

CHARLESTON CITY COUNCIL

Regular Meeting

January 5, 2026

at 7:00 PM



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

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

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

AGENDA

CALL TO ORDER BY THE MAYOR

INVOCATION AND PLEDGE OF ALLEGIANCE

ROLL CALL

APPOINTMENT OF CITY ATTORNEY

STATE OF THE CITY - MAYOR GOODWIN

PUBLIC SPEAKERS AND CLAIMS

- 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)).**
- Claims 1-5-2026

PROCLAMATIONS

- 1-5-2026

COMMUNICATIONS

- 1-5-2026

REPORTS OF STANDING COMMITTEES

FINANCE

- Resolution No. 26-001 – Authorizing the Mayor or City Manager to purchase 1 new Ford pickup truck for Engineering from Thornhill Ford pursuant to a competitively bid statewide

contract.

2. Resolution No. 26-002 - Authorizing the Mayor or City Manager to purchase 1 new Ford pickup truck for General Services from Thornhill Ford pursuant to a competitively bid statewide contract.
3. Resolution No. 26-003 - Authorizing the Mayor or City Manager to purchase 1 new Ford pickup truck for Parks and Recreation from Thornhill Ford pursuant to a competitively bid statewide contract.
4. Resolution No. 26-004 - Authorizing the Mayor or City Manager to purchase 1 new Ford pickup truck for the Street Department from Thornhill Ford pursuant to a competitively bid statewide contract.
5. Resolution No. 26-005 - Authorizing the Mayor or City Manager to purchase 2 new Jeep vehicles for Development Services from Stephens Auto Center pursuant to a competitively bid statewide contract.
6. Resolution No. 26-006 - Authorizing the Mayor or City Manager to purchase 3 new Jeep vehicles for Parking Systems from Stephens Auto Center pursuant to a competitively bid statewide contract.
7. Resolution No. 26-007 - Authorizing the Mayor or City Manager to purchase 1 new Chevy van for Parks and Recreation from Stephens Auto Center pursuant to a competitively bid statewide contract.
8. Resolution No. 26-008 - Authorizing the Mayor or City Manager to purchase a SimMan ALS Manikin with accessories and technical coverage for the Charleston Fire Department from Laerdal Medical Corporation pursuant to a competitively sourced contract.
9. Resolution No. 26-009 - Authorizing the Mayor or City Manager to purchase 1 new Chevy Express 2500 Cargo Van for the Charleston Police Department from Mid-State Auto pursuant to a competitively bid statewide contract.

REPORTS OF OFFICERS

1. 1-5-2026

NEW BILLS

1. 1-5-2026

UNFINISHED BUSINESS AND/OR MISCELLANEOUS BUSINESS

REMARKS BY MEMBERS

ROLL CALL

ADJOURNMENT

THE NEXT REGULAR MEETING OF COUNCIL WILL BE JANUARY 20, 2026 AT 7:00 PM.

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

Resolution No. 26-001

Introduced in Council:

Adopted by Council:

January 5, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-001 – Authorizing the Mayor or City Manager to purchase one new Ford F-
2 150 crew cab pickup truck for Engineering from Thornhill Ford in the amount of \$44,700.00
3 pursuant to a competitively bid statewide 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 purchase one new Ford F-150 crew cab pickup
8 truck for Engineering from Thornhill Ford in the amount of \$44,700.00 pursuant to a
9 competitively bid statewide contract.



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

CITY OF CHARLESTON

Purchase Request
Replacing City Engineering
420/504

Date: 12-15-25

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: A new
Ford F-150 4x4 crew cab off WV State Contract

Purchase justification: This is replacing City Engineering 420/504
on its regular replacement schedule off the FY-2025-2026 Budget.

If approved, the total purchase price will be: \$ 44,700.00

(Check One)

- The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).

- The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

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

- | | | |
|----|-----------------------|---|
| 1. | <u>Thornhill Ford</u> | Price Quote: \$ <u>44,700.⁰⁰</u> |
| 2. | _____ | Price Quote: \$ _____ |
| 3. | _____ | Price Quote: \$ _____ |
| 4. | _____ | Price Quote: \$ _____ |
| 5. | _____ | Price Quote: \$ _____ |

The apparent low-bid vendor *meeting specifications* is: _____

AND

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

OR

I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with Thornhill Ford because:

This is getting purchased off the WV State Contract.

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

ITEM A (For Sole Source Procurements ONLY)

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

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

(Name & Phone Number) _____

REQUESTOR'S DECLARATION

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

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

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

Request Submitted By: Alan O'Neil Department: Equipment Maintenance

Is this purchase being paid with grant funds? Yes No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

**Class 16 - Automobile
Standard Pick Up Crew Cab**

Vendor Name: Thornhill Ford
 Manufacturer/Brand: FORD
 Model Name & Number: F150 WIL

Vendor Contact: Charles Ellis
 Phone No.: 304-866-1289
 Email: Charles@thornhill.com
ThornhillAutomotive.com

Vehicle Requirements:	Standard Pick Up Crew Cab	
Classification:	Standard Pick Up Crew Cab	
Drive:	4 Wheel/All Wheel with High & Low Range	Manufacturer's Standard Available Colors:
Passenger seating:	4 minimum (including driver)	Standard Color Code
Doors:	4 full doors, minimum	Color Description
Wheelbase:	148 in., minimum	<u>35</u>
GVWR:	6800 lbs. min, 7350 lbs. max.	<u>M7</u>
Engine:	Minimum 8 Cylinder for gasoline and Minimum 6 cylinder for diesel	<u>LM</u>
Off Road Package:	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.	<u>Y2</u>
Tow Package:	Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring.	<u>White</u>
Slush/All weather Mats	Installed on driver and passenger front and second row, except where vinyl floor covering is present.	
Bed:	Long bed with installed Spray-In bedliner	
Sliding Rear Window:	Not Required	

Additional Requirements:

Factory Running Boards/Step Bars, Cab Length

The vehicle bid shall include the standard equipment requirements as required in section 5.1.1.1 of the specification.

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ 44,700.00
Flex-fuel	\$ 44,700.00
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

FOB Other than Metro Charleston - Per Mile

\$ 0

\$ 0

*Note - The above delivery "options" above are not evaluated as part of the award.



Department of Administration
 Purchasing Division
 2018 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 10-01-2025

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0212 0212 MV26A 1	Procurement Folder:	1802436
Document Name:	CMA MV26A	Reason for Modification:	
Document Description:	MV26 - 2026, OR LATEST MODEL VEHICLE	AWARD OF CRFQ 0212 SWC2600000001	
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-30

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000111679			Requestor Name:	Mark A Atkins
THORNHILL GROUP INC dba Thornhill Ford				Requestor Phone:	(304) 658-2307
500 FORD FAIRLANE				Requestor Email:	mark.a.atkins@wv.gov
CHAPMANVILLE	WV	25508			
US				<h1>2026</h1> <p>FILE LOCATION _____</p>	
Vendor Contact Phone:	304-855-8300	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
ALL STATE AGENCIES	STATE OF WEST VIRGINIA
VARIOUS LOCATIONS AS INDICATED BY ORDER	VARIOUS LOCATIONS AS INDICATED BY ORDER
No City	No City
WV 99999	WV 99999
US	US

10/15/25 62

Total Order Amount: _____ Open End

Purchasing Division's File Copy

MA 10/01/2025 PURCHASING DIVISION AUTHORIZATION DATE: 10/14/25 ELECTRONIC SIGNATURE ON FILE	AT OR E GENERAL APPROVAL AS TO FORM DATE: 10/20/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 10-20-25 ELECTRONIC SIGNATURE ON FILE
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Resolution No. 26-002

Introduced in Council:

Adopted by Council:

January 5, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-002 – Authorizing the Mayor or City Manager to purchase one new Ford F-
2 150 extended cab pickup truck for General Services from Thornhill Ford in the amount of
3 \$42,396.00 pursuant to a competitively bid statewide 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 purchase one new Ford F-150 extended cab
8 pickup truck for General Services from Thornhill Ford in the amount of \$42,396.00 pursuant to
9 a competitively bid statewide contract.



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

CITY OF CHARLESTON

Purchase Request
Replacing General Services
440/567

Date: 12-15-25

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: A new
Ford F-150 4x4 Extended cab off wv state contract

Purchase justification: This is Replacing General Services 440/567
on its regular replacement schedule off FY-2025-2026 Budget.

If approved, the total purchase price will be: \$ 42,396.00

(Check One)

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

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

- | | | |
|----|-----------------------|---|
| 1. | <u>Thornhill Ford</u> | Price Quote: \$ <u>42,396.⁰⁰</u> |
| 2. | _____ | Price Quote: \$ _____ |
| 3. | _____ | Price Quote: \$ _____ |
| 4. | _____ | Price Quote: \$ _____ |
| 5. | _____ | Price Quote: \$ _____ |

The apparent low-bid vendor *meeting specifications* is: _____

AND

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

OR

I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with Thornhill Ford because:

This is getting purchased off the WV State Contract.

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

ITEM A (For Sole Source Procurements ONLY)

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

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

(Name & Phone Number) _____

REQUESTOR'S DECLARATION

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

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

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

Request Submitted By: Wen Ong Department: Equipment Maintenance

Is this purchase being paid with grant funds? Yes No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

**Class 15 - Automobile
Standard Pick Up Extended Cab**

Vendor Name: Thornhill FORD
 Manufacturer/Brand: FORD
 Model Name & Number: F150 XLT

Vendor Contact: CHARLES ELLIOTT
 Phone No.: 389-255-1239
 Email: CHARLES.ELLIOTT@THORNHILLAUTOMOTIVE.COM

Vehicle Requirements:	Standard Pick Up Extended Cab	
Classification:	Standard Pick Up Extended Cab	
Drive:	4 Wheel/All wheel with H/Lo Range	Manufacturer's Standard Available Colors
Passenger seating:	4 minimum (including driver)	Standard Color Code
Doors:	4, minimum	Color Description
Wheelbase:	140in., minimum	TS
GVWR:	6275 lbs. min, 7350 lbs. max.	MP
Engine:	Minimum 8 Cylinder for gasoline and Minimum 6 cylinder for diesel	LM
Off Road Package:	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.	42
Tow Package:	Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring.	White
Slush/All weather Mats	Installed on driver and passenger front and second row, except where vinyl floor covering is present.	
Bed:	Short, with installed Spray-In liner.	
Sliding rear window:	Not required.	

