Payroll Variance Analysis
June 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Business Improvement Dist.	568	Regular	3,571	2,970	601	16.84%	46,429	38,076	8,353	17.99%	46,429	8,353
		IPT	-	-	-		-	-	-		-	-
		OT	-	84	(84)		-	589	(589)		-	(589)
		Total	3,571	3,054	517	14.49%	46,429	38,665	7,764	16.72%	46,429	7,764
Land Reuse Agency	428	Regular	3,846	3,603	243	6.32%	50,000	46,801	3,199	6.40%	50,000	3,199
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	3,846	3,603	243	6.32%	50,000	46,801	3,199	6.40%	50,000	3,199
CARE Fund	409-02	Regular	25,643	21,713	3,930	15.33%	333,364	302,708	30,655	9.20%	333,364	30,655
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	25,643	21,713	3,930	15.33%	333,364	302,708	30,655	9.20%	333,364	30,655
Coliseum & Conv. Center	910-01	Regular	49,120	43,456	5,664	11.53%	638,554	606,424	32,130	5.03%	638,554	32,130
		IPT	-	-	-		-	-	-		-	-
		OT	2,308	510	1,798	77.90%	30,000	20,707	9,293	30.98%	30,000	9,293
		Total	51,427	43,966	7,461	14.51%	668,554	627,131	41,423	6.20%	668,554	41,423
Parking System	571	Regular	63,796	58,098	5,698	8.93%	829,347	812,437	16,910	2.04%	829,347	16,910
		IPT	4,315	603	3,712	86.03%	56,100	22,008	34,092	60.77%	56,100	34,092
		OT	1,692	2,852	(1,160)	-68.53%	22,000	11,638	10,362	47.10%	22,000	10,362
		Total	69,804	61,553	8,251	11.82%	907,447	846,083	61,364	6.76%	907,447	61,364
Total		Regular	3,047,343	2,897,947	149,396	4.90%	39,963,449	38,981,365	982,084	2.46%	39,963,449	982,084
		IPT	138,634	61,855	76,779	55.38%	687,740	450,128	237,612	34.55%	687,740	237,612
		OT	415,074	679,789	(264,715)	-63.78%	5,654,499	5,508,933	145,566	2.57%	5,654,499	145,566
		Reimb.	(4,000)	-	(4,000)	100.00%	(52,000)	(33,803)	(18,197)	34.99%	(52,000)	(18,197)
		Total	3,597,051	3,639,591	(42,540)	-1.18%	46,253,688	44,906,624	1,347,065	2.91%	46,253,688	1,347,065

Vacancy Report:

City Manager	1	Public Works (all)	28	Parks & Rec	4	Coliseum	2
Engineering	1	Police - Uniform	19	Total General Fund	60	CARE Office	1
IS	1	Police - Civilian	1			Parking System	2
Constituent Services	1	Fire - Uniform	4			Total All	65