Additional Requirements:

Factory Running Boards/Step Bars, Cab Length

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.3 of the specification.

Vendor Bid Response:	
Vehicle fuel type	UNIT PRICE
Gasoline	\$ 4,239.00
Flex-fuel	\$ 4,239.00
Diesel	\$.
CNG/Bifuel	\$.
Hybrid	\$.

***Options:**

FOB Dealership: (Deduct)

\$ 0

\$ 0

FOB Other than Metro Charleston - Per Mile

*Note - The above delivery "options" above are not evaluated as part of the award.



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia Master Agreement

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Date: 10-01-2025

Order Number:	CMA 0212 0212 MV26A 1	Procurement Folder:	1802436
Document Name:	CMA MV26A	Reason for Modification:	AWARD OF CRFQ 0212 SWC2600000001
Document Description:	MV26 - 2026, OR LATEST MODEL VEHICLE		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-30

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000111679			Requestor Name:	Mark A Atkins
THORNHILL GROUP INC dba Thornhill Ford				Requestor Phone:	(304) 558-2307
500 FORD FAIRLANE				Requestor Email:	mark.a.atkins@wv.gov
CHAPMANVILLE	WV	25508		<div style="font-size: 2em; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION</div>	
US					
Vendor Contact Phone:	304-855-8300	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
ALL STATE AGENCIES	STATE OF WEST VIRGINIA
VARIOUS LOCATIONS AS INDICATED BY ORDER	VARIOUS LOCATIONS AS INDICATED BY ORDER
No City	No City
WV 99999	WV 99999
US	US

10/15/25 6L

Total Order Amount: _____ Open End

Purchasing Division's File Copy

MA 10/01/2025
 PURCHASING DIVISION AUTHORIZATION
 DATE: *10/20/25*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
John S. Guy
 DATE: *10/20/2025*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
Carol Green
 DATE: *10-20-25*
 ELECTRONIC SIGNATURE ON FILE

Resolution No. 26-003

Introduced in Council:

Adopted by Council:

January 5, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-003 – Authorizing the Mayor or City Manager to purchase one new Ford F-
2 150 extended cab pickup truck for Parks and Recreation from Thornhill Ford in the amount of
3 \$42,396.00 pursuant to a competitively bid statewide 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 purchase one new Ford F-150 extended cab
8 pickup truck for Parks and Recreation from Thornhill Ford in the amount of \$42,396.00
9 pursuant to a competitively bid statewide contract.



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

CITY OF CHARLESTON

Purchase Request

Replacing Parks and Rec.
900/311

Date: 12-15-25

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: A new
Ford F-150 4x4 Extended Cab off the WV state contract

Purchase justification: This is replacing Parks and Rec 900/321 on its
regular Replacement Schedule off the FY 2025-2026 Budget.

If approved, the total purchase price will be: \$ 42,396.00

(Check One)

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

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

- | | | |
|----|-----------------------|---|
| 1. | <u>Thornhill Ford</u> | Price Quote: \$ <u>42,396.⁰⁰</u> |
| 2. | _____ | Price Quote: \$ _____ |
| 3. | _____ | Price Quote: \$ _____ |
| 4. | _____ | Price Quote: \$ _____ |
| 5. | _____ | Price Quote: \$ _____ |

The apparent low-bid vendor *meeting specifications* is: _____

AND

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

OR

I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with Thornhill Ford because:

This is getting purchased off the WV State Contract.

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

ITEM A (For Sole Source Procurements ONLY)

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

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

(Name & Phone Number) _____

REQUESTOR'S DECLARATION

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

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

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

Request Submitted By: Ken Oxley Department: Equipment Maintenance

Is this purchase being paid with grant funds? Yes No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

**Class 15 - Automobile
Standard Pick Up Extended Cab**

Vendor Name: Thorhill FORD
 Manufacturer/Brand: FORD
 Model Name & Number: F150 XLT

Vendor Contact: Charles Ellis
 Phone No.: 304-856-1259
 Email: CHARLES.ELLIS@ThorhillAuto.com

Vehicle Requirements: Standard Pick Up Extended Cab
 Classification:

Drive:	4 Wheel/All wheel with H/L Range	Manufacturer's Standard Available Colors	
Passenger seating:	4 minimum (including driver)	Standard Color Code	Color Description
Doors:	4, minimum	J5	Silver
Wheelbase:	140in., minimum	M?	Black
GVWR:	6275 lbs. min, 7350 lbs. max.	UM	Black
Engine:	Minimum 8 Cylinder for gasoline and Minimum 6 cylinder for diesel	YZ	White
Off Road Package:	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, side plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.		
Tow Package:	Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring.		
Slush/All weather Mats	Installed on driver and passenger front and second row, except where vinyl floor covering is present.		
Bed:	Short, with installed Spray-in liner.		
Sliding rear window:	Not required.		

Additional Requirements:
 Factory Running Boards/Step Bars, Cab Length
 The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.3 of the specification.

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ 42396.00
Flex-Fuel	\$ 42396.00
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

\$ 0
 \$ 0

FOB Other than Metro Charleston - Per Mile

*Note - The above delivery "options" above are not evaluated as part of the award.



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 60130
 Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 10-01-2025

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0212 0212 MV26A 1	Procurement Folder:	1802436
Document Name:	CMA MV26A	Reason for Modification:	
Document Description:	MV26 - 2026, OR LATEST MODEL VEHICLE	AWARD OF CRFQ 0212 SWC2600000001	
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-30

VENDOR			DEPARTMENT CONTACT		
Vendor Customer Code:	000000111679		Requestor Name:	Mark A Atkins	
THORNHILL GROUP INC dba Thornhill Ford			Requestor Phone:	(304) 558-2307	
500 FORD FAIRLANE			Requestor Email:	mark.a.atkins@wv.gov	
CHAPMANVILLE	WV	25508	<h1>2026</h1> <p>FILE LOCATION _____</p>		
US					
Vendor Contact Phone:	304-855-8300	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
ALL STATE AGENCIES	STATE OF WEST VIRGINIA
VARIOUS LOCATIONS AS INDICATED BY ORDER	VARIOUS LOCATIONS AS INDICATED BY ORDER
No City	No City
WV 99999	WV 99999
US	US

10/15/25 60

Total Order Amount: Open End

Purchasing Division's File Copy

<i>MA 10/01/2025</i> PURCHASING DIVISION AUTHORIZATION DATE: <i>10/14/25</i> ELECTRONIC SIGNATURE ON FILE	APPROVED GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: <i>10/20/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Cady Allen</i> DATE: <i>10-20-25</i> ELECTRONIC SIGNATURE ON FILE
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Resolution No. 26-004

Introduced in Council:

Adopted by Council:

January 5, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-004 – Authorizing the Mayor or City Manager to purchase one new Ford F-
2 150 regular cab pickup truck for the Street Department from Thornhill Ford in the amount of
3 \$37,968.00 pursuant to a competitively bid statewide 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 purchase one new Ford F-150 regular cab
8 pickup truck for the Street Department from Thornhill Ford in the amount of \$37,968.00
9 pursuant to a competitively bid statewide contract.



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

CITY OF CHARLESTON

Purchase Request

Replacing Street Dept.
750/5

Date: 12-15-25

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: A new
Ford F150 4X4 Reg cab off WV state Contract

Purchase justification: This is replacing Street Dept. truck 750/5
on its regular replacement schedule off FY-2025-2026
Budget year

If approved, the total purchase price will be: \$137,968.00

(Check One)

- The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).

- The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

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

- | | | |
|----|-----------------------|----------------------------------|
| 1. | <u>Thornhill Ford</u> | Price Quote: \$ <u>37,968.00</u> |
| 2. | _____ | Price Quote: \$ _____ |
| 3. | _____ | Price Quote: \$ _____ |
| 4. | _____ | Price Quote: \$ _____ |
| 5. | _____ | Price Quote: \$ _____ |

The apparent low-bid vendor *meeting specifications* is: _____

AND

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

OR

I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with Thornhill Ford because:

This is getting purchased off the WV state contract.

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

ITEM A (For Sole Source Procurements ONLY)

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

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

(Name & Phone Number) _____

REQUESTOR'S DECLARATION

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

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

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

Request Submitted By: Ken Orley Department: Equipment Maintenance

Is this purchase being paid with grant funds? Yes No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

**Class 14 - Automobile
Standard Pick Up Reg Cab**

Vendor Name: Thowhill Ford
 Manufacturer/Brand: Ford
 Model Name & Number: F150 F1L

Vendor Contact: Charles Ellis
 Phone No.: 304-855-1289
 Email: Charles.Ellis@ThowhillAutoDealers.com

Vehicle Requirements: Standard Pick Up Reg Cab
 Classification:

Drive:	4 Wheel/All wheel with H/Lo Range	Manufacturer's Standard Available Colors	
Passenger seating:	2 minimum (including driver)	Standard Color Code	Color Description
Doors:	2, minimum	J5	SILVER
Wheelbase:	119 in., minimum	MM	BLACK
GVWR:	6000 lbs. min, 6650 lbs. max.	M7	GRAY
Engine:	6 cylinder minimum	Y2	WHITE
Tow Package:	Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring		
Additional Requirements:			
Installed Spray-In bedliner			
Factory Running Boards/Step Bars, Cab Length			
The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.			

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ 37968.00
Flex-fuel	\$ 37968.00
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

*Options:

F08 Dealership: (Deduct) \$ 0

F08 Other than Metro Charleston - Per Mile \$ 0

*Note - The above delivery "options" above are not evaluated as part of the award.



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 60130
 Charleston, WV 25305-0130

State of West Virginia
Master Agreement

Order Date: 10-01-2025

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0212 0212 MV26A 1	Procurement Folder:	1802436
Document Name:	CMA MV26A	Reason for Modification:	AWARD OF CRFQ 0212 SWC2600000001
Document Description:	MV26 - 2026, OR LATEST MODEL VEHICLE		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000111679 THORNHILL GROUP INC dba Thomhill Ford 500 FORD FAIRLANE CHAPMANVILLE WV 25508 US Vendor Contact Phone: 304-855-8300 Extension:	Requestor Name: Mark A Atkins Requestor Phone: (304) 558-2307 Requestor Email: mark.a.atkins@wv.gov																				
Discount Details:	<h1>2026</h1> <p>FILE LOCATION _____</p>																				
<table border="1"><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
		Discount Allowed	Discount Percentage	Discount Days																	
#1		No	0.0000	0																	
#2		No																			
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

10/15/25 06

Total Order Amount: Open End

Purchasing Division's File Copy

<i>MA 10/01/2025</i> PURCHASING DIVISION AUTHORIZATION DATE: <i>10/14/25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: <i>10/20/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Cady Green</i> DATE: <i>10-20-25</i> ELECTRONIC SIGNATURE ON FILE
--	--	---

Resolution No. 26-005

Introduced in Council:

Adopted by Council:

January 5, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-005 – Authorizing the Mayor or City Manager to purchase two new Jeep
2 Compass Trailhawk 4x4 vehicles for Development Services from Stephens Auto Center in the
3 total amount of \$66,258.00 pursuant to a competitively bid statewide 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 purchase two new Jeep Compass Trailhawk
8 4x4 vehicles for Development Services from Stephens Auto Center in the total amount of
9 \$66,258.00 pursuant to a competitively bid statewide contract.



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

CITY OF CHARLESTON

Purchase Request

Replacing Development Services
430/542 and 549

Date: 12-13-25

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: 2 new
Jeep Compass trailhawk 4X4 of the WV state contract.

Purchase justification: These are replacing 430/542 of FY 2025-2026 Budget
and 430/549 from being totaled in accident.
off WV state contract.

33,129.00
x 2
66,258.00

If approved, the total purchase price will be: 66,258.00

(Check One)

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

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

- | | | |
|----|-----------------------------|---|
| 1. | <u>Stephens Auto Centry</u> | Price Quote: $\begin{array}{r} 33,129.00 \\ \times 2 \\ \hline 66,258.00 \end{array}$ |
| 2. | _____ | Price Quote: \$ _____ |
| 3. | _____ | Price Quote: \$ _____ |
| 4. | _____ | Price Quote: \$ _____ |
| 5. | _____ | Price Quote: \$ _____ |

The apparent low-bid vendor *meeting specifications* is: _____

AND

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

OR

I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with Stephens Auto Centry because:

These are setting Purchased off the WV state Contract

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

ITEM A (For Sole Source Procurements ONLY)

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

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

(Name & Phone Number) _____

REQUESTOR'S DECLARATION

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

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

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

Request Submitted By: How O'Neil Department: Equipment Maintenance

Is this purchase being paid with grant funds? Yes No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

**Class 6 - Automobile
Compact Utility**

Vendor Name: STEPHENS AUTO CENTER
Manufacturer/Brand: JEEP COMPASS TRAILHAWK 4X4
Model Name & Number: MPJH74

Vendor Contact: MIKE BALLARD
Phone No.: 304-369-2411
Email: mballard@stephensauto.com

Vehicle Requirements:

Classification:	Compact Utility	Manufacturer's Standard Available Colors	
Drive:	4 Wheel/All Wheel with High & Low Range	Standard Color Code	Color Description
Passenger seating:	5 (Including driver)	PW7	WHITE
Doors:	4, minimum		
Wheelbase:	102 in., minimum		
GVWR:	4350 lbs. min, 5600 lbs. max.		
Engine:	4 cylinder minimum		
Off Road Package:	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.		
Tow Package:	Installed Hitch & Wiring		
Slash/All-Weather Mats:	Installed: Driver, Passenger, Cargo Areas		
The vehicle bid shall include the standard equipment requirements as required in section 9.1.1.1 of the specification.			

Vendor Bid Response:

Vehicle fuel type	Unit Price
Gasoline	\$ 33,129.00
Flex-Fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

N/A

FOB Other than Metro Charleston - Per Mile

\$ 2.00

*Note - The above delivery "options" above are not evaluated as part of the award.



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 10-01-2025

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0212 0212 MV26C 1	Procurement Folder:	1802720
Document Name:	CMA MV26C	Reason for Modification:	AWARD OF CRFQ 0212 SWC260000001
Document Description:	MV26 - 2026, OR LATEST MODEL VEHICLE		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-30

VENDOR			DEPARTMENT CONTACT	
Vendor Customer Code:	000000199714		Requestor Name:	Mark A Atkins
STEPHENS AUTO CENTER PO BOX 278			Requestor Phone:	(304) 558-2307
DANVILLE WV 25053278 US			Requestor Email:	mark.a.atkins@wv.gov
Vendor Contact Phone:	999-999-9999	Extension:		
Discount Details:				
	Discount Allowed	Discount Percentage	Discount Days	
#1	No	0.0000	0	
#2	No			
#3	No			
#4	No			

2026
 FILE LOCATION _____

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City WV 99999 US	No City WV 99999 US

10/15/25 66

Purchasing Division's File Copy

Total Order Amount:	Open End
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PURCHASING DIVISION AUTHORIZATION DATE: <i>10/14/25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: <i>10/20/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Colby Kern</i> DATE: <i>10-20-25</i> ELECTRONIC SIGNATURE ON FILE
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Resolution No. 26-006

Introduced in Council:

Adopted by Council:

January 5, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-006 – Authorizing the Mayor or City Manager to purchase three new Jeep
2 Compass Trailhawk 4x4 vehicles for Parking Systems from Stephens Auto Center in the total
3 amount of \$99,387.00 pursuant to a competitively bid statewide 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 purchase three new Jeep Compass Trailhawk
8 4x4 vehicles for Parking Systems from Stephens Auto Center in the total amount of \$99,387.00
9 pursuant to a competitively bid statewide contract.



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

CITY OF CHARLESTON

Purchase Request

Replacing Parking Systems
571/614, 298, 101

Date: 12-15-25

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: 3 New

Jeep Compass Trailhawk 4x4 off wv state
Contract

Purchase justification: These are replacing parking systems

571/614, 298 and 101 off FY-2025-2026 Budget

These are on the regular replacement schedule.

33,129.⁰⁰
3

If approved, the total purchase price will be: \$ 99,387.00

(Check One)

The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).

The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

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

- | | | |
|----|-----------------------------|--|
| 1. | <u>Stephens Auto Center</u> | Price Quote: $\begin{array}{r} 33,129.00 \\ \times \\ \hline 99,387.00 \end{array}$ |
| 2. | _____ | Price Quote: \$ _____ |
| 3. | _____ | Price Quote: \$ _____ |
| 4. | _____ | Price Quote: \$ _____ |
| 5. | _____ | Price Quote: \$ _____ |

The apparent low-bid vendor *meeting specifications* is: _____

AND

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

OR

I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with Stephens Auto Center because:

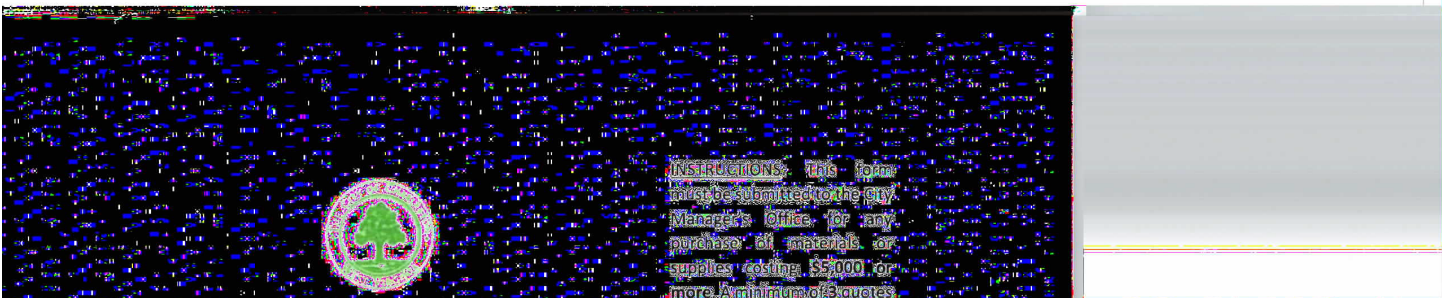
These are setting Purchased off the WV State Contract.

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

ITEM A (For Sole Source Procurements ONLY)

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

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



REQUESTOR'S DECLARATION

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

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

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

Request Submitted By: Per Orlly Department: Equipment Maintenance

Is this purchase being paid with grant funds? Yes No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

**Class 6 - Automobile
Compact Utility**

Vendor Name: STEPHENS AUTO CENTER
Manufacturer/Brand: JEEP COMPASS TRAILHAWK 4X4
Model Name & Number: MPJH74

Vendor Contact: MIKE BALLARD
Phone No.: 304-369-2411
Email: mballard@stephensauto.com

Vehicle Requirements:		Compact Utility	
Classification:	Compact Utility		
Drive:	4 Wheel/All Wheel with High & Low Range	Manufacturer's Standard Available Colors	
Passenger seating:	5 (including driver)	Standard Color Code	Color Description
Doors:	4, minimum	PW7	WHITE
Wheelbase:	102 in., minimum		
GVWR:	4350 lbs. min, 5600 lbs. max.		
Engine:	4 cylinder minimum		
Off Road Package:	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.		
Tow Package:	Installed Hitch & Wiring		
Slush/All-Weather Mats:	Installed: Driver, Passenger, Cargo Areas		
<small>The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.</small>			

Vendor Bid Response:	
Vehicle fuel type	Unit Price
Gasoline	\$ 33,129.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

N/A
\$ 2.00

FOB Other than Metro Charleston - Per Mile

*Note - The above delivery "options" above are not evaluated as part of the award.