CITY OF CHARLESTON
Payroll Variance Analysis
April 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Mayor	409	Regular	24,973	24,672	301	1.21%	274,708	271,316	3,392	1.23%	324,655	53,339
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	24,973	24,672	301	1.21%	274,708	271,316	3,392	1.23%	324,655	53,339
Mayor - CARE Office	409-02	Regular	9,751	9,560	191	1.96%	107,265	105,082	2,184	2.04%	126,768	21,686
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	9,751	9,560	191	1.96%	107,265	105,082	2,184	2.04%	126,768	21,686
City Council	410	Regular	13,000	6,000	7,000	53.85%	143,000	116,250	26,750	18.71%	169,000	52,750
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	13,000	6,000	7,000	53.85%	143,000	116,250	26,750	18.71%	169,000	52,750
City Manager - Admin.	412-00	Regular	47,140	42,058	5,082	10.78%	518,535	455,277	63,258	12.20%	612,814	157,537
		IPT	-	-	-		-	6,616	(6,616)		-	(6,616)
		OT	-	-	-		-	-	-		-	-
		Total	47,140	42,058	5,082	10.78%	518,535	461,893	56,642	10.92%	612,814	150,921
City Treasurer	413	Regular	10,394	10,218	177	1.70%	114,337	112,313	2,024	1.77%	135,126	22,813
		IPT	1,015	816	199	19.64%	11,169	10,698	471	4.22%	13,200	2,502
		OT	-	-	-		-	5	(5)		-	-
		Total	11,410	11,034	376	3.30%	125,507	123,016	2,491	1.98%	148,326	25,315
City Collector	414	Regular	65,604	58,915	6,689	10.20%	721,641	664,143	57,498	7.97%	852,849	188,706
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	65,604	58,915	6,689	10.20%	721,641	664,143	57,498	7.97%	852,849	188,706
City Clerk	415	Regular	11,379	11,379	(0)	0.00%	125,172	124,705	468	0.37%	147,931	23,226
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	11,379	11,379	(0)	0.00%	125,172	124,705	468	0.37%	147,931	23,226
Municipal Court	416	Regular	25,211	25,108	103	0.41%	277,324	280,007	(2,683)	-0.97%	327,746	47,739
		IPT	1,385	894	490	35.42%	15,231	894	14,337	94.13%	18,000	17,106
		OT	2,055	1,521	533	25.96%	22,602	10,532	12,069	53.40%	26,711	16,179
		Total	28,651	27,524	1,127	3.93%	315,156	291,433	23,723	7.53%	372,457	81,024

CITY OF CHARLESTON
Payroll Variance Analysis
April 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
City Attorney	417	Regular	39,113	37,603	1,510	3.86%	430,244	410,611	19,633	4.56%	508,470	97,859
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	39,113	37,603	1,510	3.86%	430,244	410,611	19,633	4.56%	508,470	97,859
Accounting	418	Regular	23,323	22,907	416	1.78%	256,552	251,761	4,791	1.87%	303,198	51,437
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	23,323	22,907	416	1.78%	256,552	251,761	4,791	1.87%	303,198	51,437
Engineering - General	420-00	Regular	40,235	39,791	444	1.10%	442,587	437,100	5,487	1.24%	523,057	85,957
		IPT	769	-	769		8,462	-	8,462		10,000	10,000
		OT	-	-	-		-	-	-		-	-
		Total	41,004	39,791	1,213	2.96%	451,048	437,100	13,948	3.09%	533,057	95,957
Engineering - Stormwater	420-01	Regular	11,334	11,111	222	1.96%	124,670	122,145	2,525	2.03%	147,337	25,192
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	11,334	11,111	222	1.96%	124,670	122,145	2,525	2.03%	147,337	25,192
MOECD	421	Regular	31,910	29,094	2,816	8.82%	351,011	324,725	26,286	7.49%	414,831	90,106
		IPT	1,200	3,368	(2,168)	-180.66%	81,600	85,955	(4,355)	-5.34%	120,000	(34,045)
		OT	-	-	-		-	-	-		-	-
		Total	33,110	32,462	648	1.96%	432,611	410,680	21,931	5.07%	534,831	56,061
Human Resources	422	Regular	32,253	33,044	(791)	-2.45%	354,787	349,684	5,104	1.44%	419,294	69,610
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	32,253	33,044	(791)	-2.45%	354,787	349,684	5,104	1.44%	419,294	69,610
Development Services	430	Regular	93,274	91,319	1,955	2.10%	1,026,018	973,864	52,154	5.08%	1,212,567	238,703
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	93,274	91,319	1,955	2.10%	1,026,018	973,864	52,154	5.08%	1,212,567	238,703
Mail Room	431	Regular	2,827	2,744	83	2.94%	31,094	30,692	402	1.29%	36,747	6,055
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	13	(13)		-	-
		Total	2,827	2,744	83	2.94%	31,094	30,705	389	1.25%	36,747	6,055