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
Master Agreement

Order Date: 10-01-2025

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0212 0212 MV26C 1	Procurement Folder:	1802720
Document Name:	CMA MV26C	Reason for Modification:	AWARD OF CRFQ 0212 SWC2600000001
Document Description:	MV26 - 2026, OR LATEST MODEL VEHICLE		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-30

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000199714	Requestor Name:	Mark A Atkins
STEPHENS AUTO CENTER PO BOX 278		Requestor Phone:	(304) 558-2307
DANVILLE WV 25053278		Requestor Email:	mark.a.atkins@wv.gov
US		<div style="font-size: 2em; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Vendor Contact Phone:	999-999-9999 Extension:		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
ALL STATE AGENCIES	STATE OF WEST VIRGINIA
VARIOUS LOCATIONS AS INDICATED BY ORDER	VARIOUS LOCATIONS AS INDICATED BY ORDER
No City WV 99999	No City WV 99999
US	US

10/15/25 60

Total Order Amount:	Open End
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION <i>MA 10/01/2025</i> DATE: <i>10/14/25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Guy</i> DATE: <i>10/20/25</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Colby</i> DATE: <i>10-20-25</i> ELECTRONIC SIGNATURE ON FILE
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10/20/2025

Resolution No. 26-007

Introduced in Council:

Adopted by Council:

January 5, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-007 – Authorizing the Mayor or City Manager to purchase one new Chevy
2 Express 15 passenger van for Parks and Recreation from Stephens Auto Center in the amount of
3 \$45,549.00 pursuant to a competitively bid statewide 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 purchase one new Chevy Express 15 passenger
8 van for Parks and Recreation from Stephens Auto Center in the amount of \$45,549.00 pursuant
9 to a competitively bid statewide contract.



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

CITY OF CHARLESTON

Purchase Request

Replacing Parks and Rec.
passenger Van 900/321

Date: 12-15-25

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: A new
Chery Express 15 passenger Van off WV state contract.

Purchase justification: This is Replacing Parks and Rec. 900/321
off FY-2025-2026 Budget Year on its regular replacement
Schedule.

If approved, the total purchase price will be: \$ 45,549.00

(Check One)

- The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).

- The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

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

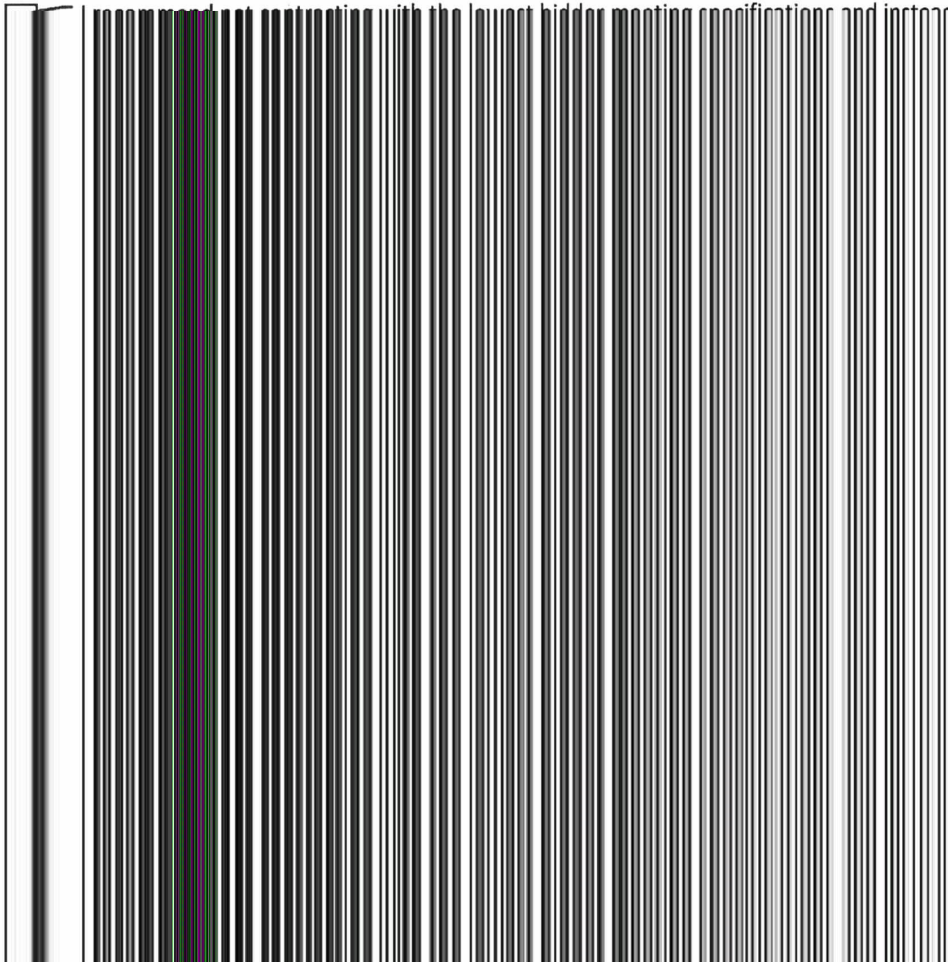
1. Stephens Motor Company Price Quote: \$ 45,549
2. _____ Price Quote: \$ _____
3. _____ Price Quote: \$ _____
4. _____ Price Quote: \$ _____
5. _____ Price Quote: \$ _____

The apparent low-bid vendor *meeting specifications* is: _____

AND

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

OR



REQUESTOR'S DECLARATION

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

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

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

Request Submitted By: Her Only Department: Equipment Maintenance

Is this purchase being paid with grant funds? Yes No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

**Class 22 - Automobile
Full Size Van**

Vendor Name:
Manufacturer/Brand:
Model Name & Number:

STEPHENS MOTOR COMPANY
CHEVY EXPRESS
CG33706

Vendor Contact: MIKE BALLARD
Phone No.: 304-269-2411
Email: mballard@stephensauto.com

Vehicle Requirements:

Classification: Full Size Van
Drive: Rear Wheel
Passenger seating: 15 minimum (including driver)
Doors: 5, minimum: 1 Left Front, 1 Right Front, 1 Passenger Side Mid Body, 2 Rear Facing.
Wheelbase: 134 in., minimum
GVW: 6250 lbs. min., 9930 lbs. max.
Engines: 6 cylinder minimum for gasoline engines, 4 cylinder minimum for diesel

Additional Requirements:

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
GAZ	WHITE

Vendor Bid Response:

Vehicle fuel type	Unit Price
Gasoline	\$ 45,549.00
Flex-Fuel	\$ -
Diesel	\$ -
CNG/Biofuel	\$ -
Hybrid	\$ -

Options:

FOB Dealership: (Deduct)

FOB Other than Metro Charleston - Per Mile

N/A
\$ 2.00

*Note - The above delivery "options" above are not evaluated as part of the award.



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 60130
 Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 10-27-2025

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0212 0212 MVTRUCK26D 1	Procurement Folder:	1823706
Document Name:	CMA MVTRUCK26D	Reason for Modification:	AWARD OF CRFQ 0212 SWC2600000002
Document Description:	MVTRUCK26 - 2026 OR LATEST MODEL VEHICLE		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-11-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-11-14

VENDOR	DEPARTMENT CONTACT															
Vendor Customer Code: VC0000136862 STEPHENS MOTOR COMPANY LLC 1508 MAIN STREET E OAK HILL WV 25901 US Vendor Contact Phone: 3043692411 Extension:	Requestor Name: Mark A Atkins Requestor Phone: (304) 558-2307 Requestor Email: mark.a.atkins@wv.gov															
Discount Details: <table border="1" style="width: 100%;"> <thead> <tr> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1 No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2 No</td> <td></td> <td></td> </tr> <tr> <td>#3 No</td> <td></td> <td></td> </tr> <tr> <td>#4 No</td> <td></td> <td></td> </tr> </tbody> </table>	Discount Allowed	Discount Percentage	Discount Days	#1 No	0.0000	0	#2 No			#3 No			#4 No			<h1 style="font-size: 48px; margin: 0;">2026</h1> <p style="margin: 0;">FILE LOCATION _____</p>
Discount Allowed	Discount Percentage	Discount Days														
#1 No	0.0000	0														
#2 No																
#3 No																
#4 No																

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

CR 11-10-25

Total Order Amount:	Open End
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Purchasing Division's File Copy

<p style="color: blue; font-size: 20px; margin: 0;">MA 10/28/2025</p> <p>PURCHASING DIVISION AUTHORIZATION</p> <p>DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE 11/10/25</p>	<p>ATTORNEY GENERAL APPROVAL AS TO FORM</p> <p>DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE 11/13/2025</p>	<p>ENCUMBRANCE CERTIFICATION</p> <p>DATE: 11-13-25 ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i></p>
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Resolution No. 26-008

Introduced in Council:

Adopted by Council:

January 5, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-008 – Authorizing the Mayor or City Manager to purchase a SimMan ALS
2 Manikin with tablet, accessories and technical coverage for the Charleston Fire Department
3 from Laerdal Medical Corporation in the amount of \$51,133.95 pursuant to a competitively
4 sourced contract.

5

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

7

8 That the Mayor or City Manager is authorized to purchase a SimMan ALS Manikin with tablet,
9 accessories and technical coverage for the Charleston Fire Department from Laerdal Medical
10 Corporation in the amount of \$51,133.95 pursuant to a competitively sourced contract.