CITY OF CHARLESTON
Payroll Variance Analysis
April 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Information Systems	439	Regular	43,634	39,031	4,603	10.55%	479,970	450,635	29,335	6.11%	567,237	116,602
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	43,634	39,031	4,603	10.55%	479,970	450,635	29,335	6.11%	567,237	116,602
General Services	440	Regular	36,812	36,352	460	1.25%	404,929	404,147	782	0.19%	478,552	74,405
		IPT	769	-	769	100.00%	8,462	-	8,462	100.00%	10,000	10,000
		OT	6,075	2,659	3,417	56.24%	66,830	69,523	(2,693)	-4.03%	78,981	9,458
		Total	43,656	39,010	4,646	10.64%	480,220	473,670	6,550	1.36%	567,533	93,863
Constituent Services	442-01	Regular	17,848	17,658	190	1.06%	196,326	194,226	2,100	1.07%	232,022	37,796
		IPT	1,980	1,968	12	0.61%	21,780	17,331	4,449	20.43%	25,740	8,409
		OT	-	-	-		-	90	(90)		-	(90)
		Total	19,828	19,626	202	1.02%	218,106	211,647	6,459	2.96%	257,762	46,115
Morris Square Property	500	Regular	5,422	5,320	103	1.89%	59,645	58,512	1,133	1.90%	70,490	11,978
		IPT	-	-	-		-	-	-		-	-
		OT	154	96	58	37.84%	1,692	1,524	168	9.92%	2,000	476
		Total	5,576	5,415	161	2.88%	61,338	60,037	1,301	2.12%	72,490	12,453
Public Works	566	Regular	17,594	17,271	323	1.83%	193,536	190,761	2,775	1.43%	228,724	37,963
		IPT	-	-	-		-	-	-		-	-
		OT	385	47	338	87.81%	4,231	1,941	2,290	54.13%	5,000	3,059
		Total	17,979	17,318	660	3.67%	197,766	192,701	5,065	2.56%	233,724	41,023
Public Grounds - Adm.	567-00	Regular	72,471	68,998	3,473	4.79%	797,179	707,839	89,340	11.21%	942,121	234,282
		IPT	-	-	-		-	-	-		-	-
		OT	2,177	7,246	(5,069)	-232.80%	23,951	88,681	(64,729)	-270.25%	28,306	(60,375)
		Total	74,648	76,244	(1,596)	-2.14%	821,131	796,520	24,611	3.00%	970,427	173,907
Public Grounds - C/T	567-01	Regular	5,980	3,349	2,631	44.00%	65,777	75,788	(10,011)	-15.22%	77,736	1,948
		IPT	-	-	-		-	-	-		-	-
		OT	384	711	(327)	-85.30%	4,221	15,960	(11,740)	-100.00%	4,988	(10,972)
		Total	6,363	4,059	2,304	36.21%	69,997	91,748	(21,751)	-31.07%	82,724	(9,024)

CITY OF CHARLESTON
Payroll Variance Analysis
April 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Police - Uniform	700-00	Regular	757,515	771,712	(14,197)	-1.87%	8,332,660	7,931,357	401,303	4.82%	9,847,689	1,916,332
		OT	184,832	265,923	(81,091)	-43.87%	2,301,169	2,560,160	(258,991)	-11.25%	2,687,584	127,424
		Reimb.	(3,077)	-	(3,077)	-100.00%	(33,846)	(13,273)	(20,574)	-60.79%	(40,000)	(26,727)
		Total	939,270	1,037,635	(98,365)	-10.47%	10,599,983	10,478,245	121,738	1.15%	12,495,273	2,017,029
Police - Civilian	700-01	Regular	72,523	71,828	695	0.96%	797,756	803,331	(5,575)	-0.70%	942,803	139,472
		IPT	4,231	2,233	1,998	47.23%	46,538	27,837	18,701	40.18%	55,000	27,163
		OT	8,015	4,135	3,880	48.41%	88,162	96,807	(8,646)	-9.81%	104,191	7,384
		Total	84,769	78,196	6,573	7.75%	932,456	927,976	4,481	0.48%	1,101,994	174,018
Fire - Uniform	706-00	Regular	667,865	706,369	(38,504)	-5.77%	8,738,460	9,332,414	(593,955)	-6.80%	10,161,186	828,772
		OT	109,606	73,060	36,546	33.34%	1,683,800	946,448	737,352	43.79%	1,932,895	986,447
		Reimb.	(923)	-	(923)	-100.00%	(10,154)	(20,530)	10,376	102.19%	(12,000)	8,530
		Total	776,548	779,430	(2,882)	-0.37%	10,412,106	10,258,332	153,774	1.48%	12,082,081	1,823,749
Fire - Civilian	706-01	Regular	7,688	3,768	3,919	50.98%	84,563	79,036	5,527	6.54%	99,938	20,902
		IPT	-	-	-		-	-	-		-	-
		OT	231	-	231		2,538	-	2,538		3,000	3,000
		Total	7,918	3,768	4,150	52.41%	87,101	79,036	8,065	9.26%	102,938	23,902
Traffic	712	Regular	36,133	36,396	(263)	-0.73%	397,463	371,589	25,874	6.51%	469,729	98,140
		IPT	423	-	423	100.00%	4,654	-	4,654	100.00%	5,500	5,500
		OT	1,019	1,161	(142)	-13.96%	11,208	27,808	(16,600)	-148.10%	13,246	(14,562)
		Total	37,575	37,557	18	0.05%	413,325	399,397	13,928	3.37%	488,475	89,078
Emergency Services	716	Regular	6,317	6,317	0	0.00%	69,487	45,482	24,005	34.55%	82,121	36,639
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	6,317	6,317	0	0.00%	69,487	45,482	24,005	34.55%	82,121	36,639
Street	750	Regular	203,920	166,312	37,608	18.44%	2,243,118	1,888,903	354,215	15.79%	2,650,958	762,055
		IPT	-	-	-		-	-	-		-	-
		OT	16,995	18,695	(1,700)	-10.00%	258,947	354,601	(95,654)	-36.94%	292,937	(61,664)
		Total	220,915	185,007	35,908	16.25%	2,502,065	2,243,504	258,561	10.33%	2,943,895	700,391
Equipment Maintenance	754	Regular	61,741	58,626	3,115	5.05%	679,148	667,128	12,020	1.77%	802,629	135,501
		IPT	-	-	-		-	-	-		-	-
		OT	4,921	2,416	2,506	50.91%	54,136	76,048	(21,912)	-40.48%	63,979	(12,069)
		Total	66,662	61,041	5,621	8.43%	733,284	743,176	(9,892)	-1.35%	866,608	123,432

CITY OF CHARLESTON
Payroll Variance Analysis
April 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Refuse & Recycling	800	Regular	182,760	174,447	8,313	4.55%	2,010,360	2,038,313	(27,953)	-1.39%	2,375,880	337,567
		IPT	-	-	-		-	-	-		-	-
		OT	21,929	9,695	12,234	55.79%	241,220	118,708	122,512	50.79%	285,078	166,370
		Total	204,689	184,141	20,548	10.04%	2,251,580	2,157,021	94,559	4.20%	2,660,958	503,937
Parks & Recreation	900	Regular	101,030	97,849	3,182	3.15%	1,111,333	1,052,262	59,071	5.32%	1,313,393	261,131
		IPT	14,168	6,741	7,427	52.42%	247,940	198,278	49,662	20.03%	354,200	155,922
		OT	4,740	2,001	2,740	57.80%	52,140	45,749	6,391	12.26%	61,620	15,871
		Total	119,938	106,590	13,348	11.13%	1,411,413	1,296,289	115,124	8.16%	1,729,213	432,924
Public Arts	906	Regular	5,000	5,000	-	0.00%	55,000	54,704	296	0.54%	65,000	10,296
		IPT	1,538	-	1,538	100.00%	16,923	-	16,923	100.00%	20,000	20,000
		OT	-	-	-		-	-	-		-	-
		Total	6,538	5,000	1,538	23.53%	71,923	54,704	17,219	23.94%	85,000	30,296
Spring Hill Cemetery	952	Regular	30,397	27,101	3,295	10.84%	334,364	305,935	28,430	8.50%	395,158	89,223
		IPT	-	-	-	0.00%	-	-	-	0.00%	-	-
		OT	922	306	616	66.79%	10,139	1,968	8,171	80.59%	11,983	10,015
		Total	31,319	27,407	3,911	12.49%	344,504	307,903	36,601	10.62%	407,141	99,238
General Fund		Regular	2,814,370	2,769,227	45,143	1.60%	32,350,019	31,682,037	667,982	2.06%	38,065,756	6,383,719
		IPT	27,479	16,020	11,459	41.70%	462,758	347,609	115,149	24.88%	631,640	284,031
		OT	364,439	389,671	(25,231)	-6.92%	4,826,986	4,416,566	410,420	8.50%	5,602,499	1,185,933
		Reimb.	(4,000)	-	(4,000)	100.00%	(44,000)	(33,803)	(10,197)	23.18%	(52,000)	(18,197)
		Total	3,202,288	3,174,918	27,371	0.85%	37,595,763	36,412,410	1,183,353	3.15%	44,247,895	7,835,485