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

CITY OF CHARLESTON
Purchase Request

Date: _____

To: CITY MANAGER,

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

Purchase justification: _____

If approved, the total purchase price will be: _____

(Check One)

- The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).

- The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

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

- 1. _____ Price Quote: \$ _____
- 2. _____ Price Quote: \$ _____
- 3. _____ Price Quote: \$ _____
- 4. _____ Price Quote: \$ _____
- 5. _____ Price Quote: \$ _____

The apparent low-bid vendor *meeting specifications* is: _____

AND

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

OR

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

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

ITEM A (For Sole Source Procurements ONLY)

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

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

(Name & Phone Number) _____

REQUESTOR'S DECLARATION

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

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

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

Request Submitted By: _____ Department: _____

Bernice Aguiar

Is this purchase being paid with grant funds? Yes No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

**CITY OF CHARLESTON, WV
Charleston Fire Department
Purchase Request Form**

Date: 12/11/2025 **Purchase Order #:** _____

Vendor: Laerdal Medical Corp V13344 **Phone #:** 845-249-8462

Contact: Rebecca Letourneau **Fax:** _____

Address: rebecca.letourneau@laerdal.com
(Street, City, State, Zip)

Quantity	Description	Unit Price	Total Price
1	SimMan ALS Manikin with controller tablet and accessories and 24 moth pro tech coverage	50,223.95	50,223.95
1	Shipping	910.00	910.00
TOTAL			51,133.95

Requested By: Cody Smoot **Date:** 12/11/2025

Purpose of Request: Interactive training prop for assessment, administration and stabilization of medical and trauma patients, Providing realistic patient presentations in a controlled learning environment.

Operations Chief:
 Denied Approved _____ **Date:** _____

Deputy/Administrative Chief:
 Denied Approved [Signature] **Date:** 12-11-25

Fire Chief:
 Denied Approved [Signature] **Date:** 11-Dec-25

976011 645900

Quote Q-1225198

Laerdal Medical Corporation

167 Myers Corners Road
 Wappingers Falls, NY 12590
 Order to: 877-LAERDAL
 Fax Order To: (800) 227-1143
 Email: customerservice@laerdal.com



Laerdal[®]
 helping save lives

Senior Pre-Hospital National Account
 Manager
Rebecca Letourneau
 (845) 249-8462
 rebecca.letourneau@laerdal.com

Instructions
 To prevent any delays in processing your purchase, please include your quote # when ordering.

DATE: 12-01-2025

ATTN: Cody Smoot
 +13049325659
 cody.smoot@charlestonfire.com

QUOTE NUMBER: Q-1225198
 CREDIT TERMS: 30 days
 EXPIRATION DATE: 12-31-2025
 PO NUMBER:

BILL TO: 00120597
 CHARLESTON FIRE DEPT
 808 VIRGINIA ST WEST
 CHARLESTON WV 25302

SHIP TO:
 Cody Smoot
 808 VIRGINIA ST WEST
 CHARLESTON WV 25302

Sourcwell Contract 011822-LAE Applied
 Sourcwell Member ID 2150

SimMan ALS Medium

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	235-02150 SimMan ALS Medium Includes SimMan ALS Manikin, Torso Skin w/LS Tags, SimPad PLUS link box, Li-Ion Battery, Consumables, Clothing, 1 Year Manufacturer's Warranty.	\$26,039.00			\$24,476.66	\$24,476.66
	Additional terms: P					
1	260305 Power Cord 110V (US)	\$0.00			\$0.00	\$0.00
	Additional terms: P					
1	400-09201 Tablet For use with LLEAP, Ultrasound, or as a Patient Monitor.	\$2,572.00			\$2,417.68	\$2,417.68
	Additional terms: P					

6%

6%

SimMan ALS Medium

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	400-93050 Mobile Router Can accommodate up to 3 simulators being used simultaneously on one router. Battery-powered and ideal for mobile simulations. For optional internet access, SIM Card (not included) must be purchased by the customer. Additional terms: P	\$260.00			\$244.40	\$244.40
1	204-00133 SimPad PLUS 2 IE Includes: SimPad PLUS 2 remote, AC Adapter and Power Cord, USB Cable, SimPad PLUS Sleeve, Wrist Strap, SimPad PLUS Nametags, and Quick Start Guide. 204-50150 LLEAP for SimPad PLUS software license required for operation Additional terms: P	\$1,102.00			\$969.76	\$969.76
1	204-50150 LLEAP for SimPad PLUS Includes: License Key providing access to Manual Mode, Automatic Mode, and Log Viewer Application. Additional terms: SL	\$3,569.00			\$3,354.86	\$3,354.86
1	260305 Power Cord 110V (US) Additional terms: P	\$0.00			\$0.00	\$0.00
1	185-10050 ShockLink System Additional terms: TPP	\$776.00			\$682.88	\$682.88
1	185-50050 Physio/Mindray ShockLink Training Adapter Additional terms: TPP	\$102.00			\$95.88	\$95.88
1	198-80150 ShockLink Training Pads Additional terms: TPP	\$40.00			\$37.60	\$37.60
1	212-13850 Arm; Right Humeral IO/IV Additional terms: P	\$818.00			\$768.92	\$768.92

6%

12%

6%

12%

6%

6%

6%

SimMan ALS Medium

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	235-EDGS100 SimMan ALS Course Getting Started 1 day on customer site for up to 8 participants. Course gives participants knowledge of the simulator and Instructor device operations, operating modes, and system features. Hands-on activities familiarize faculty with simulator and its applications	\$4,409.00		One Time	\$4,144.46	\$4,144.46
	Additional terms: S					
1	235-B-ProTech-SALS SimMan ALS ProTech Coverage Complete technical coverage for simulator, patient monitor, instructor laptop and or SimPad against defects, including loaner coverage, updates and modifications to products. ProTech also includes the following value add items: installs for new manikin, 1 periodic maintenance per year as requested, and Premium Tech Support.	\$23,305.00	24	One Time	\$13,030.85	\$13,030.85
	Additional terms: S Start Date: 12-01-2025					
					TOTAL:	\$50,223.95

6%

44%

ITEM TOTAL:	\$50,223.95
SHIPPING/HANDLING:	\$910.00
ADDITIONAL CHARGE/CREDIT:	
TAX:	\$0.00
TOTAL:	\$51,133.95

A. This Quote includes Laerdal's **General Terms and Conditions (GTC)** which apply to the sale of all Laerdal products and **Additional Terms** which apply only to specific Laerdal items, as indicated by the abbreviations in the table above and incorporated in the table below.

Terms		
GTC	General Terms and Conditions	Here
P	Additional Terms Products	Here
S	Additional Terms Services	Here
SL	Additional Terms Software License	Here

B. In the event of any conflict between the documents comprising the Quote, the following order of precedence shall apply:
 1. **This Quote**

2. Additional Terms – These apply specifically to the sale or supply of the LAERDAL item identified by the corresponding abbreviation in the tables above.

3. General Terms and Conditions – These apply to all LAERDAL items and are subordinate to any applicable Additional Terms.

This hierarchy shall apply solely for the purpose of resolving any such conflict.

Changes to Standard Terms:

Confidential

Laerdal Medical Corp #011822-LAE

Pricing for contract #011822-LAE offers Sourcewell participating agencies a discount range of 6-12% off standard list price.

Resolution No. 26-009

Introduced in Council:

Adopted by Council:

January 5, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-009 – Authorizing the Mayor or City Manager to purchase one new Chevy
2 Express 2500 Cargo Van for the Charleston Police Department from Mid-State Auto in the
3 amount of \$38,747.00 pursuant to a competitively bid statewide 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 purchase one new Chevy Express 2500 Cargo
8 Van for the Charleston Police Department from Mid-State Auto in the amount of \$38,747.00
9 pursuant to a competitively bid statewide contract.



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

CITY OF CHARLESTON
Purchase Request

Date: 12/31/2025

To: CITY MANAGER,

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

2026 Chevy Express 2500 Cargo Van

Purchase justification: Budgeted rotation for vehicles.

Purchase via statewide contract.

If approved, the total purchase price will be: \$38,747.00

(Check One)

- The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).

- The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

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

- 1. Mid-State Chevrolet Price Quote: \$ 38,747.00
- 2. _____ Price Quote: \$ _____
- 3. _____ Price Quote: \$ _____
- 4. _____ Price Quote: \$ _____
- 5. _____ Price Quote: \$ _____

The apparent low-bid vendor *meeting specifications* is: Mid-State Chevrolet

AND

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

OR

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

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

ITEM A (For Sole Source Procurements ONLY)

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

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

(Name & Phone Number) _____

REQUESTOR'S DECLARATION

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

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

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

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

Bernice Freas

Is this purchase being paid with grant funds? Yes No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: 976C10 645900