CITY OF CHARLESTON
Payroll Variance Analysis
April 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Business Improvement Dist.	568	Regular	3,571	2,849	722	20.23%	39,286	32,271	7,015	17.86%	46,429	14,158
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	345	(345)		-	(345)
		Total	3,571	2,849	722	20.23%	39,286	32,616	6,670	16.98%	46,429	13,813
Land Reuse Agency	428	Regular	3,846	3,603	243	6.32%	42,308	39,595	2,712	6.41%	50,000	10,405
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	3,846	3,603	243	6.32%	42,308	39,595	2,712	6.41%	50,000	10,405
CARE Fund	409-02	Regular	25,643	21,713	3,931	15.33%	282,077	259,282	22,795	8.08%	333,364	74,081
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	25,643	21,713	3,931	15.33%	282,077	259,282	22,795	8.08%	333,364	74,081
Coliseum & Conv. Center	910-01	Regular	49,120	43,024	6,095	12.41%	540,315	520,003	20,312	3.76%	638,554	118,551
		IPT	-	-	-		-	-	-		-	-
		OT	2,308	1,426	882	38.22%	25,385	18,323	7,062	27.82%	30,000	11,677
		Total	51,427	44,450	6,977	13.57%	565,700	538,326	27,374	4.84%	668,554	130,228
Parking System	571	Regular	63,796	57,070	6,726	10.54%	701,755	696,903	4,852	0.69%	829,347	132,444
		IPT	4,315	2,255	2,061	47.76%	47,469	20,126	27,343	57.60%	56,100	35,974
		OT	1,692	65	1,628	96.18%	18,615	7,503	11,112	59.69%	22,000	14,497
		Total	69,804	59,389	10,415	14.92%	767,840	724,532	43,308	5.64%	907,447	182,915
Total		Regular	2,960,347	2,897,486	62,860	2.12%	33,955,759	33,230,091	725,668	2.14%	39,963,449	6,733,358
		IPT	31,794	18,275	13,519	42.52%	510,228	367,735	142,493	27.93%	687,740	320,005
		OT	368,439	391,161	(22,722)	-6.17%	4,870,986	4,442,737	428,248	8.79%	5,654,499	1,211,762
		Reimb.	(4,000)	-	(4,000)	100.00%	(44,000)	(33,803)	(10,197)	23.18%	(52,000)	(18,197)
		Total	3,356,580	3,306,922	49,658	1.48%	39,292,973	38,006,761	1,286,212	3.27%	46,253,688	8,246,928

Vacancy Report:

City Manager	1	Fire - Uniform	2	CARE Fund	2
Information Systems	1	Traffic Engineering	1	Coliseum	2
Public Works (all)	18	Parks & Recreation	1	Total All	41
Police - Uniform	12	Cemetery	1		
			37		