City Manager Approval: _____ Date: _____



Mid-State Chevrolet

26 Days Drive - Sutton, WV 26601
at the Flatwoods exit of I-79



Phone: 304-765-3988 • Fax: 304-765-5269 • Toll Free: 800-439-4093

BUYER		CO-BUYER		Deal #:	169050
CHARLESTON POLICE DEPARTMENT 501 VIRGINIA STREET EAST CHARLESTON, WV 25301 Cell #: (304) 421-0818 Email: ROBERT.HENDERSON@CHARLESTONWVPO...				Deal Type: Retail	Deal Date: 12/30/2025
				Print Time: 02:51pm	
VEHICLE					
New <input checked="" type="checkbox"/> Used <input type="checkbox"/> Demo <input type="checkbox"/>	Stock #: ORDER	Description: 2026 CHEVROLET EXPRESS 2500 CARGO	VIN:	Mileage:	
TRADE					
AFTERMARKETS			MSRP:	\$	0.00
Total Aftermarkets: \$ 0.00			Sale Price:	\$	38,741.00
			Total Financed Aftermarkets:	\$	0.00
			Total Trade Allowance:	\$	0.00
			Trade Difference:	\$	38,741.00
			Doc Fee:	\$	0.00
			State & Local Taxes:	\$	0.00
			Total License and Fees:	\$	6.00
			Total Cash Price:	\$	38,747.00
			Total Trade Payoff:	\$	0.00
			Delivered Price:	\$	38,747.00
			Cash Down Payment + Deposit:	\$	0.00
			Sub Total:	\$	38,747.00
Rate:			Service Agreement:	\$	0.00
Amount Financed:	\$	38,747.00	Maintenance Agreement:	\$	0.00
			GAP Insurance:	\$	0.00
			Credit Life, Accident & Health:	\$	0.00
			Other:	\$	0.00
			Amount Financed:	\$	38,747.00
<p style="font-size: small;">THE PRICING REFLECTS PAYMENTS BY CASH OR CHECK. THERE IS A 3% PROCESSING FEE ON ALL CREDIT CARD BUT NOT GREATER THAN OUR COST OF ACCEPTANCE. THERE IS NO PROCESSING FEE FOR NON CREDIT CARD TRANSACTIONS.</p>					

Temp Tag



X _____
CUSTOMER SIGNS:

X _____

✓ **Class 23 - Automobile**
Cargo Van ✓

Vendor Name:
Manufacturer/Brand:
Model Name & Number:

Mid State Chevrolet
2026 Chevrolet Express Cargo
0623405

Vendor Contact: Gary Gilbert
Phone No.: 804-618-0007
Email: gilbert@midstatechevy.com

Vehicle Requirements:
Classification:

Classification:	Cargo Van
Drive:	2 wheel, rear wheel, or front wheel
Passenger seating:	2 minimum (including driver)
Doors:	3, minimum
Wheelbases:	118 in., minimum
GVMR:	6250 lbs. min., 9930 lbs. max.
Engines:	6 cylinder minimum for gasoline engine, 4 cylinder minimum for diesel
Additional Requirements:	Rear door windows

The vehicle bid shall include the standard equipment requirements as required in section 2.1.3.1 of the specification.

Standard Color Code	Color Description
Black	G8A
Red Hot	G7C
Summit White	G8Z
Silver (a Metallic)	G8N

Vendor Bid Response:

Vehicle fuel type	Unit Price
Gasoline	\$ 88,741.00 ✓
Flex-fuel	\$
Diesel	\$
CNG/LP/LNG	\$
Hybrid	\$

Options:

FOB Destination (Deduct)

\$

FOB Other than Metro Charleston - Per Mile

\$

*Note - The above delivery "options" above are not evaluated as part of the award.

CITY OF CHARLESTON
Payroll Variance Analysis
December 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Mayor	409	Regular	23,591	23,238	353	1.50%	153,341	150,622	2,719	1.77%	306,682	156,060
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	23,591	23,238	353	1.50%	153,341	150,622	2,719	1.77%	306,682	156,060
Mayor - CARE Office	409-02	Regular	9,915	9,720	194	1.96%	64,445	63,093	1,352	2.10%	128,889	65,796
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	9,915	9,720	194	1.96%	64,445	63,093	1,352	2.10%	128,889	65,796
City Council	410	Regular	13,000	12,000	1,000	7.69%	84,500	69,750	14,750	17.46%	169,000	99,250
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	13,000	12,000	1,000	7.69%	84,500	69,750	14,750	17.46%	169,000	99,250
City Manager - Admin.	412-00	Regular	48,371	37,708	10,663	22.04%	314,410	270,115	44,294	14.09%	628,819	358,704
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	48,371	37,708	10,663	22.04%	314,410	270,115	44,294	14.09%	628,819	358,704
City Treasurer	413	Regular	10,557	10,549	9	0.08%	68,623	68,385	238	0.35%	137,246	68,861
		IPT	1,015	1,113	(98)	-9.61%	6,600	6,000	600	9.09%	13,200	7,200
		OT	-	-	-		-	-	-		-	-
		Total	11,573	11,662	(89)	-0.77%	75,223	74,385	838	1.11%	150,446	76,061
City Collector	414	Regular	67,116	62,533	4,583	6.83%	436,252	422,376	13,876	3.18%	872,504	450,128
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	67,116	62,533	4,583	6.83%	436,252	422,376	13,876	3.18%	872,504	450,128
City Clerk	415	Regular	11,770	11,539	231	1.96%	76,506	74,917	1,589	2.08%	153,012	78,095
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	11,770	11,539	231	1.96%	76,506	74,917	1,589	2.08%	153,012	78,095
Municipal Court	416	Regular	26,108	25,870	239	0.91%	169,705	168,465	1,240	0.73%	339,410	170,945
		IPT	769	627	142	18.49%	5,000	6,686	(1,686)	-33.72%	10,000	3,314
		OT	2,055	1,184	871	42.38%	13,356	7,984	5,371	40.22%	26,711	18,727
		Total	28,932	27,681	1,251	4.33%	188,061	183,135	4,925	2.62%	376,121	192,986

CITY OF CHARLESTON
Payroll Variance Analysis
December 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
City Attorney	417	Regular	38,845	34,167	4,678	12.04%	252,491	247,631	4,860	1.92%	504,982	257,351
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	6	Total	38,845	34,167	4,678	12.04%	252,491	247,631	4,860	1.92%	504,982	257,351
Actual	5											
Accounting	418	Regular	23,774	23,459	314	1.32%	154,528	152,182	2,346	1.52%	309,056	156,874
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	5	Total	23,774	23,459	314	1.32%	154,528	152,182	2,346	1.52%	309,056	156,874
Actual	5											
Engineering - General	420-00	Regular	41,158	40,942	216	0.52%	267,528	259,377	8,150	3.05%	535,055	275,678
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	7	Total	41,158	40,942	216	0.52%	267,528	259,377	8,150	3.05%	535,055	275,678
Actual	7											
Engineering - Stormwater	420-01	Regular	11,497	12,880	(1,383)	-12.03%	74,730	74,784	(55)	-0.07%	149,459	74,675
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	2	Total	11,497	12,880	(1,383)	-12.03%	74,730	74,784	(55)	-0.07%	149,459	74,675
Actual	1											
MOECD	421	Regular	32,592	31,756	836	2.56%	211,850	207,940	3,909	1.85%	423,699	215,759
		IPT	800	605	195	24.36%	75,200	79,284	(4,084)	-5.43%	80,000	(716)
		OT	-	-	-		-	2,615	(2,615)		-	-
Budget	7	Total	33,392	32,362	1,031	3.09%	287,050	289,839	(2,790)	-0.97%	503,699	215,043
Actual	7											
Human Resources	422	Regular	33,020	32,372	647	1.96%	214,628	209,816	4,812	2.24%	429,255	219,439
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	7	Total	33,020	32,372	647	1.96%	214,628	209,816	4,812	2.24%	429,255	219,439
Actual	7											
Development Services	430	Regular	95,338	92,844	2,494	2.62%	619,694	602,797	16,897	2.73%	1,239,388	636,591
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	21	Total	95,338	92,844	2,494	2.62%	619,694	602,797	16,897	2.73%	1,239,388	636,591
Actual	21											
Mail Room	431	Regular	2,867	2,811	56	1.96%	18,636	18,227	409	2.20%	37,272	19,045
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	1	Total	2,867	2,811	56	1.96%	18,636	18,227	409	2.20%	37,272	19,045
Actual	1											

CITY OF CHARLESTON
Payroll Variance Analysis
December 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Information Systems	439	Regular	44,737	39,671	5,066	11.32%	290,791	257,510	33,281	11.44%	581,582	324,072
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	9	Total	44,737	39,671	5,066	11.32%	290,791	257,510	33,281	11.44%	581,582	324,072
Actual	8											
General Services	440	Regular	37,711	33,490	4,220	11.19%	245,120	228,317	16,803	6.85%	490,239	261,922
		IPT	-	-	-		-	-	-		-	-
		OT	6,224	2,572	3,652	58.68%	40,455	31,829	8,626	21.32%	80,910	49,081
Budget	11	Total	43,935	36,062	7,872	17.92%	285,575	260,145	25,429	8.90%	571,149	311,004
Actual	10											
Constituent Services	442-01	Regular	20,579	23,697	(3,119)	-15.15%	133,762	134,120	(358)	-0.27%	267,524	133,404
		IPT	2,178	1,256	922	42.31%	14,157	5,069	9,088	64.20%	28,314	23,245
		OT	-	-	-		-	-	-		-	-
Budget	4	Total	22,757	24,954	(2,197)	-9.65%	147,919	139,189	8,730	5.90%	295,838	156,649
Actual	3											
Morris Square Property	500	Regular	5,586	5,463	124	2.21%	36,311	35,540	771	2.12%	72,622	37,082
		IPT	-	-	-		-	-	-		-	-
		OT	154	109	44	28.84%	1,000	1,612	(612)	-61.17%	2,000	388
Budget	2	Total	5,740	5,572	168	2.93%	37,311	37,151	160	0.43%	74,622	37,471
Actual	2											
Public Works	566	Regular	17,921	17,578	342	1.91%	116,484	114,714	1,769	1.52%	232,967	118,253
		IPT	-	-	-		-	-	-		-	-
		OT	385	172	213	55.27%	2,500	408	2,092	83.68%	5,000	4,592
Budget	4	Total	18,305	17,750	555	3.03%	118,984	115,122	3,861	3.25%	237,967	122,845
Actual	4											
Public Grounds - Adm.	567-00	Regular	76,284	73,966	2,318	3.04%	495,848	448,015	47,833	9.65%	991,696	543,681
		IPT	-	-	-		-	-	-		-	-
		OT	2,292	7,900	(5,608)	-244.70%	14,898	69,124	(54,227)	-364.00%	29,795	(39,329)
Budget	27	Total	78,576	81,866	(3,290)	-4.19%	510,746	517,139	(6,394)	-1.25%	1,021,491	504,352
Actual	25											
Public Grounds - C/T	567-01	Regular	3,144	3,970	(826)	-26.29%	20,436	26,563	(6,127)	-29.98%	40,872	14,309
		IPT	-	-	-		-	-	-		-	-
		OT	188	118	70	37.29%	1,222	354	868	-100.00%	2,444	2,090
Budget	1	Total	3,332	4,088	(756)	-22.70%	21,658	26,917	(5,259)	-24.28%	43,316	16,399
Actual	1											
Police - Uniform	700-00	Regular	768,456	719,287	49,170	6.40%	4,994,966	4,740,805	254,161	5.09%	9,989,932	5,249,127
		OT	221,489	262,148	(40,659)	-18.36%	1,388,697	1,775,647	(386,950)	-27.86%	2,726,415	950,768
		Reimb.	(3,077)	-	(3,077)	-100.00%	(20,000)	-	(20,000)	-100.00%	(40,000)	(40,000)
Budget	173	Total	986,868	981,434	5,434	0.55%	6,363,663	6,516,452	(152,789)	-2.40%	12,676,347	6,159,895
Actual	156											

CITY OF CHARLESTON
Payroll Variance Analysis
December 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Police - Civilian	700-01	Regular	73,262	76,046	(2,783)	-3.80%	476,206	483,274	(7,068)	-1.48%	952,411	469,137
		IPT	4,231	792	3,439	81.28%	27,500	7,602	19,898	72.36%	55,000	47,398
		OT	8,015	9,067	(1,052)	-13.13%	52,096	59,878	(7,782)	-14.94%	104,191	44,313
		Total	85,508	85,905	(397)	-0.46%	555,801	550,753	5,048	0.91%	1,111,602	560,849
Fire - Uniform	706-00	Regular	832,012	797,089	34,923	4.20%	5,156,713	5,416,677	(259,964)	-5.04%	10,319,009	4,902,332
		OT	170,149	223,590	(53,442)	-31.41%	1,017,882	894,015	123,867	12.17%	1,947,678	1,053,663
		Reimb.	(923)	-	(923)	-100.00%	(6,000)	-	(6,000)	-100.00%	(12,000)	(12,000)
		Total	1,001,238	1,020,679	(19,441)	-1.94%	6,168,595	6,310,692	(142,097)	-2.30%	12,254,687	5,943,995
Fire - Civilian	706-01	Regular	7,851	9,364	(1,513)	-19.27%	51,030	51,608	(579)	-1.13%	102,059	50,451
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	231	-	231	-	1,500	-	1,500	-	3,000	3,000
		Total	8,081	9,364	(1,282)	-15.87%	52,530	51,608	921	1.75%	105,059	53,451
Traffic	712	Regular	38,226	36,229	1,997	5.22%	248,472	244,959	3,513	1.41%	496,944	251,985
		IPT	423	-	423	100.00%	2,750	-	2,750	100.00%	5,500	5,500
		OT	1,078	1,041	37	3.40%	7,007	26,890	(19,884)	-283.79%	14,013	(12,877)
		Total	39,727	37,270	2,457	6.18%	258,229	271,849	(13,621)	-5.27%	516,457	244,608
Emergency Services	716	Regular	6,525	6,397	128	1.96%	42,412	41,536	876	2.06%	84,823	43,287
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	-	-	-	-	-	-	-	-	-	-
		Total	6,525	6,397	128	1.96%	42,412	41,536	876	2.06%	84,823	43,287
Street	750	Regular	208,176	175,109	33,066	15.88%	1,353,142	1,082,555	270,587	20.00%	2,706,284	1,623,729
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	35,465	50,558	(15,093)	-42.56%	149,525	145,961	3,564	2.38%	299,050	153,089
		Total	243,641	225,667	17,974	7.38%	1,502,667	1,228,516	274,151	18.24%	3,005,334	1,776,818
Equipment Maintenance	754	Regular	62,823	65,207	(2,384)	-3.79%	408,350	413,884	(5,534)	-1.36%	816,700	402,816
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	5,009	10,295	(5,286)	-105.54%	32,556	14,574	17,982	55.23%	65,112	50,538
		Total	67,832	75,501	(7,670)	-11.31%	440,906	428,458	12,448	2.82%	881,812	453,354
Refuse & Recycling	800	Regular	187,423	192,709	(5,286)	-2.82%	1,218,250	1,234,803	(16,553)	-1.36%	2,436,500	1,201,697
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	22,489	6,717	15,772	70.13%	146,176	85,053	61,123	41.81%	292,352	207,299
		Total	209,912	199,426	10,486	5.00%	1,364,426	1,319,856	44,570	3.27%	2,728,852	1,408,996

CITY OF CHARLESTON
Payroll Variance Analysis
December 2025

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Parks & Recreation	900	Regular	103,362	97,473	5,888	5.70%	671,852	607,770	64,081	9.54%	1,343,703	735,933
		IPT	7,084	11,284	(4,200)	-59.29%	205,436	153,645	51,791	25.21%	354,200	200,555
		OT	4,849	658	4,191	86.43%	31,521	38,204	(6,683)	-21.20%	63,042	24,838
		Total	115,295	109,415	5,880	5.10%	908,809	799,619	109,189	12.01%	1,760,945	961,326
Public Arts	906	Regular	5,182	5,080	102	1.96%	33,681	32,976	704	2.09%	67,361	34,385
		IPT	1,538	-	1,538		10,000	748	9,253		20,000	19,253
		OT	-	-	-		-	-	-		-	-
		Total	6,720	5,080	1,640	24.41%	43,681	33,724	9,957	22.80%	87,361	53,638
Spring Hill Cemetery	952	Regular	31,011	28,508	2,503	8.07%	201,573	185,343	16,230	8.05%	403,145	217,802
		IPT	-	-	-		-	-	-		-	-
		OT	940	257	683	72.66%	6,113	960	5,153	84.30%	12,225	11,265
		Total	31,952	28,765	3,186	9.97%	207,685	186,302	21,383	10.30%	415,370	229,068
General Fund		Regular	3,019,789	2,870,723	149,066	4.94%	19,377,259	18,841,445	535,814	2.77%	38,760,101	19,918,656
		IPT	18,039	15,677	2,362	13.09%	346,643	259,033	87,610	25.27%	566,214	307,181
		OT	481,010	576,386	(95,376)	-19.83%	2,906,501	3,155,107	(248,606)	-8.55%	5,673,938	2,518,831
		Reimb.	(4,000)	-	(4,000)	-100.00%	(26,000)	-	(26,000)	-100.00%	(52,000)	(52,000)
		Total	3,514,838	3,462,786	52,051	1.48%	22,604,403	22,255,585	348,818	1.54%	44,948,253	22,692,668

CITY OF CHARLESTON
Payroll Variance Analysis
December 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	3,629	3,016	612	16.88%	23,586	19,492	4,094	17.36%	47,171	27,679
		IPT	-	-	-		-	-	-		-	-
		OT	-	29	(29)		-	93	(93)		-	(93)
Budget	1	Total	3,629	3,045	584	16.09%	23,586	19,585	4,001	16.96%	47,171	27,587
Actual	1											
Land Reuse Agency	428	Regular	3,846	3,683	163	4.24%	25,000	23,897	1,103	4.41%	50,000	26,103
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	1	Total	3,846	3,683	163	4.24%	25,000	23,897	1,103	4.41%	50,000	26,103
Actual	1											
CARE Fund	409-02	Regular	25,643	23,744	1,899	7.41%	166,682	145,541	21,141	12.68%	333,364	187,823
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	7	Total	25,643	23,744	1,899	7.41%	166,682	145,541	21,141	12.68%	333,364	187,823
Actual	5											
Coliseum & Conv. Center	910-01	Regular	50,576	39,259	11,317	22.38%	328,745	282,804	45,941	13.97%	657,490	374,686
		IPT	-	-	-		-	-	-		-	-
		OT	2,308	790	1,517	65.75%	15,000	5,027	9,973	66.48%	30,000	24,973
Budget	14	Total	52,884	40,050	12,834	24.27%	343,745	287,831	55,914	16.27%	687,490	399,659
Actual	9											
Parking System	571	Regular	63,307	61,832	1,474	2.33%	411,494	401,786	9,708	2.36%	822,988	421,202
		IPT	4,315	1,139	3,177	73.61%	28,050	9,684	18,366	65.47%	56,100	46,416
		OT	1,692	2,038	(346)	-20.45%	11,000	12,530	(1,530)	-13.91%	22,000	9,470
Budget	21	Total	69,314	65,010	4,305	6.21%	450,544	424,001	26,543	5.89%	901,088	477,087
Actual	20											
Total		Regular	3,166,790	3,002,258	164,531	5.20%	20,332,766	19,714,965	617,801	3.04%	40,671,114	20,956,150
		IPT	22,354	16,816	5,538	24.77%	374,693	268,718	105,975	28.28%	622,314	353,596
		OT	485,010	579,243	(94,233)	-19.43%	2,932,501	3,172,758	(240,256)	-8.19%	5,725,938	2,553,180
		Reimb.	(4,000)	-	(4,000)	100.00%	(26,000)	-	(26,000)	100.00%	(52,000)	(52,000)
Budget	804	Total	3,670,154	3,598,318	71,836	1.96%	23,613,960	23,156,440	457,520	1.94%	46,967,366	23,810,926
Actual	738											

Vacancy Report:

City Manager	1	General Services	1	Parks & Rec	1
Collector	1	Constituent Services	1	Total General Fund	58
City Attorney	1	Public Works (all)	24	CARE Fund	2
Stormwater	1	Police - Uniform	17	CCCC	5
Information Systems	1	Fire - Uniform	8	Parking	1
		Traffic Engineering	1	Total	66

Bill No. 8066

Introduced in Council

Passed by Council:

January 5, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance Committee

1 **Bill No. 8066:** A Bill and order determining the necessity for continuance of additional
2 levies for the fiscal years beginning July 1, 2027, July 1, 2028, July 1, 2029, and July 1,
3 2030, for current general governmental expenses, and providing for submission to the
4 voters within the City of Charleston of the question of a continuance of the additional levy
5 at the primary election to be held on May 12, 2026.
6

7 Providing for the continuance of the levy rate, providing for publication of notice of
8 the election to authorize the additional levy; providing for application of the primary
9 election laws to such primary election, authorizing the City Clerk and Kanawha County
10 Clerk to furnish election officials with proper election supplies and make publication of this
11 ordinance, delivery of this ordinance to the Ballot Commissioners and the printing of
12 ballots; providing the form of the official ballot; and providing for the voting precincts and
13 determining those entitled to vote.
14

15 **WHEREAS**, after full information and consideration thereof, the Council of the City
16 of Charleston, West Virginia, is of the opinion and finds that the maximum levies for
17 current expenses for the general fund purposes of said City authorized to be laid by the
18 provisions of Section 14, Chapter 11, Article 8 of the Code of West Virginia, 1931, as
19 amended, will not provide sufficient funds for the four fiscal years which begin,
20 respectively, on the first day of July 2027, 2028, 2029, and 2030, and to cover
21 expenditures properly payable from said funds, including expenditures for the purpose
22 hereinafter set out, and having ascertained that the amounts hereinafter shown, in
23 excess of the amount raised by regular levies, will be needed by the said City of
24 Charleston during each of said four fiscal years for the purpose as follows, and that such
25 levies constitute a continuance of the additional levies heretofore provided for the fiscal
26 years beginning respectively on the first day of July 2027, 2028, 2029, and 2030, and that
27 an election should be held pursuant to the provisions of Section 16 and 17 of Article 8,
28 Chapter 11 of the Code of West Virginia, 1931, as amended; therefore,
29
30

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

32
33 (1) The purpose for which additional funds are needed by said City for each of the
34 four fiscal years beginning July 1, 2027, July 1, 2028, July 1, 2029, and July 1, 2030, are
35 current, general governmental expenses.

36
37 (2) The amounts considered necessary for each of said purposes for each fiscal
38 year beginning on the date indicated are as follows:

39
40 **July 1,**
41 **2027**

42
43 To be allocated evenly for the current expenses of the:

44	Charleston Police Department	\$1,694,049
45	Charleston Fire Department	\$1,694,049
46	Charleston Parks & Recreation Department	\$1,694,049
47	TOTAL EXPENDITURES	\$5,082,147

48 Allowance for tax discounts, delinquencies, exonerations,
49 and uncollectable taxes (7.5%)

50	TOTAL AMOUNT OF ADDITIONAL LEVY	\$5,488,871
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51
52 **July 1,**
53 **2028**

54
55 To be allocated evenly for the current expenses of the:

56	Charleston Police Department	\$1,694,049
57	Charleston Fire Department	\$1,694,049
58	Charleston Parks & Recreation Department	\$1,694,049
59	TOTAL EXPENDITURES	\$5,082,147

60 Allowance for tax discounts, delinquencies, exonerations,
61 and uncollectable taxes (7.5%)

62	TOTAL AMOUNT OF ADDITIONAL LEVY	\$5,488,871
----	---------------------------------------	-------------

63
64 **July 1,**
65 **2029**

66
67 To be allocated evenly for the current expenses of the:

68	Charleston Police Department	\$1,694,049
69	Charleston Fire Department	\$1,694,049
70	Charleston Parks & Recreation Department	\$1,694,049
71	TOTAL EXPENDITURES	\$5,082,147

72 Allowance for tax discounts, delinquencies, exonerations,
73 and uncollectable taxes (7.5%)

74	TOTAL AMOUNT OF ADDITIONAL LEVY	\$5,488,871
----	---------------------------------------	-------------

**July 1,
2030**

To be allocated evenly for the current expenses of the:

Charleston Police Department	\$1,694,049
Charleston Fire Department	\$1,694,049
Charleston Parks & Recreation Department	\$1,694,049
TOTAL EXPENDITURES	\$5,082,147

Allowance for tax discounts, delinquencies, exonerations, and uncollectable taxes (7.5%)	\$406,724
TOTAL AMOUNT OF ADDITIONAL LEVY	\$5,488,871

(3) The total amount necessary to carry out the above purposes for the term of the levy, after making reasonable allowance for tax discounts, delinquencies, exonerations, and uncollectable taxes as set forth above is \$20,328,584.

(4) The separate and aggregate assessed valuation in each class of taxable property within the said City of Charleston is as follows:

Class I	\$ - 0 -
Class II	\$1,508,712,744
Class III	\$ - 0 -
Class IV	\$1,973,710,705
Aggregate	\$3,482,423,449

(5a) The proposed additional rate of levy in cents per \$100 assessed valuation on each class of property within the said City of Charleston for the fiscal years beginning July 1, 2027, July 1, 2028, July 1, 2029, and July 1, 2030, is as follows:

Class I	5.03 cents/\$100
Class II	10.06 cents/\$100
Class IV	20.12 cents/\$100

(5b) Provided that in the event the separate and aggregate assessed evaluations of each class of taxable property within the City of Charleston increases during the term of the special levy, the levy rate may be adjusted so that the projected gross tax revenue will not exceed 95% of the previous year's projected gross tax revenue. An increase in the aggregate assessed valuation of each class of taxable property due to new construction or improvements to existing real property, including beginning recovery of natural resources and newly acquired personal property shall not be included in calculating the new tax levy for the purposes of this section.

(6) The years which the additional levies shall apply if authorized by the voters, are the fiscal years beginning July 1, 2027, July 1, 2028, July 1, 2029, and July 1, 2030.

117 (7) The Council of the City of Charleston declares that it will not issue bonds under
118 the provisions of Section 16, Article 8, Chapter 11, of the West Virginia Code of 1931,
119 as amended, on approval of the voters of the proposed additional levy.
120

121 (8) The Council of the City of Charleston finds that additional levies were
122 heretofore authorized by the voters of the City of Charleston and have been in effect for
123 the fiscal years beginning July 1, 2023, July 1, 2024, July 1, 2025, and July 1, 2026, and
124 that the additional levies proposed by this ordinance constitute as continuation of such
125 additional levies for the fiscal years beginning July 1, 2027, July 1, 2028, July 1, 2029,
126 and July 1, 2030.
127

128 (9) The question of such additional levies shall be submitted to the voters within
129 the City of Charleston, West Virginia, at the primary election to be held in said City on
130 the 12th day of May 2026.
131

132 (10) Notice of the election to authorize the additional levy shall be given by
133 publication of this ordinance and order at least once each week for two successive
134 weeks, both publications to occur within fourteen (14) consecutive days, next
135 preceding the date of the election, in the Charleston Gazette-Mail, a newspaper of
136 the general circulation published in the City of Charleston, West Virginia.
137

138 (11) All provisions of the laws concerning primary elections shall apply so far
139 as they are applicable to the holding of said election and the ascertainment of the
140 results thereof. The City Clerk is hereby authorized and directed to furnish the Clerk
141 of Kanawha County with necessary and proper election supplies, and to do any and
142 all things necessary and proper attendant to said primary election, including but not
143 limited to, the performance of primary election duties imposed by law upon Clerks
144 of the Circuit Courts in relation to primary elections, and shall furnish and deliver a
145 certified copy of this ordinance and order to the Ballot Commissioners of the County
146 of Kanawha, who shall take the same and provide for the printing of ballots, in
147 accordance with the provisions of law, as made and provided, and with the
148 provisions of this ordinance and order.
149

150 (12) That portion of the ballot to be used in said election to authorize the
151 additional levy shall be in the form substantially as follows:
152

153 "An Election to authorize the continuation of additional levies for the years
154 beginning July 1, 2027, July 1, 2028, July 1, 2029, and July 1, 2030, for the purpose
155 of providing additional funds annually during such years for current expenses of the
156 Charleston Police, Fire, and Parks & Recreation Departments according to the
157 order and ordinance of the Council of the City of Charleston passed and adopted
158 at its meeting on the 20th day of January 2026."

159
160 "The additional levies shall be on Class I property 5.03 cents; and on Class II
161 property 10.06 cents; and on Class IV property 20.12 cents; all per \$100 assessed
162 valuation."

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"Provided that in the event the separate and aggregate assessed valuations of each class of taxable property within the City of Charleston increases during the term of the special levy, the levy rate may be adjusted so that the projected gross tax will not exceed 95% of the previous year's projected gross tax revenue. An increase in the aggregate assessed valuation of each class of taxable property due to new construction or improvements to existing real property, including beginning recovery of natural resources, and newly acquired personal property shall not be included in calculating the new tax levy for purposes of this section."

"INSTRUCTION TO THE VOTER: Those favoring and wish to vote for the proposed continuance of additional levies shall darken the oval completely next to "FOR THE LEVIES", those opposing and wish to vote against the proposed continuance of additional levies shall darken the oval completely before "AGAINST THE LEVIES."

- FOR THE LEVIES
- AGAINST THE LEVIES

(13) The voting precincts within the City of Charleston as now existing and as established by the County Commission of Kanawha County, West Virginia, shall be, and the same are hereby designated as the voting precincts for such election and the registration of voters and the use of registration law of the State, and the City of Charleston hereby adopts the registration list of Kanawha County as to precincts and as to persons within the limits of the City of Charleston entitled to vote, as amended and corrected according to law as the official registration list of said City of Charleston to be used as such election on the said 12th day of May, 2026, and all persons who would be qualified to vote in the primary election shall be qualified to vote for or against said additional levies in said election.

(14) After completion of the canvass of the results of said election, the Council of the City of Charleston shall convene at its regular meeting to be held in Council Chambers of the City Hall in said City at 7:00 p.m. on the 1st day of June, 2026, to certify the returns of said election, as required by law.